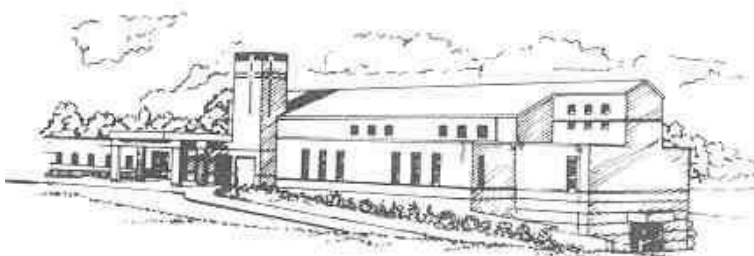


# IMMACULATE HEART OF MARY SCHOOL HANDBOOK 2018-2019



- *Christian Values*
- *Quality Academic Education*
- *Teachers & Parents Working Together*
- *Engaged in Technology*
- *All Rooted in the Gospel of Jesus Christ.*

## THE FOUR RESPECTS AT IHM

***RESPECT  
OURSELVES***

***RESPECT  
OTHERS***

***RESPECT  
NATURE***

***RESPECT  
PROPERTY***

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Burlington, KY 41005  
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(859) 689-5636 fax  
[www.ihm-ky.org](http://www.ihm-ky.org)  
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**TABLE OF CONTENTS**

Absence.....	36-37
Academic Honesty.....	13-14
Acceptable Use Policy.....	14-15
Admission Policy.....	41-43
After Hour Entering Classrooms.....	40
Arrival Time.....	34
Ascend Program.....	35
Attendance.....	35-37
Bullying Policy and Procedure.....	48-53
Bus Service.....	31-32
Calendar School.....	6
Car Morning Drop off, Afternoon Pick-up, Drop off Pick-up With No Bus Service.....	32
Cell Phone Students.....	35
Class Schedule.....	32
Code of Conduct All Students.....	12-13
Code of Ethics-Teachers.....	10-11
Conferences.....	27
Contacting Teacher.....	35
Dismissal Early, No Bus Service.....	33
Dress Code.....	27-30
Early Dismissal for a Student (procedure).....	33
Educational Program.....	9
Electronic Media.....	46-47
Emergency Procedures.....	39
Ethics for Students.....	11-13
Family/School Covenant.....	15
Fees Lunch, Library Aftercare.....	9
Field Trips.....	27
Fund Raisers.....	41
Grading.....	26
Harassment. Sexual Misconduct.....	43-46
Health – Immunization, Medical Examination.....	38-39
Homework.....	24-26
Introduction.....	3
Lockdown.....	39
Lunch.....	31
Make-up Work.....	26
Medicine Medical Information Forms, Family Information, Inhalers.....	38-39
Mission Statement.....	3
Newsletter.....	34
Non-uniform Day Guidelines.....	30
Notification of Changes Address, Phone Number.....	35
Observing Class.....	35
Parent Interruptions of Class Time.....	34
Philosophy.....	3
Positive Behavior Support.....	16-22
Parent Responsibilities.....	26
PTO Officers and PTO Meetings.....	40-41
Phone Calls.....	35
Recess, Cafeteria and Playground Rules.....	23-24
Registration Fee.....	8
Religious Education.....	9
Report Cards.....	27
Reporting Student Progress.....	27
Safe Environment Programs.....	53
Scholarships.....	41
School Pictures.....	30
Search and Seizure.....	23
Snow Closing.....	34
Special Notice –Asbestos Pest Control.....	39-40
Sports Program Policy.....	41
Student Placement.....	10
Tardiness.....	37
Teachers/Staff/Education Advisory Board.....	5
Telephone Extensions School Phone Number.....	5
Testing.....	26
Tuition.....	7-9
Visitors and Volunteers/Diocesan Policies and Procedures for Volunteers.....	40
Years in School.....	9-10
YMCA.....	33

## **INTRODUCTION**

Immaculate Heart of Mary School does not discriminate on the basis of race, color, national or ethnic origin.

Immaculate Heart of Mary School is a part of the system of schools under the direction of the Diocese of Covington and its Department of Education. IHM strives to provide the best possible academic education for your children, but more importantly, it is our goal to continue the work parents have begun by instilling in your children basic Catholic values and attitudes.

The purpose of this handbook is to acquaint you with the philosophy, policies and procedures of Immaculate Heart of Mary School. It is the hope of the faculty and administration that the information contained in this book will be one means of strengthening the bond between the home, the school, and the parish.

We believe that parents hold the primary right and serious obligation to educate their children. We realize that parents delegate the sacred trust of educating their children according to Catholic principles to teachers who, by their very profession, willingly assume this role of educator.

It is imperative that you are informed parents so that you and your children will have a better understanding of what is expected during the hours they are under the care of the school.

Please read this handbook carefully. While many things remain the same, there have been a number of changes, and it is important that you are aware of them.

## **PHILOSOPHY**

At Immaculate Heart of Mary School, each child, because of his/her dignity and worth, should be educated within the Christian community so that his/her potential is fully developed.

This education, which encompasses the spiritual, intellectual, emotional, social, and physical growth of the child, is the parents' right and responsibility. Immaculate Heart of Mary, as a Catholic School, assumes a share of this responsibility.

Immaculate Heart of Mary Parish recognizes the benefits to parents of children derived from a Catholic approach to education and provides this school for the parish community.

## **IMMACULATE HEART OF MARY SCHOOL MISSION STATEMENT**

It is the mission of Immaculate Heart of Mary School to cooperate with parents in providing quality education to its students, regarding their religious, physical, emotional, social and educational development. Together we will work to foster Catholic values that will guide students to become responsible citizens who embrace the Gospel Message of Jesus Christ

**GOALS:**

1. To promote the growth of Catholic values, principles, and moral attitudes so that each student may become a responsible citizen in our society.
2. To help each child develop academically according to his/her ability, striving for maximum potential.
3. To obtain parental involvement for the mutual benefit of the child, the parent, and the school.
4. To make learning a pleasant and worthwhile experience which each child will want to continue after his/her formal education is complete.
5. To encourage students to use their God-given gifts and talents to serve others and to continue Christ's work in the world.
6. To seek to motivate students to live as part of a believing community which works to serve the needs of society, to foster love of life, love of family, and love of country, to enable students to embrace the plurality of cultures and to respect and revere this plurality as a wonder of God.

**TEACHERS**

Nancy Marcos	Principal
Kristin Harper	Assistant Principal
Karen Cesco	Director/PreSchool
Jean Krzywonos	Asst. Director/Pre-School
Amy Jellison	KN-A
Lori Volz	KN-B
Julie Dusing	1A
Tara Fischer	1B
Julie Kelly	1C
Theresa Fillhardt	2A
Susan Panoushek	2B
Meredith Daniels	3A
Staci Stewart	3B
Megan Dillon	4A
Karen Gutzeit	4A
Anita France	4B
Stacie Earls	5A
Heather Dickerson	5B
Rachel Hillenbrand /Liz Nolan	STEAM Lab
Lisa Wright	6A
Kelly Wagner	6B
Christine Bartel	6/7 <sup>th</sup> Math
Ealine Wagner	7A
Laurie Dvornak	7B
Wendy Tobergte	6/7 <sup>th</sup> Religion
Jennifer Thelen	8A
Jennifer Paolucci	8B
Emma Ries	8C
Angie Boh	Reading Resource
Pat Donoghue	Math Resource
Julie Kelly	P.E.
Cindy Rouse	Art
Cindy Weil	Computer
Ann Williams	Counselor
Dan Walsh	Music
Derek Furnish	Spanish

**INSTRUCTIONAL AIDES**

Katie Schutte	KN-A
Vickie Baker	KN-B
Laurie Bessler P/T AM	2 <sup>nd</sup>

**STAFF**

Krista Thorburn	Admin. assistant
John Doubrava	School Finance
Emily Freihofer	Receptionist
Emily Salisbury	School Nurse

Toni Sturpe	Cafeteria Mgr
Suzie Langen	Cafeteria
Rich Steffen	Maintenance
Lorretta Huffmann	Custodian
Ken DeMaria	Custodian
Nancy Hoppus	Custodian
Tom Hoppus	Custodian
Jean Kryzwonos	Aftercare Mgr.

*To reach teachers or staff by e-mail  
use their first initial last [ihm-ky.org](mailto:ihm-ky.org)  
example: [kthorburn@ihm-ky.org](mailto:kthorburn@ihm-ky.org)*

**TELEPHONE EXTENSIONS 689-4303**

<b>To report absentee</b>	<b>271 or 508</b>
Nancy Marcos	232
Kristin Harper	228
Krista Thorburn	234
Emily Salisbury	271
John Doubrava	233
Mary Brady	224
Sister Armella	225
Deacon Greg Meier	223
Father Nick Rottman	222
Father David Ludwig	231
Aftercare Program	275

**IHM EDUCATION ADVISORY BOARD**

Ms. Theresa Guard
Ms. Cathy Wilson
Mr. Vince Bessler
Ms. Alana Bitikofer

**EX OFFICIO MEMBERS**

Ms. Karen Guitzeit
Deacon Greg Meier
Sister Armella Pietrowski, C.D.P
Father Nick Rottman

## **IMMACULATE HEART OF MARY SCHOOL CALENDAR 2018-19**

**August 12** -Open House

**August 13** -Professional Development

**August 14** -Professional Development

**August 15** -Assumption – Holy Day

**August 16** -First day for students

**September 3** -No School – Labor Day

**October 5** -No School - Professional Development

**October 8** -No Bus Service – Private transportation

**November 1** -No School – All Saints

**November 6** -No Bus Service – Private transportation

**November 20** -Parent Teacher Conferences – 1:00 – 9:00 p.m.

**(Dismissal at noon, no p.m. bus service- Private Transportation)**

**November 21** -No School – Professional Development

**November 22** -No School – Thanksgiving

**November 23** -No School - Thanksgiving Break

**December 21-Jan. 2** No School – Christmas Break

**January 2** -No School – Christmas Break

**January 3** -School Resumes

**January 21** -No School – Martin Luther King Day

**January 28- Feb. 1** -Catholic Schools Week

**February 18** No School -President Day

**March 15** No School - Professional Development

**April 8-12** No Bus Service- Private Transportation

**April 18** No School - Holy Thursday

**April 19** No School – Good Friday

**April 22-26** No School – Spring Break

**May 23** No Bus Service- Private Transportation

**May 24** Students Last Day of School – **Dismissal at noon –**

**(no a.m. or p.m. bus service – Private Transportation)**

**May 28- 31** may be utilized as snow make up days if needed

TUITION
---------

All tuition payments are made to FACTS Tuition Management Company. All families should receive an application from FACTS Tuition prior to the beginning of school. If you need information or have questions about FACTS Tuition contact John Doubrava.

**Tuition**

The in-parish tuition rate for one child at Immaculate Heart of Mary School shall not exceed the cost to educate one child.

There shall be four options for payment of tuition.

- I. One payment in full made by the announced deadline (Payment made to school.)
- II. Monthly payments from July to April through FACTS Tuition management company.
- III. FACTS offers 10 month payment option.
- IV. The 10 month payment account begins in September.

*(Any exceptions must be made with the school business manager.)*

Tuition payments will be reviewed by the school business manager on a monthly basis to insure required payments are up to date. Non-payment policy is as follows:

- I. Failure to pay required tuition and late fees will result in the following (where applicable):
  - Student(s) may not be permitted to start a new school term.
  - Student(s) may not receive report card or school transcript.
  - Student(s) may not participate in graduation ceremonies

*Please see Tuition Policy Page 8 & 9*
- II. Delinquency letters will be sent out monthly by the financial institution monitoring payment. There will be a \$25.00 fee for late payments.
- III. Chronic delinquencies will be dealt with on an individual basis. *See Tuition Policy*
- IV. If any family is unable to make the required tuition payments, a tuition assistance application may be obtained from FACTS grants and aide website business office. Any family encountering financial hardship must notify the school business office for further tuition assistance information.

The Pastor of Immaculate Heart of Mary shall have the final ruling on any of the above policies.

**2018 -2019 REGISTRATION FEE**

Children attending Immaculate Heart of Mary School are charged an annual registration fee of \$75.00 per child. For three or more children in the family the cost is \$150.00.

