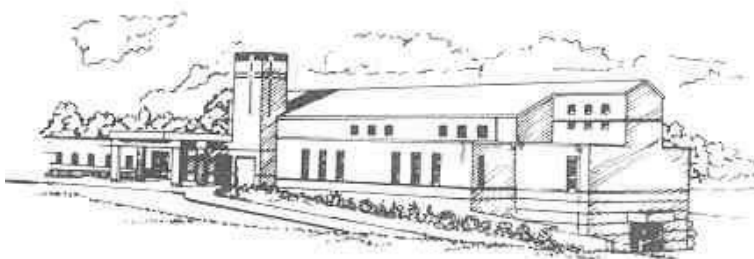


IMMACULATE HEART OF MARY SCHOOL HANDBOOK 2010-2011



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

THE FOUR RESPECTS AT IHM

***RESPECT
OURSELVES***

***RESPECT
OTHERS***

***RESPECT
NATURE***

***RESPECT
PROPERTY***

Immaculate Heart of Mary School
5876 Veterans Way
Burlington, KY 41005
(859) 689-4303 voice
(859) 689-5636 fax
www.ihm-ky.org

TABLE OF CONTENTS

Absence, Excuse, Unexcused, Excessive, Tardiness, Attendance.....25,26
 Admission Policy.....29,30,31
 After Hours/Key.....28
 Arrival Times.....22

Asbestos.....28,43
 Asthma /Inhaler Form.....39
 Bullying.....16,35,36,37
 Bus Service.....21,22
 Calendar School.....5
 Car Drop off, Pick-up, No Bus Service.....21,22,23
 Classroom After Hours.....28
 Class Schedule.....22
 Code of Conduct.....10,11,12
 Code of Ethics-Students.....10
 Code of Ethics-Teachers.....9
 Consequences-All Students.....14
 Conferences (Parent/Teacher).....18
 Contacting Teacher.....24
 Dismissal Early, No Bus Service.....22
 Doctor Appointments.....25
 Dress Code.....18,19,20
 Early Dismissal.....23
 Educational Program.....8
 Electronic Media.....33,34,35
 Emergency Procedures.....27
 Family school covenant.....46
 Field Trips.....18
 Fund Raisers, Tag Days.....29
 Grading – Junior High.....17
 Harassment.....16,31,32,33,34,35
 Health – Immunization, Medical Examination.....26,27
 Homework.....16,17
 Honesty Policy.....12,44,45
 Jr. High Program.....13
 Kindergarten Drop off/pick-up.....22,23
 Lockdown.....27, 43
 Lunch.....21
 Make-up Work.....17
 Medicine.....27
 Medicine Form.....39,41
 Mission Statement.....8
 Newsletter.....24
 Non-uniform Day Guidelines.....19
 Notification of Changes Address, Phone Number,YMCA.....24,25
 Ordering IHM gym shirts,sweat shirts, Jr. High Apparel.....20
 Observing Class.....24
 Pest Control.....28,43
 Philosophy.....3
 Phone Calls, Student Cell Phones.....24
 PTO Officers and PTO Meetings.....28,29
 Recess, Cafeteria and Playground Rules.....15
 Registration,Lunch,Library, AfterCare Fee.....6
 Religious Education.....8
 Report Cards.....18
 Scholarships.....29
 School Pictures.....20
 Search and Seizure.....15
 Snow Closing.....23,24
 Sports Program Policy.....29
 Student Placement.....8
 Teachers/Staff/ Board of Education Members.....4
 Testing.....18
 Thinkwave.....18,48
 Tuition.....6,7
 Visitors/Volunteers-Diocesan Policies and Procedures.....28
 Web site.....24
 Years in school.....8
 YMCA.....23

INTRODUCTION

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

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

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

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

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

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

PHILOSOPHY

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

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

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

GOALS:

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

embrace the plurality of cultures and to respect and revere this plurality as a wonder of God.

TEACHERS

Mike Jacks	Principal
Kathleen Sanfilippo	Assistant Principal
Karen Cesco	Director/PreSchool
Christy Chandler	KN-AM-PM
Lori Volz	KN-B
Katrina Reid	1A
Shelly Griner	1B
Pam Klear	1C
Nancy Marcos	2A
Susan Panoushek	2B
Terrene Dillon	2B
Heather Dickerson	2C
Kristin Harper	3A
Staci Earls	3A
Tara Fischer	3B
Alison Fozkos	3C
Barb Culbertson	4A
Anita France	4B
Elaine Foltz	4C
Laurie Dvornak	5A
Jeanne Nagle	5B
Sharon Bennett	5C
Tracy McManama	6A
Kelly Wagner	6B
Jan Rademacher	6C
Jane Oberhausen	7A
Joan Sandfoss	7B
Diana Kennedy	7C
Stephen Landry	8A
Joe Goodenough	8B
Kathy Nienaber	Exceptionalities Teacher
Angie Boh	Reading
Pat Donoghue	Math
Jan Dooley	P.E.
Mary Beth Feist	Music
Kelly Green	Library
Paula Kirn	Art
Sandy McGinnis	Computer
Anna Wilson	Counselor

TEACHER AIDES

Jean Krzywonos	PreSchool/Aftercare
Vickie Baker	KN-B
Toni Harms	KN-AM & PM

Cindy Rouse	1A
Geri Loos	1B
Phyllis Berling	1C
Krista Thorburn	2A
Michelle McGrath	2B
Eileen Marks	2C

STAFF

Emily Freihofer	Receptionist
Marcia Deters	School Nurse
Gina Tolbert	School Nurse
Kim Gallagher	Cafeteria
Connie Garcia	Cafeteria Mgr.
Nancy Hoppius	Custodian
Tom Hoppius	Custodian
Lorretta Huffmann	Custodian
Pat Klingenberg	Secretary
Jean Kryzwonos	Aftercare Mgr.
Mary Jo Peak	Cafeteria
Jennifer Phipps	Cafeteria
Rich Steffen	Maintenance
Paula Thaman	Cafeteria
Lisa Whitlock	Cafeteria
Gwen Wolf	School Finance

*To reach teachers or staff by e-mail
use their first initial last name@ihm-ky.org
example: mjacks@ihm-ky.org*

TELEPHONE EXTENSIONS 689-4303

To report absentee 271 or 508

Michael Jacks	232
Kathleen Sanfilippo	228
Pat Klingenberg	234
Marcia/Gina	271
Gwen Wolf	233
Mary Brady	224
Sister Armella	225
Deacon Greg Meier	223
Father Mike Comer	222
Aftercare Program	275

IMMACULATE HEART OF MARY SCHOOL SCHEDULE FOR 2010-2011 SCHOOL YEAR

August 15 – IHM School Open House
August 16 – Professional Day
August 17- Professional Day
August 18 – First Day of School for Students
Kindergarten students will visit only

September 6 – Labor Day NO SCHOOL
September 7 & 8 – PreSchool Begins
September 10 – Lifetouch-Picture Day

