

Updated: November 21, 2011
(Updates and clarifications are in red)

Immaculate Heart of Mary School
7800 Beechmont Avenue
Cincinnati, Ohio 45255

Providing Catholic Education Since 1955

U.S. Department of Education
2004 Blue Ribbon School

2010 National Catholic School of Tomorrow

2011 - 2012

School Handbook

388-4086 (School Office)
388-5650 (Absent/Tardy Line)
388-3026 (FAX located in School Office)
www.ihomschool.org (School Web Site)

388-4466 (Parish Office)
www.ihom.org (Parish Web Site)
388-4093 (Catholic Formation Office)

IMMACULATE HEART OF MARY ROMAN CATHOLIC CHURCH **MISSION STATEMENT**

We are a welcoming Catholic community centered in the Eucharist, striving to live and share the Good News and grow in discipleship with the Lord.

IMMACULATE HEART OF MARY SCHOOL MISSION STATEMENT

The Immaculate Heart of Mary School Community provides a caring and challenging educational environment for children. We value the individual child, nurture spiritual growth, and independence, and promote community responsibility to those in need. We provide excellence through an integrated curriculum based on the Gospel values of Jesus Christ, and current educational practices that include activities suited to a variety of learning styles. (2011)

STATEMENT OF BELIEFS

We believe that every individual is a witness to the teachings of Christ and models mutual respect, Christian behavior and love.

We believe educators must pursue educational excellence to best meet the needs of students so that they may meet the goals of our ever-changing world.

We believe that curriculum-based instruction must provide for the learning styles of all students.

We believe that parents are the primary educators of their children and that academic and spiritual learning is a cooperative effort.

We believe that with high expectations all students can learn according to their unique, God-given talents.(2011)

IMMACULATE HEART OF MARY SCHOOL PHILOSOPHY

Immaculate Heart of Mary, a Catholic parish school, strives to offer a Christian education which includes teaching the message of Christ, building community and serving God, Church and neighbor.

Within this framework the school directs each student toward the realization of his or her full potential, and the development of his or her relationship to God, neighbor and self.

Thus the school, in cooperation with the home and the total parish, aims to build a Christian community affording opportunities for growth of mind, body and spirit. (1998)

NON-DISCRIMINATION

In accordance with Christian principles, Immaculate Heart of Mary School recruits and admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, athletics, and extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. Immaculate Heart of Mary School will not discriminate on the basis of sex, race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.

FAMILY/SCHOOL COVENANT

Immaculate Heart of Mary Catholic School strives to offer a Catholic education which includes teaching the message of Christ, building community, and serving God, Church, and neighbor. With this framework the school directs each student toward the realization of his or her full potential, and the development of his or her relationship to God, neighbor, and self. Thus, the school, in cooperation with the home and the total parish, aims to build a Catholic community affording opportunities for growth of mind, body, and spirit.

Your presence at Mass is an important part of our mission. We expect that all of our families will accept this commitment to attend Sunday Mass regularly. We also ask that you consider your obligation to share your talent and your treasure with the school and the parish.

Lastly, we ask that you support our task of carrying out our mission within the framework of Christian ethics and values. When a student or member of his or her family interferes with Immaculate Heart of Mary School pursuing its mission, it is disruptive to the school. Such interference may include, but is not limited to the following:

1. Lack of respect for all school employees;
2. Lack of respect for school property;
3. Refusal to accept the school curriculum, participate in class discussions, and complete required assignments;
4. Refusal of students or parents to accept the policies, rules, and other tenets of the School Handbook.

In the event the administration determines that a student or a member of his or her family has interfered with the school pursuing its mission, the principal may determine that Immaculate Heart of Mary is not an appropriate place for their child to continue their education. The student will be placed on probation. This probation is a serious warning to the student and his or her family. If the principal determines that the behavior does not improve satisfactorily, the principal has the right to require the student to withdraw from the school.

This Handbook will give you information about a variety of activities, as well as clarify important policies of the school.

It is important for parents and students to read and discuss the Handbook. For younger children the parents will want to discuss safety procedures for buses, emergency dismissals, etc. All students will need to understand the Student Behavior Code. Parents can be thinking too, about areas of school involvement. Your expertise adds a special dimension to the programs at Immaculate Heart of Mary School, and we appreciate the generosity that you have shown in sharing with us.

Ultimately, all the good, exciting and valuable things that make up the school year will happen because of the cooperation between the home and school. The support we give each other helps to make Immaculate Heart of Mary School the special school that it is. The commitment to God, to excellence, to the best that is in each of us, and concern for each other, are always our goals.

It is the administration's responsibility to interpret the contents of this Handbook, and to address and decide on those matters that are not discussed in this Handbook. Our School Newsletter will address some of the interpretations of statements in this Handbook as there is a need. A parent with questions about the rules or policies of this Handbook should speak with the principal. Lack of knowledge regarding the contents of this handbook does not constitute an excuse for noncompliance.

A FEW FACTS ABOUT IHM SCHOOL

Our school first opened its doors in 1955. The Sisters of St. Joseph were an integral part of the original teaching staff. Presently our faculty numbers 27 classroom teachers, specialists in art, music, band, physical education, Spanish and computer education, a librarian, health aide, psychologist and a learning disability teacher. We also contract with HCESC for a reading specialist, math support and enrichment specialist, gifted intervention specialist and a communication and language pathologist.

Immaculate Heart of Mary School was named a U.S. Department of Education No Child Left Behind Blue Ribbon School of 2004. Our school was one of only 250 schools nationwide to receive the designation. In order to apply for this award, private schools must have standardized test scores in the top 10% in the nation. In addition to demographic and testing statistics, our application included a narrative that promoted and detailed faculty commitment, indicators of academic success, use of assessment data for improvement, curriculum, and the use of instructional methods to improve learning. The Blue Ribbon School honor is based upon school leadership, faculty credentials and practices, curriculum, school culture, and parent involvement.

In May 2005 the Commission of the Ohio Catholic School Accreditation Association (OCSAA) granted Immaculate Heart of Mary School **Full Accreditation** in the Ohio Catholic School Accreditation Association. Of 112 Catholic Elementary Schools within the Archdiocese of Cincinnati only 23 currently hold full accreditation. Our accreditation assures parents that we have the total capability to offer your child a well-rounded education at the elementary school level.

Immaculate Heart of Mary School was awarded the Edward M. Shaughnessy III Serving All God's Children Inclusion Award in 2007. Our school was named only one of twelve schools nationwide as a 2010 National Winner for the Catholic Schools for Tomorrow Award: Innovation in Curriculum and Instruction.

Grades K-3 are self-contained. Departmentalization begins gradually at grade 4 and increases by grades 6-8.

Our school's religious program is a part of Immaculate Heart of Mary's Parish Religion Program. As such, it is directed by the parish Director of Catholic Formation in cooperation with the principal and adheres to the mission, mandates and policies of the Church.

The curriculum follows the archdiocesan graded course of study. Our program focuses upon providing opportunities for the student to grow in personal awareness of God, self and others. In addition to regular classes taught by certified religion teachers, there are opportunities for prayer, para-liturgical services, and regular participation in weekday liturgies.

NOTE: *The staff at Immaculate Heart of Mary School is very sensitive to the fact that not all of our students live in a household with their two birth parents. Some of our children live with grandparents, foster parents, aunts, uncles and other caring adults. For the sake of brevity we refer to our students' guardians as 'parents' in this Handbook as we are confident that they are truly the 'parents' of our children.*

ADMISSION POLICY

The purpose of this admission policy is to define the specific entrance requirements necessary for a child to be considered for admission to the Immaculate Heart of Mary School. Due to the increasing enrollment, it became necessary to establish a formal set of guidelines for the registration and admission process.

Admission may be granted to students who provide evidence of good academic standing and deportment and who submit the required forms and fees in accordance with the criteria explained below. Priority will be given to students whose families are parishioners of Immaculate Heart of Mary. In order for families to qualify as parishioners, the following criteria must be met:

Parishioner Guidelines

Families who regularly participate in parish religious practice and worship at Immaculate Heart of Mary Parish, or another parish from which they have recently moved, and have done so for a minimum of six months prior to registration including all of the following: regular Sunday Mass attendance and use of envelopes (no minimum dollar amount required), support of all sacramental programs, participation in religious formation programs.

A yearly stewardship pledge, volunteer time and talent in ministries and organizations associated with the school and/or parish, financial support of the church to the best of the family's ability.

Parishioner status will be reviewed on an annual basis.

Enrollment Priorities

1. Currently enrolled Immaculate Heart of Mary School children and their siblings.
2. Children from Immaculate Heart of Mary parish families whose siblings have graduated from Immaculate Heart of Mary School and whose families have remained active parishioners.
3. Children from Immaculate Heart of Mary parish families who will be enrolling for the first time in Immaculate Heart of Mary School, whose order will be determined by the following criteria:
 - a) registration materials received by the Immaculate Heart of Mary School Office by the published deadline.
 - b) active parishioner's date of registration in the parish and children who are currently enrolled in our Parish Religion Program.
4. Children from families who are parishioners at another Catholic Parish which does not have a school with the agreement of their pastor to pay the parish subsidy.
5. Non parishioners, based on the following:
 - The student participates in all classes including religion
 - The parents pay the non parishioner tuition rate
 - There is room in the classroom
 - The transfer to Immaculate Heart of Mary School is not being made because of a previous record of disciplinary problems.

Within each category and sub-category of the enrollment priorities, preference will be given to those families who reside within the Immaculate Heart of Mary Parish boundaries.

After the initial registration period, all registrations may be accepted on a first come - first served basis.

When necessary, the number of years of parish involvement may be used as one of the criteria for school admission.

Class Size

There is a class size maximum of thirty students in grades one through eight. Certified Educational Aides will be hired at the discretion of the principal.

Non-Catholic Enrollment

Immaculate Heart of Mary Parish School is a Roman Catholic School. We are happy to share our religious values with all interested families. Students of other faiths will attend all scheduled religion programs and classes. Presence at religious services is mandatory while not necessarily participatory. Students of other faiths are required to participate in and complete daily class assignments in religion. The school makes no attempt to dissuade a student from his or her belief. The character of Immaculate Heart of Mary Parish School, however, is one of a Roman Catholic educational institution and no alteration in our school program will be made to exempt a student from participation.

Admission Exceptions/Requirements

Since Immaculate Heart of Mary School is dedicated to providing the best possible education for our students, reasonable behavioral standards are expected. At the discretion of the principal, prospective students with a past history of chronic behavioral problems or educational needs beyond our capabilities may be declined admission. Any student currently under suspension from another school, or one who has been expelled from another school, will not be considered for admission.

During the first five weeks of school all new students in grades kindergarten through eight are on probation and their academic and behavioral progress will be reviewed. If the reviews are unsatisfactory, a conference will be held with teachers and parents and an academic plan or behavioral contract will be instituted. The reviews will be continued on a weekly basis until the end of the first grading period. At that time, students who have repeated unsatisfactory reviews may be required to withdraw from IHM.

Before a student is officially accepted into Immaculate Heart of Mary School the following documents must be received by our School Office:

- Official transcript of grades from the previous school
- Psychological testing/counseling records

- Completed and signed medical records including immunizations, vision and hearing tests
- Individualized Educational Plans
- Baptismal Certificate
- Birth Certificate or court-ordered custody statement
- Principal or Director Recommendation Form for new students in all grades. All incoming students may be given a placement examination in reading and math. Those displaying a need for specialized education that we are not capable of providing may be declined admission.

Students are assigned to homerooms by the principal and faculty. We do not accept requests for assignments to specific homerooms.

For the benefit of the children involved and the smooth running of the school, pupils transferring from Immaculate Heart of Mary School to any other school may not be accepted back during the school year in which the transfer occurs.

AFTER CARE PROGRAM, GRADES KINDERGARTEN THROUGH SIX

The After Care Program for Immaculate Heart of Mary School students in kindergarten through six begins the first day of school and continues through the last day of school. The program hours are 3:00 - 6:00 p.m. each day that school is in operation. There is a non-refundable registration fee and students are accepted on a part-time and full-time basis. The program is staffed primarily by Immaculate Heart of Mary School personnel. Students have playtime (outside, weather permitting), snack, and homework/quiet play. **If a student requires medication during After Care an additional set of forms and medication is needed for after school hours.**

AIDS(ACQUIRED IMMUNE DEFICIENCY SYNDROME) POLICY/GUIDES

Based on current evidence, casual person-to-person contact, as would occur among school children and staff, poses no risk on the transmission of AIDS or AIDS-related disorders. Each incident will be handled on an individual and confidential basis.

Students or employees who are diagnosed as having AIDS or AIDS-related disorders are entitled to an evaluation of their medical condition by no less than pastor, principal, parent/guardian and physician.

In considering either admission or retention of a student or employee the school will follow the "Ohio Department of Health Guidelines for School Admission."

Decisions shall take into account Christian concern and individual privacy and should be made in the best interest of the student/employee, school and community. (1988)

ASSIGNMENTS/STUDENT EVALUATION

Absence/Class work/Homework

The student is responsible for all class work and homework. When students are absent from a class or classes they should contact another student or the teacher to find out assignment(s). It is up to teacher's discretion to assign due dates for any assignments or work missed during the student's absence.