**ANNUAL TUITION / FEE SCHEDULE FOR THE 2018-2019  
SCHOOL YEAR**

Registration Fee of \$75 per student.

Book and Field Trip Fees are included in Tuition Costs

	<b>Standard Rate</b>	<b>If Paid in Full By 06/30/18</b>
<b>In Parish Tuition Rates</b>		
1 Pre School 3 Yr. Old	\$2,040	\$1,990
1 Pre School 3 Yr. Old - Extended Day	\$2,683	\$2,633
1 Pre School 4 Yr. Old	\$2,303	\$2,253
1 Pre School 4 Yr. Old - Extended Day	\$3,026	\$2,976
1 Child (Full-day Kindergarten - 8)	\$5,373	\$5,273
2 Children (Full-day Kindergarten - 8)	\$8,856	\$8,756
3 Children (Full-day KN - 8)	\$11,030	\$10,930
Each Additional Full Day Child (4 or more children)	\$736	\$736
Each Additional Half-day Child (4 or more children)	\$516	\$516

In determining additional child rates, the base tuition rate is determined by the oldest child. If multiple

children are enrolled in preschool and no other children are enrolled in grades K-8, the first preschool student is charged at the rate for no other children in school, and each additional preschool student is at the lower rate.

<b>Out of Parish &amp; Non-Parishioner* Tuition</b>		
1 Pre School 3 Yr. Old	\$2,677	\$2,627
1 Pre School 3 Yr. Old - Extended Day	\$3,699	\$3,649
1 Pre School 4 Yr. Old	\$2,949	\$2,899
1 Pre School 4 Yr. Old - Extended Day	\$4,082	\$4,032
1 Child (Full-day Kindergarten - 8)	\$6,679	\$6,579
2 Children (Full-day Kindergarten - 8)	\$11,251	\$11,151
3 Children (Full-day KN - 8)	\$11,794	\$11,694
Each Additional Full-day Child (4 or more children)	\$964	\$964
In determining additional child rates, the base tuition rate is determined by the oldest child.		

**\* Non-Parishioner is defined as families who are not registered in the parish or registered families with no record of parish support.**



### **LUNCH, LIBRARY, ASR AND AFTERCARE FEES**

At the end of each school trimester all lunch, library, and aftercare balances must be paid in full. Students having lunch, library, ASR or aftercare balances will not receive their report card until payment is made.

### **IMMACULATE HEART OF MARY SCHOOL MISSION STATEMENT**

It is the mission of Immaculate Heart of Mary School to cooperate with parents in providing quality education to its students, regarding their religious, physical, emotional, social and educational development. Together we will work to foster Catholic values that will guide students to become responsible citizens who embrace the Gospel Message of Jesus Christ.

### **EDUCATIONAL PROGRAM**

The educational program of Immaculate Heart of Mary meets the requirements set by the Diocese of Covington and is accredited by the Kentucky Non Public School Commission. Instruction is provided in the following areas: religion, language arts (reading, spelling, oral and written language), mathematics, social studies, science, physical education, health and safety, Spanish and art, computer and internet skills, library and research skills.

### **RELIGIOUS EDUCATION**

Religious education is the essence of Catholic Schools. Through the teaching of Catholic doctrine and Christian living within the school, the school aims to assist parents in their task of the moral and religious development of their children.

Religion classes are conducted for all students enrolled at IHM School. Grades are given based on class participation and retention of subject matter taught. IHM School follows the "Religious Education Curriculum Guidelines" which is the official program for the teaching of religion within the Diocese of Covington.

Celebrating the liturgy is at the center of our school's spiritual life. Students in Grades 1-8 celebrate the liturgy once a week. The classes take turns preparing the liturgy. This allows students the opportunity to learn more about the liturgy and increases their participation and appreciation.

Each class has the opportunity to celebrate the Sacrament of Reconciliation throughout the school year.

### **YEARS IN SCHOOL**

Grades Preschool-8 are represented at Immaculate Heart of Mary School. Students have the opportunity to spend eleven years in this program.

It is the desire of the administration and faculty of IHM that each student be successful in his/her academic endeavors. Ideally, students progress from one grade level to the next after one academic year. However, due to the uniqueness of an individual, it may be necessary for a student to repeat a grade. After

consulting with the student's parents, the teacher and principal have the right to require a student be retained in a grade if he/she is to return to IHM.

The Principal reserves the right to make the final decision on whether or not a student is promoted to the next grade level. The decision is based on what is best for that student to help him or her be successful academically, socially, and emotionally in future years. Students retained in grade eight may not repeat the eighth grade at IHM School. An eighth grade student who receives three failing cumulative grades has the possibility of not participating in the graduation ceremony.

### **STUDENT PLACEMENT**

Placement of students in a specific classroom is determined by teacher and principal evaluation and not by parent request.

## **IMMACULATE HEART OF MARY - TEACHER CODE OF ETHICS**

### **TEACHERS AT IMMACULATE HEART OF MARY SCHOOL:**

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the God-given worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession:

### **TO STUDENTS:**

- *Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.*
- *Shall respect the constitutional rights of all students.*
- *Shall take reasonable measures to protect the health, safety, and emotional well-being of students.*
- *Shall not use professional relationships or authority with students for personal advantage.*
- *Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.*
- *Shall not knowingly make false or malicious statements about students or colleagues.*
- *Shall refrain from subjecting students to embarrassment or disparagement.*
- *Shall maintain a professional approach with students.*

### **TO PARENTS:**

- *Shall make reasonable and timely effort, to communicate to parents information which should be revealed in the interest of the student.*
- *Shall endeavor to understand the community served and diverse home environments of students.*
- *Shall distinguish between personal views and the views of the employing educational agency.*
- *Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.*

- *Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.*

**TO THE EDUCATION PROFESSION:**

- *Shall exemplify behaviors which maintain the dignity and integrity of the profession.*
- *Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.*
- *Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.*
- *Shall not use coercive means or give special treatment in order to influence professional decisions.*
- *Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.*

## STUDENTS CODE OF ETHICS

### **GRADES KINDERGARTEN - THREE**

I understand that Immaculate Heart of Mary School is a special place created to teach the ways of Jesus and the Church. I will show my support for Immaculate Heart of Mary School by learning to:

treat people with care and kindness

take care of school property

use good manners

be responsible and prepared daily for class work

tell the truth to my teachers and friends

follow the rules of my classroom and my school

### **GRADES FOUR - EIGHT**

I understand that Immaculate Heart of Mary exists to promote the spiritual, emotional, academic and physical development of students in a Catholic atmosphere. In order to support this mission, I agree to:

treat all students, faculty, staff, and visitors with respect

show appreciation for parish property equipment and facilities

cultivate courteous, respectful and appropriate language and behavior

be responsible and prepared daily for class

be honest in speech and class work

abide by rules for student conduct as established in the Immaculate Heart of Mary School Handbook

With God's help, I can live this code of ethics.

## CODE OF CONDUCT – ALL STUDENTS

Our Catholic School strives to instill in its students a lifestyle based on the Gospel precepts. Therefore, it is expected that Catholic school students will conduct themselves with Christian behavior appropriate to each occasion. Parish and school authorities are rightfully concerned with behavior problems on school premises and in public places. Catholic school personnel feel a responsibility for motivational or corrective measures whenever and wherever such incidents occur.

To insure an appropriate Christian school environment, and to reinforce the Christian values of the home, students and parents of Immaculate Heart of Mary school support the following code of conduct for the students in the parish school. This code helps to provide a means for guiding and maturing toward responsible citizenship.

1. Students are to exhibit respect at all times for teachers, and all those in authority in their school situation. Talking back, foul or abusive/disrespectful language or gestures are not permitted. Those in authority during a school day are: pastor, principal, teachers, school secretary, nurse, receptionist, substitutes, instructional aides, library staff, cafeteria staff, playground monitors, volunteers, maintenance staff, and bus drivers.
2. Students are expected to recognize the dignity and importance of each person by respecting all. Ways of demonstrating respect include:
  - Respect Others
  - Respect Ourselves
  - Respect Nature
  - Respect Property

Pushing and shoving in line, cheating, stealing, verbal abuse, name calling and unacceptable physical contact such as fighting, scuffling, tripping, shoving and unacceptable games are not permitted.
3. Students are expected to properly care for all school property, their own and that of others. Defacing school property is not permitted. Students and parents are financially accountable for repair or replacement of any damaged property.
4. Students are to conduct themselves in a quiet manner in the school building before and after school and while changing classes.
5. Lunch time is not only for rest and relaxation, but for maintaining and developing proper and acceptable social behavior in the lunch room. Conversing quietly is acceptable. Rude behavior,

such as shouting, food-throwing, or destroying another's lunch will not be tolerated. Disciplinary action will result.

6. Students are to exhibit respect at all times on the way to and from Church and during all Church services. Students are expected to grow in their understanding and expression of spiritual and moral values. Among the values stressed are participation in liturgies, thoughtful prayer, honesty and personal responsibility regarding school policies and guidelines.
7. Students are expected to take an active role in helping to create a positive classroom experience for all. Students are called upon to assist teachers in establishing classroom rules and standards. Once established, the rules and standards become a part of the students' way of life in the classroom.
8. Students are expected to abide by the dress code as detailed in this handbook.
9. Students are to conduct themselves as responsible Christian citizens at all times. Each student is a personal representative of Immaculate Heart of Mary School and is expected to produce a positive image both at school and in public.
10. Sale, use, or possession of drugs, alcohol, tobacco products, fireworks, firearms, weapons, or pornographic materials are not permitted.
11. Students, to show they support the code of ethics, will sign the form that will be found at the back of the Handbook.

**The Principal reserves the right to choose an appropriate consequence for failure to adhere to above code of conduct.**

### ACADEMIC HONESTY POLICY

How can you avoid academic dishonesty? Always strive to do all your work on your own. Do not give your work to another student. If you use someone else's words and thoughts, acknowledge them. When in doubt, ask for help.

*Any action taken with the intention of obtaining credit for work, which is not one's own, is considered academic dishonesty.*

The following actions are violations of the Academic Honesty Policy:

**1. Unauthorized Collaboration:** Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher.

*Examples: Copying someone else's homework, assignments, test answers, or downloading work from the Internet. Allowing others to view or copy your homework, assignments, test answers, etc. Submitting work done by someone else (parent, tutor, sibling, group members - group projects, etc.).*

**2. Plagiarism:** Copying or paraphrasing, in whole or in part, published works or the ideas of others without proper citation. Downloading of documents without citing the source is plagiarism.

*Examples: copying and pasting the words of someone else without proper citation, using the ideas of someone else without giving credit. Signing into someone's account or device is plagiarism.*

**3. Using, or having in view, notes or other unauthorized material including technology during a test or other assessment.**

**4. Test Dishonesty:** Any giving or receiving of external assistance (either verbally, nonverbally, in writing, or using an electronic device) relating to an exam, test, or quiz without expressed direction or permission from the teacher. This includes giving or receiving previously administered tests.

*Examples: wandering eyes, hidden notes, intentionally allowing answers to be seen by others, and sharing of information about tests.*

**5. Forgery: Falsifying or submitting academic work by forging another person's signature.**

*Example: signing documents intended to be signed by your parents.*

### **Consequences**

Students who violate the Academic Honesty Policy will be subject to the following consequences:

#### **First Incident:**

Student receives a zero on the submitted work or test.

Parent Notification

Student Meeting with Administration

Detention

Unsatisfactory for Conduct Grade

Sending an apology to the person and/or institution against whom the offense occurs

#### **Repeated Incidents:**

In addition to the above, at the discretion of administration, may include:

Incident recorded in student's disciplinary file.

In School Suspension

Mandatory Parent Meeting with Administration and Teachers to determine next steps.

The Academic Honesty Policy is to be read and reviewed by parents and students. After understanding this agreement please sign and return to the school office. The Academic Honesty Policy Agreement form will be included in the first day packet.

## **ACCEPTABLE USE POLICY**

The Internet is a tremendously useful and powerful resource which links people, institutions and databases literally around the world. Its power to communicate is virtually unlimited; its teaching and learning, Immaculate Heart of Mary School is fortunate to be able to offer Internet access in all classrooms, in the library and in a laboratory setting. This is part of our effort to maximize the benefits of technology as a tool in both teaching and learning

While the internet is a tremendous resource offering powerful benefits, it can also be misused. Immaculate Heart of Mary School recognizes and accepts its responsibility to teach not only the technical skills of using technology, but also the moral, ethical and responsible use of the internet as well.