October 8 – Professional Day NO SCHOOL
October 11- NO SCHOOL
October 22 – End of First Quarter

November 1 – Holy Day of Obligation NO SCHOOL
November 2 – NO BUS SERVICE dismissal 12:30 PM
November 24, 25, 26 Thanksgiving Holiday NO SCHOOL

December 8 – Holy Day of Obligation NO SCHOOL
December 20 – NO BUS SERVICE –dismissal at 2:10 PM
December 21 – NO BUS SERVICE – dismissal at 2:10 PM
December 22-31 Christmas Break NO SCHOOL

January 3 – School Resumes
January 7 – End of Second Quarter
January 13 – School Conferences 5-8 PM
January 14 – School Conferences NO SCHOOL
January 17 – Martin Luther King Day NO SCHOOL

January 31-February 4 – Catholic School Week
February 21 – Presidents’ Day NO SCHOOL

March 14-25 – Testing Grades K-7
March 18 – NO BUS SERVICE Dismissal 3:20 PM
End of Third Quarter

April 11-15 – NO BUS SERVICE Dismissal 3:20 PM
April 21 – Holy Thursday NO SCHOOL
April 22 – Good Friday NO SCHOOL
April 25-29 – Spring Break NO SCHOOL

May 2 – School Resumes
May 17 – No Bus Service
May 27 – Last Day of School for Students
May 31 – Professional Day

All make up days will be added at the end of the school year.

*There are other issues about our extended closing time and we hope this will answer the questions you might have.

Pre School Hours: AM Class time as usual PM 12:30-3:10 PM

Kindergarten ½ day Hours: AM Class time as usual PM 12:20-3:10 PM

ASR: No ASR Program

ACES: No ACES Program

Aftercare Program: GO RIGHT TO AFTERCARE AT THE END OF SCHOOL DAY

TUITION

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

Tuition

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

There shall be four options for payment of tuition.

- I. One payment in full made by the announced deadline (Payment made to school.)
 - II. Monthly payments from July to April through FACTS Tuition management company.
 - III. Quarterly payments through FACTS Tuition Management.
 - IV. Semi-Annual payments through FACTS Tuition Management.
- (Any exceptions must be made with the school business manager.)***

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

- I. Failure to pay required tuition and late fees will result in the following (where applicable):
 - Student(s) may not be permitted to start a new school term.
 - Student(s) may not receive report card or school transcript.
 - Student(s) may not participate in graduation ceremonies
- II. Delinquency letters will be sent out monthly by the financial institution monitoring payment. There will be a \$25.00 fee for late payments.
- III. Chronic delinquencies will be dealt with on an individual basis.
- IV. If any family is unable to make the required tuition payments, a tuition assistance application may be obtained from the school business office. Any family encountering financial hardship must notify the school business office for further tuition assistance information.

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

(07/01)

REGISTRATION FEE

Children attending Immaculate Heart of Mary School are charged an annual registration fee of \$35.00 per child.

LUNCH, LIBRARY AND AFTERCARE FEES

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

Tuition is found on line for the 2010-2011 School Year

IMMACULATE HEART OF MARY SCHOOL MISSION STATEMENT

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

EDUCATIONAL PROGRAM

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

RELIGIOUS EDUCATION

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

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

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

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

YEARS IN SCHOOL

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

It is the desire of the administration and faculty of IHM that each student be successful in his/her academic endeavors. Ideally, students progress from one grade level to the next after one academic year. However, due to the uniqueness of an individual, it may be necessary for a student to repeat a grade. After consulting with the student's parents, the teacher and principal have the right to require a student be retained in a grade if he/she is to return to IHM.

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

STUDENT PLACEMENT

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

IMMACULATE HEART OF MARY - TEACHER CODE OF ETHICS

TEACHERS AT IMMACULATE HEART OF MARY SCHOOL:

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

TO STUDENTS:

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

TO PARENTS:

- *Shall make reasonable and timely effort, to communicate to parents information which should be revealed in the interest of the student.*
- *Shall endeavor to understand the community served and diverse home environments of students.*
- *Shall distinguish between personal views and the views of the employing educational agency.*
- *Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.*
- *Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.*

TO THE EDUCATION PROFESSION:

- *Shall exemplify behaviors which maintain the dignity and integrity of the profession.*
- *Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.*
- *Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.*
- *Shall not use coercive means or give special treatment in order to influence professional decisions.*

- *Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.*

STUDENTS CODE OF ETHICS

GRADES KINDERGARTEN - FOUR

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

- treat people with care and kindness
- take care of school property
- use good manners
- be responsible and prepared daily for class work
- tell the truth to my teachers and friends
- follow the rules of my classroom and my school

GRADES FIVE - EIGHT

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

- treat all students, faculty, staff, and visitors with respect
- show appreciation for parish property equipment and facilities
- cultivate courteous, respectful and appropriate language and behavior
- be responsible and prepared daily for class
- be honest in speech and class work
- abide by rules for student conduct as established in the Immaculate Heart of Mary School Handbook

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

CODE OF CONDUCT – ALL STUDENTS

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

To insure an appropriate Christian school environment, and to reinforce the Christian values of the home, students and parents of Immaculate Heart of Mary school support the following code of conduct for the students in the parish

school. This code helps to provide a means for guiding and maturing toward responsible citizenship.

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

Respect Others
Respect Ourselves
Respect Nature
Respect Property

Pushing and shoving in line, cheating, stealing, verbal abuse, name calling and unacceptable physical contact such as fighting, scuffling, tripping, shoving and unacceptable games are not permitted.

3. Students are expected to properly care for all school property, their own and that of others. Defacing school property is not permitted. Students and parents are financially accountable for repair or replacement of any damaged property.
4. Students are to conduct themselves in a quiet manner in the school building before and after school and while changing classes.
5. Lunch time is not only for rest and relaxation, but for maintaining and developing proper and acceptable social behavior in the lunch room. Conversing quietly is acceptable. Rude behavior, such as shouting, food-throwing, or destroying another's lunch will not be tolerated. Disciplinary action will result.
6. Students are to exhibit respect at all times on the way to and from Church and during all Church services. Students are expected to grow in their understanding and expression of spiritual and moral values. Among the values stressed are participation in liturgies, thoughtful prayer, honesty and personal responsibility regarding school policies and guidelines.
7. Students are expected to take an active role in helping to create a positive classroom experience for all. Students are called upon to assist teachers in establishing classroom rules and standards. Once established, the rules and standards become a part of the students' way of life in the classroom.
8. Students are expected to abide by the dress code as detailed in this handbook.
9. Students are to conduct themselves as responsible Christian citizens at all times. Each student is a personal representative of Immaculate Heart of Mary School and is expected to produce a positive image both at school and in public.
10. Sale, use, or possession of drugs, alcohol, tobacco products, fireworks, firearms, weapons, or pornographic materials are not permitted.
11. Students, to show they support the code of ethics, will sign the form that will be found at the back of the Handbook.

