

# IMMACULATE HEART OF MARY SCHOOL

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## PARENT HANDBOOK AND STUDENT CODE OF CONDUCT

**2023-2024**

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## **WELCOME**

Welcome to Immaculate Heart of Mary Elementary School where faculty and staff prepare students to be faith-centered, lifelong learners who contribute positively to society. We are blessed and honored that your family has chosen to join our school community. Immaculate Heart of Mary Elementary School offers a dedicated and loving faculty and staff that will keep your child safe and hold them accountable to high expectations and respect for all people.

At the heart of Immaculate Heart of Mary is the faculty and staff who nurture an effective school climate as well as positive caring relationships that make our school community extraordinary. The cross that hangs on our walls is the sign that we can make a difference with Jesus Christ as our guide.

We believe that parents are the child's first and most important teacher. In concert with IHM School faculty, parents play a critical role in ensuring an exciting successful and rewarding student experience.

Mother Teresa spoke wisely when she proclaimed, "Give the world the best you have..." The faculty and staff here at IHM will strive each day to give you our best.

This handbook is intended to provide a brief, concise and understandable overview of important information and expectations that anchor our program. Please review this handbook with your child and then have all parties sign your intent to follow the expectations.

Yours in Catholic education,  
Mrs. Bibiana Seislove  
Principal

## **MISSION STATEMENT**

**Immaculate Heart of Mary Parish School prepares students to be faith-centered, lifelong learners who contribute positively to society.**

## **PHILOSOPHY**

In considering the role of the Catholic School in Christian education, we come to realize that our work is to offer the fullest and best opportunity for the students to attain the threefold purpose of Christianity: doctrine, community, and service.

The first begins with helping the students to develop a true self-concept, appreciating their own self-worth, being proud of their Catholic heritage and living the example of Jesus.

Since Catholic doctrine is rooted in the Gospel of Jesus, we strive to promote a spirit of peace, love, patience and respect for self and others in the Immaculate Heart of Mary school community.

The aim of our school, in partnership with our parents, who are the primary educators, is to develop a right conscience to guide the students so that they can become instruments of God's Word and extend themselves into the immediate communities of home, school, parish, and neighborhood. This is accomplished by exploring many ways to carry out the Gospel message. Ultimately, this will enable the students to be aware that they are worthwhile and contributing members of society and responsible thinking citizens in this world.

## **BELIEFS**

The faculty and staff of Immaculate Heart of Mary School believe that....

The purpose of Catholic education is to provide a faith-centered education which emphasizes growing in and practicing our Catholic faith.

Following tradition and the direction of Church leaders, our Catholic faith is the guiding force that influences all that we do.

The administration, faculty, and staff are positive role models, working collaboratively to improve the quality of education and school environment.

Our faculty fosters a learning atmosphere in which students can develop and achieve their fullest potential.

Classroom instruction and evaluation incorporate research-based, 21<sup>st</sup> Century instructional methods and differentiation based on the students' learning abilities.

The role of the curriculum is to challenge, guide, and ensure a complete, well-rounded education for each student seeking to develop competency in all subject areas.

The school provides opportunities for students and staff to live out the Gospel message through service to others in our parish, neighborhood, and world.

## **DAILY SCHEDULE**

Upon arrival at Immaculate Heart of Mary, students report to their classrooms.

7:15AM	Doors to the school are opened
7:40AM	<b>First Bell</b>
7:50AM	<b>Tardy Bell</b> (students are tardy if they arrive after this time)
10:50AM	Recess/Lunch for Kdg., Grades 1, 2, and 3
11:40AM	Recess/Lunch for Grades 4, 5, and 6
12:30PM	Recess/Lunch for Grades 7 and 8
2:30PM	<b>Dismissal</b> Students are dismissed in the following order: <b>1. Bus Riders, Walkers and Bike Riders</b> <b>2. Car Riders (By last name)</b> <b>3. LINX and After School Activity Groups</b>

Please follow the parking lot rules and traffic pattern. Children who are car riders should be picked up at 2:30PM. If your child(ren) has not been picked up by 2:50PM, you will need to go directly to the office, when you arrive, to pick up your child(ren). Children are not permitted to loiter on school/church grounds after dismissal to wait for rides. For any child going home with someone other than the parent/guardian, handwritten permission must be on file in the office. **When another parent/guardian is taking your child(ren) home, an ADDITIONAL handwritten note is required FROM THE PARENT/GUARDIAN WHO IS AGREEING TO PROVIDE THE TRANSPORTATION.** All school rules will remain in effect until students leave the school grounds.

**The school building is not accessible after 3:15 p.m. for any forgotten school materials.**

\*\*\*Teachers and Staff supervise students during entrance and dismissal\*\*\*

**The school building is not accessible after 3:15 p.m. for any forgotten school materials.**

## **OFFICE HOURS**

The secretaries are available in the office from 7:15AM to 3:30PM for any school needs or questions you may have.

Phone messages for faculty and staff are accepted in the office. All messages will be returned within twenty-four hours.

# **ATTENDANCE/ABSENCE/TARDINESS**

## **ATTENDANCE/ABSENCE**

Children between the ages of six and eighteen are required by law to attend school punctually and regularly. Regular attendance in school is compulsory according to State Law (Ohio Codes 3321.01 and 3321.03). Irregular attendance/tardiness is investigated and reported to the proper authorities. Parents and students must accept full responsibility for regular and punctual attendance. Excessive absence and tardiness interferes with the learning process and the student's academic achievement.

## **REPORTING STUDENT ABSENCE**

**If a student is absent, parents are to notify the school office by phone (330-923-1220) to report the absence no later than 8:15AM.** If a parent has not called the school by 8:15AM, the school will call the parent. If the parent cannot be reached, proper authorities will be called **at 8:30AM.** **In addition to the parent phone call, the student is required to bring a parent note on the day of their return. It is the student's responsibility to make arrangements with their teacher(s) to make up any assignments they have missed.**

Acceptable reasons for absence include personal illness, medical and dental appointments, death in the family, quarantine, or other family emergencies. These times away from school will be marked as absences. Students who arrive at school after 10:00AM, or leave school before 1:00PM, will be marked absent for a ½ day.

In the case of an excessive number of absences (seven per quarter), communication will be made notifying parents. This notification serves as a reminder that the child may be considered for non-promotion due to the extreme number of absences. **Students who are absent from school should not attend after school activities.**

If your child is absent and you would like to request missed assignments, please make this request at the time you call to report that your child is absent. Notify the school if you will be picking up the assignments from the office (after 2:30PM and before 3:15PM), if your child's teacher should send the assignments home with a sibling/neighbor/friend, or if you will pick up assignments from LINX (no later than 6:00 PM).

**Students are responsible for making up assignments missed during their absence. The teacher will be happy to assist and help, but the student needs to seek their teachers out and arrange for making up the missed assignments. A reasonable amount of time for make-up assignments is equal to the number of days absent.**

## **TARDINESS**

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are requested to see that their children cultivate the habit of punctuality. Students should arrive at school by at least 7:40AM. The tardy bell rings at 7:50AM. Students are expected to be in their classrooms when the 7:50 AM bell rings.

Students are **not** considered tardy if their school bus arrives late at school.

**Students who come to school after the 7:50AM bell are considered tardy. They need to be accompanied by their parent, report to the office for a "tardy slip" to take to class, and the parent must sign in the student.** Leaving school after 1:00PM and before dismissal will be considered an afternoon tardy. **The parent needs to come to the office to sign the student out. EXCESSIVE TARDINESS (7 times per quarter) AND ABSENCES WILL BE REASON FOR CONSIDERATION OF NON-PROMOTION.**

### **STUDENT DISMISSAL DURING THE SCHOOL DAY**

If possible, appointments with doctors, dentists, and orthodontists should be made outside of school hours. When necessary, students may be excused from classes at the written request of the parent.

