

# IMMACULATE HEART OF MARY SCHOOL FAMILY HANDBOOK



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## Office of the Principal

Dear Families,

Welcome to the 2019-2020 School Year! This year our theme will be "Give it your best!" We want the children to always do their best work no matter what the subject is. We want the students to always try their best, and communicate with their teachers if they are struggling with anything. I want the kids to be able to come to me as well, and continue to be a positive role model in their lives.

This year, we are also looking at our Catholic Identity and we want the Saints to be a stronger presence in the lives of the students. Each classroom will have a picture of a patron saint. We want the kids to pray to these holy men and women.

I am looking forward to another great year at IHM. Thank you for your constant support. The teachers know your children are your greatest treasure, and we take our jobs serious. Thank you for choosing IHM and together, we can accomplish great things! Remember that IHM is Holy Ground, and where the lord is present, is where he is, is holy. May God Bless you!

Sincerely,

Mr. Andrew Lowry M. Ed

## **Academic Responsibilities**

Our school encourages all students to reach their fullest potential through the academic program. Students are responsible for the timely and satisfactory completion of projects, classwork, and homework. Grades on tests and projects should be commensurate with the student's ability. A student who does not fulfill academic responsibilities will be placed on academic probation during which time the evaluation of the students' progress is monitored.

### **Conditions and Consequences of Academic Probation**

1. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
2. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format.
  - Parent contact
  - Grades posted on Option C.
  - Periodic meetings with the student
  - Report cards
3. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
4. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

## **Acceptable Use Policy**

*An Acceptable Use Policy, signed by both student and parent, is required annually.*

- a. **Purpose and Goals**  
Computers are a valuable tool for education. Students, and all users of computer technology, have a responsibility to use these tools properly and in accordance with the school policy.
- b. **Responsibility of User**  
With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.
- c. **General Requirements for Use of the Internet**

- All users are required to take simple Internet training from the computer coordinator.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must ensure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden. Any breach in this area will result in suspension with possible intent to dismiss.
- E-mail accounts through the school may be restricted and will be monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without express, prior written consent of the school.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

d. **Discipline**

Violators will be subject to suspension of computer privileges.

e. **Student Rules**

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocated illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.

- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Engagement in cellular phone texting and on-line blogs such as, but not limited to Facebook, Twitter, Instagram etc. may result in disciplinary action if the content of the student's messaging includes defamatory comments regarding the school, the faculty, other students or the parish.

Violations of any of these rules may result in either or both of the following:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the school, law enforcement or other involved parties.

### **Accident/Illness at School**

Accidents or unusual illness occurring at school are reported immediately to the Health Office personnel. When a student becomes ill, or meets with an accident, the parent/guardian is contacted. If the parent/guardian cannot be reached, the emergency contact will be called. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

### **Accreditation**

IHM is accredited through the Middle States Association of Colleges and Schools.

### **Admission Policy**

Our school admits students of any race, color, national, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The necessary forms and certificates for admission are:

- Birth certificate
- Baptismal certificate (regardless of home parish).
- A certificate of immunization that must be updated and available for confirmation.

Testing in some academic area may be held for new incoming students in  
Grades 3 - 8

## **Admission of Non-Catholics**

Our school serves the academic, social, and physical development of the students. The primary purpose of our school is religious education and faith formation. All students are responsible to participate in religious education classes. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- The parents/guardians agree, in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives and regulations of our school.
- The parents/guardians agree, in writing, to assume responsibility for all financial obligations.

## **Arrival and Dismissal Times**

Homeroom begins promptly at 8:05 am. All doors will be closed at 8:00 am and late students must enter through the main door where they will receive a late pass and enter their classrooms after prayers. Parents should not accompany their children to the office. Dismissal is at 2:45pm for students in grades 1<sup>st</sup> through 8<sup>th</sup> grade Monday through Friday. Our Pre K and Kindergarten students are dismissed at 2:30 pm at the Convent doors on Cathedral Road. On early dismissal days, all students are dismissed at noon. Please check the school website, and calendar for days off and early dismissals.

At Immaculate Heart of Mary School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child (ren) to enter the school building on their own each morning. Various classes invite parent involvement or visits on particular occasions. Teachers are not available to conference with parents before school while children are present in the classroom.

## **Assemblies**

**The primary purpose of school assemblies is educational.** Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

## Attendance

Attendance is mandatory from K-8th Grade. State law maintains that students may be retained if they have been absent for 20+ or more days in a school year.

If your child is going to be absent, or arrive late at school, you are required to call the school. Please leave a message on voice mail and email your child's teacher. The number to report an absence or lateness is **215-482-8503**. Please call by 8 A.M. Please make sure we receive a phone call. The children's safety is our number one priority. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us. Attendance is recorded based on the following criteria:

<b>Tardy</b>	Student arrives between 8:05-10:00a.m. and 10:00 a.m.
<b>Absent in AM</b>	Student arrives after 10:00 a.m. or leaves before 10:00 a.m.
<b>Absent in PM</b>	Student leaves between 10:00 a.m. and 1:00 p.m.
<b>Early Dismissal</b>	Student leaves after 1:00 p.m.