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

JUNIOR HIGH CODE OF CONDUCT

In order to maintain that cooperative atmosphere, we also expect that our students will:

1. Be respectful and charitable in their language and behavior.
2. Remain quiet when required.
3. Respect and take care of school property.
4. Exhibit proper behavior in the restrooms, cafeteria, and playground.
5. Follow school rules as written in the handbook, including uniform requirements.
6. Refrain from cheating.*
7. Respond to teacher directives the first time they are given.

After **three conduct** violations, detention will be served from 2:15-3:00 after school on Tuesday. If a student accumulates **three uniform** violations in one quarter, they will serve a Tuesday detention. If a student accumulates **three responsibility** violations in one quarter, they will serve a Tuesday detention.

Detention is supervised by a junior high teacher. Parents will receive written notification in advance that their child will be serving a detention. This document must be signed by a parent and returned to the homeroom teacher prior to the detention date.

If a student receives (2) detentions within a quarter, a conference will be held with the principal, the homeroom teacher, the parents, and the student. A plan of action will be determined and guidelines will be established. Students who receive more than one detention in a quarter may be denied field trip privileges. If a student receives a third detention, the student will serve an in-school suspension.

It is the responsibility of the students to show their conduct cards to their parents on a weekly basis. After discussing the weekly conduct with their child, parents are to sign and date the conduct card. Space for this is provided on the back side of the card.

Students are required to carry their conduct cards with them at all times. Therefore conduct cards should be kept in a book or folder that is in the backpack at all times. We recommend that the conduct card be kept in the daily planner, which should be carried to each class by the students.

When a conduct card cannot be produced upon the request of a teacher, the student has until the end of the day to produce the card. If the student does not find the missing card and show it to the teacher by this time, the student will receive an instant detention. This detention will add 3 punches to the card (these punches will be identified as "lost card").

Every Thursday, homeroom teachers will be checking conduct cards for class records. Therefore it is necessary for each student to carry the conduct card each day.

If the conduct card is lost and cannot be found, a replacement fee of \$1 will be charged. The money collected from lost conduct card will be sent to the missions.

Serious inappropriate behavior will be addressed immediately. Parents will receive a behavior report indicating the specific infraction. Students who receive a behavior report will serve detention from 2:15-3:00 after school on the following detention day.

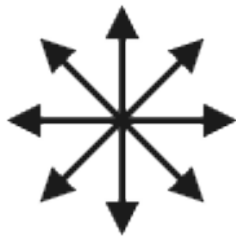
Disciplinary action for persistent, defiant behavior will be addressed at a conference with parents.

ACADEMIC HONESTY POLICY

The Academic Honesty Policy is on a separate sheet of paper. This policy is to be read and reviewed by parents and students. After understanding this agreement please sign and return to the school office.

JR. HIGH PROGRAM GOALS

Developing Leaders



Personal Leadership

- Character Development
- Personal Responsibility
- Values Clarification
- Personal Mission
- Principle Center

Connecting People



Interpersonal Relations

- Communication Styles
- Conflict Management
- Trust Building
- Empathic Listening
- Creative Problem Solving

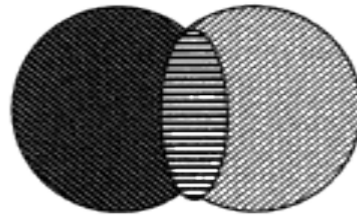
Building Trust



Group Building

- Group Problem Solving
- Roles Within a Group
- Stages of Community

Strengthening Relationships



Inter-Group Relations

- Cultural Awareness
- Appreciating Differences
- Examining Stereotypes

- Synergy
- Visioning

- Empathy
- Diversity

PROGRESSION OF CONSEQUENCES – ALL STUDENTS

If you elect to send your child/children to Immaculate Heart of Mary School, then you also elect an appropriate, productive behavior on the part of the student. Academic progress, good peer relationships, respect for adults, adherence to dress code and participation in school activities are expected of the student.

I. In general, these procedures for guiding students will be followed:

Step 1. The teacher talks with the student and gives appropriate guidance and consequences.

Step 2. If change and growth is not evident, the teacher contacts the parents.

Step 3. The teacher, parents/guardians and student will meet. An appropriate plan will be outlined by all. This plan will be placed in the student's file.

A serious commitment from the parents to work with the student and the school is required.

Step 4. If additional need for guidance is evident, the teacher, parents/guardians, principal and student will meet. An appropriate plan will be outlined by all. This plan will be placed in the student's file

Step 5. The student may be removed from the classroom if improvement is not evident. This means the student does assigned work at school, away from the class under supervision of a substitute teacher hired for monitoring at the parents' expense. Length of this special arrangement will be determined by faculty and principal.

Step 6. Dismissal from Immaculate Heart of Mary School may occur if improvement in student behavior is not sufficient, or if parents are not supportive of the school's guidance plan. The school will dismiss at any time, a student whose conduct is harmful to others and whose behavior is not manageable by the staff.

II. These specific violations may result in immediate dismissal without regard to procedural steps listed above in number I.

1. Persistent disobedience, aggression, disrespect, defiance, or lack of cooperative attitude
2. Leaving the school grounds during school hours without permission
3. Fighting or striking school personnel or other students and using inappropriate or oppositional language
4. Possession of weapons - carrying, storing or using such on school grounds
5. False activation of the fire alarm and vandalism of parish or school property
6. Sale, use, or possession of drugs, alcohol, tobacco products, fireworks, firearms,

or pornographic materials

All students are required to cooperate with the spirit and policies of the school which are designed to foster personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations and concern for the school environment. The Principal reserves the right to determine appropriateness of an action concerning the guidance plan or dismissal of a student from the school.

In all matters of behavior, the Principal reserves the right to determine an appropriate action or consequence, and is not subject to above procedures.

Detention may be given in certain situations at teacher discretion. Parents will receive communication at least one day in advance.

SEARCH AND SEIZURE

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

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

RECESS, CAFETERIA AND PLAYGROUND RULES

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

Please make sure students are dressed appropriately for outdoor play, especially in colder temperatures. Children do benefit from active, outdoor play.

Absolutely no rough play is permitted.

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

Respect for others is expected at all times.

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

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

permission of a supervising adult.

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

HARASSMENT - SEE PAGE 31

BULLYING - SEE PAGE 35

HOMEWORK— GRADE 1-5

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

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

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

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

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

Student Responsibilities:

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

Teacher Responsibilities:

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

Parent Responsibilities:

1. Study time and place established

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

Time:

*Please note that these recommendations are for an **AVERAGE** student on an **AVERAGE** class day. Consistent "overruns" indicate a problem area and the teacher should be notified.

It is recommended that Grades 1-3 have less than 30 minutes a night, Monday through Thursday. The assignments may include, but are not limited to, reading aloud, Math drills, review of day's work, enrichment activities, reinforcement of skills and preparation for tests.