If a student must leave, it is necessary for the office to have a signed note from the parents stating the time and who is picking up the student. **ALL STUDENTS WHO NEED TO LEAVE MUST BE PICKED UP AND SIGNED OUT IN THE SCHOOL OFFICE BY A PARENT.** No parent should go to the classroom. Students are not permitted to leave the school grounds during the day without written permission from their parent. If a student returns back to school after an appointment the parent **must** accompany the child back into school to sign the student back in.

### **DISMISSAL DUE TO ILLNESS/INJURY**

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the Clinic to wait until a parent or another responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill/injured child may not go home alone.

### **APPOINTMENTS**

Medical and dental appointments should be made outside of school hours if possible. A written note must be presented to the office if the student is to be excused for an appointment during the school day. Students need to be picked up and signed out in the office by the person specified in the note. A student may be considered tardy depending on the time of the appointment.

### **FAMILY VACATIONS**

Family vacations while school is in session are, of course, highly discouraged; parents are requested to schedule vacations during school breaks in order to best assure student mastery of academic material. Please understand that, when instructional time is missed, learning will be affected and grade(s) may be impacted. Please do not schedule any vacation time during the time of the MAP/CogAT tests. Contact your child's teacher in order to avoid these testing times. If a vacation has been scheduled during school time, the office and respective teacher(s) are to be given advance written notification of your child(ren)'s absence from school.

Teacher direction, regarding material that is due to be covered during an absence, may be given ahead of time. When possible, actual assignments may be offered ahead of time. In that case, student work is due upon return to school. Otherwise, all missed school work will be provided when the student returns to school. Students will be expected to have all missed assignments completed within a reasonable amount of time following return to school after a vacation not specified on the school calendar. A reasonable amount of time for make-up assignments is equal to the number of school days missed for vacation. **It is the complete responsibility of the student and parent/guardians to contact the teacher upon returning to school, regarding school work missed and to see that assignments and work are made up.** Any assignments not completed in the time specified, will be deducted from the grade. If family vacations are scheduled over the end of the quarter, report cards may be delayed or marked as incomplete until work is completed.

## **CALAMITY DAYS**

Due to the weather in Northeast Ohio, there are days when it is not safe to transport students to school. Some days, the city may need time to clear the streets, allowing for safe transportation later in the morning. For these reasons we may need to close school. As always, listen to your local T.V. or radio stations for the status of our school. Be aware that a phone call and an email notification also take place.

- **If Cuyahoga Falls or Woodridge is closed; then Immaculate Heart of Mary School is closed.**
- **Please note that, regardless of the fact that Cuyahoga Falls and/or Woodridge have delayed start(s), there will be NO delayed start at IHM. When Cuyahoga Falls and/or Woodridge are on delayed start(s), Immaculate Heart of Mary School is closed.**

“BLIZZARD BAG”-Type Assignments: Parents and students will be notified when to access assignments from email.

**Immaculate Heart of Mary School reserves the right to cancel or be in session as necessary.**

## **FACULTY AND STAFF EMAIL ADDRESSES**

Principal	Mrs.	Seislove	<a href="mailto:bibianaseislove@ihmgradeschool.org">bibianaseislove@ihmgradeschool.org</a>
Adm. Assistants	Mrs. Mrs.	Muir Frego	<a href="mailto:nmuir@ihmgradeschool.org">nmuir@ihmgradeschool.org</a> <a href="mailto:ifrego@ihmgradeschool.org">ifrego@ihmgradeschool.org</a>
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K-104 K-4118	Mrs. Mrs.	Gearhart Breznak	<a href="mailto:agearthart@ihmgradeschool.org">agearthart@ihmgradeschool.org</a> <a href="mailto:dbreznak@ihmgradeschool.org">dbreznak@ihmgradeschool.org</a>
1-102	Mrs.	Gardella	<a href="mailto:ngardella@ihmgradeschool.org">ngardella@ihmgradeschool.org</a>
1-304	Ms.	Weiss	<a href="mailto:sweiss@ihmgradeschool.org">sweiss@ihmgradeschool.org</a>
2-310	Ms.	McCollum	<a href="mailto:kmccollum@ihmgradeschool.org">kmccollum@ihmgradeschool.org</a>
2-313	Mrs.	Jacobs	<a href="mailto:sjacobs@ihmgradeschool.org">sjacobs@ihmgradeschool.org</a>
3-301	Mr.	Eitman	<a href="mailto:leitman@ihmgradeschool.org">leitman@ihmgradeschool.org</a>
3-302	Mrs.	Suber	<a href="mailto:lsuber@ihmgradeschool.org">lsuber@ihmgradeschool.org</a>
4-306	Mrs.	Lambes	<a href="mailto:slambes@ihmgradeschool.org">slambes@ihmgradeschool.org</a>
4-309	Mrs.	Musser	<a href="mailto:lmusser@ihmgradeschool.org">lmusser@ihmgradeschool.org</a>
5-308	Mrs.	Armour	<a href="mailto:karmour@ihmgradeschool.org">karmour@ihmgradeschool.org</a>
5-311	Mrs.	Chaveco	<a href="mailto:echaveco@ihmgradeschool.org">echaveco@ihmgradeschool.org</a>
6-201	Mrs.	Tucci	<a href="mailto:mtucci@ihmgradeschool.org">mtucci@ihmgradeschool.org</a>
6-202	Mrs.	Cavileer	<a href="mailto:gcavileer@ihmgradeschool.org">gcavileer@ihmgradeschool.org</a>
7-204	Mrs.	Hohman	<a href="mailto:rhohman@ihmgradeschool.org">rhohman@ihmgradeschool.org</a>
7-206	Ms.	Klenotic	<a href="mailto:jklenotic@ihmgradeschool.org">jklenotic@ihmgradeschool.org</a>
8-216	Mrs.	Gaskins	<a href="mailto:agaskins@ihmgradeschool.org">agaskins@ihmgradeschool.org</a>
8-217	Mrs.	Leyden	<a href="mailto:sleyden@ihmgradeschool.org">sleyden@ihmgradeschool.org</a>
Computer/Makerspace	Mr.	Hall	<a href="mailto:dhall@ihmgradeschool.org">dhall@ihmgradeschool.org</a>

Music	Mrs.	Seidita	<a href="mailto:cseidita@ihmgradeschool.org">cseidita@ihmgradeschool.org</a>
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Latin	Mr.	Leyden	<a href="mailto:jleyden@ihmgradeschool.org">jleyden@ihmgradeschool.org</a>
Creative Arts	Mrs.	Meinberg	<a href="mailto:jmeinberg@ihmgradeschool.org">jmeinberg@ihmgradeschool.org</a>
Tech. & Curr. Integration	Mr.	Seislove	<a href="mailto:bseislove@ihmgtradeschool.org">bseislove@ihmgtradeschool.org</a>
Pre-Kindergarten	Mrs.	Foss	<a href="mailto:sfoss@ihmgradeschool.org">sfoss@ihmgradeschool.org</a>
Reading Intervention	Mrs.	Clemente	<a href="mailto:tclemente@ihmgradeschool.org">tclemente@ihmgradeschool.org</a>
Math Intervention	Mrs.	Smith	<a href="mailto:csmith@ihmgradeschool.org">csmith@ihmgradeschool.org</a>
Speech & Language	Ms.	McKee	<a href="mailto:emckee@ihmgradeschool.org">emckee@ihmgradeschool.org</a>
Counselors	Ms. Ms.	Meehan Poth	<a href="mailto:mmeehan@ihmgradeschool.org">mmeehan@ihmgradeschool.org</a> <a href="mailto:mpoth@ihmgradeschool.org">mpoth@ihmgradeschool.org</a>
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Cafeteria	Mrs.	Reynolds	<a href="mailto:preynolds@ihmgradeschool.org">preynolds@ihmgradeschool.org</a>
LINX	Mrs.	Hartong	<a href="mailto:linx@ihmgradeschool.org">linx@ihmgradeschool.org</a>
Clinic	Ms. Vasinko	Health Aide	<a href="mailto:clinic@ihmgradeschool.org">clinic@ihmgradeschool.org</a>

## **ADMISSION**

Admission is on an annual school year basis. The Admission Policy of Immaculate Heart of Mary School is in accordance with the student acceptance regulations of the Diocese of Cleveland. The school admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at IHM School. It does not discriminate on the basis of gender, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and other school administered programs.