**1. Absence Due to Illness-** It is required that every student attend school daily. When a student is absent, he/she is required to bring on the first day he/she returns to school, a written excuse signed by his/her parent or guardian stating the reason for the absence. In the case of absence, parents are to call the office in the morning before 8:00 AM. This policy is for the protection of the Immaculate Heart of Mary students. Extended absence due to illness (more than three days) requires a statement from the doctor who treated the absent student. **All absences as well as notification of reasons for the absence will be recorded in the office. Please send in a note when your child returns to school.**

Students may also receive missed assignments from their teacher when they return to school. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teacher. These tests must be taken within one week of the original test date. Students should be fever free for 24 hours (without the use of fever-reducing medications) before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day, as this would not allow for the protection of the entire school community. **Students who are not in attendance during the school day (for any reason) may not participate in after school functions.**



**2. Request for Early Dismissal-** Requests for students to be excused from school during school hours are to be sent in writing to the homeroom teacher. The teacher will notify the school office. A student will not be released unless the secretary knows the reason for the release, and the person to whom the student is being released. Please understand that when a student is excused early, an adult **MUST** come INTO the building and report to the office. The secretary will notify the teacher, and the student will be sent to the office. No student can leave the school building during school hours unless accompanied by an adult. Parents are urged to try to have medical and dental appointments arranged during non-school hours.

**3. Leaving School Property-** All requests to leave school property while school is in session, including lunch period, must be cleared through the office. Leaving the school building or property without permission is classified as truancy.

**4. Truancy-** Truancy is an unexcused absence. A student is truant if he/she leaves school without signing out, leaves school without the permission of his/her teachers, or comes to school but does not attend classes.

**5. Punctuality-** Punctuality is a trait that is highly valued in the world in which we live. We are asking the cooperation of parents in helping to cultivate this habit of punctuality and promptness. Students coming late to school miss the opportunity to share in the morning announcements and are also disruptive to the order of the classroom. The school day begins at 8:05 AM. Any student who arrives after that time will be considered late. Students arriving after 8:05 AM are required to sign in with in the main office and receive a late slip. Present the late slip to the homeroom teacher for admission to class. And after school detention will be issued to children who are chronically late. Chronic lateness is defined as 5 or more late arrivals in a school year. Chronic lateness affects eligibility and participation in CYO activities and athletics. A student who serves two detentions in a trimester will receive a 2 in Responsibility on their report card and serve an in-school suspension which will be recorded on their permanent record.

### **Birthdays/Parties/Invitations**

- a. Birthday/ party treats are welcome and must be scheduled with the homeroom teacher, and will be distributed during snack time only. Treats must not need refrigeration, heating or assembly. No ice cream or frozen items, no cake or oversized cookies that need cutting and distribution, no items requiring the microwave or a hot plate, no pizza, fast food or birthday party bags are permitted.
- b. Selections include donuts, donut holes, cupcakes, fruit and juice boxes. Please supply napkins.
- c. Do not bring balloons or flowers for a child's birthday or have them delivered to school.
- d. The birthday acknowledgement in school is a treat not a party.

- e. Parties at other times of the year like Christmas or Valentine's Day should follow the same rules as birthdays. All items brought into the classroom must have advance approval from the teacher.
- f. Invitations to home parties may be distributed in school only if all of the children in a class are invited to the party. If it is a girl's party then all of the girls must be invited. If it is a boy's party then all of the boys must be invited. If it is a general party then the entire class must be invited. If all are not included, the invitations are to be sent from the home and may not come to school.

### **Change of Address or Phone Number**

Please notify the office of address, phone number and email changes immediately.

### **Classroom Assignments**

Teachers collaborate in each grade to determine the most beneficial placement for all students. Teachers' professional observations help guide assessment of where each child will best thrive and their efforts are reviewed with the administration. Each child's welfare is treated with the highest regard. This process will be followed for each promotion list. Parent requests, while taken into consideration, will not be the determining factor for the classroom placement of children.

### **Cellphone Policy**

If a student needs a cell phone, he/she is to bring the cell phone to the homeroom teacher upon arrival in the morning and place it into a holding bin for the day. The cell phone is to be in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in the student's locker or in his/her possession. Students may not use cell phones or hold them in their hands while on school property during school hours (7:30 AM - 2:45 PM). Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face disciplinary action. The school assumes no responsibility for damages to the phones while in the teachers possession.

At any time while on school property:

- a. Cell phones may not be used for picture taking.
- b. No harassment or threatening of persons via the cell phone is permitted.
- c. Cell phones may not be used for gambling or making purchases of any kind.

Those who violate any of the rules regarding cell phones may forfeit the privilege of bringing the cell phone to school. Cell phones that are not being used in accordance with the rules will be confiscated and must be picked up from school by a parent. The school

administrator will determine the appropriate disciplinary measure to be taken concerning the violation of cell phone use in school.

If a child has a cellphone on his person, the student will be given a detention immediately.

### **Conduct**

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

### **Unacceptable Conduct**

<b>Physical Aggression</b>	<b>Social Alienation</b>	<b>Verbal Aggression</b>	<b>Intimidation</b>
Pushing/Shoving	Gossiping	Mocking verbal	Graffiti
Kicking/spitting	Embarrassing another	Name calling	Defacing property
Defacing property	Rumors	Taunting	Playing dirty tricks
Stealing	Spreading ethnic slurs	Teasing	Taking others possessions
Demeaning and humiliating physical acts	Dirty looks	Intimidation	
Physical violence	Public humiliation	Threats	
Threatening another	Excluding from group/Social Rejection		

If parents or students are aware of any of these behaviors, you have a responsibility to report it to a teacher, school counselor and/or administrator so that the issue can be

addressed. Bullying is defined as unwanted, physical, emotional or verbally aggressive behavior among school aged children which involves a real or perceived power imbalance. The behavior is repeated over time. Bullying is unacceptable at Immaculate Heart of Mary School and is grounds for disciplinary action up to and including expulsion. Cyber-bullying (even if it takes place off school property) between two or more IHM students will be grounds for discipline up to and including expulsion.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

