

Parent & Student Handbook

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.

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Welcome to Immaculate Heart of Mary School



We are delighted that your family is a part of Immaculate Heart of Mary School. We welcome the opportunity to serve with you as co-educators and dedicate ourselves to provide meaningful and faith-filled years in your children's lives.

We provide an atmosphere of spiritual growth, high expectations for academic success, and respect for cultural diversity. The faculty, staff, and administration of IHM School are grateful for the opportunity of working with you and your children during their formative years.

This manual of information is presented for the purpose of familiarizing our parents and students with school policies and operation routines.

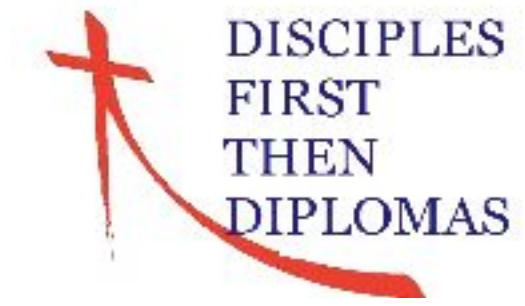
May God's many blessings continue to be realized as we listen, pray, and work to do His will.

PARISH CONTACT INFORMATION

Parish Office	phone: 616-241-4477 fax: 616-241-2832
Pastor	Fr. Troy Nevins
Secretary	Janet Potoczny
Business Manager	Barb Heinbeck
Pastoral Assistant	Stefanie Iwan
Director of Liturgical Music	Jane VanHouten
Youth Minister	John Maxwell
Stewardship & Communications	Jane Eggleston

SCHOOL CONTACT INFORMATION

School Office	phone: 616-241-4633 fax: 616-241-4418
Principal	Holly Lake
Secretary & Marketing Director	Colleen Lowe
Secretary	Kara Ziedins
Administrative Assistant	Karen DeChant
Child Care Director	Lynda Davis
Athletic Director	Gus Wasinski
Technology Coordinator	Kelly DeVries
School Board President	Bridget Graham
Home & School President	Kellie Berkemeier
Athletic Association President	Mike VanderPoel
Kilgoar Foundation President	Ann Williams





Getting to Know IHM School

“The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.” Catechism of the Catholic Church 2226

“As those first responsible for the education of their children, parents have the right to choose a school for them which corresponds to their own convictions. This right is fundamental. As far as possible parents have the duty of choosing schools that will best help them in their task as Christian educators.” Catechism of the Catholic Church 2229

History

Immaculate Heart of Mary School is a Catholic School in the Diocese of Grand Rapids. It was founded in 1950 by Father Charles Killgoar, O.M.I., to serve the families of Immaculate Heart of Mary Parish as well as families in the surrounding community. The doors to the original four-room school opened to 141 students in September of 1952. Immaculate Heart of Mary School is accredited by the Michigan Association of Non-Public Schools.

Catholic education is provided to children in preschool through eighth grade. Each day begins with prayer. Prayer permeates all aspects of each day. Students are given opportunities to serve as acolytes, cantors, choristers, and lectors. Additionally, students participate in various Christian service projects as part of their class and as part of the whole school.

Our core curriculum includes classes in religion, mathematics, language arts, social studies, and science. Special offerings include art, music, band, technology, Spanish, physical education, and library. Additional programs are offered as well.

Mission

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.

Philosophy

Our Catholic school is a learning “environment in which a Christian education is carried out”¹ and that “Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not write on inanimate material, but on the very spirits

of human beings.”² As such, every dimension of our Catholic school actively contributes to building, strengthening, sustaining and celebrating our Catholic mission which embraces “three interlocking dimensions: the message revealed by God which the Church proclaims; fellowship in the life of the Holy Spirit; service to the Christian community and the entire human community.”³

1 Pope John Paul II, Catholic Schools, on the Threshold of the Third Millennium, 1997

2 Pope John Paul II, Catholic Schools, on the Threshold of the Third Millennium, 1997

3 USCCB, To Teach As Jesus Did, 1983

Vision

Immaculate Heart of Mary Catholic School, as both educator and advocate, will pass on the gospel message of Jesus Christ through the tradition of the Catholic faith, remaining an exemplary Catholic School that prepares students to realize their full potentials and success as active participants in their faith community. Ours is to love God, serve Christ, and prepare our students for a successful professional life.

Commitments

Community of Faith - Catholic education is at the heart of the mission of the Church. Our school nurtures an environment where students, teachers, staff, parents, and parishioners are engaged in the encounter with God's transforming love and truth. Our staff assists parents, as their children's primary educators, toward a family-school partnership where we all embrace and participate in the sacramental life of the Catholic Church. We foster an environment that encourages continued active involvement and engagement in parish life.

Environment - Ours is a welcoming, joy-filled, nurturing and safe environment. Hospitality is just as important as security.

Academic Success - Students are led toward realizing their academic potential. Our school ranks among the best Catholic Schools as measured by applicable standardized and specialized methods. We educate all students by actively engaging them in learning, in and out of the classroom. Advanced placement and enrichment courses are offered.

Operational Excellence - We employ a talented, highly qualified staff who are focused on the excellence expected from a Catholic education. Our school demonstrates and supports accountability and empowerment in our students. We excel in providing research-based teaching strategies, using appropriate technology and best practices to provide excellence in instruction.

Service Learning Through our Individual Gifts - We celebrate the gifts our families bring from all cultures while respecting all in our common American citizenship. Students have

opportunities to engage in stewardship through service-learning and extracurricular activities that further develop skills and interests and reinforce our call to serve.

Financial Viability and Sustainability - We continually strive to be fiscally responsible with the resources entrusted to us. Our school is actively developing and supporting strategies to increase financial support for programs that enrich our parish, local and world communities.

Statement of Diversity

In keeping with the Immaculate Heart of Mary School Mission Statement and the teachings of the Catholic Church, the Pastor and school administration call on all parents, teachers, and students to strive to make the Immaculate Heart of Mary School community sensitive to the issues of diversity. Stereotyping, prejudice or discrimination on the basis of age, race, gender, color, ethnicity, physical or mental ability or economic/social background will not be tolerated. Instead, we will seek out ways to live and teach social justice, to treat others with respect and dignity, and to promote positive relationships. Through various inclusive and educational activities, we will strive to become more aware of our likeness than these differences, accepting and enjoying the diversity with which God has blessed us.

Classroom Coordinators

Classroom Coordinators organize [volunteer opportunities](#) for each class. Working as a Classroom Coordinator is a great way to meet parents of the other students in your child's classroom and a terrific way to contribute to the success of the school year.



Student Life

“I give you a new commandment: love one another. As I have loved you, so you also should love one another. This is how all will know that you are my disciples, if you have love for one another.” John 13:34-35

Admissions

It is the intent of Immaculate Heart of Mary School that enrollment is open to all members of the community. In the event that an entry level classroom (preschool and kindergarten) is approaching maximum student capacity, the children of parishioners maintain enrollment priority at entry levels and the children of parishioners and non-parishioners who are already attending Immaculate Heart of Mary School in first through eighth grade retain the priority of their place.

A new family seeking registration at Immaculate Heart of Mary School initiates the admissions process by contacting the school. The mission, beliefs, curricular and co-curricular programs are discussed with the parent and a tour of the school and/or classroom visitation are offered. Placement decisions will be made in consultation with parents, the child’s previous school, and Immaculate Heart of Mary School teachers. Placement decisions will be made by the Principal and communicated to the parents.