The Internet is part of our students' future in continuing education, in the professional and business world, and very likely as a personal resource. To insure that we can use the Internet in a proper and responsible manner, Immaculate Heart of Mary School pledges to teach the moral, ethical and responsible use of the Internet along with the technical skills. Access to the Internet will be in public places under supervision.

No individual student email accounts will be given to students, thus limiting the ability of students to receive or send email without supervision.

One of our educational goals is to offer programs and curriculum, which will best prepare our students for the future. We are convinced that our program to teach these skills from the perspective of appropriate and responsible use will be a valuable asset to our students.

The Acceptable Use Policy is to be read and reviewed by parents and students. After understanding this agreement please sign and return to the school office. The Acceptable Use Policy Agreement form will be included in the first day packet.

### **FAMILY/SCHOOL COVENANT**

It is the mission of Immaculate Heart of Mary School to cooperate with parents in providing quality education to its students, regarding their religious, physical, emotional, social and educational development. Together we will work to foster Christian values that will guide students to become responsible citizens and flowers of Christ.

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 our Professional Learning Community. 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. Respect Others;
2. Respect Ourselves;
3. Respect Nature;
4. Respect Property;
5. Refusal of students to accept the school curriculum, participate in class discussions, and complete required assignments;
6. Refusal of students or parents to accept the policies, guidelines, and other tenets of our Professional Learning Community as stated in 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.

The Family/School Covenant is to be read and reviewed by parents and students. After understanding this agreement please sign and return to the school office. The Family School Covenant Agreement form will be included in the first day packet.

## **Immaculate Heart of Mary School Positive Behavior Support (PBS)**

### Overview

In order for our students to succeed spiritually, academically and personally, we need to create a safe, engaging, and orderly environment. The students will continuously and consistently be taught the **Striving for Sainthood Code:** of Be Respectful, Be Responsible, and Be Safe throughout their day. In turn for positive behavior, the children will be rewarded and acknowledged. It is our hope that our school community will have a clear understanding of these expectations so that all learners can be successful at IHM.

### IHM Behavior Expectation Matrix

Immaculate Heart of Mary School utilizes a Behavior Matrix which includes the Striving for Sainthood Code: Be Respectful, Be Responsible, and Be Safe. Each code is broken down into different categories based on location in the school. An explanation of the expected behavior is listed for each designated area. The following pages will include a copy of the IHM Behavior Expectation Matrix, Voice Level poster, and the Student/Teacher Behavior Action Plan that will be posted throughout school.

During the first weeks of school, students will review our to PBS and the Saint Code. There will be classroom discussion of the codes and students will practice the expected behaviors for each category of the Behavior Expectation Matrix.



**Immaculate Heart of Mary School Behavior Expectation Matrix  
Striving for Sainthood**

	<b>Classroom</b>	<b>Hallway</b>	<b>Church</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>▪ Voice level 0, 1 or 2</li> <li>▪ Work cooperatively</li> <li>▪ Listen carefully while others speak</li> <li>▪ Be considerate</li> <li>▪ Show kindness to others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Voice level 1</li> <li>▪ Use good manners</li> <li>▪ Raise your hand if you need an adult's help</li> <li>▪ Wait patiently and quietly in line</li> </ul>	<ul style="list-style-type: none"> <li>▪ Voice Level 0 (no talking)</li> <li>▪ Participate</li> <li>▪ Say/Sing prayers</li> <li>▪ Enter Church reverently</li> <li>▪ Use the Holy Water</li> <li>▪ Listen to the readings, Gospel and Homily</li> <li>▪ Don't bring anything with you to church</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>▪ Clean up after yourself</li> <li>▪ Follow directions and classroom routines</li> <li>▪ Do quality work</li> <li>▪ Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go directly to where you need to be</li> <li>▪ Follow directions</li> <li>▪ Stay to the right on the stairs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Talk to Jesus</li> <li>▪ Make the Sign of the Cross</li> <li>▪ Genuflect</li> <li>▪ Give the Sign of Peace</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>▪ Stay in your personal space</li> <li>▪ Walk at all times</li> <li>▪ Use materials or equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk at all times</li> <li>▪ Stay in your line</li> <li>▪ Keep your backpack zipped and on your back</li> </ul>	<ul style="list-style-type: none"> <li>▪ Don't stand or walk on the kneelers</li> <li>▪ Keep hands and feet to yourself</li> <li>▪ Walk at all times</li> </ul>

Voice level 0= Silent    Voice level 1= Whisper    Voice level 2= Conversation voice    Voice level 3= outside voice

**Immaculate Heart of Mary School Behavior Expectation Matrix  
Striving for Sainthood**

	<b>Prayers and Announcements</b>	<b>Restroom</b>	<b>Cafeteria</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>▪ Voice Level 0 when listening</li> <li>▪ Voice Level 2 when praying</li> </ul>	<ul style="list-style-type: none"> <li>▪ Voice Level 1</li> <li>▪ Give self and others privacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Voice level 2</li> <li>▪ Use good manners</li> <li>▪ Raise your hand if you need an adult's help</li> <li>▪ Wait patiently and quietly in line</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>▪ Stop what you are doing</li> <li>▪ Focus attention on announcements and prayer</li> <li>▪ Fold hands</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flush</li> <li>▪ Think 2: 2 minutes or less  2 pumps of soap  2 hands to wash  2 paper towels  2 points in trash</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make room for peers at the table</li> <li>▪ Be a problem solver</li> <li>▪ Clean up your space</li> <li>▪ Push in your chair</li> <li>▪ Follow directions</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>▪ Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep your feet on floor</li> <li>▪ Do your business and leave</li> <li>▪ Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eat your own food</li> <li>▪ Have a calm body while waiting in line and eating</li> <li>▪ Stay in your seat until you are dismissed</li> <li>▪ Walk at all times</li> </ul>

Voice level 0= Silent    Voice level 1= Whisper    Voice level 2= Conversation voice    Voice level 3= outside voice

**Immaculate Heart of Mary School Behavior Expectation Matrix  
Striving for Sainthood**

	<b>Playground</b>	<b>Bus</b>	
<b>Respectful</b>	<ul style="list-style-type: none"> <li>▪ Voice level 0-3</li> <li>▪ Use kind language</li> <li>▪ Take turns</li> <li>▪ Include others</li> <li>▪ Be a good sport</li> <li>▪ Respect nature</li> <li>▪ Follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>▪ Voice level 0 or 1</li> <li>▪ Use kind language</li> </ul>	
<b>Responsible</b>	<ul style="list-style-type: none"> <li>▪ Line up quickly and quietly when bell rings</li> <li>▪ Go directly to where you need to be</li> <li>▪ Return all equipment</li> <li>▪ Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Get on and off bus carefully</li> <li>▪ Follow directions</li> <li>▪ Be a problem solver</li> </ul>	
<b>Safe</b>	<ul style="list-style-type: none"> <li>▪ Follow safety rules</li> <li>▪ Stay within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay seated facing forward</li> <li>▪ Keep hands and feet out of the aisle</li> <li>▪ Backpack in lap</li> <li>▪ Feet on floor</li> <li>▪ Follow safety rules</li> </ul>	

Voice level 0= Silent    Voice level 1= Whisper    Voice level 2= Conversation voice    Voice level 3= outside voice

Academies will be run so that students practice the expected behavior. If students are having trouble in certain areas based on feedback by staff, these codes will be re-taught as needed throughout the year.

There are behaviors that are expected throughout the building that do not fit the behavior expectation matrix format. These behaviors are:

Specials

1. Teachers will take and pick up students from all Specials classes.
2. Classes will follow all hallway expectations when transitioning from Specials.
3. Students will follow all Special Classroom/Gym rules.

Arrival – Cafeteria

1. Students will enter into the cafeteria and sit in their designated areas.
2. Students are to remain seated at all times and use a Level 1 voice.
3. All projects, electronic devices or other objects are to remain in the students' backpacks at all times unless used as an instructional tool and supervised by a teacher.
4. Students will not be permitted to leave the cafeteria unless permission is given by the supervising teacher.

Arrival – Gym

1. Students will enter into the gym and sit in their designated areas. Only the 8th grade students are permitted to sit on the bleachers.
2. Students are to remain seated at all times and use a Level 1 voice.
3. All electronic devices will remain in backpacks at all times.
4. Students will not be permitted to leave the gym or use the restroom unless permission is given by the supervising teacher.

Dismissal - Bus riders

1. All bus riders will be dismissed at the given time.
2. Students are to exit the building in a line using a level 1 voice.
3. Students exiting Father's Lot doors will exit through the left side door. 2<sup>nd</sup> grade will exit first, followed by the 3<sup>rd</sup>, 4th and 5th grade. An orderly line is expected to ensure safety of all students.
4. Students exiting the lower level doors will follow the supervising teacher, exit in a line, and use a level 1 voice.
5. Students exiting the lower level and up through the gathering space will follow the supervising teachers, exit in a line, and use a level 1 voice.
6. At no time are students permitted to run to their bus.

Dismissal - Father's Lot

1. All Father's Lot students will be dismissed at the given time.
2. Students are to exit the building in a line using a level 1 voice.
3. Students exiting Father's Lot doors will exit through the left side door. 2nd grade will exit first, followed by 3rd grade, then 4th and 5th.
4. At no time are students permitted to run to their cars.

Dismissal - Lower lot

1. All Lower lot students will be dismissed at the given time.
2. Students are to exit the building in a line using a level 1 voice.
3. Lower level students will exit by grade level - K, 1st, 2nd, followed by Junior high
4. Upper level students will exit by grade level - 2nd, 3rd, 4th, followed by 5th.
5. At no time are students permitted to run to their cars or play on the playground equipment.

**Saint Code Cards**

Saint Code Cards are used to reinforce positive behavior. They are small slips of paper with the Saint logo on them reinforcing Be Respectful, Be Responsible, and Be Safe. When a student is seen displaying a positive behavior they may be given a Saint Code Card by a staff member.

Once a student earns a Code Card, they put their name on the card and drop it into the drawing box located in the principal's office. Numerous winners will be picked in a weekly drawing. Students whose names are drawn will be able to pick from a variety of prizes.

We expect students to display these behaviors regularly and we will make an effort to recognize positive behaviors as much as possible, through verbal praise and Saint Code Cards. The goal of the program is to teach students the internal rewards for doing the right thing. Saint Code Cards will be handed out randomly and we will make every effort to make sure that the program is fair to all. We reevaluate the PBS program to make sure it is working for all of our students and making adjustments as necessary.



Although we continually strive to reinforce the correct behaviors that we want our students to display, there may be times that students choose not to follow the Saint Code. When students choose not to follow the Saint Code, we will implement the clip chart system in Kindergarten through fifth grade and students in grades 6-8 will follow a conduct card with appropriate consequences and recognition.

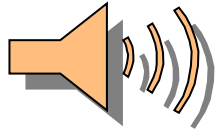
#### Parent Involvement

Parents play a big role in making PBS a big success at Immaculate Heart of Mary School. Below is a list of suggestions of how you can help support PBS:

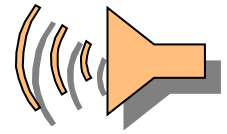
- Remind your child of the Saint Code on a daily basis (before leaving for school is a great time to review these):

#### **Be Respectful Be Responsible Be Safe**

- Use the same language that is being used at school with your child. Review the Behavior Expectation Matrix and consider using a similar method at home. Also, implementing a similar reward system may be a great way to reward children for helping around the house, completing homework, or displaying positive behavior.
- Ask your student if they received a Saint Code Card and how they earned it. Reinforce the positive behaviors that they are showing at school.
- If you are contacted because your child has not followed the expected behavior at school, please review communication that is sent home and review the expectations of the Saint Code.