For the essence of the spiritual, academic, and social development of our students, our school establishes guidelines to promote a safe, effective learning environment. These guidelines are universal to the school. However, in an extra effort to support the development of our early-adolescents from grades five through eight, the following steps will be implemented:

1. Behavioral Infractions are noted by the written warning issued by a teacher or administrator. This warning is intended to assist the student with self-correcting steps toward accountability and improvement. The teacher will guide the student through the process. The infraction will be signed by the teacher and, likewise, signed by a parent/guardian and returned on the following class day. Failure to return the form the following day will be addressed by the teacher with contact to the parent/guardian
2. Acquisition of three behavioral infractions will result in detention for students in grades four through eight. Detention is held on Tuesday afternoons, from 3:00 PM to 4:00 PM. Transportation for students is the responsibility of the parent/guardian. Each student must be signed out, by a parent/guardian
3. Three further infractions resulting in a second detention will warrant a conference with the student, parent/guardian, teacher, and administration. A behavioral plan will be developed to be implemented within a time frame mutually agreed upon.
4. Failure to follow the above behavioral plan will result in an in-school suspension. An Inability of a student to work toward improved self-discipline can result in the recommendation of an alternative school placement.

Please note that in-school suspension, removal from school for the remainder of a school day, and expulsion can be a consequence for all students in any grade.

In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination between the two lies at the discretion of the administration and is relative to the nature of the situation.

On occasion and depending upon the situation, parents may be called to remove their child from school for the remainder of the day. Conditions for return to school will be discussed with the parent.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration.

**Serious infractions such as drug, alcohol, or weapon possession, or severe physical or moral conduct could result in the immediate removal of the child from school with the intent to dismiss.**

### Consequences of Daily Activity - Examples

The following list constitutes activities that require a response of an infraction and/or detention.

- a. **Not prepared for class**- not having proper supplies or books for class
- b. **Improper behavior** - Including, but not limited to disturbances in class/playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. **Cheating** - the taking or giving of schoolwork that is not one's own - or if the teacher has probable cause to suspect such an action.
- d. **Disrespect** - any improper attitude displayed toward any teacher, staff member, volunteer parent, administrator, or fellow student.
- e. **Abusive language** - any inappropriate language used on school premises.
- f. **Forgery** - any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- g. **Invading the privacy of another's desk** - teacher or student.
- h. **Gum chewing/eating in class** - gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- i. **Dress code violation** - any infraction of the uniform dress code.
- j. **Damaging any school, church or personal property.**
- k. **Unsigned test papers/mark sheets** - tests and mark sheets are to be returned within two (2) school days.
- l. **Out of bounds** - any student who is in the wrong place at the wrong time.
- m. **Other** - any other behavior that warrants attention not specified on the above list.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of Serious Infractions include the following:

- a. **Truancy** - unexcused absences
- b. **Violent behavior** - any fighting or behavior that causes physical injury.
- c. **Blatant disrespect for authority** - to any adult in the building.
- d. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- e. **Irreverence.**
- f. **Vandalism** - destruction or defacing of parish or school property.
- g. **Profane/obscene language or gestures or engaging in immoral conduct.**
- h. **Possession of any item which may present a danger to others in school or out.**
- i. **Cutting class**
- j. **Leaving campus without permission from a school authority.**

#### Violent/Threatening/Harassing and Inappropriate Conduct

IHM School is committed to providing a safe educational environment for all individuals free from all forms of improper threats, intimidation, hostile, offensive, and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct- either by a student or a parent/guardian includes, but is not limited to the following:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- b. insubordination
- c. fighting
- d. bomb scares or triggering other false alarms
- e. cheating or plagiarism
- f. use or possession of drugs or alcohol
- g. smoking
- h. stealing
- i. intimidation, harassment or threats of any kind
- j. possession of any weapons

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrespect or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the students, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearances before returning to school.

#### **Expulsion/Dismissal from Immaculate Heart of Mary School**

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate.
- c. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considered the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.
- d. Parents/Guardians of the student will receive a formal letter of dismissal.

**Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss.**

- **Misuse of communication devices in school, at home, or off premises that target any student, teacher or staff member**
- **Alcohol and/or drug possession or use**
- **Weapon possession**
- **Blatant physical or verbal contact towards a student, teacher or staff member.**
- **Possession of materials or a display of actions deemed immoral by the Administration**
- **At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the wellbeing and safety of the school community**

### Communicable Diseases

No student, absent from school because of conditions listed below, may return to school before the specified time period.

Chicken Pox	Until all pox have scabs that are dried up
Fever	Fever free for 24 hours
Lice	After treatment is given and no nits are present
Measles/Rubella/German Measles	4 days from onset of rash
Mumps	9 days from onset of swelling
Pink Eye	24 hours after medication is started
Scarlet Fever	24 hours after medication is started
Strep	24 hours on medication
Whooping Cough	7 days after medication is started

### Communication

It is the desire of the faculty and staff at Immaculate Heart of Mary School to maintain good communication with parents. Weekly newsletters and monthly calendars will be posted on the IHM web-site for this purpose.

Communication between parents and teachers is critical for student success. Parents who want to speak with a teacher are asked to write a note or e-mail the teacher or to call the school office to request a meeting. Phone calls to teachers' homes and cell phones are not appropriate. Teacher web pages are available for reference.

1. It is the responsibility of the parent to notify the homeroom teacher of any educational or physical needs your child might have.
2. The teacher will contact the parents if there is an observable change in academics or behavior.

If a situation arises and the parent is unhappy with a child's grade on a test, a problem that occurred in the classroom, the parent should talk to the teacher first. If there is not a



resolution to the problem, then the parent should talk to the principal. All communication between the parents, teacher and principal should be done in a professional manner. Please do not send an email when you are angry.

