

**IMMACULATE HEART OF MARY  
ACADEMY**

**SSPX**

**Parent-Student Handbook**

**2021-2022**



*Instaurare omnia in Christo*

To Restore All Things in Christ





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# **Immaculate Heart of Mary Academy**

## **INTRODUCTION**

Immaculate Heart of Mary Academy, a private Catholic school for grades K through 12 and a 501(c)(3) non-profit organization, operates under the guidelines of the United States District of the Society of St. Pius X. This handbook is provided as a reference for parents and students regarding school policy. Immaculate Heart of Mary Academy does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration and hiring of personnel, admissions, or any other school programs.

Immaculate Heart of Mary Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives ultimately to form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual, and physical realms.

## **MISSION & PHILOSOPHY**

Our mission as a private Catholic school is to develop the minds, bodies, and souls of students in accordance with the perennial educational and moral principles of the Roman Catholic Church. We operate under the Society of Saint Pius X, and provide a structured, traditional, social, and academic environment in which students pursue truth within a rigorous, balanced curriculum, and take active part in the life and liturgy of a thriving community fully committed to developing Christian values. By providing an atmosphere of serious scholarship and Catholic vitality, Immaculate Heart of Mary Academy strives, as inspired by the motto of the Society of Saint Pius X, to equip students “To restore all things in Christ.”

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than mechanistic, quantitative filling up. The school strives continuously to provide the best possible facilities, tools, and material resources, in terms of texts

and an integrated curriculum, simultaneously recognizing that our teachers' mastery of subject matter, ability to communicate, and, above all, love for our students, are what finally foster a desire for learning in those students. Our curriculum challenges minds; our teachers work with God to form souls.

## **PLAN TO PROTECT**

Your children's safety is of the utmost importance and as such we have incorporated the SSPX US District's Plan to Protect policy. For more information, please see <http://plantoprotect.website>

## **ADMISSIONS**

Admission inquiry, application, and enrollment information are available through the Admissions Office and the Academy's website ([ihm-academy.com](http://ihm-academy.com))

New and returning students will apply/enroll their students through FACTS-SIS. As part of the application process, school personnel will administer entrance exams to prospective students for grades 1-12 before initial grade placement. Students entering grade 1 must take an entrance exam only if they did not complete Kindergarten at the Academy in the academic year immediately prior to their entrance. Kindergarten students are not tested. A review of academic, testing, and behavioral records from any previous school(s) is a part of the placement process for students entering grades 1-12. Parents must notify the school of any learning, emotional, or behavioral handicaps prior to an applicant's admission.

Kindergarten applicants must be 5 years old by August 1 of the year of enrollment.

Religion is integral to the education offered at Immaculate Heart of Mary Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

As a matter of policy, new students in grades 1-12 will be placed on academic probation for at least one semester.

### New Students

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes.

The following are required for new student enrollment:

- A teacher referral/recommendation for all new students in grades 1-12.
- A character reference letter from the student's Pastor for all new students entering grades 8-12.
- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school. (Private schools only.)
- All academic, standardized test, and behavioral records for all applicants.
- IEP, ISP, or 504 plan (if applicable) for students with any documented learning disability.
- Completed application forms, along with application fee.
- Fee payments, along with the first month's tuition, via FACTS Tuition Payment Plan (first tuition payment and fees are withdrawn by August 15).
- A photocopy of the official state-issued birth certificate (A *certified* copy is not necessary.)
- A photocopy of student's baptismal certificate.
- Copies of all other sacramental certificates. For sacraments received at Immaculate Heart of Mary Chapel, the date of the reception of the sacraments is sufficient. Please note – even if baptism was received at IHM, a copy of the baptismal certificate is still required.
- A physical examination is strongly encouraged, including physician documentation of hearing and vision screening, for students younger than 9 years old at the time of enrollment.
- Notarized copies of official custodial documents, when applicable.
- Vaccination records showing completion of required inoculations. Notarized letter of Medical exemption or religious objection from the parents may be substituted.
- Meeting with the Principal, as required.

### **Returning Students**

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation.
- All enrollment forms completed and submitted by July 1. Late enrollment fees will apply. Late enrollment will be considered on a case-by-case basis.
- Tuition payments current and all fees paid (first tuition payment and fees are due by August 15).
- Vaccination records, medical exemption forms, or notarized exemption statements must be current.
- Custodial / legal documents provided and up-to-date, if applicable.
- Meeting with the Principal, as required.

## **COLLABORATION BETWEEN THE FAMILY AND THE SCHOOL**

In the effort to provide a true Catholic formation, Immaculate Heart of Mary Academy needs the cooperation of students' parents. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification as well as for their proper intellectual development. Without parental reinforcement—initially entrusting the school with educable children, and supporting school policy and procedures throughout the educational process—the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

### **Communication**

Parents must provide, in an open and timely manner, any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that may be helpful or necessary in the proper formation of the child. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personnel is expected to be

conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on the necessary unity among educators, and therefore may result in immediate student dismissal or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

### **Spiritual and Moral Formation**

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and the Faith. A balanced and joyful home life, in which children may receive their first experiences of the nourishing authority and protective affection of their heavenly Father, will foster a respectful and affectionate docility in the children that is vital for their education and healthy development as human beings and children of God.

