



Immaculate Heart of Mary School  
Family Handbook  
K-8<sup>th</sup> Grade  
2022-2023

*4913 Schofield St.  
Monona, Wisconsin 53716  
Phone: 608.222.8831  
[www.ihmcatholicsschool.org](http://www.ihmcatholicsschool.org)*

## MISSION STATEMENT

“In Matthew’s Gospel, Jesus tells us, “Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.”

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

## STATEMENT OF PHILOSOPHY

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

## CORE VALUES

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

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

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

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

This handbook has been compiled for your convenience and frequent use during the school year. It should provide a ready source of information in reference to school policies, regulations and procedures. Exceptions may be made to policy in special circumstances by the administration.

All full-time Early Childhood Program (ECE), Elementary and Middle School teachers are accredited through the Department of Public Instruction and are required to have Religious Certification.

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

Immaculate Heart of Mary School curriculum is a standards based curriculum using Diocese of Madison Standards which are based on Wisconsin State Standards. Curriculum evaluation is an ongoing process over a seven year cycle. This seven year plan follows a self-study (completed in Fall 2021) and includes an annual faculty review and development of specified subject areas. There is a study of content, scope and sequence, new materials, resources, techniques and assessment. The result is a continually updated School Improvement Plan which includes setting goals and developing programs that address student needs.

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

*The policies contained in this handbook may be amended at the discretion of the administration, faculty and staff of IHM School.*

### **DAILY CLASS SCHEDULE**

#### **Kindergarten - Grade 5**

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

#### **Middle School Grades 6-8**

8:10	School Day Begins
11:45-12:30	Lunch and Break
3:05	Dismissal

### **IMPORTANT PHONE NUMBERS**

Immaculate Heart of Mary School Office: (608)222-8831 ext. 7001  
Mrs. Callie Meiller, Principal: (608)222-8831 ext. 7002  
Immaculate Heart of Mary Parish Office: (608)221-1521  
School Website: [www.ihmcatholicsschool.org](http://www.ihmcatholicsschool.org)

### **CONTACTING THE SCHOOL**

The school office hours are 7:30 A.M. - 3:30 P.M., voicemail available.  
Email is often the fastest, most reliable way to contact the school office and teachers.

# SCHOOL PROCEDURES

## Parental Roles and Responsibilities

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

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

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

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

- Be familiar with the information contained in this handbook and other communications from the school, including having a working email address that is checked regularly for school communication.
- Please notify the school office by phone (222-8831) by 8:00 A.M. if a child is absent and for what reason.
- Inform the school in writing for the following:
  - \*student illness or absence (required by Section 118.16 of WI Statutes)
  - \*parental status and custodial constraints
  - \*change in transportation routine
  - \*change in address, phone, emergency contact, child care, etc.
  - \*any arrangement that may affect communication with the school
  - \*any time a student must leave the premises of the school.
- Meet financial obligations of tuition, fees, lunch accounts, sports fees and any other accounts that may apply. If financial obligations remain unmet, IHM School reserves the right to terminate enrollment in any IHM program. Parents are responsible for tuition and/or fees for students withdrawn after certain dates (found on page 45).
- Meet admissions regulations.
- Comply with policies and regulations.
- Comply with goals and objectives of Immaculate Heart of Mary School as outlined in the Immaculate Heart of Mary Family Handbook.
- Support the religious and educational goals of the school.
- Treat teachers with respect and courtesy in discussing student problems.
- Sign child out and back in at the office if a child is leaving the school during school hours.

## **COMMUNICATION**

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

**IHM web site** ([www.ihmcatholicsschool.org](http://www.ihmcatholicsschool.org)) has a link to the school calendar, and a lot of other information.

The **Eagle Express**, sent home and emailed, on Wednesday afternoon, contains weekly newsletters, classroom notes, hot lunch information, calendar, permission forms, and other pertinent information.

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

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

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

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

### **If you have a concern:**

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

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

### **KINDERGARTEN – 8TH GRADE ARRIVAL AND DISMISSAL PROCEDURES**

These procedures are based on years of experience, and based on the safety of our students. **Students should be dropped off and picked up in the back of the school.** Please be aware that there is no parking in the bus zone in the front of the school building during school hours.

