

August 27, 2009

Dear Parents and Students,

We are providing you with a handbook that will help to familiarize you with school procedures and our mission and philosophy. You, the parents, are the primary educators of your children with the school helping in this important responsibility. It is our hope that this will be a beneficial tool in proportion to the communication in the home – school relationship. With the information in this handbook we hope that everyone will experience a happy and growth filled year.

We look forward to a great and exciting year as we all work together to build your children spiritually and academically. Thank you for allowing us the opportunity to enhance the lives of your children.

We pray that God will bless us throughout the year and that He will give us the guidance and love to share with each other.

May God Bless You!

Angela Johnston

Principal
IHM-St. Casimir School

GRADES K-8
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SCHOOL PHILOSOPHY

Immaculate Heart of Mary-St. Casimir School strives to provide a distinctively Catholic Christian education environment by creating an atmosphere in which self-dignity, mutual respect, cooperation, prayer and service are an integral part of daily life.

With Christ as its foundation, the entire educational process is built of academic excellence, experienced in the light of the Gospel and strengthened by a strong Catholic community of believers.

As uniquely created individuals, students are challenged to discover the fullness of God's gifts and grace in each one's life, intellectually, spiritually, physically and socially. As students work to meet this challenge, the school supports and continues the nurturing influence of parents and parish community.

The effect of this philosophy on students is the building of faith: faith which comes from and leads toward the discovery of the entire human experience; faith which is consciously formed, deliberately nourished, and visibly lived within the larger society.

Through the experience of Immaculate Heart of Mary-St. Casimir School, it is the hope that each student develop and recognize that they are a child of God, a participating member of a Catholic Community, and over all, a member of Christ's Body, the Church.

MISSION STATEMENT

Immaculate Heart of Mary-St. Casimir School provides a distinctly Catholic Christian education in an environment where students are challenged to discover the fullness of God's gifts and grace intellectually, spiritually, physically and socially. This learning experience builds a consciously formed faith that is deliberately nourished and visibly lived.

Adopted May 20, 1998
School Committee
Immaculate Heart of Mary-St. Casimir School

PARENT/STUDENT GRIEVANCE PROCEDURE

1. If a grievance is made by a parent or student against a catechist or teacher, such grievance, must be referred to the immediate supervisor (director/coordinator of religious education, school principal, coordinator of youth ministry). That person has full authority to deal with the grievance without further consultation.
2. Decisions of the immediate superior may be appealed to the paster/pastoral coordinator in writing.

The contents of this handbook are subject to change. All decisions are up to the discretion of the principal and/or pastor.

ENROLLMENT

KINDERGARTEN ADMISSION POLICY

It is strongly recommended that all children be 5 years old by September 1st before entering Kindergarten. Kindergarten Round-Up and/or Gesell Assessments will be during the spring. Both of these serve to gather information which will assist the parents in making the important decisions about their child's readiness for school the following fall.

I.H.M.-ST. CASIMIR SCHOOL GRADE PLACEMENT POLICY

Each teacher, by the end of the first quarter, will identify students who are struggling academically or socially. A conference with parents will be arranged to define the circumstances and outline a plan of progressive action to take place during the second quarter.

The plan will specify the procedures to be taken by student, parent and teacher and whether special tutoring or other help is needed. A copy of the plan will be given to the parents and a copy kept by the teacher for the student's CA-60. (The CA-60 is the cumulative file that follows a student K-12.) At the end of the second quarter, another conference will be held to evaluate the success of the progressive actions. The principal is to be kept informed of the student's progress from the first meeting through the final meeting with parents.

Any decision to give a student extra time at a particular grade level will be made only after consideration of all options available.

TUITION POLICY

Tuition may be paid in full, by semester, or monthly.

Tuition payments are due from May 10-April 10. All delinquent tuition must be paid before enrollment for the following year will be accepted. Students will not be allowed into the next grade unless the previous year's tuition is paid in full.

Parents who are unable to meet the regular payment schedule have the option of making other arrangements with the Tuition/Financial Aid Advisor.

All parents who receive subsidies from their parish must reapply each year.

TUITION

Figures change yearly. A tuition/financial aid advisor is available to help you with questions of payment, fund raising and assistance. T.R.I.P. is a tuition reduction program. Information is available in the office.

OTHER PARISHES

You must apply to your own parish for subsidy. Those subsidies may differ from I.H.M. and St. Casimir and your tuition will be figured on that basis.

TUITION ASSISTANCE

A form may be requested from the office if you are in need of financial assistance. The information will be given to the Finance Committee for consideration.

SCHOOL HOURS:

7:40 – First bell
7:45 – Tardy Bell/Prayer
11:45 – 12:30 Recess/Lunch
2:37 – Closing Prayer
2:40 - Dismissal

CURRICULUM

RELIGION

All students are formally instructed in religion classes about the life of Jesus Christ and the teachings of the Catholic Church. A Diocesan approved text is given to each student in grades K-5

The Religion teachers accept the responsibility for continuing the Christian formation of each student which begins in your home. This is a joint effort with you, the parents or guardians, who are expected to provide prayer experiences within your family, attend Mass on Sunday and be involved with your parish.

School liturgies are planned throughout the year for total school celebrations or for individual classes to attend Mass. You are invited to attend.

It is the mission of Immaculate Heart of Mary-St. Casimir School to provide an education of high academic quality within the framework of Catholic Christian living. The Catholic Christian dimension is found throughout the student's educational environment, especially in Religion classes, and is evident in academic subjects and the overall tone of the school community.

I.H.M.-St. Casimir students, grades K-8, learn a general faith concept of God and His love for us as expressed in Jesus and His Church. They also receive factual information on Church doctrine and teaching and on each of the sacraments.

Our school prepares Catholic students for celebration of the Sacraments each year beginning in Grade 1. This process acknowledges that faith growth is an ongoing process which develops each year of life.

Bishop Boyea requires that all children in the Diocese of Lansing prepare for the Sacrament of Reconciliation/Penance prior to First Eucharist. I.H.M. and St. Casimir Parish Religious Education Directors coordinate that preparation for all children in parish programs. The school supports this preparation with daily instruction.

In its approach to these sacraments, I.H.M.-St. Casimir School recognizes the prime importance of parents as faith-sharers with their children. Also recognized is the students' participation as members of a parish community.

LITERACY: Reading, Writing, Speaking, Listening, Presenting and Viewing

Reading

Leveled reading books are used in grades K-5. Literature is used to encourage a love of reading and includes phonics and writing. Sets of trade books may also be used.

Spelling

The Sitton Spelling Program is used in grades 1-5. The Sadlier Vocabulary Program is utilized in grades 6-8. Spelling is evaluated in all written work.

Grammar

Grammatical forms are taught within the reading program for grades 1 and 2. Grades 3-8 use a separate text that has a focus on grammar and composition.

Writing

Write Source 2000 is used to teach writing. Short stories, poetry, essays, and short answer responses are all forms of writing that are taught throughout the program and reinforced in the content areas.

Speaking & Presenting

Public speaking and oral reading and language activities are used in various ways throughout the classes.

Listening and Viewing

The skills are taught, practiced and reinforced in all content areas. Each grade level has specific outcomes.

MATHEMATICS

Grade level objectives based on Diocesan and State Standards are available from each teacher. Harcourt is the program used to support the teaching of the defined objectives in grades K-4. Grade 5-8 uses the Holt series.