### **Regulation of Electronic Media**

Television, electronic games, and recreational internet use not only impede the intellectual and spiritual progress of the student, but pose potentially severe moral risks. By their nature, electronic media work directly against the goal of education, which is, in part, to draw the child into reality. Parents are urged to minimize exposure to these media in the home to the greatest extent possible. Movies and TV should be thoroughly screened for content and spirit, and should generally be forbidden on school nights. The Academy strongly discourages creating, hosting, or maintaining personal websites, and participating in on-line social-networking. Further, all infractions listed in the Handbook apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying online, for example, as they would for lying in class. Those who choose to participate in the cyber domain should bear in mind that the World Wide Web is an open and generally unsecured environment: true privacy does not exist there, and they must assume that all postings are instantaneous, global, and permanent.

Use of cell or “smart” phones requires specific mention. These now ubiquitous devices are often useful, especially as means of emergency communication. They also, however, represent one of the most prevalent sources of distraction, exposure to moral danger, and detachment from reality in our culture. Especially because of their

capacity to distract, cell or smart phones (or any personal electronic devices) are not allowed in the school or during any school sponsored events. Further details follow in the “General Rules & Guidelines” section of this handbook.

### **Conflict Resolution**

Conflict is often the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school related dissatisfaction or problems: both the school and the parents must avoid on the one hand, assuming ill will, or on the other, denying the possibility that a problem could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the Vice-Principal. Direct recourse to the Principal is justified when an issue relates directly to overall school policy, or to some matter difficult to present discreetly to the teacher or to the Vice-Principal. In any case, parents should ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is detrimental to the formation and healthy development of the child.

### **Discretion**

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff in the presence of students. Beyond being an objective source of scandal, this spirit of criticism severely undermines the operation of the school and destroys the children’s confidence in any authority.

### **Homework Supervision**

Parents are expected to supervise homework to ensure completion and accuracy. This daily investment of the parents’ time is one of the strongest proofs they can give to children of their respect for and support of the school and education generally.

### **Paternal Participation**

As an extension of God's authority and Catholic hierarchy, and as heads of families, fathers must take an active interest in the education of their children in matters of curriculum, school activities, and especially their children's progress. As St. Thomas Aquinas teaches, "It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child." (IIa IIae q. 154, a. 2, c.) As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes.

### **Financial Obligation**

Parents must fulfill to the best of their ability all points of the enrollment contract, including the support of official fundraiser. This is a matter of justice towards teachers and students alike.

## **SPIRITUAL FORMATION**

Students attend the Holy Sacrifice of the Mass at 7:50 a.m. on Mondays of each week as part of their regular schedule. In addition, they assist at 7:50 a.m. on First Fridays of each school month.

In addition to assisting at Mass, students recite daily prayers before and after school and classes, and at meal times. Students observe seasonal devotions throughout the Liturgical Year.

Students have the opportunity to go to confession each month during school hours.

All students are required to bring their own missals and rosaries. Girls must also bring their own white chapel veils.

# DAILY SCHEDULE

**General Schedule:** The school day consists of classroom instruction, recess, and lunch. School is in session Monday through Friday from 7:45 a.m. to 3:20 p.m. On Wednesday, Kindergarten is not in session (unless there is no school on a different day of the week. If this is the case, Kindergarten is in session on Wednesdays).

## Daily Schedule:

7:30 am	Doors open; students may arrive at	or
after this time		
7:40 am	Line up	
7:45 am	Morning Prayers	
8:00 am	Morning classes begin	
10:15-10:30 am	Morning break & snack	
11:55-12:55 pm	Lunch/Recess	
1:05 pm	Classes resume	
2:45-3:15 pm	Study Hall (Grades 3-8)	
3:25 pm	Students recite seasonal hymn to	Our
	Lady as a closing prayer for the day, followed by	dismissal

# ARRIVAL, DEPARTURE, & DISMISSAL POLICY

## Hours of Operation

School is considered “in session” from 7:45 a.m. until 3:25 p.m. The school doors remain open from 7:30 a.m. until 3:45 p.m. On early dismissal days, students will be dismissed at 12:00 p.m. unless otherwise noted. It is important that students arrive on time every day for maximum learning to take place.

## Student Drivers

High School students with licenses may drive themselves and others to school, subject to legal license restrictions and with written permission from their parents AND the parents of designated passengers, as applicable. A list of approved passengers for each student driver will be maintained in the school office and in the student driver’s vehicle. Students may not drive anyone other than the persons specified to or from school, or to any school-related activity, and may

park only in designated areas. Students may face revocation of on-campus driving privileges for failure to comply with any on-campus driving regulation.

Student drivers must turn in their keys at the Academy office upon arrival at school and may retrieve them from the office before departure at the end of the school day.

