



Immaculate Heart of Mary School
Family Handbook
4K-8th Grade
2018-2019

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MISSION STATEMENT

Immaculate Heart of Mary School's greatest assets are the children and families we serve. We promote their spiritual and intellectual growth through the teachings of Jesus Christ. We empower our children with the tools necessary to become strong Catholics: secure in their faith; secure in their education; and secure in their future.

STATEMENT OF PHILOSOPHY

Immaculate Heart of Mary School is committed to the definition of education as a life-long process. As an extension of the home, IHM school welcomes each student as a child of God and seeks to provide diverse opportunities for learning, especially cultivating growth in Catholic Christian values and teachings. A dedicated staff fosters those qualities needed for respect of self and others. An appropriately challenging curriculum for each child results in healthy physical, emotional, social, intellectual and spiritual growth for each child. A safe environment for students, teachers and families is promoted and nurtured with an emphasis on an atmosphere of trust and open communication between the home and school.

CORE VALUES

Spiritual Development of each child takes place through the use of a sequentially planned religious studies program. Service to others is an essential element. Planning and participating in weekly liturgies and other prayer opportunities provide the spiritual bonding needed to form a faith community.

Intellectual Development of each child is fostered with emphasis on age appropriate educational skills. These skills are developed through a variety of educational methods in preparation for the higher-level thinking and decision-making skills needed for life.

Social Development of each child evolves as the child learns to respect self and others, and to accept the responsibilities as a contributing member of his/her family, school, Church, and larger societies.

Physical Development of each child is pursued through teaching acceptance and reverence of the human body as a gift from God and working towards a right relationship with all of God's creation.

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This handbook has been compiled for your convenience and frequent use during the school year. It should provide a ready source of information in reference to school policies, regulations and procedures.

Please keep in mind that the policies and procedures contained within this handbook were designed for the safety, high-quality education, and convenience of all of our students, parents/ guardians, faculty and staff. Exceptions may be made to policy in special circumstances by the administration.

All full-time Preschool, 4K, Elementary and Middle School teachers are accredited through the Department of Public Instruction and are required to have Religious Certification.

Immaculate Heart of Mary School is accredited by the Wisconsin Religious and Independent Schools Association. Annual reports including a "School Improvement Plan" are submitted to this agency to maintain accreditation status.

Immaculate Heart of Mary School curriculum is a standards based curriculum using Diocese of Madison Standards which are based on Wisconsin State Standards. Curriculum evaluation is an ongoing process over a seven year cycle. This seven year plan follows a self-study (completed in Fall 2014) and includes an annual faculty review and development of specified subject areas. There is a study of content, scope and sequence, new materials, resources, techniques and assessment. The result is a continually updated School Improvement Plan which includes setting goals and developing programs that address student needs.

Immaculate Heart of Mary School respects the dignity of each person. All programs are available to any child in the parish without regard to race, national origin, gender or physical disabilities.(if, with reasonable accommodation on the part of the school, the handicapped person can be accommodated).

This handbook was revised in the summer of the current year. The policies contained in this handbook may be amended at the discretion of the administration, faculty and staff of IHM School.

DAILY CLASS SCHEDULE

Four-Year-Old Kindergarten

Morning Session

7:50-10:40 Instructional Time (10:45-11:00 Religion Class)
10:40-5:30 Wraparound Service, including lunch and snack

Afternoon Session (if available)

11:50-2:40 Instructional Time (11:35-11:50 Religion Class)
2:40-5:30 Wraparound Service, including snack

Kindergarten - Grade 5

8:10 School Day Begins
10:00-10:15 Morning Break (K-3rd grade only)
11:15 -12:10 Lunch and Noon Break (staggered)
1:30-1:45 Afternoon Break
3:05 Dismissal

Middle School Grades 6-8

8:10 School Day Begins
11:50-12:30 Lunch and Noon Break
3:05 Dismissal



IMPORTANT PHONE NUMBERS

Immaculate Heart of Mary School Office: (608)222-8831 ext. 7001
Immaculate Heart of Mary School Fax: (608)221-4492
Mrs. Callie Meiller, Principal: (608)222-8831 ext. 7002
Immaculate Heart of Mary Parish Office: (608)221-1521
School Website: www.ihmcatholicschool.org

CONTACTING THE SCHOOL

The school office hours are 7:30 A.M. - 3:30 P.M.
Before and after these hours the answering machine/voice mail is available for any messages. Messages are returned as soon as possible.

SCHOOL PROCEDURES

Parental Roles and Responsibilities

The Immaculate Heart of Mary School Family Handbook informs parents and guardians of the programs, regulations and policies of the school.

As partners in the educational process at Immaculate Heart of Mary School, we ask parents:

To set rules, times and limits so that your child(ren):

- ◆ Gets to bed at a reasonable time on school nights
- ◆ Arrives at school on time and is picked up on time at the end of the day
- ◆ Is dressed according to school dress code
- ◆ Completes assignments on time

To make the school year a successful one for all we ask parents for the following:

- Be familiar with the information contained in this handbook and other communications from the school, including having a working email address that is checked regularly for school communication.
- Please notify the school office by phone (222-8831) by 8:30 A.M. (or 12:30 PM for PM 4K) if a child is absent and for what reason.
- Inform the school in writing for the following:
 - *student illness or absence (required by Section 118.16 of WI Statutes)
 - *parental status and custodial constraints
 - *change in transportation routine, this includes a one time change in pick up procedure
 - *change in address, phone, emergency contact, child care, etc.
 - *any arrangement that may affect communication with the school
 - *any time a student must leave the premises of the school.
- Meet financial obligations of tuition, fees, lunch accounts, sports fees and any other accounts that may apply.
- Meet admissions regulations.
- Comply with policies and regulations.
- Comply with goals and objectives of Immaculate Heart of Mary School as outlined in the Immaculate Heart of Mary Family Handbook.
- Support the religious and educational goals of the school.
- Treat teachers with respect and courtesy in discussing student problems.
- Sign child out and back in at the office if a child is leaving the school during school hours.

COMMUNICATION

The faculty and staff at Immaculate Heart of Mary School has established ways of communicating with the parents/guardians in order to increase the understanding of the school's mission, vision and core values as well as general programs and goals.

The Family Handbook is issued annually at the beginning of the school year.

IHM web site (www.ihmcatholicsschool.org) has current and interesting information.

The **Eagle Express**, sent home and emailed, on Wednesday afternoon, contains weekly newsletters, classroom notes, hot lunch information, calendar, permission forms, and other pertinent information. Parents are requested to sign, date and return the folder the following day.

Report Cards are issued at the end of each trimester. In the middle school, progress reports/mid-term packets are sent at midterm at the teacher's discretion.

Parent-Teacher Conferences are held in the Fall and the Spring. A parent/guardian or teacher may request a special conference at any time as the need arises.

Email is available for communicating with all faculty and staff at Immaculate Heart of Mary School.

Voice mail is available for communicating with all faculty and staff at Immaculate Heart of Mary School.



CONCERNS/COMMUNICATION PROCEDURES

The best way to deal with concerns is to first approach the person with whom there is a problem. "Acting as Jesus would want us to act should be the goal of all in the Catholic school community – pastors, principals, teachers and other staff members, parents, and students. We should try to deal with differences of opinion in a manner that indicates to all observers that we are Christians." (Shaughnessy, Mary Angela. (2003) *Home & School Working Together: The Rights & Responsibilities of Catholic School Parents* [Booklet])

1. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the Principal. At that time, a meeting with the teacher, student, Principal and parents/guardians may be called.
3. If you are not satisfied with the results of the meeting with the Principal, then make an appointment with the Pastor.

KINDERGARTEN – 8TH GRADE
ARRIVAL AND DISMISSAL PROCEDURES

The goal of these procedures is to make arrival and dismissal time go smoothly, quickly and safely for all of our students. **Students should be dropped off and picked up in the back of the school.** Please be aware that there is no parking in the bus zone in the front of the school building during school hours.

K-8 ARRIVAL PROCEDURE

1. Students can arrive as early as 7:30 AM. They will be supervised on the playground until they are admitted to the building at 8:00 AM when the first bell rings.
2. The doors in the back of the school will be unlocked at 7:30 AM.
3. Students should be dropped off in the back of the school, along the cones. Only students arriving and departing by bus will have access to the school through the front door. All other students must enter and exit the school building through the back doors. **PLEASE DO NOT drop off students in front of the building and allow them to ring the doorbell to enter the building.** Parents who wish to enter the building before 8:10 are asked to park in the back lot and to use the back doors as well. **Please DO NOT park in the drop off zone, or across from the bike racks.**
4. The second bell rings and attendance will be taken at 8:10 AM., and classes will begin. **Any student not in their classroom when the bell rings at 8:10 will be considered tardy. Teachers will ask students the reason they are late, and assign an excused or unexcused tardy.**

K-8 DISMISSAL PROCEDURE

1. Students are dismissed from school at 3:05 PM. Bus students will exit the building through the front doors. All other students will exit through the back doors.
2. There will be a minimum of one staff member supervising the pick-up until 3:15 PM to ensure the safety of the students. Please follow the instructions of the Supervisor.
3. Students that are staying to play on the playground and their supervising parent/guardian must wait in the designated area until the car line is clear, then they may proceed to the playground.
4. Students walking or biking must leave the school grounds immediately upon dismissal. No unsupervised students will allowed remaining on the playground equipment or on the school grounds during dismissal.
4. Students will not be let into classrooms to retrieve anything after 3:30.

4K ARRIVAL AND DISMISSAL PROCEDURES

AM Arrival

Students may be walked into school, or dropped off. If you are dropping off, students should be dropped off in the back of the school building from 7:30 until 7:50. If you wish to enter the building to walk your child into school, please park in the far lot (NW of the church). Please DO NOT park in the drop off zone, or across from the bike racks. Please drop the students off along the cones.

AM Dismissal

Please pick up your 4-year-old-Kindergartener at the front doors of the school at 10:40. The 4K Aide will be there to help the students. Please park in front of the school across the street and enter the school to pick up your child. Please do not park in the bus loading zone. If you need to stay longer, please park in the far lot behind the church to pick up your child.

PM Arrival

Please drop your child off at the front door of the school from 11:35 until 11:50. Please park in front of the school or across the street and enter the school to drop off your child. If you are just dropping off, you may park in the bus zone temporarily; if you need to conduct further business, please park in the far lot behind the church to drop off your child. The child can proceed directly to their classroom. Please do not drop your child off before 11:35 as there is no supervision available before that time.

PM Dismissal

You may pick up your 4-year-old Kindergartener at the front doors of the school at 2:40. Please park in front of the gym, church, or across the street. Please do not park in the bus loading zone.

WEATHER EMERGENCY

Immaculate Heart of Mary School follows the decision of the Monona Grove Public Schools regarding the closing of school due to bad weather. **If radio and television stations report that the Monona Grove Public Schools are closed, IHM will also be closed even if we are not mentioned specifically.** You will also be called by our parent notification system.

EMERGENCY CLOSING INFORMATION/PARENT NOTIFICATION

Immaculate Heart of Mary School sometimes needs to cancel school during the course of a normal school day for inclement weather or other unforeseen circumstances. IHM School uses a parent notification system to contact parents quickly for situations such as weather-emergency school closings, school emergencies, and other situations. You will be asked to provide the phone numbers for the parent notification system at the beginning of the school year. Please inform the office if your contact phone number changes.