The teachers are given a 48 hour time frame to respond to an email. Please do not expect an email during the school day. The teachers main objective is to be teaching during the instructional time.

### **Conferences**

Conferences are scheduled during the first trimester. Students in grades 5-8 attend conferences with their parent/guardian.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be prepared. The better the communication, the easier it is to direct your child in his/her educational endeavors.

**Teachers may not be interrupted during the school day.** Forgotten lunches may be dropped off at the school office. Students may not call home for books or assignments left behind and may only make calls for emergencies such as change in transportation plans due to changes in afterschool activities.

### **Curriculum**

The curriculum is followed by a student in the parish elementary schools of the Archdiocese is developed by and/or approved by the Superintendent of Schools through the Department of Elementary Curriculum, Instruction and Assessment.

Elementary curriculum guidelines are copyrighted material. All curriculum can be accessed through the website for the Archdiocese at: [www.archphila.org](http://www.archphila.org) , then clicking on the Education tab.

#### **English Language Arts Grades K-8**

The Archdiocesan Integrated Language Arts Curriculum (ELA) reflects National Core Standards. Instruction in English Language Arts has strong foundations in literacy: *reading, writing, thinking, speaking, listening, and visualizing*. Skills are further developed in *critical thinking, literacy evaluation, methods of research, competency in self-expression, and metacognitive awareness*.

- **Reading:** Anthologies, novels, and guided reading books have a range and variety of literature including classics and contemporary works including options for study by theme or genre.

- **Writing:** The writing process, with the sub-processes of *prewriting, drafting, editing, and publishing*, with both linear and recursive movements of *revision*, is the model plan for the teaching of writing. In addition, *free writing* is integrated into the *before/during/after* segments of the literacy lessons. *Writing to learn* experiences in the content areas, as well as in ELA classes, serve to increase comprehension and recall of material.
- **Vocabulary, Phonics, Spelling, Grammar:** Components in any literature-based program include direct instructional and developmental lessons in vocabulary, phonics, spelling, and grammar. These skills, however, are not taught in isolation, but in relation to the literacy instruction/assessment classes.
- **Library/Reference Skills:** Strong emphasis is placed on library/reference skills included at each level of the ELA program.

### **Mathematics Grades 1-8**

The Elementary Mathematics Curriculum is a carefully planned program that focuses on the understanding of basic concepts and mastery of skills, and applying these skills through extensive instruction and practice. The Archdiocesan Math Curriculum reflects the Standards of the National Core Standards for mathematics instruction and focuses on problem solving which is considered vital to every skill developed. The standards also place strong emphasis on communicating mathematically, making real-life and content area connections, and developing reasoning skills.

### **Honors Math Program**

The Elementary Honors Mathematics Program is intended to meet the needs of those students who are capable of completing the prescribed curriculum in 7, instead of 8 years. Students are identified in grade four and begin formal instruction in grade five, continuing through grade eight. The Algebra I course used by the secondary schools in the Archdioceses of Philadelphia is the eighth grade honors curriculum. The school administrator and the mathematics coordinator monitor the program with the guidelines prepared by the Joint Elementary/Secondary Mathematics Committee. Students who complete this program, and satisfactorily master the Algebra I curriculum according to the criteria established by the Joint Committee, are able to test to begin their second-year of secondary mathematics in freshman year. The principle criteria for admission, include:

- a) Cognitive Skills Index in the 125 range
- b) Standardized test scores: 90 in Mathematics and 80 in Reading
- c) Consistent scores of 85 or better on Archdiocesan Level Evaluations
- d) 90 overall Mathematics average for the year
- e) Periodic evaluations will be used to determine continued participation in this program.

**Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.**

### **Religion**

#### *Each Grade*

At IHM, we hold the belief that faith is a lifelong journey, undertaken in the community and

guided by the Spirit. The family is the primary community in which faith is shared and nurtured. The whole church community, beginning with the parish, puts itself at the service of the family to help form young Catholics. Our school intends to support the family and the church community in this mission. The children will experience, integrate, and express the fullness of mature Catholic Faith at every age level, according to their stage of development.

### **Science**

In the primary grades (K and 1), the science curriculum is integrated with ELA, using teacher gathered materials and resources. Grades 2-8 use the NexGen Science Curriculum based on the Pennsylvania State science standards as the method of instruction.

The major techniques of instruction employed by the science teachers are:

- Use of hands-on activities and lab work
- Integration with ELA
- Selection of nonfiction reading passages
- Writing of summaries
- Use of digital resources to enhance lessons
- Presentation of topics in whole and small group instruction
- Integration of Discovery Education
- Modeling through demonstration
- Multimedia instruction
- Research projects directed instruction
- Interactive websites

### **Social Studies**

The Elementary Social Studies Curriculum is based upon the National Council for the Social Studies Scope and Sequence. The goals of the Social Studies Curriculum include the development of knowledge, skills, values and social participation appropriate to the children's age/grade level.

Grade 1	The Individual in Primary and Social Groups; Understanding School and Family Life
Grade 2	Meeting Basic Needs in Nearby Social Groups; The Neighborhood
Grade 3	Sharing Earth and Space with Others; The Community
Grade 4	Interdisciplinary Study of the Local Region; Pennsylvania
Grade 5	The Western Hemisphere; The United States and Its Close Neighbors
Grade 6	The Eastern Hemisphere; Representative World Regions
Grade 7	Building a Strong and Free Nation: BCE-1853 The United States: Early American Civilizations through Manifest Destiny
Grade 8	Building a Strong and Free Nation: 1850-1960 The United States: Road to the Civil War to the New Frontier

### **Specialty Subjects**

Specialty Subjects are required as part of the elementary school curriculum by the Archdiocese of Philadelphia and the Pennsylvania Department of Education. Specialty subjects include: Technology, the Arts (*Music and Visual Arts*), Physical Education, and World Languages.