### **Arrival**

On-time arrival at school is a matter of justice toward teachers and students. Students must be at line-up no later than 7:45 a.m. Students arriving after this time will be marked “tardy” for the day. Students who come late to school must present a written or verbal excuse from their parents.

Students may not arrive before 7:30 a.m. The Academy is not responsible for students who arrive before this time.

### **Departure**

School dismissal is at 3:25 p.m. Students will wait in designated areas for parents to pick them up. Parents must pick up students promptly, and not later than 3:45 p.m. Teachers will make every effort to ensure that children are ready for pick-up at dismissal time.

Once a parent has arrived for pick-up, the student is considered under that parent’s care and supervision. Students may not be left unsupervised in school buildings or on school premises. The Academy will not accept responsibility for any student who remains on campus after the pick-up time. The Principal may impose disciplinary penalties if children consistently remain on campus after hours.

### **Early Departure**

Parents must inform the school office in advance of any instance when a student needs to leave the school premises before the usual dismissal time. The reason for the early dismissal (doctor or dentist appointment, etc) must be indicated. Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must go to the school office to pick them up.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

# ATTENDANCE POLICY

Healthy students are expected to attend school every day. Students absent from school more than 18 times in an academic year may be separated, retained in the same grade, or denied a diploma for excessive absences. The Principal will make the final decision in these cases.

## Absence

In the case of an unforeseen absence, parents need to notify the school office by 8:00 a.m. and provide an explanation.

In the case of an extended absence, parents must make arrangements with the school for schoolwork. Students returning to school after an illness or absence must bring a written note of explanation to the homeroom teacher. Absence due to sickness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed on account of unexcused absences will be penalized at the Vice Principal's discretion.

Students who are at school for fewer than 2 class periods on a given day will be marked "absent" for that full day. Students who must leave school before completing 4 class periods will be marked absent for a half day.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE.

## Foreseen Absences

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences (for special occasions such as out-of-town weddings or funerals, etc.) require the further permission of the Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disrupting the schedule of the class or of the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families are expected to plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

## **CALENDAR**

School officials will notify parents of any changes to the academic calendar, should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Student participation in functions noted on the school calendar is mandatory unless explicitly indicated otherwise.

## **MEAL POLICY**

Parents should closely supervise all school meal preparations made by their children. Students—especially younger children—need sufficient, healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

Food is to be consumed in designated areas (i.e., the Teachers' Lounge or the Sacred Heart room). Permission for exceptions is granted by the Vice Principal or Principal. Exceptions should be rare.

### **Food Allergies**

Parents must notify the school of any and all food allergies, their specific nature, and severity.

### **Breakfast**

The Academy does not provide breakfast for students. Students should bring breakfast to school on days when they assist at Mass.

### **Lunch**

Students should bring lunch to school each day in containers marked with their names. Please include water bottle, napkin, and silverware when needed. The school expects students to use proper table manners, and parents should review etiquette with them. All students (grades K-12) eat lunch on campus.

### **Snacks**

Snacks are allowed to be taken at the determined time(s).

## **HEALTH POLICY**

### **Communicable Disease**

A student suffering from a contagious illness or a bad cold will not be allowed in school. Should an outbreak of a communicable disease occur, children not vaccinated against that disease (for which a vaccine exists) must be removed from the school for a period of time determined prudent by medical professionals.

Parents must report all instances of communicable disease to the school office. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the school office before sending a child to school.

### **Illness and Injury**

Parents will be notified in the case of serious illness or injury that occurs at the school. In such cases, the child(ren) will be sent home only in the care of a parent or person designated by the parent. If immediate notification is not possible due to the nature of the injury or circumstances, the school will act in compliance with the registration releases and permissions and will notify the parents/legal guardians in a timely manner. In emergency situations, the school will contact emergency medical services and parents (or designated personnel) as expeditiously as possible.

## **Vaccinations**

State law requires that children enrolled in all Minnesota schools be vaccinated against certain diseases, allowing for exceptions, including conscientious objection. Parents must therefore submit applicable pupil vaccination documentation, and provide updates as required. Parents assume all legal and financial responsibility in representing to the school whether or not the child is in compliance with all required immunizations.

## **SSPX Statement on Vaccination**

Schools of the US District of the Society of Saint Pius X comply with vaccination policies of local health and education authorities while adhering to moral principles of the Roman Catholic Church.

The Catholic Church does not oppose vaccinations in principle, but it does consider as morally illicit the development of vaccines from aborted fetal tissues. In 2005, the Vatican clarified<sup>1</sup> the proper position of all Catholics on this matter, and the SSPX adheres to that declaration.

Schools of the SSPX also support parental authority and freedom of choice, in matters not opposed to the moral law. If the state law does not mandate vaccination, neither do our schools. In the event of an outbreak of an infectious disease, our schools work closely with local and state officials to respond according to the guidelines prescribed by the governing authorities.

<sup>1</sup> Pontifical Academy for Life. Moral reflections on vaccines prepared from cells derived from human aborted fetuses. Cf/. *The Angelus*, February 2006, vol. 29, n. 2.

