



ARCHDIOCESE OF  
SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS



# IMMACULATE HEART OF MARY SCHOOL

## PARENT/STUDENT HANDBOOK 2020 -2021

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*1000 Alameda De Las Pulgas, Belmont, California 94002*

*(650) 593-4265 Main ~ (650) 593-4342 Fax*

*(650) 593-2344 Preschool ~ (650) 593-4260 Extended Care*

[www.ihmschoolbelmont.org](http://www.ihmschoolbelmont.org)

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*Foundation in Christ + Excellence in Education + Strength in Community*

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## **ATTACHED Pages to be signed and RETURNED**

**Parent and Student Signature Page**– One per family is sufficient, but all students in family must sign and return to oldest child’s classroom teacher on Supply Drop-Off/Pick-Up Day.

**Photo Video Release** – One per family is sufficient, but all students in family must sign and return to oldest child’s classroom teacher on Supply Drop-Off/Pick-Up Day.

**Virtus Online - One per family**

**Technology Acceptable Use Policy Form**

Return to classroom teacher – one per student.

**Discipline Policy** – One per family is sufficient, but all students in family must sign.



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*Foundation in Christ + Excellence in Education + Strength in Community*

August 12, 2020

Greetings and Blessings IHM School Families and Community,

Welcome to Immaculate Heart of Mary School! We are overjoyed that you have chosen our school for your children. At IHM, your student will experience a rigorous and engaging education that inspires creativity and imagination. We like to say that IHM students have **HEART**. From faith formation to social emotional growth to intellectual development, our academic program fulfills the education of the whole child.

**At IHM HEART means:**

1. **Healthy Character**
2. **Effective Communicators**
3. **Active Christians**
4. **Responsible Citizens**
5. **Thinkers and Life-Long Learners**

By joining the IHM community you have agreed to be our partners in developing young people who grow to make a difference in the world. Children who become young adults who actively live their faith and embrace Catholic virtues. Our school is more than a place of learning, it is a ministry, where we are blessed to carry on Christ's teachings of peace and love.

I encourage you to read our Parent-Student Handbook carefully. We have taken the time to update and clarify our policies so that we remain transparent in our expectations and so that as a community we have clear guidelines to follow. Together we can make this school a standout among Catholic schools on the peninsula. May God bless this 2020-2021 school year and be with us as we set records in the history books for starting the school year in Distance Learning.

In Christ,

*Andrea Harville*

Mrs. Andrea Harville, M.S.Ed.  
Principal

# IMMACULATE HEART OF MARY SCHOOL

## Personnel List 2020-21

### School Administration:

Principal:	Mrs. Andrea Harville	<a href="mailto:aharville@ihmschoolbelmont.org">aharville@ihmschoolbelmont.org</a>
School Secretary:	Ms. Michelle Dearden	<a href="mailto:secretary@ihmschoolbelmont.org">secretary@ihmschoolbelmont.org</a>
Preschool Director:	Ms. Elizabeth Zapien	<a href="mailto:preschool@ihmschoolbelmont.org">preschool@ihmschoolbelmont.org</a>
Athletics Director:	Mr. Erik Michon	<a href="mailto:athletics@ihmschoolbelmont.org">athletics@ihmschoolbelmont.org</a>
Technology Director:	Mrs. Sarah Greigo Guz	<a href="mailto:tech@ihmschoolbelmont.org">tech@ihmschoolbelmont.org</a>

### Elementary Faculty:

Grade K:	Ms. Rosielle Manuel	<a href="mailto:teacherk@ihmschoolbelmont.org">teacherk@ihmschoolbelmont.org</a>
Grade K:	Mrs. Mani Kumar	<a href="mailto:teacherk2@ihmschoolbelmont.org">teacherk2@ihmschoolbelmont.org</a>
Grade 1:	Ms. Ann Avdalas	<a href="mailto:teacher1@ihmschoolbelmont.org">teacher1@ihmschoolbelmont.org</a>
Grade 2:	Ms. Lindsay Caruso	<a href="mailto:teacher2@ihmschoolbelmont.org">teacher2@ihmschoolbelmont.org</a>
Grade 3:	Ms. Claire Unger	<a href="mailto:teacher3@ihmschoolbelmont.org">teacher3@ihmschoolbelmont.org</a>
Grade 4:	Ms. Marie Schulter	<a href="mailto:teacher4@ihmschoolbelmont.org">teacher4@ihmschoolbelmont.org</a>
Grade 5:	Ms. Zenobia Ritter	<a href="mailto:teacher5@ihmschoolbelmont.org">teacher5@ihmschoolbelmont.org</a>

### Middle School Faculty:

Grade 6:	Ms. Colleen Sammons	<a href="mailto:history@ihmschoolbelmont.org">history@ihmschoolbelmont.org</a>
Grade 7:	Mrs. Natasha Gomez	<a href="mailto:english@ihmschoolbelmont.org">english@ihmschoolbelmont.org</a>
Grade 8A:	Mrs. Nicole Willett	<a href="mailto:science@ihmschoolbelmont.org">science@ihmschoolbelmont.org</a>
Grade 8B:	Ms. Azreena Kumar	<a href="mailto:math@ihmschoolbelmont.org">math@ihmschoolbelmont.org</a>

### Specials Area Faculty:

Spanish:	Ms. Claudia Carreno	<a href="mailto:spanish@ihmschoolbelmont.org">spanish@ihmschoolbelmont.org</a>
PE:	Mr. Erik Michon	<a href="mailto:pe@ihmschoolbelmont.org">pe@ihmschoolbelmont.org</a>
Makerspace/Tech.	Mrs. Sarah Griego Guz	<a href="mailto:tech@ihmschoolbelmont.org">tech@ihmschoolbelmont.org</a>
Art	Mrs. Gretel Colvert	<a href="mailto:art@ihmschoolbelmont.org">art@ihmschoolbelmont.org</a>
Library	Mrs. Mary Murphy	<a href="mailto:librarian@ihmschoolbelmont.org">librarian@ihmschoolbelmont.org</a>

### Support Staff:

Resource Specialist:	Ms. Orla Hayes	<a href="mailto:resource@ihmschoolbelmont.org">resource@ihmschoolbelmont.org</a>
School Counselor:	Mrs. Melodie Lew	<a href="mailto:counselor@ihmschoolbelmont.org">counselor@ihmschoolbelmont.org</a>
Parish/Youth Form.	Mrs. Robin Lang	<a href="mailto:rlang@ihmschoolbelmont.org">rlang@ihmschoolbelmont.org</a>
Maintenance/Cust.	Mr. Willie Romero	<a href="mailto:maintenance@ihmschoolbelmont.org">maintenance@ihmschoolbelmont.org</a>

Parish office phone: 650-593-6157, Fax: 650-593-1665 (Fr. Mazza & Karen Turner)



### **Immaculate Heart of Mary Parish School History**

The history of education on this site began in 1885 with the establishment of the Belmont School for Boys, a private secondary preparatory school. In 1918, Archbishop Edward J. Hanna purchased the school for the Archdiocese of San Francisco and operated it as a Catholic boys' preparatory school until 1932. At that time, with the approval of Coadjutor Archbishop John J. Mitty, the Sisters of Mercy moved St. Joseph's Military Academy from Rio Vista to the Belmont site and operated it as a boys' grammar school until June 1952.

In the meantime, Belmont became a "mission" of St. Charles Parish, San Carlos, in 1922, and was established as a parish in its own right under the title of the Immaculate Heart of Mary in 1947. Ten acres of the St. Joseph's site were purchased from the Archdiocese of San Francisco by Immaculate Heart of Mary Parish when it became available. The first thing the parish did was to establish its parish school, which opened in September 1952, with grades 1-6 in St. James Hall, formerly Sierra Hall, where Sunrise Assisted Living stands today. Three years later, in 1955, grades 7 and 8 were added and moved into what is now the Science/Extended Care building, a structure that dates to 1913.

The Sisters of Notre Dame de Namur staffed Immaculate Heart of Mary School from its opening in 1952. Due to a decline in the number of Sisters available, the Sisters of Notre Dame withdrew from Immaculate Heart of Mary Parish School in 1984. At that time, a lay Principal, Miss Margaret Purcell, was hired to lead the school with an all-lay faculty. The goal was to keep the school true to its philosophy as a Catholic institution and to continue the tradition of excellence established by the Sisters of Notre Dame de Namur. Construction on our present school building was started in late 1961 and opened in October 1962. Archbishop Joseph T. McGucken blessed the structure on May 4, 1963. Improvements to this main school building have included the extension of the library in 1970 and remodeled bathrooms in 1998.



The school program expanded to include Kindergarten in 1975, and to meet the needs of working parents, Extended Day Care was established in 1988. Immaculate Heart of Mary Parish built a new Parish Center, which was blessed by Archbishop William J. Levada on December 14, 2003. This building contains a gymnasium/auditorium, a parish meeting room, a kindergarten classroom, and in response to the expressed needs of our Belmont Parish community, another classroom to provide space for a preschool level class. The Preschool was established in 2010 and expanded to accommodate increased enrollment opportunities in 2015.

In order to maintain high standards and to provide for the changing needs of our students, we offer PE, Art, Spanish and a Technology/Makerspace class based on the California NextGen Science Standards. We also have a Librarian, Resource Teacher, and a School Counselor.

Immaculate Heart of Mary Parish School continues to flourish in an atmosphere that cherishes and shares its Catholic faith, tradition and values; its love for its students; and its commitment to excellence.

## **Philosophy**

### **Immaculate Heart of Mary School Philosophy Statement**

We, the community of Immaculate Heart of Mary School, believe in the four-fold purpose of Catholic education: to teach Catholic doctrine and proclaim Gospel values, to build a community, to worship, and to foster service. We value the uniqueness of each child and strive to develop the total person spiritually, morally, intellectually, culturally, socially, physically, and psychologically.

Recognizing that the parents are the primary educators of their children with teachers as facilitators of the children's learning, we stress the partnership of family, school, and parish in building up the faith community of Immaculate Heart of Mary.