To begin school as a preschooler in either the three- or four-year-old programs, the child must be three or four respectively by the first day of September. A physical examination, within a year prior to the first day of school is required, and all required immunizations must be complete.

To begin school as a kindergartener, a child must be five years old on or before the date specified by the State of Michigan Department of Education. A physical examination, within a year prior to the first day of school is required, and all required immunizations are complete. The parents and teacher must agree that the child meets commonly held kindergarten readiness criteria.

See [Registration](#) for further information.

Altar Servers

Students in fifth through eighth grades have the opportunity to be altar servers at school and parish Masses. If your child is interested in this ministry, please see the IHM parish website for additional information.

Athletics

See [Sports](#) and/or [Athletics Handbook](#).

Band

All students in fifth through eighth grade are eligible to participate in band. Our band program remains part of the academic music program during the school day. Various opportunities to perform will occur during the school year.

Bicycles

Bicycles, scooters, and skateboards must be walked at the street crossings and on the school grounds. Bicycles must be locked and kept at the school's bicycle racks throughout school hours.

Birthdays

Jeans Day

All IHM students are allowed one "FREE" jeans day in celebration of their birthday. Students with a birthday falling on a weekend or school vacation may enjoy their free jeans day on a date pre-arranged with their teacher. Students with a birthday falling on a Wednesday or Holy Day may also pre-arrange an alternative date with their teacher.

Treats

If your child chooses to bring a birthday treat to school, please make sure there are enough treats for all members of the student's homeroom and coordinate with the student's teacher to ensure there are no food allergies.

Invitations

Any invitations to a child's birthday party must be mailed from home.

Bullying

A school that is physically and emotionally safe and secure for all students promotes good citizenship and Christian values, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, acts of bullying, harassment, and other forms of aggression and violence are prohibited at Immaculate Heart of Mary School.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. "Bullying" or "harassment" is any repeated and intentional gesture or written, verbal, graphic, or physical act (including electronically transmitted acts -- i.e., cyber-bullying, through the use of Internet, cell phone, computer, or wireless handheld devices, currently in use or later developed and used by students) that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or overall well-being may be at issue.

"Bullying" is conduct that meets all of the following criteria:

- is dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more persons
- is conveyed through physical, verbal, technological, or emotional means
- substantially interferes with educational opportunities, benefits, or programs of one or more persons
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has any of these characteristics.

"Harassment" is conduct that meets all of the following criteria:

- is dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke emotional distress or fear of physical harm
- is directed at one or more persons
- is conveyed through physical, verbal, technological, or emotional means
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect

- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber-bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyber-bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program. Immaculate Heart of Mary School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

Bullying/harassment of any nature includes any conduct that may be offensive to others, including the pastor, any teacher, administrator, or any other person involved with the school. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

1. Action taken on behalf of the complainant could result in penalties ranging from oral reprimand, mandatory counseling, or expulsion at the discretion of the administration.
2. The complainant is not held to any specified level of authority in making their initial complaint.
3. Complaints will be investigated followed by a report back to the student parent.
4. Retaliation against complainants is absolutely forbidden.
5. Final appeal on all investigator reports can be ultimately addressed by the Board of Education within 10 days of the investigator's final report.
6. Support counseling may be recommended for the complainant as necessary.

Investigator's Course of Action on Student Dignity, Bullying, Harassment Complaints:

1. The investigation will commence immediately, even if the complainant delayed in coming forward.
2. All complaints will be investigated; the investigator will investigate each complaint.
3. The complainant is required to produce any physical evidence, which supports their claim: letters, notes, photographs, etc.
4. The investigator will make separate, private interviews with:
 - a. The complaint
 - b. The accused
 - c. Any witnesses named by the complainant of the accused
5. If a complainant wishes to withdraw their complaint at some point in the investigative process, the investigator should:
 - a. Ascertain if retaliation against the complainant has occurred.

- b. If retaliation has not occurred, document the reasons the complaint is being withdrawn.

Crossing Guards

The City of Grand Rapids provides crossing guard service to the IHM children on the corner of Plymouth and Griggs, the corner of Burton and Rosewood, and the corner of Plymouth and Burton. The guards are on duty during IHM children's arrival and dismissal times. Children who need to cross these streets are required to cross where the guards are on duty and to obey and respect direction given by these guards.

Daily Schedule

Grades 1-8

The school day officially begins at 8:00 a.m. Children are expected to be in their classrooms prepared to begin work by 8:00 a.m. Children not prepared by 8:00 a.m. may be marked tardy. Dismissal is at 3:15 p.m. Children are permitted to enter the school building when the first bell rings at 7:40 a.m. unless directed earlier by staff during inclement weather. In order to assist the school staff with supervision of students, parents of non-bus students are encouraged to time the arrival of their children after 7:40 a.m.

Occasional half days, as noted in the school calendar and in weekly communication, will have dismissal at 11:00 a.m.

Preschool

3 Year Old	Tuesday & Thursday	8:00 a.m. - 11:00 a.m. or
4 Year Old	Monday, Wednesday & Friday	8:00 a.m. - 11:00 a.m.

Young Fives

Monday - Friday	12:00 p.m. – 3:00 p.m.
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Kindergarten

Morning	Monday - Friday	8:00 a.m. - 11:15 a.m.
Full Day	Monday - Friday	8:00 a.m. - 3:15 p.m.
Enrichment	Monday, Wednesday & Friday	8:00 a.m. - 11:15 a.m.
	Tuesday & Thursday	8:00 a.m. - 3:15 p.m.

Discipline

See [Discipline Policy and Procedures](#)

Dress Code

Immaculate Heart of Mary Catholic School has a dress code designed to promote modesty, safety, neatness, and cleanliness. The IHM dress code enables our students to study in a Catholic educational setting without the distraction often associated with a non-uniform environment. Our dress code is subject to change at the principal's discretion.

DRESS CODE BASICS

- Preschool and Young Five students do not wear uniforms. They should follow the non-uniform day guidelines.
- **Shoes** must be worn at school. All shoes must have enclosed toes and heels. **Socks** must be showing above the shoes. **Boots** are only worn to and from school and during recess, and are not allowed during the regular school day.
- **Make-up** is not permitted.
- Girls may wear **nail polish** that is one color, on all nails, and without embellishments.
- Only small hoop or post **earrings** no larger than 1 inch in diameter are acceptable. **Other jewelry** must be simple and is limited to one necklace, one ring per hand and one bracelet per hand.
- Earrings are not permitted on boys.
- **Hair accessories** that are distracting will not be permitted.
- **Wearable technology** is not permitted, excluding devices that are medically necessary and devices that have the sole function of displaying time.
- 2nd - 8th grade students must wear a **belt** when wearing pants or shorts (plain brown, black, navy, khaki or Hamilton Plaid)
- **Boys' hair** should be cut above the eyebrow, collar and ears.
- There should be no eccentric hair cuts (i.e., Mohawks, shaved designs), hair must be natural colors only.
- Hamilton plaid **ties** may be worn by boys with a white Oxford shirt.