Immaculate Heart of Mary Parish School proudly proclaims the Gospel message of Jesus Christ and provides religious instruction in the Catholic tradition to all students. We require all students, regardless of their faith tradition, to take part in daily religion classes and other religious celebrations and activities. Parents are expected to support our approach to Catholic education. In addition, parents and students are required to comply with school policies and academic expectations of Immaculate Heart of Mary Parish School.

The following individuals will be given priority considered for admission to Immaculate Heart of Mary Parish School in the order set forth below:

1. **Current Immaculate Heart of Mary Students and siblings (including Pre-K).**
2. **Registered, active members of Immaculate Heart of Mary Parish.**
3. **Registered, active parishioners from neighboring parishes in our cluster that do not have a school** (i.e. St. Joseph, St. Paul, Our Lady of Victory and St. Eugene).
4. **Registered, active parishioners from neighboring parishes that do have a school.**
5. **Children of Immaculate Heart of Mary School Alumni**

*Note: A registered, active family/parishioner is one who regularly participates in the life of the Parish at the sole discretion of the pastor.*

In all cases, admission of students to Immaculate Heart of Mary School will be made only in those cases where the child's needs can be met. Enrollment for all students is for one school year and may be reconsidered for the following year for academic, attendance, and/or behavioral reasons. The principal and the pastor will make this determination. Completion of all financial responsibilities must be met or special arrangements with the pastor must be made prior to readmission.

At any time, a student may be placed on academic and/or behavior probation. If for any reason the student does not comply with the probation contract, his/her parent(s)/guardian(s) will be asked to withdraw him/her from Immaculate Heart of Mary School. All new students are accepted on a probationary basis for the first semester period or longer if necessary to assess whether or not the school program will best support the student's learning and development.

### **Applications for NEW students PreK - 8:**

1. Registration for PreK - 8 students occurs during the second semester. Acceptance for enrollment of students transferring from another school to Immaculate Heart of Mary School is not final until a copy of the child's last report card is reviewed and approved, all registration forms and fees are completed and transfer records are received.
2. Children entering PreK must be 4 years of age by August 31st. Children entering Kindergarten must be five years of age by August 31st.

3. **Registration Procedures:** The following items are required for registration: registration form, completed permanent record card, copies of baptismal and other sacramental certificates and birth certificate, health records that include immunization records, FACTS (Tuition Management Program) online enrollment, confirmation of child custody, permission to request school records, and a registration fee. Students entering grades 1-8 will need an interview with the principal along with their parent/guardian and a copy of their latest report card before being accepted. Some situations may require an interview with the pastor. Students may be given the MAP assessment during the registration process.
4. Parents requesting transcripts to be sent to another school must submit, in writing, a Request for Transcripts form. All transcripts will be sent or received, directly to the school that is marked on the form.

## **TUITION POLICY OF IMMACULATE HEART OF MARY SCHOOL**

The foundation of our policy is based on the total cost to operate the school. The success of the school relies upon the commitment of families to:

- Make Catholic education a financial priority
- Be involved in their student's education
- Make their tuition payment(s) on a timely basis

By signing the Registration form, you are accepting financial responsibility for complying with the payment terms set forth in the option you have selected.

### **TUITION PAYMENT OPTIONS**

All families are required to register with FACTS for tuition payments. Tuition will be paid according to one of the 3 payment schedules. A one-time enrollment fee will be charged by FACTS depending on the payment plan you choose.

- **1 Payment in Full** - Due on July 15<sup>th</sup>  
*FACTS one-time enrollment fee will be waived*
- **2 Installment Payments** - Due on July 15<sup>th</sup> and January 15<sup>th</sup>  
*FACTS one-time enrollment fee will be charged upon finalization.*
- **Monthly Payments (3 or more)** - July 5<sup>th</sup> or 20<sup>th</sup> through June 5<sup>th</sup> or 20<sup>th</sup>  
*FACTS one-time enrollment fee will be charged upon finalization.*

*Note: Pre-K tuition due dates may vary. Typically, September 15<sup>th</sup> and May 15<sup>th</sup>.*

### **INCIDENTAL BILLING**

IHM will bill your FACTS account for all incidental fees. Incidental fees are considered charges not covered in a FACTS tuition payment. IHM will use this billing process for various fees incurred throughout the year including, but not limited to, field trips, lunch orders, electives, classroom fees, binders, science lab, LINX and Scholastic fees.

### **FINANCIAL ASSISTANCE**

Financial assistance may be available to families who qualify and complete the FACTS Grant & Aid application. Regardless of assistance, we do expect each family to contribute towards some portion of their tuition bill.

### **DELINQUENT TUITION POLICY**

When tuition payments become delinquent, it is a serious matter because the school relies upon the tuition and fees to operate an excellent spiritual and educational program. If financial circumstances change such that it warrants re-evaluation of your tuition commitment, it is the responsibility of the family to first contact the tuition assistant immediately who then informs the Pastor. Typically, this occurs when there is a family emergency such as illness or unemployment. When payments are delinquent, written notification of the past due account accompanied by a copy of this policy will be sent to the family. Also, the following steps will be taken:

#### **30 Days Past Due**

1. The family must contact the tuition manager within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate payment plan. The Pastor is informed of this.
2. Students will not be permitted to register or return the following academic year until the balance is paid in full or an alternate payment plan has been accepted.

#### **60 Days Past Due**

1. Pastor will set up a meeting with the family within 7 days.
2. Report cards will be withheld.
3. Students will not be permitted to participate in extracurricular school activities.

#### **90 Days Past Due**

1. The Finance Council will be informed.
2. Report cards will be withheld until full payment is received.
3. Students will not be permitted to participate in extracurricular school activities
4. Students may be withdrawn from the school.

#### **Families with 8th Grade Students**

1. 8th grade transcripts will not be sent on to Catholic high schools unless tuition payments are current.
2. All account billing and fees for 8th grade students must be paid by May 15th (if you are on FACTS, you must be current in payments), or the family must have an alternate payment plan approved by the Pastor. 8th grade students will not be permitted to participate in the graduation ceremony or receive grade transcripts until the balance is paid in full or acceptable payment arrangements are made.

#### **Families with students in other grades**

1. Families must be current in their tuition payments in order to re-register for the following school year through the FACTS program.

## **MARITAL STATUS AND ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES**

Immaculate Heart of Mary has the right to know immediately when there is a current separation, a pending divorce, a shared parenting agreement, a modification of custody status, and/or any other information regarding the child's family situation. **Parents are required to provide this information immediately in the form of a valid and current court order or other written notarized documentation that is signed by both parents.**

Please note further information under *Diocesan Legal Policies* at the end of this section of the handbook. The information is located under, "[Family Custodial Situation Relationships With The School](#)."

## **CURRICULUM AND INSTRUCTION**

The goals and objectives of each subject are taken from the Diocesan Graded Course of Study. These courses of study are approved by the State Department of Education of Ohio and are in compliance with the Minimum Standards for Elementary Schools as set by the Ohio Board of Education. Textbooks and educational materials are selected so as to support the Graded Course of Study prepared by the Cleveland Diocesan Education Office. These courses of study are reviewed and updated every five years by the Office of Catholic Education and the State Department of Education of Ohio. IHM is a Jon Peterson Scholarship provider.

**Enrichment Math Program:** We offer an Enrichment Math Program that may result in opportunities for accelerated scheduling on the high school level.