#### **K-8 ARRIVAL PROCEDURE**

1. Students can arrive as early as 7:45 AM. They will be supervised on the playground until they are admitted to the building at 8:00 AM.
2. The doors in the back of the school will be unlocked at 7:45 AM.
3. Students should be dropped off in the back of the school, along the cones. Only students arriving and departing by bus will have access to the school through the front door. All other students must enter and exit the school building through the back doors. **DO NOT drop off students in front of the building and allow them to ring the doorbell to enter the building.** Parents who wish to enter the building before 8:10 are asked to park in the back lot and to use the back doors as well. **DO NOT park in the drop off zone, or across from the bike racks.**
4. School begins and attendance will be taken at 8:10 AM., and classes will begin. **Any student not in their classroom at 8:10 will be considered tardy.**

### **K-8 DISMISSAL PROCEDURE**

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

### **WEATHER EMERGENCY**

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

### **EMERGENCY CLOSING INFORMATION/PARENT NOTIFICATION**

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

Also, it is important that each child knows where their parent(s) or guardian(s) expect them to go. Please discuss this with your child(ren) so that they are clear about the proper procedure in the event of a school closing.

### **SCHOOL ATTENDANCE**

#### **VACATIONS**

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

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

When a student is absent due to a family vacation, it is extremely difficult to anticipate what homework will be assigned because lesson plans are based on students' reaction and application of material. Students who are absent from school due to vacation will have their assignments collected in a portfolio until their return. The student can make arrangements with each teacher regarding the due dates of the assignments. **No assignments will be given in anticipation of a vacation.**

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

### **ATTENDANCE AND TRUANCY**

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

Definition: *Habitual Truant* means

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

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

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

### **ILLNESS DURING THE SCHOOL DAY**

The Principal or the other school administration dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Immaculate Heart of Mary School does not have a school nurse. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, the parent/guardian must make arrangements for a relative or another authorized person to pick up the student in the school office. The student must be signed out. Please take into consideration the other children when sending your child to school. **Any child with a fever of 100 degrees or more, vomiting, or diarrhea will be sent home, and not admitted to school until those symptoms have been clear for 24 hrs without medication.** No student will be sent home due to illness if no one is at home.

All student dismissals due to illness must pass through the teacher or school office. Students should not email parents, or contact them in any other way, to be picked up due to illness.

### **PROCEDURE WHEN STUDENTS ARE ABSENT**

1. When students are absent from school, parents/guardians must email or call the school (608-222-8831) to excuse the absence. This call/email must be made before 8:00 AM on the day of the absence. Parents/guardians may call the previous evening and leave a message.
2. **Please keep any child with a fever of 100 degrees or more, vomiting, or diarrhea at home until those symptoms have been clear for 24 hrs without medication.**
3. If a teacher reports a student as absent from their classroom, and the office has not been notified, the office will attempt to call the student's parent/guardian at home or at work to determine the whereabouts of the student.
4. No student will be allowed to leave the school building with non-family members without written consent from their parent/guardian.
5. No student will be released to walk to an appointment without written consent from his or her parent/guardian.
6. Parents/Guardians should report to the office when they come to pick up or drop-off a student for an appointment, and sign the attendance book in the office.
7. Please notify your child's teacher or the school office in writing (email is fine) at least one day in advance of all absences (other than absences due to illness, i.e. medical appointments, vacations, etc.) Please allow extra time for the student to be called from their classroom when you arrive. If the student returns to school before the school day ends, they should report to the office, and parents should sign the student in.

8. When necessity demands, and parents/guardians come to pick up a student unexpectedly, the parent/guardian should check into the office. The office staff will then contact your child for you.
9. We encourage you to have your children attend school regularly. Whenever possible, please schedule appointments during vacation periods or before or after school. Vacations while school is in session are not encouraged.
10. IHM understands that unexpected long-term or chronic absences due to illness or injury may occur. Each case will be addressed on an individual basis by the Principal and the parents/guardians of the student.

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

### **REASONS FOR EXCUSED ABSENCES**

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

### **TARDINESS**

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

- A student is considered tardy if they are not in their classroom at 8:10 A.M. or the start of the school day. Please consider that students many need extra time hanging coats and backpacks in the hallway or their locker before they get to their classroom.
- If the student arrives after 9:00 AM, or leaves before 2:10 PM, they will be considered absent for a half-day.
- IHM's teachers and staff are required by law to record each tardy. All tardies remain on a student's permanent record.
- Parents will be notified if their child is tardy an excessive number of times. Please note that 10 or more tardies or absences can warrant truancy.
- Middle School students need to be in their homerooms by 8:10. If they are still in the hallway, they will be considered tardy and may receive in-school consequences.

### **HOMEWORK and MAKEUP WORK**

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

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

1. The faculty and staff of IHM feel that students who are home sick from school should rest and not worry about getting their homework done. When the student returns to school, he/she should talk to his/her teacher(s) to make suitable arrangements for completing homework missed. **A student will have one day of makeup time for each day absent.**
2. Parents/Guardians who feel that their child is too sick to come to school but can do their homework should contact the school **before 9:00 AM** and request that their child's homework be collected. The school office will then notify all teachers affected by the student's absence. Parents/Guardians should meet with each teacher between 3:05 -3:30 PM to retrieve any or all



assignments and any relevant classroom handouts and instructions, and gather the necessary books. Please be aware that there may be times when teachers will not be available to meet with parents due to meetings, personal reasons, or unforeseen circumstances. The assignments that cannot be collected will be made available to the student upon their return to school.