ALL STUDENTS/ALL GRADES K-8

- **Shirts:** solid red, white or navy collared shirts, solid Polo or knit Oxford style or turtleneck; long sleeves or full-sized short sleeves; no other shirt should show below sleeve line; only IHM logos (if desired), available through Flynn O'Hara, Educational Outfitters and Lands' End
- **Pants:** plain, navy blue; full length; **school uniform pants.** No cargo pants.
- **Shorts:** Permitted in the months of April, May, June, August, September, and October; plain, navy blue; cotton twill; **school uniform shorts;** no more than three inches above the knee. No cargo shorts.

- **Socks:** solid color, logo-free red, white, navy or black; visible above shoes
- **Sweaters:** must be solid, plain, red, white or navy and may be a crewneck, v-neck pullover, cardigan or vests and must be worn over a uniform shirt or blouse. Sweaters with logos are available through Flynn O’Hara, Educational Outfitters, and Lands’ End.
- **Sweatshirts:** Must be purchased from school office, Flynn O’Hara, Educational Outfitters, or Lands’ End. IHM school logo **crewneck** sweatshirts in white, gray, navy blue or red may be worn over a uniform shirt/blouse. Other sweatshirts are only permitted during recess.

GIRLS ONLY GRADES K-8

- **Jumpers, skirts and skorts:** Must be purchased from: Flynn O’Hara, or Educational Outfitters in Hamilton Plaid or from Lands’ End in Classic Navy Large Plaid. The length should be no more than three inches above the top of the knee.
- **Leggings and Tights:** Must be plain, red, white, navy, or black. Leggings or tights may be worn under a skort, skirt or jumper and be full length. Bicycle shorts may be worn under a skirt or jumper for modesty.

MIDDLE SCHOOL GRADES 6-8

- **Pants or shorts:** Khaki pants or shorts may be worn in grades 6-8 that adhere to the guidelines for uniform pants stated above.

GYM UNIFORM

Required for students in grades 5-8

- **Shorts:** solid navy blue mesh; no more than four inches above the knee
- **Shirt:** short-sleeve t-shirt with any IHM logo on it
- “IHM Athletic Dept” gym shirts are available for purchase in the school office for \$10

NON-UNIFORM DAYS

- Shirts on outermost layer must have sleeves and cover the student’s torso.
- Skirts, shorts, & skorts: Students must follow the [dress code guidelines](#) in regard to length and month of the year.
- Clothing must be free of tears and frays.
- Sheer fabrics worn on the outermost layer must have an underlayer (e.g., shirt and/or shorts) of thicker material that adheres to all other guidelines.
- Socks or tights are required with closed-toe shoes or fashion boots.
- Make-up, hair and nail guidelines still apply.
- Lewd, suggestive, inappropriate, or un-Christian designs and logos are not permitted.
- Offensive or distracting clothing is not permitted per the discretion of the classroom teacher and the principal.
- Jeans, sweatpants, capri/cropped pants, cargo pants, etc. are all acceptable.

- Skinny jeans, tights, leggings, jeggings and similar style bottoms may only be worn under other garments (such as skirts or long blouses that extend at least below mid thigh at the shortest point of the hem).
- Pajamas are not permitted.
- No words or designs on the seat of the pants or shorts are permitted.

UNIFORM VIOLATIONS

Students and parents are expected to know and comply with all dress code guidelines. Any questions regarding particular clothing items should be addressed before the student wears them to school. Any violation will be addressed in a discreet and respectful manner. Teachers will give students a violation form that will go home and need to be signed by a parent and sent back the next day. Multiple offenses will result in age-appropriate consequences. If attire is deemed inappropriate for school, a parent will be contacted to bring in proper clothing for the rest of the school day.

Field Trips

Written consent of parents must be obtained for every child participating in a field trip.

Permission slips will inform parents of the following:

- Name, location, and date(s) of the event
- Cost to the student
- Mode of transportation used
- Name of the supervisor overseeing the activity
- Parents' responsibility

Students may not participate unless a signed parent permission slip for the specific event is on file with the school.

Whenever possible, bus transportation will be provided. If a private passenger vehicle is used, the driver must verify the following:

- The driver must be 21 years of age or older.
- The driver must have a valid non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must have a valid state inspection sticker.
- The minimal acceptable liability limit for each vehicle, known as the Combined Single Limit (CSL), is \$300,000.

A signed [Volunteer Driver Information form](#) must be submitted to the office for each vehicle used.

Any driver and/or chaperone volunteering for a field trip must be VIRTUS certified and have his or her certificate on file with the school.

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 inter-school athletics, supervision of one (1) adult per ten (10) students is required. (Board Policy No. 2086).

The general rules of school conduct apply when students leave the building to go on school sponsored trips.

General School Rules

These specific rules apply to all students:

1. Parents or guardians will be responsible for all damage done by children for deliberate destruction of school property (i.e., marking of desks, destruction of books, improper lavatory behavior). This will involve either the cleaning up or monetary payment for the article or damaged property.
2. Students are subject to the authority of all teachers, supervising parents and other adults on the playground, in the gym, on field trips, etc. Designated supervisors will be given as much respect as any teacher.
3. Children are expected to stay off the property of neighbors around the playground and on their way to and from school. All crossing of Burton and Plymouth streets must be done using the proper crosswalks. The safeties and crossing guards are to be obeyed. Bikes must be walked across the streets and on school property.
4. Children are not permitted to leave school property during school hours. Students being picked up by a parent or guardian during the school day must be signed out in the school office. Upon return the parent or guardian must sign in the student.
5. Verbal or written vulgar and/or abusive language will not be allowed and will result in disciplinary action.
6. Students will be admitted into the building at 7:40 a.m. Any students arriving before 7:40 a.m. are unsupervised and must go to child care. Students are expected to be in their classrooms prepared for classes by 8:00 a.m. each morning. Students arriving after the 8:00 a.m. bell are to check in at the office to receive a tardy slip before reporting to the classroom.
7. Students are requested not to bring cell phones, electronic games, or other digital devices. Immaculate Heart of Mary is not responsible for lost, stolen or damaged devices.
8. Chewing gum, smoking, drinking, and use of drugs, including tobacco, electronic cigarettes, marijuana, is not allowed.
9. Students are expected to follow playground and lunch rules. Once dismissed for recess, students are to remain outside on the playground until the bell rings. They are not allowed in the halls or in classrooms without permission from a teacher, principal, or other supervising adult.
10. Students must follow all playground rules at recess.

11. Consistent misbehavior, disrespect, or violation of the rules will result in the removal of the student from school.
12. Respect for teachers and students is conducive to learning in the classroom. Rudeness or inappropriate behavior will not be tolerated in the classroom or on school grounds.
13. Copying or cheating is not allowed.
14. Students are expected to complete homework following the [Homework Guidelines](#).

There will be consequences (see [Discipline Plan](#)) for failure to follow school rules. Parents may be requested to pick up their child at school and take him/her home if guidelines are not followed. Un-Christian attitudes and behaviors will not be allowed at Immaculate Heart of Mary School. If Un-Christian attitudes and inappropriate behaviors are displayed at school or any school related functions, student(s) will be disciplined according to the school's behavior/violence rubric. Behaviors outside of the rubric will be handled at the Principal's discretion. If a child's actions are threatening to the welfare of the school, further action will be taken. See also [Playground Rules](#).

Graduation

Eighth grade graduation will be celebrated during a Mass with a simple reception held after the Mass (Board Policy No. 5260).

Graduation Trips

Immaculate Heart of Mary School does not permit or sponsor graduation trips for eighth grade students (Board Policy No. 5270).