## **Mission Statement**

### **Immaculate Heart of Mary School Mission Statement**

Immaculate Heart of Mary fosters a nurturing Catholic school community where children receive a strong spiritual and academic foundation based on Gospel values.

## **Accreditation**

Immaculate Heart of Mary School has a certificate of accreditation by the Western Catholic Educational Association and the Western Association of Schools and Colleges Accrediting Commission for Schools.

## **Admission Policy**

Immaculate Heart of Mary School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. Immaculate Heart of Mary School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Children entering Kindergarten must be five (5) years of age by September 1. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to Immaculate Heart of Mary School are evaluated on the basis of current standardized test scores and report cards. A completed evaluation form from the previous school or preschool is requested. This form is part of the application packet and is to be sent directly from the previous school to our principal.

Requirements include:

- \*Verification of active parish membership
- \*Health Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. Testing will be held for new incoming students in Grades 1-8. An interview with the student is part of the admission process. All of this will be reviewed to determine whether the program at Immaculate Heart of Mary School will meet the educational needs of the students.

Each new student will be given a probation period in which to demonstrate himself/herself both socially and academically. If during this probation period there are any concerns, a student may be asked to withdraw his/her attendance from Immaculate Heart of Mary School.

Non-Catholic students whose parents accept the philosophy of Immaculate Heart of Mary School will be accepted on a space-available basis.

### **Financial Policies**

#### **2020–2021 Tuition**

Please see below for our Participation and Non-participation rates. (Participation vs. Nonparticipation refers to families who participate in our parish and school fundraising requirements and volunteer hours and those who do not.)

	<u>Participation Rate</u>	<u>Non-Participation Rate</u>
Tuition per student	\$7,600	\$9,600
Non-refundable Registration Fee per student	\$450	\$450
7 <sup>th</sup> Grade Dinner Dance Fee	\$100	\$100
8 <sup>th</sup> Grade Graduation Fee	\$150	\$150

***IHM will not reserve a space for any child for whom this registration fee is not paid when due.***

**The following policies are for admission and continuance at the IHM Parish School.**

***Participation:***

1. Catholic parents and their children agree to **attend Mass weekly** at their parish church. Non-Catholic parents and their children are encouraged to worship in their own religious community.
2. Family participation in all school fundraisers **AND** completion of volunteer service hours during the 2020-2021 school year.

***\*Volunteer Hours:***

40 hours two-parent family

Recorded between

20 hours one-parent family

April 2020 – March 2021

*\*Due to COVID-19, Volunteers Hours Are Not Required Until Further Notice.*

***Unfulfilled volunteer hours will be charged at a rate of \$20 per hour***

***Fund Raising:***

See's Candies: Families are to participate to a minimum amount of \$50.

- Fall Fundraiser: Families are to participate financially in this event.
- Fun Run: Families are to participate to the minimum amount of \$200.
- Scrip: Families are to purchase \$3,500 worth of scrip.

***FACTS Tuition Management***

IHM continues to partner with FACTS Tuition Management Company to process tuition payments for the 2020-2021 school year. There is an annual enrollment fee (per family, not per student) charged by FACTS to process tuition payments and billing.

The three payment plans for tuition along with the corresponding FACTS enrollment fee are:

- One payment due August 10, 2020 - FACTS fee \$20.00
- Two payments due August 10, 2020 and January 10, 2021 - FACTS fee \$20.00
- Ten payments due the 10<sup>th</sup> of each month beginning August 10, 2020 through May 10, 2021 – Facts fee \$50.00

Please note: In cases where both the custodial and non-custodial parent(s) are responsible for educational costs for a student, IHM will bill only the custodial parent(s). Any 'split' of these expenses must be arranged between the parents.

IHM realizes that families make financial sacrifices to send their child to a Catholic school and IHM is committed to providing the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment Please make school tuition a budget priority. If a financial hardship occurs and a family cannot make the tuition payment, they must contact the Parish Finance Office to make payment arrangements.

All families must be current in their payment of tuition. Families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will place their children at risk for the following until the account is brought current:

- Students will not be allowed to participate in athletics or extra-curricular activities.
- Students will be permitted to complete academic course requirements, take mid-term exams and final exams, however progress reports, report cards, and permanent records will not be released.
- Eighth graders may not be permitted to participate in the 8th grade Graduation program.
- After 3 months of delinquency, the parent/guardian may be asked to withdraw their child(ren) from IHM.

DELINQUENT TUITION/OUTSTANDING BALANCES FROM PREVIOUS YEAR(S) All previously unpaid tuition and other outstanding balances must be paid by June 30 if a student is to be readmitted on the first day of class for a new school year.

### ***Financial Aid***

IHM recognizes that Catholic education is a matter of choice and families make significant financial sacrifices to send their children to Catholic schools. We ask that families evaluate their finances to determine how much they can afford to pay towards tuition. Families are expected to make payment of tuition a priority. IHM's financial aid will not subsidize a family's discretionary spending choices. Families are asked to use their own financial resources first before applying for financial aid. When the school makes a financial commitment to support a student, the school wants to see a similar promise from a family.

IHM considers both parents responsible for their student's tuition. Financial aid is based on ability, not willingness, to pay. For parents who are separated or divorced, both parents are required to submit separate financial aid applications. No information will be given by the school to either parent regarding the other parent's finances. A letter explaining any unusual family circumstances or expenses which may affect ability to pay for the student's education should be sent to IHM's Pastor, Rev. Mark Mazza.

All awards are confidential agreements between the recipient family and the school; therefore, we respectfully request that families receiving awards not share this information with other parties.

IHM reserves the right to amend awards if new information comes to light.

In order to remain eligible for Financial Aid, students must maintain good standing in both academics and conduct. In addition, a positive and constructive relationships between parents and the school and parish must also exist throughout the year. Families must apply each year for Financial Aid. Families must be current with their tuition and fees in order to qualify for Financial Aid for the next school. If a family is not current by February 1st, a Financial Aid award may not be awarded for the next school year. If you have any questions, please contact Parish Finance Manager, Karen Turner at [kturner@ihmschoolbelmont.org](mailto:kturner@ihmschoolbelmont.org).

### **7<sup>th</sup> and 8<sup>th</sup> Grade Registration Fees**

The Registration Fee for students entering 8<sup>th</sup> Grade is \$450 plus \$150 Graduation Fee. This Graduation Fee covers gown rental, awards, diplomas, etc. Also note that the registration fee for students entering 7<sup>th</sup> grade is \$450 plus \$100 higher than the normal registration fee. This fee covers the award ceremony, dinner, and dance.

### **2020-2021 IHM Parish School Policies**

The following policies are for admission and continuance at the IHM Parish School.

### **Academic Policies**

#### **School Wide Learning Expectations**

The School Wide Learning Expectations define for us the spiritual, academic, and social characteristics that a graduate of Immaculate Heart of Mary School will attain and develop throughout his/her years of attendance. The acronym HEART stands for the ways our students develop Healthy character, become Effective communicators, act as Active Christians, respond as Responsible citizens, and are overall Thinkers and life-long learners. Below you will find the "SLEs" as they are defined for our different grade levels throughout the school.

## IHM students have HEART! Grades Preschool-Grade 3



### Healthy Character

- We take responsibility for our actions.
- We eat well and keep safe.
- We play nicely with each other.
- We do things to make us happy.

### Effective Communicators

- We learn to read and write.
- We use technology to share ideas. ● We talk out our problems.

### Active Christians ● We make good

choices.

- We learn to pray and go to Mass. ● We give to others.

### Responsible Citizens

- We are aware of the world around us.
- We accept all cultures.
- We recycle

### Thinkers and Life-Long Learners

- We learn to solve problems.
- We do our best.
- We use technology.
- We listen to and follow advice.

## IHM students have HEART! Grades 4-8



### Healthy Character

- We take responsibility for self-discipline and selfcontrol.
- We understand and practice basic nutrition, exercise, and hygiene.
- We demonstrate safety habits.
- We develop positive self-esteem and value the feelings of others.

### Effective Communicators

- We read, write, and communicate through speech effectively.
- We use technology responsibly and creatively to share ideas. ● We utilize conflict-resolution skills.

## Active Christians

- We gain knowledge about Catholic doctrine and scripture. We apply this knowledge to making moral choices.
- We show spiritual growth through prayer, reflection, liturgy, and faith experiences.
- We perform service to our church, school, local, and global communities in our daily lives, providing a good example to others.

## Responsible Citizens

- We recognize and respond to local and global issues.
- We understand and show appreciation for our multicultural society.
- We respect and protect the environment.

## Thinkers and Life-Long Learners

- We research, analyze, and synthesize information to solve problems and answer questions.
- We think critically, independently, and creatively to develop their individual potential.
- We use technology effectively in our pursuit of knowledge.
- We demonstrate an acceptance of constructive criticism.

### **Immaculate Heart of Mary Church**

#### **Church of the Immaculate Heart of Mary Mission Statement**

Immaculate Heart of Mary Parish, Belmont, California is a community united by its Holy Catholic Faith. We are called to proclaim the Word of God, build Christian community and promote service to the local Christian community and to the entire human family.

We respond to God's love by our worship as expressed in the Divine Liturgy of the Mass, the Sacraments and the other liturgies and prayer services of the Church. We strive to live and promote Gospel values as expressed in the "Great Commandment" of Jesus, by "loving God and expressing this love of God through love of neighbor."

Parents are expected to be active partners in the Religious Education of their children, particularly in the preparation for the first reception of the Sacraments of Reconciliation (Confession) and First Communion. In order to continually deepen our relationship with Christ, we as a Catholic school community, should participate in a variety of worship services. We strongly encourage parents to participate in our school liturgies when they are able. Your presence helps to re-enforce your interaction with your child's faith development and reflects a serious commitment on your part. The partnership between the school and parish is a strong, valuable part of who we are in the IHM community. It is crucial that all members of the IHM community, school or parish, participate and be active in both settings.

