IMMACULATE HEART OF MARY
CATHOLIC SCHOOL

Immaculate Heart of Mary School, immersed in the teachings of the Catholic Church, is dedicated to providing excellent spiritual and academic formation in the development of well-rounded individuals centered in Christ.

Immaculate Heart of Mary School

Board of Education Policy Manual

SUBJECT: Accreditation

POLICY#: 2004 Reviewed/Approved Date: **11/28/12**

PURPOSE: To ensure IHM School is appropriately accredited.

Type: D

POLICY CONTENT:

All schools in the Diocese are to be appropriately accredited.

Immaculate Heart of Mary (IHM) school is to be accredited through the Michigan Non-public

Schools
Accrediting Agency.

If IHM does not meet accreditation standards it must notify the Office of Catholic Schools, to review the situation.

Continued failure to achieve accreditation may result in intervention or action by the Diocese.

Certified: Gretchen Murphy Date: 12-6-12
BOE President

Approved: T. Ty Dennis Date: 12-5-12
Pastor

Acknowledged: Stacy M. Slowski Date: 12-4-12
Principal

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Board of Education Policy Manual

SUBJECT: Marketing and Promotion

POLICY#: 2010 Reviewed/Approved Date: **11/28/12**

PURPOSE: Provide guidance for student and faculty involvement in activities.

Type: D

POLICY CONTENT:

The principal approves promotional activities that utilize students to further the work of the school, or a non-profit community-wide service agency, or promote activities in the general public interest.

Such activities and promotions shall be consistent with the tenets of the Catholic faith and shall not be used to for personal promotion or exploitation of students or staff. Such promotional activities shall not be engaged in on behalf of for-profit organizations, or non-profit organizations that are not focused on charitable service to the community.

The appropriate media relations/promotions release form must be provided by the school and completed by the parent before the promotional activity takes place.

Certified: Gretchen Murphy Date: 12.6.12
BOE President

Approved: Fr. Troy Nevins Date: 12-5-12
Pastor

Acknowledged: Mary M. Slonski Date: 12-4-12
Principal

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Board of Education Policy Manual

SUBJECT: Political Advertising and Campaigning

POLICY#: 2011 Reviewed/Approved Date: **11/28/12**

PURPOSE: Regulate the use of campus regarding political advertising and campaigning.

Type: D

POLICY CONTENT:

As a non-profit entity Immaculate Heart of Mary School follows the guidance relative to the laws governing political advertising and campaigning.

Certified: Gretchen Murphy Date: 12·6·12
BOE President

Approved: Fr. T. Nunn Date: 12-5-12
Pastor

Acknowledged: Stacy M. Slovak Date: 12-4-12
Principal

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Board of Education Policy Manual

SUBJECT: Vehicle Inspection and Insurance

POLICY#: 2014 Reviewed/Approved Date: **1/9/13**

PURPOSE: To establish student transportation guidelines

Type: D

POLICY CONTENT:

Vehicles shall not be used to transport students unless they conform to all appropriate state laws and meet appropriate insurance requirements and liability limits as outlined by the Michigan Catholic Conference.

The state law on school bus transportation can be found at MCL 257.1801- MCL 257.1877 *et seq.*

Passenger vehicles rated for 11 or more (including the driver) may not be used unless contracted for through an outside entity on an occasional basis for transporting students to extra-curricular events. They may not be used for transportation to and from school.

The school shall not assign or authorize student transportation by another student or person under the age of 21.

Staff who have any careless or reckless driving citations or convictions, or any citations or convictions relating to alcohol or controlled substance use or possession while driving shall not transport any students (other than their own children).

Students shall not be transported in any vehicle which is known by the owner or driver to have equipment which is broken or in poor repair which might affect the safety of the passengers.

No individual shall be allowed to drive who is on the Sexual Offenders Registry, or has pending felony charges related to child abuse or criminal sexual conduct.

Certified: Gretchen Murphy Date: 1·21·13
BOE President

Approved: Fr. Troy Nevins Date: 1-9-13
Pastor

Acknowledged: Stacy Slowski Date: 1-21-13
Principal

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Board of Education Policy Manual

SUBJECT: Administrative Forms

POLICY#: 2017 Reviewed/Approved Date: **1/9/13**

PURPOSE: To ensure all state and or Diocesan documentation requirements are satisfied

Type: D

POLICY CONTENT:

Immaculate Heart of Mary School shall submit all documentation required by the state and/or the Diocese in a timely manner to the State of Michigan (if required by the state) and the Diocese of Grand Rapids.

