

Immaculate Heart of Mary

School Handbook

Absences

Children who are absent must bring a note with them when they return to school. This explains the reason for absence. After 3 consecutive days, a doctor's note is required. Appointments for medical and dental services should be made outside school hours whenever possible. If appointments must be made during school, the child must bring a note stating time, etc., when parent or adult will call for the child. Children must be picked up at the office. In any absence, the parents of all children must notify the school by 8:30 AM each day by calling the absentee line (215-482-8503).

Academic Probation

A student will be placed on academic probation according to the following stipulations:

- If a student has two or more failures in a major subject for the final grading period, that student will be placed on academic probation until the end of the first report period of the next school year.
- If a student on academic probation incurs even one failure in a major subject at the end of the first report card period, that child would be liable for dismissal from the school.

Action for Gen. Discipline

A. Detention - Teachers may issue a detention based on the rules of their classrooms. Individual classroom codes of behavior are developed at the beginning of the year. A schoolwide demerit system that may warrant detention is in place .

B. Suspension - Continuous classroom offenses may result in a suspension. This will be at the discretion of the school administration. A suspension can be served as an in-school or as an at-home suspension. The length of time for suspension is determined by the administration. Before the student can be admitted to class, all work must be completed and approved by the principal and/or the teacher(s).

C. Expulsion - If a student has served two suspensions and is demonstrating no signs of trying to improve the student will be asked to leave Immaculate Heart of Mary School. The rule for expulsion is determined by the Pastor and Principal.

Admission

1. Admission is open to all members of Immaculate Heart of Mary Parish. Before attending our school, the academic standing of the new student must be presented. Students seeking admission in Grades 7 or 8 must have previously attended a Catholic School.
2. Whenever a student has a change of address or phone number, the parent is asked to notify the child's teacher, as well as the secretary in the School Office. Falsified information regarding addressees of children will result in immediate transfer.
3. Parents are required to pay the School Tuition for each year. This payment should be made when required. This is a serious responsibility on the part of each parent. It is imperative, in justice to all, that this fee be paid or an appointment made with a member of the Finance Committee to explain any difficulty regarding tuition payment. Marital situation does not preclude payment of tuition.

Auxiliary Services

The following services are available at IHM to children who indicate a need for individual instruction: Speech Therapy, Remediation in Math and Reading, Psychological Counseling, Academic testing, and the Mentally Gifted Programs.

Bus Safety and Conduct

Children who travel to and from school by bus must be seated while the bus is in motion, and must talk quietly so as not to distract the driver. They must comply with the regulations of the local school district regarding behavior on the bus. A continued lack of cooperation will result in the student not being permitted to use the school bus.

The same behavior that is demanded of our children while at school applies while waiting for the buses, and while riding them. No child may change the bus he/she has been assigned without first getting permission for this from the principal. Since each child is covered by insurance, it is important this regulation be strongly enforced. Bus regulations are serious and must be observed.

The following list of bus safety regulations is from the Transportation Division of the School District of Philadelphia:

SCHOOL BUS SAFETY PROCEDURES

1. Pupils must be at the bus stop on time.
2. While waiting to board the bus, pupils must stay on the sidewalk until the bus stops and the lights are flashing.
3. Pupils must remain seated at all times during the ride. Do not stand to leave until the bus has stopped.
4. There is to be no loud noise on the bus. Pupils talk quietly.
5. Pupils may not open bus windows without permission.
6. Pupils must keep all parts of the body inside the windows.
7. Pupils are not to call or shout out of bus windows.
8. Pupils are not to eat, drink, or throw objects out of windows while on bus.
9. Pupils must obey the driver at all times.

C.A.R.E.S.

The C.A.R.E.S. Program (Children Are Receiving Extended Services) is an after school supervised program run under the guidelines of the Archdiocese. Information on hours and rates may be obtained in the school office.