You will be asked to let the office know the directions the school office should follow in the event of a school cancellation due to inclement weather. If we cannot contact the designated people, we will attempt to contact the emergency contacts from the Emergency Card. Also, it is important that each child knows where their parent(s) or guardian(s) expect them to go. Please discuss this with your child(ren) so that they are clear about the proper procedure in the event of a school closing.

SCHOOL ATTENDANCE

VACATIONS

Vacations are important times for families to be together and for children to have memorable experiences. However, for the sake of your child's education, schedule vacations and appointments during school vacation time so your child will not miss school.

Please keep in mind that time missed from school can never be made up. The classroom discussions, group projects, or enrichment activity will not happen again. When a student misses school for any reason, that time is gone. Any make up work is a distant second best. Students who are already having a difficult time with learning especially suffer when they miss school. It is hard for these students to be successful when key concepts are learned in their absence. Upon returning to school, students often feel left out and overwhelmed.

In the event that a student is removed from school for family vacations the following sanctions may be imposed:

1. Students who miss more than five days per semester and/or ten days per school year will have additional absences considered unexcused.
2. Students with unexcused absences will not be given make up work to do and will not receive any credit for the work missed.
3. Students who receive five or more unexcused absences per semester will be considered habitually truant and will meet with the Principal to discuss further action.
4. When a student is absent due to a family vacation, it is extremely difficult to anticipate what homework will be assigned because lesson plans are based on students' reaction and application of material. Students who are absent from school due to vacation will have their assignments collected in a portfolio until their return. The student can make arrangements with each teacher regarding the due dates of the assignments. **No assignments will be given in anticipation of a vacation.**

We respectfully encourage you to consider carefully the educational impact of a vacation during the school year. We wish to maximize your child's school success and we can do that best when your child is present each and every day.

ATTENDANCE AND TRUANCY

Compulsory Attendance Age: In accordance with state law, all students between 6 and 18 years of age must attend school full time until the end of the term, trimester or semester in which they become 18 years of age.

Definition: *Habitual Truant* means

A pupil who is absent from school without an acceptable excuse for either of the following:

1. Part or all of five or more days of ten consecutive days on which school is being held during a semester *or*
2. Part or all of ten days on which school is held during a school semester.

WI Statutes 118.16 (1)(1) Act 239 allow a parent or guardian to excuse a child for up to ten days in a school year for any reason. The act requires that the parent must excuse the child in writing before the absence.

ILLNESS DURING THE SCHOOL DAY

The Principal or the school secretary dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Immaculate Heart of Mary School does not have a school nurse. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, the parent/guardian must make arrangements for a relative or another authorized person to pick up the student in the school office. The student must be signed out. Please take into consideration the other children when sending your child to school. Any child with a fever of 100 degrees or more, vomiting, or diarrhea will be sent home, and not admitted to school until those symptoms have been clear for 24 hrs. No student will be sent home due to illness if no one is at home.

PROCEDURE WHEN STUDENTS ARE ABSENT

1. When students are absent from school, parents/guardians must email or call the school (222-8831) to excuse the absence. This call/email must be made before 8:30 AM (or 12:30 for PM 4K) on the day of the absence. Parents/guardians may call the previous evening and leave a message.
2. If a teacher reports a student as absent from their classroom, and the office has not been notified, the office will attempt to call the student's parent/guardian at home or at work to determine the whereabouts of the student.
3. No student will be allowed to leave the school building with non-family members without written consent from their parent/guardian.
4. No student will be released to walk to an appointment without written consent from his or her parent/guardian.
5. Parents/Guardians should report to the office when they come to pick up or drop-off a student for an appointment, and sign the attendance book in the office.
6. Please notify your child's teacher or the school office in writing at least one day in advance of all absences (other than absences due to illness, i.e. medical appointments, vacations, etc.) The teacher will then send the student to the office at the appointed time to wait for their parent. If the student returns to school before the school day ends, they should report to the office for an admit slip.
7. When necessity demands, and parents/guardians come to pick up a student unexpectedly, the parent/guardian should check into the office. The office staff will then contact your child for you.
8. We encourage you to have your children attend school regularly. Whenever possible, please schedule appointments during vacation periods or before or after school. Vacations while school is in session are not encouraged.
9. Unexpected long-term or chronic absences due to illness or injury may occur. Each case will be addressed on an individual basis by the Principal and the parents/guardians of the student.

Please notify the office of change in address and/or telephone numbers throughout the year.

REASONS FOR EXCUSED ABSENCES

1. Personal illness, hospitalization or medical care
2. Medical, dental, chiropractic, optometrist or other health related appointments
3. Death or serious illness of family members or close friends
4. Approved school activities, i.e. field trips, co-curricular activities, retreats
5. Absence resulting from a parent's/guardian's request for students to vacation **with the request submitted and approved in advance.**
6. Religious holidays
7. Attendance at special events
8. Special circumstances that are approved in advance by the Principal.



TARDINESS

Please make every effort to get your child to school on time; tardy students disrupt their classmates and teachers.

- A student is considered tardy if they are not in their classroom at 8:10 A.M. (or 7:50 for AM 4K or 11:50 AM for PM 4K) for the start of the school day. Please consider that students many need extra time hanging coats and backpacks in the hallway or their locker before they get to their classroom.
- If the student arrives after 9:00 AM (12:50 PM for PM 4K), or leaves before 2:10 PM, they will be considered absent for a half-day.
- IHM's teachers and staff are required by law to record each tardy. All tardies remain on a student's permanent record.

EXCUSED TARDIES

Circumstances significantly beyond the control of the student, i.e. sickness, medical or dental appointment, family emergency, or car trouble are all considered **excused** tardies. Please call the office (222-8831) if any of these situations arise.

UNEXCUSED TARDIES

Oversleeping, alarm didn't go off, bad traffic, being needed at home, work, finishing homework, busy morning, etc. are examples of **unexcused** tardies. Extenuating circumstances will be handled on a case-by-case basis by the Principal.

EXCESSIVE UNEXCUSED TARDIES POLICY

- After every 3 unexcused tardies in any trimester, the student will serve a detention. A note will be sent home to inform parents of the detention.
- After 9 unexcused tardies in any trimester, Middle School students wills serve an in-school half-day suspension. Elementary students will be kept inside for all recesses the next school day.

HOMEWORK and MAKEUP WORK

Homework is part of the school program and requires parental supervision to promote neatness and accuracy. A time for study should be set aside each night, free from television and other distractions. If a homework problem exists, please contact your child's teacher.

When a student is absent from school, the following guidelines will be followed for collecting their homework:

1. The faculty and staff of IHM feel that students who are home sick from school should not have to worry about getting their homework done. When the student returns to school, he/she should talk to his/her teacher(s) to make suitable arrangements for completing homework missed. **A student will have one day of makeup time for each day absent.**
2. Parents/Guardians who feel that their child is too sick to come to school but can do their homework should call the school **before 9:00 AM** and request that their child's homework be collected. The school office will then notify all teachers affected by the student's absence. Parents/Guardians should meet with each teacher between 3:05 -3:30 PM to retrieve any or all assignments and any relevant classroom handouts and instructions, and gather the necessary books. Please be aware that there may be times when teachers will not be available to meet with parents due to meetings, personal reasons, or unforeseen circumstances. The assignments that cannot be collected will be made available to the student upon their return to school.
3. When a student is absent due to a family vacation, it is extremely difficult to anticipate what homework will be assigned because lesson plans are based on students' reaction and application of material. Students who are absent from school due to vacation will have their assignments collected in a portfolio until their return. The student can make arrangements with each teacher regarding the due dates of the assignments. **No assignments will be given in anticipation of a vacation.**

HOMEWORK CLUB (HWC)

Students in grades 4-8 have the opportunity to participate in an after school Homework Club (HWC) on Monday, Tuesday, Thursday & Friday in the supervising teacher's classroom. Homework Club provides students with an opportunity to due their homework assignments under the supervision of an IHM staff member. Students have access to their homerooms, computers and other materials needed to complete their homework assignments. Please refer to the IHM Extended Day Handbook for the full policy.

- Students need to sign up in the morning in their homeroom to participate.
- There is a fee per session attended. You will be billed through Smart Tuition for the amount of Homework Club used for the past month.
- Students may bring a nutritious snack to eat.
- There will be no HWC on early dismissal days, no school days, or staff meeting days. These days will be noted on the monthly school calendar.
- There will be no HWC on days where there are school functions in the evening (concerts, Open House, etc.)
- Students may leave at any time, but will not be readmitted to the school.
- Students will be dismissed at 5:00 PM. Please arrange transportation accordingly. If students are not picked up promptly, students will be sent to the Afterschool program. Afterschool operates until 5:30 in the Youth Room. If students are not picked up by 5:30, fees will be accrued according to Afterschool policy.

IMMACULATE HEART OF MARY AFTER SCHOOL/EXTENDEED CARE PROGRAM

Immaculate Heart of Mary School has an excellent before & after school extended day program. These programs are housed in the Preschool portion of the school grounds and are available for Immaculate Heart of Mary School students only. Please refer to the IHM Extended Day Handbook for the full policy.

Grade 4-8 students will take part in the Homework Club when available, until 5:00 PM. They can attend the Afterschool program from 5:00 until 5:30, if necessary.

VISITORS

Parents/guardians are urged to visit school often. However, please refrain from visiting during the first and last two weeks of the school year, as this is a very busy time for everyone in the school building.

When you do visit, please sign in at the office and get a name tag, so we know who is in the building. Preschool children and students who are not enrolled at IHM school may only visit if the visit is cleared with the teacher involved and/or the principal.

If messages, lunches, books, etc. need to be delivered to your child, please leave them at the office and they will be delivered as soon as possible.

Before 8:10 AM, please enter the building through the back doors. When entering the school between 8:10 AM. and 3:05 PM. ring the bell on the front door and check in at the office.

The school office and the classrooms are limited to faculty, students, volunteers, and those with school business after the bell rings at 8:10. Please keep this in mind when visiting the school.

LOST AND FOUND

Lost and found items are located near the main office. Items left at the end of the year will be given to St. Vincent de Paul. **Please label all outerwear, boots, IHM uniform items, IHM spirit wear, and other school items with child's name.**

SENDING MONEY TO SCHOOL

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade and the purpose for the money. If you are including payment for more than one child, please note accordingly.

TELEPHONE CALLS

The IHM phone system allows teachers to receive voice mails directly bypassing the Main Office. Messages may be left with the school secretary or on the office voice mail if it is necessary to contact either a student or a teacher. **Please communicate after school plans with your child before the school day starts.** If you must change after school plans, please call the office to communicate the change before 2:00.

Students will not be allowed to use the school phone to call for articles they forgot to bring to school after 8:10 AM. If a call is made before school starts, it must be done using the school office phone. Exceptions can be made to the telephone policy for emergency situations.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and other electronic devices are distractions in the school setting. Students are not permitted to use cell phones or electronic devices before school, during school, or during afterschool and/or homework club, for any reason (texting, talking, photos, etc). If a parent finds it necessary for their child to bring a cell phone or electronic device to school for before or after school communication, **it must be turned off and remain in the student's book bag or their locker, not on the student's person.** Students and parents must use the school phone to communicate during the school day. School officials reserve the right to examine phones and electronic devices and read text messages sent and received during school programs for any reason at any time, without notice, without student or parental consent, and without a search warrant. The school is not responsible for any lost or stolen phones or electronic devices.