It is recommended that Grades 4-5 have 40-50 minutes of homework each night, Monday through Thursday. The assignments may include, but are not limited to, Math drills, silent reading, special projects and research, book reports, study skills, enrichment/extension activities and creative writing.

HOMEWORK— JR. HIGH

Students who miss a homework assignment will immediately be given a "no homework" form. This form will be sent home the same day as the missing assignment and must be signed by a parent or guardian. The completed missing homework assignment must be returned attached to the "no homework" form on the following day.

Students who return a completed missing homework assignment along with the signed "no homework" form will earn 50% credit on that assignment.

- i.e. A missing homework assignment originally worth
- 10 points will earn 50% or 5 points
 - 20 points will earn 50% or 10 points
 - 100 points will earn 50% or 50 points

Students who do not return the form along with the missing assignment will receive a conduct violation for not following teacher directives. Parents will immediately be notified through a telephone call. The incomplete assignment will receive a zero.

All tests must be signed and returned the day after being received by the student. One warning will be issued. If test is not returned by the second school day, the student will receive a conduct violation for not following teacher directives.

IHM JUNIOR HIGH GRADING SCALE

Listed below is the grading scale that will be used this school year. This is intended to make certain each teacher in the middle school department is using the same grade scale in each subject area while conforming with the grade scale which appears on the report card.

A+	99 - 100	B	87 - 90
A	95 - 98	B-	85 - 86
A-	93 - 94	C+	83 - 84
B+	91 - 92	C	77 - 82

C- 75 - 76

D 71 - 73

D+ 74

D- 70

F 69 and below

Make Up Work:

Classroom teachers may reserve the right to decide whether assigned schoolwork will be given to a student prior to an extended vacation during the school year.

In the instance of prolonged illness, we ask that parents contact teachers to make arrangements for assigned schoolwork. Please contact the school early in the day to assure that homework may be gathered for a child who is absent. That work may be sent home with another student, or may be picked up in the Gathering Space shelving area after 2:10.

TESTING

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

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

Nationally Normed standardized achievement tests are administered each spring to students in Grades 1 through 7. If the testing company completed the scoring process before the conclusion of the school year, results will be sent in the final report card. Grade 8 students who will be attending a Diocesan High School are required to take a high school entrance exam at the high school they will be attending. Parents will receive notice during the school year regarding dates and times.

FIELD TRIPS

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

REPORTING PUPIL PROGRESS

At Immaculate Heart of Mary School we feel it is vital to maintain frequent communication regarding student academic progress, as well as behavior. This may be in the form of a note, phone call or conference. We feel it is in our best interest, as well as the student's, to document progress and behavior concerns. These concerns will be related to you in a timely manner. **Thinkwave allows parents to check grades on line see page 46.**

REPORT CARDS

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

PROGRESS CONFERENCES

Conferences will be held after the Second Quarter of the school year. Students in Grades 4 - 8 are encouraged to attend this conference. Students will set goals for the remainder of the school year after conferencing with Teacher and Parents.

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

DRESS CODE FOR 2010-2011 SCHOOL YEAR

Students at Immaculate Heart of Mary School are to be in uniform coming to school, at school, and going home

from school on buses. Good grooming is expected. Parents are asked to monitor the dress of their child(ren) prior to leaving for school. Parents will be called if their student is not dressed in the appropriate uniform attire.

BOYS' DRESS CODE GRADES K THROUGH 8

Shirt: **Gr. K-5** Uniform white or light blue, knit golf shirt, no emblem (except Saints logo)
Uniform white or light blue, long/short sleeve dress shirt
Gr. 6-8 will wear an IHM navy knit golf shirt (purchased from IHM)
No turtlenecks are to be worn
Shirttails must be tucked in pants
Undergarments worn under shirts must be solid white in color.
During fall/winter boys in all grades may wear a white only long sleeve T-shirt material under uniform polo.

Pants: **Gr. K-5** Uniform navy blue long pants
All 6-8 grade students' Khaki or navy color /any pant uniform brand/Schoolbelles
(no faded, no cargo, corduroy, patch pocket, jean like long pants, no emblems, no logos, no split seams on bottom of hem) Pants must be worn at the waist with a belt.

Shorts: **Gr. K-5** Any uniform style navy blue shorts, navy blue walking shorts, navy blue cargo shorts (no faded, appropriate length is no more than 4" above the knee) **Gr. 6-8** Khaki or navy shorts
No jean material or gym shorts permitted. Must be worn at the waist.
May be worn August through October 15th and April 1 through June

Belts: Dress belts for uniform pants navy, blue, brown, or black.
Required with all pants and shorts with belt loops. No ornamentations, studs, rivets or grommets.

Sweatshirts: **Gr. K-5** The school monogrammed sweatshirt may be worn with the school uniform.(available in the IHM Bookstore)
No holes in the clothing. Solid blue cardigan sweater that buttons. (No hooded spirit wear)
Gr. 6, & 7 IHM Navy Sweatshirt (purchased through IHM)
Gr. 8 may wear the class hoodie sweatshirt. (purchased through IHM after school starts)

Shoes: **Gym shoes only.** Shoes must have velcro or laces. Laces must be tied. Clean in appearance.
No Wheels.

Socks: Solid navy blue or white, socks must be worn. Socks must be visible at all times.

Jewelry: No earrings are permitted. Only one "Livestrong" style bracelet or two Silly Bands.

Hair: No nontraditional hair styles or hair color. Hair length must not cover the eyes or touch the shirt collar. No ponytails.
Clean-shaven – no facial hair.

Name Badges: Will be worn during the school day. Any lost badges must be replaced at a cost of \$2.00

GYM UNIFORM FOR BOYS AND GIRLS

School T-shirt or IHM monogrammed school sweatshirt (purchase through IHM)
Students may wear a **long sleeve solid white T-shirt** under the IHM gym T-shirt on gym day
Navy blue gym style shorts (August-October 15) & (April 1-June)
Navy blue Sweat pants or warm up pants (October 16th-March 31)
Athletic Shoes, **No Wheels**

NON-UNIFORM DAY GUIDELINES FOR BOYS & GIRLS

No brief athletic shorts or cut-off jeans
No low cut jeans, "hip huggers," midriff tops, no mini skirts
No tank tops or halter tops
T-shirts with other than appropriate themes are not permissible
Socks are required
Gym Shoes only
Jewelry - see guidelines for uniform days on next page

GIRLS' DRESS CODE GRADES K THROUGH 8

Jumper: **Gr. K-5** Plaid jumper. The traditional IHM plaid is no longer being manufactured and a new plaid has been adopted. Both jumpers may be worn

Blouse **Gr. K-5** Uniform white or light blue, knit white or light blue golf shirt, no emblems

Shirt Uniform white short/long sleeve blouse

White turtleneck under jumper only

Gr. 6-8 wear an IHM navy knit golf shirt (purchased from IHM) No blouses

Shirts must be tucked in pants, no form fitting shirts

Undergarments worn under blouses or shirts must be white in color.