Cell Phones and Other Electronic Communication Devices

Students are permitted to have cell phones at school. A phone **MUST** be kept in a student's schoolbag and **MUST** be OFF. The purpose of having a cell phone in school is for emergency purposes **ONLY**. Therefore, no student needs to have the cell phone on his/her person at any point during the school day. If a student needs to use his/her cell phone during school hours, then he/she **MUST** first get permission from the principal.

Any students who do not follow the guidelines above are subject to disciplinary action such as suspension from school.

(effective October 2007)

Code of Christian Discipline

As Christian educators, we attempt to develop fully committed Christian young men and women by allowing them to grow spiritually, socially, and academically. Vital to this growth is Christian discipline. Students need to be aware of their responsibilities not only to themselves but to others as well. The key to this responsibility is the awareness of the individual student as unique and special. We need to safeguard this uniqueness through a structured system of discipline. Discipline refers to a system of rules and regulations that govern the conduct of the teacher and the student to allow for effective interaction so that learning can take place. A student who attends the Immaculate Heart of Mary School is expected to show respect for himself/herself and others, and to be growing in the art of self-discipline. The following list of regulations is developed in the hope of achieving an environment that is conducive to learning, and one that reflects the teachings of Jesus Christ.

Currency

1. All money sent to school should be placed in individual envelopes marked with the amount, child's name, grade, room number, and purpose of the enclosed money.
2. Orders and payments for milk or juice are done weekly or monthly.
3. No child will ever be deprived of staying for lunch because of financial difficulty. Simply send a note to the Principal stating this, and it will be taken care of immediately and confidentially.

Curriculum

The curriculum of Immaculate Heart of Mary School follows the guidelines established by the Office of Education of the Archdiocese of Philadelphia. Textbooks are approved by the Archdiocese and reviewed and updated as needed. Under the guidance of the Office of Education, faculty and administration exert constant efforts to provide a balanced, well-organized, and continuous curriculum. Periodic evaluations and standardized testing, as well as faculty in-service, help to ensure the strength of educational programs.

Custody of Children

Parents are asked to inform the school office of the specifics regarding the custody of their children. It is necessary for the school to have a copy of the custody decree and any legal documents which specify visitation schedules, etc. This information will help us in making correct decisions when necessary.

Dismissal

1. The children are dismissed from the school building in the following order: A Bus, Walkers, Car Riders, and B Bus.
2. No car is permitted in the yard at either entrance at dismissal time. All car riders are to be met by a parent outside of the entrance across from the church. Children may not leave the school grounds without an adult.
3. The children are to leave the building in a quiet and orderly manner.
4. No student may come back in the building once they have been dismissed.
5. Children are not permitted to be in a classroom if the teacher has gone for the day.
6. Children who must remain after school for detention are to be met by a parent AT THE DOORS TO SULLIVAN HALL UNLESS OTHERWISE SPECIFIED IN WRITING.
7. Children staying for after school activities will be dismissed from Sullivan Hall.
8. If there is to be a change in a child's normal routine for dismissal (e.g. Bus rider to car rider), the child must have a note from his/her parent or guardian.

Early Dismissal

1. When it is necessary for a child to be excused from school before the regular dismissal time, a note must be given by the child to his/her teacher in the morning.
2. A child leaving school early must be picked up by a parent, or an authorized person representing the parent at the school office. The parent or authorized person must sign the child out from the school office. For the safety of the children, no child will ever be released early from school to meet a parent outside. This includes those children who may be going home early because of sickness.

Emergency Closing

In the event of inclement weather, changes in the school day will be announced on the major radio station KYW 1060. The information will also be posted on the web site: www.kyw1060.com.

If an emergency school closing occurs before school begins, the phone chain will not be activated. Parents should listen for .Parochial Schools. or .School #118.. If all parochial schools are closed, then IHM is closed. However, if all parochial schools are open, parents should still listen for our #118 in case we are closed individually.

If an emergency school closing occurs during school hours, parents will be notified through a chain call. It is recommended that parents also check KYW if there is inclement weather during school hours.

Field Trips

Field trips are designed to contribute to the child's educational, cultural, and social growth. Each class may have two trips a year. No child will ever be deprived from going on a Field Trip because of financial difficulty. A note from the child's parent to his/her teacher, explaining this is sufficient.