# Voice Levels



3

**Outside Voice**



2

**Conversation Voice**



1

**Whisper Voice**



0

**Voices Off**



## **SEARCH AND SEIZURE**

In a search and seizure situation, the following procedures will be used:

1. A student's person will only be searched when there is probable concern that the student is concealing evidence of an illegal act or school violation.
2. Illegal items or other possessions, reasonably determined by the proper school authorities to be a threat to a student's safety or security or that of others, may be seized by school authorities.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items will be returned by the staff member or principal at their discretion.
4. A general inspection of school properties (including desks) may be conducted. During these inspections, items which are school property or that of others may be collected.
5. All items seized will be turned over to proper authorities or true owners, depending upon the situation.
6. A student will have the right to be present when a search is conducted unless:
  - a) he/she is absent from school
  - b) school authorities decide that a student's presence would endanger his/her health or safety

## **RECESS, CAFETERIA AND PLAYGROUND RULES**

All children are expected to go outside, weather permitting. Playground guidelines are established and reviewed with students for their safety. Adult cafeteria and playground monitors will enforce safety rules.

1. Obey directions given by playground supervisors and report unsafe actions to playground supervisor.
2. Play games only in designated areas and follow equipment and game rules.
3. Only grades K-5 on the new playground equipment.
  - go down the slide one student at a time
  - move away from the end of the slide once you come out
4. Swing straight on the swings and sit safely on your bottom.
  - only one person at a time in the seat
  - come to a complete stop before getting off
  - walk around the swing being careful not to cross in front or back of swings in motion
  - avoid twisting or turning the swing

5. Run and walk with your head up and pay attention to your surroundings to avoid collisions.
6. Leave mulch, dirt, sticks, snowballs, rocks or other objects alone and stay away from structures such as fences, trees or other things not intended as playground equipment.
7. Respect other people's space. Keep your hands and feet to yourself; do not climb on other students.
8. Be courteous and a good sport and speak respectfully to each other.
9. Stop playing once a bell or whistle is given. Please make sure students are dressed appropriately for outdoor play, especially in colder temperatures. Children do benefit from active, outdoor play. Absolutely no rough play is permitted.

Toys from home are not allowed (walk-man and other electronic devices are considered toys)

Respect for others is expected at all times.

**Gum:** Chewing gum at school is prohibited unless supervised by the teacher.

**Soft Drink Machines:** Students may not purchase soft drinks during the school day. Students may not purchase soft drinks on their way to buses or cars at dismissal. Students may only purchase soft drinks after school with permission of a supervising adult.

**Elevator:** Students are not permitted to use the elevator without permission. This includes after school and on week-ends.

## HOMEWORK

Our goal as educators is to help students develop responsibility for their own school work, belongings, and behavior.

### **Time:**

Please note that these recommendations are for an **AVERAGE** student on an **AVERAGE** class day. This time frame is based on about how long students should expect to spend completing homework. There are exceptions where some students may take more or less time completing homework. Consistent “overruns” indicate a problem area and the teacher should be notified. Most homework assignments are given Monday through Thursday.

It is recommended that:

Grade **One** students should expect **10** minutes of homework per evening

Grade **Two** students should expect **20** minutes of homework per evening

Grade **Three** students should expect **30** minutes of homework per evening

The assignments may include, but are not limited to reading aloud, math drills, review of day’s work, enrichment activities, reinforcement of skills, preparation for assessments, and any summer reading projects /AR assessments.

Grade **Four** students should expect **40** minutes of homework per evening



Grade **Five** students should expect **50** minutes of homework per evening

The assignments may include, but are not limited to math drills, silent reading, special projects and research, book reports, study skills, studying for assessments, enrichment/extension activities, creative writing, and , and any summer reading projects /AR assessments.

It is recommended that:

Grade **Six** students should expect **60** minutes of homework per evening

Grade **Seven** students should expect **70** minutes of homework per evening

Grade **Eight** students should expect **80** minutes of homework per evening

The assignments may include, but are not limited to math practice and spiral reviews, silent reading, pre reading in content classes, post reading in content classes, rewriting notes, completing study logs, studying for assessments, completing wirtten assignemnts, special projects and research, book reports, enrichment/extension activities, creative writing, and , and any summer reading projects /AR assessments.

**Assignments:** All homework assignments must be completed on time and in a satisfactory manner. If homework is not completed on the date that it is due, except for reason of illness, the classroom teacher will choose an appropriate consequence.

**Homework:** a task initiated and/or motivated in the classroom, related to an objective, and designed to be completed at home. Homework can be divided into four categories:

- 1.) Practice
- 2.) Preparation
- 3.) Extension
- 4.) The Creative Process

Homework is assigned at IHM on a regular basis. Current research indicates that homework is a valuable component of the curriculum. It should extend and reinforce classroom instruction, increase personal responsibility and accountability, as well as provide an opportunity for parental involvement in the learning process. Homework should be consistent and meaningful. It is an effective way to monitor and diagnose, develop study skills, and assure mastery of a skill.

#### **Student Responsibilities:**

1. Assignments written in assignment book daily
2. Assignments completed and returned on time
3. Missing assignments (absences) returned
4. Responsibility for organization of materials to take home
5. Requests for clarification
6. Assistance in communication between home and school

#### **Teacher Responsibilities:**

1. Clear instructions
2. Published policy with defined consequences
3. Graded and/or recorded and reviewed homework activities
4. Feedback
5. Study guides when appropriate and at teacher's discretion
6. Alternate assignment accommodations
7. Communication with parents

**Parent Responsibilities:**

1. Study time and place established
2. School made #1 priority
3. Awareness of classroom policy
4. Assistance with organization
5. Communication with classroom teacher
6. Knowledge of when to stop for the night and classroom policy regarding this issue
7. Review of teacher or school bulletins and newsletters
8. Facilitation in the development of study skills

**Grading:**

Grade 1-3

E-Excellent Progress

G.-Good Progress

S-Satisfactory Progress

P-Problem Area

I-Improving

Grade 4-8

A-93-100

B-85-92

C-75-84

D-70-74

F-Below 70

**Make Up Work**

Classroom teachers may reserve the right to decide whether assigned schoolwork will be given to a student prior to an extended vacation during the school year. In the instance of prolonged illness, we ask that parents contact teachers to make arrangements for assigned schoolwork. Please contact the school early in the day to assure that homework may be gathered for a child who is absent. That work may be sent home with another student, or may be picked up in the Gathering Space shelving area after 2:20.

**TESTING**

Kindergarten children are assessed at the end of the school year to determine readiness for Grade One. Incoming kindergarten students are screened via a joint process of Boone County Educational Services and IHM School.

An assessment is also conducted on students entering first grade who have not been in IHM Kindergarten.

Nationally Normed standardized achievement tests are administered each spring to students in Grades 2 through 7. If the testing company completed the scoring process before the conclusion of the school year, results will be sent in the final report card. Grade 8 students who will be attending a Diocesan High School are required to take a high school entrance exam at the high school they will be attending. Parents will receive notice during the school year regarding dates and times.

## **FIELD TRIPS**

Teachers are encouraged to take classes on field trips that enrich their understanding and appreciation of the arts, as well as adding to their knowledge of specific areas related to their studies. Students are required to wear uniforms unless you receive written notice otherwise. Prior to each field trip you will receive a letter and permission form. It is important that you complete both sides of the permission form. This is to be returned in a timely manner. Written permission from parents or guardians must always be given before any field trip. **Parents who chaperone field trips are asked to park their vehicle in the YMCA lot or Boone Woods.**

## **REPORTING STUDENT PROGRESS**

At Immaculate Heart of Mary School we feel it is vital to maintain frequent communication regarding student academic progress, as well as behavior. This may be in the form of a note, phone call or conference. We feel it is in our best interest, as well as the student's, to document progress and behavior concerns. These concerns will be related to you in a timely manner. **Ascend allows parents to check grades on line.**

## **REPORT CARDS**

Report cards are sent to grades 1-8 at the end of each trimester of the school year. Kindergarten will receive their first reports at conference time at the end of the second trimester. These reports will indicate progress and areas of needed improvement. Parents are to sign the report card and return the tear-off section to the school.

## **PARENT/TEACHER CONFERENCES**

Conferences will be held after the First Trimester of the school year.

Parents are encouraged to call during the remainder of the school year when they feel a need to conference again. Teachers may also find it necessary throughout the year to meet again with Parents and Student.

## **IHM DRESS CODE 2018-2019 SCHOOL YEAR**

Immaculate Heart of Mary School has an established uniform code for students in Kindergarten through Grade 8. Uniforms may be purchased through Schoolbelles, 5046 Old Taylor Mill Road, Taylor Mill, KY (859-581-3111). Some items may be purchased through local stores or purchased at Idlebrook. If items are not purchased through Schoolbelles, they must still conform to the standard described in the Schoolbelle's flyer.

### **MIDDLE-SCHOOL, GIRLS (Grades 6,7,8)**

**Slacks with IHM shirt.** Uniform pants with IHM polo shirt

The mid-rise flat front uniform pants may also be worn

**Pants - Khaki or Navy**

**No Joggers for boys/No Skinny style for girls**

**Polo Shirt**

*Navy Blue/Red Monogrammed*

**Optional** Navy Blue Monogrammed Banded bottom

**Belts must be worn and be visible on all pants that have belt loops.**

**Shorts and Skorts.** Any type uniform short, walking short, cargo short, uniform skort

*Short/Skorts – Khaki or Navy*

*May be worn Aug. to Oct. 15<sup>th</sup> and April 1<sup>st</sup> to June*

No faded short/skort, appropriate length is no more than 4” above the knee

No jean material or gym shorts permitted

**Sweatshirt.** Grade 6 & 7 Navy Sweatshirt or *1/4 zip blue or red monogrammed sweatshirt*

Grade 8 may wear the class hoodie sweatshirt (*purchased through IHM after school starts*)

### **MIDDLE- SCHOOL, BOYS (Grades 6,7,8)**

**Slacks with IHM shirt.** Uniform pants with IHM polo shirt

**Pants – Kahki or Navy**

Polo Shirt

*Navy Blue/Red Monogrammed (tucked in)*

**Optional** Navy Blue Monogrammed Banded bottom

**Belts must be worn and be visible on all pants that have belt loops.**

**Shorts.** Any type uniform short, walking short, cargo short

*Shorts – Khaki or Navy*

*May be worn Aug. to Oct. 15<sup>th</sup> and April 1<sup>st</sup> to June*

No faded shorts, appropriate length is no more than 4” above the knee

No jean material or gym shorts permitted

**Sweatshirt.** Grade 6 & 7 Navy Sweatshirt or *¼ zip blue or red monogrammed sweatshirt*

Grade 8 may wear the class hoodie sweatshirt (*purchased through IHM after school starts*)

### **ELEMENTARY, BOYS Grades K – 5**

**Slacks with shirt.** Uniform pants with polo/dress shirt (tucked in)

**Pants – Navy - no emblems**

Polo Shirt – White or Light Blue short or long sleeve  
(tucked in)

**Optional** White or Light Blue Banded Bottom  
(*offered at IHM or Schoolbelles*)

Dress Shirt – White or Light Blue short or long sleeve  
(tucked in)

*Gr. K & 1 may wear uniforms pants with no belt loops – no belt necessary*

**Belts must be worn and be visible on all pants that have belt loops.**

**Shorts.** Any type uniform short, walking short, cargo short

*Shorts – Navy*

***May be worn Aug.15<sup>th</sup> to Oct. 15<sup>th</sup> and April 1<sup>st</sup> to June***

No faded shorts, appropriate length is no more then 4” above the knee

No jean material or gym shorts permitted

***Sweatshirt.*** Official School Monogrammed gray/blue or new ¼ zip gray sweatshirt

**Solid blue cardigan sweater**

**ELEMENTARY GIRLS Grades K-5**

**IHM Plaid Jumper.** Purchased through Schoolbelles

Polo Shirt/Blouse no emblems (tucked in)  
Polo Shirt/Blouse short or long sleeve white  
or light blue (tucked in)

***Optional White or Light Blue Banded Bottom  
(offered at IHM or Schoolbelles)***

**No uniform skirts**

*Winter season white turtleneck may be worn under **jumper only***

**Slacks.** Uniform pants- Navy

The new mid-rise flat front uniform pants may also be worn

***Gr. K and 1 may wear uniform pants with no belt loops – no belt necessary***

**Belts must be worn and be visible on all pants that have belt loops.**

**Tights.** White/ navy opaque or cable knit or fitted white/navy pants under school jumper

**Shorts and Skorts.** Any type uniform short, walking short, cargo short, uniform skort

*Short/Skorts - Navy May be worn Aug. to Oct. 15<sup>th</sup> and April 1<sup>st</sup> to June*

No faded short/skort, appropriate length is no more then 4” above the knee

No jean material or gym shorts permitted

***Sweatshirt.*** Official School Monogrammed gray/blue (purchased through Idlebrook)

**Solid blue cardigan sweater**

**ALL STUDENTS GRADES K-8**

**Physical Education.** IHM monogrammed school T-shirt and IHM sweatshirt (purchased through Idlebrook) Students may wear a long sleeve solid white T-shirt under the IHM gym T-short on gym day. Navy Blue gym style shorts (August-Oct. 15<sup>th</sup> ) & (April 1<sup>st</sup> -June). Navy blue sweatpants or warm up pants. (October 16<sup>th</sup> -March 31<sup>st</sup> ) Athletic Shoes. No Wheels. The day students have gym they are to wear their PE uniform all day.