Regular attendance at Sunday Mass by the entire family, parents and students together, is encouraged and is an integral part of a child's ongoing religious education. Parents are encouraged to attend Sunday Mass as a family in order to strengthen their child's knowledge and practice of their Catholic Faith and traditions.

## Sacramental Programs at IHM Parish

The sacramental life of the children is an important component of the Religion program at Immaculate Heart of Mary Parish School. Sacraments are only conferred upon students who are Baptized Roman Catholics or who by means of a formal Profession of Faith have been received into the Catholic Church at some point after their Baptism in a non-Catholic tradition.

**Reconciliation:** The Sacrament of Reconciliation (Confession) provides us, as individuals who do not always do the right thing, an opportunity to obtain forgiveness for our sins and to reconcile with God and the Church (the People of God). Preparation for the Sacrament of Reconciliation begins in the spring of first grade and continues throughout the fall of second grade. This preparation includes classroom instruction, prayer celebrations, and parent meetings. Students usually receive the Sacrament of Reconciliation in November of second grade. Students continue to participate in the Sacrament of Reconciliation each year during school Advent and Lenten Reconciliation services.

**Holy Communion:** Receiving Holy Communion worthily brings us graces that affect us both spiritually and physically. Spiritually, our souls become more united to Christ. Proximate preparation for the reception of First Holy Communion begins in second grade. This includes daily prayer, classroom instruction, parent meetings and regular attendance at Sunday Mass. Our goal is for our children and our families to recognize Jesus Christ, the Son and Word of God, as “really present” in our lives on an on-going basis.

**Confirmation:** Confirmation is one of the three Sacraments of Initiation in the Catholic Church, the others being Baptism and Holy Communion. It is through the Sacrament of Confirmation that those Baptized in Christ are more completely bound to the Church and are enriched and strengthened by the invocation and blessing of the Holy Spirit, the Third Person of the Holy Trinity. Preparation for the Sacrament of Confirmation is ongoing throughout the Religion program of Immaculate Heart of Mary School. Formal instruction for this Sacrament of Confirmation begins at the beginning of ninth grade and continues through October of tenth grade. Currently, Confirmation takes place in October of tenth grade. Students are required to attend Mass regularly, attend Confirmation classes, participate in retreats, and perform service projects that oblige them “to share and defend the faith in thought, word, and deed”.

## Christian Code of Conduct

The students’ interest in receiving a quality, morally-based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school. It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events. (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, or anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

### **Parents' Roles in Education**

We, at Immaculate Heart of Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of IHM School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at IHM School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make the investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.



Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits will provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments.

### **Parents as Partners**

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:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has a nutritional snack and lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone number and make these changes on SchoolSpeak;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

### **Communications**

#### **Procedure for Communications**

Effective communication demands that questions and concerns be addressed at their earliest stages to those responsible for their resolution. Parents are expected to follow these steps:

1. Parents will contact the teacher at school through an email. Teachers are not to be contacted at home or on their personal cell phones.
2. A conference between the teacher and parent will be scheduled if necessary. Every teacher is available for a scheduled conference.
3. If no resolution is reached between the teacher and parent, and the parent wishes administration to take action, the parent must submit in writing a statement of the issue.
4. The employee involved shall be advised by administration of the nature of the issue and shall be given the opportunity to explain the facts, as the employee perceives them. The administration, in consultation with the parent and employee, will try to resolve the issue. If necessary after these steps administration may involve the pastor.

## SchoolSpeak

Immaculate Heart of Mary School uses a student data service called SchoolSpeak. This is a web solution for all school communication between administrators, teachers, parents and students. We can communicate any information that is relevant to our IHM community, such as school announcements, weekly communications, flyers, classroom information, homework, grades, school handbooks, teacher pages, forms, family contact data, and the school calendar. Only authorized users (teachers, parents, and students) with the correct ID and password can access student records. SchoolSpeak serves to increase communication from school to home with online parent and student access. SchoolSpeak is not to be used to distribute commercial advertisements, birthday invitations, and/or other forms of non IHM school or parish related information.

### Protocol for use of SchoolSpeak Communication and Email

The following guidelines are provided to facilitate the use of all e-mail with teachers and school personnel:

- Teachers will view email after their teaching day.
- A reasonable response time to your email is 48 hours; please be flexible, especially if teachers or school personnel have been away for a period of days.
- Emails should be succinct and to the point.
- School email is regulated and supervised by school administration.
- Please know that others may view the content of your email regarding your child.
- In your emails, please address only those issues that are not available through our websites, homework pages, and handbook.
- E-mail does not replace a parent conference, but may be used to request a parent conference.
- E-mails are retained as record for one year.
- **A professional tone must be maintained in emails. Any email communication that is harassing or unprofessional in tone is unacceptable and is grounds for dismissal from the school.**
- Emails, notes, and letters must be signed. All unsigned or anonymous letters/emails will not be read.
- Email that is sent to any person or group affiliated with IHM School or that is posted online that in any manner discredits or defames any member of the IHM community (student, parent, teacher, administration) will be dealt with immediately and may result in a family being required to leave the school and/or further legal action if necessary.

### **Weekly Newsletter Through SchoolSpeak**

The weekly Newsletter is posted on SchoolSpeak and emailed to families. All parents/guardians are expected to read this necessary piece of school communication that also includes fliers and forms. An email is sent as a reminder that the Newsletter has been posted every Monday. Any forms to be filled out from the SchoolSpeak Newsletter should be printed, filled out, and returned to the next school day.

### **Phone Calls to/from School Office**

- Parents are asked to avoid calling the school office with messages for their children. Other than emergency situations, students should know exactly what they are supposed to do after school.

- Phone messages to faculty will be routed to their school voicemail by the front office throughout the school day.
- Avoid calling the school office for information that is in your Parent Handbook or posted on SchoolSpeak.
- **Students may not call home for forgotten homework, textbooks, or other assignments.**

We discourage the use of the telephone by students except in case of emergency. Emergency phone calls can be made with permission using the classroom telephones.

## Curriculum

The Diocesan curriculum guidelines, consistent with the State of California guidelines, are followed for the teaching of all secular subject areas.

Immaculate Heart of Mary School offers students opportunities for growth in the following major subjects:

### **Religion**

Catholic doctrine and traditions, service, Bible study, social justice, preparation for the reception of the sacraments of Reconciliation and Eucharist, child safety and education program provided through the Archdiocese of San Francisco  
Liturgical services are held once a month for the entire school community. Students also attend the 8:00am. Parish Mass on a rotating basis. Students in Grade 5 and 8 take the NCEA IFG ACRE Test (National Catholic Educational Association Information for Growth Assessment of Catechesis Religious Education).

### **Language Arts**

Common Core Standard Aligned Reading, English, spelling, vocabulary, composition, library skills, use of databases for research, and appreciation of literature

### **Mathematics**

Common Core Standard Aligned Mathematics and algebraic skills. In order to allow teachers to meet students' individual needs in mathematics instruction, varying on a need to need basis, Middle School math class will be broken up into two groups.

### **Physical Education**

Physical fitness programs appropriate for each grade are taught by Legaraza Sports. Students K-8 have PE classes twice a week.

### **Science**

General sciences and laboratory experience take place in Science class, while following the Next Generation Science Standards along with introductions to STEM.

### **Social Studies**

Social Studies curriculum is to foster an appreciation of local environments, history, geography, economics, California history, World history, and current events. Integrated instruction on the use of maps, graphs, and reference materials are taught throughout grade levels.

## **Handwriting**

Handwriting is based on teaching students good penmanship while building fine motor skills.

## **Spanish**

Spanish curriculum focuses on vocabulary, common expressions, grammar, conversation and culture.

## **Fine Arts**

Music classes teach students to sing and appreciate spiritual, secular, and multicultural music through a variety of sources, including the Misselette. Visual arts are enhanced by students learning different Art techniques and skills from an experienced Artist.

## **Makerspace/Technology**

Approach towards the maker movement and technology is based on teaching students to responsibly and safely use technology; integration of technology, design thinking methodology, and the STREAM curriculum to enhance academic study and are based on California NextGen Science/STEM Standards.

## **Homework**

Homework is essential in our educational program. It reinforces skills that have been presented in class, helps promote independent study habits, and trains the student to accept responsibility for completing an assignment. It is imperative that parents take an active role in supervising the completion of assignments. Homework must be completed and turned in when due.

In order to receive parent cooperation, each teacher communicates his/her homework policy and procedure at the beginning of the school year. **Please note that after school activities are not to take priority over assigned homework.**

Homework for individual teachers will be posted online which can be accessed through the SchoolSpeak.

Make-up Homework or Class Work Due to Absenteeism: It is not necessary to complete homework while ill. Missed work is to be completed when the student returns to school. Students absent due to illness are allowed one day for every day they are absent to make up missed work.

Homework and/or student materials such as textbooks will only be sent to the office upon request of parent to teacher. Requests must be made of teachers through phone or email before 12:00 Noon. Although this request is made, it cannot be guaranteed, as teachers may not be able to check phone or email messages before the end of the school day.

**Full homework, classwork, and necessary student materials cannot be guaranteed while the student is absent. It is the student's responsibility to collect all missed work upon return to school.** Students are encouraged to arrange a "homework buddy" early in the school year. Homework buddies can help to collect student materials from the classroom during absences.

Students who are absent for non-approved, planned absences will not be allowed to make up classwork/homework for credit. **Please contact administration for any planned absences 3 weeks in advance for approval.** (See absence section of handbook p. 27)

Time Allotments: The amount of time that different students in the same grade spend doing homework will vary. However, the following table provides guidelines for the amount of time the typical student should spend daily on homework.

Kindergarten	15 minutes
Grades 1	30 minutes
Grades 2 & 3	30-45 minutes
Grades 4 & 5	60 minutes
Grades 6, 7 & 8	90 minutes

Time needed for on-going projects and/or studying is additional to daily homework time allotments.