To be eligible to participate in field trips, each child must have a standard permission slip signed by a parent/guardian. Previous misconduct may prevent a child from accompanying the class on a Field Trip.

Fire Drills

1. Regularly scheduled fire drills are conducted to familiarize the students with the emergency exit procedures. Instructions are posted in each classroom.
2. Students are to maintain silence and proceed quickly, quietly, and in an orderly manner to insure the safety of the entire school community.

General Discipline Plan

1. Dress code violation.
2. Classroom, cafeteria, music, gym, computer, hall, or library disturbance.
3. General procedural violations in all areas associated with the school (e.g. schoolyard, etc.).
4. Failure to return tests, notes, or discipline demerits that require parent or guardian signatures.
5. Failure to complete schoolwork and/or homework.
6. Forgery, lying, cheating (including copying homework).

7. Failing to stay for a pre-designated detention.
8. Lateness for class (student at fault).
9. Deliberate disobedience.
10. Chewing gum is not permitted on school property or school buses.
11. No headphones, radios, videogames, etc. are permitted.
12. Gossip (written or verbal) or verbal abuse directed toward anyone in the school or parish community.

Behavior that warrants detention or possible suspension and/or expulsion:

1. Any gesture whatsoever of immorality; this includes immoral, offensive language and written notes.
2. Stealing.
3. Acts of violence (physical abuse) toward anyone involved in the school or parish community.
4. Destroying or defacing property including books and desks. Restitution in proper value will be required.
5. Possession of weapons, dangerous items, or illegal substances including cigarettes.
6. Continuous disruptive and/or defiant behavior.
7. Disrespect and/or defiance to a faculty or staff member including lunch personnel.
8. Any behavior that is detriment to the school and/or parish community.
9. Violation of school and/or bus co. rules.
10. Truancy.
11. Leaving school grounds without permission.

* If a student is suspended, the student automatically receives a '1' in conduct for the trimester.

If a student receives (at the least) 2 '1's', the student may not be permitted to participate in any class trips. This includes outside academic functions. The final decision will be at the discretion of the administration.

If a student receives (at the least) 2 consecutive '2's', or a combination of consecutive '2' and '1', the student may not be permitted to accompany his/her class on the class trip if one is permitted. The final decision will be at the discretion of the Administration. If the student is not permitted on a class trip, he/she will report to school.

Expulsion and suspension will be determined by the Pastor and Principal. In some instances service to the school and/or church will be required.

Goal

We are committed to the education of the .Whole. student: that is educating today to enable the individual to meet his/her potential in future years. Immaculate Heart of Mary School is more than ever called to renewal, excellence, and accountability in the fulfillment of its religious & professional commitments.

Grading

1. Students are graded on a trimester basis during the school year. Grades are calculated from written tests, written quizzes, oral participation in class, neatness and completeness of home and school assignments, and projects completed properly and on time.
2. Grading in the Primary Grades is done with letter marks. Their evaluation and explanation is written on the report card for student and parent understanding.
3. In Grades four through eight, grading is done numerically. Averages below 70 are listed as F on the student's report card.

Health and Personal Hygiene

1. A nurse is assigned to the school on a part-time basis. Please do not send children to school when they have symptoms of illness (a temperature elevation, vomiting during the night, a questionable injury which occurred at home, etc.), or when they have not fully recovered from an illness. A doctor's certificate is necessary after the third consecutive day of absence.
2. The State Department of Health requires that all children have basic immunization before entering school. All students entering Kindergarten and First Grade, and all Sixth Graders are required to have a physical examination. Failure

to submit completed forms by your private physician allows the School Nurse to schedule your child for examination by the School Physician.

3. Prescription and non-prescription medications will be administered during the school day by school personnel with the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school nurse or principal.

- Parent must complete a Medication Form or send a note including the following: student's name, name of medication, dosage, time and date of administration, reason for administration, possible side effects, other medications student is taking, the name of the prescribing physician, and physician's phone number.