During fall/winter boys in all grades may wear a white only long sleeve T-shirt material under uniform polo.

Pants: **Gr. K-5** Uniform long navy blue pants.

All 6-8 grade students' Khaki or navy color or navy pants/any uniform brand/Schoolbelles

(no faded, no corduroy, no decorative pockets, no patch pocket no cargo, no jean like long pants, no split seams on the bottom of the hem, no bell bottom, no emblems, no logos and pants must be worn at the waist with a belt.) Girls may wear the new mid-rise flat front slacks uniform

Belts: Dress belts for uniform pants navy, blue, brown, or black. Required with all pants and shorts with belt loops. No ornamentations, studs, rivets, or grommets.

Sweatshirts: **Gr. K-5** Official school monogrammed sweatshirt may be worn with the school uniform.

Solid blue cardigan sweater that buttons. (No hooded spirit wear) No holes in clothes.

Gr. 6 & 7 the navy blue IHM Sweatshirt (purchase through IHM)

Gr. 8 may wear the class hoodie sweatshirt. (purchase through IHM after school starts)

Shorts: Any uniform navy blue shorts, navy blue walking shorts, navy blue cargo shorts, navy blue skorts (no faded appropriate length is no more than 4" above the knee) No jean material or gym shorts permitted.

Gr. 6-8 Khaki or navy short or skorts

Shorts and skorts may be worn August through October 15th and April 1st through June

Jewelry: No nontraditional, outlandish jewelry, earrings may be no larger than a dime. Student may have two ear piercings per ear. Only one "Livestrong" style bracelet or two Silly Bands.

Hair: No nontraditional hairstyles or hair colors. Bangs must not cover the eyes.

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

Nail Polish: Only traditional nail colors may be worn. Must be single color. No designs. No fake nails.

Shoes: **Gym Shoes only.** Shoes must have velcro or laces. Laces must be tied. Clean in appearance.
No Wheels.

Tights/Socks: White or navy opaque or cable knit (optional for K-5) Socks must be visible at all times.
Navy blue or white socks must be worn, no hose

Name Tags:

Will be worn during the school day. Any lost tags must be replaced at a cost of \$2.00.

Schoolbelles Uniforms Company 5046 Old Taylor Mill Road (The Shoppes of Taylor Mill) Taylor, Mill, KY 859-581-3111. IHM School has a Bargain Basement Store. Gently used clothing may be ordered free of charge. Contact the school office for the information.

ORDERING IHM SCHOOL CLOTHING

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

SCHOOL PICTURES

School pictures will be taken Friday, September 10. Picture retake day and Spring pictures will be announced at a later time in the Newsletter.

SCHOOL DAY PROCEDURES

LUNCH

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

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

LUNCH PRICE - \$2.00 a day - \$10.00 a week for all grades SIDE SALAD - \$1.00 SIDE ITEM - \$.60

MILK AND JUICE - \$.50 a day – \$2.50 a week for all grades ADULT LUNCH - \$2.40

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

LUNCH TIMES

Grades 6, 7, 8	11:00-11:30
Kindergarten full day	11.15-11:45
Grade 1	11:20-11:50
Grade 2	11:40-12:10
Grade 3	11:50-12:20
Grade 4	12:00-12:30
Grade 5	12:00-12:30

BUS SERVICE

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

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

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

MORNING CAR DROP OFF / ARRIVAL

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

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

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

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

STUDENTS SHOULD NOT ARRIVE BEFORE 7:15.

CLASS SCHEDULE

7:30 Students go to homeroom
 7:40 Classes begin
 2:05 Students prepare for bus dismissal
 2:10 Official end of school day

Kindergarten Morning Session 7:40 - 10:45

Kindergarten Afternoon Session 11:10 - 2:10

Kindergarten Full Day 7:40 - 2:10

Pre School AM 7.45 – 10:30

Pre School PM 11:15 - 2:00

KINDERGARTEN AFTERNOON DROP-OFF

Kindergarten Afternoon drop off (arrival) will be at the middle staircase (descending staircase by the garden) At 11:10.....On inclement days the doors will be open to gather in the small hallway. The teachers will come to the doors between 11:10-11:15 to escort the students to class.

DISMISSAL

Students leave school according to their buses. This dismissal begins at 2:10. All children will ride the bus assigned at the beginning of the year.

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

Car riders are dismissed when all buses have left the parking lot. Parents in cars will wait in line until the buses have all pulled out. Those who do not ride buses will be dismissed from the lower parking lot. **Car riders may not be picked up in the upper parking lot, unless the office has been contacted.**

ALL STUDENTS NOT RIDING THE BUS SHOULD BE PICKED UP ON THE LOWER LEVEL. After 2:40 (one half hour late) parents will be assessed a fee of \$10.00. PARENTS MUST PICK UP STUDENTS ON TIME! This applies to picking up students after practices, clubs, tutoring, and detention. STUDENTS MAY NOT BE LEFT TO WAIT UNSUPERVISED.

RELEASE TO YMCA

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

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

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

EARLY DISMISSAL

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

AFTERNOON PICK UP - LOWER PARKING LOT GRADE K - 8

Drive down the driveway into the lower parking lot. Form lines. Fill in and park in any of the 7 lines. **(DO NOT snake one long line)** Observe the Safety Zone (Walkway) that is marked and established for the children to walk to their cars. When the last bus has left, the cars will be directed to exit the parking lot. Cars should be parked in the lot by 2:00.

Parents should not pick up car riders in the front of school but should enter the lower level car line. It is unsafe and unfair to avoid the car line.

DAYS WITH NO SCHOOL BUS SERVICE

MORNING DROP OFF

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

AFTERNOON DISMISSAL WITH NO BUS SERVICE

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

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

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

SNOW CLOSING

Immaculate Heart of Mary School will follow Boone County Public School for snow closings or delays. Listen to the television or radio for school closings or school delays. When Boone County closes school IHM also will be closed. If Boone County goes on a one or two hour delay IHM School is on a one or two hour delay. Morning Kindergarten and morning Pre School will be in session with a one hour delay. Morning Kindergarten and morning Pre School will not be in session with a two hour delay. Please note that Boone County may first call an hour delay followed by closure. Continue to monitor TV and radio.

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

Immaculate Heart of Mary School will cancel afternoon Kindergarten and PreSchool if we dismiss early.

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

COMMUNICATIONS

IHM NEWSLETTER

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

PARENT INTERRUPTIONS OF ACADEMIC TIME

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

CONTACTING TEACHER

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

OBSERVING CLASSES

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

TEACHER PHONE CALLS/MESSAGES

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

STUDENT PHONE CALLS

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

STUDENT CELL PHONE AND ANY OTHER ELECTRONIC DEVICE USE

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

NOTIFICATION OF CHANGES

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

ATTENDANCE

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

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

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

EXCUSED ABSENCES

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

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

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

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

Procedure for handling absences from school include:

1. If a child is absent from class for illness or other legitimate reason, parents are asked to notify the office by 8:30 A.M. at 689-4303 X271. Books and assignments for children absent from school may be requested at this time. No requests for homework will be honored after 10:30.

