



IMMACULATE HEART OF MARY SCHOOL

**5876 Veterans Way
Burlington, KY 41005-8800**

(859) 689-4303

www.ihmkyschool.org

Immaculate Heart of Mary School Parent/Student Handbook

2023-2024

5876 Veterans Way

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Immaculate Heart of Mary School is a Preschool - 8th grade Catholic school under the direction of the Diocese of Covington, Kentucky. Current enrollment is approximately 485 students. Immaculate Heart of Mary School does not discriminate based on religion, race, ethnicity or gender.

Discipline for Life: *Spiritual, Academic, Personal*

Spiritual

- All students take a religion class daily that incorporates Catholic teachings.
- First Reconciliation and First Eucharist Sacramental preparation occurs in second grade.
- An All-School Mass is celebrated weekly.
- Reconciliation is available frequently throughout the school year.
- Monthly faith assemblies focus on developing Catholic virtues.
- Prayers are incorporated into various parts of the day.
- We incorporate the Theology of the Body program from Kindergarten through 8th Grade.

Academic

- IHM is a two-time Blue Ribbon School of Excellence and will work to maintain this status. ● Academic subjects of mathematics, language arts (reading, spelling, oral and written language), science and social studies are taught daily.
- Enrichment subjects of Art, Music, Spanish, Technology, Physical Education and STEAM are taught weekly.
- A team of intervention teachers support all levels of students by using the RTI (Response to Intervention) program. This includes enrichment for gifted students, on-level students and at-risk students.
- ALPs (Alternative Learning Plans) are an option for those students who are diagnosed with a learning disability.

Physical

- Students take a physical education class weekly.
- Students have at least one recess per day where they are free to play outside as weather permits.
- Sports are offered at all ages, including boys and girls volleyball, boys and girls basketball, boys and girls golf and boys and girls Futsol.
- Opportunities for football, cross country and track are available through high school programs.

Social-Emotional

- We have two school counselors on staff to provide support for all students and staff.
- Terrace Metrics testing regularly provides feedback to the administration on individuals who may be at-risk as well as those who show leadership potential.
- We encourage students to use their God-given gifts to serve others through service projects.
- We foster love of life, love of family and love of country to enable students to respect all cultures as a gift from God.

Please note: This handbook is not meant to address every single procedure/event that may occur throughout the school year. The administration obtains the right to append, as necessary.

Mission Statement

It is the mission of Immaculate Heart of Mary School to partner with parents to provide a quality education to our students regarding their spiritual, physical, emotional, social and educational development. Together, we will work to foster Catholic values that guide our students to become responsible citizens who embrace the Gospel message of Jesus Christ.

Philosophy

At Immaculate Heart of Mary School, each student, because of his/her dignity and worth as a child of God, will be educated within our Christian community so that his/her potential is fully developed. We promote the growth of Catholic values, principles and moral attitudes so that each student may become a responsible citizen in our society.

VIRTUS®

In compliance with the policies of the Diocese of Covington, the VIRTUS® training directives will be strictly enforced at Immaculate Heart of Mary School. ANYONE volunteering in a classroom or the cafeteria, going on a field trip, or having contact with our children in any way must be fully trained and in compliance. Consult the diocesan website, www.covidio.org for all necessary information. You can also contact Laura Riggs at lriggs@saint-timothy.org for guidance. In a continuing effort to provide a safe environment for our children, the Diocese of Covington has several employee/volunteer mandates in place as part of its Child and Youth Protection program. To become compliant, go to Child & Youth Protection on the diocesan website and: 1. Click on Diocesan Policy. Read the policy, then print out and fill in the Acceptance Form. Return the form to the school office. 2. Register for a training class at www.virtus.org under Registration. 3. Click on Volunteer Application. Once you have completed the form, it must be returned to the school office in person. The forms can also be obtained from the school office. After completing the above items, you will be required to read a monthly bulletin online and answer a question about what you read in order to stay compliant.