If a student is found possessing or using a cell phone or electronic device during school hours it will be confiscated and held in the office, and will be returned only to the student's parent or guardian at the end of the school day. Students who continue to act in violation of this policy may receive a detention or office referral.

Students should not bring any personal electronic devices to school.

FIELD TRIPS

(DIOCESAN GUIDELINE #6450)

Field trips are an important part of the total educational program at IHM, and therefore should not be considered optional. The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform parents/guardians of the following:

- Name, location, and date(s) of the event.
- Educational purpose and outcome for the field trip
- Cost to the student (field trip fees are non-refundable and are billed through Smart Tuition).
- Mode of transportation used,
- Name of the supervisor overseeing the activity.
- Parents/guardians' responsibility.

No student may participate unless a signed parent/guardian permission form for the specific event has been turned into the teacher. **PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION FOR FIELD TRIPS.**

Whenever possible, buses are used for transportation. Should it be necessary to use parents and private vehicles parents/guardians will be notified. All drivers of private vehicles must have documented VIRTUS training, proper age appropriate car seats, current registration and proof of insurance. Chaperones may be solicited to accompany classes on their field trips. Parents/Guardians not chaperoning are asked not to accompany the class or meet the class at their destination. Chaperones may NOT bring children who are not in the classes attending the field trip.

GRADING SYSTEM

Every Catholic school should measure its students' attainment of religious and academic goals and objectives. Since education is a process, resting is only one component of a student's grade. If you have a grading concern, please talk to your child's teacher(s) before going to the principal.

GRADE 4K GRADING SYSTEM

The 4K has a trimester format, and as such will receive report cards three times a year. The format is determined by the Monona Grove School District.

The levels are:

B Beginning	Children cannot complete the task independently.
D Developing	Children show some understanding. However, errors or misunderstandings still occur. Reminders, hints and suggestions are needed to promote children's understanding.
S Secure	Children can apply the skill or concept correctly.

GRADES K-5 GRADING SYSTEM

Our Standards Based Report Cards assess the progress of a student with regard to academic as well as behavioral growth. Catholic Education is concerned with the development of all the talents of each child so that he/she will be a mature Christian, equipped with knowledge, attitudes and skills necessary to make a positive contribution to society.

ACHIEVEMENT

E	Exceptional - Student demonstrates complete understanding of the essential learning.
G	Good - Student demonstrates general understanding of the essential learning.
S	Satisfactory - Student demonstrates developing understanding of the essential learning.
N	Needs Improvement - Student demonstrates minimal understanding of the essential learning.
*	Modified Curriculum

EFFORT

4 Exceptional Is actively engaged in the learning process; asks questions; collaborates and participates in discussions; is cooperative in class and consistently uses class time effectively; always produces quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.

3 Good Generally is actively engaged in the learning process; is cooperative in class and consistently uses class time effectively; care is taken to produce quality work; always meets deadlines and assignments are made up when absent; respects the right to teach and learn at all times.

2 Variable Inconsistently engaged in the learning process, occasionally may be uncooperative in class, occasionally uses time ineffectively, some pride is shown in work; has trouble meeting some deadlines and is missing a few assignments; does not always respect the right to teach and learn.

1 Rarely Rarely engaged in the learning process; often uncooperative in class and uses time ineffectively; little or no pride is apparent in work; missing several assignments, does not respect the right to teach and learn.

STANDARDS

++ Advanced * Proficient / Basic - Minimal Blank – not evaluated at this time

GRADING SYSTEM FOR MIDDLE SCHOOL

The middle school team will send home a summary of the grading parameters for each of the middle school subjects. This will be sent home near the beginning of the school year via the “Eagle Express”. Following is an explanation of the Achievement grades on the Middle School report cards. The Effort and Standards for the Middle School are the same as grades K-5.

ACHIEVEMENT

A Excellent	Student independently completed high quality work
B Very Good	Student successfully met expectations needing minimal guidance
C Satisfactory	Student progressed towards an established criteria needing guidance
D Poor	Student made little progress towards criteria needing much guidance
F Unacceptable	Student did not meet minimum criteria

CONFERENCES AND EVALUATIONS

Grades 4K-2:

Parent/Teacher conferences are held in the Fall and Spring. If you wish a conference at any other time, please contact your child’s teacher. 4K & Kindergarten through Grade 2 receive report cards at the end of each trimester.

Grades 3-5

Parent/Teacher conferences are held in the Fall. Student-Led conferences are held in the Spring. If you wish a conference at any other time, please contact your child’s teacher. Grades 3-5 receive report cards at the end of each trimester.

Grades 6-8

Parent/Teacher conferences are held in the Fall. Student-Led conferences are held in the Spring. Mid-term packets will be sent home at mid-trimester for all Middle School students. Please review the packet with your student, sign the included form, and return the entire packet to school. Progress reports may be included in the mid-term packet as a communication tool for teachers for those students who may need additional help, are failing a course, or if the teacher wishes to contact the parent. It is the responsibility of the student to contact the teacher to determine the best means of corrective action. Middle school students receive report cards at the end of each trimester.

TESTING PROCEDURE

STAR 360

IHM School uses the STAR360 computer-adaptive assessments for each student in Math and Literacy. Online assessments are administered in grades K-8 multiple times over the course of the school year. Results will be available to parents at various times during the year. If you have any questions about the procedure or the results of these tests, please see your child’s teacher.

PROMOTION AND RETENTION

Students are notified of promotion or retention with the last report card. Parents/Guardians are notified at the trimester marking period if there is any doubt concerning promotion. Advancement to the next grade at Immaculate Heart of Mary School is based on a student's daily performance, test results, recommendations of the teachers and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

SCHOOL RECORDS

Parents/Guardians may ask to review the contents of records or data on their child/ren. "Records or data" is defined by any or all of the following:

1. Identity information
2. Academic work completed (including grades and standardized test scores)
3. Attendance data
4. Health data
5. Family background information
6. Teacher or counselor ratings and/or information
7. Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. Please make an appointment with the Principal in advance.

STUDENT RECORDS TRANSFERS

Immaculate Heart of Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Parents requesting records/transcripts/recommendations must make a five (5) school day request to the school office. All forms should be submitted to the Immaculate Heart of Mary School Office for distribution. Student cumulative files will be sent via U.S. Mail upon receipt of records request from the new school.

SACRAMENTAL PREPARATION

Sacramental preparation is a joint responsibility of the Parent/Guardian, student and parish staff. While school curriculum supports sacramental preparation, it is implemented through our Religious Education Program.

Parents/Guardians will be given written notification when appropriate sacramental preparation begins. However, if a parent /guardian registers a student after October 1st during a sacramental preparation year, he/she must contact the Religious Education office if interested in sacramental preparation.

STUDENT ACTIVITIES

ATHLETIC PROGRAMS



Immaculate Heart of Mary believes that athletics should enhance and complement the parish educational program. Athletics are student activities that provide experiences to help boys and girls develop a Christian attitude towards cooperation and competition as well as to develop physically, mentally, and emotionally. The element of competition and winning, though it exists, should always be secondary to striving to create Christian sportsmanship at all times to enhance the educational values of contests.

Participation in athletics, both as a player and a student spectator, is an integral part of the student's educational experience. Participation is a privilege that carries with it responsibilities to the parish, to the school, to the team, to the student body, to the community and to the student himself/herself. In play and conduct, he/she is representing skills and emotional patterns that he/she possesses, thereby making him/her a better Christian and citizen.

Immaculate Heart of Mary School follows the regulations of the Diocese of Madison with regard to athletic programs and rules. Students in grades 5-8 are allowed to participate in various sports including volleyball, basketball, flag football and softball. The purpose of the sports programs is to reflect the mission, vision and core values of the school, cooperation not competition, as well as the following values:

- fair play
- team work
- responsibility
- respect for one another
- accountability
- ways to improve skills

All students participating in athletics, parents, and coaches will receive a copy of the Immaculate Heart of Mary School Athletic Handbook. Please refer to the Athletic Handbook for the full athletic program policy.

ATHLETIC COMMITTEE

The Athletic Committee is made up of coaches and parents and reports to the Principal and the Christian Formation Commission. It is formed to assist the Athletic Director and Administrator in managing the school's athletic programs in compliance with the Diocesan regulations.

SPORTS ELIGIBILITY

There are several things that students, parents and/or coaches must do in order to be eligible for athletics at Immaculate Heart of Mary School.

1. Parents and coaches must sign and return the “Acknowledgement of Athletic Handbook for Parents and Coaches” form in the back of the handbook, the Uniform Agreement form, and the Diocesan Concussion form.
2. Diocesan policy requires a physical examination for interscholastic sports participants every two years. The examination cannot be taken before May 1st to be eligible for the current year. In order to participate in practices or games, each athlete must have on file in the school office either a Physical Examination Card and Athletic Permit Card signed by their physician and parent or guardian or an Alternate Year Athletic Permit Card signed by their parent or guardian.
3. The fee for the sport must be paid.
4. Standards for academic eligibility (below) must be maintained.

SPORTS ACADEMIC ELIGIBILITY

Students must not have an “F” in any subject at trimester report time. Progress reports (mid-trimester) will serve as a warning of possible academic ineligibility.

Students ineligible due to grades at trimester report time will be placed on academic ineligibility and not allowed to compete in games for seven (7) consecutive days. The parents, student, and coaches will be notified by the principal when a student is determined to be academically ineligible to compete in games.

After the 7 days, if the student demonstrates academic progress, the student will be placed on academic probation and allowed to participate in games. The student will be monitored for continued progress. The student, parent, and coach will be notified of any change in academic probation.

The administration and teaching staff of the school reserve the right to modify this policy and use their professional judgment in cases where a student may have exceptional educational needs.

Students receiving an office referral will be ineligible to compete in the next game. Students absent from school will not be eligible to participate in practice or games that day. It is the student's responsibility to notify the coach.



SCHOOL BAND

Immaculate Heart of Mary School provides the opportunity for those students in grades 4-8 to participate in band through a private band company (Overture) who offers lessons on site during the school day for a separate cost. Students in the band present two concerts during the school year, one in the Winter and one in the Spring.

SCHOOL SERVICES

SPECIAL EDUCATION

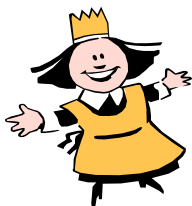
The special needs of students in non-public schools are addressed through the public school district(s) in three ways:

1. Classroom teachers see the needs of their students and consult with the Principal. Interventions may be suggested to meet the needs of the students. The needs may be academic, behavioral, health or motor skills.
2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is completed, a meeting is set up to report on the results and possibly develop an Individual Education Plan (IEP).
3. The IEP may be written with the goals to help improve the areas of need. Indirect services will be provided at the school. Non-direct services are provided off-site and transportation is provided by the public school.

TITLE I

The purpose of Title I is to provide assistance from State and local education agencies to meet the needs of children in the areas of math, reading and language. Students are identified by the classroom teacher and the Principal who work with the Title I teacher from the school district where the student resides who schedules the necessary time with each student.