Beginning in Grade 4, students will earn a grade for cooperation/participation during all Special classes. Five points can be earned for each class period. This grade will be posted every other scheduled week of class.

- 4 - (5 points) Fully Participating/Engaged
- 3 - (4 points) Appropriately Engaged
- 2 - (3 points) Inattentive
- 1 - (1-2 points) Disruptive

One verbal warning will be given for inappropriate/disruptive behavior. If the inappropriate/disruptive behavior continues, an infraction will be issued. Three behavioral infractions in one trimester will result in an after school detention.

### **Fine Arts: Art/Music**

This area of the curriculum is designed in keeping with the National Standards for Arts Education.

### **World Languages**

An appreciation of world language is presented in Spanish class. The goal of this curriculum is to develop positive attitudes and excitement toward learning the Spanish language.

Through the skills of listening, speaking, reading and writing, students are able to broaden their awareness, acceptance, and understanding of this culture.

### **Physical Education**

Physical education is vital to the development of the student and is required as part of the elementary curriculum of the Archdiocese of Philadelphia and the Pennsylvania Department of Education. Students are encouraged to challenge themselves to achieve goals in their personal and physical development.

### **Technology**

There are two major areas in the use of technology in our schools: basic technology skills and specific curricular applications of technology. Elementary Technology Guidelines include, but are not limited to, the following topics: general computer literacy, word processing, spreadsheets, database, and telecommunications. The curriculum at Immaculate Heart of Mary school uniquely implements all three major platforms of technology: Microsoft, Apple, and Google.

## **Curriculum Modification**

The Office of Catholic Education established guidelines for modifying and adapting curriculum to meet the learning needs of all students. Immaculate Heart of Mary School is committed to providing for the needs of individual students. Classroom Modifications are designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The need for curriculum modifications is determined by educational/psychological testing administered by an agent of the school district or a privately engaged school psychologist. Parents then join with the teachers and/or administration to develop strategies which will best help students achieve specific goals. Any student who receives modifications will have this noted on their report card. All goals and modifications are reviewed and agreed upon by the parent, teacher, and administration. A signed copy of the modification plan is kept in the student's file for one year. All modifications are reviewed at the beginning of each school year and revised to meet the needs of the individual student for the next school year.

## **Dress Code**

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about him/herself, he/she acts and works accordingly.

The following constitute a distraction and are not permitted:

- Nail polish or makeup
- Non-religious necklaces, bracelets or rings
- Scarves or head coverings. Hair accessories are limited to barrettes, pony tail elastics, and headbands. No feathers, scarves or thread wrappings are permitted
- Hair dye and tattoos

Additionally:

- Girls may wear a single, non-hoop, non-dangling, post earring in each earlobe. No part of the earring may extend below the earlobe. Boys may not wear earrings.
- Boys' hair must be neat with length not past the eyebrows or touching the collar.
- Girls' hair must be neat and out of the face.
- Belts must be worn with pants or shorts by both boys and girls.
- All shirts without the banded bottom must be tucked in.
- Only the neckline of a plain white undershirt may be visible under the shirt.

**Grades K-8 Summer Uniform - September-November 1<sup>st</sup> and April 1<sup>st</sup> - June closing**

Grades K-4 Girls:

- IHM navy golf shirt
- Gray skort, walking short or plaid jumper
- White or navy crew socks or navy knee socks

**Grades 5-8 Girls:**

- IHM navy golf shirt
- Grey skort, walking short or plaid skirt
- White or navy crew socks or navy knee socks

**Grades K-8 Boys:**

- IHM navy golf shirt
- Gray shorts or trousers and belt
- White, black or navy blue socks
- Black Tuft Hush Puppy

**Grades K-8 Regular Uniform November 1<sup>st</sup> through March 31<sup>st</sup>****Grades K-4 Girls:**

- Plaid Jumper
- White short/long sleeve peter pan collar blouse or navy turtleneck
- Steel Grey Girls Twill Slacks
- Navy V-Neck/ Cardigan Sweater w/School Logo
- Navy crew socks or tights, or navy knee socks
- Bass Buc (Academy Style)

**Grades 5-8 Girls:**

- Plaid kilt- must be 2 inches above the knee.
- **GIRLS MUST WEAR SWEATER WITH WINTER UNIFORM**
- White Short/Long Sleeve Button down Collar Shirt
- Steel Grey Girls Twill Pants
- Navy V-Neck Pullover Sweater w/School Logo
- Navy V-Neck Sweater Vest w/School Logo
- Navy V-Neck Cardigan Sweater w/School Logo
- Navy crew socks or tights, or navy knee socks
- Brown Bass Buc (Academy Style)

**Grades K-8 Boys:**

- **BOYS MUST WEAR SWEATER WITH WINTER UNIFORM**
- White Short/Long Sleeve Button down Collar Shirt
- Navy V-Neck Pullover Sweater w/School Logo
- Navy V-Neck Sweater Vest w/School Logo
- Navy & White Plaid Boy's Tie (Grades 5-8)
- Gray dress trousers
- Belt
- White, black or navy blue socks
- Black Tuft Hush Puppy Shoe

***Please note:***

- *All students must wear either the sweater or vest from November 1<sup>st</sup> through March 31<sup>st</sup> with the regular uniform. Neither is required with the warm weather uniform.*
- *All golf shirts, sweaters and vests must bear the IHM logo.*
- *Sweatshirts, even from IHM, are not a part of the regular uniform and may not be worn during the school day, other than during recess. IHM School issued sweatshirts are only worn on a student's gym day.*

**Physical Education (GYM) Uniform for Grades K through 8**

- All Uniforms must be purchased at Flynn and O'Hara or Flocco's.