Certified: Gretchen Murphy Date: 1.21.13
BOE President

Approved: Fr. Troy Nevins Date: 1-19-13
Pastor

Acknowledged: Stacy Slowski Date: 1-21-13
Principal

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Board of Education Policy Manual

SUBJECT: Standardized Testing

POLICY#: 2018 Reviewed/Approved Date: **1/9/13**

PURPOSE: To ensure Diocesan standardized testing requirements are satisfied

Type: D

POLICY CONTENT:

Immaculate Heart of Mary School will participate in a standardized testing program as determined by the Diocese.

All students will participate in the testing for their grade level unless dictated otherwise by the student's Individualized Education Plan.

Certified: Gretchen Murphy Date: 1.21.13
BOE President

Approved: Fr. Troy Nevins Date: 1-9-13
Pastor

Acknowledged: Stacy Slonski Date: 1-21-13
Principal

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Board of Education Policy Manual

SUBJECT: Calendar

POLICY#: 2020 Reviewed/Approved Date: **1/9/13**

PURPOSE: To ensure the school calendar meets the requirements of the Diocesan school calendar.

Type: D

POLICY CONTENT:

The principal has the responsibility of ensuring that the school adheres to the Diocesan school calendar. If there is a need to deviate from this calendar, the principal and Pastor must request a variance from the Office of Catholic Schools.

Certified: Gretchen Murphy Date: 1.21.13
BOE President

Approved: Fr. Troy Nevins Date: 1-9-13
Pastor

Acknowledged: Stacy Slawski Date: 1-21-13
Principal

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Board of Education Policy Manual

SUBJECT: Patriotism/Holidays

POLICY#: 2021 Reviewed/Approved Date: **1/9/13**

PURPOSE: To establish an educational program to encourage and perpetuate Patriotism.

Type: D

POLICY CONTENT:

Patriotism is to be encouraged in Immaculate Heart of Mary School through the recitation of the Pledge of Allegiance and the display of the American flag.

Immaculate Heart of Mary is to conduct an educational program to commemorate and to teach the significance of the days listed below on the date indicated or on the immediately preceding or following school day if school is not in session on the designated day.

Constitution Day (federal)	September 17
Other days deemed educationally appropriate	

Certified: Gretchen Murphy Date: 1·21·13
BOE President

Approved: Fr. Troy Nennig Date: 1-9-13
Pastor

Acknowledged: Stacy Slonski Date: 1-21-13
Principal

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Board of Education Policy Manual

SUBJECT: Crisis Intervention

POLICY#: 2026 Reviewed/Approved Date: **2/9/13**

PURPOSE: To ensure a crisis intervention policy is in place at IHM that is in accordance with local law enforcement and health department.

Type: D

POLICY CONTENT:

Immaculate Heart of Mary School will maintain and follow the Diocesan crisis intervention procedures to respond systematically and appropriately to the crisis situation.

The policies and procedures should be reviewed annually.

Parents and students shall be informed of the crisis response policy and procedures to the extent that disclosure would not impair the effectiveness of the plan, or potentially endanger students during an emergency situation.

Certified: Gretchen Murphy Date: 3.13.13
BOE President

Approved: Fr. [illegible] Date: 3-13-13
Pastor

Acknowledged: Stacy M. [illegible] Date: 2-15-13
Principal

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Board of Education Policy Manual

SUBJECT: Code of Conduct

POLICY#: 2030 Reviewed/Approved Date: **2/9/13**

PURPOSE: Provide guidance for a written code of conduct that reflects the Catholic philosophy of Immaculate Heart of Mary.

Type: D

POLICY CONTENT:

Immaculate Heart of Mary school will have a written code of conduct that reflects the Catholic philosophy of the school.

The code of conduct shall include, at a minimum, prohibitions on harassment, hazing and bullying of and by students and staff, as well as any conduct on or away from school ground that negatively impacts the educational environment. Further, the code shall provide for potential consequences for out of school behaviors that are illegal, immoral or inconsistent with standards of behavior expected of a Catholic school student.

This code of conduct shall be disseminated to parents and students at the start of each school year or upon enrollment for those students entering after the start of the school year.

The Code of Conduct shall be reviewed with the students at or near the beginning of the school year.

Certified: Gretchen Murphy Date: 3·13·13
BOE President

Approved: Fr. Tony Nevins Date: 3-13-13
Pastor

Acknowledged: Stacy M. Stanley Date: 3-15-13
Principal

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Board of Education Policy Manual

SUBJECT: Emergency Closing

POLICY#: 2062 Reviewed/Approved Date: **2/9/13**

PURPOSE: To define the process for all school closing at Immaculate Heart of Mary.

Type: D or I

POLICY CONTENT:

The school principals or designee is responsible for the decisions regarding the closing of school in case of emergency, in consultation with the pastor and/or diocesan superintendent.

The principal shall be responsible for having in place an effective communication system for notifying the students, parents and staff when the school is being closed for weather or other emergencies.