SCIENCE

Four units per year are studied at each grade level. "Emphasis is placed on hands-on, project-based teaching." Grade level outcomes are available from the teacher.

SOCIAL STUDIES

Grade level student outcomes have been established and cover History, Geography, Economics, Current Events, Core Democratic Values, Government/Civics, Cultures in the U.S. and World and Michigan. Skills, values and applications have also been defined. Grade level objectives can be obtained from the teacher.

MUSIC/ART/SPANISH/JAPANESE/PHYSICAL EDUCATION/COMPUTERS/BAND

Music, art, Spanish, Japanese, physical education, computers and band will be taught by the Lansing Public School District.

Immaculate Heart of Mary-St. Casimir
School Wellness Policy

Policy As the fullness of God's gifts and grace are discovered physically, it is part of our mission to provide physical activity opportunities and nutrition education and standards.

ADMINISTRATIVE REGULATIONS

Nutrition Education

1. Students in grades K-8 receive nutrition education using interactive strategies to teach skills needed to adopt healthy eating behaviors.
2. Where possible, nutrition education will be integrated into the core content areas.

Physical Activity Goals

1. Students will have physical activity on most days of the week at the elementary and middle school.
2. Students will be given opportunities for physical activity during the school day through recesses, physical education class, walking programs and physical activity in the academic curriculum.
3. After school programs, such as Student Care, athletics and scouts will provide time for physical activity.

Nutrition Standards for Foods Available During the School Day

1. Parties, celebrations and staff meetings, we will encourage healthy snacks and treats.
2. We will encourage daily snacks to be of healthy nature. No candy bars or pop.

Other School Based Activities Designed to Promote Student Wellness

1. Provide a clean, safe, enjoyable meal environment for students and faculty.
2. Provide adequate time for students to eat near the middle of the school day.
3. If possible, provide recess before lunch so students are less distracted and ready to eat.
4. Develop strategies so faculty and staff serve as role models in practicing healthy eating and being physically active.
5. Encourage parents to keep their children home for 24 hours after a fever breaks, diarrhea, or there is vomiting.

TECHNOLOGY

A computer lab and classroom computers are available at both sites. The technology plan is on file in the school office for review by interested parents.

EVALUATION SYSTEM

I.H.M.-St. Casimir uses reporting forms developed by the Diocese. The Middle School also uses mid quarter progress notes. Grades are posed on Edline for students in grades 4-8.

PARENT-TEACHER CONFERENCES

These are held a minimum of twice a year. Parent may arrange individual conferences at any time.

STANDARDIZED TESTS

The Iowa Test of Basic Skills is given each winter to students in grades 3, 4, 6 and 8. It is required by the diocese in grades 4, 6 and 8.

STUDENT INFORMATION/SERVICES
IMMACULATE HEART OF MARY-ST. CASIMIR SCHOOL DISCIPLINE

We are committed to the belief that each student must learn to take responsibility for his/her actions.

Procedures are established, taught and reinforced on a regular basis to insure an orderly atmosphere reflective of the peace needed in a positive learning environment.

As a Catholic Christian school, we emphasize discipline, especially respect for the rights of others, in the context of the teachings of Jesus. He is our model of respect for persons and property. Parents are expected to set limits and establish consequences within their homes so that the students come to school expecting an orderly atmosphere and with a sense of limits.

Student expectations include, but are not limited to:

- Respecting oneself and all others including, classmates, teachers, and staff.
- Respecting school property.
- Reporting vandalism.
- Use of appropriate language (no vulgarity or use of swear words).
- Keeping the school clean by throwing away trash and cleaning up any messes etc.
- Use of appropriate table manners at lunch.
- Promote responsibility for one's work and behavior.

The goal of a discipline system is to give the students power and responsibility for changing their behavior and it is to that end that we continually strive.

Consequences will be determined according to each situation. Teachers and administration will make final decisions regarding consequences. Consequences could include, but are not limited to: loss of recess and lunch privileges, detentions, suspensions or expulsion.

Detention

Students who cannot comply with school rules must serve a detention. Detention takes place at 7:00 AM the school morning following the detention. If a student arrives late for detention then two detentions must be served. Once a student has accumulated 5 detentions, then the student must serve a Saturday detention. Saturday detention takes place from 8:00 AM – 10:00 AM. Students serving detention on Saturday will engage in service to the school at this time.

No electronics are permissible at school. No i-pods, no cell phones, no hand held video games.

PLAYGROUND RULES

1. Treat each other with respect – older students we need to be aware of the younger children. We need to protect them.
2. Sit on your bottom to go down the slide. Please, no running up or down the slide.
3. All mulch, snow and ice pieces need to stay on the ground.
4. Include others who would like to play.
5. Please play with balls and jump ropes on the blacktop, not in the pit area.
6. Please stay on the sidewalk and blacktop area. Do your best to stay out of the landscaping.
7. Remain Seated on the teeter-totter.
8. Please do not climb on the roof of the play equipment.
9. Please ask for permission to use the restroom during recess. We need to know where you are for your safety.
10. Please wait until you return inside to get drinks.
11. K-1st-2nd - Kickball diamond is up by the front door.
12. 3rd-4th-5th - Kickball diamond is on the corner of Maple Hill.

LUNCH ROOM RULES

1. Eat your own lunch.
2. No throwing papers or food
3. Use your inside voices
4. Stay in your chair until you are given permission to clean up.
5. Throw away all your trash.
6. Clean up the table and floor in the area where you sit.
7. Do assigned job so that you can get back to class.
8. Respect others and property
9. Welcome everyone to sit with you.
10. No running.
11. When the lights are dimmed, please stop talking and listen.
12. We need to clean up at 12:20 PM
13. We need to be ready for our teacher to pick us up at 12:25 PM

Remember when we follow the rules we are able to enjoy lunch and our friends.

BULLYING

Bullying behaviors are any type of behavior, written word, drawn (visual), vocal, and physical or otherwise, that serve to make another individual feel uncomfortable or unsafe. There are many forms of bullying behaviors which include, but are not limited to, physical abuse, cyber bullying, relational bullying, emotional bullying, etc... It is unfortunate that our world has changed as it has; however, we now are legally bound to address such situations regardless of how minor they may seem or the age of the child. It is imperative that the parents and school staff work together to keep our students safe. Many children often resort to bullying behavior; we as adults, have a responsibility to hold them accountable for such behavior and guide them to make more appropriate choices.

Bullying at IHM-St. Casimir School will be addressed on an individual basis according to our current discipline policy. All bullying behavior reported or witnessed will be addressed accordingly.

Consequences could include, but are not limited to: a conference with student, parents and school personnel, detention, in-school suspension, out of school suspension, expulsion, or other appropriate consequences as determined by the administration.

All students have the right to come to school and feel safe.

MISTREATMENT TO MINORS

In accordance with state law, educational, catechetical, and youth ministry administrators and all other school and parish employees shall be required to report immediately any suspected cases of child abuse or neglect involving a student under the age of 18 to the proper authority. The Chairperson of the Diocesan Department of Education and Catechesis shall be notified, in writing, of the reporting of the suspected case of child abuse or neglect.

SUBJECT: STUDENT SUSPENSION

The student shall be informed of the specific charges which are the basis for disciplinary action to be taken against him/her. He/she shall have the right to present any relevant information on his/her behalf.