- Medicine taken on a regular basis requires a Medication Form.

4. A doctor's note is needed to return to gym after any period of absence due to injury or sickness. **BUS SAFETY AND CONDUCT SCHOOL UNIFORM** A student's appearance and grooming leads to personal self-respect, and effective academic performance. All students will wear the school uniform from the opening day of school until the close of school in June.

Homework

1. Homework consists of written assignments, but more importantly, study assignments.

2. Homework procedures may vary for each individual teacher. The following time allotment is suggested by the Office of Catholic Education for the average student.

Grade 1 and 2: 30 minutes

Grades 3 and 4: 60 minutes

Grades 5 and 6: 90 minutes

Grades 7 and 8: 120 minutes

3. Homework may also include having parents see and sign test papers, and giving parents any informational papers from teachers or administration concerning school matters.

Honors

1st Honors

- General average of a 92% in all major subjects
- 3 or 4 in the following ~ effort, personal & social growth, music, physical education, technology

2nd Honors

- General average of a 87% in all major subjects
- 3 or 4 in the following ~ effort, personal & social growth, music, physical education, technology

Outstanding Effort Award

- Recognizes students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects, but do not meet the criteria for academic honors
- Given at teacher's discretion based on the following criteria:
 - 3 or 4 in effort and personal & social growth
 - No failures in major subjects on report card

Honors Math

IHM School participates in the Archdiocesan Honors Math Program. Students are selected for this accelerated program according to criteria established by the Archdiocese, which includes standardized test results and classroom performance.

Internet Use Policy

Student:

I understand that when I am using the Internet or any other computer or telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State, or Local Laws, the Archdiocese of Philadelphia, and Immaculate Heart of Mary School.

My signature and that of my parent(s) or guardian(s) stating that I have reviewed this Handbook and understand my responsibilities means that I agree to follow the guidelines of the Acceptable Use Policy for Internet access at all Catholic schools.

Parent or Guardian:

Your signature stating that you have reviewed this Handbook means that you accept the following Student Access Contract:

I hereby release Immaculate Heart of Mary and Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth by this Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Immaculate Heart of Mary School. I hereby give my permission for my child to use the Internet and will not hold Immaculate Heart of Mary School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

See Acceptable User Policy

Lateness

1. All students are asked to be in the proper place in the cafeteria by 8:05 AM. Following assembly the first act of the day is Morning Prayer. When children are late for school, they miss this very important prayerful beginning, and cause a disturbance and distraction upon entering the classroom during or after Morning Prayer. If any child arrives in school consistently late, the parents will be contacted.

2. In the event of an emergency causing a child to be late for school, a note should be sent to school upon the child's arrival. The child must receive a 'late slip' from the Office before going to the classroom. Parents are asked not to go to the child's classroom at this time, or at any time during the school day.

Lavatories

1. Silence is kept in the lavatories. They are places provided for the student's conveniences.

2. All students are responsible for the good order in all lavatories.

3. The lavatories in Father Sullivan Hall are for the 8th grade only.
4. Everything is well taken care of. It is the student's responsibility to do his/her part and keep it that way.

Library and Computer

Our children have the privilege of using a well-equipped central library. In the beginning of the year each classroom is scheduled for a library period. Additional time for research may also be provided by making arrangements with the librarians. Children should be reminded about the library rules. It is a place with people and materials to be respected. Children must also return their books at the date given; failure to do so will result with a fine for each day the book is overdue. Lost or damaged books must be paid for by the student.

The COMPUTER ROOM IS WELL EQUIPPED AND AVAILABLE TO ALL CHILDREN. We are most fortunate to have these fine resources available to us. We expect the children to share the same appreciation and value that we have.

Lunchtime

1. Students who stay for lunch sit in assigned places.
2. When students are dismissed to the yard, they may not return to the building without the permission of the teacher on duty.
3. Students are reminded to stay within the limits set to keep away from the cars and driveways.
4. No child may run. Rough play is not permitted.
5. During inclement weather, the students are to go quietly to their classrooms for indoor recess.