## **RELIGIOUS EDUCATION PROGRAM**

"Be it known to all who enter that *Christ is* the reason for this school, the unseen, but *ever-present* teacher in its classes, the model of its staff, the inspiration of its students." Immaculate Heart of Mary students will experience:

- Daily religious instruction by certified religion teachers on staff.
- Daily morning prayer
- School Masses
- Prayer Services
- Stations of the Cross
- Classroom and school-wide retreats
- Sacrament of Reconciliation celebrations especially during Advent and Lent
- Participation in Advent and Holy Week services
- Sacramental preparation programs for Second & Eighth Grades
- Diocesan sexuality program
- Theology of the Body
- Opportunities for service in our community
- Missions
- Remembrances for the sick and elderly
- Service Projects
- Altar Serving

## **HOMEWORK**

Homework is an outgrowth of class work and requires sacrifice and self-discipline on the part of the student. It will supplement and further student learning by reviewing what was covered in class. It provides practice or an opportunity to use research skills and is an integral part of the learning process.

Time allotment for homework depends on the type of assignment and the age and grade of the student. Individual differences should be considered as well as study habits and atmosphere for study; therefore, students need a quiet place at home to study. Homework, on occasion, may be given on the weekends. This includes, but is not limited to, long-range assignments or projects.

Each grade level has a homework policy. Parents will be notified of these policies during Open House at the start of the school year.

A parent's role is to be supportive by providing: a proper setting, necessary materials, and guidance on completing assigned tasks.

## **REPORT CARDS**

Keeping parents informed of the progress of their child is a vital responsibility of each teacher. Teachers will enter grades in GradeLock. Report cards are issued four times each school year. Report cards will come approximately every nine weeks at the end of each quarter. Parents sign the report cards and return the report cards to homeroom teachers.

Parents are expected to review their child's grades throughout the quarter on GradeLock especially at the halfway point into each quarter (Interim Time). Parents are expected to review the grades with their child to determine what their child needs to do to maintain or improve their academic performance.

Parents are encouraged to contact their child's teacher for a conference whenever there is a need. Teachers may be contacted by calling the school office at 330-923-1220 and leave a message, or sending an email directly to the teacher. The teacher will contact you within 24 hours to set an appointment. Upper grade (6, 7, 8) students are encouraged to initiate contact with a teacher regarding their grade.

## **GRADING SCALE**

Immaculate Heart of Mary School adheres to the grading scale of the Diocese of Cleveland for grades 1-8:

O	100-93	A+	100-98	A+	4.33
S+	92-87	A	97-95	A	4.00
S	86-79	A-	94-93	A-	3.67
S-	78-77	B+	92-90	B+	3.33
N	76-70	B	89-87	B	3.00
U	69 and below	B-	86-85	B-	2.67
		C+	84-82	C+	2.33
		C	81-79	C	2.00
		C-	78-77	C-	1.67
		D+	76-75	D+	1.33
		D	74-72	D	1.00
		D-	71-70	D-	0.7
		F	69 and below	F	0.0

## **HONOR ROLL (Grades 6-8)**

**High Honors: 3.6 - 4.0+**

**Honors: 3.0 - 3.59**

## **RETENTION**

Retention could be considered for the following reasons: (1) failure, for the year, in three or more major subjects (ELA, Mathematics, Science, Social Studies), or (2) failure to master fundamental skills of Reading in the Primary Grades, or (3) parent(s) and/or teacher(s) agree that the student would benefit from retention. A child will be retained at a given grade level only if it is presumed that he or she will profit from the experience.

Retention must have the prior approval of the principal and be accepted in writing by the parents. If parents refuse to have a child retained, a refusal to retain a contract, signed by parent(s), will become a part of the child's permanent record. The principal and academic team will then decide if the school can continue to meet the educational needs of the child, or if another educational setting is necessary. Each case of retention is treated individually and thoroughly discussed by the teacher, principal, and parents.

## **STANDARDIZED TESTING**

Standard tests are given in accordance with the Diocesan recommendations. Three times per year, MAP (Measures of Academic Progress) testing will occur in Grades K-8. Grades 3, 5, and 7 will be administered the Cognitive Abilities Test (CogAT) in November. The individual and classroom results in defined categories are considered confidential information. As applicable, parents will receive a printed report of their individual child's standardized test results in their final report card. Please refer to your child's homeroom teacher for any additional explanation or assistance in reviewing the individual results.

## **CONFERENCES – PARENT-TEACHER/STUDENT**

Parent-Teacher Conferences are mandatory at the end of the first grading period. The teacher and/or parent/guardian may schedule a second semester conference in January through February. Any other conferences necessary to discuss academic or behavior concerns can be arranged as needed. All conferences can be scheduled with the teacher by making an appointment via phone or written request. Parents are always encouraged to consult a teacher before contacting the principal in all matters pertaining to the student's academic or behavior concerns. If a matter is not then rectified, the teacher and/or parent should consult with the principal for guidance. These conferences help the teacher and parents reach a mutual understanding regarding the students and their progress, strengths, and weaknesses. Conferences cannot be held during regular school time when the teacher has the responsibility of the students in the classroom. All parental conferences with the teacher, principal, or pastor will be conducted with respect for all parties present.

## **AUXILIARY SERVICES**

Through funds provided by the State of Ohio for students attending non-public schools, the following materials and services may be available:

- Reading Intervention Specialist

- School Counselor
- Health Aide
- Speech/Language Therapist
- Remedial Tutor
- Math Intervention Specialist
- Math Enrichment Teacher
- Textbooks
- A variety of instructional materials for all curriculum

The above services and materials are contingent on state funds and may be limited. The Health Aide is located in the school. All other services, as required, are provided in either the Learning Center or the school building.

## **SCHOOL POLICY ON PARTICIPATION OF STUDENTS WITH DISABILITIES**

We endeavor to include all students, to the extent possible, with the necessary services and support for success, implementing research-based strategies to provide equal access to the curriculum and extra-curricular activities, regardless of their challenges, while ensuring high expectations are maintained for all students.

## **STUDENT RESPONSIBILITIES**

### **Immaculate Heart of Mary students will:**

- act in a Christ-like manner toward all adults and fellow students, helping to maintain a school environment that is safe and productive for learning.
- be open to all opportunities to learn and respect the rights of others to learn.
- arrive promptly and prepared to class, remain attentive throughout the class, and participate positively and to the best of his/her ability.
- work cooperatively with others when involved in accomplishing a common goal.
- complete assigned tasks on time and as directed.
- comply with the school dress code every day.
- follow school and classroom rules.
- be receptive to correction and use it as an opportunity to grow.
- act in accord with the philosophy and mission of Immaculate Heart of Mary School

## **PARENT RESPONSIBILITIES**

The primary responsibility for the education of the children belongs to parents. To ensure an atmosphere for educational success and Catholic Christian growth the following responsibilities are essential:

- Model and support your child(ren)'s practice of the Catholic faith.
- Know, understand, and promote policies and procedures stated in the Parent Handbook and the Student Code of Conduct. Support the authority of the administration, teachers, staff, and volunteers, teaching your child(ren), through word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Know and be supportive of the consequences for violation of school rules.
- Send your child(ren) to school on time each day with proper attention to health, personal cleanliness, and the dress code.

- Encourage in your child(ren) a desire to learn, and to be respectful of self and others.
- Set realistic goals according to your child's individual potential. Monitor Effort and Conduct marks.
- Maintain an active interest in your child(ren)'s daily work and support the completion of assignments on time, providing a quiet place with suitable conditions for study.
- Attend conferences/meetings which are scheduled for the purpose of exchanging information about your child(ren)'s progress in school.
- Monitor progress throughout the year, consistently checking the online gradebook and requesting additional conferences as needed.
- Thoroughly read ALL communication from the school, signing and returning forms promptly as required. Regularly monitor the IHM School website.

## **CODE OF CONDUCT AND DISCIPLINE**

Immaculate Heart of Mary students are expected to conduct themselves in a Christ-like manner at all times and enrollment as a student at Immaculate Heart of Mary implies the willingness of both parents and students to comply with the policies and regulations of the school. Students are expected, by their actions and their speech, to contribute to our goal of a safe and respectful learning environment by reinforcing the values of politeness, respect for themselves and others, courtesy, and self-discipline. Students must refrain from any action that may endanger their health or that of others, that may disrupt others from learning, that may show disrespect for other students or adults, or that may damage or destroy school or personal property.