**Shoes.** Gym shoes or boat shoes (Sperry) **only**. Shoes must have velcro or laces. Laces must be tied. Clean in appearance. No Wheels. Boots may be worn during the winter months.

**Socks.** Solid navy blue, black, or white socks must be worn. Socks must be visible at all times. Clarification: Only the tall Adidas, Nike, Umbro socks in navy/white/black, with white, navy, or a red stripe that runs up the back are permitted.

**Undergarments.** Undergarments worn under blouses or shirts must be white in color. No print or design may be on the undergarment. During fall and winter students may wear a “white only” long sleeve T-shirt material under uniform polo.

**Jewelry.** Boys are not permitted to have earrings. Girls may have two ear piercings. Earrings may be no larger than a dime. Girls may not wear any nontraditional, outlandish jewelry. Only one “Live Strong” or similar style plastic bracelet.

**Make Up.** No make up may be worn during the school hours. This also includes sparkles.

**Nail Polish.** Only traditional nail colors may be worn. No fake nails (no acrylic nails). Nails must be an appropriate length for keyboarding.

**Hair. Girls.** Only traditional hairstyles or hair colors. Bangs must not cover the eyes.

**Boys.** Only traditional hairstyles or hair color. Hair length must not cover the eyes or touch the shirt collar.  
No pony tails  
Clean-shaven - no facial hair.

**Name Tags.** Will be worn during the school day. Any lost tag or clip must be replaced at a cost of \$2.  
*No lanyards are permitted at any time.*

### **NON-UNIFORM DAY GUIDELINES FOR BOYS & GIRLS (TAG DAYS)**

**Jeans may be worn,** No low cut jeans, “hip huggers, no slits or holes in clothing

No brief athletic shorts or cut-off jeans, no pajama pants,

6<sup>th</sup> -8<sup>th</sup> No leggings

K-5<sup>th</sup> leggings may only be worn with appropriate length dress/top ( finger tip length).

No midriff tops, tank tops or halter-tops. No low cut tops.

No Skirts No tu tu’s (K through grade 8)

T-shirts with only appropriate themes

Gym Shoes or Boat Shoes (Sperry) must be worn. No sandals, no clogs, no boots, no dress shoes

Socks are required

Jewelry – see above

***IHM School has an IHM Bargain Basement Store. Gently used clothing may be ordered free of charge. Contact the school office for the information. Uniforms may also be donated to the store. Bring to the office.***

### **ORDERING IHM SCHOOL CLOTHING**

During the school year parents will have the opportunity to place IHM clothing orders through the Idlebrook website. IHM no longer has an inventory for the IHM T-shirts, sweatshirts, Junior High polo shirts and sweatshirts. Payment must be made when placing the order on line.

**SCHOOL PICTURES**

School pictures will be taken on Friday, September 18. Students may be out of uniform. Picture retake day and Spring pictures will be announced at a later time in the Newsletter.

<b>SCHOOL DAY PROCEDURES</b>
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**LUNCH**

**Students who pack their lunch may not bring soft drinks.** Parents must call and make a reservation ahead of time if they want to join their child for lunch. (689-4303X238) Parents meeting their children for lunch should not bring fast food or soft drinks. The school lunch program allows students to get a very nourishing lunch for a very reasonable price. The federal government helps to subsidize the school lunch program.

Families might qualify for reduced rates for lunch or milk. The federal government has a program by which children from low income families can receive free milk and/or lunch. Parents who qualify for this aid are encouraged to apply for it through a confidential application to be filed with the principal. Even if families do not take advantage of the Free Lunch Program, IHM receives other funding based on the number of students who “qualify.”

**LUNCH PRICE - \$2.85 a day****MILK - \$.50 a day – \$2.50 a week for all grades****ADULT LUNCH - \$3.60**

Parents may send in money for their children’s account at any time. Money will be subtracted whenever the child purchases a school lunch/or drink. The cafeteria will send notices in the family folder to notify parents when the account is low or delinquent. If you have any questions please call Missy Kelly at 689-4303 X238.

**LUNCH TIMES**

Grades 3,4,5	10:35-11:10
Grades 6, 7, 8	11:05-11:25
K,1,2	11:35-11:55

**BUS SERVICE**

Bus service is provided by the Boone County School buses. Arrangements for pickup are worked out between the parents and the county bus office. For information, call the Boone County Bus Garage at 586-0878 or the web site at [www.boone.k12.ky.us](http://www.boone.k12.ky.us). Once on the web site press transportation. By putting in your address it will tell the bus number and times.

Boone County Transportation has altered the rules for riding the bus. A pick up and drop off location for each student is permanent for the year. **Bus passes are no longer accepted.** There are no exceptions,

even if there is an emergency. Students may not switch buses. Students that are normally car riders may not ride the Boone County School bus. (This is Boone County Schools' Policy)

Children from IHM are expected to respect the bus driver, the buses and must obey safety rules. When a child breaks a rule, the bus driver may file a conduct report with the principal, who determines disciplinary action in proportion to the offense. The child is sometimes suspended from riding the bus for one day, a week, or a longer time. The child could be prohibited from riding the bus. The conduct report is filed in the Principal's office and the bus office. A copy is sent to the parents.

**MORNING CAR DROP OFF / ARRIVAL**

The guidelines for dropping off in the morning car line are there for the protection of our students. Cars are to enter the lower parking lot and make a big loop around the perimeter of the parking lot. Cars should drop off children along the building where they can walk into the building from the sidewalk. No special privileges are made for door-to-door service, even when it rains or snows!!!

For those parking in the lower lot and walking in to the building we ask that you wait until all cars have stopped before walking to the front door. When the parking lot is dark it is hard to see pedestrians. In Addition:

- You must stay in the car line. No driving around other cars still unloading.
- If you have parked and are ready to leave it will be important for you to get into the unloading car-line. Drivers, please be considerate of these drivers.
- Remember to have all your goodbyes said, and backpacks/lunches ready so that your child/children can exit the car quickly and safely

Students in Kindergarten through 3<sup>rd</sup> grade wait in the cafeteria and students in grades 4-8 wait in the gym.

Each day of the week, the Parish Complex is opened at 7:00. Some children who ride the Boone County buses arrive at 7:15.

**STUDENTS SHOULD NOT ARRIVE BEFORE 7:00.**

**CLASS SCHEDULE**

- 7:30 Students go to homeroom
- 7:40 Classes begin
- 2:15 Students prepare for bus dismissal
- 2:20 Official end of school day

Kindergarten Full Day	7:40 - 2:15
Kindergarten ½ Day	7:40 – 10:45
3 Yr Pre School AM	7.45 – 12:30
4 Yr Pre School PM	7:45 - 12:30

**DISMISSAL**



Students leave school according to their buses. This dismissal begins at 2:15. All children will ride the bus assigned at the beginning of the year.

Boone County Transportation has altered the rules for riding the bus. A pick up and drop off location for each student is permanent for the year. **Bus passes are no longer accepted.** There are no exceptions, even if there is an emergency. Students may not switch buses. Students that are normally car riders may not ride the Boone County School buses.

All car riders will be dismissed at 2:20 PM. Father's Lot will be designated for families who only have students in grades 4-8. No student in grades Pre-K-3 will be dismissed with this group. Pickup in Father's Lot will be by permit only. The car/car pools must display the permit daily.

All other car riders will be dismissed to the lower lot, including preschool and kindergarten. Families with students in grades Pre-K through 3<sup>rd</sup> and also have students in grades 4-8 will be dismissed from the lower lot. Families that do not have a permit for Father's Lot must use the lower lot.

### **RELEASE TO YMCA**

Younger students participating in the YMCA aftercare program must have a note sent to the office which gives permission to release students. These students will be released only to YMCA personnel.

Older students who wish to attend the YMCA after school must have written permission from parents sent to the office and placed on file.

At the end of the day these students must meet IHM school staff in the gathering space. IHM staff will walk students across the bus and lower lot dismissal lanes. Once students are taken across this lane IHM School is no longer responsible for the student. Students may not cross between buses or proceed across outgoing traffic without being accompanied by IHM staff.

### **EARLY DISMISSAL**

Parents are to send a signed note to the teacher with an explanation of why the student must be dismissed early, the time of departure, and who will come for the child. This note must be sent to the office. Parents should come to the reception office to get the child. The child will be counted as "PM" tardy to indicate incomplete attendance for the day. Any child leaving school early must be signed out by the parent/guardian.

## **DAYS WITH NO SCHOOL BUS SERVICE**

### **MORNING DROP OFF**

When there is no bus service cars are to follow the direction of the traffic guard. Cars may be directed to the lower lot or the upper lot for drop off. Proceed out to the exit. No door to door service; even in inclement weather.

### **AFTERNOON DISMISSAL WITH NO BUS SERVICE**

**Students who usually ride the bus** should meet their car in the upper parking lot.

**Students who are typically car riders** meet their car in the lower parking lot.

**Students and their car pool who are usually picked up in Father's parking lot** will continue to be picked up in that lot.

### **SNOW CLOSING**

Immaculate Heart of Mary School will follow Boone County Public School for snow closings or delays. Listen to the television or radio for school closings or school delays. When Boone County closes school IHM also will be closed. If Boone County goes on a one or two hour delay IHM School is on a one or two hour delay. Please note that Boone County may first call an hour delay followed by closure. Continue to monitor TV and radio we also utilized our automated telephone system.

If for some reason, Boone County Schools are dismissing early, assume that the buses may depart Immaculate Heart of Mary earlier than the time announced by Boone County. Should an early dismissal take place, the IHM automated telephone system will call letting you know of the early dismissal. Please make sure emergency numbers are updated and cell phones are turned on.

**If school is canceled because of snow, all school related after school and evening activities or meetings are also canceled. Please also consult sports committee policies.**

## COMMUNICATIONS

### **IHM NEWSLETTER**

Every other Thursday during the school year our IHM folder will be electronically linked to our IHM School website. ([www.ihm-ky.org](http://www.ihm-ky.org)) The folder is sent home with the youngest child in grades K through 8. This is a **major** form of communication relating important events, programs, and information. Please be sure to return the folder the following day.

### **Sycamore**

Sycamore is a web based software service that allows parents online access to their student's assignments, grades and activities from any computer with a connection to the internet. We provide parents a powerful, affordable and user friendly software that makes it easy to track their student's progress and support their educational goals. A pass code will be sent to all new families. Parents may login to Sycamore and set up their own personal code to preview their child's information.

### **PARENT INTERRUPTIONS OF ACADEMIC TIME**

Parents may not interrupt class time during school hours. Instructional time is precious and every effort will be made to guard that time. If a parent needs to speak to the student, leave a message with the receptionist or school secretary and it will be given at an appropriate time. At dismissal, teachers have assigned responsibilities and cannot meet with parents during dismissal.

### **CONTACTING TEACHER**

Contacting a teacher may be accomplished through the receptionist or via e-mail. Teachers' e-mail addresses are: first initial, followed directly by last name @ihm-ky.org. For an example mjacks@ihm-ky.org

### **OBSERVING CLASSES**

Parents interested in observing a classroom must contact the school office so arrangements can be made with the teacher before observing. No siblings should accompany the parent observing.

### **TEACHER PHONE CALLS/MESSAGES**

At certain times, it will be necessary for parents to speak with their child's teacher, and we encourage this. All messages for teachers will be handled through the school office. Phone calls from teachers will ordinarily be made after school hours. Please do not call teachers at their homes. Some teachers may be contacted via e-mail. Teachers' e-mail address will be placed on the school web site.