SCHOOL LUNCH AND MILK PROGRAM



Immaculate Heart of Mary School offers Hot Lunch on all full school days. Nutrition is an important health factor, therefore, children are encouraged to try all of the foods being served. Lunch at school is part of the learning environment. Table manners and appropriate lunchroom conduct is discussed as a regular part of respecting others.

- Free and reduced meals are available for all who are eligible. Parents can apply for Free/Reduced lunches during online registration, or any other time during the school year by contacting the school office.
- Menus are sent home monthly via the “Eagle Express”, and available on the school website.
- Lunches eaten are counted at the end of the month and billed to each family through Smart Tuition for the next month's invoice. Families are responsible for paying for these lunches. Children are responsible for letting their teacher know if they are eating a hot lunch on each day.
- Hot lunch costs include one non-fat, 1%, or chocolate milk.

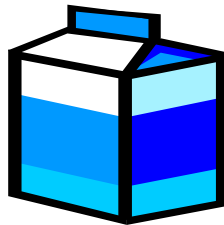
- All students are offered a salad bar daily.
- Milk is available for 35 cents each for those students who would like milk with their cold lunch or an extra milk with their hot lunch. Children are responsible for letting their teacher know if they are drinking a milk with their cold lunch or taking an extra milk with their hot lunch on each day. Milks are also billed through the families Smart Tuition account.
- Feel free to join your child for lunch at any time. Please call the office so you can be added to the lunch count. Please purchase a “Lunch Pass” in the school office for \$4.00, and present in the lunch line for your lunch.
- Please do not send cash to school for lunch or milk.
- We ask that parents do NOT deliver restaurant take-out food at lunch time.
- Please do not send meals that need to be microwaved.

LUNCH PROGRAM COSTS

	Early Childhood & 4K	Grade K-5	Grades 6-8
Daily Lunch	\$2.25	\$2.75	\$3.00
Daily Milk	\$0.35 (same cost for all grades)		

CAFETERIA RULES

- All students are expected to behave in a polite and orderly fashion and use inside voices during lunchtime. Failure to do so will result in the loss of recess time, silent lunch, or being sent to the office to eat. Lights out in the cafeteria means no talking is permitted.
- Students bringing cold lunches to school are not to bring soft drinks or breakable containers.
- Under no circumstances may any students share or trade their food.



MORNING MILK SNACK

Grades 4K-5 have the option of milk at their morning snack time (or afternoon snack time for PM 4K). The cost for this is \$30.00 per semester. If your family want to participate in this program please indicate on the online registration forms. Morning milk snack is separate from the lunch milk program, and will be billed to each family through their Smart Tuition account.

STUDENT CONDUCT

PLAYGROUND RULES

- Staff members will be supervising the students on the playground at all times. All students must follow the directions of the playground supervisors.
- Students will slide down the slides feet first. No climbing up the slides.
- Bike racks are off limits to students unless they are parking or locking their bikes.
- No one may go inside the school without permission from the Supervisor.
- We ask that all students respect one another. Should disagreements occur, go directly to the Supervisor and alert the Supervisor of the circumstances.
- Due to the danger involved, “King of the Mountain” and tackle type games will not be allowed.
- Students are to remain on the black top, field, and playground and in sight of the Supervisor at all times. Students will not hide around corners or dumpsters. The area on the hills and past the light pole are off limits, unless given special permission by the supervisor.
- At the discretion of the Supervisor or the Principal, the grass and playground area may be off limits if it is too muddy or wet.
- Students should be very careful when they throw or hit a ball. Should a ball be accidentally thrown off the school property onto a neighbor’s property, the students should notify the Supervisor before retrieving it.
- Students will respect all living and nonliving elements on the playground. (i.e. no peeling bark off of our trees, or being destructive to the playground in any way.)
- Only one student on a swing at a time. Students may swing on their bellies and bottoms only and will not twist the swings. Students waiting for a swing will wait outside the wood chip area patiently counting to 60 seconds or sing the ABC’s twice.
- Frisbees and recreational toys are acceptable in an open area.
- Students may bounce balls off of the gym walls where there are no windows present.



- If a student is injured during play, he/she must report immediately to the adult on duty, who will assess the injury and, if necessary, take the student to the office for medical attention.
- Students will go outside every day, weather permitting. **If the temperature or wind chill is below 0 degrees, or the temperature or heat index over 100 degrees, students will stay inside for recess.** If your child needs to stay inside, please send a note to the teacher explaining the circumstances. A note must be sent for each day your child will stay indoors.
- Students must have appropriate clothing especially in winter. This includes boots, snow pants, hats and mittens. Please label all winter items with the child's name. Student's without appropriate outdoor clothing will be restricted to the stairs during recess. The school staff will not provide winter mittens, gloves, hats, boots, etc.

DISCIPLINE

At Immaculate Heart of Mary School, we seek to create a Christian learning environment that enables all students to develop to their fullest potential. We believe that the effectiveness of this learning process is related to the quality of the disciplined environment that exists in our school. Discipline is a team approach at Immaculate Heart of Mary School. The faculty and staff work hard with the parents to teach the child to be responsible for his/her own actions. Communication is the key component in making discipline effective. We appreciate the support that parents give to the school faculty when discipline issues arise. We seek to provide the necessary framework to assist our students to develop the self-discipline needed for learning. The following plan is intended to facilitate this process. Some of the forms that are used to communicate discipline concerns are located in the back of this book.

General School Rules

- Be Christ-like in all that you say and do.
- Respect the rights and property of others.
- Treat others with respect and dignity.
- Follow the directions and instructions of all school personnel.
- Keep your hands and feet to self at all times.
- Never leave the school building during the school day without reporting to the school office.

What we expect every Immaculate Heart of Mary student to do:

- Treat everyone with a Christian attitude, respect and dignity.
- Complete quality work and turn in assignments on time.
- Seek peaceful resolution to conflicts.
- Help maintain the building and all school equipment and materials.
- Follow rules of classroom teacher.

The administration, teachers and staff of IHM feel it is important to encourage good behavior in a positive way. With this in mind, student expectations of safety, respect, responsibility, and reverence are listed below. Refer to the table below for the expected behaviors in each area.

Be Safe	Be Respectful	Be Responsible	Be Reverent
At Mass			
► Walk safely on the sidewalk	► Use a 2-3 voice when singing or responding ► Eyes on speaker ► Use materials appropriately	► Be on time ► Be an attentive buddy	► Participate with words, body, and voice ► Be Christlike in all you say and do
In the Bathroom			
► Walk in and out safely ► Hands and feet to self	► Use a 0-1 voice ► Keep to yourself	► Flush, then wash hands ► Clean up ► Be quick	► Be Christlike in all you say and do
In the Cafeteria			
► Walk at all times ► Hands and feet to self ► Eat your own food	► Use a 1-2 voice when eating, 0 when an adult is speaking ► Use good table manners ► Follow all directions the first time	► Raise hand if you need help ► Clean up ► Stay seated until dismissed ► Sit square in your chair	► Be Christlike in all you say and do
On the Playground			
► Stay in recess area ► Hands and feet to self ► Use equipment appropriately	► Play by the rules ► Include others ► Line up quickly and quietly	► Listen for the whistle or bell ► Clean up ► Bring in all equipment	► Be Christlike in all you say and do
In the Hallway			
► Walk on the right side in a single file line ► Hands and feet to self	► 0 voice in the hallway ► Use space bubble	► Stop at the stop signs ► Eyes forward	► Be Christlike in all you say and do
At Dismissal			
► Stay on the safe side of the cones ► Hands, feet, and objects to yourself ► Walk in and out safely	► Use a 2 voice ► Line up quickly	► Follow directions ► Take care of your own things ► Be on time ► Communicate to teacher when leaving	► Be Christlike in all you say and do
On the Bus			
► Stay square in your seat ► Hands, feet, and objects to self ► No eating	► Use a 1 voice	► Follow directions	► Be Christlike in all you say and do
During Assemblies			
► Walk in and out quietly ► Hands and feet to self ► Stay with your class	► Stay quietly seated ► Eyes on speaker ► Whole body listening ► Use quiet waves	► Follow directions ► Clap when appropriate ► Be on time	► Participate in prayer with words, body, and voice ► Be Christlike in all you say and do
On Field Trips			
► Walk in and out quietly ► Hands and feet to self ► Stay with your class	► Use a designated voice ► Use your best manners ► Whole body listening	► Follow directions ► Take care of your own things	► Be Christlike in all you say and do

CLASSROOM GUIDELINES FOR BEHAVIOR

Guidelines for classroom behavior are established by your child's teacher and directly reflect the mission, vision and core values of the school. The discipline for minor misconduct or infractions will be managed by the classroom teachers

PROCEDURES FOR DISCIPLINARY ACTION

DIOCESAN POLICY 5120

The following procedures for disciplinary action will be used when a student is unable or unwilling to cooperate with the school staff:

1. Teacher/Supervisor will discuss the difficulty with the student. The homeroom teacher will be notified of the discussion and the outcome.
2. If problems persist, the teacher works out a plan with the student and the Principal is informed and parents are notified. Depending on the incident, the Principal may have a discussion with the student.
3. If problems continue, the parents are requested to come to school for a conference during which the student is given a written plan and a warning of pending probation.
4. The next time a similar problem arises with the child, there is a meeting with teacher(s), Principal and parents. The student receives formal probation notice for a given time with written requirements. Parent signature and child signature are affixed.
5. Continuation of the objectionable behavior will result in a suspension from school for 1-2 days. Parent or emergency (contact) person will be required to come for the child immediately.
6. If the problem continues the student will meet with the Principal, parent and Pastor. There will be a 3-day suspension with a warning of expulsion. Notification will be sent to the Diocese of pending expulsion.
7. The final step for a student would be expulsion or a parent could choose to enroll the child elsewhere.

Expulsion is permanent and is imposed only for serious offenses. While suspension/expulsion is usually imposed as a result of student conduct or action, in limited cases it may be imposed as a consequence of the behavior or actions of the student's parent/guardian which seriously disrupts the school or its educational personnel. Whenever a student is expelled, the Diocesan Schools Office and the school district in which he/she resides is to be notified of the expulsion.

DETENTIONS

A detention will be issued to any student who consistently distracts other students during class by use of voice, hands or body (this includes, but is not limited to, writing and passing notes, gum chewing, and not making good use of classroom work time), or not following these school rules:

- Be Christ-like in all that you say and do
- Respect the rights and property of others
- Treat others with dignity and respect
- Follow the directions of all school personnel
- Keep your hands and feet to yourself at all times
- Never leave school building during the school day without reporting to school office.
- Complete quality work and turn in assignments on time, be ready for class with materials and attitude
- Seek peaceful resolution to conflicts

- Help maintain the building and all school equipment and materials
- Follow specific rules of classroom teacher

Detentions are issued at the teacher's discretion. Elementary students (4K-5) will serve their detention during the next scheduled recess break. Middle School students will serve their detention during the study hall period in the school office. Students serving detention will be issued a detention form informing parents/guardians that a detention was served. The number of detentions will be listed on the mid-trimester report and will be available at conference/report card times. The homeroom teacher will keep copies of detention forms until the end of the school year.