Imprinted Heather Grey T-shirt (long or short sleeve)

Imprinted Navy Blue Shorts (hem must reach 2" beyond fingertips when arms are extended to the sides)

Imprinted Navy Blue Sweatpants

Imprinted Navy Blue Crew or Hooded Sweatshirt

Laced or Velcro Athletic Shoes

**Other Uniform Requirements**

Uniforms should be properly worn; shirtsleeves should be worn at their full length.

Slacks, skirts and gym shorts must be worn at the waist; shirttails must be tucked in.

Socks are to be worn at proper heights and skirts may not be rolled at the waist.

Students are expected to be in complete school uniform at all times while in the school building and on school property. If for some reason a student must be out of uniform, a note from the parent explaining the reason and requesting an exception is required.

**Dress Down Days**

These days occur occasionally throughout the year. Participation is a privilege and is subject to proper attire. Midsections, backs and shoulders must be covered at all times. Sleeveless tops must cover all undergarments. Scoop or V necked tops must not be so low as to expose any cleavage. Pajamas are not acceptable at any time. T-shirts with words or images deemed inappropriate by school staff will be confiscated. Shoes must be flat and have a backing or strap at the heel for recess and stairwell safety. Students in grades 4-8 may only wear shorts of that are 2 inches above the knee, or longer. Capris are also an option for girls. Any student in grades 4-8 wearing shorts not 2 inches above the knee or longer will be required to call home for a change of clothing. Students who call home will lose dress down day privileges for the remainder of the school year. Skirt length requirements mirror those of the regular uniform. Leggings are permitted on dress down days provided that the top/sweater cover the ladies backside completely. If it does not, the student will be required to call home for a change of clothes.

## **Early Dismissal**

### **Scheduled**

Planned early dismissals are usually at 12 noon. Please check the school calendar for dates.

### **Emergency Dismissal**

We are utilizing MyStudentsProgress to enhance communication with parents both during emergency dismissal situations and after regular school hours. Parents will be asked to provide updated telephone and e-mail contact information to support use of this system. After hours and before school closings will also be posted on the website and announced on KYW 1060 AM as well. Our school closing number is 118.

## **Emergency Contact Forms**

Information necessary to address student emergencies will be required at the beginning of each school year.

## **Extended Care**

Before and after care is available through the school's C.A.R.E.S program. Please contact the school office for information.

## **False Alarms**

The family of the student/child responsible for a false fire alarm will be fined \$300.00. The child will also be subject to suspension and 10 community service hours. The city/township charges the school \$300.00 each time a false alarm is activated.

## **Field Trips**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities. Parent(s)/guardian(s) must complete the official written permission slip for each trip in order to the student to participate. Verbal permission cannot be accepted. Permission slips will be posted on line for printing at home. All grades do not always have the same number of field trips.

Students participating in field trips will be utilizing the transportation arranged for the trip, by the school. Typically, this is a chartered school bus or motor coach.

Students who elect not to participate in a field trip should report to school and will be assigned work, which will be completed in another classroom. If students stay home on a field trip day, it will be marked as an absence.



A class trip is a privilege, not a right. Teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct.

Parents/guardians who wish to be considered as chaperones must have all necessary clearance items on file with the school office.

### **Fire/Emergency/Crisis Drills**

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

Protocol for Emergency/Crisis drills is reviewed and practiced annually.

All staff and volunteers must evacuate the building for any drill.

### **Graduation**

Eighth grade students who have completed the prescribed course of study, and maintained a suitable discipline record, are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teachers. Participation in closing exercises is a privilege, not a right. The school has the right to deny any student participation in closing exercises if, in the view of the school, the student's conduct, academic, or disciplinary record indicate that the privilege should not be extended.

### **Harassment/Violence**

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature.

**Sexual harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to, and including, dismissal of the student. A complete copy of the policy is maintained by the principal and is available upon request.

IHM School is committed to providing a safe environment for all individuals. Verbal/written threats made against the physical or emotional well-being of any individual are take very seriously. Students making such threats (seriously, in jest, in person, in writing, or on-line) face detention, suspension and or expulsion.

## Home and School Association

Please check the website for ongoing information about this important organization. This organized works hand in hand with the school administration to have programs for the students. All school families are a part of this organization.

## Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework may include both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to spend on assignments. The following time per night is suggested for homework; this includes both written and study assignments.

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that students and subjects vary. The objective is not adherence to the time suggestions, but the extension of learning beyond class time. Effort will be made to have the assignments on line for the convenience of families. Please check online for daily and ongoing work. If a problem arises, the teacher should be contacted.

### **Homework Vacation Policy:**

Parents are strongly discouraged from planning vacations during the academic year. While family time is certainly valuable time, interruption in the educational process can present difficulties for some children. However, when absences for vacations are unavoidable, the following policy will apply:

- Homework and/or class assignments will not be given prior to the start of the vacation.
- No work will be given so that it may be done during the time of the vacation.
- Upon return, all missed work and assignments will be given to the student. The timeline for completion of this work will equal the number of days the student is out. As an example, for 3 days, then he/she will have 3 days to complete all missed work.
- All completed work must be signed by a parent/guardian.

### **Legal Custody Issues**

It is important for the school to have a current copy of any custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

### **Library**

Students are permitted to check out books from the School's Library during their scheduled class. Books are to be returned at the start of the next week's class in good condition. Lost books are to be brought to the attention of the Librarian immediately. Parents are expected to pay the replacement cost of the "library" edition of any lost book. The Librarian will order the replacement. It is not acceptable to send in a substitute volume for a lost book.