3. When a student is absent due to a family vacation, it is extremely difficult to anticipate what homework will be assigned because lesson plans are based on students' reaction and application of material. Students who are absent from school due to vacation will have their assignments collected in a portfolio until their return. The student can make arrangements with each teacher regarding the due dates of the assignments. **No assignments will be given in anticipation of a vacation.**

## **IMMACULATE HEART OF MARY EXTENDED CARE PROGRAM**

### **HOMEWORK CLUB (HWC)**

Students in grades 4-8 have the opportunity to participate in an after school Homework Club (HWC) on most school days from 3:05-5:00 in the supervising teacher's classroom, Homework Club provides students with an opportunity to do their homework assignments and art projects, and to socialize, under the supervision of an IHM staff member. Students have access to their homerooms, computers and other materials needed to complete their homework assignments.

Students may leave at any time, but will not be readmitted to the school. Students need to sign up in their homeroom in the morning to participate in Homework Club, and may bring a nutritious snack to eat.

There will be no Homework Club on early dismissal days and no school days. These days will be noted on the monthly calendar. Students can attend the Afterschool program on No Homework Club days, for the cost of the Afterschool program.

Please ring the Homework Club Doorbell at Door #1 to pick up.

### **Homework Club Fee Policy**

Grades 4-8 Daily Rate

3:05-5:00	Homework Club/Art Studio	\$7.50/day
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You will be billed through FACTS for the amount of Homework Club used for the past month. Homework Club students will be sent to the Afterschool Program in the afterschool room after 5:00 for no extra fee. Afterschool regular rates will apply if homework club is not held that day and student attends only afterschool. If students are not picked up by 5:30, fees will be accrued according to the Afterschool late fee policy.

## **BEFORE & AFTERSCHOOL PROGRAMS**

IHM's Before & Afterschool Programs serves children in the IHM K through 8<sup>th</sup> grade, who join us before or after their school day. Our goal for this age level is to provide a fun and interesting social environment which offers the child opportunity and guidance in developing character and confidence in his or her abilities and maturity.

### **Daily Before School Schedule**

7:00	Center Opens
7:45	Student released to school supervision

### **Daily Afterschool Schedule**

3:05	Teacher meets students in St. Max's Room.
3:15	Snack

3:30 Outdoor/gym time  
4:00 Homework/quiet play time  
4:30 Games, art activities, play time  
5:30 Center closes

Please pick up at Door #2, except between 3:30-4:00, when students may be on the back playground.

Children in grades 4-8 will report to homework club located in the main school building until 5:00. After 5:00 they will be in the Afterschool room, with no extra fee. On days where there is no Homework Club, they can attend the Afterschool program from 3-5:30 for the Afterschool price.

### **Before School Care Rate**

Daily Rate for any fraction of time between 7:00-7:45: \$2.00/day

### **Afterschool Care Rates**

Daily Rate (includes snack and milk)

3:05-5:30 \$18.50 1<sup>st</sup> child  
\$15.50 2<sup>nd</sup> child  
\$10.50 3<sup>rd</sup> and more children (Sibling discounts are given toward the fees of siblings attending the same program at the same time.)

**Late Fee:** Any parent/guardian arriving after 5:30 will be charged a late fee of \$5.00 per 15 minutes late (1-15 minutes late=\$5, 16-30 minutes late=\$10). This fee is assessed per child and no sibling discounts will be given. This fee is added to your monthly bill.

At the end of each month, the days that your child has attended will be tallied and all fees will be charged through FACTs.

You will be asked which days your child needs Before or After School on the Enrollment Packet. All Before/Afterschool schedule changes must be in writing. If your child leaves Before/Afterschool for sports practice, music lessons, or other reasons, they cannot return to Before/Afterschool without prior approval from the teacher. Regular rates will apply for any portion of Before/Afterschool attended – deductions in fees will not be made for students attending other activities and returning to the Before/Afterschool program. Flexible schedules will be honored if space allows.

Before/Afterschool and Homework Club are closed on Early Dismissal and No School days, as well as days that IHM is closed for weather. No School days are shared on the IHM School Calendar.

### **VISITORS**

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

**When you do visit, please sign in at the office and get a name tag,** so we know who is in the building. Students who are not enrolled at IHM school, and students who are not in attendance at the time of the visit (for example, 4K morning student in the afternoon) may only visit if the visit is cleared with the teacher involved and/or the principal.