We do recognize that students will occasionally fall short of acting in a Christ-like manner. These times will necessitate disciplinary action with consequences. A choice to disregard any school rule, by a student on school/parish premises or off school premises at any school-sponsored activity, or when the school can be identified, shall constitute sufficient cause for disciplinary action. Disciplinary actions include, but are not limited to, written or verbal warnings, parental phone calls, demerits, detentions, suspension, and/or expulsion. Discipline may be administered by any faculty or staff member, or substitute. Suspensions or expulsion will be handled by the school principal.

### **CLASSROOM POLICIES**

Each classroom teacher will have a set system of implementing the school discipline policy. Parents and students are made aware of the specifics at the beginning of each school year during Open House held during the opening of the school year. Each teacher will establish classroom rules that reflect the school philosophy and code of conduct.

### **ELECTRONIC DEVICES**

Cell phones must be stored in a book bag in lockers and turned off during school hours. Please note school hours are from 7:15 a.m. to 6:00 p.m. or the conclusion of all extracurricular activities/the LINX program. Electronic devices may be used at the discretion of individual teachers within their classrooms only.

Personal electronic devices may not be used to take video or pictures of others on school/parish property.

Violation of these rules will result in the cell phone or electronic device being kept by the principal and the phone or device being returned to the student's parent/guardian.

### **DEMERITS**

Students who choose not to follow the school rules may be issued a demerit to be signed by a parent/guardian. A demerit is given as a warning that additional consequences will follow if the student continues to disregard school rules. The demerit is a notification to parents and must be signed to confirm a

parent is aware of this student's behavior.

Examples of behavior, which would result in a demerit being issued, are:

1. Failing to follow school, classroom, elective, bus, cafeteria, playground rules, etc.
2. Disruptive behavior
3. Reporting late for a class (after other students are in attendance)
4. Violation of dress code
5. Chewing gum during the day and on school buses
6. Loitering in an unsupervised area such as unattended classrooms, restrooms, gym locker rooms, hallways, school grounds, etc.
7. Failing to follow directions of any faculty/staff member

8. [Chromebook Care](#) Violation
9. Please note “[Elastic Clause](#)”

**Note:** If a demerit or detention is not signed and returned to school, a teacher will contact the parents.

### **DETENTIONS**

When a student is issued a detention, the issuing teacher may notify the parents by phone. A detention is written for more serious offenses or after a student has accumulated three demerits. Detention notification will be sent home with the student. **This detention slip will provide information for the parent/guardian regarding the detention.** The Assistant Principal will supervise the detentions. Parents/guardians are responsible for the transportation of their child. Detentions will be scheduled on Thursdays after school from 2:40-3:40. Some examples of behaviors, which would result in a detention, are listed below.

1. Defiance of school authority
2. Disrespectful behavior shown to any person
3. Vandalism of any kind – restitution required along with the detention
4. Any inappropriate physical contact; purposefully tripping, pushing
5. Written, spoken or gestured language which violates Catholic standards of behavior
6. Throwing of any object, including food, in school, church grounds or from bus windows, etc.
7. Aggressive behavior including intimidation, threatening language, excessive teasing, bullying, harassment and verbal assault (in some cases, suspension may also be appropriate.)
8. Academic dishonesty/cheating – this includes the student that willingly provides the answers
9. Inappropriate use of electronic equipment in accordance with our Acceptable Use Policy
10. Lying, stealing or forgery
11. Failure to serve a detention
12. Please note “[Elastic Clause](#)”

### **MULTIPLE DETENTION PROCEDURE**

1. Three demerits equal a detention.
2. Demerits and Detentions are to be signed by a parent and returned the next day.
3. Demerits/Detentions earned within a semester are removed at the end of that semester.

When a student accumulates two detentions, the student and parents will meet with the homeroom teacher and Principal and will lose the privilege of dress down days for the rest of the quarter. The homeroom teacher will arrange this conference.

After three detentions/a suspension, the student will lose the opportunity to participate, for the remainder of the quarter and the following quarter, in activities sponsored by the school such as: Student Council activities, assemblies, school dances, etc. A letter will be sent or a phone call placed to the parents informing them of this loss of privilege.

### **SUSPENSION AND/OR EXPULSION**

The principal has the right to suspend or expel a student from school for repeated violation of school policies or for any single major infraction taking place during the school day, school co-curricular activity, or school sponsored event.

If strong corrective measures are needed, the principal may employ suspension. The parents will be immediately notified regarding the reason and duration of the suspension. The pupil will be removed from the

classroom setting until a conference is held that day with parents/legal guardians. The pupil will be given the opportunity to present the facts related to the case as he/she sees them. A suspension is the exclusion of a student from his/her class for a specified time, and can be in-school or out-of-school. The act of suspension will exclude the student from any field trip occurring during the suspension and the student will lose the opportunity to participate, for the remainder of the quarter and the following quarter, in activities sponsored by the school such as: Student Council activities, assemblies, school dances, etc.

The expulsion of a student is a serious matter and will be used only when absolutely necessary. Contact will be made with the designated diocesan personnel (legal office) when contemplating expulsion. Notification of the event will be made to the parent/guardian and pastor by the principal. A conference shall be held with the parent(s)/guardian(s), teacher(s), principal, and pastor before expulsion.

After consultation, the principal and pastor will be the persons responsible for the decision to expel a student. This decision is the right and responsibility of the principal and/or pastor. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. All matters involved in any disciplinary action are confidential.

### **ELASTIC CLAUSE**

It is impossible to foresee all issues which can arise; this clause empowers faculty and administration to take disciplinary action for any behavior, which violates the spirit, mission, and philosophy of Immaculate Heart of Mary School even though not specified in this code of conduct and discipline. The guiding principle is to ensure a safe, nurturing environment conducive to learning.

## **PLAYGROUND RULES**

Students are **not** allowed to leave the playground at recess or lunchtime. Snowballs, tackling games, and rough play are prohibited on the playground. Basketballs are permitted only on the basketball court. Students are allowed on the designated “black top” area and field area (weather permitting). Students are expected to respect “boundaries” of playground features, fences, etc., as defined by playground monitors. Students are expected to treat the lunch and playground monitors with the same respect that they would give to a teacher or the school administration.

## **CHROMEBOOK CARE AND INFORMATION**

The focus of the Chromebook program at Immaculate Heart of Mary School is to help empower students to learn at their full potential and prepare them for the future in a world of digital technology and information. Using the Chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not dim the vital role of the teacher in the classroom. It transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, and anyplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures, and information contained in this document apply to all Chromebooks used within Immaculate Heart of Mary School. Administrators and teachers may set additional requirements for computer use within the school and their classrooms.

## General Policies

- **Chromebooks, cases, and power cords are the property of Immaculate Heart of Mary Parish School.**
- Students and their parents/guardians are responsible for paying a mandatory insurance fee. Insurance is issued through Worth Ave. Group. Students will not be issued a Chromebook until the insurance fee is received.
- **Insurance does not cover intentional damage to the device or damage to the case.** Charges for intentional damage or damage to the case will be the responsibility of the parents.
- Chromebooks are intended for use both at school and at home. Students are responsible for **bringing their Chromebooks home** and to school each day in their protective cases. They should bring the Chromebook and earbuds to all their classes unless specifically instructed not to do so by their teacher. Students will **not** be permitted to call home if they forget to bring their Chromebook to school.
- All Immaculate Heart of Mary School chromebooks, chargers and cases are identified by student name and serial number.
- Chromebooks should not be stored in vehicles or left in unsupervised areas such as the cafeteria, the gym, locker rooms or hallways etc. **If a chromebook is found in an unsupervised area, it will be returned to the office by a teacher.**
- Chromebooks must remain in their protective cases at all times.
- Chromebooks and cases must remain free of any writing, drawing, doodling, stickers, or labels that are not the property of Immaculate Heart of Mary School.
- No food or drink is allowed next to your Chromebook while it is in use.
- **Chromebooks MAY NOT BE stored on the floor. Students should hang on the back of the chair or place on top of desk.**
- Chromebook screens should be protected:
  - Close the screen before moving it.
  - Do not lean on the top of or put pressure on the Chromebook screen.
  - Do not carry anything in the protective case that will press against the cover.
  - Do not touch or poke the screen.
  - Do not place anything on the keyboard before closing the lid.
  - Clean screens only with an approved wipe. Students may get these from the Technology Specialist.
- Students should keep the Chromebooks muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/Headphones may be used at the discretion of the classroom or study hall teacher. Earbuds should be kept in the Chromebook case.
- Students will not change the standard IHM desktop and screensaver or otherwise modify their Chromebook.
- Students will use all school-owned devices (iPads, Chromebooks, laptops, student computers) responsibly, **for educational use only, and only under the direct supervision of a faculty or staff member. Students should ASK before using the Chromebook for anything other than what a teacher has directed them to do in class. This includes Internet searching, checking grades or email, etc.**
- We encourage and expect students to ask questions if they are not sure about a choice they make.
- At the end of the school year, all chromebooks will be returned to school for summer updating and storage.