**Planners/Organization**

Students in Gr. 4-8 should use a planner to keep track of assignments. Students are expected to follow organizational procedures from their teachers (i.e. note-taking, writing down homework assignments in class, etc.). Students will periodically have their notebooks, planners, cubbies, and desk checked for organization. Homework is also posted on SchoolSpeak and can be used as a reference for the homework assignments that students are required to record at school.

**Testing**

The Renaissance Star Testing is given in Grades 2 through 8 throughout the school year. The NCEA IFG ACRE Test (National Catholic Educational Association Information for Growth Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8 in February.

Middle School students (Grades 6-8) may be given a maximum of two tests per day. Middle school students will be given advance notice before a test.

**Grading Scale**

Department of Catholic School Archdiocesan Standards

*Kindergarten –Grade 2*

<p><b>Marking Code:</b>  E = Exceeds standard  M = Meets standard  W = Working toward standard  N = Not at grade level standard  No Mark = Standard not addressed during current marking period</p>	<p><b>Behavioral Expectations/  Learning Skills Code:</b>  1 = Exceeds expectations  2 = Meets expectations  3 = Improvement needed  4 = Unsatisfactory</p>
<p><b>Co-Curricular Subjects:<sup>*</sup></b>  P = Participates  NP= Does not participate  <small><sup>*</sup>Co-Curricular subjects may be graded using the standard marking code or P/NP at the school's discretion.</small></p>	<p><b>Comment Code:</b>  + = Area of strength  No Mark = Meets expectations  ✓ = Needs improvement</p>

An asterisk (\*) next to the subject title indicates that the student also receives a *Supplemental Report for Interventions*.

Grades 3-5

<b>Marking Code:</b>		<b>Comment Code:</b>	
A	= 96 - 100	+	= Area of strength
A-	= 93 - 95	No Mark	= Meets expectations
B+	= 91 - 92	✓	= Needs improvement
B	= 87 - 90		
B-	= 84 - 86		
C+	= 81 - 83		
C	= 74 - 80		
C-	= 70 - 73		
D+	= 67 - 69		
D	= 63 - 66		
D-	= 60 - 62		
F	= 59 - below		
<b>Co-Curricular<sup>†</sup></b>		<b>Behavioral Expectations/Learning Skills Code:</b>	
P	= Participates	1	= Exceeds expectations
NP	= Does not participate	2	= Meets expectations
		3	= Improvement needed
		4	= Unsatisfactory

<sup>†</sup>Co-Curricular subjects may be graded using the standard marking code or P/NP at the school's discretion.

An asterisk (\*) next to the subject title indicates that the student also receives a *Supplemental Report for Interventions*.

Grades 6-8

<b>Marking Code:</b>		<b>Co-Curricular<sup>†</sup></b>	
A	= 96 - 100	C	= 74 - 80
A-	= 93 - 95	C-	= 70 - 73
B+	= 91 - 92	D+	= 67 - 69
B	= 87 - 90	D	= 63 - 66
B-	= 84 - 86	D-	= 60 - 62
C+	= 81 - 83	F	= 59 - below
		P	= Participates
		NP	= Does not participate

<sup>†</sup>Co-Curricular subjects may be graded using the standard marking code or P/NP at the school's discretion.

An asterisk (\*) next to the subject title indicates that the student also receives a *Supplemental Report for Interventions*.

<b>BEHAVIORAL EXPECTATIONS &amp; LEARNING SKILLS</b>
<ol style="list-style-type: none"> <li>1. Exceeds expectations</li> <li>2. Meets expectations</li> <li>3. Improvement needed</li> <li>4. Unsatisfactory</li> </ol>

<b>REMARKS</b>
<i>(No remark indicates that student is meeting expectations)</i>
<b><i>Areas of strength</i></b>
<ol style="list-style-type: none"> <li>5. Makes valuable contributions to class discussions</li> <li>6. Seeks help appropriately</li> <li>7. Engages enthusiastically in learning</li> <li>8. Consistently demonstrates pride in work</li> <li>9. Exhibits intellectual curiosity</li> <li>10. Thinks critically</li> <li>11. Works well cooperatively</li> <li>12. Is well organized</li> </ol>
<b><i>Areas for growth</i></b>
<ol style="list-style-type: none"> <li>13. Needs to seek help appropriately</li> <li>14. Has difficulty working cooperatively</li> <li>15. Needs to show initiative</li> <li>16. Needs to participate in class discussion</li> <li>17. Needs to improve presentation of work</li> <li>18. Needs to improve organizational skills</li> <li>19. Has difficulty expressing ideas</li> <li>20. Resists correction</li> <li>21. Talks excessively/disrupts instruction</li> <li>22. Incomplete, late, or missing assignments impact success</li> <li>23. Low test/quiz scores impact success</li> <li>24. Absences impact success</li> <li>25. Needs to improve effort</li> </ol>

Effort and conduct grades are useful in interpreting the academic grades. **Most of our students meet expectations in both conduct and effort, which earns them a 2. There are few students who exceed the expectations and earn a 1. Low marks (3 or below) in these areas should indicate to the parent the need for additional effort on the part of the student.** On the report card, for Grades 6-8, students receive an effort grade in each class and a General School Conduct grade (on the back of the report card) for behavior during all aspects of school life. There is no overall effort grade. Low marks in effort and/or conduct may result in additional conferences with the Principal. The Principal will determine if the students will be suspended from extracurricular activities, including field trips and assemblies. The school reserves the right to not give grades to a student with 10 absences during any quarter.

## Behavioral Expectations Rubric

The following rubric will be applied in Grades 1-8 to determine conduct grades.

Conduct Grade	Standards	Synopsis
<b>1- Outstanding</b>	<ul style="list-style-type: none"> <li>● Consistently follows classroom and school rules</li> <li>● Consistently gives attention to the teacher</li> <li>● Consistently demonstrates self control</li> <li>● Consistently shows respect to peers and adults</li> </ul>	<ul style="list-style-type: none"> <li>● This is a student who <i>very rarely</i> receives any conduct reprimands and consistently embodies the qualities of the HEART Student Learning Expectations</li> </ul>
<b>2 – Meets Expectations</b>	<ul style="list-style-type: none"> <li>● Regularly follows classroom and school rules</li> <li>● Regularly gives attention to the teacher</li> <li>● Regularly demonstrates self control</li> <li>● Regularly shows respect to peers and adults</li> </ul>	<ul style="list-style-type: none"> <li>● This is a student who <i>infrequently</i> receives any conduct reprimands and regularly embodies the qualities of the HEART Student Learning Expectations</li> </ul>
<b>3 – Improvement Needed</b>	<ul style="list-style-type: none"> <li>● Often disobeys classroom and school rules</li> <li>● Often does not give attention to the teacher</li> <li>● Often demonstrates a lack self control</li> <li>● Often shows disrespect towards peers and adults</li> </ul>	<ul style="list-style-type: none"> <li>● This is a student who <i>often</i> receives conduct reprimands and occasionally embodies the qualities of the HEART Student Learning Expectations</li> </ul>
<b>4 - Unsatisfactory</b>	<ul style="list-style-type: none"> <li>● Consistently breaks classroom and school rules</li> <li>● Consistently does not give attention to the teacher</li> <li>● Consistently demonstrates a lack of self control</li> <li>● Consistently shows disrespect toward peers and adults</li> </ul>	<ul style="list-style-type: none"> <li>● This is a student who <i>regularly</i> receives conduct reprimands and/or has committed a serious offense. This student rarely embodies the qualities of the HEART Student Learning Expectations.</li> </ul>



### Learning Expectation Rubric

The following rubric will be applied in Grades 1-8 to determine effort grades.

Effort Grade	Standards
1- Outstanding	<ul style="list-style-type: none"><li>● No missing, late, or incomplete assignments</li><li>● Active and appropriate participation</li><li>● Always on task</li><li>● Exceeds expectations</li><li>● Engaged</li></ul>
2 – Meets Expectations	<ul style="list-style-type: none"><li>● Few homework assignments are missing, late, or incomplete</li><li>● Appropriate participation</li><li>● Generally on task</li><li>● Meets expectations</li><li>● Often engaged</li></ul>
3 – Improvement Needed	<ul style="list-style-type: none"><li>● Many assignments are missing, late, or incomplete</li><li>● Inappropriate participation (ex. Giving input without raising hand and being called on)</li><li>● Generally not on task</li><li>● Below expectations</li><li>● Rarely engaged</li></ul>
4 - Unsatisfactory	<ul style="list-style-type: none"><li>● Most assignments are missing, late, or incomplete</li><li>● Frequent inappropriate participation</li><li>● Rarely on task</li><li>● Well below expectations</li><li>● Disengaged</li></ul>

### Report Cards/Progress Reports

Report cards are given to students on a quarterly basis in grades K-8. Students/parents in grades 3-8 are expected to keep track of grades via SchoolSpeak. In order to monitor that process, a progress report form will be sent out mid-trimester for students with a C- or less. Students will have 2 days to complete this form using SchoolSpeak. Reminders of these progress reports are found on the school calendar. Parent-Teacher conferences are held in the middle of the first trimester, and at the request of a teacher or parent.

## **Honor Roll**

Students in grades 5-8 are eligible for honors. A student must have an average of an A in core academic subjects for High Honors (96% and above), or an average of A- or B+ in core academic subjects for Honors (91%-95%). Students must have ALL of the following:

- B- or above in core academic subjects on their report card.
- 1 or 2 in learning and/or behavioral skills
- A passing grade in any co-curricular subjects

\* If a student is suspended from school he/she cannot be on the Honor Roll in the trimester in which the suspension takes place.

## **Promotion/Transfer/Retention**

Advancement to the next grade in Immaculate Heart of Mary School is based on a student's daily performance, test results, recommendations of 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.

## **Student Records (Buckley Amendment)**

Immaculate Heart of Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through US Mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the IHM office for distribution. Completed forms will be sent via the US Mail. Special handling will require that the parents pay all postal fees.