## **Medications**

The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms, available from the school office, must be completed, signed, and dated in every applicable case and returned to the Principal's office:

- Request for Prescription Medication to be Administered During School Attendance;
- Request for Non-Prescription Medication to be Administered During School Attendance;
- Allergy Action Plan.

Parents should administer medication at home whenever possible, and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container. School personnel will not administer first-time medications.

### **Privacy, Safety, and Use of School Facilities**

Academy facilities including all campus restrooms, locker rooms, bedrooms, showers, changing rooms or any other private area separately designated for use by students or attendees will be separately designated based on one's sex as reflected by his/her original birth certificate. Any entrance by members of the opposite sex for custodial/maintenance or emergency purposes is allowed with proper notice and safeguards. All students, administrative/school staff, parents, invitees and licensees must comply with this policy in order to preserve the safety and privacy rights of our students and in efforts to maintain a proper environment conducive to a proper Catholic formation.

## **GRADE SCHOOL CURRICULUM**

The curriculum for kindergarten through eighth grade includes the following subjects: religion, language arts (learning to read and write, grammar, dictation, literature, composition), Latin, history and geography, mathematics, nature study and science, music, and physical education. These will be taught at the appropriate developmental level for each grade.

Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, and dramatizing poetry and singing, along with creative projects and presentations in all subjects.

### **Religious Instruction**

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through

the study of Christian doctrine, the life of Our Lord, the Mass, the liturgical year, Bible history, and the lives of the saints. Children are taught to memorize the catechism, and at the same time to see behind these truths the face of Our Lord, calling them to lives of holiness in union with Him. Thus, students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

### **Literature and Language Arts**

SSPX schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and spiritual lives. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience — vicariously yet profoundly — circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through reading, discussing, and writing about good literature, students gain an openness to the realities of the soul, and thus are made docile to the call of grace, which draws them toward the highest of all realities. Dictation and poetry are a preparation and an extension of the study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling children to penetrate the essentials of the written word and to express themselves with clarity and elegance.

### **Other Subjects**

The other classroom subjects likewise harness the curiosity and strengthen the nature of the students. Latin introduces children to the world of Rome, that ancient civilization which is the heritage of the west; math teaches accuracy, order, and logic; science explores the beauty of God's plan in the natural world; history reinforces the study of human nature and the world, bringing to life real heroes and important events and connecting causes and effects; geography integrated with history broadens students' cultural awareness and helps to develop a truly Catholic perspective.

## HIGH SCHOOL CURRICULUM

At the foundation of the education offered at Immaculate Heart of Mary Academy is the idea that human reason can discover and understand an order outside itself, the order created by God. Students receive a thorough and integrated view of this reality through the organic unity of all subjects. They learn to think in an orderly fashion, to speak and write as clearly as they think, and ultimately to judge with wisdom and prudence.

At Immaculate Heart of Mary Academy, students learn from the saints, ancients, and secular masters through literature, history, philosophy, math, science, and religion. By opening to them the treasury of human knowledge, teachers strive to inspire students with an ardent love of truth and an increasingly clear vision of their final end. By teaching them to think not only critically but classically, and to integrate that thought into their own actions, an Immaculate Heart of Mary Academy education prepares students both to face the concrete conditions in the world, and to embrace supernatural as well as natural happiness.

The following is the standard curriculum of the Academy. Given the size of the student body and limited faculty, the curriculum is on a rotation. Classes designated for the tenth grade may be taken in the eleventh grade. Dependent upon academic capacity, some students may transition to a less rigorous curriculum starting in the 11th grade. All students will be assessed in accordance with the grading scale of this handbook, and eligible for the quarterly honor rolls based upon their achievement level, regardless of curricular track. Eligibility for overall academic distinction upon graduation (e.g. valedictorian, salutatorian, academic distinction) will depend upon academic performance, course selection, and conduct.

## ***Course Distribution***

### **9th Grade:**

Religion I  
Latin I  
Western Literature  
Grammar &  
Composition  
History: Ancient  
(Adam – 300 AD)  
Physical Science  
Algebra I  
Music  
Physical Education  
Art

### **11th Grade:**

Religion III  
Latin III  
Western Literature &  
Advanced Composition  
History: Early Modern  
(1300 AD - 1750 AD)  
Biology II  
Geometry  
Music  
Physical Education  
Art

### **10th Grade:**

Religion II  
Latin II  
Western Literature &  
Composition  
History: Medieval  
(300 AD - 1300 AD)  
Biology I  
Algebra II  
Music  
Physical Education  
Art

### **12th Grade:**

Religion IV  
Latin IV or French  
Western Literature &  
Advanced Composition  
History: Modern  
(1750 AD - Present)  
Chemistry  
Music  
Physical Education  
Art

\*Art includes sewing, cooking, watercolor, needle arts, and speech.

A transfer from one course or from one level to another may be requested only by the teacher. The recommendation for the transfer must be academically founded.