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

Before 8:30 AM, please enter the building through the back doors. When entering the school between 8:30 AM. and 3:05 PM. ring the bell on the front door and check in at the office.

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

### LOST AND FOUND

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

### SENDING MONEY TO SCHOOL

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

### CONTACTING A STUDENT DURING THE SCHOOL DAY

If you need to communicate with your child during the school day, or they need to contact you, students should use the school phones, with the permission of teachers or administration. Students should not use their own cell phones during the school day to communicate with parents without direct permission of a teacher or administrator.

Messages may be left with the school secretary or on the office voice mail or by email if it is necessary to contact either a student or a teacher. **Please communicate after school plans with your child before the school day starts.** If you must change after school plans, please call the office to communicate the change before 2:00.

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

### CELL PHONES/ELECTRONIC DEVICES

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

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

Students should not bring any personal electronic devices to school.

### FIELD TRIPS

#### (DIOCESAN GUIDELINE #6450)

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

- Name, location, and date(s) of the event.
- Educational purpose and outcome for the field trip

- Cost to the student (field trip fees are non-refundable and are billed through FACTS).
- Mode of transportation used,
- Name of the supervisor overseeing the activity.
- Parents/guardians' responsibility.

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

Whenever possible, buses are used for transportation. Should it be necessary to use parents and private vehicles parents/guardians will be notified. All drivers of private vehicles must have documented VIRTUS training, proper age appropriate car seats, current registration and proof of insurance. Chaperones may be solicited to accompany classes on their field trips.

Parents/Guardians not chaperoning are asked not to accompany the class or meet the class at their destination. Chaperones may NOT bring children who are not in the classes attending the field trip.

### GRADING SYSTEM

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

### GRADES K-5 GRADING SYSTEM

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

#### ACHIEVEMENT

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

#### EFFORT

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

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

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

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

#### STANDARDS

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

## **GRADING SYSTEM FOR MIDDLE SCHOOL**

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

### **ACHIEVEMENT**

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

## **CONFERENCES AND EVALUATIONS**

### **Grades K-2:**

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

### **Grades 3-5**

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

### **Grades 6-8**

Parent/Teacher conferences are held in the Fall. Student-Led conferences are held in the Spring. The school will send a reminder in the Eagle Express at mid-term time to check your child's progress. Progress reports may be included in a mid-term packet as a communication tool for teachers for those students who may need additional help, are failing a course, or if the teacher wishes to contact the parent. It is the responsibility of the student to contact the teacher to determine the best means of corrective action.

Middle school students receive report cards at the end of each trimester.

## **TESTING PROCEDURE**

### **STAR 360**

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

## **PROMOTION AND RETENTION**

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

## **SCHOOL RECORDS**

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

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

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

## **STUDENT RECORDS TRANSFERS**

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

## **SACRAMENTAL PREPARATION**

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

Parents/Guardians will be given written notification when appropriate sacramental preparation begins.

## **STUDENT ACTIVITIES**

### **ATHLETIC PROGRAMS**

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

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

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

### **ATHLETIC COMMITTEE**

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

### **SPORTS ELIGIBILITY**

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

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

### **SPORTS ACADEMIC/BEHAVIORAL ELIGIBILITY**

Students may be declared ineligible for sports due to academic or behavioral reasons.

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

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

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

The administration and teaching staff of the school reserve the right to modify this policy and use their professional judgment in cases where a student may have exceptional educational needs. Students receiving an office referral will be ineligible to compete in the next game. Students absent from school will not be eligible to participate in practice or games that day. It is the student's responsibility to notify the coach.

### **SCHOOL BAND**

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

## **SCHOOL SERVICES**

### **SPECIAL EDUCATION**

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

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

IHM School participates in the Special Needs Scholarship Program through the Wisconsin DPI. Please contact the Principal for more information.

## **TITLE I**

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

### **SCHOOL LUNCH AND MILK PROGRAM**

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

- Free and reduced meals are available for all who are eligible. Parents can apply for Free/Reduced lunches on their enrollment packet, or any other time during the school year by contacting the school office.
- Menus are sent home monthly via the “Eagle Express”, and are available on the FACTS family portal.
- Lunches eaten are counted at the end of the month and billed to each family through FACTS for the next month's invoice. Families are responsible for paying for these lunches. Children are responsible for letting their teacher know if they are eating a hot lunch on each day.
- Hot lunch costs include one 1% white or chocolate milk.
- All students are offered a salad bar daily.
- Milk is available for \$.35 cents each for those students who would like milk with their cold lunch or an extra milk with their hot lunch. Children are responsible for letting their teacher know if they are drinking a milk with their cold lunch or taking an extra milk with their hot lunch on each day. Milks are billed through the families FACTS account.
- Feel free to join your child for lunch at any time. Please call the office so you can be added to the lunch count. Please purchase a “Lunch Pass” in the school office for \$4.00, and present in the lunch line for your lunch.
- Please do not send cash or check to school for lunch or milk.
- We ask that parents do NOT deliver restaurant take-out food at lunch time.
- Please do not send meals that need to be heated.