OFFICE REFERRAL

The following situations may constitute grounds for an office referral:

- Any of the actions listed under detention, at the discretion of the teacher or administrator.
- Lying.
- Arguing.
- Using body language in a disrespectful way.
- Physical or verbal harm to others.
- Disrespectful use of property.
- Destroying or taking something that belongs to another person or to the school.
- Any incident involving smoking, alcohol, prohibited drug use or weapons.
- Leaving a supervised area without permission.
- Other instances that a staff member or teacher feel warrants an office referral.

When a student is referred to the office he/she will stay in the office half of a day. Class work will be brought to the office for all missed classes. Parents/guardians will be notified by phone of the incident. A written report of the incident will go into the student's file.

If a student receives an office referral in any given week, he/she is excluded from all sports and student council activities for the next seven days. Consistent office referrals warrant loss of student participation in any extra-curricular activity including sports and field trips. Office referrals can be enforced during any supervised school functions.

SUSPENSION

Suspension is serious and used in cases of extreme mis-conduct.

Serious discipline problems which may cause immediate suspension or hearing before the Pastor and Principal, including but not limited to:

- Sexual harassment
- Possession or use of weapons, firearms, illicit drugs, alcohol or controlled substances
- Setting false fire alarm
- Personal assault
- Vandalism
- Bomb Threat
- Criminal Activity
- Leaving school premises without permission
- Other behavior that seriously endangers the safety of self and others

The student will be removed from the classroom for 1-3 days. During the suspension, the student will be required to work on assignments given by respective teacher(s), and will have no contact with other students.

Length of suspension and whether the suspension will be served in or out of school will be at the discretion of the principal.

EXPULSION

The parish/school agrees with the Diocesan Board of Education that permanent dismissal is very serious and should be invoked only in extreme cases. The decision to expel will be made upon the recommendation of the principal and the pastor. The parents/guardians may request that a hearing be held within 15 days following the decision to expel.

The determination of consequences for disciplinary infractions will be decided at the discretion of the faculty or administration. For more information on disciplinary procedures, please see the form on pages 50 & 51 of the handbook.

SECURITY CAMERAS

IHM School has security cameras in the public areas of the school and gym building for the protection of students and staff. Anyone in the public areas of the school and gym may be videotaped (there is no sound recording). The administration reserves the right to review the recorded footage to assess safety or disciplinary situations. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials.

ANTI-HARASSMENT POLICY

It is the policy of Immaculate Heart of Mary School to prohibit any harassment of students, including harassment based on their sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability. This policy is intended to protect the students whether they actually belong to or are perceived as belonging to one or more of the above-protected categories by those engaged in harassment.

Immaculate Heart of Mary School, in accordance with Wisconsin Statutes 813.125 (1) and 947.013, define harassment as:

- Striking, shoving, kicking or otherwise subjecting another person to physical contact or attempting/threatening to do the same.
- Engaging in a course of study or repeatedly committing acts which harass/intimidate another person and serve no legitimate purpose.

Students are encouraged to report incidents of harassment to any responsible adult at Immaculate Heart of Mary School with whom they have confidence and trust and feel comfortable. "Student Behavior Report" can be completed by staff with the student and submitted to the principal. An Immaculate Heart of Mary School teacher or principal aware of harassment activity may complete a "Student Behavior Report" without a student report of the activity.

The administration of Immaculate Heart of Mary School reserves the right to administer, but is not limited to, the following guidelines for any infraction of the harassment policy. Specific actions will depend upon the nature and severity of the infraction, the number and types of

previous infractions, student cooperation and attitude, and possible extenuating circumstances.

- Conference with student and teacher. Detention given with parent/guardian notification. (Documentation process begins).
- Conference with student and parent/guardian. Office referral (with copies to parent/guardian and student's school file).
- Written reprimand (with copies to parent/guardian and student's school file) and in school disciplinary probation for up to 7 days.
- Suspension from school for up to 7 days (with copies to parent/guardian and student's school file). This may be extended into the next school year if the offense takes place at the end of the school year.
- Suspension from school for the remainder of the current school year and referral to an outside agency, i.e. Police, Catholic Charities (with copies to parent/guardian and student's school file).

SEXUAL HARASSMENT DIOCESAN POLICY

Immaculate Heart of Mary School will follow the regulations that accompany the 2003 policy: A Safe Environment for All regarding abuse of Minors, Sexual Misconduct and Sexual Harassment and the requirements of the VIRTUS Program.

DRUG/ALCOHOL AND WEAPON POLICY

Any student of Immaculate Heart of Mary School shall not on the school/parish premises, or to any event sanctioned by Immaculate Heart of Mary School/Parish, use, possess, or be under the influence of tobacco in any form, drink any kind of alcoholic beverage (exceptions are made for sacramental purposes), use any mood altering drug or drugs other than those prescribed by a doctor, or possess, make, sell, or transport any explosive device or weapon (as defined in Section 921 of Title 18,USC).

Violations of this policy may result in immediate suspension from Immaculate Heart of Mary School for the remainder of the current school year. The administration will advise the faculty of any violation of this policy. Any faculty member, parent/guardian, or student having knowledge of violations of the above policy shall immediately notify the administration of that violation.

GUIDELINES: The administration of Immaculate Heart of Mary School reserves the right to administer, but is not limited to, the following guidelines for any infraction of the drug/alcohol and weapon policy. Specific actions will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances.

- Conference with student and teacher. Detention given with parent/guardian notification. (Documentation process begins).
- Conference with student and parent/guardian. Office referral (with copies to parent/guardian and student's school file).
- Written reprimand (with copies to parent/guardian and student's school file) and in school disciplinary probation for up to 7 days.

- Suspension from school for up to 7 days (with copies to parent/guardian and student's school file). This may be extended into the next school year if the offense takes place at the end of the school year.
- Suspension from school for the remainder of the current school year and referral to an outside agency, i.e. Police, Catholic Charities (with copies to parent/guardian and student's school file).

DAMAGED TEXTBOOKS

A fine will be assessed and charged to Smart Tuition if a book is damaged beyond what would be considered regular wear and tear. The replacement cost of the book will determine the fee per book.

HEALTH AND SAFETY

SAFETY

In compliance with Wisconsin State Law, no student will be left unattended in the school building, cafeteria, on the playground or anywhere on the school premises during the school day. Students are not to be in the building during recess or after school except under the direct supervision of a teacher or staff member. In the event that a parent/guardian does not pick up a student after school, the student will be taken to the After School program at IHM. Parent/Guardian will then be responsible for the resulting charges.

IHM School does not provide student insurance for accident or injury on school grounds.

HEALTH

Parents/Guardians are encouraged to take full advantage of the services of the Public Health Department (annual hearing and vision testing, scoliosis check, inoculations, etc.). We attempt to keep up-dated health records for each student. In the event of a contagious medical situation, the school will issue directives on a case-by-case basis.

EMERGENCY INFORMATION

An emergency card for each student is kept on file in the school office. Information is filled out at the start of the school year. If any changes occur during the school year, it is the responsibility of the parent/guardian to notify the school .

EMERGENCY NOTIFICATION SYSTEM

IHM School uses an emergency notification system to contact parents quickly for situations such as weather-emergency school closings, school emergencies, and other situations. You will be asked to provide the phone numbers for this system at the beginning of the school year. Please inform the office if your contact phone number changes.

ACCIDENT/INJURY

Immaculate Heart of Mary School does not have a school nurse, however all teachers and some staff members trained in first aid and CPR. The main office has first aid equipment, the student's emergency cards and city emergency phone numbers.

In case of injury or accident, the child's injury will be checked, and parents/guardians will be notified for further direction.

If there is a serious injury, 911 will be called and the parents/guardians will be notified. An accident report will be filled out in the school office.



HEALTH RECORDS

Health records are required for each student. Parent/Guardians will be asked to fill out a health form at the beginning of the school year. Please inform the school office of any special health needs, food allergies, etc. It is recommended that the student have a physical before entering Kindergarten or First grade and again in Fifth Grade and Seventh Grade. If a child is participating in sports, a physical will be required every two years. A physical form signed by the child's physician, or an alternate-year form, signed by a parent/guardian, should be on file with the school office.

IMMUNIZATIONS

Immaculate Heart of Mary School follows the requirements of the Wisconsin School Immunization Law. The school office will check the state immunization database for all students, and notify parents of any missing immunizations. Parent/guardian is responsible for providing to include additional immunizations each year as they are administered to the student by the family physician. The State of Wisconsin requires immunizations to be up to date.

HEAD LICE

If a student is found at school with head lice, or nits (lice eggs), they will be sent home. They cannot return until they are nit-free. Students will need to be checked for nits/lice in the school office for at least 3 days upon returning to school, parents should accompany the child to the office in case nits/lice are found and student needs to return home. Parents will be notified if their child has been exposed to head lice.

DRUG FREE SCHOOL

Immaculate Heart of Mary School is a drug-free school. Drugs, alcohol, and tobacco will not be tolerated, and serious consequences may result from the possession of these items. The Wisconsin Legislature has passed a law with tougher penalties for anyone caught selling or holding any illegal drugs in a school or park zone. A school or park zone includes up to one city block or 300 feet from any school or park grounds. It also includes a school bus carrying students.

MEDICATIONS

School personnel must administer all medication. If you wish for the school to store and administer your child's medication, be sure to follow the guidelines below. Wisconsin law requires that IHM have a signed physician's order to administer a prescribed medication.

- It is the responsibility of the student (if appropriate) to get his or her medicine at the designated time.
- We encourage parents/guardians to check with their doctor to see if short-term prescribed medication (such as antibiotics prescribed for ear infections or strep throat) can be given outside of the school day.
- The Medication Consent Form and Physician's Order for Medication form are available in the school office.
- If a child is taking prescription antibiotics for any reason, they must be on the medication a minimum of 24 hours before returning to school.

INHALERS

Students may carry their inhaler with them, in their backpack, locker, etc.

We will also be happy to store a students' inhaler in the school office, if you desire. You may also choose to have your child's teacher keep it for them in their desk, or to have your student carry their inhaler on their person. **The IHM School office needs a medical release form for any inhaler, even one that the student is carrying.**

MEDICATION DISPENSING (Wisconsin Statutes Section 118.29 DBS 5410)

A written statement on the consent form is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing the school personnel from liability should reactions result from the medication. There must also be a physician form signed and on file for each prescription. These may be picked up at school when signing a child out for medical appointment and the signed forms must be on file in the office before medication is dispensed.

Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by office personnel or personnel designated by the Principal and in a manner consistent with instructions on the label.

For **over-the-counter (OTC) medicines** (acetaminophen, cough medicine, etc.) the school office needs the following:

1. A Medication Consent Form filled out and signed by the parent/guardian and returned to school
2. The medication in it's original bottle.

For **prescription** medication the school office needs:

1. Physician's Order for Medication Form filled out and signed by the the Physician and returned to school.
2. Medication Consent Form filled out and signed by the parent/guardian and returned to school.
3. The medication in its pharmacy bottle.
4. Appropriate instruction in the administration of the medication.

All medications given by school personnel must be in pharmacy bottle (if a prescription drug) or in the original bottle (if an OTC drug). The medication must be labeled as follows:

Student's full name

Name of drug

Amount of dose

Time(s) of day to be given

Physician's name (for Rx Drugs only)

Cough drops must be stored in the school office, and can be kept in the office for up to a week. A note of consent must accompany the cough drops. Please send cough drops in a bag labeled with your child's name. They will be sent home with the student after one week. If you wish for your child to continue to receive cough drops, please write a new note and send the drops back in.