## Charging Your Chromebook

**Chromebooks must be brought to school each day in a fully charged condition.** Students are responsible for charging their Chromebook battery each evening with the enclosed Chromebook power cord to assure proper battery life during the day. A fully charged battery will last from 10-18 hours.

## Non-Functioning Chromebooks

Chromebooks that are broken or not working correctly should be brought to Mr. Seislove, in the office, **immediately**. Repairs take from 4 to 6 weeks to complete.

### **Saving Documents**

Students will be logging into the Immaculate Heart of Mary School Google Workspace for Education domain and saving documents to their @ihmgradeschool.org accounts. With each student GWFE log in, the student can access his/her schoolwork from any computer that has internet access. It is recommended that they use the Chrome browser. Students have been given their login credentials.

### **End of the Year Return Policy**

All students will return their chromebooks in May. Chromebooks will be inspected by the Technology Integration Specialist in the presence of the student. Please note, students are required to report any damage to their Chromebooks or cases immediately to the Technology Integration Specialist. Therefore, at the time of turn-in, there should be no surprises. However, if a student has not reported damage, the student/family will be responsible for payment of any damages to the Chromebook and/or case by May 25, 2023.

**Improper care of the chromebook will be disciplined using the IHM School Code of Conduct and Discipline found in the handbook.**



**Remember: Stop and think before you click!**



Any questions, comments, or concerns should be directed to Mr. Brad Seislove, Technology Integration Specialist, at [bseislove@ihmgradeschool.org](mailto:bseislove@ihmgradeschool.org) or 330.923.1220 ext. 1210.

## **DRESS CODE/UNIFORM POLICY**

The school dress code at Immaculate Heart of Mary is designed to promote an atmosphere on campus that is appropriate for a school setting. The type of clothing, hairstyle, and the way the students present themselves has a bearing on their conduct and attitude. These uniform regulations are intended to reduce distractions and to allow students to focus on their academic responsibilities in a manner demonstrating that we are all one community. To be just and fair to each individual, every student must follow the dress code. For the good of the school and the uniform policy, students are expected to wear the school uniform and gym uniform correctly, and parents are expected to support these regulations. We appreciate working together as parents and faculty when enforcing this dress code policy.

### **Uniform Suppliers for Immaculate Heart of Mary School are exclusively:**

- Lands' End School Uniforms - [www.landsend.com](http://www.landsend.com)
- Kids Kloset - [www.Kidsklosetuniforms.net](http://www.Kidsklosetuniforms.net)
- Schoolbelles - [www.schoolbelles.com](http://www.schoolbelles.com)

**PLEASE NOTE THAT THE PREVIOUS IHM LOGOS ARE NO LONGER ACCEPTED ON UNIFORMS.**  
**ALL PIECES OF THE UNIFORM SHOULD BE LABELED CLEARLY WITH THE STUDENT'S NAME.**

### **Girls:**

- **Shirts:** White or dark green (monogrammed IHM) drop waist banded polo shirt – long or short sleeved. These shirts do not need to be tucked in.  
White or dark green polo style long or short sleeved shirts must be tucked in.  
White, collared blouses may be worn with a uniform jumper.
- **Sweatshirt:** Navy blue sweatshirt with monogrammed IHM logo  
Collared shirt/polo must be worn underneath; No oversized sweatshirts.  
Grades 7-8 may wear Jr. High sweatshirt.
- **Sweater:** Solid white or navy blue cardigan
- **Jumper, skort, skirt:** IHM uniform plaid Length **must** be within 2 inches of the knee in front and back.
- **Pants:** School plaid, khaki, or fade resistant navy  
Must be uniform style dress pants with a tailored look and a modest, loose fit  
No flares, low rise, cargo pants, jean-style, jeggings, skinny pants, or elastic at the ankle  
No length below shoe/heel-line
- **Shorts:** Uniform plaid, khaki or navy  
Shorts need to fit properly, mid-thigh or longer in length; may be worn 1st and 4th quarter
- **Socks/Tights/leggings:** Solid navy blue, black, or white; knee high or ankle – turn-cuff.  
(a minimal sports logo is acceptable)  
Solid leggings may be worn under a skirt, skort, or jumper only.
- **Shoes:** All students must wear flat, mostly solid dress shoes (black, navy blue, white, tan, or gray). All shoes must have a back and an enclosed toe.
- **Proper undergarments must be worn.**
- **Cosmetics:** No make-up
- **Hair:** Must be clean, neatly styled, and not restricting vision.

- Unusual, drastic, or fad hairstyles are not permitted.
- No part of the hair or eyebrows may be shaved; no symbols may be cut into the hair.
- Hair accessories are to be functional and appropriately match the uniform colors.
- After demerit/detention is issued, 72 hours will be given to correct any inappropriate hair color/style.  
School policy will be followed regarding the appropriate consequence.
- Natural colored highlights are permitted. Highlights must match the natural (uncolored) color of the hair.

### **Accessories:**

- Limit of two bracelets in total may be worn.
- Limit of two rings in total may be worn.
- Stud/post (no dangle) earrings, **no more than two earrings per ear**.
- A simple necklace may be worn.
- Any type of tattoo or “body art” is not permitted.
- Artificial nails, tips, and dips are not permitted. Single **pastel** color nail polish is permitted.
- No watches or devices that are linked to wifi or internet are permitted.
- Equipping a backpack with solid (not aerosol) deodorant is encouraged.

### **Boys:**

- **Shirts:** White or dark green (monogrammed IHM) drop waist banded polo shirt – long or short sleeved. These shirts do not need to be tucked in.  
White or dark green polo style long or short sleeved shirts -must be tucked in
- **Sweatshirt:** Navy blue sweatshirt with monogrammed IHM logo  
Collared shirt/polo must be worn underneath; No oversized sweatshirts.  
Grades 7-8 may wear Jr. High sweatshirt.  
\*Dark Green Quarter Zip Fleece: monogrammed IHM logo on the top left side may still be worn.
- **Sweater:** Long sleeved, navy blue
- **Pants:** Khaki or fade resistant navy  
Must be uniform style dress pants with a tailored look and a modest, loose fit  
No flares, low rise, cargo pants, jean-style, skinny pants, or elastic at ankle  
No length below shoe/heel-line
- **Shorts:** Khaki or navy  
Shorts need to fit properly, mid-thigh or longer in length; may be worn 1st and 4th quarter
- **Socks:** Solid navy blue, black, or white ankle/crew.  
(a minimal sports logo is acceptable)
- **Shoes:** All students must wear flat, mostly solid dress shoes (black, navy blue, white, tan, or gray). All shoes must have a back and an enclosed toe
- **Hair:** Must be clean, neatly styled, and not restricting vision.
  - Length is to be above the shirt collar, eyebrows, and middle of the ear.
  - No tails, buzz designs, lines, steps, or fad haircut/styles.
  - Natural colored highlights are permitted.