In certain circumstances, the diocesan superintendent may deem it necessary to close all diocesan schools.

Certified: Gretchen Murphy Date: 3-13-13
BOE President

Approved: Fr. Troy Nevins Date: 3-13-13
Pastor

Acknowledged: Stacy M. Slomski Date: 2-15-13
Principal

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Board of Education Policy Manual

SUBJECT: Severe Weather

POLICY#: 2063 Reviewed/Approved Date: **2/9/13**

PURPOSE: To provide guidance for the cancellation of extra-curricular activities due to severe weather.

Type: D

POLICY CONTENT:

In the event that school is cancelled due to severe or inclement weather, all Immaculate Heart of Mary hosted extra-curricular activities will be cancelled and reschedules when and as possible.

Certified: Gretchen Murphy Date: 3.13.13
BOE President

Approved: Fr. Tey Nemin Date: 3-13-13
Pastor

Acknowledged: Stacy M. Slonski Date: 2-15-13
Principal

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Board of Education Policy Manual

SUBJECT: Field Trips

POLICY#: 2086 Reviewed/Approved Date: **3/13/13**

PURPOSE: Establish guidelines for Educational opportunities outside of Immaculate Heart of Mary's Campus.

Type: D

POLICY CONTENT:

Class visits, retreats and other learning experiences to places of cultural, educational and religious significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers and adult supervisors should prepare the children for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

1. Name, location, and date(s) of the event
2. Cost to the child
3. Mode of transportation to be used
4. Name of supervisor overseeing the activity
5. Parent's responsibility
6. Any known risks or exposures that might be harmful to the student or others

No child may participate unless a signed parent permission slip for the specific event is on file with the principal.

Medical information, contact persons and authorization for emergency medical treatment must be with the chaperones.

Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be verified by the driver.

1. The driver must be 21 years of age or older.

2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must have valid state inspection sticker (if this is applicable to your area).
5. The vehicle must be insured for minimum limits of $300,000, or $500,000 Combined Single Limit (CSL).

A signed Volunteer Driver Information Sheet must be submitted to the principal for each vehicle used.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) children is required.

Certified: _____ Date: 11/21/15
BOE President

Approved: _____ Date: 12-7-14
Pastor

Acknowledged: _____ Date: 11-12-14
Principal

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Board of Education Policy Manual

SUBJECT: Conflict Resolution Procedure

POLICY#: 2090 Reviewed/Approved Date: **3/13/13**

PURPOSE: Provide guidelines for parents to address conflict resolution

Type: D

POLICY CONTENT:

When controversies arise in the school, solutions should be determined as close to the persons involved, as possible.

Immaculate Heart of Mary will have a procedure for parents. The procedures for conflict resolution shall be written and readily available.

Certified: _____ Date: 11/21/15
BOE President

Approved: _____ Date: 12-7-14
Pastor

Acknowledged: _____ Date: 11-12-14
Principal

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Board of Education Policy Manual

SUBJECT: Disruptive Behavior Policy

POLICY#: 2091 Reviewed/Approved Date: **3/13/13**

PURPOSE: Provide guidelines for Disruptive Behavior

Type: D

POLICY CONTENT:

When disruptive behaviors arise in the school, solutions should be determined as close to the persons involved, as possible.

Immaculate Heart of Mary will have a procedure for parents. The procedures for conflict resolution shall be written and readily available.

Certified: _____ Date: 11/21/15
BOE President

Approved: _____ Date: 12-7-14
Pastor

Acknowledged: Stacy M. Slonski Date: 11-12-14
Principal

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Board of Education Policy Manual

SUBJECT: Cumulative Records

POLICY#: 2142 Reviewed/Approved Date: **11/13/13**

PURPOSE: Provide Guidelines for Maintenance and Release of Student Records

Type: D

POLICY CONTENT:

Immaculate Heart of Mary School shall maintain a cumulative record for each student enrolled. Records may not be released to other schools unless tuition is current.

Exceptions can only be made by the Diocese's Superintendent of Schools.

Certified: _____ Date: 2/16/14
BOE President

Approved: _____ Date: 2-10-14
Pastor

Acknowledged: _____ Date: 2-10-14
Principal

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SUBJECT: Major School Changes

POLICY#: 2143 Reviewed/Approved Date: **11/13/13**

PURPOSE:

Type: D

POLICY CONTENT:

Schools considering major changes (i.e. adding a grade, building new classrooms, etc.) must consult in writing with the Pastor of Immaculate Heart of Mary at the outset of the planning process. The superintendent will provide appropriate direction as needed.

Certified: _____ Date: 2/16/14
BOE President

Approved: _____ Date: 2-10-14
Pastor

Acknowledged: Mary M. Slowik Date: 2-10-14
Principal