2. It is imperative that students who are sick remain at home but it is also important that students who are not sick be sent to school. Missing a whole day of school because a child missed the bus is not a valid excuse. It should not be necessary to miss a full day of school for a doctor's appointment. Please make every effort to arrange appointments after school hours. We realize that some doctors, such as orthodontists, do not have Saturday or late afternoon appointments, but your child should attend as much of the school day as possible. Please note that if a student misses any portion of the school day due to a doctor's appointment, he or she will still be marked absent or tardy depending on the time of arrival or departure.

3. No child will be dismissed from school during class hours without a written request from his/her parents, or in case of emergency, without absolute assurance of the parent's approval. Under these circumstances, the parent must meet their child in the school office and sign them out.

4. When a child is dismissed from the school for illness, the nurse will call the parents or alternate designated on the child's emergency card so that proper transportation and personal care are assured.

UNEXCUSED ABSENCES

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

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

1. It is the responsibility of the parents to contact the principal and teachers in the case of an unexcused absence a minimum of five class days prior to the absence.

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

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

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

EXCESSIVE ABSENCES

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

TARDINESS

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

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

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

A child is marked tardy when they are not present at 7:45 7:40. When tardy, the child should report to the school office before entering class. If a student arrives after 8:00, they must present a note to the office stating the reason for the tardiness. According to Kentucky School Law #159.150, truancy is defined as "Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days. Any child who has been reported as truant three (3) or more times is an habitual truant."

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

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

PERFECT ATTENDANCE

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

HEALTH AND SAFETY

IMMUNIZATION:

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

MEDICAL EXAMINATION:

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

MEDICINE:

Things to consider when sending in medication for your child:

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

On occasions, a student may be on a prescribed medication that must be taken during the school day. All medication must be brought to the office and will be kept in a locked cabinet . No child is permitted to keep medication in his/her possession. Medication must be in the original container. Written instructions must be on file containing this information. **(See form on page 37 of this handbook.)**

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

No over the counter drugs are available in the school.

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

Family Information and Medical Information Form:

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

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

INHALERS

A physician form must be completed for the student to keep an inhaler with them during the school day. **(See form on page 41.)**

EMERGENCY PROCEDURES SAFETY DRILLS

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

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

SPECIAL NOTICE – ASBESTOS – August 2010

"Immaculate Heart of Mary (IHM) School has requested and received documentation from the architect responsible for the construction of the IHM School buildings indicating the no asbestos-containing materials were specified for use in the IHM buildings. With this letter on file, the school is excluded from the requirement of the Asbestos Hazard Emergency Response Act for the building(s) to be inspected for the presence of asbestos-containing building materials. This information is available for review by parents, teacher, and employees in the school's main office."

Stephen Kopyay, Diocese of Covington LEA Designated Person

SPECIAL NOTICE – PEST CONTROL – August 2010

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

VISITORS AND VOLUNTEERS

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

DIOCESAN POLICIES AND PROCEDURES FOR VOLUNTEERS

1. All adult volunteers who have access to students must be familiar with and agree to abide by Policies and Procedures for Addressing Sexual Misconduct. An acceptance form must be on file in the school office. To receive a copy of the policies and form please call the office.
2. All adult volunteers must participate in The Kentucky State Criminal Background Check. A Background Check form must be completed and returned to the office the first week of school. Forms will be available in the first Newsletter of the school year.

3. All regular volunteers (Volunteers who have access to children at least once a week. For example coaches, scout leaders, and youth group volunteers.) must participate in the Diocesan Program "Protecting God's Children" (VIRTUS). Workshops are provided by the diocese annually. Contact the Diocesan Office or the Diocesan website www.covingtondiocese.org for more information.

ENTRANCE TO CLASSROOMS AFTER HOURS

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

PTO ORGANIZATION

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

Officers for the 2010-2011 School Year Becki Vieth President , Jennifer Paolucci-Vice President , Traci Darlington-Secretary , Christine Hubert -Treasurer

FUND RAISERS

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

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

SCHOLARSHIPS

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

SPORTS PROGRAM POLICY

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

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

Please consult the Sports Committee Handbook.

ADMISSIONS K-8 POLICY 5010

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

General considerations:

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

below. IHM School will accept members of IHM Parish before non-parishioners of IHM, Catholic members from any Catholic parish before non-Catholics, and non-Catholic students from within parish boundaries before those from out of parish boundaries. A child of a non-IHM parishioner already enrolled in IHM School shall not be displaced in favor of an IHM parishioner's child based solely on their non-IHM parishioner status.

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

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

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

The family is registered at IHM Parish

The family attends mass on a regular basis

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

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

Children currently enrolled in IHM School at or above the Kindergarten level shall be given first priority.

Children not yet in IHM School whose parents or guardians are members of IHM Parish and who have other children in IHM School.

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

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

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

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

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

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

Diocesan policy 5070 discusses admission criteria based on geographics (at the high school level.) Reference previous IHM admissions policies 10/98, 12/99, 12/01 (11/02)

PRESCHOOL ADMISSIONS POLICY 5020

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

General considerations:

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

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

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

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

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

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

I The family is registered at IHM Parish

II The family attends mass on a regular basis

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

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

in the following order: Children currently enrolled in the three-year-old preschool program shall be given first priority for admission to the four-year-old preschool program. Children not in IHM preschool whose parents or guardians are members of IHM Parish and who have other children in IHM preschool or School.

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

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

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

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

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

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

Reference preschool admission policy dated Dec 7, 2000. (11/02)

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

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

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

HARASSMENT IN THE SCHOOL ENVIRONMENT

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

DEFINITION

Harassment based on race, color, religion, sex, national origin, age or disability-Any conduct by way of words, actions, gestures, pictures or other behavior that creates or has the potential to create an intimidating, hostile or offensive environment for any individual or group of individuals.

Examples include disparaging statements about a person's race, color, religion, sex, national origin, age or disability in any form including jokes, gestures and epithets that have negative connotations.

TERMS

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

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

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

See **Definitions – page 30**

EDUCATION REGARDING HARASSMENT

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

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

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

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

PROTECTION AGAINST RETALIATION

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

COMMUNICATIONS

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

REPORTING HARASSMENT - PROCESS

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

If a problem persists after the individual's personal effort, a complaint should be brought to the immediate attention of a teacher, administrator, counselor or parent for further investigation and follow up.

Prompt reporting of complaints is strongly encouraged as it allows for rapid response and resolution. However, there is no limited time frame for the reporting of harassment complaints. All complaints must be reported in good faith.

The person receiving the complaint will take the following actions:

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

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

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

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

ELECTRONIC MEDIA

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

- used in a manner which identifies the individual student with a diocesan parish or school.

ELECTRONIC MEDIA - PROCEDURES

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

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

DEFINITIONS

Allegation – a complaint of sexual misconduct made against another.