REPORTING OF CHILD ABUSE/NEGLECT - DIOCESAN POLICY 5400

It is the policy of the Diocese of Madison that employees of the diocesan schools comply with the reporting procedures mandated by Wisconsin's Child Abuse and Neglect Act and the VIRTUS Program. This is carried out by Immaculate Heart of Mary School and After School Program.

Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance.

Abuse can be physical or sexual abuse, or emotional maltreatment.

ASBESTOS ANNUAL NOTIFICATION

A State Certified Asbestos Inspector has inspected Immaculate Heart of Mary School for asbestos-containing materials. A written Management Plan including the Inspection report has been submitted to the State of Wisconsin Division of Health and reviewed for compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective December 1987. The Management Plan describing the locations and conditions of known and assumed asbestos-containing building materials is available at the school administrative office for anyone to review.

If you request a copy of the report, we will need the request in writing and a fee for the labor and duplication will be assessed. Inspections are performed periodically by Schauer and Associates, Inc. The re inspection, which must be conducted by a State Certified Asbestos Inspector, will be completed every three years.



SCHOOL POLICIES

ADMISSION POLICY

Immaculate Heart of Mary School admits students of any sex, race, color, and national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. IHM School does not discriminate on the basis of sex, race, color, and national and ethnic origin in the administration of its educational policies, scholarship and loan programs. This policy also includes athletics and other school related programs.

Kindergarten is open to all students five years of age by September 1st of the current school year as determined by the Monona Grove School District. Kindergarten attendance is mandatory in Wisconsin.

Immaculate Heart of Mary has a 25-student limit for all grade levels. The administration has the right to change the class-limit on a case-by-case basis. For those entering grades other than 4K or Kindergarten, the school office will request records from the student's previous school.

ADMISSIONS PROTOCOL

If classrooms are filled and a waiting list is required, the following priorities are used to enroll new students into the school:

1. Children with sibling at IHM School (K-8)
2. Registered parishioner of IHM with child in Preschool
3. Registered parishioner of IHM (order of acceptance based on length of membership)
4. Registered member of another local Catholic Parish with Child in IHM Preschool
5. Registered member of another local Catholic Parish
6. Non-Catholic with child in Preschool
7. Non-Catholic

Class-size may require a teacher's aide at the discretion of the administration.

HOMEROOM PLACEMENT

The Middle School teachers along with the principal and fifth grade teacher collaboratively place students into homerooms based on the following criteria.

- Learning Style
- Special interests/abilities
- Educational history
- Special Circumstances
- Other relevant information available

These criteria are followed to allow for a balance of students in each of the two homerooms.

LOCKER POLICY

Lockers will be assigned to the Middle School students at IHM School. Remember that having a locker is a privilege and not a right. Violation of these rules will result in the loss of the privilege of having a locker.

- Lockers are IHM School property on loan to students.
- The lockers do not have locks, and locks should not be added. They are to remain unlocked at all times.
- The school is not responsible for theft, damage, or vandalism of property including but not limited to personal property and textbooks. IHM School is not liable for personal property and not liable for damages to assigned lockers.
- Valuables must NOT be left in the lockers. Please do not leave anything in your locker that you do not want to lose.
- IHM School reserves the right to search lockers and contents of lockers at any time. Inspection of the interior of lockers and locker contents may be conducted by school authorities for any reason at any time, without notice, without student or parental consent, and without a search warrant.
- Students should keep only items necessary for school in the lockers (i.e. textbooks, school supplies, etc.)
- At the end of each school day, lockers must be free from food and trash. Occasionally teachers will ask that students clean their lockers.
- Students may use only lockers issued to them. Students will lose their locker privileges if they are found sharing a locker without permission.
- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
- Students may visit lockers on a regular schedule decided by the teachers.
- Any items placed or posted INSIDE the locker must be removable (i.e.-no stickers, foam tape, etc) and follow the school rules of appropriateness.



BIRTHDAYS

Passing out invitations to only a few in the classroom has always been a sensitive issue for many students. Therefore, if you intend to invite your child's entire class to his or her party you may pass out invitations in school. However, if the entire class is not invited, kindly send the invitations through the mail, and please do not pick up the children at school for the party.

Students may bring in a treat to share with their class on their birthday. Please arrange with the teacher before bringing in a birthday treat. We ask that no soda or gum be brought in for the treat.

Any special delivery to students (balloons, flowers, etc) will be left in the school office until the end of the school day.

BICYCLES AND ROLLERBLADES

Bicycles may be used as a form of transportation to school. Bicycle racks are provided for the student's use. No one is allowed to play in the area of the bike racks, including students whose bikes are on the rack.

- Bicycle riding is not permitted on the playground during school hours.
- No one may use another's bicycle.
- Students should always lock their bicycles.
- Skate boards and roller blades are not permitted on the school grounds (exceptions may be made for physical education classes or special outings).
- Students are encouraged to use bicycle helmets. Helmets may be stored in the classroom along with book bags.
- We cannot assume responsibility for damaged or missing bikes parked on the lot during school hours.



BUS TRANSPORTATION

Monona and Cottage Grove residents are transported to and from home if they live within the allotted boundaries or hazardous areas. Families living in the Monona Grove School District wishing to obtain more information regarding school bus routes should please contact Nelson Transportation at (608)221-8417.

IHM School follows the Monona Grove School District Bus Policy. It is available through the school district.

Madison families are not transported by bus because IHM School is in the Monona Grove School District. However, Madison residents are reimbursed if they live within the boundaries set by the city (further than 1 1/2 miles from the shortest distance of their parish school). For further information contact: Madison Resident Busing at (608) 662-5288.

CUSTODIAL RIGHTS

IHM school will assume that both parents may continue to exercise parental rights unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent,

TECHNOLOGY POLICY

STUDENT EMAIL ACCOUNTS

Students are not to use a computer that is currently logged in under another user's account. Students shall not use anyone else's password, regardless of how the password was obtained.

EMAIL

Student email is to be used exclusively for communication with teachers, parents, and other current students. Students shall not post chain letters, or use email as an "instant messaging" tool. Students may not subscribe to email lists outside of the school. Students are not allowed to access personal non-school e-mail accounts from school computers. Student email sent and received from a school account can be reviewed and read by school authorities for any reason at any time, without notice, without student or parental consent, and without a search warrant.

DATA ACCESS

Student downloads are not permitted, except for documents and pictures to be used in educational projects. Students must never give out personal information (phone number, address, etc.) on the Internet. Students are not permitted to access chat rooms at any time.

INTERNET POLICY

IHM School provides student access to the Internet as part of our educational curriculum. Due to potential concerns with children using the Internet, a policy to define acceptable use procedures and a consent form have been established. Students will not be allowed to use the Internet until the student and parent agree to the consent form. This provides a brief explanation of the Internet and a few concerns that parents may want to consider prior to signing a consent form.

The Internet enables IHM School to access libraries, museums, databases, current news and a vast amount of other information which could never be reasonably obtained by other means. There are numerous web sites designed specifically for children. There is also material on the Internet, however, that is illegal, defamatory, inaccurate or objectionable to some people. It is possible that students may unintentionally link into objectionable material.

The Internet also offers an opportunity for students to communicate directly with other people who may enrich their personal and educational development. Again, however, there are associated risks such as businesses using the Internet for unscrupulous

marketing practices, and people using it to misrepresent themselves for various illegal, unethical or immoral purposes.

Access to some objectionable materials on the Internet can be blocked by the use of “screening” software, but this type of software is not completely effective. IHM School reserves the right to determine whether screening software will be used. Students will be trained in responsible use and teachers will supervise internet use.

Regulatory efforts to protect children have recently been enacted. The Children's On-Line Privacy Protection Act (COPPA) was signed into law in 1998. This law prohibits web sites from collecting information from children 13 and under without a parent's verifiable permission. Parents will be asked for this permission for specific websites during the school registration process.

It is the intent of IHM School to use the Internet to support its curriculum and to allow students to research school related projects under staff supervision. Unsupervised browsing or participation in chat rooms and games are not part of school related projects and will not be allowed.

Please review the Acceptable Use Policy for more information and contact the school principal if you have questions.

INTERNET ACCEPTABLE USE POLICY

It is the policy of IHM School to make Internet access available to students in a manner which promotes safe and responsible use in accordance with the Catholic principles and educational goals of IHM School. The use of the school computer network shall be a privilege, not a right. Acceptable student use of the Internet is described by the following stated rules and conditions. Inappropriate use of IHM School computer systems or the Internet, as determined by IHM School faculty, will result in termination of user privileges. Internet Access and Supervision:

1. Students will have access to the Internet only if both the student and a parent sign a Student Internet Use Agreement Form. A parent has the right to deny their children access to the Internet at any time.
2. IHM School will provide training to students on responsible Internet use prior to allowing student access.
3. Students may use the Internet only under teacher supervision and only for assigned classroom projects or other teacher approved activities.
4. IHM School will have the right to review and edit any material or record of a student's Internet use.
5. Students may not attempt to access or use someone else's account.
6. Entering into or initiating an Internet chat session using Instant Messenger, Yahoo Messenger, IRK, etc. is not allowed unless monitored by a staff member and as a part of a classroom assignment or project.
7. There will be NO downloading or sending files over the Internet unless this activity is under the supervision of a staff member or part of a class assignment or project.
8. There will be NO viewing of web sites on the Internet unless they are directly related to a classroom assignment. The exception occurs when a staff member gives a student permission to view web sites not directly related to a classroom assignment as an enrichment activity for that class.
9. There will be NO viewing web sites that are profane, obscene, pornographic, that advocate illegal acts, or that advocate violence or discrimination towards other people, i.e. hate literature.

Protection of Computer Resources:

1. Students shall not deliberately cause damage to computer equipment or assist others in doing so.
2. Students shall not distribute a computer virus over the network or knowingly disable software by other means.

Personal Safety:

1. Students shall not provide personal contact information about themselves or other people. Personal contact information includes home address, telephone or fax numbers, and school address.
2. Students shall not agree to meet with someone they have met on-line without parent approval. Parents should accompany students to such a meeting.
3. Students shall promptly inform a teacher of any received message that is offensive or makes them feel uncomfortable.

Respect for Privacy:

1. Students may not modify or misuse other people's information or their personal messages. Private information about another person shall not be posted.
2. Files and mail belonging to someone else shall not be read without the permission of the other person.

Etiquette and Language:

1. Students may not use the Internet to harass others or interfere with the work of others.
2. Students are responsible for good behavior on school computers just as they are in a classroom. Appropriate language shall be used at all times. Inappropriate language will not be tolerated while using the school network to transmit a message of any kind or material posted to a web site.

Purchasing: Students may not place orders to buy anything, and may not enter an online area that is going to cost additional money, unless teacher permission is obtained. Files may not be downloaded from the Internet without teacher approval.

Copyright Infringement:

Students will respect the rights of copyright owners. This means that software protected by a copyright shall not be copied. If the software contains specific requirements for its use, then those requirements should be followed. Students should ask the computer teacher if they are unsure about use of copyrighted work.