MATTHEW 18 PRINCIPLE

Immaculate Heart of Mary parents agree to demonstrate their support and cooperation by: (1) trusting Immaculate Heart of Mary faculty and administration with academic and disciplinary actions; (2) refrain from unproductive talk and gossip regarding administrative decisions, policies and procedures; and (3) practicing the Matthew 18 principle when resolving conflicts. When you go to the person(s) directly involved in the situation, problem or misunderstanding, you can generally solve most of the problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation.

***It is not appropriate to call or text teachers or staff at home or on their cell/personal phones. Families should never contact staff via any forms of social media.**

School Office

The school office is open from 7:00 A.M. until 2:45 P.M, Monday through Friday. All visitors are required to sign in at the school office upon arrival. Visitors will receive a badge that must be worn while in the building, and returned to the front office when leaving the building.

Admission

Immaculate Heart of Mary School is open to all students. Admission is based upon availability of classroom space. First priority is given to current families and active, participating members of IHM parish. Non-parishioners may attend at an increased tuition rate. Students with special needs/learning exceptionalities will be evaluated to see if we are able to serve their educational needs.

Tuition

Please go to <https://ihmkyschool.org> for the updated Tuition Schedule.

All tuition payments are made to FACTS Tuition Management Company. All families should receive an application from FACTS upon registering your child. If you need information or have questions regarding FACTS Tuition contact John Doubrava.

There shall be three options for payment of tuition:

- a. One payment in full made by the announced deadline (Payment made to school.)
- b. FACTS offers a 10 month payment option: September-June.
- c. FACTS offers a 12 month payment option: July-June.

(Any exceptions must be made with the school business manager.)

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

- a. Failure to pay required tuition and late fees will result in the following:
 - i. Student (s) may not be permitted to start a new school term.
 - ii. Student (s) may not receive a report card or school transcript.
 - iii. Student(s) may not participate in graduation ceremonies.
- b. Delinquency letters will be sent out quarterly by the financial institution monitoring payment. There will be a \$25 fee for late payments.
- c. Chronic delinquencies will be dealt with on an individual basis.
- d. If any family is unable to make the required tuition payments, a tuition assistance application may be obtained through the FACTS grants and aide website. Any family encountering financial hardship must notify the school business office for further tuition assistance information.

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

Lunch, ASR, and Extended Day Fees

At the end of each school trimester all lunch, ASR, and extended day balances must be paid in full. Students having any delinquent balances will not receive their report card until payment is made.

Arrival/Dismissal Policies

Morning Arrival

Upon arrival, students riding the bus enter through the upper Gathering Space doors and proceed to their designated space in the cafeteria. Students arriving by car may enter through the main cafeteria doors beginning at 7 A.M. Teachers will escort their students from the cafeteria to their classrooms at 7:15 A.M. Students arriving after this time will go directly to their homeroom. Students must be in their classroom by 7:40 A.M. After this time, students are considered tardy and must report to the office to obtain a tardy slip to give to their teacher.

***Note: The gate to the lower lot will close promptly at 7:35 A.M. Any student arriving after this time will need to go directly to the office and MUST be signed in by his/her parents.**

Early Dismissal

All requests to leave the school building before the end of the school day are to be made in writing, by email, or by phone call to the office before 9:00 A.M. The parent/guardian MUST report to the front office to sign the child out.

***Note: If there is a change in dismissal for a child, parents MUST notify the teacher AND call the front office. Teachers are not always able to check their email in time.**

Regular Dismissal

Students should be seated at their desks in their homeroom during the dismissal period. Students who ride buses will be called first and are to leave the classroom quietly and orderly when called. Students who dismiss to Father's Lot will be called next, followed by car riders in the lower lot.

Private Transportation Days

On days when the Boone County buses do not operate for Immaculate Heart of Mary School the following procedures will be followed:

Morning Drop-off:

- All students will be dropped off in the lower lot at the "drop zone" (along the entire sidewalk) near the cafeteria doors.

Afternoon Pick-up:

- Those students who ride the bus (even if one day a week) will be picked up upstairs in the upper parking lot.
- Students who are picked up in Father's Lot will be picked up in that lot.
- Students who are car riders will be picked up in the lower lot.