- No part of the hair or eyebrows may be shaved; no symbols, signs, etc. may be cut into hair.
- No headbands/hair accessories may be worn.
- 72 hours will be given to correct any inappropriate hairstyle. School policy will be followed regarding the appropriate consequence.
- **Facial Hair:** - must be clean-shaven; long sideburns are not permitted.
- **Proper undergarments must be worn.**

### **Accessories:**

- Limit of two bracelets in total may be worn.
- Limit of two rings in total may be worn.
- A simple necklace may be worn.
- Earrings are not permitted
- Any type of tattoo or “body art” is not permitted
- Painted or artificial nails are not permitted
- No watches or devices that are linked to wifi or internet are permitted
- Equipping a backpack with solid (not aerosol) deodorant is encouraged

### **Gym Uniform:**

- **Shirt:** Green, yellow, or mixed green and yellow tie-dyed IHM t-shirt
- **Sweatshirt:** Hunter green, including the “spirit wear” sweatshirt, monogrammed IHM logo on the top left side; gym shirt must be worn underneath.
- \*Dark green quarter zip fleece, monogrammed IHM logo on the top left side, may still be worn.
- **Shorts:** Hunter green micromesh shorts, including the "spirit wear” gym short Shorts need to fit properly, mid-thigh or longer in length, and no rolled waistbands. Gym shorts may be worn without athletic pants only in the 1st and 4th quarter.
- **Sweatpants:** Hunter green, including the “spirit wear” gym pants
- Must be purchased from an IHM uniform supplier. Athletic pants are to fit properly; No pants below shoe/heel line.
- Gym pants must be worn during the 2nd and 3rd quarters.
- **Socks:** Solid white or black sport or crew socks. For safety reasons, platform shoes are not permitted. (a minimal sports logo is acceptable).

### **Dress Casual Days**

Some "dress casual” days have a required theme, such as sports/patriotism. Jeans are permitted, but they cannot be tattered or torn. Shorts may be worn during 1st and 4th quarter and must be at least mid-thigh in length and worn at the waist. Shirts must have sleeves (no spaghetti straps) and the torso length must be long enough to be tucked into the waistband. “Cold shoulder” tops are not permitted. Pictures or slogans on shirts must be appropriate and cannot promote sex, alcohol, drug use, violence, or political views, and should not conflict with our Catholic identity. **Girls are permitted to wear leggings or snug jeans only with a shirt that completely covers the bottom at all times. Pants should not display logos or slogans across the bottom.** Tennis shoes are permitted.

## **ENFORCEMENT OF UNIFORM CODE:**

If a student comes to school in violation of the uniform code, the student will be issued a demerit.

Please note “[Elastic Clause.](#)”

### **Picture Day**

Picture Day is a “dress up” day. No jeans are to be worn on Picture Day.

## **TRANSPORTATION**

Cuyahoga Falls, Stow, Woodridge, and Akron will provide bus transportation for all Immaculate Heart of Mary students who reside in their districts. You can obtain pick-up and drop-off schedules and locations by contacting your school district bus transportation department. Those transportation department phone numbers are as follows:

- Akron: 330-761-1393
- Cuyahoga Falls: 330-926-3800
- Stow: 330-689-5219 or 330-689-5234
- Woodridge: 330-928-6312

Courtesy and good conduct is expected of all bus riders. The transportation authorities have the right to suspend misbehaving students from riding the bus.

Please contact your school district’s bus transportation office to obtain rules and regulations should it be necessary for your child to go to someone else’s home on a different bus line after school.

Parents who may be running late to pick up their child should call the school office (330-923-1220) to inform IHM of the fact that they may be late. All changes in transportation also must be communicated to the school office via phone or email (jfreago@ihmgradeschool OR nmuir@ihmgradeschool.org).

**Parents complete a transportation form at the start of the school year indicating their child’s mode of transportation after school. Any child going home in a way other than what is listed on the form must have a signed note from their parent, each time, indicating the name of the person who has permission to take the student home on that particular day. That named individual is also required to confirm, in writing, their intention to supply the child’s transportation on that day.**

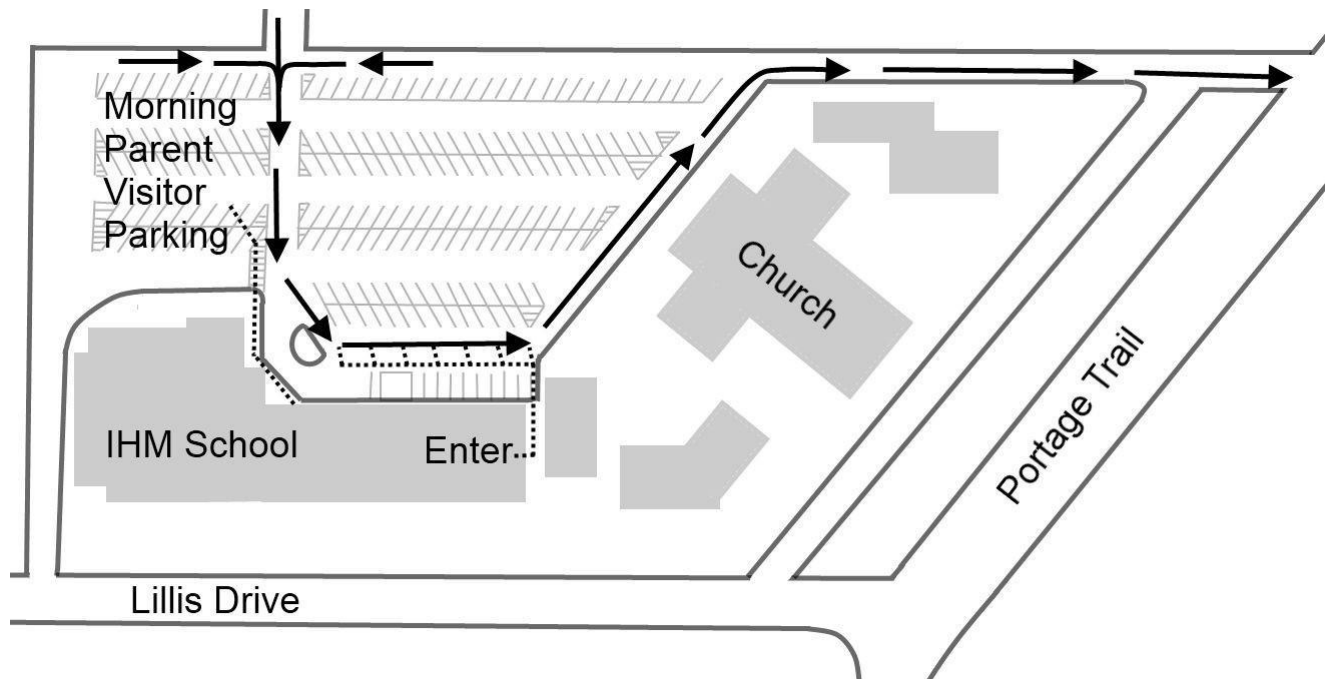
Students not picked up by 2:45 P.M. will need to have a parent come to the office for pick up. Any students not picked up by 3:00 P.M. will be sent to the LINX program.

## **PARKING LOT PROCEDURES**

### **RIDERS (MORNING DROP OFF)**

**For the safety of our students, the direction of morning drop off traffic is as follows:**

- In conjunction with Cuyahoga Falls Police Department, we are in agreement that all students must exit on the passenger sides of vehicles only; students should NEVER cross between vehicles.
- The morning student building entrance is the South entrance of the All-Purpose Room by the Learning Center as well as the regular All- Purpose Room entrance. Students will enter at the nearest door.
- Please have your child exit your vehicle wherever you stop along the entire length of the **CONED, STRAIGHTAWAY**, from the front entrance garden roundabout to the church sidewalk. Unloading many cars at a time ensures that traffic will not back up. However, we do appreciate your patience - all in the name of "SAFETY"
- Please exit the parking lot ONLY onto **Portage Trail**.
- Parents who need to visit the office, or who wish to walk their children to the door, need to park on the playground blacktop. Please use the crosswalk and walk on the building side of the roundabout to keep your children and yourself safe and away from traffic



### **RIDERS (AFTERNOON PICK UP)**

Parents must wait outside the coned area near the island. Students are not permitted to walk to cars unless accompanied by a parent. Teachers will accompany all afternoon car riders to the coned pick up area. Students will be dismissed to authorized adults only. Please ensure all authorized adults have been added to the transportation form in the office.