Parents must be notified immediately of the suspension, the reasons for it, and the steps to be taken prior to the student's being permitted to re-enter school. In no instance shall the student be asked to leave the school before parents have been notified.

In those cases where it is warranted, students returning to school following suspension may be referred to a guidance counselor or other social agency as an aid to effective adjustment.

Records of disciplinary action leading to, concurrent with, and following suspension, should be kept in the student's folder, but not as part of the permanent record.

GENERAL INFORMATION

ASBESTOS

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), of 1990, we performed inspections of each of our school buildings for asbestos containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. During the months of October through December 1994, accredited asbestos inspectors performed these reinspections and recommended actions we should take to safely manage each asbestos material in our buildings.

The results of the re-inspections and the management plan are on file in the school's administrative office. Anyone is welcome to view these anytime during normal school hours. A designated person is available at 882-6631 to answer question about the asbestos in our school. The Diocese Asbestos Program Manager is also available (517)342-2443 to answer any questions you may have about asbestos in our buildings.

STUDENT INSURANCE

The Michigan Catholic Conference provides an insurance policy for all students that provides benefits for accidental bodily injury incurred while:

- a. Attending regular school sessions
- b. Participating in or attending school sponsored and supervised extracurricular activities
- c. Participating in school-sponsored and supervised interscholastic sports, and
- d. Traveling directly to and from school for regular school session, and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.

This plan is secondary to all other valid coverage. You must file a claim with your other coverage first! This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.

Students participating in school, religious education or youth ministry programs are prohibited from bringing weapons in school or parish buildings, on school or parish premises or in the immediate vicinity of the school or parish; at school, religious education or youth ministry sponsored activities; on a school bus or enroute to or from school, religious education or youth ministry programs. Violations of this policy renders the student liable to immediate expulsion.

State Law requires the expulsion of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or rape in a school building or on school grounds. A "dangerous weapon" refers to a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device (switch blade), iron bar or brass knuckles. This law (PA.328) provides for the permanent expulsion of students who violate its provision. Also, the expulsion is mandatory, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in grade six, or above, the student may be re-admitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible by board action, only after a ninety (90) school day suspension. It is important for parents and students to know that the expulsion applies to all Michigan Schools. A student cannot be admitted to any public school in Michigan during the expulsion period.

Definitions:

A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "Dangerous Weapons as defined by the state law.

School or parish premises include the school building, parish building, but not limited to: parking lot, playground, student lockers, and buses.

Immediate vicinity of the school or parish means a block radius of the school or parish.

Specific Guidelines:

- I. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school or parish premises or in the immediate vicinity of the school or parish building shall be immediately excluded from classes pending investigation by administrator of the education program.
2. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (The student empties his/her own pockets), book bags, purse, lunch pail, locker, automobiles, etc. Questioning for the same purposes may include questioning by the principal or program administrator of the administrative team, a school teacher, the pastor or a person acting in the place of any of these.
3. When a body search is conducted it shall be in an appropriate place designated by the administrator. The student shall be detained until a search of the person is conducted by an adult of the same sex. The search of the student must be conducted with the presence of a second adult of the same sex.
4. If a student refuses to cooperate or interferes with a search of a person or possessions or premises; she/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school, religious education or youth ministry programs.
5. A dangerous weapon, as defined by state law, requires that the local police department shall be notified immediately, and if possible, the student detained; whenever the school or religious education or youth ministry program has reason to suspect that a student may have a weapon or when a weapon is present on school premises.

6. Any student found to be in violation of the school's policy or parish's policy shall be subject to expulsion from school, parish religious education or youth ministry programs.
7. If an injury occurs in school or parish buildings, on school premises or in the immediate vicinity, as the result of a student carrying a weapon, the administration and staff shall endeavor:
 - a. to have students remain calm and avoid panic;
 - b. to notify the police, pastor, and the administrator of the facility;
 - c. to secure the school or parish building;
 - d. to notify and consult with the immediate supervisor or the chairperson of The Department of Education and Formation; and
 - e. to notify all parents via written communication to eliminate rumor.
8. The administrator of the program may exercise the options to keep non-program persons out of the school or parish building and/or retain students in the school or parish building until police have completed their investigation.
9. Any student determined to have brought a firearm to school or parish religious education or youth ministry program will be expelled for a period of one year. The term "Firearm" means:
 - a. Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
 - b. The frame or receiver of any such weapons;
 - c. Any firearm muffler or firearm silencer; or
 - d. Any destructive device.

BLOOD BORNE PATHOGENS

To comply with OSHA standards the school has established the following: Exposure Determination, Exposure Control Plan, Engineering and Work Practice Controls, Personal Protective Clothing and Equipment, Hepatitis B Vaccines and Follow-up, Employee Training, Record keeping, Housekeeping, Labels and Signs.

While risk of contamination on the job is negligible, it does exist and employees are instructed to be careful.

PESTICIDES:

As part of Immaculate Heart of Mary-St. Casimir School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice following any such application. If you need prior notification, please let the office know.

IMMUNIZATIONS:

All Kindergarten and new students entering I.H.M.-St. Casimir School must have complete immunizations required by the State Health Department. If a student does not have proper immunizations due to religious or personal reasons a waiver form must be signed and given to the office by a legal guardian. (Michigan Department of Community Health Vaccines attached - May 2009)

LUNCH PROGRAM

A hot lunch may be available each day and includes milk.

Milk and/or juice may be purchased separately.

All food is prepared through the satellite program at Lansing Catholic. This is a self-supported program. Families who are eligible may receive free or reduced price lunches from the federally subsidized part of the program.

A free or reduced lunch application may be requested from the school office.

A menu and order form are sent home each month. Order forms and money for hot lunches/or milk are to be brought in a marked envelope each Monday for the entire week. The form should be filled out completely.

ATTENDANCE

ILLNESS: If your child is unable to attend school, please call the school between 7:00 and 8:00 a.m. This is a professional courtesy as well as a personal safety factor for the child. A phone call will be made to the student's home if a call concerning the absence is not received. Classroom attendance and participation is a key component of the educational process. Excessive absences disrupt that process. In some instances there is a certified medical reason for absences. In that case parents must be in daily contact with the teacher and must supervise home study to insure progress.

EARLY DISMISSAL

A signed, dated and written excuse or phone call from parent or guardian is required for a student to leave school before dismissal time. Parents must come to the office to pick up their son/daughter and sign them out. Parents or guardian must show a picture ID to pick up a child.

SNOW DAYS

We will follow the announcement from the Lansing Public Schools and be closed when they are closed. Any other situation will be announced on local stations. Do not call the school or rectory.

ACCIDENTS OR ILLNESS AT SCHOOL

Parents will be notified if there has been an accident or a student becomes ill. In case no parent or guardian is home we will contact the emergency numbers given to us. Please make sure these are accurate and current and that these alternates have a car.

SCHOOL TO HOME COMMUNICATIONS

A communications envelope will be sent each Friday containing the School Bulletin and other materials. The envelope is to be signed by a parent and returned to school every time it is sent home. There will be one envelope per family. Please help us by making sure the envelope is returned. In this way we know you receive information, and your signature indicates that you have read its contents.

PARENT/TEACHER CONFERENCES

Please call the school to make arrangements for individual conferences. A mutually convenient time will be arranged between parent(s) and teacher(s).