Holy Days

When Holy Days of Obligation occur on a school day, all the IHM students in kindergarten to eighth grade attend Mass.

Hot Lunches

Hot lunches will be available Monday through Friday. These lunches are provided by Grand Rapids Public Schools. Parents must pay online through the [GRPS hot lunch pay system](#). Students are expected to bring their lunches to school and eat them during the lunch period. Children are not allowed to leave the school grounds during the lunch recess period. No food is to be eaten during recess or taken outside. Care should be taken to provide an appropriate amount of food in a child's lunch.

Library

The library is staffed with a school librarian and volunteers. IHM students may check out a variety of appropriate materials. Students are expected to return their books by the due dates. Those who do not return their materials on time are charged a fine and will not be allowed to check out new selections. Items that have been lost or destroyed must be replaced.

The [IHM library catalog](#) is available to view online with the Destiny Library Management System through Kent Intermediate School District.

Lost and Found

A lost and found bin is located in the school. Any items that remain beyond a month and are in usable condition will be donated to a charity.

Mass

The Catholic Church views parents as the primary educators of their children, and as such are responsible for bringing their children up in the Faith. Regular weekend Mass attendance is to be a priority with families. Those who are registered as IHM parishioners are expected to attend our parish Masses. Students are expected to attend Wednesday all-school Mass at 8:30 a.m. Parents, grandparents, and other friends and family are welcome to celebrate these liturgies with the children and are encouraged to sit in and among the students during the celebration of the Mass.

Playground Rules

All students will follow the following rules at IHM School. If we respect each other and ourselves, everyone will enjoy recess time and have a safe playground on which to play.

1. Ball games are limited to designated areas on the field and pavement.
2. Touch football is permitted, but tackling is never allowed in connection with any game.
3. Balls which roll out into the street must be brought back by a teacher or a playground supervisor.
4. Only one person is allowed on a swing at a time and must always remain seated.
5. Any student using a slide must stay seated while sliding. No standing or climbing up the slide at any time.
6. Pushing, shoving or tripping is not allowed anywhere at our school.
7. Throwing stones, wood chips, or ice/snow chunks are not allowed. Snowballs may only be thrown at school-approved targets.
8. Students are not to leave the playground areas at any time during recess without permission from the supervisor on duty. Bathrooms are to be used before and after recess.

9. Cars parked on any of the parking lots are off limits to all students. Students should use caution when playing around parked cars.
10. Students are responsible to take back into school whatever they brought out with them: jump ropes, balls, bats, coats, etc.
11. Always use caution and care when using the sidewalks or driveways to get to and from the playground.
12. Spitting, un-Christian language, "put-downs", and unkindness toward any other student or adult are inappropriate behaviors anywhere at IHM and will result in disciplinary action.
13. When the bell rings, all students should stop playing, assemble quietly in class lines, and wait to be directed to their classrooms.

Prayer and Sacraments

Our day begins with prayer in the classrooms and permeates the day. On Mondays we gather together in the hallway to pray as a whole community. Students at every level have opportunities to pray the rosary and the Stations of the Cross. Second graders are prepared for First Reconciliation and First Holy Communion. The Sacrament of Confirmation is celebrated in the fall of their eighth grade year.

Registration

Registration begins before spring break for returning families. New families are accepted into Immaculate Heart of Mary School according to the Admissions Policy and Procedure (see [Admissions](#)) on a rolling due date basis. A non-refundable fee is paid at the time of all registrations. Enrollment is not finalized until the fee is received and accepted by the parish office. When the number seeking enrollment is greater than the number of available openings, students will be admitted according to the following priorities:

1. Children of parishioners currently enrolled (Preschool-8)
2. Children of parishioners seeking entry level enrollment (Preschool and Kindergarten)
3. Non-parishioner children currently enrolled (1-8)
4. Children of parishioners with siblings currently enrolled (1-8)
5. Non-parishioner children with siblings currently enrolled (1-8)
6. Children of parishioners seeking enrollment (1-8)
7. Other Catholic children from outside the parish
8. Children from families of other religious faiths

Please note that admission in the preschool programs does not automatically allow for admission to Immaculate Heart of Mary School. Upon admission to kindergarten, admission to subsequent grades is automatic.

School Supplies

A list of school supplies for the upcoming school year is sent to all new and returning families in the summer. The supply list is also available on the school website. All items should be clearly labeled with the child/family's name.

Sports (see also [Athletic Handbook](#))

IHM's sports philosophy is to complement the development of the "whole child" and to help develop all participants' self-esteem. The primary function of elementary athletics at IHM is the development of student athletes who genuinely display the Christian qualities of good sportsmanship and fair play in every aspect of life. The successful operation of IHM athletics depends upon a true commitment to this philosophy from all persons involved. Coaches will be chosen from the pool of volunteers, who may or may not be parents of playing children. Decisions as to who the coaches will be made by the Athletic Director in conjunction with the Principal and the Pastor.

Breadth of Program

IHM sponsors the following sports in accordance with the Grand Rapids Area Catholic Elementary Athletic Council.

Season	Boys	Girls
Fall	Football (Grades 5-8) Soccer (Grades 5-8) Cross Country (Grades 5-8)	Volleyball (Grades 5-8) Sideline Cheer (Grades 5-8) Cross Country (Grades 5-8)
Winter*	Basketball (Grades 5-8) Wrestling (Grades 5-8)	Cheerleading (Grades 7-8) Basketball (Grades 5-8)
Spring	Baseball (Grades 5-8) Lacrosse (Grades 5-8) Track (Grades 5-8) Tennis (Grades 6-8)	Lacrosse (Grades 5-8) Soccer (Grades 5-8) Softball (Grades 5-8) Track (Grades 5-8) Tennis (Grades 6-8)

*Ski Club is also offered in winter for boys and girls in grades 4-8, but this is not associated with GRACEAC.

Grand Rapids Area Catholic Elementary Athletic Council (GRACEAC)

IHM participates with the Grand Rapids Area Catholic Elementary Athletic Council (GRACEAC). GRACEAC has been in existence for over 25 years. It supports the efforts of individual schools in the Grand Rapids Metropolitan Area in maintaining quality athletic programs in their schools while fostering Christian attitudes. This council oversees Grand Rapids Inter-parochial Athletics (GRIPA) which puts together all leagues, schedules, and coordinates officials.

IHM School Athletic Association

The purpose of the Athletic Association is to:

- Provide financial support of IHM athletic activities as deemed necessary.
- Promote the highest degree of sportsmanship between athletic participants and spectators.
- Promote athletic activities.
- Recognize achievements of all athletic participants.

Parents of students participating in athletics are automatically members of the Athletic Association and receive a handbook.

It is the responsibility of the Athletic Association Membership to maintain a safe and comfortable environment for athletes and spectators during games and sporting events. In order to fulfill this responsibility it is the obligation of the members to volunteer to staff the positions necessary to carry on games and sporting events at IHM's facilities. This includes setting up before events, cleaning up after events, staffing the concession areas, staffing the admission table, assisting with scoring and record keeping, and other functions that may be necessary. A process for establishing times that members will work will be held each sport season.

Student Dignity

Statement of Student Dignity: Immaculate Heart of Mary School expects all students to conduct themselves with dignity and respect for fellow students, faculty and others. Harassing anyone, including sexual or racial harassment, will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is unacceptable in this school. It is against the policy for any student, teacher or volunteer (male or female), to sexually harass another student.