### **WALKERS**

Students should walk on the sidewalks, and be instructed not to take rides or talk with strangers. It is expected that all students go directly home after school. If students have alternate plans, parents must send in a signed note to notify the office of the change of transportation. For the students' safety, we ask that **ALL** students leave the playground area after school.

### **BICYCLES**

Students may ride bicycles to school provided that they follow common safety rules and supply parent permission in writing.

Bikes are to be walked at all times on school property and at intersections.

The school assumes no responsibility for damaged or stolen bikes. We recommend that all students who ride bikes to school lock their bikes.

## **HEALTH SERVICES**

A Health Aide is available from 7:45 A.M. to 2:30 P.M. each day. Hearing tests, eye examinations, and scoliosis exams are given periodically. Parents will be notified if attention is needed.

Emergency cards and emergency medical authorization forms are kept on file in the office/clinic. Changes in address or telephone numbers throughout the course of the year must be reported to the office.

## **MEDICINE**

The Ohio Legislature has set up definite guidelines and policies concerning the dispensing of medicine to students. If it is necessary for your child to take medication during school hours, please request a medication authorization packet from the office. If a student's medication changes please notify the health aid immediately at 330-923-1220 ext. 14.

## **CONTAGIOUS DISEASES**

Parents are asked to contact the school when their child has been diagnosed as being contagious. This includes strep throat, pink eye, hand, foot and mouth disease, and head lice.

**When students are ill due to a fever (100.0 degrees Fahrenheit or greater), all students need to be "fever free" for twenty-four hours before returning to school.**

## **STREP THROAT CULTURES**

If a child has had a throat culture, he/she should be kept home until the results of the culture are known. If a positive result is diagnosed then the child **must** be on an antibiotic for a period of at least twenty-four hours before returning to school.

## **EMERGENCY PROCEDURES**

The school is required to conduct fire, tornado, and lock down drills during the course of the year. All students and adults in the building must follow the posted regulations.

Immaculate Heart of Mary School, in cooperation with the City of Cuyahoga Falls Police and Fire Departments, has implemented a Crisis Intervention Plan.

## **LINX**

The LINX Program is provided for Immaculate Heart of Mary Students in grades Pre-K through 8, from 2:45 p.m. until 6:00 p.m. each school day. Click [HERE](#) for more information or email [linx@ihmgradeschool.org](mailto:linx@ihmgradeschool.org) for more information.

## **FIELD TRIPS**

Field trips are recognized as an important part of an educational program and can provide a valuable addition to the classroom curriculum. Notification of a field trip, fees, and parental permission slips will be sent prior to the field trip date. Permission slips must be signed by the parent or guardian and returned to the school along with the fees in order for the student to participate in the activity. If for any reason a parent is unable to pay the field trip fee, please contact the principal.

## **LUNCHESES**

Hot lunch, snack, and/or milk may be purchased at the school on a monthly basis. Lunch menus can be found on the IHM School website at [www.ihmgradeschool.org](http://www.ihmgradeschool.org). Lunches can be pre-ordered monthly online or purchased daily with cash. Soft drinks in cans or bottles are not permitted at lunchtime.

Please be aware pre-ordered lunches will be charged to your FACTS account. Snacks must be purchased with Cash Only. Snacks and lunches may not be purchased for friends.

## **VIRTUS TRAINING**

In cooperation with the Diocese of Cleveland all school employees and volunteers (4 hrs. or more per month) **must** receive VIRTUS Training and be fingerprint checked via FBI and BCI. Please check with the rectory, school, or the parish bulletin for information on this training.

## **“THURSDAY FOLDER” COMMUNICATION**

Folders are sent home with **every student in grades Pre-K through 8** on Thursdays. These folders contain important information on upcoming events, schedule changes, students’ graded work, interims, report cards, etc. **THESE FOLDERS MUST BE SIGNED AND RETURNED ON THE FOLLOWING SCHOOL DAY.**

## **VOLUNTEERING**

Volunteers are needed in various programs in the school. We welcome this assistance, as it helps create a closer bond between parents, parishioners, and the school. Volunteers are needed as chaperones on field trips and to assist with other school activities. **All volunteers must report to the school office upon arrival and sign in.** Volunteers are expected and need to follow and support the policies and regulations of the school while working as a volunteer in the school environment. Volunteers may expect to receive VIRTUS training and obtain FBI and BCI fingerprint checks.

# **DIOCESAN LEGAL POLICIES**

## **AIDS POLICY REGARDING STUDENTS**

Our school supports the AIDS policy as adopted by the Diocese of Cleveland. Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K thru 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic activities.
2. The child behaves acceptably; in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

At Immaculate Heart of Mary School, the executive board and principal will confer with the appropriate persons and consult with the regional superintendent before the executive board and principal make the final decision on each case in the school. Parents have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS related complex), or other illnesses caused by HIV (human deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

## **FAMILY CUSTODIAL SITUATION RELATIONSHIPS WITH THE SCHOOL**

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices and communication regarding the child and that information is shared by and between the parents. The information includes, but is not limited to, conference appointments, report cards, progress reports, discussion with school personnel, and tuition statements.

### **Separation**

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by and between the parents.

Since this situation frequently impacts on a child's achievements and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors, or demands of a parent. Requests will be acted on only with the appropriate documentation.

### **Custodial Parent**

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the

pages referring to custody and the relationship to the school, and the final page bearing the judge's signature are to be submitted to the principal.

Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent.

Immaculate Heart of Mary School will, unless instructed by a court order, release such records upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, parents should realize that unless restricted by court order any non-custodial parent has the right to attend any school activity of the child including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your children.

### **Joint Custody**

In cases of "joint custody" entitling both parents access to school personnel and activities, it is assumed that one copy of communication and information will be sent home with the child and this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment will be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of the child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning the restatement of procedure or circumstances that you feel necessitate other arrangements, please contact the principal personally.

### **Separately Mailed Information to Non-Custodial or Joint Custody Parents**

If a non-custodial parent or a joint custodial parent wants progress reports, report cards, or a school calendar mailed to them, it is necessary for them to provide self-addressed stamped business envelopes to the homeroom teacher of their child during the first full month of the school year. Otherwise, it will be assumed that information is being shared as stated in the above policy of Immaculate Heart of Mary School.

## **SEARCH AND SEIZURE**

Student lockers, desks, cabinets, and similar property are the property of Immaculate Heart of Mary School and provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them.

School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

Additional school policies are available in the school office for your information and review.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

The administration, and staff of Immaculate Heart of Mary School are firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Immaculate Heart of Mary School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

### **SEXUAL HARASSMENT**

For the purposes of this policy, sexual harassment includes but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures, or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. All parties involved will keep the matter confidential, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion

## **STUDENT THREATS POLICY AND PROCEDURE**

- A. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- B. Whoever hears the threat should report it immediately to the principal, teacher, or staff person.
- C. Police should be notified immediately.
- D. The student should be kept in the principal's office under supervision until the police arrive.
- E. The parent/guardian of the student who has made the threat shall be notified immediately.
- F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- G. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of O.R.C. 2305.51.

The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The mental health care professional shall provide a follow-up assessment of the student within 30 days if the student is re-admitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

- A. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- B. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-re-admission before being destroyed.

## **WEAPONS POLICY**

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, Immaculate Heart of Mary School policy expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy

shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, any dangerous object or object used as a weapon (look-alike weapon), knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas-propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that the policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in- or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

## **YOUTH GANGS**

Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practice include unlawful or anti-social behavior or any actions that threaten the welfare of others.

Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attributes denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action resulting from membership or interest in a group.