FAMILY EDUCATION AND PRIVACY RIGHTS

In accordance with Public Law 93-380 regarding the Protection of the Rights and Privacy of Parents and Students, the parents of any student shall be entitled to receive or be informed of that part of such record or data as pertains to their child. Granting of this request by parents for access to their child's school records must be accompanied by a written statement submitted in duplicate to the school office. Written consent from the student's parents will be required when specific records are to be released to judicial or counseling officials. The students and the parents are notified in advance of compliance with any subpoenas or orders from any educational institution or agency. At Immaculate Heart of Mary-St. Casimir the written request will be submitted to the school office. In turn, the principal will make an appointment with the parents. The records will then be examined in the office with the principal and the parents.

SPECIAL HOMEWORK REQUESTS

Teachers will do their best to prepare assignments in advance for family vacations taken outside of the regularly scheduled vacation times. There are times academics must fluctuate, resulting in make-up work upon return to school.

MEDIA RELEASE FORM

Given out at parent meeting and kept in each classroom and school office.

MEDICATION CONTRACT

Medication must be in its original container.

If your child requires medication during the school day, you must give your authorization to the school to administer this medication. *WE MUST HAVE PARENTAL PERMISSION TO ADMINISTER MEDICATION AND IT MUST BE SUPPLIED BY THE PARENT AND SIGNED BY A DOCTOR.* (This includes Tylenol, aspirin, cough syrup, Benadryl, etc.) All medication left in the school office at the end of the school year will be destroyed. *MEDICATION CONTRACTS ARE AVAILABLE IN THE SCHOOL OFFICE.* (You may obtain a copy of the Michigan Education Model Policy and Guidelines for Administering Medications to Pupils at School through the school office.)

FIRST AID

Soap and water is used to clean an injured area. A band-aid is then provided. Any child with an injury to the head, a deep cut, unstoppable nose bleed, break or sprain will be assisted to the office where a call will be made by office staff to parent or guardian. If your child becomes sick at school they will remain in the office until a parent or guardian is able to make arrangements to pick them up.

BUS TRANSPORTATION

Bus transportation is provided by the Lansing School District. Any disciplinary actions are handled by the bus drivers with conduct warnings sent to parents and principal. A suspension notice is cause for dismissal from the bus for a period of time. A written note from a parent, signed by the office staff, must accompany students who need to ride a bus other than the one which is assigned.

FIRE DRILLS

Fire drills are held six times during the year. Students are expected to walk silently and quickly to assigned areas where teachers will take attendance. When the bell rings, students will return to the building.

TORNADOES

Tornado drills are held twice during the school year. In case of a warning, students will walk silently to assigned areas until an "all clear" signal is given. Students will not be released during a warning.

LOCK DOWN/SHELTER IN PLACE DRILL

Two lock down drills are required by law. Students remain in their locked classroom with the teacher during this drill until an all clear signal is given from emergency personal. Students will only be released to a parent/guardian or an adult 21 years or older.

EMERGENCY CLOSING/DELAY

If the Lansing School District closes or is delayed I.H.M.-St. Casimir will be closed or delayed as well, due to bus transportation. Children will be sent home their normal route either walking or by bus. It is very important to go over this procedure with your child. If only I.H.M.-St. Casimir has an emergency closing we will activate the parent phone tree to contact you. We will always notify local radio and T.V. stations of closings and delays. **ALWAYS** watch for our school name.

TRAFFIC

Elementary site: Do not use Rosemont for pick-up or drop off of students. Use the North or South Parking lots. This will insure the safety of students who walk by eliminating car, and bus congestion on Rosemont.

Middle School Site: Drop off in southwest lot and continue left to exit. For safety reason, MS students may not stand outside. They must enter the building in the AM and wait inside at the end of the day.

PARENT INVOLVEMENT/SCOUTS/ATHLETICS

INTRODUCTION

Volunteers are special people who give a lot of their time and talent to make our school a better place. Ask most volunteers, and you'll probably find that they receive (in terms of satisfaction on a job well done) as much as they give. Being a volunteer gives you a chance to be involved in your child's daily school life, as well as keeping in touch with what is going on at school and meeting other parents.

DIRECT SCHOOL INVOLVEMENT

Immaculate Heart of Mary-St. Casimir School has an excellent program because of dedicated individuals. While the full-time and part-time teachers carry the day to day program, there are many volunteers who assist and enhance our programs. Opportunities for parent/grandparent involvement in the school are listed below.

NOTE: All volunteers must complete the Virtus Program offered by the Diocese of Lansing before beginning volunteer work.

Classrooms: Aides correct papers, work with students, help with physical education, type, sort, file and create under the guidance of the teacher.

Two parents (room representatives) volunteer for each room and then become part of the core P.T.O. group. They are liaisons between the teacher, parents, and P.T.O. and help recruit other parent volunteers.

Physical Education: This program can always use assistance to monitor physical fitness tests and supervised games.

Media Center: The more volunteers available, the more the library and computers can be made accessible to students at any time of day.

Cafeteria: While students unwind they also need assistance with order. The paid supervisors can always use help.

Hot Lunch: Volunteers needed at both sites Monday morning to help record lunch money.

I.H.M.-ST. CASIMIR SCHOOL COMMITTEE

The I.H.M.-St. Casimir School Committee is a standing committee of the I.H.M. and St. Casimir Education Commissions. In other words, the School Committee is an ongoing, regular committee of the Education Commissions.

There are five non-elected members of the School Committee: the Pastor of each Parish; the school administrator; and two teacher representatives, one from grades K through 5 and one from grades 6 through 8. The other nine members of the committee are elected positions. Four of the members are from I.H.M. Parish, four are from St. Casimir Parish, and one member is an at-large position.

The School Committee meets once a month from September through June. Additional meetings can be called by the chairperson if they are deemed necessary.

The functions of the School Committee are many and varied. The members are involved in writing and making recommendations to the Education Commissions concerning such matters as school policy, hiring of an administrator and budget considerations. The School Committee also acts as a voice for the school as it oversees the implementation of the strategic plan. It functions as our School Improvement Committee.

Membership on the I.H.M.-St. Casimir School Committee is a fun and challenging way to be actively involved in your child's school. Elected members serve a term of two years, beginning in June and may serve an optional 3rd year. If you are into planning, organizing, supporting, and creating the future of your child's school, then this is the place for you!

Finance Committee: reports to the School Committee. This group reviews monthly budget reports, makes recommendations regarding financial issues and approves recommendations for tuition assistance.

(School Committee Members on page 15A)

PARENT TEACHER ORGANIZATION (P.T.O.)

The I.H.M.-St. Casimir P.T.O. is comprised of the parents, teachers and administrator. Its purpose is to be of service to I.H.M.-St. Casimir school by:

- a) promoting a cooperative relationship among parents, students, administration and faculty
- b) augmenting the educational resources of the school and assisting in the planning and carrying out of school functions

When you register your children at I.H.M.-St. Casimir, you are a member of the P.T.O. How active a member you are is up to you. As a group, we try to maintain a high level of service and provide the best for our children.

We have various school functions throughout the year in which all parents are encouraged to participate.

Other major activities which we have each year include: a Book Fair during fall conferences, Winter Carnival and Raffle, Catholic School Week activities, Teacher Appreciation Day, Label collecting program and more!