Sexual harassment includes:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any students association with Immaculate Heart of Mary School.
2. Making submission to, or rejection of, such conduct the basis for decisions affecting any students.
3. Creating an intimidating, hostile or offensive classroom environment, through such conduct.

Racial harassment includes:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom environment through such conduct.

Other harassment of any nature includes any conduct that may be reasonably offensive to others, including the pastor, any teacher, administrator, or any other person involved with the school. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

1. Action taken on behalf of the complainant could result in penalties ranging from oral reprimand, mandatory counseling, or expulsion.
2. The complainant is not held to any specified level of authority in making their initial complaint.
3. Complaints will be investigated followed by a written report within 30 calendar days.
4. Retaliation against complainants is absolutely forbidden.
5. Final appeal on all investigator reports can be ultimately addressed by the Board of Education within 10 days of the investigator's final report.
6. Support counseling may be recommended for the complainant as necessary.

Investigator's Course of Action on Student Dignity Complaints:

1. The investigation will commence immediately, even if the complainant delayed in coming forward.
2. All complaints will be investigated; the investigator will investigate each complaint.
3. The complainant is required to produce any physical evidence, which supports their claim: letters, notes, photographs, etc.
4. The investigator will make separate, private interviews with:
 - a. The complaint
 - b. The accused
 - c. Any witnesses named by the complainant of the accused
5. If a complainant wishes to withdraw their complaint at some point in the investigative process, the investigator should:
 - a. Ascertain if retaliation against the complainant has occurred.
 - b. If retaliation has not occurred, document the reasons the complaint is being withdrawn.

Student Records

In accordance with Federal legislation entitled "Privacy Rights of Parents and Student", we inform you that we keep the following records at IHM School:

1. Educational records directly related to a current student containing information such as academic grades, test scores, health records, address, phone, etc.
2. Psychological or sociological records, reports and evaluations of current students are maintained in the Principal's office. They are available to teacher personnel at the discretion of the administrator.

Parents or legal guardians of students have a right to inspect and review these records.

The procedure for inspecting the records is:

1. Write or phone the Principal stating which reports you wish to review and arrange a time for such a review. (By the law, the school has a maximum of 45 days in which to respond.)
2. A school official must be present during the review to answer any questions or challenges made.
3. Parents or legal guardians may request copies of the records, but are not permitted to take records from the files.
4. Challenges to the contents of a record should be made in writing to the Principal.

Technology

Below are outlined the major principles of IHM School's [Acceptable Use Policy](#), [Student G Suite for Education User Expectations & Policies](#), and [Chromebook User Guide](#). They include, but are not limited to:

1. Responsible Computing: All users are expected to practice responsible computing. This includes, but is not limited to:
 - a. Using the system for curriculum-related work or specific activities approved by IHM staff or the Technology Coordinator.
 - b. Obeying all copyright laws and licensing agreements.
 - c. Refraining from excessive use of computer resources, including printing. (Printing a document in excess of five pages or printing multiple copies requires prior permission of an IHM staff member.)
 - d. Asking for assistance when necessary.
 - e. Respecting the privacy of others.
 - f. Reporting any malicious activities or practices to the Technology Coordinator.
2. Inappropriate Usage: Malicious destruction of, damage to, or unauthorized use of the equipment, software or data is prohibited. Inappropriate usage includes, but is not limited to:
 - a. Inappropriate or offensive language, whether written or oral.

- b. The intentional loading of viruses or harmful programs.
 - c. The reconfiguration of the computer resources without permission from the Technology Coordinator.
 - d. The deletion or copying of programs or files.
 - e. The loading or installation of any applications or programs without the permission of the Technology Coordinator.
 - f. The use of system resources for academic dishonesty (plagiarism, cheating, etc.).
 - g. The violation of another user's privacy or the disruption or unauthorized monitoring of electronic communications.
 - h. Libel, slander, the harassment of, interference with or misrepresentation of other users.
3. Online Access: All users are expected to practice responsible and safe computing when accessing the Internet or making other connections such as email. These responsibilities include, but are not limited to:
- a. Reading and deleting email regularly.
 - b. Using mailing lists and list servers responsibly.
 - c. Refraining from excessive use of connect time.
 - d. Never displaying or submitting material that is offensive, obscene or objectionable or that violates local, state or federal laws.
 - e. Ensuring that devices are attended and supervised when online.
 - f. Respecting the privacy of others (e.g., not intentionally seeking information on or passwords belonging to other users).
 - g. Ensuring that user logins and passwords remain confidential. (Never write down your password or share it with anyone excluding a user's parents/guardians.)
 - h. Maintaining the highest security possible to protect all system user codes, password, and files.
 - i. Talking all steps possible to avoid contracting and/or distributing viruses.
 - j. Never disclosing any personal or confidential information online without the knowledge and approval of an IHM staff member.
 - k. Never downloading any programs or executable files without the knowledge and approval of the Technology Coordinator.
 - l. Refraining from the use of the system for political lobbying, product advertising, commercial activities, private business or
 - m. financial commitments without the permission of the Technology Coordinator.

All Immaculate Heart of Mary Catholic School Student users and their parents/guardians will comply with the IHM School [Acceptable Use Policy](#), the [Student G Suite for Education User Expectations & Policies](#), and the [Chromebook User Guide](#) (applicable to 5th-8th grade students), as well as all local, state, and federal laws governing technology use.

Violators of the IHM School [Acceptable Use Policy](#), the [Student G Suite for Education User Expectations & Policies](#), and/or the [Chromebook User Guide](#) will be subject to the disciplinary

procedures of the School. Any and all incidents will be considered serious and will be dealt with in an appropriate manner, at the discretion of the Principal and the Pastor. Users will be required to make financial restitution for any unauthorized expenses incurred or damages caused.

Telephone

The IHM school telephone is located in the office and is used for school business only. Students will be allowed to use the school phone for emergency calls only.



Academics

“To you, therefore, O princes, are my words addressed that you may learn wisdom and that you may not sin. For those who keep the holy precepts hallowed shall be found holy, and those learned in them will have ready a response.” Wisdom 6: 9 –10

Academic Support

An Academic Support Teacher is available to assist students who may need specialized education beyond the classroom or modifications in their learning program. The teacher may refer a student for assessment. The academic support teacher will collaborate with the student’s teachers to provide interventions for the student.

Curriculum

The curriculum encompasses all learning experiences of the students. It is planned and directed by the school as outlined by the Office of the Superintendent of the Diocese of Grand Rapids. The core curriculum consists of, but is not limited to, religion, language arts (reading, writing, English, spelling, phonics), mathematics, science, social studies, music and band, art, physical education, computer education, and Spanish. See [Diocese of Grand Rapids Curriculum Standards](#).

Formation of faith is fostered by the integration of Catholic Christian values into every area of the curriculum. Instruction includes Catholic Doctrine and Scripture, Education in Virtues, celebration of liturgies, classroom prayer, community service, Theology of the Body curriculum, and preparation for the sacraments of Reconciliation, Eucharist, and Confirmation.

Homework Guidelines

Homework will be assigned at the discretion of each teacher. It is the responsibility of each student to complete assigned homework. Assignments that are given during the school day and not completed in school are to be completed as homework and handed in the following school day unless otherwise stated. Late assignments carry consequences, and if necessary, teachers may elect to take some appropriate action to ensure that late assignments or general insufficiencies do not continue.