All requests for transfers must be presented to the school principal.

### **Graduation Requirements**

To be eligible to graduate from SSPX Academy, a student must complete, at a minimum, the following number of years of study in the required high school subjects listed below:

Religion:	4
English:	4
History:	4
Science:	3
Mathematics:	3
Latin/Foreign Language:	4
Music:	4
Physical Education:	4
Art:	4

Graduation eligibility ultimately will be determined by the Principal, based on academic performance, effort, and conduct.

Seniors who fail required courses during their final year in high school may be denied graduation. In such cases, parents will be notified during the final quarter, except in cases where students have jeopardized their graduation by poor results in the final quarter or on final exams.

In this case, a certificate of completion may be issued during the commencement ceremony, in lieu of the diploma.

### **Commencement Honors**

The Principal determines the valedictorian, salutatorian, and those to graduate with academic distinction.

# GRADING & ACADEMIC DISCIPLINE

## Grading Scale

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

## Academic Discipline/Probation

The school will issue report cards at the end of each quarter. Parents must sign and return report cards to the school in a timely fashion (i.e. one week after reception). Report cards for boarding students will be mailed.

Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade.

The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to remediate successfully according to school guidelines will necessitate a review and possible testing before advancement.

Any student demonstrating consistently poor academic performance will be placed on academic probation by the Principal for a designated period of time. If probationary students show no substantial progress, their parents will meet with the Principal or his designated representative to determine a proper course of action, which may include expulsion.

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, the theft

of another's work. Teachers will provide thorough critiques of papers and drafts, taking special care to elucidate the nature of legitimate research. Teachers will inform the Principal of suspected plagiarism. In confirmed cases, the Principal will determine appropriate sanctions and consequences.

All academic discipline and ultimate consequences remain at the sole discretion of the Principal.

### **Progress / Deficiency Reports**

The school will issue progress or deficiency reports at the midpoint of quarters two through four—deficiency reports apply to all students with two or more D's **or** one or more F's. The school may also issue deficiency reports when a pattern of poor conduct exists. The report will include comments and recommendations from the teacher. **Immaculate Heart of Mary Academy** encourages parents with concerns to communicate with teachers about their children's performance.

### **Parent-Teacher Conferences**

Parents are required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

## **HONOR ROLL**

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of C- or below will be ineligible for the Honor Roll. Students who have been suspended for any reason will be ineligible for the Honor Roll.

Students in grades 4-12 are eligible for the Honor Roll as follows:

### *Summa cum Laude*

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-).

### *Magna cum Laude*

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+).

### *Cum Laude*

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B).

## **HOMEWORK & HOMEWORK POLICIES**

### *Homework, general*

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time and make up homework assignments missed due to absence.

Parents are asked not to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this would undermine both the teaching and the learning processes, and seriously impede the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

### *Homework Time Guidelines*

**K-3:** No assigned (i.e., written) homework. **It is highly recommended that parents read to their children as often as possible,** preferably from the US District list of recommended reading. Once the child begins to read it is beneficial to have him/her read orally to someone every night. Below is a list of other possible activities to do with children after school:

- **Kindergarten:** read to children.
- **1<sup>st</sup> grade:** review of catechism questions, oral reading, review of poetry, practice math flash cards
- **2<sup>nd</sup> grade:** review of catechism questions, oral reading, review auto-dictation and poetry, review of grammar definitions, practice math flash cards
- **3<sup>rd</sup> grade:** review of catechism questions, oral reading, review auto-dictation and poetry, review of grammar definitions, practice math flash cards.

Homework is routinely assigned to students in grades 4 –12.

Reasonable expectations of daily homework requirements:

- **4<sup>th</sup> grade:** 30 minutes
- **5<sup>th</sup> grade:** 45 minutes
- **6<sup>th</sup> grade:** 1 hour
- **7<sup>th</sup> through 8<sup>th</sup> grades:** 1 ½ hours.
- **9<sup>th</sup> through 12<sup>th</sup> grades:** 2 hours.

These are general guidelines. Actual requirements will depend on the child’s ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework, but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above time guidelines, and the school in no way obliges or encourages giving unnecessary homework—merely busy-work for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

### **Homework and Class Work Expectations**

Immaculate Heart of Mary Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs, and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers

will not accept soiled or damaged papers.

Teachers will publish specifications for homework, to include acceptable formats, paper, notebooks, pens and pencils.

### **Late Work**

Students must complete assignments by the morning of the day they are due. At the discretion of the teacher, students may be penalized for turning in work late.

### **Homework Requests When Students Are Absent**

Students are responsible for obtaining missed assignments from their classmates or teachers. Ignorance is not an excuse. Parents of K-6 students may call the school office for assignments *no later than the morning* of the due date and may either pick up assignments at the end of the school day, or have them sent home with siblings.

For each day a student is sick, a one-day allowance is given to complete work. If more time is needed, parents may work with the teacher to determine appropriate due dates.

Long-term projects and assignments given prior to a student absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests announced prior to an absence on the day they return to school.