The organization's Governing Board consists of four officers, and two Room Representatives from each classroom. We meet monthly, and as a parent, you are invited and encouraged to become an active member.

**SCHOOL COMMITTEE MEMBERS
IMMACULATE HEART OF MARY - ST. CASIMIR
2009 – 2010 School Year**

**Pastor - St. Casimir Parish
Fr. Bill Lugger - 482-1346
lugger@stcas.org**

**School Administrator
Angela Johnston 882-6631
Johnstona@ihmlansing.org**

**Elementary School Representative
Marsha Green (1st year) 882-6631
greenm@ihmlansing.org**

St. Casimir Parish Representatives

**Scott Jager (3rd year) – 485-9229
scottjager@comcast.net**

**Steve Krzesicki – Alternate Chairperson
(3rd year) 244-9250
krzesickis@michigan.gov**

**Gracie Laurich – (2nd year) - 887-7235
laurichgracie@hotmail.com**

**Colette Scrimger- (2nd year) – 663-3479
scrimgerc@yahoo.com**

**At-Large Representative
George Adatsi- (2nd yr.) 393-8394
gadatsi@aol.com**

**Pastor - I.H.M. Parish
Fr. John Byers - 393-3030
frjbyers@ihmlansing.org**

**Tuition/Financial Aid Advisor
Kris Kazmirzack - 267-2107
kriskaz@comcast.net**

**Middle School Representatives
Mary Margaret Utes 482-7968
utesm@stcas.org**

**Nancy Murphy (1st year) 482-7968
murphyn@stcas.org**

I.H.M. Parish Representatives

**Michele Corey, Chairperson
(3rd year.) – 881-4378
coreyshome@comcast.net**

**Chet Magaway (1st yr) 694-0234
magaway@msu.edu**

**Paulette Stump- (2nd yr.) 694-0199
4stumps@att.net**

**Emily Turner- (2nd yr.) – 485-6240
emturner75@hotmail.com**

**Secretary
Bill Drake (7th year) - 339-9387
drakew@msu.edu**

GIRL SCOUTS

The I.H.M.-St. Casimir School Girl Scout program consists of our levels: Daisy (K), Brownie (grades 1-3), Junior (grades 4-6) and Cadette (grades 7-8). Troops meet at various times for about 1.5 hours per week either after school, in the evening, or on the weekend, depending on your group.

Girl Scouting helps develop the girls socially and makes them aware of the needs of our society and environment, what they have to offer, and of course, there's the fun.

Parent involvement (including fathers) is a big part of scouting. We need leaders, co-leaders, cookie chairpersons, committee people, and drivers and chairpersons for field trips, to name some of the activities.

Get involved and spend some enjoyable, productive time with your daughter. She'll love you for it!

CUB/BOY SCOUTS

Cub Scouting begins with the Tiger Cubs for boys who are in the first grade or are 7 years old. This is a family oriented program that includes a child and his adult partner meeting with other Tiger partners monthly at rotating locations.

To be a Cub Scout a boy must be in the second grade or 8-10 years old. Cub Scouts usually meet on a weekly basis, either at the school or at their Den leaders home. Recognized advancement, field trips and events like the Pinewood Derby and the Cub Scout cake auction make Cub Scouting a fulfilling, well-rounded program for boys at this very active age.

Boy Scouts are for boys who are finishing fifth grade through high school. Advancement through the Eagle Scout level is available to interested boys in this age group. The Boy Scout troop is sponsored through St. Casimir Parish.

THE MARKETING GROUP

The primary goal of The School Marketing Group, which reports to the School Committee, is to ensure stable enrollment at our School. That goal is best achieved by actively making our school's presence and its enrollment opportunities known to members of both our parish communities, to other parishes without schools, and to the surrounding communities. Marketing Group activities include sponsoring the annual Spirit Wear Sale, producing various press releases, church bulletin articles, welcome letters to families of newly baptized children, maintaining School Bulletin Boards at both parish sites, articles to the weekly School Bulletin, membership in community organizations, and sponsorship of many of the activities during annual Catholic Schools Week. If you would like to share your time and talent with this important group, please contact the marketing group at drakew@msu.edu or call 339-9387.

APPENDIX
ATHLETIC ASSOCIATION – PARENT VOLUNTEERS

A variety of youth sport activities are offered through the L.H.M.-St. Casimir Athletic Association. These activities are for children who attend I.H.M.-St. Casimir School or who attend religious education class at either Parish. Any parent whose child participates in our sports program is automatically a member of the Athletic Association.

Parents whose children participate in sports at I.H.M. or St. Casimir have a number of ways in which they can help. In order to make any sports program work, volunteer coaches and assistants are always needed. Experience, though helpful, is not always needed. Those with little or no experience can be an assistant and learn the sport as their child is learning. Parents who do not have the time to be a coach can volunteer to be a team representative. Representatives can help make phone calls, assist in fundraisers or anything else that would help make the coaches' job easier. Parents are also needed at St. Casimir to help with the concession stand during basketball season.

Each sport should have a coordinator. A coordinator is a person who is willing to see that rosters are filled out and turned in, make sure that equipment is in order and returned, and oversee the sport to make sure that it runs as smoothly as possible.

Another important role that parent volunteers can fill is to become active members of the Association. Call the contact people and get involved. The more people who attend the meetings, the more input we receive as to how our sports programs should be run.

The following activities are available for the various age groups. I.H.M. runs the outdoor sports while St. Casimir runs the indoor sports. See you at sign-up. Call any of the people listed below if you have any questions. Watch the school and church bulletins for specific sign up dates.

Activity	Approx. Season	Ages or Grade	Sign-up
Outdoor Activities			
Fall Soccer	Beg. Sept.-End Oct	6-14 (Co-ed)	May
Spring Softball	Beg. Apr.-End May	7th-8th gr. Girls	Feb.
Spring Baseball	Beg. Apr.-End May	7th-8th gr. Boys	Feb.
Spring Soccer	Beg. Apr.-End May	6-14 (Co-ed)	Mar.
Summer Softball	Beg. June-End Aug.	8-14 girls	April
Summer Baseball	Beg. June-End Aug.	8-14 boys	April
Summer T-Ball	Beg. Jun.-End Aug.	6-7 (Co-ed)	April
Indoor Activities			
Intra. Basketball	End Aug.-Mid Nov.	3rd-4th gr. Girls	May
Fall Basketball	End. Aug.-Mid Nov.	5th-8th gr. Girls	May
Winter Basketball	Mid Nov.-Beg. Mar.	5th-8th gr. Boys	Oct.
Winter Cheerleading	Mid Nov.-Beg. Mar.	5th-8th gr. Girls	Oct.
Floor Hockey	Mid Nov-Beg. Mar.	K-8th (Co-ed)	Oct.
Intra. Basketball	Mid Jan.-End Feb.	3rd-4th gr. Boys	Oct.
Contacts:			
	Kim Gavin	887-2567	Soccer
	Jose Enriquez	882-4966	Baseball/Softball
	Al Tamayo	484-4956	Indoor Sports
	Todd Gavin	887-2567	Floor Hockey

ATHLETICS TRANSPORTATION

We do not provide transportation for student athletes; parents/guardians are responsible for transporting the student athlete to practices and games.