Snow Day(s)

Immaculate Heart of Mary School will follow Boone County Public Schools for snow closings or delays. Families will receive an all-call and email with this information. It will also be posted on the IHM Facebook page. When Boone County closes school IHM will also be closed. If Boone County goes on a one or two hour delay IHM school is on a one or two hour delay. IHM will follow Boone County Schools for the first 5 closures, after that IHM will make the decision to close.

Attendance

If a child will be absent from class, parents are asked to notify the office either by calling and leaving a message or by emailing attendance@ihmkyschool.org by 8 A.M. All missed work will be available for pick-up on the bookshelves in the Gathering Space by 2:20 P.M., or may be sent home with another student.

Doctor and dental appointments should be made outside of school hours when possible. Families are encouraged to take vacations only when school is not in session.

The limit for parent excused absences is 10. Beyond 10 absences, the student must have a physician's or court note, or the absence will be counted as unexcused. Extended absence or numerous tardies/truancy will require a conference to determine if a student needs to be retained due to inadequate instructional time for a grade level.

Excused Absences – A student may miss up to 10 days of school with a note from a parent/guardian.

- a. Personal illness or injury.
- b. Medical or dental appointments (partial days, in most cases).
- c. Illness or death in the family.
- d. Funeral of immediate family member or relative.
- e. Appointments for court.
- f. Emergencies and other reasons deemed good and sufficient by the principal.

***Note: If a student is absent from school, it is his/her responsibility to make up any missed work. Normally, one school day for each day absent will be allowed for students to turn in missed work. Please be in contact with your child's teacher regarding any absence.**

Unexcused Absences – Absences that exceed the 10 day limit and are not covered in the section above are deemed unexcused unless pre approved by the principal. In the event of an unexcused absence(s), only summative tests and projects may be assessed for grading purposes. Daily grades and homework grades will be assessed at the teacher's discretion. Unexcused absences can be detrimental to a child's educational progress and should be avoided. The parents must assume the responsibility for such absences, which include:

- Contacting the school office in advance of the absence
- Contacting the teacher in advance of the absence. Teachers are not expected to give classwork that will be missed ahead of time.
- Holding the student responsible for completing missed assignments
- Providing the students with any additional instruction if he/she is experiencing problems with the material that was covered during the absence

Tardiness

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

One-half (½) day attendance shall be recorded for a student who is absent 2-5 hours of the regularly scheduled school day.

One full-day absence shall be recorded for a student who is absent 5-6 hours of the regularly scheduled school day. A letter will be sent home to parents after a student has been tardy 10 times in any trimester.

A child is marked tardy when they are not present by 7:40 A.M. When tardy, the child will report to the school office and will need to be signed in by a parent/guardian.

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

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

Educational Program

The educational program at Immaculate Heart of Mary meets the requirements set by the Diocese of Covington and accredited by the Kentucky Non Public School Commission. Instruction is provided in the following areas: religion, language arts (reading, spelling, oral and written language), mathematics, social studies, and science.

Enrichment Areas: Grades K-8 will receive weekly lessons in physical education, music, technology, STEAM, art, and Spanish.

Field Trips

All students participate in planned field trips to enrich their understanding and appreciation of the arts, as well as adding to their knowledge of specific areas related to their studies. Students are required to wear uniforms unless otherwise notified by the teacher. Proper conduct is expected. Permission slips **MUST** be filled out and turned in to the school by the given due date. All school guidelines are to be followed on field trips.

Students may pose a liability and a potential safety hazard to other students because of behavior problems at school. If a child has experienced difficulty in self-discipline, and if the decision is made that a child has lost the privilege to attend the field trip, parents will be notified.

Note: Only approved VIRTUS trained chaperones are permitted to attend a field trip. Under no circumstance is a parent allowed to show up on a field trip if they have not been approved by the teacher.