### **Summer Studies**

Teachers may assign summer reading, crafts, or other projects.

## **UNIFORM POLICY**

A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the standard remains *uniformity*, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character, and a personality strong from within, not defined from without. A uniform facilitates all of this by

minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Uniforms do not suppress individual expression; willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic “letter of the law,” but students, aided by their parents, should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to comply with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

### **Hygiene and Appearance**

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, even after school.

### **Make-up**

Make-up and cosmetics are forbidden. Fingernail polish is likewise forbidden.

### **Jewelry**

Excessive jewelry is forbidden (allowances for watches and fine-gauge necklace with single religious medal). Girls with pierced ears may wear a simple earring in each ear. Boys may not wear earrings.

### **Hair**

Fad hairstyles for boys or girls are forbidden. Boys must be clean-shaven, well-groomed, with hair cut, off the collar and ears. Girls are to keep their hair pulled back and out of their faces; bangs are to be kept short or fastened back.

## **Required Uniforms**

The following provides general guidance concerning articles that make up the uniform. Any elements of the uniform that do not match the components available through the Academy are non-regulation.

### ***Girls***

#### **Grades K-6**

Jumper: Blue plaid from Donald's (reaching below the knee when sitting).

Blouse: White regulation uniform blouse, long or short-sleeve, round or pointed collar. White camisole or white t-shirt underneath is allowed. No colored t-shirts allowed.

Cross Tie: Navy blue

Sweater/Sweater Vest: Monogrammed navy blue regulation uniform cardigan or v-neck pullover sweater or v-neck sweater vest. Must be worn at all times.

Shoes: Navy blue or black dress shoes, tie/slip-on or buckles. No sandals, clogs, platforms, or high heels. Also, no 'sport' look or colored eyelets.

Socks: White over-the-ankle (no anklets or low cuts); navy blue tights (either microfiber or cotton) or knee-highs are permitted.

Leggings: Navy or black leggings are permitted under the jumper/skirt. If leggings are worn outside of recess, they must not be visible below the skirt.

#### **Grades 7-12**

*Same as Grades K-6 with the following substitutions:*

Skirt: Navy blue (7-8) or grey (9-12) uniform skirt from Donald's, pleated or box-pleat, long-length (reaching below the knee when sitting).

Blouse: White women's uniform blouse, long or short-sleeve.

## ***Boys***

- Navy blue uniform pants;
- Black or navy belt;
- Light blue oxford shirt, long or short sleeve;
- Navy blue or black socks;
- Black dress shoes, clean and with a polished appearance; No ‘sport look’.
- Monogrammed navy blue uniform sweater, sweater vest or v-neck pullover sweater or vest. Required part of the uniform at all times.
- Plain navy blue tie

### **Recess Attire for all Students**

Boots, jackets, gloves, hats and any winter-appropriate wear is required for recess for all students.

Girls may wear pants under their uniform jumpers or skirts for arrival and departure in cold weather, and at recess, where they may also wear culottes, A-line skirt (extending below the knee with leggings under skirt) or snow pants. Pants are otherwise forbidden for girls.

**Grades K-5:** Tennis or running shoes are required, but may be worn with the regular school uniform.

**Grades 6-12:** Tennis or running shoes are required as well as a complete change of clothes.

**All girls must wear leggings below their jumper or skirts during recess.**

Pants are allowed under the uniform only if it is very cold. Snow pants are permitted in the winter.

NOTE: Girls must wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors, and volunteers are asked to follow these guidelines and expectations, as well, whenever on campus.

# GENERAL SCHOOL RULES & GUIDELINES

Character training is an important element of the education at Immaculate Heart of Mary Academy. The school expects loyalty, respect, and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

## *Forbidden Items*

School personnel will confiscate these and other inappropriate items.

- Cell or smart phones (students boarding with families are not allowed to have smartphones nor devices which can access the internet);
- Electronic devices including but not limited to radios, CD players, MP3 players, CDs, DVDs, and electronic games of any kind;
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content;
- Any drugs or alcoholic beverages;
- Any tobacco or smoking paraphernalia, including matches, lighters, “e-cigarettes” or other non-medical vapor emitting devices, etc.;
- Weapons of any kind.

\* Students are never allowed to have phones in the school. Students may take parent approved phones on school trips for communication purposes only, but must hand them over, at the beginning of the trip, to a school trip supervisor, who will give them to students when necessary.

Confiscated phones or devices will be returned to the parents at the discretion of the principal.

Students who bring a phone to school must leave it in their car or turn it in to the school office upon arrival. Phones may be retrieved before departure at the end of the school day.

Student Drivers: - noted earlier

- Car keys must be turned into the school office upon arrival.
- If circumstances require a student-driver to bring a cell phone to school, the phone must either be kept in the car or turned into the school office upon arrival.

Confiscated phones will be returned to parents of violators of these rules at the discretion of the Principal.

**General Classroom Behavior**

- Students raise their hands and wait to be called upon before asking or answering questions.
- Students stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Mr., Mrs., Miss, etc.