Child – a person less than 18 years of age.

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

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

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

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

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

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

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

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

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

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

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

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

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

RELATED INFORMATION - BULLYING. ERIC/CASS DIGEST.

According to some estimates, 160,000 children skip school each day because of intimidation by their peers. The National Center for Educational Statistics reports that 77 percent of middle and high school students in small mid-western towns have been bullied. And a newly released study from the National Institutes of Health published in the Journal of the American Medical Association reveals that almost a third of 6th to 10th graders -- 5.7 million children nationwide -- have experienced some kind of bullying (Nansel et al., 2001). Bullying has been a persistent problem that, with the heightened attention to school violence, has only recently been recognized as a pervasive issue needing immediate focus.

WHAT IS BULLYING?

Bullying has been defined in many ways. It can be defined as a specific type of aggression in which (1) the behavior is intended to harm or disturb, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power, with a more powerful person or group attacking a less powerful one (Mayo Clinic, 2001). Delwyn Tattum and Eva Tattum (1992) proposed the following definition: "Bullying" is the willful, conscious desire to hurt another and put him/her under stress." Dan Olweus, noted bullying researcher, defines bullying as exposing a person repeatedly,

and over time, to negative actions on the part of one or more students (Olweus, 1993). These definitions all convey the message that bullying is something that someone repeatedly does or says to gain power and dominance over another, including any action or implied action, such as threats, intended to cause fear and distress. The behavior has to be repeated on more than one occasion and the definition must include evidence that those involved intended or felt fear.

Bullying can take the form of name calling, put-downs, saying or writing inappropriate things about a person, deliberately excluding individuals from activities, not talking to a person, threatening a person with bodily harm, taking or damaging a person's things, hitting or kicking a person, making a person do things he/she does not want to do, taunting, teasing and coercion. Bullying can be physical, verbal, psychological, or a combination of these three.

TYPES OF BULLYING

Two types of bullies are addressed in the literature: aggressive bullies and passive bullies. An aggressive bully is seen as an individual who is belligerent, fearless, coercive, confident, tough, and impulsive. This type of behavior typically comes from individuals who have a low tolerance for frustration coupled with a stronger inclination toward violence than that of children in general.

Passive bullies are also referred to as anxious bullies. They rarely provoke others or take the initiative in a bullying incident. Passive bullies are usually associated with aggressive bullies and, hence, often take the less-aggressive role. As groups, the aggressive bully will instigate the bullying situation while the passive bully supports his/her behavior and/or begins to actively participate once the bullying begins. The passive bully aligns with the more powerful and, relatively speaking, more popular, action-oriented aggressive bully, earning the passive bully the descriptors of "camp follower" and "hanger-on."

RACIAL BULLYING

Ethnic minority children are at risk for racial bullying. Rather than being a part of the student body as a whole, they often cluster together in smaller groups similar to their own culture. Name calling is one of the common techniques utilized in racial bullying. Individual taunts, such as fatty, carrot top, and four-eyes, are directed toward the child but taunts are also directed to his/her family as well as his/her ethnic group. Racial bullying often begins in the preschool years and is transmitted intentionally from parents to children. The community attitude exerts a pervasive influence and may knowingly, or unknowingly, exhibit racist tendencies. Communities that address the problem up front are more likely to create an atmosphere where people of all ethnic and minority groups feel welcome.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome sexual behavior that interferes with an individual's life. It can be viewed as unwelcome sexual advances, a demand for sexual favors, touching in a sexual way or accusations of homosexuality and lesbianism.

Schools are currently responsible for protecting students from harassment based on sex. The U.S. Office for Civil Rights publishes the legal principles "requiring educational institutions that receive federal funds to take steps reasonably calculated to stop harassment when it occurs and prevent recurrence" (Office for Civil Rights, 2001).

HOW DO CHILDREN BECOME BULLIES?

The literature addresses three areas as to the possible reasons a child becomes a bully: child rearing influences, characteristics of the child and factors of the environment (Ahmad & Smith, 1994; Batsche & Knoff, 1994; Smith & Sharp, 1994).

Child Rearing Influences

There may have been a failure to bond with the parents or the child may not have felt loved. Many parents fail to set limits for their children's behavior and the parents may have used assertive disciplinary methods where control and

coercion were a part of the discipline. There are also indications that inconsistent discipline on the part of the parents can produce a bully. If a parent exhibits aggressive behavior and if the child is encouraged to assert him/herself in socially unacceptable ways, the child may become a bully.

Characteristics of the Child

The following characteristics are associated with predicting children with a high level of difficult behaviors:

- * difficulties adapting to new situations;
- * irregular eating and sleeping habits;
- * negative moods, strong moods; and
- * unpredictable behavior.

Factors of the Environment

American homes and schools do not provide negative consequences for bullies and society sees bullying as transient or inconsequential. In fact, on television and in movies bullies often go unchecked and are sometimes rewarded. For boys, bullying is seen as "standing up for himself" or as "all boy." In the school environment, bullying is often unnoticed or ignored and supervision in the schools are many times inadequate. Bystanders who admire the exploits of bullies serve as models for others.

WHAT CAN BE DONE ABOUT BULLYING?

Schools that wish to address this problem have a variety of avenues to pursue. The school can introduce a code of conduct which is a whole-school disciplinary policy with a clearly spelled out set of rules and regulations that should make it possible for all school personnel to work together safely and productively. It should state clearly, with examples, what is good and bad behavior along with respective rewards and sanctions.

The school needs to establish a whole-school approach to bullying by establishing an awareness of the bullying problem. The school needs to evaluate how friendly it is toward bullying. Awareness of bullying both within and outside of the school can help reduce the act.

Students should be encouraged to report incidents of bullying by promising the students anonymity. In the classroom teachers may use stories and drama to increase awareness of bullying and bully courts can be set up for addressing bullying issues. The school should provide training for students in problem-solving approaches, which include conflict resolution training, conflict management and quality circles. All of these can be positive ways of addressing inappropriate behavior. These activities make the school safer and let students know that bullying is a violation of children's rights.

A number of intervention programs are available for schools to utilize. The development of a whole-school bullying policy might be one of the first steps in addressing the problem. Improvement of the school environment by having the playground, corridors, and restrooms supervised by teaching personnel might be another priority. To further address the problem, empower students by offering training in conflict resolution programs, peer help and assertiveness training.

CONCLUSIONS

Bullying is a destructive social problem that needs attention. Schools have the responsibility to create safe places for students where they can grow without fear. Greater awareness of the issue and a community-wide focus on prevention can begin to secure that our schools are safer environments.

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

**Women's Crisis Center Grades 5-8
Ms. Mary Jo Davis, Executive Director
835 Madison Ave.
Covington, KY 41011-2413
Phone: 859-491-3335**

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

Immaculate Heart of Mary School

Request to Administer Medication Form

If you wish your child to be given medication at school, we need the following information. The purpose is to make sure that your child receives the prescribed medication and that school personnel know the expected reactions to the medication. Please send medication to school, in the original container, with prescription label attached. It is the responsibility of the parent to submit a new form if the medication is changed in any way (such as time, route, dosage, or if discontinued).