Mission Statement

The mission of Immaculate Heart of Mary School is to instill Catholic values through education. As educators and parents we are committed to a partnership that develops and nurtures the unique God-given gifts and abilities of our children, so they may live in the 21st century with a positive self-image as responsible members of society.

Music Education

Our school is blessed with one of the finest Music Education Departments in the Archdiocese of Philadelphia. Music Education is offered as part of the standard classroom curriculum for all grades. This is done through the services of a full time classroom Music Teacher.

Non-Discrimination Policy

Regarding employment of faculty and admission of students: Immaculate Heart of Mary School does not discriminate on the basis of sex, religion, color, race, or national origin.

Objectives

1. We believe in the importance of helping our students fuse religious truths and moral integrity with life in society.
2. The individual needs of each student are of utmost importance to the teachers, and the task is to try and reach each child with a positive attitude for acceptance and learning of the academic subjects.
3. Conscious of the value for a positive self-image and spirit of inquiry and discovery, we believe in encouraging, supporting, and nurturing each student.
4. We strive to create an atmosphere of learning that fosters a desirable balance among those activities designed to develop the cognitive and affective domain for the children.

Parent-School Communication

1. During the first month of school, 'Back to School' nights are held. These evenings are for the purpose of parents coming to school, meeting their children's teachers, and becoming acquainted with the curriculum of the particular grade.
2. 'Back to School' nights are not for the purpose of individual Parent-Teacher conferences. It is, rather, a General Meeting. These nights also afford parents the opportunity of volunteering to help out in the various activities held during the year, and to assist in daily programs at school.
3. At the beginning of each school year, a calendar listing known events for the entire year will be sent home to each family.

4. A monthly calendar and letter will also be sent home before the beginning of each month. This will include up-to-date information for all to know. Parents, please look for this calendar each month!

5. Parent-Teacher Conferences will be scheduled following the December distribution of report cards.

6. If, at any time during the school year, a parent wishes to speak with a teacher, simply send a note to the teacher, or call the School Office, and an appointed time will be arranged.

7. If ever there is a need for clarification of any school information or directive, simply call the School Office between 7:30 AM and 4:00 PM at (215) 482-2029.

8. At no time during the school day are parents to go to a classroom to speak with a teacher. This causes a distraction and a disturbance to the class in session.

9. The school uses a communications envelope to send materials home to parents. This envelope is sent home on each Thursday of the school year. Please look for it in your child's schoolbag.

Passing through the Hallways

1. In groups or alone, students are to respect the classrooms they pass. They are to proceed silently to the place they are sent without delay. Students are not to stop in the lavatories unless permission has been given.

2. Running is not permitted in the halls or stairs at any time.

3. Students are reminded that stairs and hallways may be slippery on days of inclement weather and extra caution should be taken.

Personal and School Property

1. Please encourage your children, as we do to be responsible for their own belongings. Please have clothing, lunches, and other articles clearly marked. Let us lessen the number of .lost. articles that are never claimed at the school's Lost and Found table.

2. The physical appearance and cleanliness of our school buildings is something we take great pride in. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to schoolbooks, desks, interior of classrooms, halls, lavatories, and schoolyard.

3. Any child defacing or destroying any school property will be suspended from the school upon notification of parents. Payment for the restoration of the damage is the responsibility of student and parents.

Philosophy

The purpose of the school is an extension of the purpose of the church, 'To Teach As Jesus Did'. We, as members of a Catholic elementary-educational community, promote life-giving relationships among teachers, students and parents, who encompass our school community. By our faith, support, understanding, knowledge and good example, we aspire to infuse in our students an appreciation and love for their Catholic education.

Catholic education is at the heart of the Immaculate Heart of Mary School not simply as a concept to be taught, but as a reality to be lived. Faculty, parents, and students must be moved through education to build a community in all areas of life. This goal can and will be accomplished, not only through working and learning, but by example and experience in the light of faith. Working together as a team, praying, trusting, and sharing, the community of Immaculate Heart of Mary School will then be truly a reality to be lived.