## **Summer School**

Summer school can be recommended for skills maintenance, required for a specific subject area, or required for promotion upon the evaluation of the child's overall performance by the classroom teacher. Information on summer school attendance will be sent home around mid-April.

## **Christian Service Guidelines**

Service to others is a valuable characteristic of Catholic education. The purpose of the Middle School service program is to provide students with the opportunity to make a difference in our parish and its surrounding communities, locally as well as globally. Apostolic service instills in the students the Gospel values of justice, love of neighbor, and service to those in need.

All Immaculate Heart of Mary Middle School students must complete service hours as determined by grade level. The Service Hour Verification form is on SchoolSpeak and can be found in the school office. Students must complete the entire form prior to turning it in. A new form is required for each *different* act of service. ALL FORMS need to be turned into to Service Hours box located in the Front Office.

Homeroom teachers will account for the required service as part of the third trimester religion grade. All forms are due by May 1<sup>st</sup>, **no exceptions!** Any questions regarding Service Hours, please see school administration.

**Grade Level Requirements:**

**Grade 5:** Students in grade 5 will complete eight (8) hours of service. The focus of service for this age group is to begin student involvement in the Parish Community. Altar Serving, participating in the Church Choir, and assisting with Parish activities, can fill the 8-hour requirement. Several other opportunities could be offered throughout the year. Students will begin understanding the process and connection between the celebration of Sacraments and our social mission as followers of Jesus. The 8-hour requirement must be completed by May 1<sup>st</sup>.

**Grade 6:** Students in grade 6 will complete twelve (12) hours of service. Altar Serving, participating in the Church Choir, and assisting with Parish activities, can fill the 12-hour requirement. Several other opportunities could be offered throughout the year. The 12-hour requirement must be completed by May 1<sup>st</sup>.

**Grade 7:** Students in grade 7 will complete fifteen (15) hours of service. While students are encouraged to contribute at least 6 hours of service to the parish, students are asked to expand their volunteering to complete at least 9 hours to the local secular community. This can be accomplished through visits to local retirement homes, food banks, or shelters. Altar Serving, participating in the Church Choir, and assisting with Parish activities, can fill the 15-hour requirement. Several other opportunities could be offered throughout the year. The 15-hour requirement must be completed by May 1<sup>st</sup>.

**Grade 8:** Students in grade 8 will complete twenty (20) hours of service. Students will be expected to become actively involved in a more global community. Students are encouraged to dedicate 10 hours of service to the local community, and a minimum of 10 hours to the global community. Students should seek opportunities beyond those of the community in which they live. The 20-hour requirement must be completed by May 1<sup>st</sup>.

**Arrival at School\***

\*Dependent Upon School Reopening  
**School Hours**

MONDAY

Grades K - 8

7:45 A.M. - 12:45 P.M.

TUESDAY THROUGH FRIDAY

Grades K - 8

7:45 A.M.- 2:45 P.M.

Extended Day Care Hours: 3:00 – 6:00 P.M.

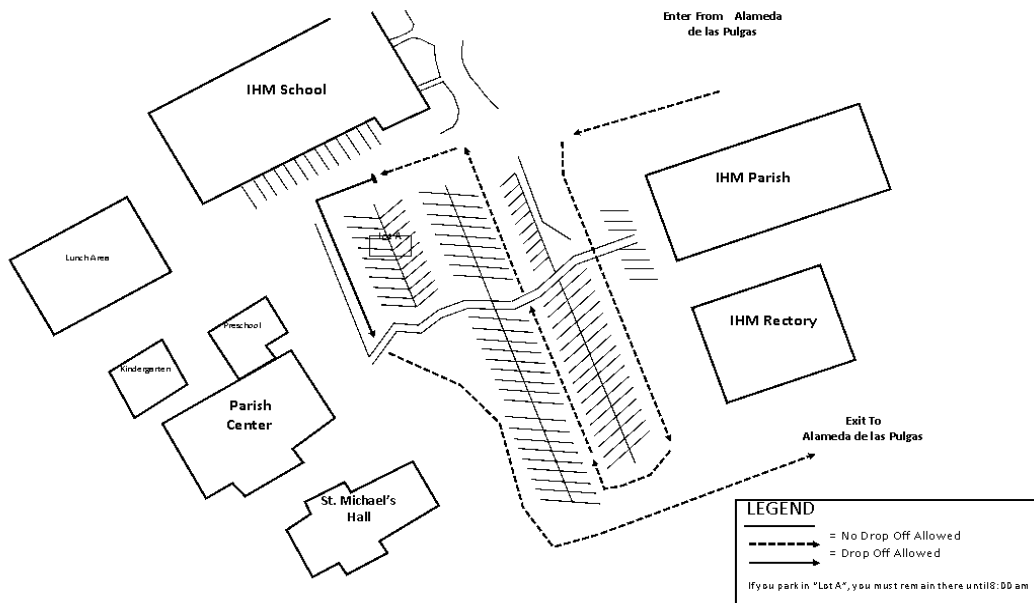
School Office Hours: 7:30 A.M. – 3:45 P.M

**\*Morning Drop-Off**

Please follow the traffic pattern for the morning arrival of students found on the map below and in the back of this handbook. Once students are dropped off in front of the Parish Center, parents have the option of either leaving OR parking. The parking lot closest to the school is reserved for those who will park on arrival, remain parked until 8am, yet leave prior to 9:00a.m. **Do not park in this lot and drive out while students are still arriving (before 7:45AM) as this holds up the morning line and is unsafe.** When parking and walking students to lunch area the crosswalk must be used.

Do not drop off students in front of the church or rectory. Any students walking to school will use the walkway between the Church and the Parish Center as a safe place to walk. Traffic patrol will be present to help out. DO NOT drop off or park in front of the Church. Handicap parking is enforced at all times.

*\*Due to COVID-19, Morning Drop-Off Procedures Will Be Followed As Stated In the Reopening Handbook Addendum.*



### **Afternoon Pick-up**

You are asked to pick-up students promptly after school. Students are not to be picked up in front of the church or rectory.

For safety reasons at dismissal time, students in grades 1-4 will stay with their teachers for parents to pick up at assigned area. Kindergarten students must be picked up at the Kindergarten building. Students may only be picked up by parents and guardians who have been approved by the parents. Students who are not picked up on time will be sent to Extended Day Care and the family will be charged. *\*Due to COVID-19, Afternoon Pick-Up Procedures Will Be Followed As Stated In the Reopening Handbook Addendum.*

### **Walkway by Sunrise**

Students are not to use the walkway by Sunrise (east end of main school building before or after school).

### **Transportation**

Students who ride bicycles to school are not allowed to ride on school grounds. For safety reasons students will walk their bikes on the walkway path to the bicycle racks. Bicycles will be taken for one day if students fail to keep this rule. Bicycles must be locked while parked on school grounds. Student who ride bicycles to school or walk to school must have a signed Waiver on file with the school office.

### **Traffic Patrol**

Traffic Patrol is the responsibility of 7<sup>th</sup> and 8<sup>th</sup> graders. 8<sup>th</sup> graders will be in charge of trimester one and two, 7<sup>th</sup> graders will be in charge of trimester three. Traffic Patrol Schedule can be found on SchoolSpeak. **Please be respectful to the students on Traffic Patrol.** *Due to COVID-19, Please Refer to the Reopening Handbook Addendum.*

### **Reporting to School Office**

Other than dropping students off and picking students up, **all parents or guardians coming on school grounds during school hours must report to the school office and check in.** DO NOT ENTER THROUGH THE BACK DOORS OF THE SCHOOL. All volunteers and visitors will be given a badge to wear while in the school building. This is a safety procedure for the benefit of our students. Parents should never visit with a teacher during class time or while a teacher is on yard supervision. An appointment is always necessary for a conference.

### **Entering School Building After Hours**

Students are expected to collect all books and homework before they leave school at the end of the day. Students may be allowed to return to their classroom after school until 3:30 pm only if they have received permission from the front office and the teacher is in the classroom. **No student or parent will be allowed to go into a classroom after 3:30 pm to retrieve student work or books.** Please respect this effort to help make our students more responsible for their homework when packing up at the end of the school day.

## Attendance

### **Absences from School**

Parents must email or telephone the school office by 8:30 am whenever a student will be absent or tardy. On returning to school, students present a note signed by their parents explaining the reason for the absence.

- 1) Medical absence: Students are legally credited for attendance when time is spent in medical and dental appointments. **Verification of such appointments is required from the medical or dental office.** Bring verification to the school office on returning to school from the appointment.
- 2) Excused absence: In addition to medical absence, students may be absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's family. In such cases of short-term absence, the student may collect missed work from their teacher upon their return and make arrangements for missed tests/quizzes to be made up for full credit
- 3) Absence for other reasons: **We urge you to avoid taking children out of school for trips, etc.** The classroom teacher does not have the authority to give permission for such absences. [The Principal has final and absolute discretion to determine the conditions and terms governing such absences, Administrative Handbook 5121.3.] **Contact the Principal at least three weeks in advance if you are thinking of taking students out of school.** This will provide an opportunity to discuss the effect such an absence would have on pupil's schoolwork. [The school is not under obligation to provide tutoring, make-up work, or special testing schedules for such a period of absence, Administrative Handbook 5121.3.] Full responsibility rests with parents for the consequences of such absences. Students in grades 3-8 will not receive credit for work missed during planned absences and teachers for these grades will not prepare absent work for these types of absences. Students who receive an "approved absence" from the Principal will have grades pro-rated according to days of absence. This means students will receive an "exempt" grade for missed assignments (does not count positively or negatively toward final grade). The student will still be responsible for keeping up with missed in-class learning.
- 4) Excessive Absences: Students who exceed 10 absences in one quarter may become ineligible for full credit for that grading period.

### **Early Dismissal for Appointments**

We do not recommend early dismissal from school. It is highly recommended to use Monday afternoons for appointments. Parents must sign out students; sign-out book is in the school office. When a student returns to school from an appointment, parents must also accompany the student to the office to sign them back in. Please note that students may not leave school grounds unaccompanied during school hours.