### **LUNCH PROGRAM COSTS**

	<b>ECE</b>	<b>Grade K-5</b>	<b>Grades 6-8</b>
Daily Lunch	\$2.75	\$3.25	\$3.50
Daily Milk	\$.35 (same cost for all grades)		

### **CAFETERIA RULES**

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

### **MORNING MILK SNACK**

Grades 4K-5 have the option of milk at their morning snack time (or afternoon snack time for PM 4K). The cost for this is \$0.35 per carton. If your family want to participate in this program please



indicate on the online enrollment packet. Morning milk snack is separate from the lunch milk program, and will be billed to each family through their FACTS account.

## **STUDENT CONDUCT**

### **PLAYGROUND RULES**

- Staff members will be supervising the students on the playground at all times. All students must follow the directions of the playground supervisors.
- Students will slide down the slides feet first. No climbing up the slides.
- Bike racks are off limits to students unless they are parking or locking their bikes.
- No one may go inside the school without permission from the Supervisor.
- We ask that all students respect one another. Should disagreements occur, go directly to the Supervisor and alert the Supervisor of the circumstances.
- “King of the Mountain” and tackle type games will not be allowed.
- Students are to remain on the black top, field, and playground and in sight of the Supervisor at all times. Students will not hide around corners or dumpsters. The area on the hills and past the chapel are off limits, unless given special permission by the supervisor.
- At the discretion of the Supervisor or the Principal, the grass and playground area may be off limits if it is too muddy or wet.
- Students should be very careful when they throw or hit a ball. Should a ball be accidentally thrown off the school property onto a neighbor’s property, the students should notify the Supervisor before retrieving it.
- Students will respect all living and nonliving elements on the playground. (i.e. no peeling bark off of trees, or being destructive to the playground in any way.) Sticks can be used for play, but not for “swordfights”.
- Only one student on a swing at a time. Students may swing on their bellies and bottoms only and will not twist the swings. Students waiting for a swing will wait outside the wood chip area patiently counting to 60 seconds or sing the ABC’s twice, student on the swing should then switch with the person counting or singing.
- Frisbees and recreational toys are acceptable in an open area.
- Students may bounce balls off of the gym walls where there are no windows present.
- Spinami Rules:
  - Students must have both hands and feet touching a point of contact on the Spinami at all times.
  - No swinging feet in the air
  - The Spinami is off-limits before school, is only available to the Middle School at lunch recess, and no ECE or Kindergarten students are allowed on the Spinami
- If a student is injured during play, he/she must report immediately to the adult on duty, who will assess the injury and, if necessary, take the student to the office for medical attention.

- Students will go outside every day, weather permitting. **If the temperature or wind chill is below 0 degrees, or the temperature or heat index over 100 degrees, students will stay inside for recess.** If your child needs to stay inside, please send a note to the teacher explaining the circumstances. These requests should be special circumstances, students are expected to go outside with their class most of the time. A note must be sent for each day your child will stay indoors.
- Students must have appropriate clothing especially in winter. This includes boots, snow pants, hats and mittens. Please label all winter items with the child's name. Student's without appropriate outdoor clothing will be restricted to the blacktop during recess. The school staff will not provide winter mittens, gloves, hats, boots, etc. for items forgotten from home. If your family is in need of these items, the school will be happy to find donated winter items, just let a teacher or administrator know.

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

**General School Rules**

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

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

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

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

<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Reverent</b>
At Mass			
▶ Walk safely on the sidewalk	▶ Use a 2-3 voice when singing or responding ▶ Eyes on speaker ▶ Use materials appropriately	▶ Be on time ▶ Be an attentive buddy	▶ Participate with words, body, and voice ▶ Be Christlike in all you say and do
In the Bathroom			
▶ Walk in and out safely	▶ Use a 0-1 voice	▶ Flush, then wash hands	▶ Be Christlike in all you

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

### **CLASSROOM GUIDELINES FOR BEHAVIOR**

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

### **PROCEDURES FOR DISCIPLINARY ACTION** **DIOCESAN POLICY 5120**

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

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

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

### **DETENTIONS**

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

- Complete quality work and turn in assignments on time, be ready for class with materials and attitude
- Seek peaceful resolution to conflicts
- Help maintain the building and all school equipment and materials
- Follow specific rules of classroom teacher

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

### **OFFICE REFERRAL**

The following situations may constitute grounds for an office referral:

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

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

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

### **SUSPENSION**

Suspension is serious and used in cases of extreme misconduct.