APPENDIX

DIOCESE OF LANSING COMPUTER/INTERNET/AND RELATED TECHNOLOGIES POLICY

"Computer/Internet and related technologies access is available to students, teachers, clergy and staff in many of our Catholic schools and Parish Educational Programs in the diocese. The goal of using these technologies must promote educational excellence by facilitating resource sharing, innovation, collaboration and communication; and nurturing the ministry of Catholic Education.

Therefore, the educational programs in Catholic schools and parishes of the Diocese of Lansing, require the ethical use of the Internet and related technologies by all employees, volunteers and students."

Diocese of Lansing, June 2, 1997

Diocesan Policy

A. Code of Ethics

Access privileges may be revoked, parish or school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical. Violations may also constitute a criminal offense.

B. Terms, Conditions and Regulations

1. Acceptable Use

The use of Computers/Internet and Related Technologies must be in support of education, research, and be consistent with the educational objectives of the Diocese of Lansing. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but not limited to:

Copyrighted material
Threatening, violent, or obscene material
Material protected by trade secret

Use for personal commercial activities is not acceptable.

Use for product advertisement, political lobbying, unauthorized game playing, unauthorized "Chat," or chain letter communication is also prohibited. Other examples of unacceptable information could include, but are not limited to, pornography, information on bombs, weapons, inappropriate language and communications, flame letters, and transmission of any confidential personal information.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.

Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3. Privileges

The use of internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

C. Administration Profession-Code of Ethics Copyright

1. Copyright law
2. Fair use guidelines
3. Specific licenses or contractual agreements
4. Other types of permission

D. Directives for Schools and Parish Educational Programs

1. Schools and Parish Educational Programs must include a clear statement in the faculty and parent/student handbook which defines appropriate use of educational technologies and the consequences of misuse.
2. Student use of technologies must include instruction on appropriate use and be supervised by a responsible adult.
3. Students and parents must understand and sign an **ACCEPTABLE USE AGREEMENT FOR COMPUTER/INTERNET AND RELATED TECHNOLOGIES** which must be kept on file throughout the students' academic years at this school.
4. A disclaimer statement must be part of the **ACCEPTABLE USE POLICY**.
5. Schools and Parish Educational Programs are encouraged to appoint a coordinator who would be responsible for enforcing policies regarding educational technologies.
6. Schools and Parish Educational Programs are strongly urged to purchase Filtering Software to prevent abuse on the Internet.

ACCEPTABLE USE CONTRACT FOR STUDENT TECHNOLOGY
CATHOLIC SCHOOLS AND PARISH EDUCATIONAL PROGRAMS

The Diocese of Lansing; Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions and regulations for the use of Internet and other technologies including, but not limited to, computers, telephones, video, fax, and digital camera. These procedures apply to all computers/technologies whether located at school parish center or office, home, or anywhere else.

1. I will not use a computer on school/parish ground unless an adult is present.
2. I will follow the Diocese of Lansing’s and the school’s and parish’s code of ethics for Internet and technologies.
3. I will use only authorized computer disks. I will not use a disk from outside the school or parish until it has been virus checked by the school' and authorized for use in the school or parish.
4. I will respect the privacy of others. I will not use another's computer or computer disks without permission. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.
5. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
6. I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene material, and material protected by trade secret.
7. I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.
8. I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.
9. I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of access.

Access and use of the Internet, local area networks, computers and other technologies is a privilege for the user.

I have read and understand the contract for use of this privilege. I accept the terms, conditions and regulations of this contract and understand disciplinary action as set forth in the School-/Handbook.

Student Signature

Parent/Guardian Signature (I have read and support this student contract)

Date

Faculty/Staff Member Signature

School or Parish Name

City

Immaculate Heart of Mary-St. Casimir School Acceptable Use Policy

Immaculate Heart of Mary-St. Casimir School encourages and strongly promotes the use of technology and electronic education materials for the purpose of educational advancement. The school provides resources in a variety of formats. These resources will help students develop information management skills. Through technology, the users will broaden their horizons and discover a vast scope of the latest information on a variety of subjects. The use of these technological resources is a privilege extended to individuals who wish to enhance their learning experiences.

Immaculate Heart of Mary-St. Casimir School Responsibilities

Immaculate Heart of Mary-St. Casimir School is responsible for the hardware, software and structure that is used to access technology information for the purpose of education. These include:

1. Assigning and removing of member accounts on the network(s)
2. Maintaining and repair of equipment that make up the network(s)
3. Selecting software that supports the network(s)
4. Developing and enforcing electronic and information Acceptable Use Policy
5. Defining the rights/responsibilities of members
6. Providing resources that support the mission of Immaculate Heart of Mary-St. Casimir
7. Providing training and information on any technologies, software and media that are acquired by Immaculate Heart of Mary-St. Casimir Schools.
8. Enforcing use regulations at each network site
9. Providing and maintaining an Internet filtering system (*Sonic Wall*) on the main server at each site to screen out user attempts on networked school-based workstations to access files or services containing sexually explicit, pornographic, or indecent materials (**complies with the regulations appearing in Federal Children's Internet Protection Act, CIPA**). All users must log in to the Sonic W all service in order to use the Internet, the parameters contained in Sonic Wall prohibit access without a recognized user name/password.

Immaculate Heart of Mary-St. Casimir School does not take responsibility for resources located, or actions taken by, any members that do not support the purpose or mission of the school.

Immaculate Heart of Mary-St. Casimir School Network Members

Network members of Immaculate Heart of Mary-St. Casimir School will be granted access to appropriate services offered by the network. The following people may hold accounts with the approval of the administration:

1. Students

Any child currently enrolled in IHM-St. Casimir School and agrees to the terms stated in this policy.

2. Faculty and Staff

These members must be currently employed or approved by the administration and agree to the terms stated in this policy.

3. Others

Anyone may request an account to the network. These requests will be granted by the administration depending on need and resource availability.

The use of the Internet and related technologies is a privilege, not a right, and any inappropriate use could result in the termination of privileges. All approved users are granted the following privileges:

1. To use all approved hardware and software for which they have received proper training that enhances the exchange of educational information
2. To access information from outside sources which promote learning that enhances the exchange of educational information
3. To access the Internet to retrieve information that enhances the exchange of educational information

Responsibilities of Network Members

1. Use school technology solely for the purpose of learning and enhancing educational exchange of information that is consistent with the purpose and mission of the school.
2. Attend appropriate training sessions in the care and use of hardware and software and will not use any technology for which they have not received training.
3. Follow the proper procedures for the preservation of hardware, software and any other device used for electronic educational purposes.
4. Maintain the privacy of any account numbers or passwords they have been assigned. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
5. Not endanger the integrity of the network by bringing in outside disks or devices for use on school property or modifying any program or file installed on any electronic device that belongs to the network.
6. Use the Internet for appropriate personal growth that reflects the educational purpose and mission of the school.
7. Accept responsibility for all materials received or viewed via the Internet under their account and will avoid accessing and bringing into the school information which is considered:
 - pornographic
 - having a sexual reference including inappropriate adult language
 - violent or have a violent implication
 - all pictures, graphics or gestures that are demeaning in any nature
 - maintain the integrity of electronic mail (e-mail) system by reporting any violations of privacy and making only those e-mail contacts that facilitate learning and enhance the exchange of educational information (Permission to use e-mail and/or a messaging system will be given by the administration)
8. Adhere to copyright laws when using any hardware, software or in the transmission or copying of text or files from the Internet or any other electronic source.
9. Make financial restitution for unauthorized costs or damages or repair that is necessary due to member abuse of the network
10. Maintain a safe and clean workstation environment by:
 - A. Using sign-in/sign-out sheets when using any electronic device
 - B. Not allowing food, gum or beverages in their work area.
 - C. Using computers only when an approved adult is present.
 - D. Monitoring use of printers.