## **Truancy**

Any student who is absent from school without a valid excuse more than three days or who is tardy in excess of 30 minutes on each of four days or more in one school year is a truant and can be reported to the Resource Officer serving the Belmont Schools.

A student who has been reported once as a truant and who is absent again from school without a valid excuse one or more days, or tardy on one or more days can be reported again as truant to the Resource Officer serving the Belmont Schools.

A student is considered a habitual truant who has been reported truant three or more times. The student is then subject to probation, suspension, and/or expulsion.

## **Tardy Policy**

Students are tardy if they are not in the classroom by the second bell (8:15 AM). Before being admitted to class, tardy students must get a tardy slip from the front office. After three tardies in a quarter, parents will receive a letter from IHM. After six tardies in a quarter, a conference will be required.

Parents and students are to make all efforts to be at school on time. Habitual tardiness is not acceptable and could result in the Belmont School Resource Officer issuing a citation for truancy and/or impact a student's future enrollment at IHM School.

## **Cell Phone Policies**

Students may not have a cell phone on campus during school hours. Cell phones may not be used by students in the parking lot or upper yard before school (7:45AM-8:15AM). If a phone call absolutely must be made, students are to go to the school office to use the school phone.

If parents believe it is essential for a student to have a cell phone to use before and after-school, they must complete the cell phone permission form and return it to the school office where it is signed by the principal and kept on file.

The phones will be collected by the teacher each morning, transported to the school office, and returned at the end of the day. Phones also will be collected from students attending detention, extended day care, and other after-school programs.

For safety and security reasons, students are not allowed to be on their cell phone while walking to and from the school building and parish center. Students should not be on their cell phone while using the walkway.

Parents need to be mindful of their cell phone usage. Cell phones should not be used while assisting in the classroom, on yard duty, and on field trips. If a phone call needs to be made, it needs to take place outside the classroom and/or school office.

**In the event that a student has/uses a cell phone at school during school hours, before school (7:45AM-8:15AM), during detention, extended day care, or other after-school programs, it will be taken away and be returned at the discretion of school administration and after a parent meeting has been called. *\*This is dependent on reopening.***

Students attending the Extended Care Program must comply with the rules established and communicated by the extended care director.

### **Discipline Policy**

Immaculate Heart of Mary Catholic School strives to foster a sense of respect among all of our students and community members. Helping children develop self-control while interacting with their peers in a Christian environment is the priority of our discipline policy. Of utmost importance is that children grow in their habits of virtue, respect, spirituality and responsibility. The plan outlined below allows us as educators to work with parents to help our students be the outstanding young men and women of faith that we know they are called to be.

The objectives of the Discipline Policy are:

1. To stop the inappropriate behavior
2. To allow the behavior to be discussed
3. To teach appropriate behavior
4. To communicate with our students and families regarding behavior trends and responsibilities

To provide a classroom environment that is conducive to learning, we will:

- Encourage character development and help students build self esteem
- Promote growth in self-discipline
- Foster respect for authority and peers

The following rights and responsibilities should be seen as a guideline used by our teachers to develop classroom rules and expectations.

<p><b><u>RIGHTS</u></b></p> <ul style="list-style-type: none"><li>● To learn without interference</li><li>● To have work respected</li><li>● To be listened to when speaking</li><li>● To receive help in work</li><li>● To have property respected</li><li>● To work and play in a safe environment</li><li>● To have opinion respected</li><li>● To maintain personal space</li></ul>	<p><b><u>RESPONSIBILITIES</u></b></p> <ul style="list-style-type: none"><li>● To accept ownership for learning</li><li>● To respect the work of others</li><li>● To speak clearly and to actively listen</li><li>● To wait patiently for help</li><li>● To respect the property of others</li><li>● To be aware of your own environment</li><li>● To express opinions politely</li><li>● To respect a person's right to personal space</li></ul>
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### **Classroom/Teacher Discipline Plans**

The rights and responsibilities listed will provide a framework for the discipline plans in individual classrooms. Within each class positive discipline will be modeled and used. These policies will vary between grade levels and will be explained to the students by their teachers and administration. Parents will be informed of the classroom rules and consequences at Back To School Night, or they may speak directly to the teacher.

Teachers have a range of consequences for minor offenses, which may include loss of a privilege, a time-out period, loss of recess, etc. Parents will be notified by the teacher or school administration if the misbehavior persists. Parents will be asked to come in for a conference if the teacher notices a pattern of misbehavior. Good communication is essential for understanding the problem and shaping behavior changes.

### **Infractions of Discipline Policy**

When a child chooses to disregard the rules that have been put in place, it is important that he/she understands that consequences will take place.

#### **The supervising teacher may issue a Conduct Referral for any of the Following Infractions:**

1. Disruption of classroom learning
2. Disregard of classroom or school rules
3. Inappropriate physical contact
4. Disrespect of faculty, staff or peers

Referral slips, signed by a parent, must be returned to school the next school day. If the student fails to return the slip, the student will call home from the office to let the parent know that the slip will be coming home again that night. It is important that parents support this process and take time to discuss the infraction that occurred and create a plan for how their student can improve his/her behavior.

\*When a student has earned **THREE** written conduct referrals, the student will serve a detention.

### **Immediate Detention May Be Issued for the Following Infractions:**

1. Fighting, harassment, bullying and any forms of intimidation
2. Defacing of school property
3. Dishonesty - which could include, but may not be limited by, the following: cheating on tests, copying someone else's work, letting someone else copy your work, looking at a test, quiz or exam of another student's, signing a parent's name, etc.
4. Abusive, profane, indecent language or gestures
5. Stealing, Possession or use of drugs, alcohol, tobacco, carrying or use of guns, knives or other harmful instruments, and/or defacing or destroying property
6. Inappropriate use of Internet/Chromebooks.

### **Detentions**

Detentions are issued immediately when serious offenses occur. A detention is also given automatically when a student receives his/her **third** conduct referral. Detentions will be held on Mondays from 3:00 p.m. - 3:45 p.m. Any extracurricular activities scheduled for this day will be forfeited.

After a student has served **TWO** detentions, a conference may be held with the student, parents, the Principal and teachers to discuss consequences and strategies for improving the student's conduct. A plan will be put in place for helping the student follow the discipline code; improvement in behavior must take place. If the student earns a **THIRD** detention, the Disciplinary Committee (as defined below) will meet to determine a strategic plan for the improvement of behavior. The plan will be presented to the student and parents. If subsequent referrals are issued, the student will receive an in-school suspension. Any infractions after an in-school suspension require a mandatory meeting with the parents, and out-of-school suspension will be issued.

### **Immediate Suspension and/or Expulsion May Be Issued for the Following Infractions:**

1. The use or possession of drugs, alcohol, or weapons of any kind
2. Fighting that causes, or has the potential to cause, serious injury
3. Leaving the school grounds during school hours without permission
4. Flagrant violation of the Acceptable Use Policy for technology
5. Flagrant inappropriate physical contact

### **Suspensions/Expulsions**

Any deliberate action that is contrary to the moral climate, serious in nature, and having potential to cause harm to any student or staff member may result in a suspension of up to three days and/or expulsion. IHM School has a Disciplinary Committee consisting of two members of the IHM Leadership Team who serve in an advisory role to administration when serious infractions have occurred.

Suspensions may be "in-school suspensions" or "out-of-school suspensions" depending on the seriousness of the offense. The suspended student will NOT receive credit for missed work.

Prior to any suspension or expulsion, the Principal will conduct a conference with the student, the parents of the student, and the student's teacher. The Pastor will be informed of the incident and invited to attend the meeting. The final decision will rest with the Pastor and the school administration. The parents will then be informed as soon as possible of the decision.

### **Uniform Violations**

Students will be issued a uniform violation when they are not wearing the correct uniform. After **THREE** violations the student will earn a conduct referral.

### **Parental Support of the Discipline Code**

Each teacher implements a plan of discipline for his/her classroom. It is the student's responsibility to follow the behavior guidelines provided by the staff and learn what behaviors are acceptable in the classroom, at recess time, and on the school campus. Students will be held accountable for following expectations. Parents are expected to support the Discipline Code. If any referrals are brought home, parents should take them seriously because it is an indication that the student is deviating from acceptable behavior. If a student consistently ignores rules, it becomes apparent that he or she has not embraced the school philosophy at IHM and may be asked to leave.

***Please be aware that the Discipline Policy may be changed at the discretion of the administration and/or pastor.***

### **Student Harassment**

1. **Harassment in General:** It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity. Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any other student is prohibited and will not be tolerated. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.
  
2. **Online Harassment, Cyber Bullying, or Bullying:** Immaculate Heart of Mary School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest) may face detention, suspension, and/or expulsion.

Engagement in social media and/or online blogs such as, but not limited to, Instagram®, SnapChat®, Facebook.com®, Twitter®, Text messaging, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

3. **Disciplinary Action:** This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:
  - a) While on school grounds;
  - b) While going to or coming from school;
  - c) During the lunch period;
  - d) During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, detention, suspension, and expulsion.

Note: Harassment outside of school hours or off school grounds is not the school's responsibility.

4. Student's Responsibility: It is the student's responsibility to conduct himself or herself in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

5. Complaint Procedure: Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents, the vice-principal, or principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present.

### **Conflict Resolution**

A six-step process will be used in helping students deal with conflicts. The six steps are:

1. Stop. Cool off.
2. Talk and listen to each other.
3. Find out what you both need.
4. Brainstorm solutions.
5. Choose the idea you both like best.
6. Make a plan. Go for it!

We have three rules to keep:

1. Treat each other with respect.
2. No interrupting.
3. Work to solve the problem.

### **Extracurricular Activities, Athletics, and School Sponsored Events.**

All Extracurricular activities, athletics, and school sponsored events are unable to occur until further notice due to COVID-19.