If a student is not ill but is absent for a medical or dental appointment, homework should be completed as assigned (i.e., no make up day). Extensions may be granted under special circumstances. It is the responsibility of the student to contact teachers immediately upon returning to school to schedule make up tests. Tests which are not made up may receive a grade of zero.

Homework Assignments

True learning is not a passive, one-way, teacher to pupil activity. Homework and class work are the responsibility of the learner. Homework is defined as mandatory student work assigned outside of the classroom and involving all mediums of expression. Late and incomplete assignments interfere with the learning process and parents will be notified when such a pattern develops.

Teachers try to be sensitive to the amount of homework which is appropriate at each grade level. Parents should be aware that the amount of time required to complete the same assignment will vary from student to student.

Approximate homework times:	Grade 1	15 minutes
	Grades 2-3	about 30 minutes
	Grades 4-6	about 50 minutes
	Grades 7-8	about 75 minutes.

Late Assignments

Having work completed and turned in on time is necessary for the development of the learning process. It is also a sign of responsibility and self-discipline. Late work may be assessed a penalty by the teacher, but must still be completed. In most classes, teachers use NOTICES to inform the parent of a problem in this area.

Behavior During Tests

Misbehavior (e.g., talking, making noises, etc.) during tests interferes with the right of students to concentrate and perform at their best. In addition, it frequently may be interpreted as cheating. The teacher will determine the severity of the misbehavior and decide on an appropriate consequence.

ATTENDANCE POLICY

Students must be in the building before the 8:00 a.m. bell. Tardy Slips are handed out from 8:00 - 8:15 a.m. A student misses a half day of school if absent from classes up to 3 ½ hours. After 3 ½ hours of absence the child is counted absent for the day. Early dismissal is from 2:46 until 2:55.

Parents are required to keep children home for infectious/contagious illnesses which are accompanied by sore throat, cough, rash, nausea, etc. Children must be fever-free **without the use of fever reducers** for 24 hours before returning to school.

Parents are to call the school absent/tardy line (24 hour voice mail at 388-5650) before 8:30 a.m. When a message is left on the absent/tardy line no note is required upon the student's return to school. **Homework requests may not be left on the absentee line. Follow the procedures given by each grade level.**

According to the Missing Child Act of 1985, parents of children who are absent and fail to notify the school must be contacted to verify the absence. If no parents can be contacted, the office will contact the emergency number designee. If the parents or emergency number designee cannot be contacted before the end of the school day, the office will send written notification of the absence to the child's residence.

Excessive absence is considered to be more than fifteen days in the school year. After fifteen days absence in the school year, a written medical form from a physician is required for each additional absence. The physician's form must state the reason for the absence and the number of days the student will be absent from school. As a result of such excessive absence, **Saturday School** may be required. Absence from class even for legitimate reasons has an effect on learning, and may cause report card grades to be lowered.

Any pattern of absences such as absences on scheduled test days or days when major assignments are due will be reported to the principal. Teacher, student, parents and principal will meet to discuss this pattern.

Students who are absent from school during the day may not participate in any school sponsored activities on the evening of their absence. This includes, but is not limited to, school sponsored activities such as plays, concerts, clubs, yearbooks, school news teams, etc.

Absence due to transportation during inclement weather when Immaculate Heart of Mary School is open is considered an excused absence and will count as an absence.

Shadowing High Schools

Students are encouraged to shadow on days that Immaculate Heart of Mary School is not in session. Follow directions given in paragraph three above to report absence. This is considered an unexcused absence.

Absence from School

The school follows the Ohio Revised Code, Section 3321.04 for mandatory student attendance. Rule 3301-51-13 of the Administration Code recognizes the following conditions as excused absences. Students who fail to follow this code may be reported as truant and their parents may be referred to the legal system for appropriate legal action.

Personal Illness

Family illness

Quarantine in the family

Death of a relative

Observance of religious holidays (IHM School is not in session during observance of Catholic Holidays)

Emergencies as allowed by the school superintendent (calamity days, incidents which preclude use of the building, etc.)

The school recognizes that upon rare occasions families must take vacation during school time. However, as a faculty devoted to academic excellence, we do not permit vacations during the school year or trips during school time. All vacations are unexcused.

Parents are required to call the Absentee Line on a daily basis to report the reason for the child's absence. Students returning from an absence of more than one day, or any absence attached to a scheduled school break will not be permitted to make up any work unless the reason for the absence can be verified.

Work missed during any absence is the student's responsibility – **not the teacher's**. No homework assignments will be given ahead of time for any unexcused absences. Students are required to turn in any work missed during an absence no later than the third day the child returns to school.

Parents are responsible for teaching their children the concepts and skills that were taught in school during their child's absence.

Parents of students who have unexcused time off during the ADM count week on October may be charged additional tuition based upon the amount of state funding the school loses because of the absence.

The school meets state requirements for scheduled school days. Students with excessive absences may not be invited to return to Immaculate Heart of Mary School for the following year.

A history of excessive absences may result in warning, mandatory meetings, and possible referral to the court system.

Tardiness

Being on time is an important character trait. Students are expected to be in the building by 8:00 a.m. If a child will be late the parent must call the absent tardy line before 8:00 a.m. A student arriving on a late bus will not be marked tardy. Excessive tardiness is a Serious Misconduct offense and the administration will handle these cases on an individual basis. **Eight tardies will warrant a Saturday School.**

Early Dismissal

If an **early dismissal** (2:46 p.m. to 2:55 p.m.) is necessary, the parent must request this dismissal in writing. The child should first show the note to the homeroom teacher, then to the dismissing teacher, and finally turn the note into the School Office upon dismissal from school. All early dismissal students are to be **picked up from the School Office** and signed out of school by a parent or designee. Students will only be released to persons who have been authorized by the family. The Emergency Medical Form provides space for this information and must be kept up to date.

No child is ever sent home without permission from the Principal or designee.

AWARDS

CHRISTIAN STUDENT AWARD

All fifth through eighth graders are eligible for this award. Nominations for the award are gathered from fellow students and teachers at the end of each grading period. Students who have demonstrated an active living of the Golden Rule and Gospel teachings at school can be candidates. A behavior notice will disqualify a student for this award.

EFFORT AWARD

All fifth through eighth graders are eligible for this award. Normally it is given to students who have shown extra effort during the grading period, have followed school rules, and have been nominated by their teachers. Usually those on the Honor Roll are not nominated.

HONOR ROLL

An Honor Roll has been established by the Immaculate Heart of Mary School Commission to recognize **7th and 8th graders** who demonstrate academic excellence and follow school rules. The qualifications are as follows:

First Honors are earned by those who achieve an A average (93%-100%) in religion, math, science/health, reading, English/spelling, and social studies. Each academic grade on the report card must have an A average (93%-100%). Related arts subjects that are graded must be an A (93%-100%) or better. The students may not have received more than a total of four academic notices during the grading period.

Second honors are earned by those who achieve a B average (85%-92%) or better in religion, math, science/health, reading, English/spelling, and social studies. Each academic grade on the report card must have a B average (85%-92%) or better. Related arts subjects that are graded must be a B (85%-92%) or better. The students may not have received more than a total of four academic notices during the grading period.

Students who have been suspended (in-school or out of school) are not eligible for the honor roll.

Students must meet the following additional standards in order to qualify for honors

- No more than a total of FOUR missing assignments for ALL subjects including related arts during the specific grading period
- No more than a total of FOUR ADOPT letters during the specific grading period
- No checkmark in the comment/effort section for Spanish during the specific grading period
- Unexcused absences during the specific grading period may result in ineligibility for honors.

Being on the Immaculate Heart of Mary School Honor Roll does not guarantee that an 8th grader will be nominated for the President's Education Awards Program.

PRESIDENT'S EDUCATION AWARDS

Students in the eighth grade are eligible for these awards which are given through the United States Department of Education.

Gold Award

This award is presented to eighth grade students who have earned a 93 percent average of all graded subjects in **each** year of their fourth, fifth, sixth, seventh, and eighth grades AND standardized test scores of at least an 85 percentile in reading and math in the seventh grade. Students must also have a strong attendance record as determined by the teachers and administration, who make the final decision.

Silver Award

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award is given at the principal's discretion based on the criteria developed at the school. Students must also have a strong attendance record as determined by the teachers and administration, who make the final decision.

BUS TRANSPORTATION AND SCHOOL DISMISSAL

Questions regarding bus transportation should be directed to the Transportation Director of the parent's local school district (Forest Hills School District 231-3335, West Clermont 752-4020, Milford 575-1563, New Richmond 553-0266, Batavia 732-0935). If a student inadvertently misses the bus after school, the student should go directly to the School Office. Students who walk home must have written permission from a parent given to the administration. **Students are never allowed to cross Beechmont Avenue without written parental consent.** If for any reason students ride a bus other than the one they usually ride, they must have a written note from a parent which must be signed by the Principal or School Office personnel and given to the bus driver. The transportation offices allow bus switches only for legitimate necessities or emergencies (i.e., no other supervision at home) and not for social reasons. **Students who ride the bus are not permitted by the school districts to ride each others buses (for example, a Forest Hills student may not switch to a West Clermont bus). West Clermont will not permit transfers and will only transport a student to his or her home.**

Policy for late bus: If your child is not picked up or dropped off at the regular time please call the specific transportation office (listed above) for an update on the status of that bus.

On the Immaculate Heart of Mary School campus, buses have the right of way over cars.

If students are involved in after school activities, they are not free to leave and return to the school grounds without written parental permission. All after-school groups, including athletic teams, will meet in a designated area on the blacktop or gym with their supervisor or coach. If the supervisor or parent is not present at 3:00 p.m. the student should report to the table in front of the main office until such time that the supervisor, coach or parent arrives. In case of inclement weather, the designated meeting area is the cafeteria. At dismissal students become the responsibility of the parent or sponsoring adult.

At the end of the school day, parents must enter the school where they will be required to sign out their own children. If a parent has permission to take a student from another family he/she must also sign out that student. Students will meet the adults in the cafeteria and must exit the building with an adult.

Please refrain from parking in the area designated for the disabled, unless your vehicle has a handicap permit sign.

The road behind the school and Parish Center is for the exclusive use of school buses.

BICYCLES, SKATEBOARDS OR ROLLER BLADES MAY NOT BE RIDDEN NOR BROUGHT TO SCHOOL.

Your cooperation for the safety of the children is greatly appreciated.

CHILD ABUSE/NEGLECT

The Staff of Immaculate Heart of Mary School recognizes the serious local, state, and national problems of child abuse and child neglect. Since Immaculate Heart of Mary School is concerned with the spiritual, mental and physical well-being of all children, we believe that effective parenting is the goal of all parents. However, it is recognized that undue stress may lead to the abuse or neglect of children. School personnel are in a unique position to identify children and families who are in trouble.

Ohio Revised Code 2151.421 requires any school teacher or school authority to report suspected cases of child abuse or neglect to the Children's Services Board or a municipal or county peace officer. This legislation also guarantees immunity for anyone filing a report or participating in a judicial proceeding from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action. In accordance with this law, the staff of Immaculate Heart of Mary School has appropriate policies and procedures to guide their actions.

Immaculate Heart of Mary School believes in a positive approach to child protection, pursuing a preventative and therapeutic approach to child abuse and neglect rather than a punitive approach. School personnel are aware of and sensitive to the causes of child abuse and neglect, assuring accurate reporting. Annual in-service education will help meet this objective. The staff and services of the school will be available to parents who are experiencing difficulty in working with their children. Effective treatment of the family in trouble can involve close cooperation between the home and school and/or other agencies.

ARCHDIOCESAN DECREE

The Archdiocese of Cincinnati Decree On Child Protection (March 1998) applies to all parishes, schools, offices, agencies and other institution which operate under the administrative authority of the Archbishop. Although child abuse is a reality in our society, such abuse, whether mental, physical or sexual, whether inflicted by lay persons or clerics, professionals or volunteers, cannot be tolerated in the Church. The purpose of the Decree is two-fold: to prevent the abuse of children and adolescents, and to provide a pastoral response to incidents of abuse after they occur.

All Immaculate Heart of Mary School staff and volunteers working closely with children (coaches, scout leaders, etc.) need to participate in the orientation for child protection. All volunteers must also be fingerprinted. **Stewards of Children is a class that is also related to child protection. Immaculate Heart of Mary offers the class in the fall and spring.** Call the Parish Office (388-4466) for more information.

Parents who are not fingerprinted and have not taken the class will not be able to work in the classrooms or go on field trips.

Policies Aimed at Preventing Child Abuse

1. A child may receive scheduled, individual instruction or counseling from a volunteer only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.
3. **AT LEAST TWO ADULTS MUST BE PRESENT FOR ANY ACTIVITY FOR CHILDREN SPONSORED BY A PARISH OR SCHOOL.**
4. No child may be disciplined corporally or corrected with abusive language.
5. A volunteer must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit in the adult's home.

Proper Response to Actual or Suspected Child Abuse

If an Immaculate Heart of Mary School staff member or parent volunteer suspects possible child abuse (verbal, physical or sexual), they need to report suspicions to their superior or leader of their department at the school or parish.

Ohio law protects those who report suspicions or cases of child abuse from prosecution.

Any regular volunteer who observes a cleric, employee or other volunteer **behaving in a manner that may pose a potential risk to a child** (where the behavior does not constitute child abuse) is to **report the matter in confidence to the proper superior or supervisor** without delay.