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

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

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

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

### **EXPULSION**

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

The determination of consequences for disciplinary infractions will be decided at the discretion of the faculty or administration.

### **SECURITY CAMERAS**

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

### **ANTI-HARASSMENT POLICY**

It is the policy of Immaculate Heart of Mary School to prohibit any harassment of students, including harassment based on their sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability. This policy is intended to protect the students whether they actually belong to or are perceived as belonging to one or more of the above-protected categories by those engaged in harassment. Immaculate Heart of Mary School, in accordance with Wisconsin Statutes 813.125 (1) and 947.013, define harassment as:

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

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

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

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

### **SEXUAL HARASSMENT DIOCESAN POLICY**

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

### **DRUG/ALCOHOL AND WEAPON POLICY**

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

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

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

- Conference with student and teacher. Detention given with parent/guardian notification. (Documentation process begins).
- Conference with student and parent/guardian. Office referral (with copies to parent/guardian and student's school file).

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

### **DAMAGED TEXTBOOKS**

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

## **HEALTH AND SAFETY**

### **SAFETY**

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

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

### **HEALTH**

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

### **EMERGENCY INFORMATION**

An emergency card for each student is kept on file in the school office. Emergency information is provided by parents on the online enrollment packet. If any changes occur during the school year, it is the responsibility of the parent/guardian to notify the school .

### **PARENT ALERT SYSTEM**

IHM School uses phone numbers provided by parents in the FACTS enrollment packet to contact parents quickly by phone or text for situations such as weather-emergency school closings, school emergencies, and other situations. Please inform the office if your contact phone number changes.

### **ACCIDENT/INJURY**

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

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

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

### **HEALTH RECORDS**

Health records are required for each student. Parent/Guardians will be asked to fill out health information on the enrollment packet. Please inform the school office of any special health needs, food allergies, etc. It is recommended that the student have a physical before entering Kindergarten or First grade and again in Fifth Grade and Seventh Grade. If a child is participating in sports, a

physical will be required every two years. A physical form signed by the child's physician, or an alternate-year form, signed by a parent/guardian, should be on file with the school office.

### **IMMUNIZATIONS**

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

### **HEAD LICE**

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

### **DRUG FREE SCHOOL**

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

### **MEDICATIONS**

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

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

### **INHALERS**

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

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

### **MEDICATION DISPENSING (Wisconsin Statutes Section 118.29 DBS 5410)**

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



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

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

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

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

1. A Medication Consent Form filled out and signed by the the Physician AND the parent, returned to school.
2. The medication in its pharmacy bottle.
3. Appropriate instruction in the administration of the medication.

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

- Student's full name
- Name of drug
- Amount of dose
- Time(s) of day to be given
- Physician's name (for Rx Drugs only)

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

#### **REPORTING OF CHILD ABUSE/NEGLECT - DIOCESAN POLICY 5400**

It is the policy of the Diocese of Madison that employees of the diocesan schools comply with the reporting procedures mandated by Wisconsin's Child Abuse and Neglect Act and the VIRTUS Program. This is carried out by Immaculate Heart of Mary School and After School Program. *Neglect* is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance.

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

#### **ASBESTOS ANNUAL NOTIFICATION**

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

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

## **SCHOOL POLICIES**

### **ADMISSION POLICY**

Immaculate Heart of Mary School admits students of any sex, race, color, and national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school.

IHM School does not discriminate on the basis of sex, race, color, and national and ethnic origin in the administration of its educational policies, scholarship and loan programs. This policy also includes athletics and other school related programs.

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

Immaculate Heart of Mary has a 25-student limit for all grade levels. The administration has the right to change the class-limit on a case-by-case basis. Class-size may require a teacher's aide at the discretion of the administration. For those entering grades 1-8, the school office will request records from the student's previous school.

### **ADMISSIONS PROTOCOL**

If classrooms are filled and a waiting list is required, the following priorities are used to enroll new students into the school on the date that Priority Enrollment closes:

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

### **HOMEROOM PLACEMENT**

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

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

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

### **LOCKER POLICY**

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

- Lockers are IHM School property on loan to students.
- The lockers do not have locks, and locks should not be added. They are to remain unlocked at all times.
- The school is not responsible for theft, damage, or vandalism of property including but not limited to personal property and textbooks. IHM School is not liable for personal property and not liable for damages to assigned lockers.
- Valuables must NOT be left in the lockers. Please do not leave anything in your locker that you do not want to lose.
- IHM School reserves the right to search lockers and contents of lockers at any time. Inspection of the interior of lockers and locker contents may be conducted by school authorities for any reason at any time, without notice, without student or parental consent, and without a search warrant.
- Students should keep only items necessary for school in the lockers (i.e. textbooks, school supplies, etc.)
- At the end of each school day, lockers must be free from food and trash. Occasionally teachers will ask that students clean their lockers.