### **Field Trip Policies**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.

2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip. **Note:** a fax does not take the place of an original signature.
6. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
8. All monies collected for the field trip are **non-refundable**.
9. **Student Cell Phones are not allowed on field trips.**
10. When driving on a field trip, a parent must drive directly to the site and back to school. No stops along the way are permitted. Our insurance only covers what is stated on the permission slip and does not cover side trips, for example to Starbuck's.
11. Due to the expected level of supervision, siblings are not allowed to attend field school trips.
12. Due to certain policies set by venues, limitations of parent chaperones may occur.

### **Uniform/Dress Code**

Students in grades K through 8 must wear the complete school uniform each day. All clothing must be clean and mended. Any violations may result in a detention. Any emergency exceptions must be requested in writing by the parent.

#### Girls wear:

- Red plaid jumpers or red plaid skorts (K-5) no shorter than 3 inches above the knee.
- Red plaid skirts or red plaid skorts (6-8) no shorter than 3 inches above the knee.
- Dennis uniform short-sleeved white knit shirt with school logo, tucked inside, school red sweatshirt. Logos from previous school year are accepted during the 2018 – 2019 school year ONLY.
- Red cardigan sweaters from Dennis Uniform are also an option for girls and may be worn on Mass days. (please note: undergarments designs should not show through shirts; white or beige undergarments are to be worn).
- Socks: 4 choices of white socks from Dennis Uniform. Non-Dennis Uniform must be similar to Dennis Uniform socks (no symbols/emblems). All socks must be above the ankle in length, covering the anklebone. White knee socks, plain white or black tights, or plain white or black leggings that cover below the anklebone are optional in colder weather. (No lace or decorative embellishments are allowed on socks and/or leggings)
- Dennis Uniform Cords and navy twill pants for Girls
- Dennis Uniform school walking shorts for girls (optional item). Please note no other type of shorts may be worn other than those available from our school uniform company. These shorts are meant to be walking shorts and should not be altered and should be no shorter than 3 inches above the knee

### Boys wear:

- Dennis Uniform navy cords or navy twill pants (from Dennis Uniform only).
- Dennis Uniform white short-sleeved knit shirt with school logo, tucked in (if an undershirt is worn, it must be solid white and short sleeved) with red school sweatshirt. Logos from previous school year are accepted during the 2018 – 2019 school year ONLY. Red V-Neck sweaters from Dennis Uniform is also an option for boys. This may be worn on Mass Days.
- Socks: Four choices of white socks from Dennis Uniform. Non-Dennis Uniform must be similar to Dennis Uniform socks (no symbols/emblems). All socks must be above the ankle in length, covering the anklebone.
- Dennis Uniform school walking shorts for boys (optional K-8). Please note no other type of shorts may be worn other than those available from our school uniform company. These shorts are meant to be walking shorts and should not be altered to an inappropriate length or worn baggy off the waist.
- Navy leather belt (available at Dennis Uniform) is highly recommended for Grades 4-8.

### IHM Shoes

Closed-toed shoes and ankle or knee socks must be worn to school every day.

- Tennis shoes must be white and/or black with white or black shoelaces.
- No high top or slip on shoes are permissible
- Non-scuffing black dress shoes are also allowed
- BLACK Rain boots may only be worn on rainy days
- White socks only. Girls may wear white or black tights. Girls may also wear full-length leggings (white or black) under jumpers

### **School Sweatshirts**

The uniform sweatshirt is worn each day (with the exception of very warm weather) -- uniform or non-uniform jackets are never substituted for the uniform sweatshirt. Sweatshirts must fit properly. No oversized, ripped, or excessively dirty sweatshirts are allowed.

### **School Jackets**

Navy Fleece school jackets (purchased from Dennis Uniform) and IHM Cougar track jackets are not allowed in the classroom. These optional items DO NOT take the place of the school sweatshirt in the classroom. IHM Athletic hooded sweatshirts may be worn on free dress days and before/after school; these are not part of the school uniform.

### **Formal Uniforms**

Formal uniforms are required for Mass Days, Picture Day, and the Christmas Concert. It is the student and their family's responsibility to take note of these days from the school calendar. For formal uniform occasions, girls must wear jumpers/skirts/skorts, shirt, and school sweatshirt/sweater and boys must wear navy cords/twills pants, shirt, and school sweatshirt/sweater. (reminder that the IHM Cougar Athletic hooded sweatshirt is NOT a part of the formal uniform).

**8AM MASS - Formal Uniforms ARE required on Mass attendance days.**

## **Physical Education Uniform**

Grades 5-8 have the option to wear the official IHM PE Uniform the entire day on their assigned PE day. On all other days, and on all-school Mass days, students are required to wear the official IHM School Uniform . K-4 wear school uniforms for PE.

IHM Official PE Uniform for Grades 5-8<sup>th</sup>/Boys and Girls: Red IHM Cougar T-shirt, Black IHM athletic shorts and Black IHM athletic sweatpants. Outerwear can be the official Hooded IHM Athletic sweatshirt, IHM School Sweatshirt or IHM Dennis Uniform Fleece jacket.

Special Requirements for PE Uniforms: T-shirts are required to be the official red IHM Cougar logo t-shirt. Shorts and Sweatpants are required to be the official black IHM screen-printed logo attire. No oversized or tight fitting PE Uniforms may be worn. Shoes and sock requirements must be the school uniform /dress code. The official PE Uniforms can only be purchased through the school office by submitting Cougar Gear Order form located on SchoolSpeak.

## **IHM Cougar Spirit Wear**

Cougar Gear Spirit Wear may be purchased by the entire community. Students may wear the Cougar Gear Spirit Wear as a part of School Athletics. IHM Cougar Spirit Wear may be purchased through the school office by submitting Cougar Gear Order form located on SchoolSpeak. IHM Cougar Spirit Wear is NOT a part of the required school uniform. The hooded IHM Athletic sweatshirt is not to be worn in the classrooms in place of the IHM school uniform sweatshirt.

## **Daisy/Brownie/Scout Uniforms**

Students may wear the scout uniforms on meeting days.

## **Hairstyles**

All hairstyles must be neat, clean, and combed. Extreme hairstyles, hair dye, highlights or extensions are not allowed (this includes, but is not limited to, feathers, foils, tinsel, “bling strands”, highlights, fauxhawks, tails, and spiking). A student's hair needs to be clean, combed and styled in a moderate manner. As a guide, boys' hair is not to extend below the hairline on the back of the neck. Students' hair must be above their eyebrows. Nothing lower than a "#2" haircut will be permitted. Any barber or hair stylist will be able to explain the difference to any person with a question. Boys must be clean-shaven. No facial hair allowed. Students who do not follow the school hairstyle policy will face consequences.

In addition to the Dennis Uniform hair accessories that match the plaid IHM uniform, simple hair accessories may be worn in solid red, white, grey, and/or black.

School Administration reserves the right to define inappropriate attire, accessories, and/or fads as the occasion arises.

**Special Note on Daily Student Appearance** The following items are not permitted:

- Makeup, nail polish, artificial nails/eyelashes, dangling jewelry, dangling hair accessories, dangling earrings, bracelets, and rings

Shirts worn under the uniform on cold days must be solid white. White turtlenecks can be worn underneath polo shirts and are allowed on cold days. Jackets, sweatshirts, and coats must be clearly labeled with the student's name and grade.

### **Free Dress/Fee Dress**

Free dress is allowed on specific days during the school year. These days include the last day of Trimesters 1-3 and Student Appreciation Day during Catholic Schools Week. On free dress days, students must be dressed age appropriately. No offensive symbols, words, or pictures on clothes. Shorts are allowed, but must be walking shorts – no short shorts (even if wearing tights or leggings). Shoes should be appropriate for playtime and P.E. On these days the Free Dress Guidelines must be followed. Any student who has violated the Free Dress Guidelines on free dress days may be issued a detention, and students may be removed from class while parents are called to bring in appropriate clothing or shoes.

*Fee dress is a day designated by the Student Council as a fund raising effort for a service learning project. Students who wish to participate bring in three dollars to turn in at homeroom and may dress according to the free dress guidelines.*

### **Students may wear:**

- Jeans (NO HOLES)
- Tennis shoes
- Short socks
- Shorts
- Sweatshirts
- Dresses

### **Students may not wear:**

- T-shirts with inappropriate writing or pictures
- Tennis shoes that convert to
  
- Biker (or other types of very tight Skirts no shorter than 3 shorts)
- Pajama pants or Leggings
- Make-up, jewelry, and nail polish
- Flip-flop sandals/ open toe shoes
- No open back shoes

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION.**

### **Parent Cooperation**

Parent attention to uniform regulations is requested and appreciated so that valuable teaching time is not wasted on checking uniforms. Any exceptions to the uniform code must be submitted in writing to the classroom teacher. All uniforms must be clean and in good condition. Any uniform violation will result in a uniform infraction slip.

Uniform infractions will result in the student not being allowed to be out of uniform on the next Free Dress day.



### **Supplies and Books**

Students are responsible to use school books and supplies with care and to replace lost or damaged books, as well as depleted personal supplies. All books must be covered. Books must be in a backpack when students are coming to and from school.

### **Backpacks**

All students must have a backpack. No offensive symbols, words, or pictures on backpacks. Key chains and toys may not be attached to student backpacks.

Students in grades 4-8 are required to have a backpack with or without wheels. If purchasing backpacks with wheels, the following rules apply:

1. Backpacks must have retractable handles.
2. **Backpack size may not exceed 19" x 13" x 7"** 3.  
Backpacks must have small wheels.
4. Student backpacks **must fit** in storage closets in classrooms.
5. Equipment bags are not permitted in the classroom.

### **Classroom Cabinets and Desks for Student Use**

Each student is assigned shared space in storage closets, a desk, and in grades K and 5-8 a cubby in which to store clothing, backpacks, lunches/snacks and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to the storage closets or cubbies only at specified times. The school reserves the right to inspect closets, backpacks, cubbies, or desks at any time. Students are not to write on or carve into desks, closets, or cubbies in any classroom. If a student defaces any desks, closets or cubbies they will be required to pay to repair the damage.