MAP Testing

Immaculate Heart of Mary School follows the program set up by the Diocese of Covington, which is the use of MAP tests. These tests are administered three times a year: fall, winter, spring. Test results are reported to parents and are used by the faculty and administration to study the strengths and weaknesses of the curriculum. Test results are also used by our Learning Advancement Block (LAB) team to determine how to meet each student's individual academic needs.

Grading Scales

Grade 1-3

E-Excellent Progress
G.-Good Progress
S-Satisfactory Progress
P-Problem Area
I-Improving

Grade 4-8

A-93-100
B-85-92
C-75-84
D-70-74
F-Below 70

Homework

Homework is assigned at IHM on a regular basis. It should extend and reinforce classroom instruction and increase personal responsibility. All assignments must be completed on time and in a satisfactory manner. The classroom teacher will decide on an appropriate consequence if it is not completed on the date that it is due. The following is an average amount of time that each student can expect to spend on homework:

Grade 1: average of 10 minutes	Grade 5: average of 50 minutes
Grade 2: average of 20 minutes	Grade 6: average of 60 minutes
Grade 3: average of 30 minutes	Grade 7: average of 70 minutes
Grade 4: average of 40 minutes	Grade 8: average of 80 minutes

Student Placement

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

Disciplinary Management Plan

- Teachers in grades PS-5 will provide their own system of behavior management in their classrooms that will be communicated to parents at the beginning of each school year. School administration will be involved in excessive discipline issues.
- In grades 6 - 8, behavior management and missing assignments will be monitored through Sycamore and on a conduct card.
- If a student receives THREE behavior marks, the student will be given detention with administration. Another detention will be served at FIVE and SEVEN disciplinary marks along with a parent meeting. If a student receives EIGHT disciplinary marks in one trimester, the student will serve an in-school suspension.
- The student will not be permitted to participate in the next extracurricular activity/competition if a detention or suspension is served.
 - If conduct continues to be an issue, a parent meeting with teachers, administrators and the pastor will be called to discuss possible out of school suspension and/or expulsion.

- FIVE accumulated missing assignments will result in a study table served before or after school to complete the assignments. Detentions will be served before or after school one day a week at the teacher's discretion.

Medical concerns and immunizations:

- All students at Immaculate Heart of Mary are expected to have current immunization records on file in the school office. No student may be enrolled at IHM School without the required valid certificate of immunization or religious exemption certificate.
- Students who require over-the-counter or prescription medication must contact our school office to fill out the required forms. You can access these online.
- First aid supplies such as band-aids, antibiotic ointment, hydrocortisone cream, etc. are available to all students by visiting the school office. Parents must notate on their medical form if they would like to opt-out of these first aid items.
- If a student is found to have lice or nits, the child will be sent home and the school nurse will perform regular head checks to be certain that the lice or nits are gone. Siblings may also be regularly checked. Other families with students in that class will be notified.

Volunteers and Visitors

All visitors to the school must check-in and check-out at the school office by providing their drivers license or other identification. Visitors are screened by our Raptor system to check for sexual offenders. All volunteers must be Virtus trained and compliant.

IMMACULATE HEART OF MARY - TEACHER CODE OF ETHICS

Teachers at Immaculate Heart of Mary School:

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

To Students:

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

To Parents:

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

To the Education Profession:

- *Shall exemplify behaviors which maintain the dignity and integrity of the profession.*
- *Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.*
- *Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.*
- *Shall not use coercive means or give special treatment in order to influence professional decisions.*
 - *Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.*

STUDENTS CODE OF ETHICS

Grades Kindergarten to Three:

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

- Treat people with care and kindness
- Take care of school property
- Use good manners
- Be responsible and prepared daily for class work
- Tell the truth to my teachers and friends
- Follow the rules of my classroom and school

Grades Four to Eight:

- Treat all students, faculty, staff, and visitors with respect
- Show appreciation for parish property equipment and facilities
- Cultivate courteous, respectful, and appropriate language and behavior
- Be responsible and prepared daily for class
- Be honest in speech and class work
- Abide by rules for student conduct as established in the Immaculate Heart of Mary School Handbook
- With God's help, I can live this code of ethics.