C NOTIFY SYSTEM

CNotify is a notification system that uses a combination of phone calls and/or e-mails to keep parents informed about closings, delays, early dismissals, emergency situations and important school events. The school office manages this system and parents are no longer required to update the data.

COMMUNICATIONS, E-MAIL

E-mail provides a means of communication between parents and teachers. However, teachers are not permitted to access e-mail during their teaching time, so immediate response is impossible. Teachers will respond within a reasonable amount of time.

Parents must be respectful and considerate in their language and tone in any correspondence to the faculty and staff. Parents should also be prudent in the number and timing of their e-mails to the teachers. Teachers do not have voice mail.

Immaculate Heart of Mary School is a community composed of people and from time to time problems, concerns, and conflict arise in our dealing with one another. In order to promote open communication, the following procedures will be followed:

- First: If a parent has a concern or question about something involving a teacher and their child, contact the teacher.
Second: If the initial conference didn't seem to resolve the concern or question, contact the principal.
Third: If the matter is still unresolved, then one can request a conference with the teacher and the principal.
Fourth: If a parent believes the matter is still not resolved after taking all of these steps, contact the pastor.

Spontaneous visits or meetings with the teachers are not permitted. Plan ahead and schedule a conference.

It may be desirable to have the child present at any conference, especially when the matter involves the child.

Communication also involves Christian charity. All conferences need to include this element if they are to reach a solution or worthwhile conclusion.

COMPETENCY-BASED EDUCATION

In the Archdiocese of Cincinnati, competency tests covering pupil performance objectives in the math, language arts and reading courses of study are taken by students in grades 3 and 7. The competency test results are used by the principal and faculty for yearly program evaluation. The competency tests are criterion-referenced and as such are designed to measure the degree to which the students are mastering the pupil performance objectives in the respective courses of study.

The competency test results also provide valuable information about the individuals being tested. The teachers will use these competency test results in conjunction with the results of their own on-going classroom testing and assessing to help them make decisions about instruction and intervention, student evaluation, guidance and promotion. More specifically, the competency test results and the on-going classroom tests and assessment results are used in the following ways:

1. As indicators in developing and/or employing alternate teaching strategies and materials (enrichment, developmental, remedial) appropriate to individual student or class needs. (INSTRUCTION AND INTERVENTION)
2. As one factor in determining students' grades. (STUDENT EVALUATION)
3. As one criterion indicating appropriate direction for counseling of individual students. (GUIDANCE)
4. As one factor used by local decision-makers in determining the promotion or retention of individual students. (PROMOTION)

CONFERENCES

Parent/Teacher Conferences are formally scheduled each year. Parents may also request conferences at other times by contacting the teachers by written note or phone call. **Students in grades four through eight are required to attend the conferences with their parents.** In general, we welcome students to attend conferences when their academic or personal development is being discussed. Parents may not appear at school for a conference without a previously scheduled appointment.

CORPORAL PUNISHMENT

CORPORAL PUNISHMENT IS NOT USED AT IMMACULATE HEART OF MARY SCHOOL .

COURTESY CODE

The purpose of courtesy is to make others comfortable and to respect their feelings. This will ensure a school climate in which students and faculty can live and work effectively. Toward this end, students and staff should:

- Act in a Christ-like manner toward all.
- Be prompt to classes.
- Be attentive to announcements.
- Keep your hands to yourself.
- Maintain eye contact when speaking to and/or listening to others.
- Respect and not interrupt others' conversations.
- Speak in a courteous and polite voice to others.
- Accept a teacher's correction; don't debate the teacher.
- Avoid repeating rumors, gossip, and innuendo.
- Use "please", "thank you", and "pardon me", at appropriate times.
- Open and hold doors for others.
- Address staff, parents, and coaches by their title and last names, unless requested otherwise.

CUSTODY (RESIDENTIAL & NON-RESIDENTIAL/SHARED PARENTING)

(See Student Records)

Except as specifically modified or otherwise limited by a court order the non-residential parent is entitled to access, under the same terms and conditions as the residential parent, to any student activity that is related to the child to which the residential parent legally is provided access.

DISCIPLINE CODE Policies and Procedures

Philosophy: In view of the fact that we are a Catholic school we are, therefore, responsible for teaching Catholic values to our students. This would naturally require that certain standards of behavior and academic effort must be demanded. In realizing our Catholic identity, and our Catholic way of life, our students and their parents must understand why certain standards have been set and adherence is expected. Each of our students has received gifts and abilities from God, and with such gifts and abilities comes responsibilities. Our Catholic faith calls us to develop our gifts as best we can, with teachers guiding the development of their students' abilities through normal, logical and decent, daily interaction.

It is the responsibility of the Catholic family to set standards of conduct for their children and to follow through with appropriate consequences. Teachers must accept the same responsibilities in the classroom. Where expectations between home and school are complementary, the students benefit from consistency and mutual support.

Good discipline is a way of regulating ones life to be productive, goal-oriented and respectful of oneself and others. A self-disciplined Catholic school climate promotes learning, cooperative relationships and Catholic faith community.

As a working definition, good discipline may be described as the absence of distractions, friction, and disturbance which interfere with the teacher's right to teach and the student's right to learn. In addition to the reinforcement from parents and the personal satisfaction that each child receives from practicing self discipline, the school also recognizes positive behavior in our students.

Positive reinforcement might occur in one or more of the following ways.

Students may be eligible for the Christian Student Award.

Students may receive personal words of praise from their teachers or other staff members.

Teachers or other staff members may write notes or award certificates for recognition of good behavior.

Classroom teachers may use individual recognition or rewards for students whose behavior is exemplary.

Teachers may write compliments or positive notes on interim reports or report cards.

BULLYING PREVENTION PROGRAM (Olweus)

RULES/SANCTIONS/POSITIVE CONSEQUENCES

School-wide rules against bullying

1. We will not bully others
2. We will help students who are bullied
3. We will make it a point to include others who may be left out
4. When we know someone is being bullied, we will tell an adult at school and at home.

Consequences for physical bullying

Grades K-3	1 st time – documented warning
	2 nd time – call home & reflection letter
	3 rd time – call home, conference, no recess for a week
Grades 4-6	1 st time – documented warning
	2 nd time – call home, reflection letter, 1 detention
	3 rd time – call home, conference, one day suspension
Grades 7-8	1 st time – reflection and detention
	2 nd time – reflection and detention
	3 rd time – in-school suspension

Consequences for verbal bullying/other subtle forms of bullying (e.g., social exclusion):

Grades K-3	1 st time – documented warning 2 nd time – call home & reflection letter 3 rd time – call home, conference, no recess for a week
Grades 4-6	1 st time – documented warning 2 nd time – call home, reflection letter, detention 3 rd time – call home, conference, one day in-school suspension
Grades 7-8	1 st time – reflection and detention 2 nd time – reflection and detention 3 rd time – in-school detention

Consequences for encouraging/reinforcing bullying:

Grades K-2	Same as above
Grades 4-6	Same as above
Grades 7-8	Same as above

Academic Monitoring

Philosophy: It is the individual classroom teacher’s responsibility to monitor the academic progress of each student within the class. It is also the classroom teacher’s responsibility to convey directly to the student and the student’s parents any problem areas they may have that would pose a negative influence on satisfactory academic progress.

Scope: In view of the above stated philosophy and associated responsibilities teachers have for individual student academic progress, the following areas will be required to be monitored:

1. Incomplete homework
2. Missing homework
3. Not prepared with proper materials
4. Not returning signed papers.

Monitoring Procedures: Teachers may utilize the traditional Academic Notice to Parents in order to inform parents of infractions. Teachers will exercise the responsibility to issue associated consequences for academic torts as they see fit. This will include the issuance of detention, to include date(s) and time(s). In cases where academic torts become a real threat to expected academic achievement, the student will be sent to the School Office to receive behavior modification, evaluation and instruction. For every five academic notices in a subject within a school year, three points will be deducted from the appropriate grade for that academic subject. These academic notices are cumulative and are not discarded at the end of each grading period.

Behavior Monitoring

Philosophy: Immaculate Heart of Mary School sees a clear distinction between academic and behavior infractions. We believe that the teacher is the main disciplinarian in the classroom and the school administration’s responsibility is to see that the teacher is able to maintain a productive, undistracted classroom environment. Teachers are strongly encouraged to remove any student who is not cooperating with the teacher’s efforts as stated above. Immediate removal of the disruptive student from the classroom will better foster academic success for the remaining students.

Scope: Behavior monitoring will fall under the supervision of the administration. Torts falling within the repeated and serious misconduct code will be considered and dealt with on an individual and collective basis over the entire school calendar. This is a significant change in years past when each new grading period started with a “clean slate.” This collective monitoring will help us to see the cause of misbehavior and formulate an effective behavior modification plan that will effectively deal with such behavior.

Classroom: We support the Christian values and self respect instilled in our students by their parents. The student is expected to submit to the authority vested in each teacher. Classroom rules, with positive and negative consequences, have been established by each teacher and are in effect at all times. Constant classroom disturbance will require a parental conference and disciplinary action. If no improvement is shown, the student may be suspended – SEE GRADE CONSEQUENCES - and may ultimately be requested to leave Immaculate Heart of Mary School.

Monitoring Procedures: At the discretion of the teacher, a student may be sent directly to the School Office. The student will remain under the supervision and guidance of the administration until the student is deemed ready to return to the classroom. The School Office conference room or other designated area will provide an atmosphere where any, or all, of the following may occur:

1. **QUIET TIME** The student(s) will be provided with an isolated and safe place to sit down and quiet down in total silence.
2. **DEFINE THE PROBLEM** The student(s) will be asked to explain and define the problem in their own words. This will be an on-going process of dialogue with no specific time limits set upon completion.
3. **THOUGHTFUL PRAYER** The student(s) will be provided with an opportunity to consider thoughtful prayer as it relates to the specific problem as defined.
4. **SUGGESTED STRATEGIES** The student(s) will be allowed to discuss a number of suitable strategies what may apply in order to prevent a similar situation from occurring in the future.
5. **WRITING PIECE** The student(s) will be asked to put into writing their personal definition of the problem and what they can do in order to prevent the problem from occurring again or within the near future.
6. **NOTIFICATION OF PARENTS** Depending upon the situation parents may be notified directly by telephone or in writing by the Behavior Notice. The Behavior Notice must be signed by the parents and the student. The notice must be returned to the School Office by 8:05 a.m. the next school day.
7. **CONSEQUENCES** The student(s) will be informed of consequences resulting from their misbehavior. Consequences will be indicated on the Behavior Notice.
8. **WRITTEN RECORD** A written record will be maintained on a school year basis of all repeated and serious misconduct code infractions. A Discipline Report Card will document infractions.
9. **CONTINUED MISBEHAVIOR** Continued and repeated misbehavior will be dealt with, if necessary, under the suspension and expulsion procedures provided within the current School Handbook.

The administration will maintain direct and open communication between the principal, teachers and the parents.

Repeated Misconduct Code

Students who repeatedly receive Notices to Parents or Behavior Notices may be subject to one or more of the following CONSEQUENCES.

1. Detention
2. In-school suspension - SEE GRADE CONSEQUENCES
3. Out of school suspension – SEE GRADE CONSEQUENCES
4. Request to withdraw or expulsion

Expected Behaviors

Immaculate Heart of Mary School works at living Gospel values. We believe the following expected behaviors help to reflect them:

- Respect one another, teachers and students, and school property, by word and deed.
- Come to school clean and with your hair combed; wear your uniform properly.
- Obey the classroom, cafeteria and schoolyard rules.
- Keep your hands to yourself.
- Change classes in a very quiet manner; walk in our buildings.
- Be cooperative; follow directions the first time they are given.
- Complete your class and home assignments on time.
- Take papers, tests, report cards, the Wednesday Envelope and other papers home to be signed and returned promptly.
- Use your books with care. Cover all hardbound books. Have your full name written in each book.
- Use a book bag to carry your books and materials.
- Respect school property: desks, computers, lockers, etc.
- Keep toys, radios, tape/CD players at home unless told otherwise by your teacher.
- Play games at recess in a fair and safe way.

The following behaviors are not permitted and are subject to behavior monitoring.

Inappropriate Behavior

Our school is a large community. There are behaviors we believe are not acceptable. We expect each student to follow proper behaviors and avoid these and other inappropriate conduct:

- Disrespect of any adult or child at school, by word or action.
- Coming to school incorrectly dressed.
- Arriving at class without the materials needed for learning.
- Making noise during class changes that disturb others' learning.
- Mistreating school property in the classrooms, restrooms, cafeteria and elsewhere on campus.
- Bringing to school any weapon, toy or real, or any materials that could harm a person (e.g., matches).
- Bringing cell phones, pagers, CD players, electronic devices, cameras, laser pens, light pens, flashlights, or any other equipment deemed inappropriate by the administration to school.
- Other behaviors that contradict Gospel values:
 - . put downs and name calling
 - . lying
 - . cheating
 - . dishonesty in all forms
 - . bullying or harassment of another person
 - . fighting or hitting another
 - . gossip and spreading rumors.

Cheating

As educators, we believe that cheating is a serious offense and that part of our responsibility is to correct behaviors that do not reflect the Christian ethics that we wish to instill in our students. Therefore, we have determined that these behaviors are considered by the faculty as morally, ethically, and academically dishonest...