As educators we realize the importance of educating the student, not only in the development of religion and morals, but also in the development of intellectual ability. Through academic excellence, the students are taught that their individual goals and objectives can be achieved. We strive to meet these individual needs by the presentations of, and the continuous reinforcement of, the basic skills and sciences. The individual needs of each student are of grave concern to the teachers, and it is our daily task to try and reach each student with a positive attitude for accepting and learning the academic subjects.

Physical Education

Our Physical Education Department has the services of a full time teacher. Every class of students is offered a regularly scheduled Physical Education class. Students are expected to be in full gym uniform for class. No child will be excluded from gym without written permission from a parent/guardian.

Professional Development Meetings

Professional Development Meetings will be held 3 times each year. This will be a full day for the faculty; the students will not report to school. These days will be listed on the school calendar.

Report Cards

Report Cards are issued on a trimester basis throughout the year. Marks are based on at least 3 tests in the major areas, as well as class participation, and home and school assignments. Report cards for grades one to three reflect outstanding, very good, good, satisfactory, improvements needed, and unsatisfactory. The distribution dates are December, March, and June.

Schedule

1. Daily School Schedule

A. Pre-Kindergarten: 8:20 AM to 11:20 AM (1/2 day) 8:20 AM to 2:35 PM (Full day)

B. Kindergarten: 8:30 AM to 2:40 PM

C. Grades 1 to 8: 8:10 AM to 2:45 PM; Fridays 2:30 PM 2.

Lunch Schedule

A. Pre-K to 4: 11:20 AM to 12:00 PM

B. Grades 5 to 8: 12:00 PM to 12:40 PM

3. All students must be in the cafeteria each day at 8:05 AM

School Bus Safety Procedures

1. Pupils must be at the bus stop on time.

2. While waiting to board the bus, pupils must stay on the sidewalk until the bus stops and the lights are flashing.

3. Pupils must remain seated at all times during the ride. Do not stand to leave until the bus has stopped.

4. There is to be no loud noise on the bus. Pupils talk quietly.

5. Pupils may not open bus windows without permission.

6. Pupils must keep all parts of the body inside the windows.

7. Pupils are not to call or shout out of bus windows.

8. Pupils are not to eat, drink, or throw objects out of windows while on bus.
9. Pupils must obey the driver at all times.

School Uniform

A student's appearance and grooming leads to personal self-respect and effective academic performance. All students will wear the school uniform from the opening day of school until the close of school in June.

Winter Uniform for Girls

1. Grades K-4:

- Plaid Jumper
- IHM white golf shirt (long or short sleeve) or white turtleneck
- Navy crew socks or tights
- Sebago docksiders, navy/white or navy saddles, or tan or navy bucks

2. Grades 5-8:

- Plaid kilt
- IHM white golf shirt (long or short sleeve) or white turtleneck
- Navy crew socks or tights
- Sebago docksiders, navy/white or navy saddles, or tan or navy bucks

3. Students may wear a watch, ring, and a religious medal or symbol. Girls may wear a pair of small, non-dangling earrings if they have pierced ears. Multiple earrings per ear are not permitted. No other jewelry is necessary or appropriate and make-up and nail polish are not permitted.

4. Extreme hairdos expressing the latest faddish styles are not permitted.

5. IHM navy blue cardigan or IHM navy blue pullover sweater is permitted in the classroom during the cold weather months. Bulky sweaters or sweat shirt/jackets are not permitted in the classroom.

Summer Uniform for Girls: Sept. - Nov.1 & April 1 - June closing

1. Grades K-8:

- IHM white golf shirt
- Navy skirt
- White or navy crew socks (not ankle socks)

Winter Uniform for Boys

1. Grades K-8:

- IHM white golf shirt (long or short sleeve) or white turtleneck
- Gray dress trousers (NOT jeans, Levis, Bugle Boys, painter pants, tight ankles)
- Belt
- Sebago docksiders, tan bucks, black Peaks non-marking

2. Extreme haircuts expressing the latest faddish styles are not permitted.

3. IHM navy blue cardigan or IHM navy blue pullover sweaters are permitted in the classroom during the cold weather months. Bulky sweaters or sweat shirt/jackets are not permitted in the classroom.