CODE OF CONDUCT – ALL STUDENTS

Our Catholic School strives to instill in its students a lifestyle based on the Gospel precepts.

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

To ensure an appropriate Christian school environment, and to reinforce the Christian values of the home, students and parents of Immaculate Heart of Mary school support the following code of conduct for the students in the parish school. This code helps to provide a means for guiding and maturing toward responsible citizenship.

1. Students are to exhibit respect at all times for teachers, and all those in authority in their school situation. Talking back, foul or abusive/disrespectful language or gestures are not permitted. Those in authority during a school day are: pastor, principal, teachers, school secretary, nurse, receptionist, substitutes, instructional aides, library staff, cafeteria staff, playground monitors, volunteers, maintenance staff, and bus drivers.
2. Students are expected to recognize the dignity and importance of each person by respecting all. Ways of demonstrating respect include:
 - Respect Others
 - Respect Ourselves
 - Respect Nature
 - Respect Property
 - Pushing and shoving in line, cheating, stealing, verbal abuse, name calling and unacceptable physical contact such as fighting, scuffling, tripping, shoving and unacceptable games are not permitted.
3. Students are expected to properly care for all school property, their own and that of others. Defacing school property is not permitted. Students and parents are financially accountable for repair or replacement of any damaged property.
4. Students are to conduct themselves in a quiet manner in the school building before and after school and while changing classes.
5. Lunch time is not only for rest and relaxation, but for maintaining and developing proper and acceptable social behavior in the lunchroom. Conversing quietly is acceptable. Rude behavior, such as shouting, food-throwing, or destroying another's lunch will not be tolerated. Disciplinary action will result.
6. Students are to exhibit respect at all times on the way to and from Church and during all Church services. Students are expected to grow in their understanding and expression of spiritual and moral values. Among the values stressed are participation in liturgies, thoughtful prayer, honesty and personal responsibility regarding school policies and guidelines.

7. Students are expected to take an active role in helping to create a positive classroom experience for all. Students are called upon to assist teachers in establishing classroom rules and standards. Once established, the rules and standards become a part of the students' way of life in the classroom.
8. Students are expected to abide by the dress code as detailed in this handbook.
9. Students are to conduct themselves as responsible Christian citizens at all times. Each student is a personal representative of Immaculate Heart of Mary School and is expected to produce a positive image both at school and in public.
10. Sale, use, or possession of drugs, alcohol, tobacco products, fireworks, firearms, weapons, or pornographic materials are not permitted.
11. Students, to show they support the code of ethics, will sign the form that will be found at the back of the Handbook.

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

ANTI-BULLYING/HARASSMENT POLICY

Immaculate Heart of Mary School will not condone any form of bullying and/or harassment. All students are expected to treat fellow classmates and others with dignity and respect. IHM School will pursue the necessary measures to create a safe and respectful learning environment for all students and employees. Bullying/harassment is defined as any type of action, physical, verbal, and/or nonverbal, that is **repeated, targeted** at a student or group of students, makes someone feel uncomfortable and unsafe, has a power differential, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and/or psychological well-being of another student, such as, but not limited to, the following:

- Name-calling
- Taunting
- Baiting
- Imposing physical harm
- Social exclusion in school
- Spreading rumors or hurtful gossip
- Coercion
- Internet Use/Blogging/social media (See RUP agreement)

Bullying/Harassment in any form is unacceptable and will not be tolerated. The Administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations. IHM School reserves the right to partner with parents to discipline students for off-campus conduct.

ACADEMIC HONESTY POLICY

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

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

The following actions are violations of the Academic Honesty Policy:

- 1. Unauthorized Collaboration:** Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher.
Examples: Copying someone else's homework, assignments, test answers, or downloading work from the Internet. Allowing others to view or copy your homework, assignments, test answers, etc. Submitting work done by someone else (parent, tutor, sibling, group members - group projects, etc.).
- 2. Plagiarism:** Copying or paraphrasing, in whole or in part, published works or the ideas of others without proper citation. Downloading of documents without citing the source is plagiarism.
Examples: copying and pasting the words of someone else without proper citation, using the ideas of someone else without giving credit. Signing into someone else's account or device is plagiarism.
- 3. Using, or having in view, notes or other unauthorized material including technology during a test or other assessment.**
- 4. Test Dishonesty:** Any giving or receiving of external assistance (either verbally, nonverbally, in writing, or using an electronic device) relating to an exam, test, or quiz without expressed direction or permission from the teacher. This includes giving or receiving previously administered tests.
Examples: wandering eyes, hidden notes, intentionally allowing answers to be seen by others, and sharing of information about tests.
- 5. Forgery: Falsifying or submitting academic work by forging another person's signature.**
Example: signing documents intended to be signed by your parents.

Consequences

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

First Incident:

- Student receives a zero on the submitted work or test.
- Parent Notification
- Student Meeting with Administration
- Detention
- Unsatisfactory for Conduct Grade
- Sending an apology to the person and/or institution against whom the offense occurs

Repeated Incidents:

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

Incident recorded in student's disciplinary file.

In School Suspension

Mandatory Parent Meeting with Administration and Teachers to determine next steps.

*The Academic Honesty Policy is to be read and reviewed by parents and students. After understanding this agreement please sign and return to the school office. The Academic Honesty Policy Agreement form will be included in the first day packet.

Student Responsible Use Policy (RUP)

Immaculate Heart of Mary School has a computer and internet policy for all students. This form was signed digitally during the registration process. It has been updated (7/2023), and will be given to each student to sign and return to school.

- Grades K-5 use Chromebooks and/or Ipads that are stored on a cart in their classroom.
- Grades 6-8 are assigned a Chromebook that they use while at school.
- All students in preschool through 8th grade attend a technology class once per week in the computer lab and will be taught both Microsoft and Google operating systems.

Immaculate Heart of Mary School uses technology as a way to improve student learning and help our teachers to be more effective in the classroom. Our rules make sure we use technology safely and protect IHM's investment in hardware and software. Our policy is focused on making sure we use technology in ways that are appropriate for a Catholic school environment and discourage harmful practices by including:

- Web filtering on all networked devices through an on-premise appliance and hosted software application
- Security filtering software on all Windows based devices owned by the school
- BARK monitoring of student activity within the student's Google account
- GScholar and/or GoGuardian monitoring of student activity
- Access by all users of our network is safeguarded from inappropriate content and matter as defined in the Child Internet Protection Act (CIPA).
- Every student and parent/guardian must sign the Responsible Use Policy (RUP) at the beginning of each new school year.

Immaculate Heart of Mary School Dress Code

Updated 07/2023

	TOPS	BOTTOMS
K-5 GIRLS	<ul style="list-style-type: none"> - Plain white or light blue, long sleeve or short sleeve polo shirt or blouse - Regulation IHM logo gray sweatshirt or ¼ zip - Solid navy or white cardigan - Only a plain white undershirt or bra - Solid navy or white tights may be worn under the jumper - No denim material, gym shorts, capris or leggings 	<ul style="list-style-type: none"> - Regulation IHM plaid uniform jumper purchased through Schoolbelles - Navy pants with a belt (K and 1st do not need a belt) - Summer uniform option: navy shorts with a belt or a navy skort no more than 4 inches above the knee
K-5 BOYS	<ul style="list-style-type: none"> - Plain white or light blue, long sleeve or short sleeve polo shirt - Regulation IHM logo gray sweatshirt or ¼ zip - Solid navy or white cardigan - No denim material or gym shorts 	<ul style="list-style-type: none"> - Navy pants with a belt (K and 1st do not need a belt) - Summer uniform option: navy shorts with a belt no more than 4 inches above the knee - Only a plain white undershirt
6-8 GIRLS	<ul style="list-style-type: none"> - Plain navy or red, long sleeve or short sleeve polo shirt - Regulation IHM logo navy or red, long sleeve or short sleeve polo shirt - Regulation IHM logo navy or red sweatshirt or ¼ zip - 8th grade may wear the official IHM 8th grade sweatshirt - Solid navy cardigan 	<ul style="list-style-type: none"> - Regulation IHM plaid uniform skirt with built-in shorts purchased through Schoolbelles - Khaki or navy pants with a belt - Summer uniform option: Khaki or navy shorts with a belt no more than 4 inches above the knee - Solid navy tights may be worn under the skirt - Khaki or navy skorts no more than 4 in. above knee - No denim material, gym shorts, capris or leggings