### **STUDENT PHONE CALLS**

Student phone calls home for articles forgotten, or changes in plans are discouraged. Students will only be allowed to call home if the issue presents a major problem. Student must ask permission before calling home.

### **STUDENT CELL PHONE AND ANY OTHER ELECTRONIC DEVICE USE**

Students may not operate cell phones or any other electronic device during the school day, unless supervised by teacher and needed for instruction purposes. If cell phones or any other electronic devices are made available to students by parents for afterschool use or emergencies, they must remain in student backpacks and turned off.

### **NOTIFICATION OF CHANGES**

Please notify the school office immediately when there is a change of home address, phone number, place of employment and phone number, and emergency contacts. Students participating in after school programs at the YMCA must have a written note from parents giving permission to leave IHM property unattended. IHM School is not responsible for students who have left the property with parental permission. Please do not call the school and ask that students be permitted to leave the building for the YMCA without a note on file.

### **ATTENDANCE**

State and Diocesan regulations require that a student present a written excuse from a parent or guardian for each absence. Excuse notes will be kept in the teacher's file.

Doctor and dental appointments should be made after school hours, if at all possible. If appointments are made during school hours, the responsibility to make up the work missed, to the satisfaction of the teachers, rests with the parents.

In the case of excessive absences, a doctor's certificate will be required to determine the legitimacy and nature of the absences.

### **EXCUSED ABSENCES**

An excused absence is one that is due to unforeseen circumstances, such as illness or a death in the family.

If a student has an excused absence, it is their responsibility to make up any work missed. Understanding the reason for the absence, the student will be allowed to make up work upon return to school.

For grades K-8, one school day for each day absent will be allowed for students to turn in missed work. For example: If a student misses 2 days, they will be given 2 days from the date of return to turn in missed work.

Questions and concerns about assignments must be made within the time set in number 2. Work cannot be counted if turned in after the set times.

Procedure for handling absences from school include:

1. If a child is absent from class for illness or other legitimate reason, parents are asked to notify the office by 8:30 A.M. at 689-4303 X271. Books and assignments for children absent from school may be requested at this time. No requests for homework will be honored after 10:30.
2. It is imperative that students who are sick remain at home but it is also important that students who are not sick be sent to school. Missing a whole day of school because a child missed the bus is not a valid excuse. It should not be necessary to miss a full day of school for a doctor's appointment. Please make every effort to arrange appointments after school hours. We realize that some doctors, such as orthodontists, do not have Saturday or late afternoon appointments, but your child should attend as much of the school day as possible. Please note that if a student misses any portion of the school day due to a doctor's appointment, he or she will still be marked absent or tardy depending on the time of arrival or departure.
3. No child will be dismissed from school during class hours without a written request from his/her parents, or in case of emergency, without absolute assurance of the parent's approval. Under these circumstances, the parent must meet their child in the school office and sign them out.
4. When a child is dismissed from the school for illness, the nurse will call the parents or alternate designated on the child's emergency card so that proper transportation and personal care are assured.

### **UNEXCUSED ABSENCES**

Unexcused absences include those due to vacations, attendance at social events, athletic contests, etc.

Unexcused absences are detrimental to the child's educational progress and should be avoided for your child's full educational, social, and moral development.

1. It is the responsibility of the parents to contact the principal and teachers in the case of an unexcused absence a minimum of five class days prior to the absence.
2. If the parents decide to remove a student from school for an unexcused absence, the parents must contact the Principal and the teachers involved in advance of the student's departure. Parents need to make an appointment to pick up and discuss any work that will be assigned prior to departure. It is the teachers' discretion whether or not he/she wishes to assign specific work assignments to be done during the course of the absence. It is also the teachers' discretion whether the student will be able to make up missed assignments, including tests, following an unexcused absence.

The student needs to be responsible for completing assignments missed during absence. If the parent/student encounters a problem with the work, this can be discussed with the teacher upon the student's return.

Since the educational process is much more than homework assignments, it is unrealistic to expect that homework assignments alone can give the child the total educational experience. It is also unrealistic to assume that the child can adequately understand and complete homework assignments without having first received the instructional portion of the lesson. In an unexcused absence situation the responsibility of teaching the lessons becomes that of the parent.

### **EXCESSIVE ABSENCES**

A letter will be sent to the parents of a child who has missed ten days of school in any quarter. At the teacher's and principal's discretion, after a child has missed thirty days of school during a school year, the child may be required to attend summer school, be tutored throughout the summer, or be retained if necessary.

### **TARDINESS**

According to 702KAR 7:125. - Pupil Attendance: A Tardy shall be recorded for a student who is absent up to 2 hours of the regularly scheduled school day.

One-half (1/2) day attendance shall be recorded for a student who is absent 2 - 5 hours of the regularly scheduled school day.

A full-day absence shall be recorded for a student who is absent 5 - 6 hours of the regularly scheduled school day. A letter will be sent to the parents after a student has been tardy ten times in any trimester.

A child is marked tardy when they are not present at 7:40 AM. When tardy, the child should report to the school office before entering class. If a student arrives after 8:00, they must present a note to the office stating the reason for the tardiness. According to Kentucky School Law #159.150, truancy is defined as "Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days. Any child who has been reported as truant three (3) or more times is an habitual truant."

Children will not be considered tardy if the tardiness is due to bus transportation.

If a child leaves school early he/she will be marked tardy or a half-day absent, depending on the time of departure.

### **PERFECT ATTENDANCE**

Perfect attendance awards are presented to students who have not been absent or tardy throughout the course of the entire year.

## **HEALTH AND SAFETY**

### **IMMUNIZATION:**

No student may be enrolled at IHM School without the required valid certificate of immunization. This certificate must be on file for all students at all times.

### **MEDICAL EXAMINATION:**

Prior to entrance into a Kentucky school, the child must have a physical examination and receive proper immunization. Although a formal eye examination by an eye specialist is not required before entering IHM Kindergarten, it is suggested that students have some type of vision screening. Another physical examination and updated immunization certificate is required before entering grade 6.

### **MEDICINE:**

Things to consider when sending in medication for your child:

- Make sure the medication is age appropriate. Read the label -if it exceeds the recommended dosage for your child's age/weight, or is an adult dosage, it will not be given unless it is accompanied by a doctor's order.
- Please discuss with your child when he/she should ask for the medication you are sending in. We do not want to give any medication unnecessarily, but want to provide it if truly needed. Know that by sending in medication with your written consent, that it will most likely be given to your child when he asks for it for the reasons you specify on the consent unless it is found to be contraindicated.
- All medication must be in the original packaging with all instructions clearly visible including the expiration date. Do not send in loose pills that cannot be identified
- We do not keep any medication at school for student use, such as Motrin, Tylenol, or even cough drops. Any medication administered to your child must be provided by you with written instructions and consent on the school form found on this web site.
- Any medication given to a student will be documented including the date, time, and reason for which it was given. If there is ever a question as to whether the child should receive a medication, ie spacing between dosages, frequency of asking for medication, etc. we will contact you.

On occasions, a student may be on a prescribed medication that must be taken during the school day. All medication must be brought to the office and will be kept in a locked cabinet . No child is permitted to keep medication in his/her possession. Medication must be in the original container. Written instructions must be on file containing this information.

1. The medication to be given and the directions for giving it
2. The signature of the parent or physician

**No over the counter drugs are available in the school.**

**No "over the counter drugs" sent from home will be administered without written permission.**

### **Family Information and Medical Information Form:**

At the beginning of each school year, parents fill out a family and medical information form stating who to call or what to do in an emergency.

If there is any change in information provided, parents are to notify the school office as soon as possible. Do not give cell numbers if you normally do not turn on your cell phone.

Any child with FEVER, with VOMITING, with DIARRHEA or PINK EYE must not return to school until they are free of ANY or ALL of these symptoms for 24 HOURS without the use of medicine to alleviate them. Students not complying with this rule will be sent home.

### **INHALERS**

A physician form must be completed for the student to keep an inhaler with them during the school day.

### **EMERGENCY PROCEDURES SAFETY DRILLS**

Fire, Tornado, and Earthquake: Fire and Tornado drills are required throughout the school year. Classroom evacuation maps are located in each classroom. Rules and procedures are reviewed with students. Students are expected to exit classroom or building quickly and quietly and to follow directions. Failure to cooperate with safety procedures may result in disciplinary action.

**SCHOOL LOCKDOWN: There may be an occasion when students will practice school lockdown procedures.**

#### **When the lockdown announcement is made:**

- Students are to be cleared from the halls immediately and to report to nearest available classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Cover all room and door windows
- Stay away from all doors and windows and move students to interior walls and drop
- Shut off lights
- BE QUIET! Wait for further instructions

### **SPECIAL NOTICE – ASBESTOS**

"Immaculate Heart of Mary (IHM) School has requested and received documentation from the architect

responsible for the construction of the IHM School buildings indicating the no asbestos-containing materials were specified for use in the IHM buildings. With this letter on file, the school is excluded from the requirement of the Asbestos Hazard Emergency Response Act for the building(s) to be inspected for the presence of asbestos-containing building materials. This information is available for review by parents, teacher, and employees in the school's main office." **Stephen Kopyay, Diocese of Covington LEA Designated Person**

### **SPECIAL NOTICE – PEST CONTROL**

The school provides numerous health services for students as well as employees. One of those services is pest control. A recent change in state regulations requires that the school give a 24-hour notice prior to any pest control applications made on school property. This information is available to all parents and employees requesting it. This is to advise that at the beginning of each school year there will be an opportunity for all parents and employees to be placed on a mailing list for notification of pest control applications. If you wish to receive this notification, please complete and return the form in the Newsletter folder.

## **VISITORS AND VOLUNTEERS**

All visitors and volunteers must enter the building through the school office. All must register and obtain a visitor pass from the receptionist. All visitors must sign out when leaving the building.

### **DIOCESAN POLICIES AND PROCEDURES FOR VOLUNTEERS**

1. All adult volunteers who have access to students must be familiar with and agree to abide by Policies and Procedures for Addressing Sexual Misconduct. An acceptance form must be on file in the school office. To receive a copy of the policies and form please call the office.
2. All adult volunteers must participate in a criminal background check. A background check form must be completed and returned to the office the first week of school. Forms will be available in the first Newsletter of the school year.
3. All regular volunteers (Volunteers who have access to children at least once a week. For example coaches, scout leaders, and youth group volunteers.) must participate in the Diocesan Program "Protecting God's Children" (VIRTUS). Workshops are provided by the diocese annually. Contact the Diocesan Office or the Diocesan website [www.covingtondiocese.org](http://www.covingtondiocese.org) for more information.

## **ENTRANCE TO CLASSROOMS AFTER HOURS**

An ever-increasing problem at IHM School is students and/or parents entering the classroom after the school day to retrieve books, sweatshirts, homework, etc. Students and parents may not enter classrooms after 2:30 pm and should not search out custodial staff to let them in. If students forget books or materials for the evening, they should use this as a learning experience, and do a better job of planning the next day. If parents have a school key, unknown to the staff, please return it at once. If



parents or students are found to have entered the classrooms after hours or on weekends, they are presumed to be trespassing.

### **PTO ORGANIZATION**

**Parent Teacher Organization:** The PTO meets four times a year in the Library. Parents are urged to attend these meetings and to support the programs developed by this organization.

**Officers for the 2016-2017 School Year** – President – Christy Tuemler, Vice President – Open Position, Secretary - Treasurer - Shannon VonEye

### **FUND RAISERS**

To increase our students' awareness of the importance of Christian "giving" to others, the school participates in several projects to help raise money for charitable organizations. Periodically a Tag Day is designated. For a 50 cent contribution to a charity (\$1.00 per family), students may be out of uniform.

To insure the continuation of an effective educational program for our children we also ask each family to participate in fund raising activities each year.

### **SCHOLARSHIPS**

There are several scholarships offered to eighth graders who will be attending Catholic High Schools. These are offered in the spring through various organizations.

### **SPORTS PROGRAM POLICY**

A student who misses a day of school will be ineligible to play in an evening game on that same day. A student who misses a day of school will also be excluded from practice on that day.

Students who participate in an evening game are expected to attend school the next day.

Please consult the Sports Committee Handbook.