For homework due to absences from illness or vacations, please see [Absences](#).

Report Cards

Report cards are distributed quarterly for kindergarten through eighth grade. Progress reports for preschool and young fives are available at conferences and the end of the school year.

Tutoring Programs

Volunteer tutors may be available for students during the school day. Subjects may include mathematics, language arts, or other academic areas.



Parental Responsibilities & Involvement

“The role of the parents in education is of such importance that it is almost impossible to provide an adequate substitute.” Catechism of the Catholic Church 2221

“Through the grace of the sacrament of marriage, parents receive the responsibility and privilege of evangelizing their children.” Catechism of the Catholic Church 2225

Absences

If a child is absent from school, a parent/guardian is expected to call the school office between 7:30 a.m. and 8:00 a.m. In the event an absence is unreported, a call will be made to the home.

Reasons students should remain home may include, but are not limited to:

- contagious disease/illness
- fever
- vomiting/diarrhea
- cough disrupting normal activity
- distracting pain
- shortness of breath/wheezing
- rash
- lice

Students are expected to make up the work they missed during an absence. The number of days allowed will be equal to the number of days a student is absent. (E.g., absent two days; two days to complete the work; assignments due two days after the child returns.) It is the parents' (K-4) or child's (grades 5-8) responsibility to request the missed assignments. When a child is out of school for an extended period of time, arrangements for acquiring daily assignments should be made with the individual classroom teacher.

Parents are strongly encouraged to plan vacations in conjunction with school vacations. It is impossible for children to make up what was missed during classroom experiences. Specific work and assignments to be covered during a student's absence due to a family vacation will not be given to the student until their return.

Address Changes/Emergency Numbers

Parents must notify the school office of any change of address or phone number. It is important to keep emergency contact numbers current.

Appointments & Dismissals

Parents are encouraged to schedule medical/dental appointments outside of school hours. If necessary, parents, guardians, or an authorized substitute with identification must sign out and pick up the child in the school office. Advanced communication with the student's homeroom teacher and office staff is appreciated.

Board of Education

IHM Parish has an elected Board of Education. The on-site meetings are scheduled every other month beginning at 7:00 p.m. and are open. A parent who wishes to address the Board may do so by signing in prior to the start of the meeting. S/he may then express thoughts during audience participation time. A parent who would like a concern placed on the agenda may do so through contacting the Board President two weeks prior to the scheduled meeting.

Communications & Deliveries

Communications and deliveries to teachers or students (i.e. emails, text messages, phone calls, etc.) during the school day should be made through the office. This procedure limits classroom disruptions. The office staff will convey important messages, books, lunches, etc. to the student or teacher.

Conferences

Parent teacher conferences are held after the end of the first marking period and in the middle of the third marking period. Dismissal times for students on these days are announced in advance. The school sets times for individual conferences, and appointment times are sent home with the student.

Parents wishing to confer with a teacher at any other time can do so by contacting the teacher via a note, email, or call to the school office and arranging for an appointment.

There may be instances when differences of opinion occur between parent and teacher. When this happens, resolution should first be attempted within a special conference between parent and teacher. The principal will meet with the parent only after a prior parent teacher conference has taken place and the difference has not been satisfactorily resolved.

Emergency Arrangements

When a child enrolls in school, parents are asked to list the name of an adult whom the school can contact in case of an emergency in the event the parents cannot be reached. This

information is kept on file in the school office, and families are asked to notify the school secretary when the emergency information changes.

Home and School Association

The Immaculate Heart of Mary Home and School Association, H&SA, is the parent organization within our school community. The membership is composed of the parents of all children attending IHM School. Officers are elected for a two-year commitment. There are also various committee co-chairs who volunteer for the positions.

The purpose of the H&SA is to provide framework, coordination and accountability for the many and varied volunteer activities sponsored to enhance our children's school experiences. Direct support to teachers and departments, as well as special programs and school enhancements are planned and budgeted annually. Fundraising activities sponsored by the H&SA occur throughout the year to guarantee that these supports are continued and are not dependent upon tuition subsidy.

Newsletter

An informative school newsletter called the "Disciple Dispatch" is sent home weekly and posted on the school website.

Rights of Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SCRIP Program

The SCRIP program is designed to allow families the opportunity to earn credit toward their tuition payments. It involves purchasing gift certificates to participating businesses and restaurants for face value amount. These businesses then pay a predetermined percentage of each dollar amount purchased to a family's tuition account, which is then deducted from the amount the family owes on their tuition. It is run with orders taken and gift certificates returned on a weekly basis. Friends and relatives, who may be parish or non-parish members, can also assist in tuition reduction for particular families by using the family's ID number on the order form or by combining orders with the family. Contact the school office for details and participation information.

Total Child Plan

It is the goal of Immaculate Heart of Mary School to develop the whole child: social, emotional, spiritual and intellectual. In cases where special needs interfere with the child's wholesome development, it is the intent of the Board of Education that the school administration and staff develop a prescribed plan of action for the resolution of the difficulties. Further, it is the Board's intent that the child's parent(s) or guardian(s) also become involved in the process and commit themselves to work cooperatively with school personnel (Board Policy No. 5211).

Transporting Students by Car

Moving vehicles on the parish property present a hazard to our children. Parents who transport their child(ren) via automobile are requested to use extreme caution while driving on parish property. A map and detailed drop-off/pick-up information will be sent to parents each year.

Visitors

Visitors to the building may include volunteers, friends, and relatives or persons touring the school. When a person other than a current IHM student enters the building, s/he is to report immediately to the main office. S/he will be asked to sign in and wear a school-issued name tag may while at school. This process is to be followed by all visitors.

Volunteers

Volunteers are a welcome presence in our school. Please contact the office, [Home & School Association](#), [athletic director](#), or the classroom teacher to learn about opportunities to volunteer. All volunteers must be [VIRTUS](#) certified.



Discipline Policies & Procedures

“They (our earthly fathers) disciplined us for a short time as seemed right to them, but he does so for our benefit, in order that we may share his holiness. At the time, all discipline seems a cause for pain, yet later it brings the peaceful fruit of righteousness to those who are trained by it.” Hebrews 10:10–11

Immaculate Heart of Mary School’s faculty, staff, and administration believe that at times, mistakes can provide some of the best lessons for learning. As a Catholic School, it is our mission to instill Gospel values and provide an environment supporting the formation of strong Christian moral character and academic excellence. In the interest of meeting this obligation, Immaculate Heart of Mary School will implement a discipline plan utilizing various strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment. This plan is designed to make incidents of misbehavior opportunities for learning and growth. The goal is to change unacceptable behavior through teaching, modeling positive reinforcement, and when necessary, consequences. At all times, the mission of the school and the best interests of all parties will be at the center of the disciplinary procedure as will prayer and reconciliation.

The following statement is an excerpt from a program published by the NCEA entitled “From Discipline to Discipleship.” It states clearly and concisely our purpose as a Catholic school, and our call to discipleship.

“A Catholic school has the distinct advantage and the unique opportunity to explicitly incorporate a religious dimension into the school experience. This faith perspective is not an ‘added-on’ feature like a religion course, an occasional liturgy, or a prayer before class. In a good Catholic school, faith is the basis of the school community. It has the heart of the philosophy and the soul of the school our faith guides and illuminates what we do, how we do it, and why we do it. Without sacrificing the goal of academic excellence, the good Catholic school includes a genuine commitment to fostering maturity in faith, a vision of hope, and an experience of love. The focus should be on proclaiming the Good News of Jesus, experiencing the community and learning to serve.