6-8 BOYS	<ul style="list-style-type: none"> - Plain navy or red, long sleeve or short sleeve polo shirt 	<ul style="list-style-type: none"> - Khaki or navy pants with a belt
	<ul style="list-style-type: none"> - Regulation IHM logo navy or red, long sleeve or short sleeve polo shirt - Regulation IHM logo navy or red sweatshirt or ¼ zip - 8th grade may wear the official IHM 8th grade sweatshirt 	<ul style="list-style-type: none"> - Summer uniform option: khaki or navy shorts with a belt no more than 4 inches above the knee - No denim material or gym shorts - Solid navy cardigan

Shoes: Most students wear athletic shoes. Dress shoes and boots may be worn. No cowboy boots. Open-toed or open-back shoes are not permitted. No crocs.

Socks: Black or white socks must be worn at all times. Socks may have a black or white emblem on the back or side. Socks must be worn each day.

Physical education uniform: On PE day, the regulation IHM PE uniform should be worn in place of the regular uniform. The regulation IHM PE uniform is navy sweatpants with a regulation IHM PE t-shirt or a regulation IHM sweatshirt. Navy gym shorts no more than 4 inches from the knee may be worn for summer uniform. Students must wear athletic shoes.

Out of Uniform Days: On certain announced occasions, students may be out of uniform, but must adhere to the following guidelines:

- Shirts and dresses must have sleeves and must cover shoulders, stomach, and chest area.
- No open-toed or open-backed shoes, such as sandals, are permitted.
- Sayings and logos on clothing must be appropriate. Students should not wear clothing with words on the backside of pants, shorts or skirts.
- No rips/tears in clothing that expose the skin.
- Shorts must be no more than four inches above the knee.
- Tops must be long enough to cover the backside if leggings are worn.

IHM Spirit Days: Each Wednesday students may wear an IHM spirit wear top with uniform bottoms. Tops must be an appropriate style and have IHM or an IHM logo on them.

Proper grooming: No make-up is to be worn at school. Girls may wear nail polish. Nails must be short enough to be able to type. The only acceptable body piercing is of the ears and only post earrings no larger than a dime may be worn. Girls may wear no more than two sets of earrings. Boys may not wear earrings. Jewelry may be worn in moderation. Writing on the body and clothing is prohibited at all times. Hair must be kept cut, neat, and clean. Boys' hair may not touch their shirt collar. No unnatural hair colors allowed, such as pink, purple, and blue. No distracting hairstyles. Clothes must be clean. Styles deemed improper for school by the administration will not be permitted. Hats and winter accessories are to be worn outside the building only.

Student ID lanyards are part of the uniform and must be worn at all times of the school day. Any ID that is lost, defaced in any way, or in poor condition must be replaced at the student's expense. The cost is \$5.

Summer uniform guidelines are in place from the start of school until mid-October and from the beginning of April until the end of school. Specific dates will be announced.

Preschool - No uniforms are required for preschool. Comfortable play clothes and gym shoes are recommended. IHM t-shirts and sweatshirts are available for purchase.

School Pictures

School pictures will be taken during school hours in the Fall. Dress Code: Students may be out of uniform. Please make sure students wear appropriate clothing. Students may wear jeans without tears or holes. If a dress is worn, it must be knee-length or have tights/leggings underneath.

Free IHM Uniform Swap is available for current students looking for gently used uniforms. Please use this email UniformSwap@ihmkyschool.org to request these uniforms.

UNIFORM CONTACT INFORMATION:

Schoolbelles - 5046 Old Taylor Mill Road, Taylor Mill, Ky. 859-581-3111

*There will be four sales a year. A link will be sent out via email.