- .copying homework, writing, or other school work
- .giving permission for another student to copy homework, writing or other school work
- .not speaking to the teacher immediately when another student asks to use your work for any reason
- .plagiarism, with or without consent, of another person's work
- .the practice of cheating during tests including, but not limited to, looking at another's work, using books, notes, signals, and/or other kinds of communications such as electronic devices to aid cheating
- .the intentional delaying of tests through purposely being absent or late

Students who cheat will be given a grade of zero on the test or assignment and notification will be sent to the parents. Questioning the teacher's intent, rationalizing the student's behavior, and/or placing the blame on another student or other circumstances are not appropriate responses. Our intent in instances of cheating is to change the behavior and not condemn the student and we ask that parents cooperate with the school to ensure that the child learns from his/her mistake so that the behavior is not repeated.

Expected Bus Behavior

The rules followed by our students who ride buses are:

1. Follow directions of the driver the first time.
2. Stay in your seat, with your feet on the floor, facing the front of the bus.
3. No pushing, shoving, or fighting at any time.
4. Keep all parts of your body inside the bus.
5. No eating, drinking, chewing gum, smoking or spitting on the bus.
6. Nothing is to be in the aisle (book bags, legs, feet, etc.).
7. Do not throw anything out of the bus windows.
8. Talk quietly in a classroom tone.
9. Stay seated until the bus is stopped at your pick up or drop-off point.
10. If you cannot say anything nice, do not say anything.

Expected Cafeteria Behavior - Lunchtime

RULES:

- Students will follow directions of staff and volunteer supervisors in a respectful manner.
- Students will talk in a normal speaking voice while in the room.
- Students will behave in an orderly manner by sitting while eating.
- Students will not play with or throw food.
- Students will clean tables, floors, and trays.

CONSEQUENCES:

1. Students will assist in cleaning cafeteria during their recess or other free time.
2. Students will eat in silent isolation for one day.
3. Students will eat in silent isolation for one week: written notification to parents.

Drugs , Alcohol, and Tobacco (1996)

Philosophy: Immaculate Heart of Mary School recognizes its share of responsibility for the health, welfare and safety of all members of the student body. It also recognizes chemical dependence as a primary physical illness which is treatable. We believe very strongly in the prevention, intervention and rehabilitation components as necessary and that our primary emphasis needs to be the educational component of intervention.

Policy:

A student shall not possess, use, sell, transmit or be under the influence of any narcotic, controlled substance, counterfeit (look-a-like) drugs, marijuana, alcohol or tobacco product of any kind while on school grounds, during, before or after school hours, off school grounds at a school activity, function, or event.

Violations occur when: a student is witnessed using or possessing; shows signs or visible effects of abusing drugs or alcohol or a student possesses, makes, sells, offers to sell, delivers or gives those chemicals while on school property or at a school function.

Possession or sale of drugs is illegal and police will be notified.

Procedure: Immediate confrontation of student by principal followed by a meeting of parents, the principal and school psychologist for assessment purposes. Members of above group will review data and decide whether or not professional assessment and/or treatment steps are needed. Recommendations may include:

- Attendance at mandatory information or behavioral modification sessions
- Participation in support group for specified period
- Suspension or expulsion.

While aspirin, Tylenol, allergy/sinus medication and cough drops are not illegal drugs, they should be administered in accordance with school policies (see Health and Safety section).

Expected Behaviors at Recess and on the Playground

The student's behavior on the playground should be directed toward social and physical development. Activities that cause harm either physically, morally, or socially, will be curtailed. There will be adequate adult supervision. Respect and obedience are demanded of each student for any person supervising the area.

RULES:

- Students will respectfully follow directions of supervisors.
- Students may leave the playground/classroom only with the supervisor's or teacher's permission.
- Students will behave in a manner which prevents injury to themselves, other persons, or property.
- Students will keep the campus clean.
- Students will be responsible for play equipment they use.

CONSEQUENCES:

1. Silent isolation for the remainder of recess.
2. No recess for several days - silent isolation: written notification to parents.

OUTDOOR RECESS EXPECTATIONS:

- For safety:
 - No tackling, ever
 - Play soccer with no additional roughness
 - Play with children your own age.

The field is for field games only; each class gets one half of the field.
If your ball lands in the neighbor's property, don't go and get it. Tell the teacher on duty.
The wooded areas are out of bounds.

INDOOR RECESS EXPECTATIONS:

For their safety, students are expected to remain in a seat while they are playing games, talking to classmates, etc. during indoor recess.

Serious Misconduct Code

The Serious Misconduct Code is a list of behaviors unacceptable at our school. A violation of any article of the Serious Misconduct Code may result in severe disciplinary action, including suspension or expulsion from school. The Suspension and Expulsion procedures (below) also protect the student's right to fairness and due process in serious disciplinary matters. A violation of the Serious Misconduct Code will merit the minimum of a Behavior Notice.

This Code is in effect at those times when a student is scheduled to be in attendance during regular school sessions, traveling to and from school, in attendance at extra-curricular activities at the school or other places, and whenever a student may be engaged in serious misconduct related to the school or its staff.

1. **Disruption** A student shall not cause a disruption of the regular operation of the school or school activities.
2. **Damage/Theft/Vandalism** A student shall not damage or steal school property or the property of others, or attempt to do so. "Hiding" another's possession is a serious misbehavior.
3. **Assaults/Fights/Threats/Bullying** A student shall not behave in a manner which could cause physical, mental, or emotional injury to himself or any other person or threaten to cause injury.
4. **Verbal or written assault** A student may not speak or write anything that is inappropriate about another student, faculty or staff member.
5. **Dangerous Weapons/Instruments** A student shall not possess, handle, transmit, or conceal any object which could be used as a dangerous weapon or cause injury to other persons. This includes fireworks, lighters, matches, pocket knives, guns of any type, etc. If a student brings a gun to school, the police will be called first to deal with the matter.
6. **Tobacco/Smoking** A student shall not carry, use, attempt to use, or transmit tobacco of any type.
7. **Alcohol/Drugs** A student shall not possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, non-prescription drugs, or any other controlled substance. This applies fully when any substance is represented as a controlled substance, but is in fact not such a substance, i.e. fake drugs.
8. **Truancy/Tardiness** A student shall not be absent from school without parental permission, or leave the school grounds during the school day without the principal's permission. Repeated tardiness is also considered a serious offense.
9. **Repeated Misconduct** A student shall not repeatedly violate the minor regulations of the school or the reasonable directions of the staff. A student who is suspended three or more times during a school year is subject to expulsion.
10. **Defiance** A student will comply with the directions of authorized school personnel during any period of time the student is under the authority of the school. A student shall not be unruly, profane, grossly disrespectful, or refuse to submit to reasonable forms of punishment from the staff.
11. **Hazing** A student shall not organize, participate in, or coerce another to do any act of initiation into any class, club, team, or other organization, that may cause a risk of mental or physical harm to any person.
12. **Profanity and/or Obscenity** A student shall not, by written, verbal, gestural, or other means, annoy or humiliate others or disrupt the education process by using profanity or obscenity.
13. **Forgery** A student shall not falsify, in writing, the name of another person, or times, dates, grades, addresses, or another data on school forms, or correspondence directed to the parent or the school. This includes altering grades on Interims, Report Cards, and tests.
14. **Sexual Harassment** Any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal/written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.
15. **Cheating On Assignments** Cheating is defined as assisting or receiving assistance from another student or source on any assignment or test and turning the work in as one's own; this refers to copying, too.
16. **Dishonesty** A student may not purposefully mislead others by lying or withholding information that has been requested.
17. **Un-Christian like Behavior** A student shall not engage in conduct which is contrary to Christian living. Included are lying, cheating, and obscene, degrading or malicious behavior, injury to property and the misuse of God's name.

Corporal Punishment

Corporal punishment is not used at Immaculate Heart of Mary School.

Detention

The administration will assign a time and place for detention. Students arriving late for a detention or skipping a detention will be assigned and serve an additional detention.

Suspension

Suspensions may be served in-school or out-of-school. **All suspensions have grade consequences. A student who has been suspended may not receive a grade higher than 70% on any assignment, test, project, or other work completed on or during the class period or the day(s) of the suspension.** In either instance, students are expected to complete all assigned academic work and return it on the day and time expected. In the case of out-of-school suspension, it is the parent's responsibility to pick up daily assignments and return daily assignments to the School Office.

A student serving an in-school suspension will not be allowed to participate in all privileges such as recess, lunch with friends, gym class, assemblies, athletics and all other activities sponsored by the school.

A student serving an out-of-school suspension will not be permitted on school property unless attending Saturday/Sunday Mass until the suspension is served. The student forgoes any extracurricular activity sponsored by Immaculate Heart of Mary School or Boosters during the entire period of the suspension.

Reasons for suspension are listed under the Serious Misconduct Code.

An administrator may assign a suspension at his or her discretion. It is not the parent's role to decide whether or not a suspension is appropriate.

Procedures to be followed in cases of suspension are as follows:

1. Oral and written notification is to be sent to the parents and student indicating the reason for suspension. The notification should also include the length of time of the suspension.
2. A conference must be held between the school representatives and the family **before or during the suspension**.
3. When a student's behavior constitutes a threat, physically endangers himself/herself or others, or causes serious disruption to instruction the student **may be removed immediately, with due process requirements to be fulfilled as soon as practical.** (Numbers 1, 2, and 3 adopted by the Archdiocese of Cincinnati Commission on Education Policies 514.00, 3/11/96)

Expulsion

Any student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school. Incurability, persistent irregular attendance, and actions contrary to the philosophy and objectives of the Catholic school are also grounds for expulsion.

Procedures to be followed in cases of expulsion are as follows:

1. The advice of a psychologist, physician, social worker, counselor, or other appropriate persons should be sought.
2. Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
3. A hearing must be held between the school representatives and the parents.
4. A report detailing the reasons for expulsion must be sent to the Superintendent of Schools on each student expelled from the school.
5. Parents who believe their child has been expelled from a school for insufficient reason have the right to appeal, in writing, to the Superintendent of Schools. The decision of the Superintendent to uphold the school or to order the reinstatement of the student is final.
6. The withdrawal of the student must be reported to the Attendance Department of the local public school district. (Numbers 1 through 6 adopted by the Archdiocese of Cincinnati Commission on Education Policies 515.00, 3/11/96)

The administration of Immaculate Heart of Mary School reserves the right to ask a student to leave the school if the student's behavior outside of school causes disgrace or disruption to the reputation of the school or the well being of its students.

DRESS CODE

Uniform items should be purchased through Schoolbelles www.schoolbelles.com School Code 1924 (Best location: 5046 Old Taylor Mill Road, The Shoppes of Taylor Mill, Taylor Mill, KY, 859/581-3111) and some items are available at Lands End www.landsend.com/school 1-800-469-2222 Preferred School Code 9001-3221-8. No handbook can cover every situation regarding uniform dress code. The school administration has the final decision as to what is or is not a violation of our school Dress Code.

- + These uniform items must be purchased through Schoolbelles or Lands End, and be marked with their logo. **Only the printed embroidered 'Immaculate Heart of Mary' block lettered logo by Schoolbelles on polos and sweatshirts are acceptable uniform wear.**

+ Skirt/Skort

Girls in grades K-6 may wear the regulation navy plaid skirt or skort. Girls in grades 7-8 must wear the regulation navy plaid skort. Jumpers and suspender type straps are not permitted. Uniform skirt length should measure 3" or less above the floor when the student is kneeling. Girls in grades K-8 may also wear slacks and shorts (see below).

+ Polo

Polo shirt in white or navy, either short sleeve or long sleeve. The top button only may be unbuttoned, and shirttails must be tucked into the slacks/skirt/skort (unless wearing the banded bottom knit polo shirt). The only acceptable logos for the polo shirt is the block lettered Immaculate Heart of Mary logo available at our uniform company.

Slacks/Pants/Shorts

Boys are required to wear navy slacks/shorts. Girls may wear slacks/shorts in place of the uniform skirt/skort. No outside pockets with flaps or buttons may be worn on the front/sides/back of the slacks/pants/shorts. Corduroy trousers are not acceptable. High cotton content brands fade and **are not acceptable**. Slacks/pants/shorts must be worn on the waist at all times. Navy shorts may be worn by all students in August, September, October, April, May and June. Walking shorts should measure 3" above the knee or longer when kneeling. Students in grades 7 and 8 may wear TAN khaki slacks/pants/shorts which, if not purchased at Schoolbelles, **MUST** be the same color and type. When in doubt about type of slacks/pants/shorts view Schoolbelles merchandise.

T-Shirts/Turtlenecks

If a short-sleeve t-shirt is worn beneath the polo, it must be all white with no lettering or graphics. A white turtleneck may be worn, provided a long sleeve polo, sweater, or sweatshirt is worn over the turtleneck at all times.

+ Sweater/Sweatshirt

Navy blue sweater with logo (v-neck, cardigan or vest) or sweatshirt may be worn over the uniform polo or a turtleneck.

+ Gym Wear (available at Schoolbelles only)

Optional gym wear is available for grades K-8. Students may wear gym wear to school on their PE class day. There are two gym outfits for the spring and the winter seasons (follow the dates above for slacks/shorts). Pants have an elastic pant leg or a hemmed pant leg and they are worn with a short or a long sleeved t-shirt **in white or gray**. Students may not "mix and match" their gym uniform with the regular school uniform. They must wear the gym shirt and the gym pants together that entire school day.