It is not surprising, then, that Catholic school personnel - students, faculty, parents, principal and staff - should think of themselves in terms drawn from the Christian faith. Explicit use of these terms, and the faith-realities they express, not only reflect our faith, but they contribute to a growing awareness that we are who we say we are.

The parent as witness is one such term. The implication of this term is that parents, by their words and their example, are the primary religious influence on their children. Prayer, faith, and Gospel values are communicated to children through parents.

Our students are called to learn about Jesus and to ‘learn Jesus’ in a formal educational setting. This is not the only situation in which they can learn Jesus (family, friends, liturgy, parish, etc. are other settings), but the school provides the most explicit, formal situation in which these students can become disciples.”

Our discipline philosophy includes the following 10 considerations accepted as guidelines for the IHM School community:

1. Self-disciplined role models (parents, teachers, and other significant adults) who respect the students and one another.
2. An environment in which high, but realistic, expectations are set and praise and fairness are the norm.
3. There is consistency in expectations between the home and the school.
4. People are free to make mistakes and learn from their mistakes.
5. A sense of security exists and guidance is provided to those in need of direction.
6. Consequences are fair and reasonable.
7. Opportunities are provided for children to develop a sense of responsibility.
8. People are aware that they are part of something bigger than themselves -- a faith community.
9. Children are developing positive self-esteem.
10. As a community, we are continuing to strive to live our best Christian lives.

Discipline is the process of helping students to grow into self-controlled Christian people. This is done through guiding students in the choices they make based on the established guidelines of the school community, which reflect the Gospel values. In this process, students become aware of their responsibility to God and all of His creation. (Adopted 8-86.)

Alcohol Policy

Alcohol shall not be permitted at any school-sponsored function. A school-sponsored function is any event involving students which arises out of an educational, social or sports program that is endorsed by Immaculate Heart of Mary School.

Bullying

See previous statements on [Bullying](#) and [Student Dignity](#).

Detentions

Detentions are assigned to students primarily in grades 4-8 by a teacher or administrator as a consequence for not following school guidelines.

If a student is to serve a detention, parents will be given a one-day notice. A form giving the reason for the detention will be sent home with the child. The parent is expected to sign the form and send it to school with their child the following day. The student is responsible for giving the form to the issuing teacher between 7:50 and 8:00 a.m. the day after it was issued. Failure to serve a detention results in a parent contact and assigning of additional detention to the student.

Substance Abuse Policy

The sale and purchase of alcohol, tobacco, marijuana, or any illegal substance is prohibited on school property or at any school-sponsored event. The use or possession of alcohol, tobacco, marijuana, or any illegal substance, as well as the abuse of any legal substances, is prohibited.

The administrator must notify the parents and Pastor immediately upon the discovery of violation of this policy. A conference shall be held promptly with the student and parents to determine an appropriate course of action. Possible actions may include expulsion, suspension, probation, counseling and/or referral to special counseling agencies. Each case should be treated individually.

The school should make available to parents appropriate substance abuse information and materials (School Board Policy #2180).

Suspension

The school realizes its obligation to the students and will extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. The school cannot tolerate conduct that endangers the moral, emotional, psychological, or physical well-being of the student body or staff, or that is in open disregard for school authority.

In cases where suspension from the building is the most appropriate action, suspensions shall be made by the principal in accordance with the following procedures:

1. In all cases of suspension, the principal will contact the parent at the time of the suspension.
2. The suspended student will be afforded the opportunity to state his account of the incident that caused him to be suspended.

3. Parents will be notified in writing in all cases involving suspension. This notification will include:
 - a. The specific reason for suspension.
 - b. The length of the suspension and/or the conditions for its termination.

Tardiness

Students who have not entered their classroom before the 8:00 a.m. bell rings are to check in at the office before proceeding to their classroom. Students are expected to be in their classrooms, unpacked and ready to begin when the bell rings at 8:00 a.m. Failure to do so will result in an attendance marking of tardy.

Weapons/Violence

All persons are prohibited from bringing weapons to school and school-sponsored activities. Any student suspected of or discovered to be in possession of a weapon on school premises, in the immediate vicinity of the school, when traveling to or from school, or at any school sponsored activity shall be immediately excluded from classes pending investigation.

In addition, all violent acts committed with the intent to injure another person with or without a weapon are prohibited and subject to disciplinary action. A "weapon" is any object which can be used to threaten or injure another; this includes, but is not limited to, a firearm, knife with a blade over two inches, pocket knife opened by mechanical device and brass knuckles.

Any individual found to be in violation of this policy is subject to disciplinary action, up to and including immediate expulsion (permanent dismissal). Any student found to be in violation of this policy, or to have been expelled from another school on the basis of violence or weapons possession, may be denied enrollment into IHM School (School Board Policy #2190).

Discipline Plan

See [IHM Discipline Plan PDF](#).



Health-Related Policies & Procedures

“Our son will leave in good health and come back to us in good health.” Tobit 5:21

Blood Borne Pathogens

In compliance with federal regulations, Immaculate Heart of Mary School employees will be trained each year in the use of universal health care precautions to prevent exposure to bodily fluids. This training is recorded and kept on file with the school. Records are kept that document compliance with federal regulations and demonstrate that the procedures for exposure to bodily fluids are being followed. The school has adequate supplies of latex gloves, puncture resistant containers, and antiseptics, available to and for all employees.

Health Services

The Kent County Health Department offers the following services:

- Vision Screening - Grades Pre-K, 1, 3, 5
- Hearing Screening - Grades Pre-K, K, 2, 4, 6
- Scoliosis Screening - Grades 6, 8

Illnesses

An ill child should remain at home. If a child is unable to attend school due to illness, a parent/guardian is expected to call the school office between 7:30 a.m. and 8:00 a.m.

Reasons students should remain home may include, but are not limited to:

- contagious disease/illness
- fever
- vomiting/diarrhea
- cough disrupting normal activity
- distracting pain
- shortness of breath/wheezing
- rash
- lice

A child must be fever-free for 24 hours before he or she can return to school. We follow the Health Department’s suggestions that a child who is well enough to be in school is well enough to participate in all school activities, including recess.

See [Absences](#) above.

Injuries

A child who incurs a minor injury (scraped knee, slight bruise, etc.) is given first aid at school. In the case of an injury that may require the doctor's attention, a staff member will call the parents, guardians, or designee of the injured student. In an emergency health situation, an ambulance will be called. Parents, guardians, or designee will be notified of the situation.

Insurance

Student Accident Insurance is available through Michigan Catholic Conference. Notice of availability is given to parents and guardians at the beginning of the school year. Participation in the insurance program is optional.

Medical Conditions

It is the responsibility of the parent/guardian to inform the teachers and the principal if a student is subject to any type of physical condition that might require special attention and/or medication while the child is in school. The procedure to be followed must be put in writing and signed by the parents. It will be kept on file in the school office.

Medications

All medications, including nonprescription, must be administered through the office. If it is necessary for a child to take medication during the school day, parents must complete the form available in the office.

Pesticide Notifications

Pesticides will be applied after normal school hours according to and in compliance with the State of Michigan's Pesticide Control Act of 1976. Parents who require prior notification of pesticide application must complete a form available in the school office or in the registration packet.