## **ADMISSIONS K-8 POLICY 5010**

Immaculate Heart of Mary School (IHM) is a parish school that offers an elementary level academic program for students grades K-8. IHM School was established by Immaculate Heart of Mary Parish under the direction of the Diocese of Covington and its Department of Catholic Education.

General considerations:

Top priority for admission is given to families meeting the "preferred consideration for admission criteria". See below. IHM School will accept members of IHM Parish before non-parishioners of IHM, Catholic members from any Catholic parish before non-Catholics, and non-Catholic students from within parish boundaries before those from out of parish boundaries. A child of a non-IHM parishioner already enrolled in IHM School shall not be displaced in favor of an IHM parishioner's child based solely on their non-IHM parishioner status.

A child is considered part of IHM School when he/she is enrolled at or above the Kindergarten level.

The family's length of membership at IHM Parish (or previous parish) shall be considered.

Preferred consideration for admission (IHM Parishioner status) is given when:

The family is registered at IHM Parish

The family attends mass on a regular basis

The family contributes to IHM Parish (or previous parish) on a regular basis.

When there are too many applicants eligible for admission based on the above considerations, preference is made in the following order:

Children currently enrolled in IHM School at or above the Kindergarten level shall be given first priority. Children not yet in IHM School whose parents or guardians are members of IHM Parish and who have other children in IHM School.

Children not in IHM School whose parents or guardians are members of IHM Parish, and who have had children who already graduated from IHM.

Children not in IHM School whose parents or guardians are members of IHM Parish and who wish to enroll a child in IHM School for the first time.

Children not in IHM School whose parents or guardians are members of IHM Parish and who had children at IHM School who left prior to graduation.

Children of non-IHM parishioners not in IHM School, whose siblings are already enrolled in IHM.

Children of non-IHM parishioners not in IHM School whose parents or guardians come under none of the above categories.

The principal, in consultation with the pastor, makes decisions on admissions. The pastor, under the direction of the Diocese of Covington, reserves the right to make final decisions concerning admissions.

Diocesan policy 5070 discusses admission criteria based on geographics (at the high school level.)

Reference previous IHM admissions policies 10/98, 12/99, 12/01 (11/02)

## PRESCHOOL ADMISSIONS POLICY 5020

Immaculate Heart of Mary Parish (IHM) preschool offers age appropriate learning experiences for three and four year old children in a safe, loving, Christian environment.

General considerations:

Top priority for admission is given to families meeting the "preferred consideration for admission criteria". See below.

IHM preschool will accept children of members of IHM Parish before children of non-parishioners of IHM, Catholic members from any Catholic parish before non-Catholics, and non-Catholic children from within parish boundaries before those from out of parish boundaries.

Children of non-IHM parishioners already enrolled in IHM Preschool shall not be displaced in favor of an IHM parishioner based solely on their non-parishioner status.

The Preschool program is not considered part of the school for purposes of admission preference to the K-8 program.

The family's length of membership at IHM parish (or previous parish) shall be considered.

Preferred consideration for admission (IHM parishioner status) is given when:

- I The family is registered at IHM Parish
- II The family attends mass on a regular basis
- III The family contributes to IHM Parish (or previous parish) on a regular basis.

When there are too many applicants eligible for admission based on the above considerations, preference is made in the following order: Children currently enrolled in the three-year-old preschool program shall be given first priority for admission to the four-old preschool program Children not in IHM preschool whose parents or guardians are members of IHM Parish and who have other children in IHM preschool or School.

Children not in IHM preschool whose parents or guardians are members of IHM Parish, and who have had children who already graduated from IHM preschool or School.

Children not in IHM preschool whose parents or guardians are members of IHM Parish and who are seeking enrollment for a child into IHM for the first time.

Children not in IHM preschool whose parents or guardians are members of IHM Parish and who had children at IHM whom left prior to graduation.

Children of non-IHM parishioners not in IHM preschool, whose siblings are already enrolled in IHM preschool or School.

Children of non-IHM parishioners not in IHM preschool, whose parents or guardians come under none of the above categories.

The principal, in consultation with the pastor, makes decisions on admissions. The pastor, under the direction of the Diocese of Covington, reserves the right to make final decisions concerning admissions. Reference preschool admission policy dated Dec 7, 2000. (11/02)

## PERTINENT DEFINITIONS AND BACKGROUND INFORMATION TAKEN FROM DIOCESAN POLICY REGARDING SEXUAL MISCONDUCT

Immaculate Heart of Mary School will make every attempt to provide a safe, healthy environment for those whom it serves. Of particular concern are its children and vulnerable adults.

“Sexual misconduct has a long history. Only recently has society begun to address openly the many issues involved. These include breaking generational cycles of abuse, encouraging and healing victims, and creating an environment of intolerance for all forms of sexual misconduct, including abuse, exploitation or harassment. It is never defensible for individuals or institutions to condone, ignore or abet sexual misbehavior, nor should we blame the victim or withhold our support and assistance. As members of the Church, we understand that addressing questions of sexual misconduct effectively requires first recognizing their spiritual dimension. Sexual misconduct stems from a damaged spiritual life and as at its heart a profound sense of loneliness — of separation from God, self and others. Those who lack a sense of their own goodness in the sight of God feel empty. Trying to fill this void, they may turn to inappropriate behaviors, thus deeply harming themselves and others. These wrongs lead to further spiritual alienation through sensations of shame, guilt and —particularly when the perpetrators hold positions of authority— hypocrisy. For the immediate victim, who too often suffers in silence, the sense of betrayal and self-blame can be devastating, with a lifelong impact on countless relationships. Thus these private acts have wide public consequences. Deception corrupts and corrodes; exposure scandalizes. Both wound the faith life and well being of the entire Church.”

## HARASSMENT IN THE SCHOOL ENVIRONMENT

This is to inform all students and others that harassment of any individual by any person or group because of the individual's race, color, religion, sex, national origin, age disability or for any other reason will not be tolerated. IHM School is committed to maintaining an environment in which all individuals are treated with respect and dignity. Each individual has the right to a school environment that is free of discriminatory practices, including harassment. This policy provides guidance for reporting, investigating, and documenting claims of harassment and for taking disciplinary action where appropriate in order to eliminate instances of harassment.

### DEFINITION

**Harassment based on race, color, religion, sex, national origin, age or disability**-Any conduct by way of words, actions, gestures, pictures or other behavior that creates or has the potential to create an intimidating, hostile or offensive environment for any individual or group of individuals. Examples include disparaging statements about a person's race, color, religion, sex, national origin, age or disability in any form including jokes, gestures and epithets that have negative connotations.

### TERMS

**Sexual misconduct** includes sexual abuse, sexual exploitation, sexual harassment and other activity of a sexual nature that may adversely affect students.

**Sexual harassment** is unwelcome or unwanted sexual advances; requests for sexual favors; verbal, non-verbal or physical conduct reasonably perceived as a demand for sexual favors; any conduct sexually offensive in nature occurring in a school-related:

- (1) this conduct substantially interferes with an individual's life or education; or
- (2) this conduct creates an intimidating, hostile or offensive school-related environment.

## EDUCATION REGARDING HARASSMENT

Immaculate Heart of Mary School (**IHM**) will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, educators and others about ways to make and maintain a safe environment for children. (**IHM**) will make clear to students and members of the school community the standards of conduct with regard to sexual misconduct. Continuing in-service is required of all those who work with children and vulnerable adults.

Sexual harassment, whether verbal or physical, is prohibited and illegal. This policy applies to clerics, employees, regular volunteers and students within the Diocese.

Sexual harassment includes, but is not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body or sexual experience; leering, whistling, touching or pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; and display of sexually suggestive objects or pictures

The School Committee can review the conduct of a case if so requested by a person who made an allegation, a victim or a member of a victim's family. Such requests for review shall be made in writing and shall include a statement of the question or point of review, the applicant's position with respect to the matter, and any supporting explanation or information.

## PROTECTION AGAINST RETALIATION

Retaliation against any person who in good faith makes an allegation of sexual misconduct is prohibited and will not be tolerated. Retaliation should be reported immediately. Any person found to have retaliated against an individual for alleging sexual misconduct, or against anyone participating in the investigation of an allegation, will be subject to appropriate disciplinary action up to and including dismissal from school.

## COMMUNICATIONS

Within the confines of respect for the privacy and the reputation of the individuals involved, the school will deal as openly as possible with the members of the community.

## REPORTING HARASSMENT - PROCESS

Any individual who feels he/she has experienced any form of harassment is encouraged to make a personal effort to correct the situation. Often, harassment problems can effectively be stopped by informing the person responsible for the harassment of the offensive nature of the person's conduct.

If a problem persists after the individual's personal effort, a complaint should be brought to the immediate attention of a teacher, administrator, counselor or parent for further investigation and follow up. Prompt reporting of complaints is strongly encouraged as it allows for rapid response and resolution. However, there is no limited time frame for the reporting of harassment complaints. All complaints must be reported in good faith.

The person receiving the complaint will take the following actions:

1. Require that the complaint be made in writing if possible or transcribed.
2. Investigate the allegations in the complaint by reviewing the facts presented (including the frequency /type of alleged harassment), interviewing the person(s) named in the complaint and any potential witness(es) to the alleged harassment, and collecting any evidence to support or refute the validity of the complaint. Upon completion of the investigation, prepare a written report containing findings and conclusions.

3. All complaints of harassment will be reviewed and investigated with every reasonable effort to respect the confidentiality of the parties involved.

When a harassment complaint is determined to have validity, the school will take appropriate disciplinary action, up to and including, dismissal of the responsible person(s).

The severity of such disciplinary action will be determined based on the circumstances of the situation, including the nature and frequency of the harassment. Since false accusations of harassment can have serious effects on innocent persons, disciplinary action may also result for false accusations.

Immaculate Heart of Mary School will not retaliate against an individual who, in good faith, makes a report of harassment, nor allow any student or employee to do so. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting harassment or against anyone participating in the investigation of a complaint will be subject to appropriate disciplinary action, up to and including termination or dismissal.

## ELECTRONIC MEDIA

- Immaculate Heart of Mary School is increasingly using electronic forms of communication and information exchange. Students have access to one or more forms of electronic media and services (computers, e-mail, telephones, fax machines, online services, and Internet access).
- IHM encourages the use of these media and associated services because they make communications more efficient and effective, and because they are valuable sources of information. However, electronic media and services provided by our school is diocesan property and are to be used to facilitate school business.
- With the rapidly changing nature of electronic media and the etiquette that is developing among users of electronic media, external online services and the Internet, this statement cannot lay down all the rules to cover every possible situation. Instead, this policy expresses the school's philosophy and sets forth general principles to be applied to use of electronic media and services at parishes and schools. The following procedures apply to all electronic media and services that are:
  - accessed using parish or school computers and/or telephone lines;
  - used in a manner which identifies the individual student with a diocesan parish or school.

## ELECTRONIC MEDIA - PROCEDURES

- Electronic media may not be used to knowingly transmit, retrieve or store any communications of a discriminating or harassing nature, or which are derogatory to an individual or group, or which are obscene or X-rated, or which are of a defamatory or threatening nature, or for any other purpose which is illegal, against diocesan policy or contrary to diocesan interest.
- Electronic media and services are primarily for school use.
- Limited, occasional or incidental use of electronic media (sending or receiving) for personal or non-business purposes is to be viewed in the same manner as personal telephone calls.
- Electronic media may not be used to access games or other forms of personal entertainment during school hours.

- Acceptable use questions during or outside of business hours may be directed to the principal or administrator.
- Any costs incurred for use of electronic media, other than for parish or school business, are the responsibilities of the person incurring that cost.
- Electronic information created and/or communicated by an employee using e-mail, telephones, fax machines or any other method of electronic data or information transfer will not generally be monitored. However, the following conditions should be noted:
  - Usage patterns for both voice and data communications (e.g. number of calls or sites accessed) may be monitored for reasons that include cost analysis and the management of the gateway to the Internet.
  - The parish or school Internet access system automatically tracks the websites visited.
  - Electronic files, messages and usage may be reviewed to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other diocesan policies.
  - One should, therefore, not assume electronic communications are totally private and confidential and should transmit sensitive information in other ways.
- Parish and school member must respect the confidentiality of other people’s electronic communications and may not attempt to read the communications of others, “hack” into other systems or other people’s files, “crack” passwords, etc.
- No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender or represent the sender as someone else.
- Every message sent from a parish or school e-mail or fax has a “finger print” that is easily traced back to the parish or school.
- Internet Services and World Wide Web sites can and do monitor access and usage and can identify which company—and often which specific individual—is accessing their services. Thus, accessing a site leaves a “finger print” even if the student merely reviews the material. The parish, school or individual may receive return e-mail or other communication from a site visited.
- Any school member found to be abusing the privilege of parish or school facilitated access to electronic media or services may risk having the privilege removed for him/herself. Flagrant disregard for this electronic media policy may be cause for dismissal.