Name Tags

Students are provided with name tags. The name tags will be worn every school day but will not be worn off campus (i.e., field trips, etc). Students will be charged a fee for replacement name tags.

Belts

Students in grades three through eight are required to wear brown, black or navy belts. Belts should be of the appropriate size and may not have rivets or other decorations.

Socks

Solid white or navy blue socks must be worn. Socks must extend above the shoe and must cover the ankle protrusion joint. Leg warmers are not permitted (girls may wear opaque tights - white, navy or flesh tone).

Shoes

Gym shoes must be worn on PE day. High top shoes are permitted but socks must be visible over the top of the shoe. 'Mary Jane,' 'dress' and 'oxford' type shoes are also permitted. 'Heelys' **and light up shoes are not permitted**.

Jewelry

Jewelry is not recommended; however, if jewelry is worn, it should be conservative and in good taste. Dangling jewelry can be unsafe and is not permitted. Boys are not permitted to wear earrings. Only one bracelet or watch is permitted to be worn on each arm.

Hairstyles

Hairstyles must be appropriate and fad hairstyles are not permitted. Hair color must be a natural color. All students are expected to have neatly trimmed hairstyles. Hair cuts for boys must meet the following guidelines: Hair cannot be any longer than the top of the collar, hair must be out of the face, hair must be washed and neatly styled, if the style has bangs they must be cut above the eyebrow. The administration will determine if a hairstyle is inappropriate and must be changed, and students will be required to comply with that directive.

Hats

Hats, sweatbands, scarves, and other head coverings are not to be worn in the building. The administration may make exceptions on certain days of celebration.

Gang Paraphernalia

Gang paraphernalia, which includes insignias, symbols, attire, colors, etc., can neither be worn nor brought onto our school campus.

As students outgrow their uniforms, parents are encouraged to send uniform items in good condition to the school PTO for the uniform exchange. Uniforms are to be worn starting the first day of each school year until the last day.

Out of uniform days are periodically scheduled. Students are to adhere to the dress code as announced by the administration. In those circumstances, appropriate, modest clothing is permitted. Students may not wear any articles of clothing that are immodest or that expose the midriff with any type of movement. Students who come to school dressed inappropriately will call home for the proper clothing and may be subject to disciplinary action. The decision of the administration is final.

DRESS CODE LEVELS

Dress Code A

1. Uniforms - normal, everyday attire.
2. Standard every day except as noted for out-of-uniform days. See the uniform code for specifics. Students always have the option of Code A for out-of-uniform days if they prefer.

Dress Code B – (dressy days such as Photo Day or on field trips that require dressy attire)

1. Skirts, dresses, pants (shorts if in season), or clean jeans **WITHOUT** rips, tears, etc.
2. Shirts/blouses.
3. No graphic tees of any kind are permitted. A small logo in pocket area of a dress t-shirt is permitted.
4. Skirts, dresses, shorts may be **NO SHORTER THAN 3"** above the knees.
5. Students may wear dress shoes of any color or the uniform gym shoes.
6. All shoes must have backs. **NO SANDALS, NO BOOTS, NO CLOGS, NO HATS.**
7. Jewelry must conform to the standard dress code.
8. **NO SWEATPANTS, TORN ITEMS, COLORED HAIR, FACE PAINT, OR OTHER CLOTHING/DECORATIONS/ SAYINGS OR WORDING NOT DEEMED APPROPRIATE BY THE ADMINISTRATION.**
9. Parents will be called to bring proper attire to school if necessary. Students will have a consequence for not dressing properly.

Dress Code C (casual days designated for once a trimester – students also have the option of Code B if they prefer to get dressed up)

1. Pants, jeans (clean, no rips or tears), shorts (if in season).
2. Shirts, blouses, or t-shirts including spirit wear. Graphics are permitted.
3. Students may wear dress shoes of any color or the uniform gym shoes.
4. All shoes must have backs. **NO SANDALS, NO BOOTS, NO CLOGS, NO HATS.**
5. Jewelry must conform to the standard dress code.

6. NO SWEATPANTS, TORN ITEMS, COLORED HAIR, FACE PAINT, OR OTHER CLOTHING/DECORATIONS/ SAYINGS OR WORDING NOT DEEMED APPROPRIATE BY THE ADMINISTRATION.
7. Parents will be called to bring proper attire to school if necessary. Students will have a consequence for not dressing properly.

Dress Code D – (designated for field trips that do not require dressier attire – teacher discretion as to B or D)

1. School uniform skirts, pants, shorts (in season), or jeans and the class t-shirt.
2. **No other t-shirts are permitted.**
3. Students may wear dress shoes of any color or the uniform gym shoes.
4. All shoes must have backs. NO SANDALS, NO BOOTS, NO CLOGS, NO HATS.
5. Jewelry must conform to the standard dress code.
6. NO SWEATPANTS, TORN ITEMS, COLORED HAIR, FACE PAINT, OR OTHER CLOTHING/DECORATIONS/ SAYINGS OR WORDING NOT DEEMED APPROPRIATE BY THE ADMINISTRATION.
7. Parents will be called to bring proper attire to school if necessary. Students will have a consequence for not dressing properly.

DRESS CODE VIOLATIONS

It is the responsibility of all faculty to enforce the dress code. Students who violate the dress code are subject to disciplinary action which may include behavior notices, detention, or suspension.

Students may be given a violation by any faculty or staff member for not following the dress code. A student will receive a detention for every three dress code violations that she/he receives.

EDUCATION COMMISSION

The Education Commission is a group of ten parents of our school community who serve to advise and consult with the principal and pastor on the operation of our school and recommend policies. Parents may only address the Education Commission regarding school policies. Contact the Commission Chair two weeks prior to the meeting so the matter can be placed on the agenda.

Individual instruction, disciplinary issues and personnel are not the responsibility of the Education Commission. Such concerns should be addressed to the teacher(s) and then to the administration.

EDUCATIONAL PROGRAMS

Curriculum and Instruction Policy:

In all elementary schools of the Archdiocese of Cincinnati, the Graded Course of Study identifies the curriculum to be taught. Curriculum evaluation is an ongoing process. Curriculum committees, comprised of certified staff evaluate the existing curriculum and make recommendations for changes. The classroom teacher is responsible for using appropriate techniques to implement the required curriculum. The principal is responsible for the day to day supervision of curriculum and instruction.

School policies and procedures are evaluated annually by the school administration, staff, Education Commission, and, as necessary, ad hoc parent and/or student committees.

Ability grouping is done in our primary reading program, and is sometimes utilized in other classes by individual teachers to advance the quality of instruction and learning.

EMERGENCY MEDICAL TREATMENT

Parents are responsible for informing the school of emergency medical treatment they desire for their child on the Emergency Medical Authorization Form, which is kept on file in the school office. The Emergency Medical Authorization form requests the names of the preferred doctor, dentist and hospital.

Accidents are reported to the School Office. Parents are informed of all injuries which may require medical attention beyond basic first aid. In the event of a serious accident, if parents or alternate persons cannot be reached, a school official will call 911. Students will be transported to the hospital designated on the Emergency Medical Authorization form. In the event of a life-threatening injury, by law, the child must be transported to the nearest hospital until the condition is stabilized. Then, if the parent has requested a different hospital (on the Emergency Medical Authorization Form), or, in the judgment of the emergency room physician, the child's condition requires services best provided in another hospital, a transfer will be made. Reasonable attempts to contact the child's parents will be made throughout the entire process.

Many cities and emergency transport companies charge a fee for the use of their services. Parents may be billed for those services if it becomes necessary for your child to be transported to a hospital. The school will not be responsible for any fees when a student is transported by emergency vehicle.

Students who have a medical note excusing them from any academic or physical education activity for a period longer than two weeks must also have a note stating that the activity can be resumed.

EMERGENCY PROCEDURES/SITUATIONS

During the school year there may be a situation that calls for special preparedness on the parts of families and students. These may include fire drills, tornado drills, early dismissals due to weather conditions or mechanical failures, and delayed or no school situations due to weather. **BE CERTAIN YOUR CHILD KNOWS WHAT TO DO IN THE EVENT OF AN EMERGENCY EARLY DISMISSAL.**

In the event of an emergency that threatens the well-being of our students (tornado, fire, etc.) they will be evacuated to a safe location which may be off campus, if leaving the school building is a necessity.

Parents are strongly encouraged to listen to the radio if a disaster would hit our school, and should refrain from driving onto the campus and creating gridlock for emergency vehicles and staff.

EXTRACURRICULAR ACTIVITIES – PARISH SPONSORED

ELIGIBILITY: Eligibility is the responsibility of the family. The only eligibility restriction the school retains is when a child is suspended from school.

Please check out parish website at <http://www.ihom.org> for various parish sponsored activities. There is a very active Booster organization which sponsors a wide variety of sports programs for parish children. Scouting opportunities are also available.

EXTRACURRICULAR ACTIVITIES, SCHOOL SPONSORED

Students who participate in all school sponsored extracurricular activities must maintain a grade of "C" or better and have acceptable conduct in all classes. A student may not enroll in an activity unless she/he meets these criteria.

Any student not meeting these requirements will be notified and will be suspended from all participation in the activity as appropriate. This includes activity scheduled during the school day and after school hours.

The administration will determine the appropriate action.

Examples of these activities include, but are not limited to, yearbook, Student Council, Broadcast Team, and drama/theatrical productions.

FEES

All fees and tuitions must be paid and current throughout the school year. If not, your child will not be permitted to participate in school sponsored activities, including but not limited to, field trips, band, academic competitions, and graduation. If tuition has not been paid, your child may not be permitted to return to school after an academic grading period. No records will be sent to other schools unless all tuition and fees have been paid.

FIELD TRIPS

Field trips are a privilege, not a right. The teachers and/or administration have the right to suspend a student from participation in any field trip because of academic or behavioral concerns. **THESE DECISIONS MAY BE MADE ON THE MORNING OF THE FIELD TRIP AND PARENTS WILL NOT BE NOTIFIED ON THIS ACTION IN THAT CASE.**

Students who have had excessive absences throughout the school year, or recent absences during the time preceding the field trip, may also be kept at school to complete work that is due. Teachers may make this decision at any time before the field trip or on the day of the trip and parents may not be notified of this action beforehand.

Students whose fees and tuition are not current may not be permitted to participate in certain field trips.

GOSPEL VALUES OF AN IHM PARENT

1. Believing in discipline as a value, I accept the discipline of my children by staff members or volunteers that are administered within the school guidelines and accepted educational practice. My children will honor discipline provided under these guidelines and practices.
2. Believing that volunteers are an extension of the staff, I accept their role and judgment as they supervise and guide my children in appropriate behavior.
3. Believing I have entered into a partnership with the school to create the best learning environment for my children, I will exhibit an attitude of respect when interacting with all staff members. Public confrontation with staff members is never appropriate.
4. Believing in the great commandment to *love one another*, I accept the school policy towards peace and non-violence. I acknowledge that it is unacceptable for children to inflict verbal or physical violence on another person. I will make every effort possible to set a good example and eliminate this behavior in my children.
5. Believing that conflict is an opportunity to demonstrate Christian Catholic values, I agree to adhere to the policy of the school on conflict resolution.
6. Believing that gossip is always destructive to the Body of Christ, I agree to remain silent or approach the appropriate staff member(s) in private when dealing with issues that concern me. I acknowledge that gossiping about teachers, particularly in front of school children, serves no purpose.
7. Believing in trust as a value, I acknowledge that I do not have all the facts related to school issues. Therefore, I will strive to approach staff members "seeking first to understand" when issues arise. I acknowledge that candor and mutual respect, rather than intimidation, are required to create the partnership that best serves my children.
8. Believing that reconciliation was modeled through Jesus, I will seek forgiveness when I have wronged others. I will grant forgiveness when I have been hurt.

(Authored by Immaculate Heart of Mary School parents as represented by the IHM School Commission 6/3/98)

GRADES/COURSE VALUE It is not the teachers' responsibility to notify parents of poor grades. All grades are posted on-line for grades 4-8. It is the responsibility of the parents to check Progress Book on a regular basis.

(Spanish For Grades One through Eight)

E	Exceptionally Advanced Learner
P	Proficient
N	Novice

(For Grades One through Three)

O	Outstanding
S	Satisfactory
N	Needs Improvement

(For Grades Four through Eight)

Grades Four through Eight		
Letter Grade	% Equivalent	Grade Point Value
A	95-100	4.0
A-	93-94	3.6
B+	91-92	3.4
B	87-90	3.0
B-	85-86	2.6
C+	83-84	2.4
C	78-82	2.0
C-	76-77	1.6
D+	75	1.4
D	71-74	1.0
D-	70	.6
F	0-69	0

+’s and -’s may be used to indicate the upper and lower borders of a particular letter grade. Numerical equivalents (percentages) to letter grades usually reflect only a part of the evaluation which comprises a quarterly grade. Teachers should consider participation, cooperation, attitude, progress in relation to ability and other factors in deciding the report card grade. Honor Roll eligibility is determined by using the Grade Point Value of each subject. A student who has a checkmark in the comment/effort section for Spanish is **not** eligible for honors.

GUIDANCE PROGRAM

Philosophy

We believe that each student in our school is a unique individual and capable of significant growth and development. We assist the child in this growth and development in cooperation with the parents, by our educational programs developing the spiritual, intellectual, moral, social, cultural and physical aspects of each student.