- Students may use only lockers issued to them. Students will lose their locker privileges if they are found sharing a locker without permission.
- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
- Students may visit lockers on a regular schedule decided by the teachers.
- Any items placed or posted INSIDE the locker must be removable (i.e.-no stickers, foam tape, etc) and follow the school rules of appropriateness.

### **BIRTHDAYS**

If you intend to invite your child's entire class to his or her party you MAY pass out invitations in school. However, if the entire class is not invited, kindly do not pass out invitations at school, and please do not pick up the children at school for the party.

Students may bring in a treat to share with their class on their birthday. Please arrange with the teacher before bringing in a birthday treat. We ask that no soda or gum be brought in for the treat. Any special delivery to students (balloons, flowers, etc) will be left in the school office until the end of the school day.

### **BICYCLES/OTHER TRANSPORTATION**

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

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

### **BUS TRANSPORTATION**

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

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

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

### **CUSTODIAL RIGHTS**

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

## **TECHNOLOGY POLICY**

### **STUDENT EMAIL ACCOUNTS**

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

### **EMAIL**

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

### **DATA ACCESS**

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

### **INTERNET POLICY**

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

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

The Internet also offers an opportunity for students to communicate directly with other people who may enrich their personal and educational development. Again, however, there are associated risks such as businesses using the Internet for unscrupulous marketing practices, and people using it to misrepresent themselves for various illegal, unethical or immoral purposes.

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

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

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

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

## **INTERNET ACCEPTABLE USE POLICY**

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

### **Internet Access and Supervision:**

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

### **Protection of Computer Resources:**

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

### **Personal Safety:**

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

### **Respect for Privacy:**

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

### **Etiquette and Language:**

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

**Purchasing:**

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

**Copyright Infringement:**

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

**Plagiarism and Copyright:**

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

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

**Liability:**

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

**IMMACULATE HEART OF MARY SCHOOL INTERNET ACCEPTABLE USE AGREEMENT**

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

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

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

In addition:

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

### **SCHOOL UNIFORM POLICY**

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

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

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

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

- Middle school students (6-8) must have a change of clothes and deodorant for gym class.
- We encourage families to plan ahead and use SCRIP to purchase uniforms. This helps in two ways: the Home & School Association will receive a percentage of each purchase (16% - Lands End) and each family can receive a tuition credit based on the amount of SCRIP that is purchased.

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

### **Uniform Non-Compliance**

First Offense: Email reminder sent home. Student will be issued clothing from the Eagle's Nest.

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

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

### **PLAGIARISM POLICY**

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

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

### **Procedures in Handling Cases of Suspected Plagiarism:**

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

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

### **Penalties for Plagiarism Incidents**

If intentional plagiarism is confirmed, consequences include:

First Offense

- Warning

Second Offense

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



### Third Offense

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

### Fourth Offense

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

## **TUITION**

Immaculate Heart of Mary School uses a tuition management service called FACTS. All families, including ECE families, must enroll in FACTS in order to pay tuition, hot lunch, after school care, wraparound care, field trips, sports fees, and other fees. FACTS enrollment forms are available online through the school office. Parents/Guardians can access information about their account at any time on line at <https://online.factsmgt.com>. All incidental fees for a given month are tallied, including hot lunch, afterschool care, homework club, and other fees, at the end of the month. The charges are sent to FACTS on the last day of the month, and will be withdrawn automatically, along with any tuition payment, on the 25<sup>th</sup> of the next month. Charges for 4K Wraparound Care, Early Childhood Education fees will be assessed in the same month they are accrued, on the 25<sup>th</sup> of the month.

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

### **FACTS Tuition Management Frequently Asked Questions**

**FACTS Online:** <https://Online.FACTSmgt.com>

**FACTs Tuition Phone:** 866-441-4637.

**Is my information secure?** Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit <https://FACTSmgt.com/Security-Compliance>.

**When will my payments be withdrawn?** On the 25<sup>th</sup> of the month.

**How do I know what the amount of the withdrawal will be?** FACTS will contact you 1 week before the withdrawal with a detailed breakdown of the withdrawal. You can also check your account online at <https://Online.FACTSmgt.com> anytime. Monthly incidental charges (hot lunch, field trips, etc.) will be added to accounts around the 15<sup>th</sup> of each month for the previous month's charges, so if you check your account before the 15<sup>th</sup> it may not reflect the actual withdrawal.