Network members are prohibited from:

1. Using the network technology for private business, product advertisement or political lobbying or making any financial commitments on the Internet.
2. Using technology maliciously to:
 - disrupt the use of technology by others
 - harass or discriminate against others
 - infiltrate unauthorized computer systems
3. Participating in hate mail, harassing, making discriminatory remarks and/or engaging in any behavior deemed to be antisocial
4. Installing any software (downloaded from Internet or privately owned) for use on any school computer.
5. Bringing in outside disks or devices for use on school property.

Additional Rights of Immaculate Heart of Mary-St. Casimir School

The technology staff and administration have the right to view, modify or remove a user's electronic mailbox. This same staff and administration will determine electronic mailbox use. The user will be present and cooperative during any viewing.

The technology supervisor may review audit trails created by the software. The supervisor may determine and uncover incorrect usage of the network and may inform any faculty member(s) necessary about the user in question.

Immaculate Heart of Mary-St. Casimir School reserves the right to temporarily or permanently remove a user from the network to prevent further unauthorized activity.

Consequences of Inappropriate Network Behavior

Any member who does not comply with the Immaculate Heart of Mary-St. Casimir School or Diocese of Lansing use policies will lose network privileges. Repeated and severe misuse of this policy may result in permanent termination of privileges.

The system supervisor and administrator will determine what is considered appropriate use and their decision is final. The decision will be based on what is determined inappropriate in the Acceptable Use Policy.

The staff, faculty or supervisor may remove a user from the computer or any other electronic device at any time for infractions. The technology supervisor and the administration will decide the determination of future use and their decision is final.

Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of Immaculate Heart of Mary-St. Casimir School.

Each network user must take personal responsibility for appropriate computer and technology use. Any network member will not hold the school responsible or liable for problems caused by inappropriate or unethical use.

Definitions

Immaculate Heart of Mary-St. Casimir School resources include, but are not limited to, computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.

Software includes, but is not limited to, computer software, print and non-print resources.

Network includes, but is not limited to, all voice, video and data systems.

Technology Use, Rules and Regulations

The use of Immaculate Heart of Mary-St. Casimir School technological resources is a privilege and is provided to foster the exchange of educational information. All computer, electronic, and voice mail communications sent and received are the property of the school. Immaculate Heart of Mary-St. Casimir School reserves the right to monitor systems to determine whether there have been any breaches of security, violations of policy or other misuse. Any person who misuses technological resources, or allows others to do so, is subject to discipline and possible legal action. The individual(s) may be required to make full financial restitution to cover loss of staff time, equipment and/or legal expenses.

Definition of Terms

1. **Computing Systems:**
Any computer or computer peripheral (hardware) owned by Immaculate Heart of Mary-St. Casimir School or used on the premises of the school or programs (software) installed on any school network or stand-alone computer or any Internet access account issued by the Immaculate Heart of Mary-St. Casimir School.
2. **Network:**
Any networked system on the premises of Immaculate Heart of Mary-St. Casimir School or networks accessed via the Districts (Lansing Area Catholic Schools) or via an Internet access account issued by the school.
3. **School System:**
The Immaculate Heart of Mary-St. Casimir Schools' computing systems, network, all electronic equipment (including, but not limited to, VCRs, DVDs, and televisions), electronic communications, fax machines, and voice mail systems.

4. User:
Any person employed by or any student enrolled or any person approved by the administration of Immaculate Heart of Mary-St. Casimir School.
5. Technology Supervisor:
Any employee approved by the administration to oversee the computer systems and use in any of the school buildings.

User Responsibilities

1. Acceptable Use Policy:
In addition to the Diocese of Lansing Computer/Internet/and Related Technologies Policy, users are subject to all conditions of the Immaculate Heart of Mary-St. Casimir Acceptable Use Policy.
2. Privacy:
Users will not intentionally seek information on or obtain copies of or attempt to access or tamper with data belonging to another person unless authorized by that person.
3. Passwords:
 - a. Users shall not seek passwords or use passwords belonging to another person.
 - b. Users must take precautions to secure access of their own passwords from others.
4. Security:
 - a. Users will not attempt or knowingly infiltrate any system belonging to the school.
 - b. Users will not alter software components or import files that will jeopardize the security of school systems.
5. Integrity:
 - a. Users shall not use any electronic technology at Immaculate Heart of Mary-St. Casimir School to harass others or develop software programs that harass others, including but not limited to material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially or ethnically derogatory, or violent.
 - b. Users shall not use the systems to gain access to pornography, obscenity, hate communications, blocked sites, or otherwise inappropriate files, or communicate similar inappropriate files in any form.
 - c. Users shall practice "safe" computing by keeping the system free of virus or other files dangerous to the integrity of the whole system.
 - d. Users shall not use the system in a destructive or malicious manner.
 - e. Users shall not download any materials unless they have received permission from the technology supervisor.
6. Copyright:
Users are not permitted to:
 - a. Copy software, TV programs or videos without the written permission of the publishers.
 - b. Load software that is not properly licensed for use. All requests to load software must be made to the technology supervisor.

- c. Copy documents, files, or graphics without written permission of the author.
- d. Use data accessed in a written form without citing the reference.

Example: <http://www.encarta.com>

- 7. Non-Instructional Use:
Users are not permitted to use Immaculate Heart of Mary-St. Casimir School computers and any other electronic device for commercial or for-profit purposes, product advertisement, political lobbying, or more than minimal personal business.
- 8. Accountability:
Users have the responsibility to monitor all his/her materials received via the school system to assure that they comply with responsible usage.
- 9. Web Publishing:
Users are not permitted to use the school system to publish individual web pages without instruction and permission from the technology supervisor and administration.

Additional Student Rules and Prohibitions

- 1. Recreational Games:
Students are not permitted to engage in recreational games unless expressly approved by the teacher/supervisor.
- 2. Large Files:
Students are not permitted to download MP3 files, video files, audio streaming files, or any other file that exceed 1.44 MB unless expressly approved by the teacher/supervisor.
- 3. Real-Time Forms of Communication:
Students are not permitted to access real-time communications (examples: chat rooms and instant messaging) unless their participation is part of a class activity and the teacher is physically present in the area.
- 4. E-Mail:
Students will not access any e-mail account unless expressly approved by the teacher/supervisor.
- 5. Inappropriate Information:
Students who mistakenly access inappropriate information will immediately notify a teacher/supervisor to protect themselves against claims or intentionally violating policy.
- 6. Commerce:
Students are prohibited from using the school system to buy or sell products or services.
- 7. Internet Access:
Students in grades 3-8 using Immaculate Heart of Mary-St. Casimir Schools' System during school hours must have a signed *Acceptable Use Policy* on file.

8. **Hardware Tampering:**
Students are prohibited from opening and/or dismantling any school technology item or component without expressed permission of the technology supervisor or administration.