We believe in the integrity, worth and dignity of each child; in their uniqueness and individuality; and we strive to develop and execute those educational programs which will develop in each child an appreciation of himself/herself and others. We hope to nurture attitudes, concepts, skills, and talents that will develop self-discipline, accepting responsibility for the direction of his or her life, striving to attain a meaningful role in the world and becoming a part of society's mainstream. This guidance philosophy depends upon the cooperative efforts of the administrator, the classroom teachers, the parents and other pupil personnel workers.

Goals

The term goals will be used as a broad statement that might be used to summarize the purposes of a school's guidance program. The goals represent an intermediate step in the process of translating the guidance philosophy into objectives.

- A. Assisting the students to develop a positive self-image through efforts to improve self-understanding, self-direction and skills in problem solving and decision making.
- B. Assisting students to develop vocational, civic, moral, personal and social potential, including an understanding of the harmful effects of drugs, alcohol and tobacco.
- C. Involving teachers and other school staff members in developing an understanding of the growth and development of students and a learning climate which facilitates that development.

- D. Involving parents in ways which will help them understand the academic, vocational, personal, social and emotional development of their children.
- E. Coordinating and utilizing the resources of the school, home and community to increase the student's opportunities for successful achievement.
- F. On-going evaluation and educational planning to increase the students' opportunities for successful achievement in school.

HEALTH AND SAFETY

Pupil health is protected by an organized program of school health services, which includes: compliance with state immunization requirements, various health screens (hearing, vision), adopted policies on medication, Missing Children Act, child abuse and/or neglect. HIV Positive/Acquired Immunodeficiency Syndrome, and an emergency medical authorization system. The school employees a full time health aide **who performs basic first aid.**

Every student new to our school must have a physical within the current calendar year. The Immaculate Heart of Mary School Physical form must be completely filled out and signed by a physician. This includes immunizations, vision, speech and hearing as well as the rest of the categories and dated within the last twelve months of the first day of classes at our school. All immunizations must be up to date and include the month/day/year. All physicals are due **August 15 of the current school year.** Any new student whose immunization records are not received within fifteen school days is in violation of the Ohio Department of Health law and will be excluded from school until the proper records have been received.

Emergency exits and drills held according to state mandates, proper reporting, and supervision of students insures the safety of our students.

Administration of Prescription and Non-Prescription Drugs

The Health Aide, Principal or designee (or other staff authorized to substitute for them) are the only school employees authorized by Immaculate Heart of Mary School to administer drugs, medicine or medicinal procedures.

- A. Parents shall request that, whenever possible, physicians provide for medication to be given to students at times other than school hours.
- B. If medications must be given during school hours, parents are encouraged to come to school to administer the medication to their children.
- C. **The school health aide, principal, or designee is the only employee authorized by Immaculate Heart of Mary School to administer medication or medical procedures. Epi-pen pre-measured doses can be administered by trained personnel per physician orders. Any other prescribed medication injection needed in an emergency will be available to emergency service provider (911) upon arrival.**
- D. In the event that medication must be administered to a student by other than a qualified physician, private nurse, or the student's parent during normal school hours, or while the student is on school premises, participating in or attending school functions, the following procedure shall be followed:
 - **Parents whose children require daily injections must make arrangements for non-school personnel to administer the medication.**
 - Parents shall sign an authorization and release for administering medication. The authorization and release form must also be signed by the prescribing physician before school personnel can dispense medication.
 - All prescription medication to be taken at school must be given to one of the person(s) authorized to administer it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist. **The medication must be delivered to the school by a parent. Students are not permitted to transport any medication. See policy on rescue medication. Under no circumstances will expired medication be administered to any student.**
 - Non-prescription medication must also be accompanied by a release from the parent indicating a description of the medication and instructions for administration. The release form must be signed by a physician for non-prescription as well as prescription medications. **The medication must be delivered to the school by a parent. Students are not permitted to transport any medication. Epi-pen students and asthmatics who have an authorization to possess medication may carry their medication.**
 - Medication to be taken by students will be kept in a locked receptacle in the health/school office, except those requiring refrigeration, which may be kept in a refrigerator in a place not commonly used by students.
 - **The school health aide, principal, or designee will administer/dispense the medication to students in accordance with the physician's instructions.**
 - The student is required to take prescription and non-prescription medication **in the presence of the school health aide or authorized staff person.**

- Each time medication is administered to a student, a documentation of that fact shall be maintained by the employee administering the medication on the medical log. Copies of the log are available to a child's parent or legal guardian upon request.
- **It is the student's responsibility to report to the health office or other designated areas to receive medication. If students are non-compliant with their medication for two days, a parent will be notified. It is the parent's responsibility to reinforce compliance.**

E. USE OF INHALED MEDICATIONS IN SCHOOL: Immaculate Heart of Mary School recognizes that students with asthma frequently have a sudden onset of symptoms from a variety of causes including exercise. Often asthma can be prevented or treated by inhaled medications. For many students to function normally at school, these prescribed medications must be readily accessible to them. The following policies will be in force:

- Students whose parents and physician judge that they have sufficient maturity to control the use of inhaled medications will be permitted to retain their inhalers in their possession, provided they have submitted a completed medication order form, signed by the physician
- Students who require monitoring/assistance with their inhaled medications will have their medication stored in a locked area in the Health Office or School Office where they will report at the prescribed time(s) provided they have submitted a completed medication order form signed by the physician. Non-medical staff designated by the principal will administer the medication if the health aide is not available.
- When self-medicating, the student will act responsibly and administer the inhalant discreetly to avoid drawing attention to the treatment.
- Parents of students with **asthma** must provide a medical care plan to the health office. The plan must include the following
 - triggers that cause asthma attack
 - medications
 - steps to take if breathing problems begin
 - steps to take if severe breathing difficulty develops
 - child's asthma history and treatment plan
 - parent and health care provider's assessment of your child's understanding of his/her medical condition. Forms are available in the health office.

E. USE OF EPINEPHRINE AUTO INJECTOR

According to Ohio Revised Code (ORC) 3313.718, a student may possess and use an epinephrine auto injector to treat anaphylaxis, if all of the following conditions are satisfied:

- The school must obtain written permission from both a medical prescriber and student's parents(if student is a minor)
The form is available on the school website.
- The school must provide copies of written notice to the principal/school nurse/health aide
- The school must obtain a backup dose of the medication from parent/guardian
- In the event student or school employee administers medication, emergency medical service provider must be called
- **Emergency Medical Response Plan (EMRP)** must be on file in the Health Office. The plan must be signed by a physician and reviewed with the Health Aide/parent/student.
- If a student has all requirements met and chooses to carry the epinephrine auto injector, it is the student's responsibility to have the medication available at all times. This includes classroom, specials, cafeteria, recess, fieldtrips, etc.
- It is recommended the student wear some type of medical alert jewelry
- It is the parent's/guardian's responsibility to notify the appropriate transportation district of their child's condition and **EMRP**.

Health Problems

If your child is allergic to any medication, bee stings, etc., or has a heart condition, hearing or vision problems, diabetes, asthma (including exercise-induced asthma diagnosed by a physician), epilepsy, bladder problem, etc., please indicate on the appropriate health form (physician's and **EMRP**) and notify our Health Office concerning any additional information or medical reports so necessary precautions can be taken. All Students with life threatening conditions (i.e. severe allergies, epilepsy, etc.) should wear medical alert bracelets, necklaces, or tags.

An **EMRP** must be completed and signed by the student's physician for conditions which may require an emergency medical response (severe allergy, asthma, diabetes, epilepsy, anxiety disorder, etc.)

Illness during the school day

Students who are ill should report to the Health Office. The health aide, or, in her absence, the office staff, will evaluate symptoms and contact the family if necessary. Students who seem to have symptoms of contagious illness will be isolated until arrangements can be made for their transportation home.

IMMUNIZATION LAWS

All students new to the school must have had a physical exam within the current calendar year. Forms are available on the school website and must be on file within 14 days of enrollment. In the beginning of each school year, or at a pupil's initial entry, parents must present written evidence that the pupil is in compliance with the State School Immunization Law. Pupils may be excluded from school until evidence is submitted.

Immunization Requirements

We follow the Ohio Department of Health Immunization Laws. A list of required immunizations can be found on our school website. Pupils may submit a Document of Absolution signed by their parents stating that the parent objects to immunization for good cause, including religious convictions.

INTERNET POLICY, RESPONSIBLE USE OF TECHNOLOGY POLICY

The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through the Data Acquisition Sites located throughout the state. This project was funded by the Legislature of the State of Ohio as a valuable educational resource for the Catholic educational community. Internet access in the schools is strictly limited to educational use and is teacher supervised. In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user. Immaculate Heart of Mary makes use of firewall and filtered protection to block objectionable sites from student access. This is not 100% effective but coupled with adult supervision provides the safest Internet access possible at this time.

Immaculate Heart of Mary School Responsibility: It is the school's responsibility to maintain contact with the Internet provider, assure educational use, not open access of the Internet, provide for teacher in-service opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material.

Student and Adult User Responsibility: Students at Immaculate Heart of Mary School will access the Internet through the fiber optic high speed connectivity. They will not have individual accounts nor be permitted to access to e-mail accounts. In addition, the user must strictly adhere to the copyright laws and unethical and/or illegal activities will not be allowed. Adult staff may apply for e-mail accounts.

Online Conduct: No student may enter his or her name or information about himself onto any Internet site while using the school Internet access. The student is further encouraged to refrain from giving out personal information from a home computer without parental permission. The student and adult users agree to not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material, nor shall the user encourage the use, sale or distribution of controlled substances. Any use in violation of any local, state or federal law is also prohibited and is a breach of the terms and conditions of this policy. Also, any commercial use is strictly prohibited.

Disciplinary Action: Disciplinary action for inappropriate use of the School's Internet Access will result in loss of Internet privileges for a period of time as determined by the school personnel authorized to make such determinations. In certain cases, if the inappropriate use also violates other school or archdiocesan policies, further disciplinary measures may be taken.

Telecommunications:

Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Agreement Form: All students and their parents will sign an Internet User Form before being granted access to the Internet. The form is sent to parents at the beginning of the school year and is also available from the computer teacher.

INTERRUPTIONS TO THE SCHOOL DAY

The school will not interrupt the learning climate for non-essential reasons. This includes, but is not limited to

- Calling a child to come to the office for forgotten items
- Calling a child from a classroom to meet individuals without previous written notification.

Parents should refrain from bringing forgotten items, including homework, band instruments, or projects to the school. A child will not be called to the office to retrieve these items.

LIBRARY

Library hours are 7:45 a.m. to 3:15 p.m. every day. Each class has the opportunity to come to the Library for a thirty minute period once a week. Books may be checked out for a two week period, periodicals for a one week period. Reference materials are not usually checked out by students, however, the students may come during an allotted time designated by the teacher and Librarian to do research work. Books can be renewed once, twice in certain circumstances.

Overdue notices will be given out when books are seven days late. At that time a fine of five cents a day will begin to be tabulated. When the overdue book is returned and computed, the student will receive a final notice with the total amount of the fine listed. The fine, along with the notice, should be returned to the Librarian on the following day. If the student does not return a book after two notices, the student's name will be referred to the principal for further action. Fines for damaged books will be leveled according to the severity of damage incurred. Lost books must be paid for in full according to the current replacement cost value of the book. If the book is found and returned, the student's money will be refunded if the book's condition warrants it.

The Library welcomes books as gifts.

Library Materials Selection Policy:

Library materials will support the attainment of objectives specified in the courses of study. They will include materials appropriate to pupil ages, interests and educational need; and will include current reference materials with at least one set of encyclopedia having a copyright date within the past five years. Questions regarding materials should be directed to the librarian and principal.

The selection of library materials will be made by the library staff with input from certificated staff. The staff will consider the courses of study objectives and appropriate literature in making recommendations for books, audio-visual and reference materials and periodicals.

LOCKERS

Lockers are assigned to students in upper grade levels. The lockers will be inspected at the beginning and end of each school year and periodically during the school year. Students are expected to keep lockers clean and in good condition, and will be charged for damage done to the lockers. **In some grades** students are required to provide their own combination locks. The lockers are the property of our school and may be searched by the principal or designee if needed.

LOST AND FOUND

Our Lost & Found area is a box in the parish center lobby. Lost jewelry, watches, and glasses may be reclaimed in the School Office. **PLEASE MARK VALUABLES AND CLOTHING WITH STUDENT NAMES OR INITIALS.** At the end of every grading period items not claimed are given to the needy.

LUNCH PROGRAM

A well balanced nutritious meal is served daily in our cafeteria, and a calendar of meals is published monthly. Milk and **water** will be available for those who pack their lunches. A free or reduced price lunch is provided for those who qualify financially. Information regarding this program is sent home at the beginning of the school year and can also be secured in the office.

MEMORIAL FUND/MATCHING GIFTS

Immaculate Heart of Mary Parish and School has a Memorial Fund to remember loved ones by donations in their memory. The Parish Office has special envelopes for this Fund, if desired. Memorials can be designated for a special ministry or service (religious education, the library, assistance of needy families, etc.). All memorial gifts are personally acknowledged.

Many area companies will match gifts to educational institutions like Immaculate Heart of Mary School. If you would like to give a tax-free gift to our parish school, you may want to check if your company will match it. We also have a list of matching gift companies available in the Parish Office. The donor has the right to specify the area where the gift is to be used (e.g., technology, library, etc.) as long as it is within the realm of the school's philosophy and mission.