**How do I pay FACTS?** You can choose from Monthly, Quarterly, Bi-Annual, or Pay in Full payment plans. Your family may pay using direct withdrawal, debit or credit card. If you choose to pay by credit/debit card, FACTS charges an extra 2.85%. Please be aware that incidental fees will be billed monthly, no matter what tuition payment plan you choose.

**I prepaid the whole year of tuition already. Why do I need an account?** All families are required to have an account, as this is how most of our fees are billed, including hot lunch, milk fees, field trips, extended day, wraparound, etc.

**What happens when my payment falls on a weekend or a holiday?** Your payment will be processed on the next business day.

**What happens if a payment is returned for insufficient funds?** Returned payments will be subject to a \$30 returned payment fee. Watch for a returned payment notice for additional information. FACTS will contact you 1 week before the withdrawal with details. If there is an issue with your account balance, please contact FACTS or the IHM Business Manager to help.

**Will late charges ever apply?** Yes, if your payment is received after the 25<sup>th</sup> of the month, there will be a \$30 late fee. Your own bank may charge additional fees. To avoid late fees, ensure an

adequate account balance. If there are unusual circumstances contact FACTS or the IHM Business Manager.

**How do I make changes once my agreement is on the FACTS system?** Changes to your address, phone number, email address, or banking information can be made at <https://Online.FACTSmgt.com> or by contacting IHM or FACTS. Any changes to payment dates or amounts need to be approved by IHM and the school will then notify FACTS. All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.

**How do I contact FACTS?** You can log in to your FACTS account at <https://Online.FACTSmgt.com> any time. There is also Live Online customer service help during some hours. Customer Care Representatives are also available to assist you 24/7 at 866-441-4637.

**When should I call FACTS when I have a question, and when should I call the school office?** Most of the time, you should start with a call to FACTS at 866-441-4637. Questions about billing, invoices, changing contact information, and other general logistical questions can be handled by customer service. If they need more information, they will contact us to help answer your question. Questions about the amounts that you are billed may be directed to the school office.

**We are a divorced family, and my ex-spouse and I split tuition, can we have two accounts?** IHM School pays \$45 for each account that is set up through FACTS. We will pay for one FACTS account for each family. If you would like two accounts for your family, we can set that up for you if you pay the \$45 for the extra account, and let the office know, in writing signed by both parents, how you would like your payments divided. If you do not want two accounts, it is up to your family to divide the payments.

### **SCRIP FUNDRAISING/TUITION REIMBURSEMENT**

Immaculate Heart of Mary Home & School Association runs a program to help school families through the Scrip program. Families can receive a cash refund on SCRIP purchases; 50% of the profit earned through buying Scrip goes to the HSA and 50% for a cash refund to the participating family, after the required amount for the year has been raised. IHM Parishioners and others who purchase scrip can choose who benefits:

- the HSA
- a specific IHM school family
- the IHM High School Religious Ed program.

More information is available through the Home and School Association.

### **FINANCIAL ASSISTANCE**

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

### **PARISH INVESTMENT**

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

### **WITHDRAWALS**

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

Immaculate Heart of Mary Catholic School is committed to maintaining low/student/teacher ratio. There is a delicate balance between student enrollment numbers and the commitment needed to meet our financial responsibilities.

Therefore the following policy is in effect for withdrawal of students K-8:

Date of Withdrawal

After July 15 You are responsible for 1<sup>st</sup> trimester tuition

After November 15 You are responsible for 1<sup>st</sup> and 2<sup>nd</sup> trimester tuition and all fees

After February 15 You are responsible for the full year's tuition and all fees

**FUND RAISING**

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

**STATE AND FEDERAL PROGRAMS**

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

**State Programs Include:**

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

**Federal Programs Include:**

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

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

**SCHOOL ORGANIZATIONS/PERSONNEL**

**HOME AND SCHOOL ASSOCIATION (HSA)**

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

**Home and School Association Mission Statement**

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

**IMMACULATE HEART OF MARY SCHOOL ADVISORY COMMISSION**

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

**IHM School Advisory Commission (SAC) Mission Statement**

The mission of the Immaculate Heart of Mary School Commission is to assist the Parish Council in the formulation of written guidelines and policies for the operation and budget of Immaculate Heart

of Mary School and Early Childhood. The School Commission strives to provide constructive ideas, input, and expertise to the Parish Council and the school staff. The existence of this commission recognizes and affirms the need for parental and lay involvement in the operation of the school. The School Commission is responsible for the activities of all school related organizations. The School Commission shall consist of members from the general parent/guardian population of the school.

#### **SCHOOL COUNSELING PROGRAM**

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

#### **VOLUNTEER PROGRAM**

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

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

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

Sign up for volunteering while enrolling your student. All of the above steps can be completed online through the Diocese of Madison.