*Medications that contain narcotics **WILL NOT** be given during school hours. Students may carry certain medications as ordered by the doctor and with the Principal's permission.*

During school hours it is my understanding that trained school personnel will administer the prescribed medication according to the specified physician's recommendations. Should the need arise; I give permission for the school to contact the physician regarding this medication and or the condition for which it is being administered.

School: Immaculate Heart of Mary School

Student's name: _____ Date of Birth: _____

Address: _____

Parent/Guardian 's Signature: _____

Date of Signature: _____

Home Phone #: _____ Work Phone #: _____

To Be Completed By The Child's Physician

Name of medication: _____ Dosage: _____

Time(s) administered: _____

Reason medication is to be given: _____

Possible side effects: _____

Physician 's signature: _____ Date: _____

Physician's Name: _____ Phone: _____

Physician's Address: _____

Immaculate Heart of Mary School

**PERMISSION FOR STUDENT SELF-ADMINISTRATION OF
ASTHMA MEDICATION**

Pursuant to the laws of the Commonwealth of Kentucky, Immaculate Heart of Mary School permits a student to possess and self-administer asthma medication at school and at school-related functions upon completion of the following information by the parent/ guardian and the student's physician, and waiver of liability by the parent / guardian.

To be completed by parent/guardian:

Student name: _____ Grade _____

I/we authorize Immaculate Heart of Mary School to allow the above-mentioned student to self-administer asthma medication at school and school-related functions, according to the directions of the student's physician.

I/we release the/school and its employees and agents from any and all liability as a result of any injury sustained by the student from the self-administration of asthma medication. I/we agree to indemnify and hold harmless to school and its employees and agents against any claims relating to the self-administration of asthma by the student.

Father/Guardian _____ Date _____

Mother/Guardian _____ Date _____

To be completed by the student's physician:

I have prescribed asthma medications for the above-named student and the student has been instructed in self-administration of that asthma medication.

Name of the medications _____

Prescribed dosage _____

The time(s) the medications are regularly administered _____

Special circumstances under which the medications are to be administered _____

Length of time for which the medications are prescribed _____

Physician' s Signature _____ Date _____

APPROVED FOR THE _____ SCHOOL YEAR

Principal _____ Date _____

SPECIAL NOTICE – PEST CONTROL–August 2010

The school provides numerous health services for students as well as employees. One of those services is pest control. A recent change in state regulations requires that the school give a 24-hour notice prior to any pest control applications made on school property. This information is available to all parents and employees requesting it.

This is to advise that at the beginning of each school year there will be an opportunity for all parents and employees to be placed on a mailing list for notification of pest control applications. If you wish to receive this notification, please complete and return the form found at the end of this handbook.

We are requesting that you contact our family prior to any pest control applications on school property.

Family Name: _____

Address: _____

Phone Number: _____

Lockdown - a procedure put in place to protect building occupants from potential dangers in the building.

HB 206 requires that a lockdown emergency practice be held once during every school year. It also requires that parents, students and staff be made aware of the procedure for the lockdown.

Procedure:

When the lockdown announcement is made:

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

**Immaculate Heart of Mary School
Academic Honesty Policy**

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

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

The following actions are violations of the Academic Honesty Policy:

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

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

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

Examples: copying and pasting the words of someone else without proper citation, using the ideas of someone else without giving credit.

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

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

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

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

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

Consequences

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

First Incident

Student receives a zero on the submitted work or test.

Parent Notification

Student Meeting with Administration

Detention

Unsatisfactory for Conduct Grade

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

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

Exclusion from class

Incident recorded in student's disciplinary file.

In School Suspension
Exclusion from Extracurricular Activities for One Week
Failing grade in the course
Conference with student, parent, teacher and principal

Common Questions

What is collaboration?

Working together in groups or projects means that you help each other think through problems and questions together and figure out solutions. It does not mean that one person gets an answer and everyone copies it down.

If I give my friend my homework to copy because she did not do her homework, is this dishonest?
Yes. You are allowing your friend to turn in your work under her name and take credit for work she did not do. This does not help your friend learn the material, and it hurts you too.

If I am absent, can I copy class notes from a study buddy?
Yes. The teacher gave the same information to everyone for everyone to use.

Why would an academic dishonesty offense mean that I might be removed from class, school or leadership position?
Student leaders are role models for others just like adults are models for appropriate behavior. They represent our school to others.

Common Sense
Don't leave your papers out in view of others that they might copy.
Keep Track of your work.
Copying answers does not help you think for yourself or figure out a problem. You'll still have to show what you know on the tests.
Help a friend think through a problem. Giving an easy answer does not teach them anything.
Saying "no" to sharing information – ask a teacher for help if other students are pressuring you.

Parent and student signature indicates understanding and agreement to honor the Immaculate Heart of Mary School's Academic Honesty Policy.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

FAMILY/SCHOOL COVENANT

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

Your presence at Mass is an important part of our mission. We expect that all of our families will accept this commitment to attend Sunday Mass regularly. We also ask that you consider your obligation to share your talent and your treasure with the school and the parish.

Lastly, we ask that you support our task of carrying out our mission within the framework of our Professional Learning Community. When a student or member of his or her family interferes with Immaculate Heart of Mary School pursuing its mission, it is disruptive to the school. Such interference may include, but is not limited to the following:

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

In the event the administration determines that a student or a member of his or her family has interfered with the school pursuing its mission, the principal may determine that Immaculate Heart of Mary is not an appropriate place for their child to continue their education. The student will be placed on probation. This probation is a serious warning to the student and his or her family. If the principal determines that the behavior does not improve satisfactorily, the principal has the right to require the student to withdraw from the school.

One parent or guardian signature indicates the entire family understands and agrees to honor the IHM Family/School Covenant.

FAMILY NAME: (Please print) _____

Parent/Guardian Signature

Date

THINKWAVE ON LINE GRADING

Again this year the school is using **Thinkwave Online grading software**. This is a web-based program that allows you to check your student's grades online anytime. You should have received a code from your child's teacher to begin logging onto the program. In the next few days, you will be receiving additional class codes from the remaining teachers. Use your created password (only need one of these) and when you log on, it will show an option on your Homepage to "[Add Student/Parent view](#)". When you select this, it enables you to add multiple teacher codes to your link and then view all your child's grades at one time. Please remember that all teachers are learning the software and will be establishing routines as to when they publish to the program- some weekly, some daily. If you have multiple children in the school-please only create one username/password, and add all children to that account.

Mid-terms, missing assignments and other class information will now be web-based. Please make sure that you check your child's grades as much as you feel necessary. If you have questions about grades-please email your child's teacher AT THE SCHOOL'S EMAIL ADDRESS-NOT THROUGH THINKWAVE. Teachers will not be checking that location for your emails.☐☐