NEW STUDENTS

Visitation An Open House will be scheduled in January or February for parents interested in enrolling their student in Immaculate Heart of Mary School. This is an opportunity for the family to meet staff and visit classrooms.

Escorts Each new student (grades 2-8) will be assigned an escort for the two weeks of school. The escort, or Student Guide, will introduce the new student to other students and acquaint the new student with the building and school procedures.

Weekly Review (grades 2-8) Teachers will complete a Weekly Review Form for new students at the end of each of the first five weeks of school. The homeroom teacher will mail a copy of the review to the parents at the end of each week. If the review indicates a consistent difficulty in either academic or personal development, a conference will be held to establish a support plan to address the student's need and determine whether or not Immaculate Heart of Mary School is the right place for the child.

NON-SCHOOL SPONSORED EVENTS

Any activity not initiated by the school, not under the direct supervision of authorized and paid school personnel, or where the school has not given written permission to take place under its responsibility is considered a non-school event.

These types of activities include, but are not limited to any event offered by groups, parents, or individuals that take place after school, on days when part of the school is not in session, or on non-school days and includes the presence of any student of Immaculate Heart of Mary School.

Groups or parents may not pass out any information to IHM students during the school hours or on school property. All invitations, notices, information, flyers, or collection of any funds **MUST** be handled by the group or parents through their own personal means. The school will not release data bases or other information about its students to any groups or parents for those purposes.

Faculty and staff are not authorized to allow individuals or parents to pass out any information regarding these events under any circumstances.

If buses are hired for transportation to any of these events, the person responsible for obtaining those buses may not use IHM School as the sponsoring organization.

PARTIES/GIFTS

While celebration is an important part of Christian living, parties should be reserved for special occasions and events. Room mothers work with our teachers to plan parties. Normally a party lasts 30-45 minutes. Money for the parties is collected by the PTO. No other monies can be collected for parties.

Due to the fact that so many of our children have severe allergies, any treat sent to school must be a non-food item.

Students are not permitted to distribute personal invitations to parties or outings during the school day. Students are not permitted to bring gifts for other students on the school campus.

PREGNANCY POLICY

Decision regarding student pregnancy should be individualized. Each decision should be based on the principles of Christian values and should take into account the welfare of the student and the common good. Generally a student who becomes pregnant or is the cause of pregnancy has the option to remain in school and/or complete the requirements for graduation. A decision to remain in school should be made by the pastor and the principal only after all involved parties have been consulted. A doctor's statement of health is required for the pregnant student to remain in school. A student who becomes pregnant or is the cause of pregnancy will be required to receive professional counseling. No student who is pregnant or the cause of pregnancy will be

permitted to participate in school activities. The principal and the pastor will have the final authority to implement this policy in whatever manner they deem appropriate.

PROMOTION~PLACEMENT~RETENTION~SUMMER SCHOOL **~ACADEMIC DEFICIENCIES**

Students in grades K-8 will be promoted, placed or retained based upon attendance and performance in class work, homework, and tests. The decision to promote or place a student in the next grade will rest entirely with the teacher(s) having that student in class. Teachers will also consider competency (math, reading and English composition) and standardized achievement test results related to the students' progress.

Students who satisfactorily complete the course of study objectives at their grade level will be promoted to the next grade. Students who do not satisfactorily complete the course of study objectives at their grade level may be placed in the next grade at the discretion of their teachers and the principal. Students who do not have a passing grade in any subject may be required to attend summer school or receive tutoring from a certified teacher. The principal will determine the criteria in those instances.

Graduation from Immaculate Heart of Mary School is a privilege for those students who have completed the course of studies prescribed for the schools of the Archdiocese of Cincinnati, and whose behavior reflects the Catholic values and mission of our parish school.

Year end averages in the academic subjects are considered failing if they are an F (69% or below). **Failure in one or more academic subjects in grades 4-8 or non mastery in core content in grades K-3 may result in consideration for retention.** The homeroom teacher will report the names of these students to the principal. The principal will review the information with the teacher and notify the parents of the academic deficiency. Prior to this step, notifications of academic deficiency would have been reported by the teacher to the parents via report card, interim reports, conferences, etc.

The decision to retain will rest with the principal after the principal has considered all information available, including pupil progress, effort, attendance, evaluation from specialists, and testing, as well as the long-term educational effect upon the student. Parents will be notified concerning possible retention by the time of the second grading period progress report. Discussion regarding retention and the final decision will be made during the third grading period.

A conference will be scheduled with the parents, teachers, specialists and principal to share the student evaluation and a determination made as to promotion or retention. Summer school, or tutoring by a professional educator, may be required for failure in one or more major subjects.

Grades 6-8

Promotion

The student has a final grade point value of 1.70 or above for the academic year.

The student has a final grade of "D" or above for each competency area (Mathematics, Reading and English Language Arts/Composition) and Religion.

NOTE: The student is required by Ohio law to complete one year of American History and one-half year of Ohio Studies for promotion from the eighth grade. Students who transfer from an out-of-state school may have to attend summer school to fulfill this requirement.

Placement

The student has a final grade point value of .70 through 1.70 for the academic year.

The student has a final grade of "D" or above for each competency area (Reading, Mathematics and English Language Arts/Composition) and Religion.

Retention

The student has a final grade point value of .69 or below for the academic year OR the student has a final grade of "F" in one or more competency areas (Reading, Mathematics and English Language Arts/Composition) and Religion.

Summer School

May be recommended in one or more subject areas regardless of whether a student is promoted or placed. Students who are placed may be recommended or required to attend summer school in one or more subjects. If a subject is required, then placement in the next grade is contingent upon the satisfactory completion of summer school. Eighth graders may not use summer school to satisfy their graduation requirements from Immaculate Heart of Mary School.

Students who are retained as a result of receiving a final grade of "F" in one subject only, may petition in writing to be permitted to take the subject in summer school. Satisfactory completion of summer school, including a passing grade in the subject, is necessary to be considered for placement in the next grade. Students who receive a final grade of "F" in two or more subjects may be eligible to use a summer school credit toward placement in the next grade if the staff believes that passing grades can be achieved during the summer session.

Expulsion For Academic Deficiencies

In order to expel a pupil, or to request that a pupil voluntarily withdraw for **academic deficiencies**, the following conditions must have been fulfilled:

- A. Sufficient advance notice of the contemplated action must have been given in writing to the pupil and the student's family.
- B. The required progress reports must have been given.
- C. An opportunity must have been given to the pupil and parents to discuss the future school placement of the pupil with the appropriate staff members.
- D. The school must agree to cooperate with any receiving school in matters concerning the placement of the pupil in an instructional program.

(PTO) PARENT/TEACHER ORGANIZATION

Our Parent/Teacher Organization is an established organization which intends to promote a spirit of cooperation among parents and faculty AND to encourage members to take an active part in school affairs throughout the school year. The PTO is engaged in many activities, all directed toward improving the lives of our school children. We encourage every family to join! Watch for information in our School Newsletter.

PUPIL ACTIVITY PROGRAMS

At the discretion of the teacher and administrator, a variety of activities in different subject matter may be offered to the students. Some of these may include... Art Fair, Field Trips, History Day, Math Competitions, Science Fair, Spelling Bee/Geography Bee and Student Council.

RELIGIOUS FORMATION PROGRAM

Parish Religion Program (PRP)

Our parish school is one part of the entire Parish Religion Program. In addition, classes are offered for preschool and kindergarten children. Classes are also available for children with special needs. Classrooms are shared throughout the school year and summer by **all** students. Activities are often joint ventures among programs. Opportunities are provided throughout the year for all students and families to join together to further grow as a parish community.

Parents are strongly encouraged to nurture their own faith by participating in the various Adult Religious Formation programs offered in the parish. More information is available through our church bulletin.

Principal / Director of Catholic Formation (DRE)

The Principals and Director of Religious Education collaborate to foster a climate of a faith community through the development of common prayer, common religious goals, and common religious activities.

The Director of Catholic Formation is the primary administrator of the religious education of those parishioners, preschool through elementary grades 1-8. Special emphasis is placed on aspects of community building and sacramental formation and celebration. The Director schedules and coordinates liturgical, para-liturgical and Penance Services; coordinates the Family Life Program, Vocation awareness, Missions; and acts as a resource person for teachers and staff.

REMEDIAL/TUTORIAL SERVICES

Remediation is provided for students with math and reading difficulties, as well as those who need individual or small-group instruction in other instructional areas. A psychologist and speech pathologist provide testing, counseling, and speech therapy.

REPORT CARDS/PROGRESS BOOK

Report cards are published on-line for grades 4-8 at the end of each grading period and the dates are published on the school calendar. Grades K-3 have non-traditional marks while traditional grades are given on the report cards in grades 4-8. Teachers put much effort into these evaluations and welcome conferences to explain a child's progress.

The report cards are computer generated in all grade levels and parents of students in grades 4-8 have on-line access to all grade books. Teachers update grades on a weekly basis. Access codes and passwords are sent home to parents with the option for parents to change the codes. We expect parents to share this information in the case of shared and non-custodial parenting.

Students in grades 4-8 receive interim reports at approximately mid-grading period in certain instances. Dates for interims are published on the school calendar. In the 4th grade, interim reports will be sent home to all students whose averages in any subject are below an 84%. In the 5th through 8th grades, interim reports will be sent home to all students with grades below 75% in any academic subject.

It is the responsibility of the parent to monitor a child's progress throughout the year. Please contact the teacher via e-mail at any time during the year if you have a concern about your child's progress.

Effects of Absenteeism

Elementary students who miss more than eight classes in a grading period may receive a grade for that class only if all work has been completed by the last day of the grading period.

A grade of "I" may be given in any subject on a report card if a student has not completed sufficient work to evaluate during a grading period. A student receiving an "I" in any subject will have five school days to make up the work. After that time the grade will be changed based on work completed by that time.

SACRAMENTAL FORMATION

EUCCHARIST (Communion): Open to students in grade 2 and up

Archdiocesan guidelines state: "The celebration of First Communion is a celebration of incorporation. In Eucharist, the one repeatable sacrament of initiation, we are fed and nourished with the Body of Christ, the Bread of Life and the Cup of Eternal Salvation, in the midst of the Body of Christ, the Church. First Communion has a dual focus, it celebrates the reception of the Eucharistic Body and Blood of Christ, and it further initiates the member into the worshipping community, calling them to service of one another and especially the poor. Both of these aspects are important to a truly Catholic appreciation of the sacrament and both should be clearly manifested in the preparation and celebration of the sacrament in the context of the parish."

Focusing on child, family and community, Immaculate Heart of Mary Parish offers classroom instruction and four family formation sessions. Children participate in the planning of the liturgies and mini-retreats.

All parents of second graders are required to attend an information session. Information packets and registration forms will be available at these meetings. Watch for church bulletin announcements regarding these dates.

RECONCILIATION: Open to students in grade 2 and up

Archdiocesan guidelines state: "Our world is permeated with the pain of alienation and separation, families and nations suffer from divorce and violence, while the secular world celebrates the tearing down of a wall and recognizes the need to overcome our differences, to seek unity, community, healing and reconciliation. A sacrament which ritualizes reconciliation is a most relevant sign of Christ's presence in our world." Focusing on child, family and community, Immaculate Heart of Mary Parish offers classroom instruction and family formation sessions. All parents and their children are required to attend an information session.

CONFIRMATION: Open to students in grade 8 and older

"Through the sacrament of Baptism we are welcomed into the church of Jesus Christ. Our initiation, however, is not completed at the baptismal font. In time, the Christian community invites us to the altar to share in the Body and Blood of Jesus in the Eucharist. Later, the Church calls us to renew the promises of our Baptism and to be sealed in the Holy Spirit through the

Sacrament of Confirmation. It is through the celebration of these three sacraments that we are fully incorporated into the family of God."

All students in the 8th grade and up are invited to prepare for the celebration of Confirmation in early Spring. In addition to classroom studies, a candidate is required to participate in monthly small group meetings, acts of service, a structured retreat, weekly Sunday Mass, and other parish activities. Parents and students are required to attend an information meeting.

SAFETY DRILLS

Fire Drills will be held in accordance with state regulations. Exit directions are posted in each room. Students are expected to maintain complete silence and responsible behavior. Students who misbehave during safety drills will receive an appropriate consequence.

SALES AND SOLICITING

Students are not allowed to sell food or merchandise in the name of Immaculate Heart of Mary School for extracurricular or outside organizations without the permission of the principal.

SATURDAY SCHOOL

Saturday School will take place on specific Saturdays throughout the school year from 9:00-noon. If a Saturday School is missed the student will be assigned a second Saturday School. There will be a charge, payable at the end of the session, for Saturday School.

SCHOLARSHIPS

PTO Academic Effort Scholarship

Recipients: One boy and one girl for IHM 8th grade year

Amount: Half of tuition for 8th grade year for each

Funded by: PTO

Nominees: Active parishioners in school 7th grade

Nominated by: School 7th grade teachers

Parish Stewardship Scholarship

Recipients: One boy and one girl for IHM 8th grade year

Amount: Half of tuition for 8th grade year for each

Funded by: Parish budget

Nominees: Active parishioners in school 7th grade

Nominated by: Any parishioner (including students, parents and teachers)

Father Joseph Hageman and Sister Therese Beringer Memorial Scholarships (1993)

Recipients: Two graduating eighth graders

Amount: \$400 toward tuition at a Catholic high school

Criteria: Students are required to receive a diploma from Immaculate Heart of Mary School and be enrolled in a Catholic high school for ninth grade. The scholarships will be awarded to two students who best represent the mission and values of Immaculate Heart of Mary Parish. Students should exemplify the following qualities: at least average scholarship, citizenship, cooperation, dependability, honesty, kindness, leadership, piety, respectful of others and authority, responsibility, service to the school, parish, community and social maturity.