Physical Examinations

Preschool and kindergarten children are issued health forms at the time of registration. These are to be completed by the family physician and brought to the school office on or before the first day of school.

A yearly physical examination report is required to be on file for any 5th through 8th grade student participating in the IHM athletic program according to state guidelines. Students are not permitted to practice or play until the athletic director receives the report.

Wellness

In conformity with the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004, Immaculate Heart of Mary School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.



Administrative Policies & Procedures

“God’s fourth commandment also enjoins us to honor all who for our good have received authority in society from God. It clarifies the duties of those who exercise authority as well as those who benefit from it.” Catechism of the Catholic Church 2234

Doors: Open/Locked

All school doors remain locked to the exterior at all times before, during and after the school day. The main entrance doors will be locked but access can be granted by the school office from approximately 7:30 a.m. to 3:45 p.m after the doorbell is rung and identity and purpose are determined by the school office. The main entrance doors are those off the lobby next to the school office and which face Plymouth Street.

Emergency Dismissal | Tornado Procedures | School Closings

When Immaculate Heart of Mary School is canceled because of inclement weather, all IHM related activities, including all sports and sport practices are cancelled for the day and evening (Board Policy No. 2062).

The general school policy for dismissal during the school day due to weather conditions is that IHM School will dismiss when Catholic Secondary Schools dismiss.

Parents should give very explicit directions to their children about where they are to go and what they are to do in case an emergency dismissal is called. It is most important that children have a clear understanding of the arrangements parents have made for them. The school telephone is not available for student use during emergency dismissal times.

Reports of school closings and delays due to weather conditions, either before the school day begins or during the school day, are given over local radio and TV stations as well as electronic communication from the school.

The school office monitors the Civil Defense radio frequency in the event of approaching severe weather. If students are in school when a tornado watch (meaning that the possibility of a tornado exists) or thunderstorm warning is issued, students will remain in session until the regular dismissal time. If students are in school when a tornado warning is issued, students will remain in school, taking shelter in designated areas.

Parents, legal guardians, or predetermined individuals may pick students up at school during any severe weather warning. Please do not call the school during severe weather warnings. It is important that school phone lines remain open. Announcements will be made on local radio and TV stations and electronic communication from the school regarding school cancellations.

Exit Survey

Families who are leaving Immaculate Heart of Mary School for reasons other than 8th grade graduation, such as moving or choosing a different school to attend, will be given a paper exit survey to complete. This may then be mailed or dropped off in the school office. The purpose of the survey is to communicate thoughts in regard to particular areas of the school experience here at IHM. This information may then be used to improve the IHM experience.

Registration Policies

Preschool Entrance Requirements

Preschool registration for the three- and four-year-old programs are considered independent from IHM School. Children who are three years of age by September 1 may register for three-year-old preschool, and children who are four years of age by September 1 may register for four-year-old preschool. Registration and acceptance of new students in the preschool programs will be determined by the following order of preference:

1. Children of parish families with siblings currently enrolled in IHM School.
2. Children of IHM parishioners.
3. Children of Catholic non-parishioners with siblings currently enrolled in IHM School.
4. Children of Catholic non-parishioners.
5. Children of non-Catholic families.

Kindergarten Entrance Requirements

1. The child must be five years of age on or before September 1st.
2. Birth Certificate must be presented at registration.
3. Health Record must be completed before the first day of school. This form is given to parents at the time of registration.

Registration and acceptance of new students in Kindergarten and Grades 1-8 will be determined by the following order of preference:

1. Children of parish families with siblings currently enrolled in IHM School.
2. Children of IHM parishioners.
3. Children of Catholic non-parishioners with siblings currently enrolled in IHM School.
4. Children of Catholic non-parishioners.
5. Children of non-Catholic families.

All students enrolled in IHM School in Grades K-7 and in good academic standing will be accepted for enrollment for the following year provided that tuition is current and all other fees are paid. All registrations include a non-refundable registration fee. This registration must take place during the registration of families currently attending IHM School. Once registration is opened to parish and Catholic non-parishioner constituencies, any preference given to current students for enrollment will be lost. Enrollment will be accepted in the order of registration date and at the discretion of the Pastor and Principal.

Withdrawal Procedure

If parents decide to withdraw their child(ren) from IHM School, the following procedures are necessary:

1. A written notice or phone call to withdraw must be received as soon as possible regarding the date of withdrawal.
2. All tuition and fees must be paid in full.

Student records will be released when the above procedures have been completed.



Financial & Fundraising Information

“If the first fruits are holy, so is the whole batch of dough; and if the root is holy, so are the branches... consider that you do not support the root; the root supports you.” Romans 11:16, 18

The Athletic Association (see [Student Life](#)) and Home and School Association (see [Parental Responsibilities and Involvement](#)) coordinate various fundraising events throughout the year to provide support for many different school programs.

Athletic Association

The purpose of the Athletic Association is to:

- Provide financial support of IHM athletic activities as deemed necessary.
- Promote the highest degree of sportsmanship between athletic participants and spectators.
- Promote athletic activities.
- Recognize achievements of all athletic participants.

IHM Angel Program

The Immaculate Heart of Mary School Angel Program has been established to help meet the varied needs of Catholic education at Immaculate Heart of Mary School. Gifts to this program are tax deductible and will be set aside to help fund:

- unexpected or urgent financial needs for school families
- unanticipated and critical school building needs
- sudden and necessary equipment replacement in the school
- crucial spiritual or social/emotional needs of a child, class, or grade

The Angel Program is not intended to replace the important works accomplished by the Killgoar Foundation, the Home and School Association, and the Athletic Association. Instead, it is made available to help fulfill our mission in areas that go beyond these organizations or beyond our careful anticipation in the budget. Angel Program forms are available in the school office.

Killgoar Foundation

The Killgoar Foundation is an education foundation established in 1987 to financially support Immaculate Heart of Mary School with tuition assistance, funding staff development, and

supporting the general budget. For more information about the Killgoar Foundation or how to make a donation, please call the school or parish office.

Parish Support

Immaculate Heart of Mary Parish supports IHM School by contributing a portion of the parish weekend offerings. It is vital that our school families partake in parish life by regularly participating in weekend liturgy and parish ministries, thereby practicing good stewardship of time, talent, and treasure. Non-parish school families should seek additional support from their home parishes/churches to offset the full cost of Catholic education at Immaculate Heart of Mary School.

Registration Fee

Immaculate Heart of Mary School shall collect a registration fee as a good faith commitment. The registration fee is nonrefundable. This fee is in addition to tuition. There may be a late fee charged to the family for late registrations.

Tuition

The amount of tuition charged at IHM School is subject to change for the forthcoming school year as determined annually by the IHM School Board of Education. Means of payment and payment schedules are outlined in the tuition contract. Tuition assistance is available for parish families in good standing who meet certain financial criteria. Information can be obtained through the school office.

Tuition rates are offset substantially by parish support of and contributions to the school. See the [Parish Support](#) section above.

Families failing to pay tuition according to the school tuition payment guidelines, will be informed that their student(s) may not be re/admitted to Immaculate Heart of Mary School. All previously unpaid tuition shall be paid at least 10 days before school starts, if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the parish/school. If payment is not possible, suitable arrangements must be made with the parish/school. If contact is not made with the parish/school, a notice may be sent to the family that the account will be submitted to a professional collection agency to pursue collection.