Summer Uniform for Boys: Sept. - Nov. 1 & April 1 - June Closing

1. Grades K-8

- IHM white golf shirt
- Grey shorts
- White or blue crew socks (not ankle socks)
- Uniform shoes
- Belt

- Physical Education (GYM) Uniform consists of gray uniform T-shirt, royal blue shorts, and sneakers. (Uniform gray sweatshirt and royal blue sweatpants) NO jewelry of any kind is permitted to ensure the safety of the children.

Disregard of the above uniform regulations can lead to the distraction of comparing styles, and thus, be placed as a priority. The students should be better served if healthy comparison and competition took place rather in the field of learning.

Students showing disregard for the proper wearing of our school uniform will be informed. In the case of improper haircuts, the child's parent will be called to pick up their child in school, and have the improper haircut corrected before returning to school.

In addition to good grooming and the proper wearing of our school uniform, it is essential that each child comes to school each day having had sufficient sleep, and a nutritional breakfast. A tired body and mind makes learning very difficult.

For information about the uniform - www.flynnohara.com

Schoolyard

1. Students assemble in the assigned area for each class at the end of the Lunch Period.
2. Parents are asked never to drive into the schoolyard while children are assembling or dismissing.

Shelter in Place Drill

1. Regularly scheduled Shelter In Place drills are conducted to familiarize the students with the emergency procedures.
2. Students are to maintain silence and proceed quickly, quietly, and in an orderly manner to insure the safety of the entire school community.

Stationery and Supplies

Supply lists for the following year are distributed to the children in June. A special 'back to school' stationery sale is held during the first week of the school year. Additional stationery is sold from 8:10 AM until 8:25 AM on the second floor of the school building on Mon., Wed., and Fri. The stationery room is not open every morning.

Student Council

All students wishing to run for Student Council or to be considered by their teachers must meet all eligibility requirements.

Grades Pre-K to 2: A responsible student from each room is selected by his/her homeroom teacher to represent his/her class on the Student Council.

Grades 3 to 8: A responsible student is elected by his/her classmates with the final approval of the homeroom teacher to be a member of the IHM Student Council.

Executive Board: Four responsible students from grade 8 will be elected by their peers to serve on the Board.

The Council's primary duty is to make sure students are mindful of school rules and regulations during the day. They initiate special activities during the year which are educational, interesting, and fun. They are expected to participate in school, liturgical, and extra-curricular activities. Due to the responsibilities involved, the children on the Council must keep up with their academic and moral standards. The children are expected to respect and uphold the laws set in the Student Council's Constitution.

Testing Program

Standardized Testing is administered to all students. These test results enable us to evaluate each student's ability and academic progress. Students eligible for the Mentally Gifted Program or for a Special Needs Program are offered those through the services of ELWYN.

Textbooks and Workbooks

In Pennsylvania, unlike many other states, we are fortunate to have assistance in the purchase of our textbooks and workbooks, with the exception of our Religion book. This assistance never completely covers the purchase of all needed books, but it certainly helps. All books must be covered and carried in a schoolbag at all times. Lost or damaged books must be paid for by the student.

Vacation Policy

Although the decision to take a family vacation while school is in session is left to parental discretion, these vacations are discouraged. Children who are absent because of vacations miss valuable classroom instruction which cannot be replaced. The procedures regarding vacations during school time are:

- A note stating the reason and the travel dates must be sent to the student's homeroom teacher at least one week prior to the vacation.
- Advance assignments will not be given to any student prior to the vacation
- Work which the student has missed will be gathered during his/her absence and will be given to the student when he/she returns to school.

- All make-up work will be due within a reasonable amount of time, to be determined by the teacher (not to exceed 10 class days).

- Students will be given ample notification by the teacher as to make-up dates for quizzes or tests missed during vacation.