Plagiarism and Copyright:

1. Students will quote all sources according to "fair use" practices.
2. Students will not use information, pictures, movies or sounds from the Internet without attributing the proper source.
3. Students will respect the rights of copyright owners. Copyright law can be very confusing, so students should ask their teacher if they have any questions.

PLAGIARISM: "To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then constitutes intellectual theft."

Liability:

IHM School makes no guarantees that the services provided will be error-free or without defect. IHM School is not responsible for the accuracy or quality of the information obtained through the school computer network. IHM School will not be responsible for financial obligations arising through the unauthorized use of the school computer network.

IMMACULATE HEART OF MARY SCHOOL INTERNET ACCEPTABLE USE AGREEMENT

Students and parents should read and discuss the following. You will be asked to acknowledge on the Handbook Agreement on the online fall registration that you will abide by this agreement.

I accept responsibility to abide by this INTERNET USE AGREEMENT and the ACCEPTABLE USE POLICY as stated in this agreement. As a student of Immaculate Heart of Mary School I will:

- Never provide last name, address, telephone number or school name online.
- Never respond to, and always report to the teacher, any messages that make you feel uncomfortable or that are from an unknown origin.
- Never open attachments or files from unknown senders.
- Always report to a teacher any inappropriate sites that you observe being access by another user or that you browse to accidentally.
- Do not access, send, create or post materials or communications that are damaging to another person's reputation, or to the mission and philosophy of Immaculate Heart of Mary School.
- Never post anonymous messages, impersonate another user or forge email messages.
- Never attempt to read, alter, delete or copy the email message of other system users.
- Never use the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violating copyright laws.
- Never attempt to gain access to unauthorized/ restricted network resources or the data/ documents of another person.
- Never use or attempt to use the password or account of another person or use a computer while it is logged on under another user's account.
- Never participate on message boards without teacher direction or in live chats using but not limited to AIM, Yahoo or MSN Messenger.
- Never access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.

In addition:

1. Students may be disciplined for expression on Off-Campus networks or websites if the expression is deemed to cause a substantial disruption in school or collide or interfere with the rights of other students, staff or employees.
2. Students maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities can subject the student to appropriate penalties and disciplinary action.
3. Any form of cyberbullying, whether at home or at school, is not allowed. Cyberbullying is the use of information and communication technologies in deliberate and hostile behavior that is intended to harm others.



SCHOOL UNIFORM POLICY

At IHM School we strive to provide an atmosphere that promotes a positive and caring learning environment. We want our students to feel mentally and physically comfortable while attending school. This dress code is in place to establish a safe environment, both while at school and when representing our school in public. It is also in place to provide a positive sense of community and to encourage students to have a sense of pride in how they look and behave. We need parents' cooperation to have children wear neat and appropriate clothing in school. **Please label all clothing, especially winter items, uniform items, and IHM uniform and spirit wear, with your child's name.** All students in grades K-8 are required to wear the IHM School uniform on all school days, unless specifically communicated.

Uniforms are available from Land's End and many clothing items are available for purchase, second-hand, in the Eagle's Nest, located at door 2, behind the IHM gym. Eagle's Nest times will be communicated when set each year.

The Land's Ends website is www.landsend.com. Please refer to our school identification number when making purchases: 900122326. You can also access IHM uniform items through the IHM website at ihmcatholicschool.org.

- Visible clothing must be uniform clothing with IHM logo (for example, camisoles or t-shirts under tops must not be seen.)
- Tights, leggings (for under skirts and jumpers) and socks need to be white, black, dark green, navy blue, with no design and match the school uniform.
- **Leggings are not to be worn as pants.**
- Shoes and sneakers should be comfortable, low heeled, and close in color to uniform colors. The shoes should be predominantly black, navy blue, white, brown, khaki, gray and dark green.
- Sandals must have a strap around the back for safety reasons. No flip flops are allowed. Croc-style shoes must have a back strap and be of the colors allowed. Fashion boots allowed at the discretion of the principal.
- On Mass days shirts will be tucked in and students from 2nd-8th grade will wear a neutral colored belt. **(Tucked in shirt and belt will be enforced on mass days.)**
- Unnatural hair colors are not allowed.
- Headbands with animal ears are not allowed.
- Gym class requires an extra pair of athletic shoes to be kept at school. Students will not be allowed to participate in gym without the proper shoes.
- Middle school students (6-8) must have a change of clothes and deodorant for gym class.

- We encourage families to plan ahead and use SCRIP to purchase uniforms. This helps in two ways: the Home & School Association will receive a percentage of each purchase (16% - Lands End) and each family can receive a tuition credit based on the amount of SCRIP that is purchased.

If you have questions or if purchasing uniforms will be cost prohibitive for your family, please feel free to contact the principal in the school office. (222-8831)

Uniform Non-Compliance

First Offense: Email reminder sent home. Student will be issued clothing from the Eagle's Nest. Middle school students will be issued a demerit.

Second Offense: Phone call to parent. Student will be issued clothing from the Eagle's Nest.

All clothing that is issued to students due to uniform non-compliance must be returned to the school office.



PLAGIARISM POLICY

Rationale for Plagiarism Guidelines: In today's society, with many communication methods available for students and staff, we are continually exposed to other peoples' ideas. Students hear them in lectures, read them in texts or on the Internet, discuss others' ideas in class and incorporate them into writing projects. It is necessary to give credit to these sources when they are used in producing original work.

"Plagiarism is using others' ideas and words without clearly acknowledging the source of information."

Procedures in Handling Cases of Suspected Plagiarism:

When an assignments is suspected of being plagiarized, it is recommended that the teacher consider the following procedures:

1. The teacher will photocopy the work and place a copy on file as potential evidence.
2. The teacher will hold a conference with the student.
3. The teacher may be asked to supply earlier drafts or other forms of preparatory work for the assignment.
4. The teacher will give notice to the Principal that an incident of plagiarism is being considered.
5. The teacher will have a conference with the student and/or parent/Principal.
6. The teacher may use on-line search engines to find original material.
7. The teacher will notify the family of suspected plagiarism.
8. The teacher will verbally quiz the student on vocabulary and or concepts contained in the suspected paper.
9. The teacher will offer one last chance for confession.

Penalties for Plagiarism Incidents

If intentional plagiarism is confirmed, consequences include:

First Offense

- Warning

Second Offense

- Zero credit for that assignment
- Parents notification
- Detention
- Student and parent will be informed of consequences for third offense
- This offense will be made part of the student file

Third Offense

- Parents are notified
- Serve Office Referral (½ day in school suspension)
- One week suspension from participation in sports programming
- The student will receive an 'F' for that trimester in that class

Fourth Offense

- Principal, parent and student will meet and discuss a course of action. Time frame will be for one school year. Student will begin the next school year with a clean slate, however, the consequences will begin with the Second Offense (No warning)

TUITION

Immaculate Heart of Mary School uses a tuition management service called Smart Tuition. All families, including 4K families, must enroll in Smart Tuition in order to pay tuition, hot lunch, after school care, wraparound care, field trips, sports fees, and other fees. Smart Tuition enrollment forms are available in the school office. Parents/Guardians can access information about their account at any time on the Internet at www.smarttuition.com. All fees for a given month are tallied, including hot lunch, afterschool care, 4K Wraparound Care, homework club, and other fees, at the end of the month. The charges are sent to Smart Tuition on the last day of the month, and will be withdrawn automatically, along with any tuition payment, on the 20th of the next month.

The cost schedule for the current school year is sent home in the spring of the previous school year, and is also available on the school website, and by request at the school office.

SMART TUITION FAQ

Here are some of the most asked questions regarding Smart Tuition:

How do I contact Smart Tuition?

The Smart Tuition parent customer service line is 888-868-8828. You can call them anytime – 24 hours a day, 7 days a week. We pay a \$43 for each family signed up for Smart Tuition, and we are paying them to take care of your questions for us, to save us time, and to give you access to information when you need it. You can also access your account online anytime at www.smarttuition.com.

When should I call Smart Tuition when I have a question, and when should I call the school office?

Most of the time, you should start with a call to Smart Tuition. Questions about billing, invoices, changing contact information, and other general logistical questions can be handled by customer service. If they need more information, they will contact us to help answer your question. Questions about the amounts that you are billed may be directed to the school office.

We are a divorced family, and my ex-spouse and I split tuition, can we have two accounts?

IHM School pays \$43 for each account that is set up through Smart Tuition. We will pay for one Smart Tuition account for each family, and it is up to your family to divide the payments. If you would like two accounts for your family, we can set that up for you if you pay the \$43 for the extra account, and let the office know, in writing signed by both parents, how you would like your payments divided.

I prepaid the whole year of tuition already, or I am a Monona Grove 4K family and we do not pay tuition - why do I need an account?

All families are required to have an account, as this is how most of our fees are billed, including Hot Lunch, t-shirts, field trips, etc.

How can I see what the extra charges on my monthly bill are?

If you go to your online account at smarttuition.com, Smart Tuition breaks down the amount you owe. Under “Payment Details” click on the payment amount, and you will see a break-down of what your charges are.

When are payments due?

Payments for every family are withdrawn by Smart Tuition on the 20th of each month.

Will late charges ever apply?

Yes, if your payment is received after the 20th of the month, there will be a \$30 late fee charged by Smart Tuition. There is a 5-day grace period. Please keep in mind processing time when sending in your payment. This fee is not collected or kept by IHM school.

How do I pay Smart Tuition, and are there fees associated with any payment method?

IHM asks that all families sign up for Automatic Withdrawal through Smart Tuition. You can choose automatic withdrawal from your checking account, debit card, or credit card. If you choose to pay by credit card, Smart Tuition charges an extra 2.65%. If this is a hardship for your family, please feel free to talk to the school office and special arrangements can usually be made.

SMART SCRIP

Immaculate Heart of Mary Home & School Association runs a program to help school families through the SmartScrip program. Families can receive a Smart Tuition credit on SCRIP purchases; 50% of the profit earned through buying Scrip goes to the HSA and 50% to the Smart Tuition account of the participating family. The credit is applied twice a year (Feb. & Sept.). IHM Parishioners and others who purchase scrip can choose who benefits:

- the HSA
- a specific IHM school family
- the IHM Youth Mission Trip

More information is available in the school office.

FINANCIAL ASSISTANCE

Tuition assistance is available to families registered at Immaculate Heart of Mary School. Applications are available in the school office. Applications are reviewed by the Scholarship Committee. All requests for tuition assistance are kept strictly confidential. Distribution of funds is based on need and availability of funds. Applications can be filled out at any time during the school year if the financial situation in your family changes.

PARISH INVESTMENT

The entire Parish of Immaculate Heart of Mary Parish shares in the financial responsibility for the education of children. Parish subsidy is that amount contributed to by the Parish annually for the operation of the school.

WITHDRAWALS

Parents should fill out a Withdrawal form and submit it to the school office. It is helpful to know the last day your child will be attending classes. Please provide a forwarding address for communication purposes. Official school records are forwarded directly to the new school upon receipt of the formal request letter from the new school.

FUND RAISING

All fund raising efforts are in compliance with Diocesan policy. The Home and School Association, reporting to the Principal and the Christian Formation Commission, handles all fund raising opportunities. This eliminates scheduling conflicts and insures compliance with the mission, vision and core values of the school.

STATE AND FEDERAL PROGRAMS

There are several state and federal programs that are available to non-public students on an equal basis as their public school counterparts. These programs are administrated through the public school district.