Please refer to IHM Acceptable Use Policy which must be signed by all parents and students

## DEFINITIONS

**Allegation** – a complaint of sexual misconduct made against another.

**Child** – a person less than 18 years of age.

**Dependent** – any child, other than an abused or neglected child, who is under improper care, custody, control or guardianship that is not due to an intentional act of the parent, guardian or person exercising custodial control or supervision of the child.

**Local administration** - the parish, school or agency receiving the services of the employee/volunteer.

**Offender** – one who has committed some form of sexual misconduct.

**Past allegations**—those allegations for which reporting to child protective services is not mandatory because the alleged victim is no longer a minor, or the alleged perpetrator is deceased

**Sexual abuse** – any sexual contact in violation of the laws of the Commonwealth of Kentucky between a cleric, employee or regular volunteer of the Diocese and a child or vulnerable adult.

**Sexual abuse according to the Norms** – includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. These transgressions relate to obligations arising from divine commands regarding human sexual interaction as conveyed to us by the sixth commandment of the Decalogue.

**Sexual exploitation** – sexual interaction between a cleric, employee or regular volunteer and an adult who is receiving care from that person.

**Sexual harassment** – unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct reasonably perceived as a demand for sexual favors or sexually offensive in nature occurring in a Church-related setting in which at least one person is a cleric, employee, regular volunteer or student of the Diocese when: (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, or promotion; or (2) this conduct substantially interferes with an individual's life, employment or education; or (3) this conduct creates an intimidating, hostile or offensive work or Church-related environment.

**Sexual misconduct** – sexual harassment, sexual exploitation, sexual abuse and other activity of a sexual nature that may adversely affect the Diocese and its people.

**Sexual misconduct statement** – this statement of policies and procedures with all its contents regarding sexual misconduct.

**Unwanted sexual advances** – behavior that is clearly made known to the offender to be offensive or perceived as offensive.

**Victim** – the person who is the object of some form of sexual misconduct.

**Victim Assistance Coordinator** – a person who aids in the immediate pastoral care of persons who claim to have been sexually abused by clergy or other church personnel.

## **IMMACULATE HEART OF MARY SCHOOL Bullying Policy and Procedures**

### **Introduction**

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self direction and skills necessary for positive social interaction.

In any school community, there will be times when students do not get along. In most cases bullying occurs because an individual lacks the self-discipline skills needed to get along in society. Our policy and procedures are designed to guide our community in responding to bullying and other negative social behaviors so that students move past these negative behaviors and develop skills to learn and play together as part of the community.

This policy applies to all students, parents, faculty, and adults on our campus, whether attending school,



employed by the school, working as contractors, volunteering or visiting.

### **Policy Statement**

At Immaculate Heart of Mary School we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members.

Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, in order to promote the prevention of bullying behaviors within our school community. The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern. The school will treat seriously any reports of bullying behaviors or concerns. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school-wide conduct expectations.

Immaculate Heart of Mary School defines bullying as follows:

**Bullying is an intentional act that causes harm to or hurts another physically, mentally, emotionally, or socially. The behavior may be overt or covert. It is usually repetitive. There is usually an imbalance of power between the persons involved. The student with the bullying behavior may be physically stronger, have a higher social status, or be emotionally intimidating.**

School bullying takes four main forms:

***Physical bullying*** is when a student uses physical force to hurt another student included but not limited to hitting, pushing, shoving, kicking, pinching or holding them down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.

***Verbal bullying*** is when a student uses words to hurt another student. This includes, but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs or ridicule. It also includes hostile gestures such as making faces, staring, giving the "evil eye," eye rolling and spitting.

***Relational bullying*** occurs when students disrupt another student's peer relationships through leaving them out, gossiping, whispering or spreading rumors. It includes, but is not limited to students turning their backs on another student, giving them the silent treatment, ostracizing or scape-goating.

***Cyber bullying*** refers to the use of cell phones, text messages, e-mails, instant messaging, chats, blogs, gaming and social networking sites to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting texts, posts to social networking sites, or creating a web page devoted to putting down another student.

### **Bystander Rule**

Bystanders of bullying incidents often support bullying behaviors through inaction and silence. We encourage anyone that witnesses bullying to report it to a faculty member or staff as soon as possible. Retaliation against any person who reports an act of bullying is prohibited and may result in consequences.

Ways to reduce bullying behavior:

#### ***Parents:***

##### ***If your child is being bullied:***

- Help your kids understand what bullying is and explain the difference between bullying and teasing. Tell your children that bullying is unacceptable and encourage them to tell you when they feel they have been bullied.
- Keep the lines of communication open. Listen to your child, know their friends, ask about happenings at school, and know their likes and concerns.
- Encourage your child to participate in extracurricular activities such as sports, drama, music or art. This can help build their confidence and make friends which will help protect them from bullying behavior.
- Be their role model. Show your child how to treat others with kindness and respect.
- Spend quality family time with each other. Research shows that young people who spend time with their family are more resilient and more likely to handle the stresses of adolescences. ([www.stopbullying.com](http://www.stopbullying.com))
- Encourage your child to form positive relationships with trusted adults outside the immediate family. This person can listen to your child's concerns with an unbiased ear.
- Encourage your child to spend time serving others. This can help your child see that they can make a positive change in the world and will build authentic self esteem.

##### ***If your child is the bully:***

- It is very important that you recognize and admit that your child is mistreating others. It is also important that you help stop the behavior.
- Help your child to realize that their behavior is wrong and hurtful to others.
- Try to identify the reasons for your child's behavior and help them understand that there is no excuse for bullying.
- Help your child take responsibility for their behavior and help them find alternative ways to express their feelings and thoughts.

#### ***Teachers/Staff//Coaches/Scout Leaders/Club Moderators/Administration:***

- Pay attention and get to know the students. There are many different warning signs of bullying but not all students will show signs. Engage in conversation daily with the students. Ask open-ended questions that encourage them to add to the conversation. This will make the student feel welcomed and promote a sense of belonging.
- Don't ignore a situation or assume that it is harmless teasing between friends. Every student has a different level of tolerance, some are able to blow it off, and some may be devastated. Assure the student that you are there for them and will help them when ever needed.
- Remain calm and refuse to argue with the students. Model respectful behavior you expect from the students and remind the students of the school bullying policy.
- Deal with student's behavior individually. Do not ask for a recap of the situation in front of others. Pull the students to the side and ask them for clarification one-on-one. Listen and do not pre-judge the students. It may be possible that the person you assume to be the bully is the victim

retaliating. Listen to each side with an open mind.

- Hold bystanders accountable as well as the bully. Bystanders provide the bully with an audience and can provoke the behavior. Explain to the students that they have a right and responsibility to stop the behavior.
- Be careful not to give advice beyond your level of expertise. Seek appropriate professional help and refer the student to the school counselor when you feel you cannot help them.

***Student:***

***If you are being bullied:***

- Don't keep the bullying behavior a secret. Find an adult that you trust and feel comfortable with and tell them. They may not be able to stop the behavior but they can help you understand that it is not your fault and that you don't have to let the mean behavior ruin your day.
- Don't take the bully's word or action toward you to heart. Remind yourself that you are not the cause of the bully's behavior, and what they say and do to you is their fault, not yours.
- Find things that you like to do and friend who like to do those things with you. When you are involved in a sport, a hobby, music or service to others, you will feel a sense of accomplishment and build self esteem. This will keep the bully's words and actions from tearing you down.

***If you are the bully:***

- Realize that you don't have to act out in this way. You are responsible for your words and actions and you can change them.
- Realize that what you have done is hurtful to others and needs to stop. Find an adult that you trust and feel comfortable with and talk to them about your feelings and behavior and get ideas on how to feel better and stop the behavior.
- Find a way to use kind words and actions. Spend time helping others and build a sense of pride in yourself while you serve others.

***If you are a witness to the behavior:***

- If someone is a victim of a bully, listen to him or her and show him or her support and encouragement. This will help them feel liked and accepted. Help them tell a trusted adult about the situation.
- Walk away from the bully. When you stand and watch the mean behavior, you are giving the bully an audience. Walk away, and take your friends with you. Don't stand for the behavior.
- Call or text the victim to see if they are all right. Help them feel that they are liked by someone and help them build their confidence so that they can stand up for themselves. There is great joy in helping others and knowing that you are needed.

**Reporting Procedures**

All members of the IHM School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

*Students* are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report or written note, or by completing an "***I'm Concerned***" report form. Student reports can also be placed in the ***Concerns Box*** outside of the counselor's office.

**Parents** are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parent reports can be made by way of a verbal or written report, or by completing a bullying concern report form. Parent reports can also be placed in the **Concerns Box** outside of the counselor's office.

**Teachers and Staff** will report to peer teachers, counselor, or administration all bullying concerns and incidents that come to their attention through either direct observation or reports from others. All reports that teachers share will be documented on a bullying concern report form.

**Grade Level Teachers, Counselor, and Administration** can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved. All administration initiated reports will be documented on a bullying concern report form. School administration will maintain records of all reports filed during the school year.

### **Intervention Procedures**

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns will be addressed within the classroom by the teacher, while more serious and repeated concerns will be referred to grade level teachers, counselor, and administration for further intervention. Intervention in bullying concerns, like all disciplinary matters at IHM, will be addressed with these two goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

Bullying needs to be "caught in the act" or have multiple witnesses. At IHM School we will take the word of five witnesses over one witness. When bullying behavior is witnessed by or reported, these steps will be taken:

#### ***First and Second Occurrence***

- Child is informed of inappropriate behavior
- Teacher/supervising adult discuss the inappropriate behavior with child and help them understand why the behavior is not acceptable. The teacher/supervising adult and the child will review school expectations
- Warn child of the consequences of further incidences
- Document the incident and inform classroom teacher of the incident
- Full details of incident documented in the Bully Log and a copy given to the teacher and administrator
- Talk to the student who was harmed and reassure him/her that it was not his/her fault and provide them with skills/strategies to deal with children who bully

#### ***Third Occurrence***

- Time out for the student who bullied
- Teacher sends bullying note home to parents informing them of their child's behavior
- Child informed of the consequences of further incidences
- Document the incident and inform classroom teacher of the incident
- Mediation session led by school counselor with children involved (victim + bully)
- Full details of incident documented in the Bully Log and a copy given to the teacher and

administrator

- Talk to the student who was harmed and reassure him/her that it was not his/her fault and provide them with skills/strategies to deal with children who bully

***Fourth Occurrence***

- Parents called to school for an interview with administration and teacher.
- Parents are reminded of the policy and asked for their cooperation in stopping the child from bullying other children.
- Parents, teachers and administration create an action plan.

***If there are repeated incidences:***

- If none of the above steps succeed in stopping the child from bullying behavior, he/she will be excluded from the classroom and serve an in-school suspension.
- After one in-school suspension, the student serves an out-of-school suspension.
- After one out-of-school suspension the student will be referred to administration for disciplinary action, which could include expulsion from school.

**DIOCESE OF COVINGTON SAFE ENVIRONMENT PROGRAMS  
FOR CHILDREN AND PARENTS**

**Family Nurturing Center – Kids on the Block Grades K-4**  
**Ms. Amber Evans**  
**8275 Ewing Blvd.**  
**Florence, KY 41042**  
**859-525-3200**

**Council on Child Abuse (COCA)**  
**4440 Lake Forest Drive Suite 118**  
**Cincinnati, Ohio 45242**  
**513-936-8009**

**A signature form for the Handbook, Academic Honesty Policy, Family/School Covenant and The Acceptable Use Policy will be found in the August Newsletter folder. Please read all of the policies and sign. By signing your family understands and agrees to have read and honor these policies.**

**The 2018-2019 school handbook is on the school website. ([www.ihm-ky.org](http://www.ihm-ky.org))**