**Lunchroom Behavior**

- Students need to bring a bag lunch. Soda is not allowed, and candy desserts are discouraged.
- Students may not use the microwave or any other kitchen appliances.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.

**Playground Expectations**

- Weather permitting, all students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.

- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play. Snowball fights are not allowed without a teacher's approval and presence.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors.
- Running and horseplay are forbidden inside the school.

### **Parties and Gift Deliveries**

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.
- Birthday Parties: while recognizing the special nature of student birthdays, the school does not allow birthday parties for individual students. Subject to teacher discretion, however, students may bring snacks on their birthday to share with fellow classmates during snack time or lunch.
- Feast Day and Holiday Parties: teachers, parents, and students will not arrange classroom parties other than those approved by the Principal.

### **Respect for School Property**

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students will keep textbooks covered at all times. The cover should display the student's name, grade, the book title, and subject. Damaged or lost books will be replaced at the parents' expense.
- All property brought into the school or maintained by the school including school locker, desks and any

other temporary or permanent storage areas on the grounds of the Academy are subject to searches which are with or without cause or suspicion and may be preventative in nature. By bringing items onto Academy grounds, each student and his/her parent(s) provide his/her consent for the school to search desks and lockers provided by the school for student use, at any time school authorities determine such a search is necessary.

### **Restroom Use**

- Students will use only designated restrooms.
- Barring a legitimate emergency, high school students may not take restroom breaks during class time.
- Barring a legitimate emergency, students grades 5 and up may not take restroom breaks during Mass.

### **General Items**

- Students may not pass personal notes or written communications of any kind. Invitations to non-school sponsored social events should be distributed outside of school hours and off-campus to ensure parents are aware of such activities and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may use the school phone only in emergencies and only with permission from their homeroom teacher.
- Students may not leave school premises during the school day without permission.
- Students may not use the school computers without express permission from the Principal and Vice Principal

- The following areas are off limits to all students unless permission has been granted to allow accomplishment of a legitimate task (e.g. cleaning):
  - The teachers' lounge
  - The art supply room and textbook room
  - The school office
  - The copy room
  - The utility room
  - The "old office" rooms
  - The sacristy
  - The costume room

No student may go into a teacher's desk for any reason. Students may go into the classroom cupboards only when authorized by a teacher.

## **DISCIPLINE POLICY**

Immaculate Heart of Mary Academy applies the principles of Catholic education to student discipline. True charity, at times, obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.

Immaculate Heart of Mary Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

### **Minor Infractions**

Minor infractions are incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Disorderly desks or cubbies;
- Incomplete, dirty, or excessively worn uniforms;
- Excessive tardiness;
- Neglect of school property;
- Causing disturbances in class or during line-up;
- Neglect or improper performance of academic duties.

Teachers will correct minor infractions in the classroom, and may choose to require in-school detention, study hall, or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

### **Major Infractions**

Major infractions are incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience;
- Unexcused absence;
- Fighting;
- Bad language;
- Persistent failure to submit homework;
- Failure to show up for a detention or minor (in-school) detention;
- Use or possession of forbidden electronic devices;
- Use or possession of tobacco products;
- Excessive repetition of minor infractions such as those listed above.

The school Principal will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of major infractions may be excluded from extracurricular activities.

### **Grave Infractions**

Grave infractions are incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school;
- Offensive behavior or lifestyle not in line with that of a traditional Catholic school student;
- Lying, cheating, or any academic fraud, including plagiarism;
- Any illegal activity;
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol;
- Possession, purchase, or selling of weapons or fireworks;
- Grave or repeated disrespect;
- Theft;
- Vandalism or destruction of property;
- Indecent fraternization;
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the Internet;
- Possession of immoral material;
- Use of computers and/or internet without permission
- Excessive repetition of major infractions such as those listed above.

The Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The Principal may grant readmission at his discretion.

### **Notice of Disciplinary Action**

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The

Principal or Vice Principal may request a meeting.

### *Miscellaneous Rules & Consequences*

Loyalty and respect, as well as immediate cheerful cooperation, are the virtues expected from all students. Immature or uncivilized behavior will not be tolerated.

All buildings and areas on campus in which the student does not have immediate academic interest are off-limits, with the exception of the chapel.

### *Disciplinary Probation*

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extracurricular activities. If a student in a probationary status shows no substantial improvement in behavior, his or her parents will meet with the Principal or Vice Principal to determine a proper course of action, which may include expulsion.

## **EXTRACURRICULAR ACTIVITIES**

- Student employment outside the home during the school week is **strongly discouraged**. If a student's academic performance is deficient and he or she works outside the home on school days, parents should insist upon a change in work schedule or job termination. The Principal may separate academically deficient students with jobs who continue to sacrifice academics for employment.
- A student who is absent for more than half of the academic day is not allowed to participate in extracurricular activities for the remainder of that day.