### **Lunch**

Lunch may be brought to school or lunch/milk may be purchased through the school lunch program. Notification of menus, prices, and the official start of the school lunch program is communicated in mid-September. We ask that each child bring some type of cloth napkin or placemat everyday upon which he/she may layout their lunch. This will aid in keeping the tables neat and clean. No fast food, hoagies, steak sandwiches etc. are permitted in school should a child forget his/her lunch.

### **Medical Records/Immunization**

The Commonwealth of Pennsylvania has mandated that all children entering Kindergarten or First Grade present documented proof that all necessary immunizations have been received.

DT (Diphtheria/Tetanus)	4 doses - one after the fourth birthday
Polio	3 doses
MMR (Measles, Mumps and Rubella)	2 doses - one dose after 12 months
Hepatitis B	3 doses - last dose after 6 months
Varian (Chicken Pox)	2 does (or documentation of live disease)

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. For students entering 7<sup>th</sup> grade, one dose of tetanus, diphtheria, acellular pertussis (T day) is required if it has been more than 5 years since the last tetanus immunization and one dose of meningococcal conjugate vaccine (MCV)

is also necessary. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Dentist and Physician Reports, along with an Elementary School Student Health History form, are required for students entering Kindergarten or any student entering from out of state. Subsequent examinations and forms are required from the Dentist in grades 3 and 7 and from the Physician in grade 6 (scoliosis exam is also due at this time.)

### **Medications**

It is recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it will be administered by the nurse or in the main office. Parents/guardians are required to sign a medication authorization form, which is available from school if the student must take medication at the school.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent AND physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is recommended that students not carry a full prescription bottle to be taken back and forth daily.

### **Nurse**

A registered nurse is provided by the School District of Philadelphia on days selected by the district. The nurse is not to replace the family doctor for medical/dental exam requirements. Please do not advise your child to seek the nurse to diagnose illnesses or injuries that occur at home.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referrals to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid, in accidents or illness, until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child

## **Parental Involvement**

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending in written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teaching or the law.
- Taking an active role in the Home and School Association.

## **Peanut and Nut Allergy**

Please read the label of any food you intend to send into school for the class. No food that either contains peanuts (or nuts of any type), or one that has been processed in a facility that also makes peanut products, may be distributed in school.

## **Perfect Attendance**

Students who incur no absences, either full or half day, and have not been late one day are eligible for a Perfect Attendance Certificate on the last day of school.

## **Preparation for Class**

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. The daily performance of students is assessed by the teacher. Copybooks, workbooks, and class participation are important indicators of overall effort.

## **Progress Reports**

Progress reports for students are available online through MyStudentsProgress. In the middle of the Trimester Progress Reports will be issued so the parents are aware of the students' progress. The progress reports will need to be signed and returned.

## **Registration**

Registration for students entering Immaculate Heart of Mary School for the first time begins in late January. Participating Parish Members are given preference.

## **Re-Registration**

Families wishing to return to school will be asked to re-register in early January. All Financial obligations must be current before re-registration can be processed.

## **Release of a Child**

A child will not be released to a parent/guardian who does not have physical custody, without the **written** consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

## **Remedial Services**

### **Act 89/Title I**

These programs provide remedial, corrective, or developmental reading skill reinforcement for the students of Immaculate Heart of Mary School. Students are considered for these programs based on their performance in the Terra Nova Test, assessments given through the school support services team, and the classroom teacher recommendation, and/or parental request. These services are coordinated with the classroom teacher to maximize reading, thinking, and learning potential.

### **Speech and Language Services**

Speech and language services are provided by Act 89 through CORA Services. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by staff, and or parents/guardians. Evaluation and therapy are only provided following the consent of the parent/guardian.

### **Reading and Math Services**

Remedial services are provided by Act 89 for students on those days authorized through Catapult and CORA. Students are considered for this program based upon classroom teacher recommendation, performance in the Terra Nova test, and informal diagnostic tests administered by the Catapult and CORA teachers. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent/guardian.

### **Counseling and Psychological Services**

The Commonwealth of Pennsylvania provides counseling and psychological services through CORA Services. The school counselor provides quality services to Immaculate Heart of Mary School community by consulting with the school administration, faculty, and parents/guardians regarding individual students. Both individual and group counseling are available to the students. The counselor recommends suitable referrals when needed.

After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the school administration, faculty and parents/guardians in order to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents/guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.

### **Report Cards**

Report cards are issued three times a year to students in Grades K through 8. Distribution dates for report cards are listed on the school calendar. Each student is responsible for his/her own report card grade. The Report Cards will be issued to the students in school and they must be signed and returned in a timely manner.

### **Retention**

Student progress is monitored throughout the school year. During the second trimester the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. The teacher will schedule a follow-up meeting with the parent/guardian. If retention is indicated, parent/guardian will receive an official notification which is to be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher. It is under the discretion of the administration to retain a child due to excessive lateness and absences.

### **Safety Regulations**

The following regulations have been established to ensure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises
- Entry is not permitted into the school building before 7:45am, at recess or lunch, or after dismissal unless a member of the school staff accompanies the student.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for lunch recess.
- All visitors and volunteers **MUST** report to the school office.

## **School Bus**

The School District of Philadelphia provides bus transportation for students. Transportation change requests must be submitted to the school districts by the IHM School Office. Students who ride the bus arrive and are dismissed through Father Sullivan Hall

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus.

Children must ride the bus as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school cannot grant such a request.