Selection: Committee comprised of all teachers who teach eighth graders and chaired by the principal.

Distribution: Will be sent to the parents no later than July 31 prior to the enrollment year. The full amount should be credited to the students' tuition account only if he/she attends a full year at the Catholic high school. If a recipient withdraws prior to the end of a full year the prorated amount should be returned to Immaculate Heart of Mary Parish.

Brother Edward Kesler, CFP Christian Student Scholarship (1997)

Recipient: Two parish eighth graders

Amount: Amount varies each year. For tuition at a Catholic high school

Criteria: Students are required to receive a diploma from Immaculate Heart of Mary School and be enrolled in a Catholic high school for ninth grade. The scholarship will be awarded to a student with a proven willingness to unselfishly serve God and the Parish, notable acts of kindness, thoughtfulness, compassion and justice with a commitment to the Catholic, Christian life.

SEARCH/SEIZURE POLICY

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

SEXUAL HARASSMENT, Prohibition Against

Students who engage in sexual harassment on school premises or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

STUDENT RECORDS

The Cumulative Folder contains yearly educational data. This is sent to the child's receiving school only upon written request of the parent.

Confidentiality:

- Student records are confidential and are protected by the Privacy Act.
- Only school staff and the child's birth parents or legal guardians have access to the records.
- Directory information on the child is not protected by the Privacy Act.

Parent's Access To:

- Parents requesting access to their child's records will be granted access within a reasonable amount of time. Parents should submit the request in writing to the principal.
- Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
- Parents have the right to an opportunity for a hearing to challenge the contents of those records. Requests for a hearing should be submitted in writing to the principal.

Non-Residential Parent's Access To:

- A divorce or change in custody does not change the rights of a natural parent to their child's records.
- A non-residential parent may request in writing and receive a copy of the child's Progress Report, on-line password and code, and the permanent records. Upon written request, a copy of records will be released to the non-residential parent unless specific prohibitions are stated in a court order. Only the residential parent has the right to make educational decisions requested by the school.
- Conferences - It is the responsibility of the residential parent to make all educational decisions pertaining to the child. It is the responsibility of the school, therefore, to schedule conferences at the convenience of the residential parent.
- Step-parents have no rights to records, reports, or conferences unless these rights are granted to them by the residential parent.

SUPERVISION OF STUDENTS

Arrival Time:

Students may not arrive on the school campus before 7:45 a.m. Students may not leave the campus to go to Arby's or any other local store.

Dismissal:

Dismissal is at 2:55 p.m. Students will leave by bus or car unless there is an after-school meeting (e.g., Student Council, etc.). A parent who wishes his/her child to walk home needs to inform the principal in writing. Normally, all buses exit our campus by 3:05 p.m. When unsupervised students remain on the school campus after 3:10 p.m. they must report to the School Office. School Office personnel will attempt to contact the parents and the student will be sent to our school After Care Program (see After Care Program section elsewhere in this Handbook) where parents will be charged any applicable fees. Students are not permitted to leave the campus to go to local retail establishments and return to the campus.

TELEPHONE USE

Our school telephone is for the use of the staff and emergency student needs. Because of the heavy use of our telephones parents are asked to limit their calls. Messages of importance should be called in to the School Office before 1:30 p.m. and students will be given the message. A courtesy phone is available for student use after school and on the weekends. We do not endorse students calling home for books, forgotten homework, lunches, etc.

Students may not bring cell phones or pagers to school. These items will be confiscated and may not be returned until the end of the year.

TESTING

Students in grades 2-8 participate in standardized tests in October. These tests help assess student progress and aid the teachers in their instructional planning. Test results are sent to parents as soon as they are available.

Students of grades 3 and 7 complete writing (composition) tests as required by the Catholic Schools Office during the second grading period.

TEXTBOOKS

Most textbooks used by our students are owned by the State of Ohio. It is each student's responsibility to write his/her full name in the book and to keep it covered at all times.

If a textbook is in poor condition when received it is the student's responsibility to show this to the teacher immediately.

Books that are damaged will be assessed a fee. Lost books will be paid for based on the replacement value.

Any student who requires additional textbooks to be kept at home must purchase them. The school will provide the necessary forms.

TUITION AND FEES

The Immaculate Heart of Mary Parish School serves the spiritual and educational needs of parishioners and others who support the values of a Catholic education for their children. Tuition covers part of the costs of educating a child at Immaculate Heart of Mary Parish School. The Parish shares the responsibility for the School's education ministry through tuition support for active, registered families who meet certain eligibility requirements. Parish and School administration, together with the Parish Pastoral Council, the Education Commission, and the Administration & Finance Commission, determine the amount of tuition each year.

The School's handbook sets forth the admissions policy but essentially an active, registered family is one who fulfills an annual commitment to Parish stewardship to the best of their ability. This commitment includes regular Sunday Mass attendance in the Parish, the sharing of time and talent in ministries and organizations in the Parish, including the School, and a financial pledge to Sunday collections. These commitments will understandably vary with each family depending on their availability of time, talent, and personal financial situation.

Families will receive no tuition refund once a grading period has begun.

If a serious situation alters family finances (e.g., loss of a job), it is the parent's responsibility to immediately call the Business Office.

Families wishing to enroll their child(ren) at the Immaculate Heart of Mary Day School for the following academic school year are to remit a deposit equal to 10% of the total tuition payment. This deposit is due by the enrollment date appropriate for their status (e.g. returning students, new students/parishioners, new students/non-parishioners, etc.), which is set by the administration for each new academic year.

- (a) Families with a *demonstrated financial hardship* (as defined by the parish financial assistance policy) may request that other arrangements for the deposit be made. Such requests will be evaluated by the Principal(s) on a case-by-case basis, but must include a deposit of an agreed amount by the original date due and payment of the deposit must be completed by May 1. Failure to meet the agreed upon dates may result in the loss of your child(ren)'s place in the school.
- (b) Upon a formal request from the parents to the Principal(s) before May 1, a deposit may be refunded provided that another student(s) is(are) available to take the vacated place(s).
- (c) After May 1, the deposit is non-refundable, except as follows:
 - With sufficient cause, parents may petition the principal(s) in writing for a refund after May 1.
 - If a refund is granted at any time and for any reason, a processing fee of 15% may be assessed.

All fees and tuitions must be paid and current throughout the school year. If not, your child will not be permitted to participate in school sponsored activities, including but not limited to, field trips, band, academic competitions, and graduation. If tuition has not been paid, your child may not be permitted to return to school after an academic grading period. No records will be sent to other schools unless all tuition and fees have been paid.

Eligibility for Parish Tuition Grant:

Families who regularly participate in parish religious practice and worship at Immaculate Heart of Mary Parish, or from another parish from which they have recently moved, and have done so for a minimum of six months prior to registration, are eligible for the parish tuition grant. Eligibility requirements include all of the following: regular Sunday Mass attendance and use of envelopes (no minimum dollar amount required), support of all sacramental programs, and participation in religious formation programs. A yearly stewardship pledge, volunteering time and talent in ministries and organizations associated with the school and/or parish, and financial support of the church to the best of the family's ability, are all criteria for eligibility for the parish tuition grant.

Eligibility will be reviewed on an annual basis.

Tuition Assistance Policy:

Immaculate Heart of Mary Parish provides tuition assistance to help parish day school families attend the school. Active parishioners may apply for assistance by completing an application which is available through the parish or school office.

The application will be processed by a third party company which will apply designated criteria in order to rank eligibility and determine dollar amounts available for assistance. The application must be submitted by specified dates, and eligibility for these financial grants will be determined by April 15. All parents registering for the next school year are expected to submit a tuition deposit of 10% of the full tuition amount during the February registration period, regardless of whether or not they are currently on financial assistance.

If a financial crisis occurs during the course of a school year, parents will have an opportunity to complete an application for financial assistance at that time.

If financial circumstances change, prayerfully consider repaying the parish for the assistance you have received.

Tuition Payments

The Parish collects tuition through the FACTS Management Company. The deposit is paid at the time of registration. The tuition can be paid in one of two ways:

1. Payment in full may by July 1.
2. Ten monthly payments may be made through FACTS from July through April. There is a fee to make ten monthly payments.

Tuition Payment Policy

It is expected that parents will remain current with their tuition payments. Parents whose tuition payments are not current will be notified before the end of each grading period. Students will not be permitted to return for the next grading period unless all tuition payments are current. If you receive a notice to this effect and wish to appeal, contact the pastor.

Important Notice Regarding Tuition Payments

Please note that tuition payments will not be deferred for any reason (unless payments have been deferred by the pastor). All tuition payments are to be kept current and are due on specified dates each month. Late fees will apply to returned checks, and the Tuition Payment Policy will be in effect.

UNIFORM EXCHANGE

To assist families who wish to recycle used uniform skirts, pants, blouses, sweatshirt and sweaters, a Uniform Exchange Program has been established by the PTO. Call the School Office or PTO Officers for information.

VISITORS POLICY

For the safety and security of our school, ALL visitors (including parents, alums) must first report to the School Office. All visitors without their Child Protection Decree Badge will be given a Visitor's Badge to wear while in the building. Parents who come to school for lunch with their children may not bring in soft drinks or restaurant food. Former students who have graduated from our 8th grade who wish to visit our faculty and staff may do so during non school hours (prior to 7:45 a.m. or after 3:05 p.m.). Former graduates may call the School Office for permission to lunch with younger siblings but a parent must accompany the former graduate student during the lunch period. Visitors are not permitted to join our students during recess, nor are they allowed to sit in on classes or disturb teaching and learning.

If a recognized agency (e.g., Hamilton County Children's Services, the police) comes to school, we will cooperate fully.

If the police remove a child from our campus, the custody of the child becomes their responsibility. The principal will make every effort to inform the family before the removal or definitely thereafter.

VOLUNTEER PROGRAM

One of the best ways to get to know your school, its staff and other parents is to volunteer in one of the many areas where assistance is needed in a parish school. Volunteers are needed to work in the cafeteria, library, computer room, playground, and many other areas. If you would like to volunteer for any of these opportunities, please contact PTO Officers.

Cafeteria and Recess Supervisors: The role of the adult supervisor during lunch periods is to circulate in the cafeteria and give assistance to any student who needs it, help maintain quiet and order in the cafeteria and help dismiss individual tables of children so that they can line up for the playground. While on the playground volunteers circulate, interrupt any rough play, and are watchful of those who may be in need of assistance and encourage inclusion of all children in games and activities.

Cafeteria: Each school day parents help the cafeteria staff serve hot lunch. You are asked to donate two and one half hours in the cafeteria once each month.

Library: The library contains books and audiovisual material. Volunteer duties involve checking out and returning books, helping children find research material and other jobs assigned by the librarian.

Classroom: A volunteer may sign up for a particular teacher and a particular task. Some of the tasks include tutoring students for math or reading, or assisting in the computer lab.

WEATHER

Announcements regarding one-hour or two-hour delays, school closings and early dismissals for *Forest Hills Schools* will also apply to Immaculate Heart of Mary School. If weather conditions are such that parents wish to come to the school and pick up their children early, they may do so. The principal will release the children to parents and the absence will be excused. **If schools are open, and parents do not want to send their children to school due to weather or road conditions, the absence will be treated as excused and the work missed may be made up. This option is always available to parents.** Most area radio stations broadcast school closings as well as local television stations, Channels 5, 9, and 12. Please refrain from calling school to inquire about the school's closing due to weather. We utilize our CNotify system to notify parents whenever possible.

Weather, Recess

In general, students will not have outside recess if it is raining or the temperature or wind chill factor is below 20 degrees .

WELLNESS COMPLIANCE

In compliance with Ohio House Bill #1 which directs all Ohio school districts to safeguard student from peanut and other food allergies, the Immaculate Heart of Mary School has adopted the following practices.

Teachers are made aware of students with allergy and health related concerns through our health office.

Peanut free tables are available in the cafeteria.

Parents are required to bring only non-food treats for birthday celebrations for all grade levels.

When food is being used in a curriculum related activity, teachers will notify the parents of students with food allergies three days prior to the activity so that food ingredients and nutritional information can be obtained and calculated by the parent.

When food items such as store bought cookies or **any** other food are used in a lesson, the teacher is responsible for ensuring that the items are peanut free. He or she must also notify the parents of students with food related concerns in advance of the lesson.

Special food events such as classroom parties., food tastings, cultural events, or other events where food is served must follow these guidelines.

1. Food served must be from a health inspected facility.
2. Nutritional and ingredient labels must be provided for each item served.
3. Parents must be notified in advance by the group/individual sponsoring the event.
4. Healthy foods are encouraged.

WITHDRAWAL

All fees and tuition payments must be current. Parents must complete a transcript release form and file it with the School Office. Records will be mailed to the designated school. Students withdrawing to attend another local school will not be permitted to re-register until the following year except where there are extenuating circumstances.

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