State Programs Include:

Transportation - Wisconsin public school districts must provide 'equal transportation' within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations and discipline. Families who reside in school districts other than Monona Grove are encouraged to seek reimbursement for busing if your home residence qualifies under the district policy.

Federal Programs Include:

Special Education - Districts shall identify students and make available special education services to all students who qualify even if the student attends a nonpublic school. The district can provide assessment, periodic observation, review of progress and establish an IEP (Individual Education Plan).

Title I - The program provides supplementary instruction and/or additional materials in math, reading, and language arts to students with identified needs.

SCHOOL ORGANIZATIONS/PERSONNEL

HOME AND SCHOOL ASSOCIATION (HSA)

Immaculate Heart of Mary School has a very active Home and School Association responsible for the following activities: Student enrichment, socials and fund raising. It is the responsibility of the Home and School Association to support the Principal, teachers and overall school program.

Home and School Association Mission Statement

While modeling Catholic values we enhance the opportunities of every child at IHM through parent involvement, communication, accountability, integrity, supporting enrichment, and strengthening community.

IMMACULATE HEART OF MARY SCHOOL ADVISORY COMMISSION

The IHM School Advisory Commission serves in an advisory and consultative capacity to the Pastor, the Parish Council and the Principal. The purpose and the role of the Commission is stated in its By-Laws. Self-nomination forms are available in the school office for anyone that is interested in being part of the IHM School Commission.

IHM School Commission Mission Statement

The mission of the Immaculate Heart of Mary School Commission is to assist the Parish Council in the formulation of written guidelines and policies for the operation and budget of Immaculate Heart of Mary School and Preschool. The School Commission strives to provide constructive ideas, input, and expertise to the Parish Council and the school staff. The existence of this commission recognizes and affirms the need for parental and lay involvement in the operation of the school. The School Commission is responsible for the activities of all school related organizations.

The School Commission shall consist of 10 members from the general parent/guardian population of the school. The Pastor, Principal, Preschool Director and a Parish Council representative will be ex-officio members of this Commission.

SCHOOL COUNSELING PROGRAM

Immaculate Heart of Mary Parish employs a school counselor two days a week. The counselor conducts individual and group sessions in areas such as family changes, grief support, friendship, social skills, behavior management and self esteem. The school counselor is also available as a parent resource.

VOLUNTEER PROGRAM

These adults are very special people who help us provide opportunities for our students. Please consider sharing your talents with us. There are many ways in which to help including classroom aides, individual tutoring, Home and School Committees, Athletic Committees, marketing, fund raising.

The Diocese of Madison policy requires the following in order to volunteer in any/all school programs, including classroom aides, chaperones and coaches.

- 1. Signed and dated Statement of Receipt & Agreement with the Diocese of Madison Policy.**
- 2. Background check completed by the Diocese of Madison**
- 3. Completion of "Protecting God's Children" training session**

Sign up for volunteering while registering your student. There will be notices and reminders of the "Protecting God's Children" training sessions. The information on training sessions is also available online at www.virtus.org.

Samples of different types of Parent Notification Forms that could be sent home during the school year:



PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of teachers of IHM School.

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Method of Transportation:

Student Cost: Fee will be charged to the family Smart Tuition account

Chaperones:

Details:

Educational Purpose:

Please complete, sign, and return the emergency information and statement of consent and release of liability on the back of this page. As parent or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

CHANGE FROM PREVIOUS YEARS!!* Please note that you must now read and sign the Diocese of Madison "PARENTAL CONSENT AND WAIVER OF LIABILITY AND INDEMNIFICATION " on the next sheet. This form **MUST BE SIGNED by both parents, when available, and returned to school in order for the student to participate in the field trip. There can be no consent given over the phone, or in any other manner other than the return of this signed form.*

**PLEASE KEEP THIS SHEET FOR YOUR RECORDS, AND RETURN PERMISSION SLIP TO YOUR CHILD'S
TEACHER BY:**

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Event:

Date of Event:

Cost:

PARENTAL CONSENT AND WAIVER OF LIABILITY AND INDEMNIFICATION

I, the undersigned parent(s)/legal guardian(s), represent that I am the parent and/or legal guardian of _____ (please fill in child's name)(hereinafter "Student") and hereby consent to Student's participation in _____ and related events and activities (hereinafter "Activity"). Further, in consideration of the Student being allowed to participate in the Activity and in consideration of the fact that the Student may be furnished transportation from time to time, either by the School or in a privately-owned vehicle, the undersigned(s):

1. Acknowledges and fully understands that there is a risk of serious injury associated with vehicular travel by Student and also with the Student's participation in the Activity, including permanent disability and death, and severe social and economic losses which might result not only from the Student's own actions, inactions or negligence, but the actions, inactions or negligence of others, including Immaculate Heart of Mary Parish and Immaculate Heart of Mary School. Further, I acknowledge and agree that there are numerous risks associated with vehicular travel or participation and engagement in the Activity not known to me and not reasonably foreseeable at this time which may arise including, but not limited to, risks of falling, impact with other persons or objects and equipment failure or malfunction. I further recognize that all such risks cannot be described as part of this document. Accordingly, if I believe I need more information regarding the Activity before waiving liability and agreeing to indemnify the School and Parish as described below, I agree that I will seek additional information or refuse to allow Student to participate in the Activity.
2. Assumes all of the foregoing risks associated with Student's vehicular travel and participation and engagement in the Activity and accept personal responsibility for all damages following such injury, permanent disability, death or other risk not reasonably foreseeable.
3. Intending to legally bind myself, my representatives, successors and assigns, I hereby release Parish and its board of directors, trustees, officers, employees and agents (collectively the "Releasees") from liability, and waive all claims and demands of every nature or kind, including claims of negligence on the part of the Releasees, on account of injury to or death of the Student or damage to or loss of the Student's property, arising or resulting from the Student's participation in the Activity. I understand that by waiving rights against the Releasees as described above, I am giving up the right to seek all legal remedies which might otherwise be available to me including, but not limited to, monetary damages, damages for emotional suffering, damages for loss of companionship, medical or other expenses, and attorney's fees.

Intending to legally bind myself, my representatives, successors and assigns and in exchange for the Student being allowed to participate in the Activity, I agree to indemnify and hold harmless the Releasees against all losses, damages, monetary awards and expenses, including attorney's fees, incurred in connection with any and all claims, including claims of negligence on the part of the Releasees brought by me or the Student, his/her representatives, successors or assigns against the Releasees on account of injury to or death of the Student or damage to or loss of the Student's property, arising or resulting from the Student's participation in the Activity from time to time and from place to place. I understand that by agreeing to indemnify the Releasees, I am agreeing to pay for all monetary damages awarded against and costs incurred by the Releasees in the event that I or the Student, his/her representatives, successors or assigns were to pursue claim(s) against the Releasees.

I CERTIFY THAT I GIVE PERMISSION TO THE STUDENT TO PARTICIPATE IN THE ACTIVITY STATED ABOVE AND CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER OF LIABILITY AND INDEMNIFICATION, THAT I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS AND ASSUMING SUBSTANTIAL OBLIGATIONS BY SIGNING IT, AND THAT I SIGN IT FREELY AND VOLUNTARILY. If no second parent or guardian, please specify.

Student's Name: _____ Grade: _____

Dated: _____

(Signature(s) of Parent(s) or Legal Guardian(s))

Dated: _____

(Signature(s) of Parent(s) or Legal Guardian(s))

IN CASE OF AN EMERGENCY, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Emergency Name and Phone Number 1. _____ 2. _____

Name of child's doctor _____ Hospital Preference _____



School Begins at 8:10 AM

Your child _____ had an unexcused tardy today.
This is the _____ unexcused tardy this trimester. If this was the 3rd or 6th unexcused tardy this trimester, your child served a detention today.

IHM EXCESSIVE UNEXCUSED TARDIES POLICY (from IHM Family Handbook)

- After every 3 unexcused tardies in any trimester, the student will serve a detention. A note will be sent home to inform parents of the detention.
- After 9 unexcused tardies in any trimester, Middle School students will serve an in-school half-day suspension. Elementary students will be kept inside for all recesses the next school day.



Inspiring Hearts and Minds

4913 Schofield St. Monona, Wisconsin 53716

608.222.8831 www.ihm-school.org

Student Behavior Report

Student		Date	
Time		Issued By	

At Immaculate Heart of Mary School, we seek to create a Christian learning environment that enables all students to develop to their fullest potential. We believe that the effectiveness of this learning process is related to the quality of the disciplined environment that exists in our school. Discipline is a team approach at IHM, the faculty and staff work hard with the parents to teach the child to be responsible for his/her own actions. Communication is a key component in making discipline effective. We appreciate the support that parents give to the school faculty when discipline issues arise.

Following is a list of school rules. The student listed above was having trouble in the following area:

- ☐ Be Christ-like in all that you say and do
- ☐ Respect the rights and property of others
- ☐ Treat others with dignity and respect
- ☐ Follow the directions of all school personnel
- ☐ Keep your hands and feet to yourself at all times
- ☐ Never leave the school building during the school day without reporting to the school office.
- ☐ Complete quality work and turn in assignments on time, be ready for class with materials and attitude
- ☐ Seek peaceful resolution to conflicts
- ☐ Help maintain the building and all school equipment and materials
- ☐ Follow specific rules of classroom teacher
- ☐ Other: _____

Teacher/Staff explanation of behavior, including all individuals involved:

Teacher Signature: _____ Date: _____

Student explanation of behavior, including what other choices could have been made in the situation:

Student Signature: _____ Date: _____

Continued on reverse

The following actions will be taken at school as a result of this behavior:

- ☐ The faculty, staff, or administration has talked to your child about the above behavior. Please take the time to talk with your child regarding their behavior as well. Please sign below and return the form to your child's teacher tomorrow.

Parent Signature: _____ Date: _____

- ☐ A detention has been issued to the student. Students in Grades 4K-5 will serve their detention during the next scheduled recess break. Middle School students will serve their detention in the Principal's office during study hall.

Please sign below and return the form to your child's teacher tomorrow.

Parent Signature: _____ Date: _____

- ☐ An office referral has been issued to the student. The office referral will be served for half of a school day on _____. All class work will be provided for the missed classes. The student is excluded from all extracurricular activities, including sports and Student Council until this date: _____. Please sign below and return the form to your child's teacher tomorrow.

Parent Signature: _____ Date: _____

- ☐ The student will be suspended from school for _____ days. Serious discipline problems which may cause immediate suspension or hearing before the Pastor and Principal, including but not limited to:

- ☐ Sexual harassment
- ☐ Possession or use of weapons, firearms, illicit drugs, alcohol or controlled substances
- ☐ Setting false fire alarm
- ☐ Personal assault
- ☐ Vandalism
- ☐ Bomb Threat
- ☐ Criminal Activity
- ☐ Leaving school premises without permission
- ☐ Other behavior that seriously endangers the safety of self and others: _____

Parent Signature: _____ Date: _____

A copy of this form will be kept by the teacher, and a copy will be kept in the student's cumulative file. Detentions and office referrals will be listed on a student's trimesterly report card.

Thank you for talking with your student, and for supporting Immaculate Heart of Mary School in our mutual mission to teach our students to take responsibility for their behavior.

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