### **Birthdays**

**Student birthdays are recognized each Tuesday at morning Assembly for all students. Due to food allergies and to avoid loss of teaching time, no treats are allowed for birthdays. Party invitations may not be handed out in school or on school/church property. Birthday invitations MAY NOT be sent through SchoolSpeak.**

**It is the role of a parent to set the example of respect and concern for others.**

### **Allergies**

Due to the increase of allergies, IHM will create inclusive policies that are safe for ALL children.

**Classroom** – All class party foods must be preapproved with the classroom teacher. If an activity in the classroom takes place, all food must be safe for children in the classroom. When food items are used in teaching lessons, parents of students with allergies will be notified ahead of time.

**School-wide** – Activities that happen on campus throughout the school day, which involve food, will be safe for all students. At these times, parents of students with allergies will be notified ahead of time.

Teachers and staff participate in training and are notified of all student allergies. Faculty and staff receive notes and information. Epi pens are located at various points throughout campus. Students with severe allergies are allowed to keep Epi pens on them. In order to ensure safety for all, student desks, lunch tables, water fountains, and classroom objects are sanitized and cleaned throughout the day. Thank you for working with us in creating a safe environment for all to learn, laugh, and play!

## Lunches

### **School Lunch Program**

Our lunch program is Choice Lunch and is available Tuesday-Friday. Hot Lunches may be ordered through [www.choicelunch.com](http://www.choicelunch.com).

### **Bringing Lunches to School**

Students are responsible for their own lunches. On the occasion that a student forgets his or her lunch, it may be brought to the front office where there is a table labeled for student lunches. It is the student's responsibility to come to the front office, not at the lunch tables, before lunch to retrieve it. Students will not be called up nor will the lunches be delivered. With parent permission, Emergency lunches may be purchased through the Choice Lunch program. Please note that glass bottles or fast food lunches are not allowed. **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the medication
- Frequency
- Dose
- Date
- Parent Signature

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school office with the following information:

- Child's name
- Frequency
- Dose
- Date
- Parent Signature

A copy of the medical release and consent to treatment of child form is included in this handbook as an insert. Forms are also available at the school office. All medication must be sent to the school office, not to the classroom teacher.

## **LICE/NITS**

Parents are encouraged to check for lice and nits on a regular basis. The school has a nit-free policy concerning head lice. Parents are obligated to contact the school nurse and follow school protocol in the event their child contracts head lice. Children who have contracted head lice must be treated and be free of lice and nits and cleared by the school before returning to the classroom. Upon returning a child to school, the parent must certify: 1) A note from the attending physician must be presented stating the student is lice and nit free. 2) A note from a licensed health care professional must be presented stating the student is lice and nit free. 3) A note from a licensed cosmetologist must be presented stating the student is lice and nit free 4) their agreement to repeat the treatment in 7 to 10 days (due to the life cycle for nits to hatch)

## **USCCB Protection of Safe Environment for the Protection of Children**

As mandated by the Archdiocese of San Francisco, all volunteers at Immaculate Heart of Mary School are required to complete a Background Check and Shield the Vulnerable on-line training every three years in order to volunteer in the school in any capacity (e.g. field trip drivers, hot lunch servers, chaperones, librarians, classroom aides). If you have not completed the on-line training and Background Check you will need to do so by logging on to [www.virtus.org](http://www.virtus.org). The instructions are given on the INSERT of this handbook. You will be asked to identify the position or location for which you will be volunteering. Please make sure to indicate IHM School. This will cover you for all volunteer jobs except coaching. Coaching positions require fingerprinting and that is handled through the school office. When you have completed the online course and background check information turn the Certificate of Completion in to the office. Thank you very much for your cooperation in helping us comply with the Department of Catholic Schools' policy.

Safe environment for the protection of children & young people all family members and friends of Immaculate Heart of Mary School who have any contact with students (class parties, field studies, volunteering with children, etc.) must go through the initial training of the safe environment for the protection of children and young people. Neglecting to take the training or the continuing education training (every 3 years) will restrict your involvement with students at IHM.

## **Child Abuse Laws**

Immaculate Heart of Mary School abides by the Child Abuse laws of the State of California. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services by school mandatory reporters (administrators, teachers, counselor).

## **Complaint Procedures**

Immaculate Heart of Mary does not practice or tolerate discrimination of any kind in our community. To ensure that any and all complaints of that nature are fully addressed, the school instituted the following procedure:

1) A parent or student who in good faith believes that conduct by Immaculate Heart of Mary is discriminatory should direct his or her complaint to administration, who may consult with the Pastor. If the complaint involves conduct by administration, then the complaint should be directed to the Pastor. A complaint can be verbal or written; if verbal administration may ask that it be put into writing. The complaint will be acknowledged in writing within 2 business days. Immaculate Heart of Mary has discretion to investigate any discrimination claim in the manner it deems appropriate, either through in-house personnel or through retained outside investigators. The investigation will be confidential to protect the privacy interests of all concerned. The person(s) who lodged the complaint will be advised of the investigation's conclusion. If, at the conclusion of the investigation process, the person(s) who lodged the complaint believes that Immaculate Heart of Mary has not adequately addressed his or her concerns, further review of the complaint may be requested through the Pastor. If, at the conclusion of the Pastor's review, further review is still sought, the complaint may be reviewed by the Superintendent of Catholic Schools for the Archdiocese of San Francisco.

2) To facilitate open and culturally inclusive dialogue, a staff member may contact a parent before the staff member takes action regarding a significant aspect of a student's appearance. Before administration takes action regarding a significant aspect of a student's appearance administration may consult with the Pastor.

## **Emergency Procedures**

Immaculate Heart of Mary School has a comprehensive emergency/earthquake disaster plan which is set forth in a separate manual.

## **Fire Drill Procedures**

Fire drills are conducted at the school on a monthly basis. During these drills the school is completely evacuated in an orderly manner. At the beginning of the school year, students are told which exit to use during these drills. A diagram of the emergency evacuation route is posted in each classroom. Students are cautioned to remain calm, quiet, move quickly and leave everything behind. The purpose of these drills is to make the student's reaction to them automatic. Disaster drills are scheduled regularly in order to prepare students for emergency situations such as severe weather disturbances.

As parents, you need to be aware of the following information in the event of an earthquake or disaster in our area:

1. No Immaculate Heart of Mary student will be dismissed from school unless a Parent/guardian comes for him/her.
2. No student will be released to any other person (even a relative or baby-sitter) unless permission has been designated on the student's Emergency Contact Form. It is imperative that you keep this form current. This can be done at any time by parents on SchoolSpeak.

3. All parents or designated parties who come to Immaculate Heart of Mary School for students must sign out the students at the COMMAND POST which will be located on the west end of the main school building in the vicinity between the parish center and main school building.
4. Your cooperation will be needed in keeping this release procedure as orderly as possible:
  - a. Line up in front of your child's posted grade level. If you have more than one child, go to the grade level of the youngest child.
  - b. Inform the secretary of your child/ren's name/s and step aside. She will send a courier to the appropriate teacher and your child will be released to you at the command post ONLY after you have signed the Emergency Release Form. PLEASE DO NOT APPROACH THE STUDENT ASSEMBLY AREA. WE NEED TO MAINTAIN ORDER AND SAFETY. Remember, your feelings and fears will affect your child/ren so remain calm. In critical situations, we will do our utmost to ensure the safety of your child/ren until your arrival.
5. We ask for your help in the following areas:
  - a. Please DO NOT call the school - we must have the lines open for emergency calls
  - b. Following an earthquake, Lockdown, or other emergency, do not immediately drive to the school - streets and access to our school may be cluttered with debris or inaccessible. The school access route and street entrance areas MUST remain clear for emergency vehicles.
  - c. Turn on your radio (a car radio is battery-operated) to the Emergency. Broadcasting Station, use of Belmont PD Twitter, or School Emails. You will receive information and directions. Please DO NOT call the school or attempt to come on campus as you will not have access.

**EVACUATION OF THE SCHOOL GROUNDS:**

In case of an emergency requiring evacuation of buildings and grounds, the students and faculty may be sent to one of the following EMERGENCY SHELTERS:

CARLMONT HIGH SCHOOL  
1400 Alameda de las Pulgas, 595-0210

MERRY MOPPET PRESCHOOL/BELMONT OAKS ACADEMY  
2200 Carlmont Dr., 650-593-6175

NOTRE DAME HIGH SCHOOL  
1540 Ralston Ave., 650-593-1601

HOLY CROSS GREEK ORTHODOX CHURCH PRE-SCHOOL  
900 Alameda de las Pulgas 650-631-9338 or 650-591-4447

### **Volunteers/Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors/volunteers are required to wear a designated badge that may be picked up in the office. Visitors and volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

All individuals who volunteer in the school will be asked to complete the Diocesan mandated background check and the Shield the Vulnerable child protection online training.

Volunteers may not bring younger siblings or other children not attending IHM School with them when volunteering.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

**Very important that parents and  
students READ AND UNDERSTAND the  
policy below.**

#### **Technology Acceptable Use Policy**

#### **TELECOMMUNICATIONS USE AGREEMENT**

#### ***Telecommunications Use Agreement***

*Adapted from the National Catholic Education Association (NCEA)*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Immaculate Heart of Mary School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, DVDs or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I will sign and date the IHM School Technology Acceptable Use Policy and abide by all guidelines therein.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use social networking sites, bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/website that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

#### **Use of IHM Name and Logo**

Immaculate Heart of Mary School name or logo may not be used in any way (i.e. an email address, social networking pages, photo sharing websites, etc.) without the permission of the School Administration. No parent, guardian, or organization may collect money, purchase any items, distribute flyers, or reproduce school material such as school directory, class lists, school pictures, etc.

#### **School Right to Amend**

The school administration may amend the policies and guidelines of Immaculate Heart of Mary School. Parents will be notified if changes are made. All current Handbooks can be found on SchoolSpeak.