## **FIELD TRIPS**

Field trips can provide meaningful and enjoyable learning experiences for students. Parents must complete and sign the “Release of Liability/Emergency Medical/Field Trip Permission Form” at the beginning of the school year. This form will remain on file for the entire academic year. Students who do not have a signed form on file will not be permitted to participate in any field trip. The school will inform parents of field trips throughout the year by means of an additional notification for the specific activity.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically or behaviorally. Students denied field trip privileges for any reason must still attend school on field trip days.

Due to MN state regulations the Academy is unable to use 15 passenger vans; therefore field trips may require multiple volunteers. As noted the “Volunteer” section, volunteers may be asked to complete a routine background check as well as an additional driving record screen for approved volunteer drivers. All screens are done according to Plan to Protect guidelines.

## **APPOINTMENTS & CONTACT WITH SCHOOL PERSONNEL**

### **Appointments with Teachers or Administration**

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance through the appropriate teacher or the school office.

### **Contact with Teachers**

Parents should contact teachers regarding school matters during regular school hours.

The school will not call teachers out of the classroom or away from other supervisory duties to take calls during school hours. Teachers

who receive messages relating to school matters will return phone calls during available free periods. Teachers will respond to messages left after hours at their earliest convenience.

Parents should not contact teachers at their homes, via cell phone or other electronic means, or at parish functions (or in other social settings) regarding school matters.

## **VISITOR POLICY**

Visitors must enter buildings through the main school doors and check in at school office.

## **EMERGENCY PROCEDURES & SCHOOL CLOSINGS**

In case of severe weather (tornados, severe thunderstorms, ice storms, etc.) during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Office of Civil Defense for tornado warnings or other severe conditions. In the event of a tornado warning, students will assemble in the safest locations within the buildings, and the school will follow procedures recommended by the Office of Civil Defense. Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

### **Fire and Tornado Drills**

Fire drills are mandatory, and the school will conduct them regularly throughout the year. The school will conduct tornado drills as required. During drills, students must maintain silence and behave in a controlled manner to ensure safety of other students, faculty, and staff personnel.

### **Inclement Weather and School Closings**

A decision to cancel school under adverse weather conditions is made in the interests of the students' welfare and safety.

- **Closures due to Snow or Icy Conditions:** We follow the policies of District 15 (St. Francis School District)
- **Closures due to Temperature:** The decision will be determined by the Principal and Vice-Principal. Typically, the threshold for school cancellation due to cold weather is -20 degrees Fahrenheit. If the Academy were to close due to temperature, a communication would be sent out.

If severe weather begins after school is in session, parents may pick up students and form carpools at their discretion. The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their child or children.

## **TUITION, FUNDRAISING, & FINANCIAL AID**

### **Tuition**

As it is a matter of justice, contractual obligation, and the financial stability of the school, parents must take their tuition obligations seriously.

All tuition payments, without exception, are made through FACTS.

In the event that a student's account is not current, the school withholds the right to retain his high school diploma, as stipulated in the contract.

### **Fundraising Obligations**

Fundraising provides necessary operating income and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills in students a sense of

ownership and responsibility. The Academy has one major fundraising event each year. Participation in the official school fundraiser is mandatory for all families.

### **Financial Aid**

Each year, the school can provide a limited amount of financial assistance to families in legitimate need, though the amount available depends entirely on benefactor donations earmarked for this purpose.

To be considered for financial aid assistance, applicants must:

- Submit to the school Treasurer a completed financial aid application for the current year;
- Submit a copy of a tax return and other applicable documentation for the previous year;
- Maintain a monthly payment schedule as developed with the headmaster;
- Support and participate in the official school fundraisers

Financial aid may also be given in the form of tuition credit obtained by means of work performed to help the school.

## **VOLUNTEERING**

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the school office. For security purposes, volunteers may be asked to complete a routine background check release according to Plan to Protect guidelines.

### **Confidentiality Agreement**

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

Volunteers will:

- Respect the confidentiality of all faculty, staff, and students;
- Remain in designated work areas;
- Dress appropriately for activities;
- Know and adhere to Academy rules and expectations;
- Notify the school office and the appropriate teacher if they cannot come when expected.

Volunteers will not:

- Hold unscheduled conferences with teachers;
- Visit classrooms of their own children unannounced;
- Bring their own children other than those directly involved to scheduled activities without prior approval;
- Use cell/smart phones or other personal electronic devices while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties.

## **WITHDRAWAL, TRANSFER, & READMISSION**

### **Withdrawal Guidelines**

In the event of withdrawal from the Academy during an academic year:

- Parents should arrange a meeting with the Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents must inform the Principal and return all borrowed books and materials to the school.
- Faculty will have at least three days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

### **Readmission after Withdrawal**

The school will not guarantee readmission to students withdrawn from the Academy during an academic year for reasons other than relocation or health. At the discretion of the Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment.

### **Transfer**

Immaculate Heart of Mary Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic, and standardized test records from the Academy in writing with a transcript release request form.

Immaculate Heart of Mary Academy reserves the right to withhold all records until all financial obligations have been met.