Student may not ride a bus out of their "Home District". A student riding home on a different bus within the same district is permissible only if authorized by the individual district. In this instance, students must present a note **from both the sending and receiving parents to the school office. The school office must verify both children live in the same district before the request can be presented to the bus driver.**

## **School Office Hours**

The School Office is open on school days from 8am until 3:30pm. The office is open until 12:30 on early dismissal days.

## **Standardized Testing**

Terra Nova Testing is administered in the spring to students in Grades K through 7. Students take the Common Core with In View Assessment. Results are communicated to parents by the Home Report. Additionally, the school provides comparative results as they pertain to other Philadelphia County Catholic Schools. All data is examined by the staff and used to drive planning and instruction.

## **Student Drop Off**

Cars must enter through the church front driveway to drop off students. Drivers should pull up to the doors facing the church, allow students to exit from the driver side on their own and pull away immediately so other cars may pull forward to unload. Students should have school bags and lunches in hand when the car approaches the stop. Parents remain in



the car. The convent door is for Pre Kindergarden and Kindergarden students only. Siblings may enter with the students to escort them to their classrooms.

**No parking is permitted in the school parking lot or on Cathedral Road. No car may enter from the back driveway.**

If there is not teacher visible in the drop off area, students are either too early or too late for school. Early students should remain in the company of the parent until the teacher reaches the door, but not get out of the car. Parents may not drop off students at Father Sullivan Hall unless they are registered for CARES. No student is permitted into the building prior to 7:45 unless they are for CARES or a bus rider. Late students **MUST** be escorted to the main entrance and signed in by a parent.

### **Student Pick Up**

#### **Walkers/Car Riders**

Walkers and Car Riders may enter through the doors closest to the doors facing the church. Late walkers/car riders must report to the office to sign in and receive a late slip.

### **Student Books and Materials**

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks and materials are to be properly identified with a child's name and room number. The student and parents/guardians must pay for all lost or damaged schoolbooks, in full. A charge will be made at the rate at which the books were purchased. Students are expected to take care of their personal belongings, their books, and their clothing. They are also asked to help care for the school building and the adjoining property. Any malicious damage will necessitate compensation. The school reserves the right to examine student's personal property and/or materials on campus when necessitated.

### **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

## **Student Recognition**

Grades 4-8 are eligible for honor awards if trimester report card grades warrant recognition.

### **First Honors**

- General Average of 93 or higher with no report card grade lower than a 90
- Other report card assessments "3" or higher

### **Second Honors**

- General Average of 87 or higher with no report card grade lower than a 85
- Other report card assessments "3" or higher

### **Effort Award: Stanczak and Weiss Effort Award**

- An effort award will be given out at the end of the school year to two students (one in each homeroom) who made significant progress throughout the school year. The teachers will decide the winners based on observations and input from the administration.

### **Highest Average Award- Mr. Gannon Award**

- At the end of the school year, an award will be given to honor the top child in each homeroom who achieved the highest general average.

### **Student of the Month**

- Every month at the school liturgy, we will recognize one child in each homeroom who has displayed outstanding character or has done something to show respect to another classmate.

### **School Spirit Award**

- This will be awarded the last day of school to a student in each homeroom. The award winner will be chosen by the homeroom teacher. The award will be given to a student who best showed school spirit throughout the year.

## **Telephone Use**

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission of the teacher and office staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school office when necessary, and they will be given to the appropriate teacher.

## Transfer

If a student is transferring to another school, parents should contact the school office to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and all financial obligations have been met. School records will be forwarded to the child's new school upon request from that school.

## Transportation

In the beginning of the school year, parents/guardians are asked how their child (ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Calls to the school office regarding transportation changes should only be made in case of a true emergency.

## Tuition Policy and Enrollment

At Immaculate Heart of Mary, support of Catholic education is a high priority. The parish offers both a religious education program (PREP) and an elementary school with grades pre-K through 8. Both programs are subsidized by the parish and parents make a choice of programs based partially on their financial ability. The parish recognizes that all families are not able to afford attendance at the elementary school. It is the parents' responsibility to assess their financial capability to make tuition payments over the life of their children's attendance at the IHM elementary school and make a decision accordingly.

IHM does not have a tuition endowment fund but does offer financial assistance on a temporary basis for grades K through 8. If you have a temporary financial need, you should contact the Tuition Officer to discuss your situation. If by the end of a given trimester, tuition payments and all related school fees (i.e. lunch fee) are not current, the child may not be permitted back to school.

In order to complete enrollment registration for the following school year, tuition accounts and all other school fees must be up to date. Enrollment will not be considered complete even if the non-refundable deposits have been made as long as the account is not current. All financial obligations for all students must be met by May 20<sup>th</sup> of the school year. For graduating students, records will not be transferred to high school until all accounts are current.

## Visitors

Visitors are welcome by appointment. To arrange for a visit, contact the school office. Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. **All visitors must report to the school office and sign in the Visitor's Log when entering the building.** An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

### **Volunteers**

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. **All volunteers must enter through the Cathedral Road main entrance and report to the school office and sign in the Volunteer's Log.** Safe Environment Certificated, Criminal Record checks and Child Abuse Clearances must be on record with the school office in order to volunteer in the school building or go on field trips. Child Abuse and Criminal Record checks are good for 3 years. Safe Environment certificates do not require renewal. New residents of Pennsylvania must also provide a FBI fingerprint clearance.

### **Website**

Our website is: [www.iheartmary.org](http://www.iheartmary.org). This is where the parents can access the teachers webpages. The website is updated weekly.

## **STUDENT-PARENT HANDBOOK**

This handbook contains certain policies and procedures of Immaculate Heart of Mary School. IHM School may change any of its policies and procedures and apply them as circumstances dictate.