Additional Teacher Rules, Responsibilities and Prohibitions

1. **Monitoring Student Use:**
Teachers/supervisors will monitor student use on all Immaculate Heart of Mary-St. Casimir School Systems during any time periods that the student is enrolled in his/her class and at any time students are using technology located in his/her classroom or when students are working in the media center. Teachers/supervisors bear the responsibility of students adhering to the Acceptable Use Policy as well as the Diocese Policy.
2. **Approving Exceptions to Rules:**
Teachers/supervisors are reminded that, when they approve exceptions to rules, there must be an educational rationale for student on-line activities.
3. **Student E-Mail:**
When appropriate, students will be given permission to use e-mail and it must be used for educational research.
4. **Printer Use:**
Teacher/supervisors will monitor and limit student use of printers to conserve paper.

Keeping Memories Alive

On November 17, 1988, the Catholic school and church community lost a dedicated and faithful member.

Ms. Mary Goeddeke, a victim of a rare liver condition for which there was no cure, died on that date at the age of 44.

At the time of her death Mary was serving as assistant principal and teacher at Immaculate Heart of Mary-St. Casimir School in Lansing. She was in her fourth year as a staff member.

Mary was instrumental in adding grades 7 and 8 to the K-6 program and in overseeing the move of grades 6-7-8 from the IHM site to the St. Casimir site in 1985.

Before arriving in Lansing, Mary served at various Catholic schools in both Detroit and Kalamazoo. In Detroit she served at St. Jude's from 1982-1984, Guardian Angel's from 1972-1978, St. Cyril's Taylor from 1968-1972 and St. Henry's-Lincoln Parks from 1966-1968. In Kalamazoo Mary was principal at St. Joseph's Elementary from 1979-1981.

Mary's service to Catholic schools was nurtured by a strong Catholic family, her experience as a student at St. David's in Detroit from 1957-1961 and her association with the teaching ministry of the Sisters of St. Joseph, Nazareth, Michigan.

This faith-filled woman did ordinary things extraordinarily well and never tired of new challenges. The students with whom she worked over the years are part of her legacy. They remember a warm, caring and fun-loving person whose laughter was easily shared.

The Mary Goeddeke Education Fund was established after her death as a result of an outpouring of funds to help keep her memory alive. We continue that memory in our Catholic school so that future generations will know how one dedicated individual can touch generations of parents and students and keep the work of Christ alive. This fund will keep our Catholic school an affordable option for all families.

Contributions may be sent to:

The Mary Goeddeke Education Fund
3830 Rosemont Lansing, Michigan
48910

All contributions are tax deductible.

Important Phone Numbers

Elementary-Main Office	882-6631
Fax Number	882-5536
Middle School	482-7968
Fax Number	482-6681
Immaculate Heart of Mary Parish	393-3030
Fax Number	393-0855
St. Casimir Parish	482-1346
Fax Number	482-1313
School Committee Chair Mrs. Michele Corey	881-4378
PTO President Mrs. Lori LaPerriere	676-7663
Girl Scouts Mrs. Diane Mapes	887-3154
Cub/Boy Scouts Mr. Tony Moss	393-9553
IHM-St. Casimir Athletic Association	
Mr. Al Tamayo	484-4956 Athletic Director
Mrs. Kim Gavin	887-2567 Soccer
Mr. Jose Enriquez	882-4966 Baseball, Softball
Mr. Al Tamayo	484-4956 Basketball
Mr. Todd Gavin	887-2567 Floor Hockey
IHM-St. Casimir Student Care	
Mrs. Mary Maher	393-6582 (Home)
	882-6631 (Work)
IHM-St. Casimir Preschool Teacher	
Mrs. Marji Pearson	374-6621 (Home)
	882-6631 (Work)

The Faculty of Immaculate Heart of Mary-St. Casimir School

Mrs. Angela Johnston	Principal	johnstona@ihmlansing.org
Mrs. Andrea Trutzl	Kindergarten	trutzla@ihmlansing.org
Ms. Sharon Kuchar	1 st Grade	kuchars@ihmlansing.org
Ms. Patricia Smydra	2 nd Grade	smydrap@ihmlansing.org
Ms. Kay Pemberton	3 rd Grade	pembertonk@ihmlansing.org
Mrs. Lisa Galbraith	4 th Grade	galbraithl@ihmlansing.org
Ms. Marsha Green	5 th Grade	greenm@ihmlansing.org
Ms. Renee Hornby	6 th Grade	hornbyr@stcas.org
Mrs. Nancy Murphy	7 th /8 th Grade	murphy@stcas.org
Mrs. Mary Margaret Utes	Middle School Religion	utessm@st.cas.org

ADDITIONAL STAFF

Secretary-Bookkeeper/Elementary School	Mrs. Janice Shewchuck	shewchuckj@ihmlansing.org
Secretary/Middle School	Mrs. Chris Wilcox	wilcoxc@stcas.org
Administrative Assistant/Middle School	Mrs. Mary Margaret Utes	

Tuition/Financial Aid Advisor Mrs. Kristine Kazmirzack

Media Center Mrs. Rennie Madden

Computers/Technology Mr. Bill McKenna/Mr. Greg McKenna

Resource Room Teacher Mrs. Mary Milbourne

Teacher Aides Mrs. Rita Gemalsky Mrs. Rennie Madden

Art - Grade 1-8	Lansing School District
Band - Grade 5-8	Lansing School District
Physical Education - Grade 1-8	Lansing School District
Spanish - Grade 1-8	Lansing School District
Japanese - Grade 1-5	Lansing School District
Computer - Grade 6-8	Lansing School District
Music - Grade 1-8	Lansing School District

Lunch/Recess Supervision Mrs. Marie Cooper
Ms. Francis Knox
Mr. Pedro Zapata
Mr. Ben Tamayo

Lunch Program Mrs. Colleen Clark - Middle School
Mrs. Shelly Brown - Elementary

Support Team Lansing School District
(Includes the School Psychologist, School Worker, Speech Teacher, Teacher Consultant)

IHM Pastor Rev. John Byers

St. Casimir Pastor Rev. Bill Lugger

Maintenance/Janitorial
IHM Mr. Jim Schadler
St. Casimir Mr. Ben Tamayo

Dress Code

A dress code was established “to promote an atmosphere of dignity and respect”. The code is reviewed by the administrator and School Committee. The administrator is the final arbiter in determining the appropriateness of attire and will resolve any questions concerning dress code violations and consequences.

Grooming and dress will reflect a serious academic environment with standards that eliminate competition in style and fads.

PLEASE READ THROUGH THE REGULATIONS AND SHOP ACCORDINGLY

GRADES K-5

Slacks, jumpers, skirts: Solid navy blue or kahki. The jumpers and skirts must come to the knee. No embroidery, logos, decorations or trim. Slacks must be loose fitting with no gathering at the ankle or sewn on outside pockets, loops, rivets or buckles. Cotton, corduroy, or blended materials are acceptable, but they must be loose fitting. Tight slacks will be an infraction.

Shirts and blouses: Solid white or navy with collars and sleeves. Blouses and shirts must be tucked into slacks and skirts. No embroidery, logos, decorations or trim. Turtlenecks are allowed. Shirts with zippers must be zipped up.

Socks: Solid color navy blue or white. Tights in the same colors may be worn.

Shoes: Athletic shoes or leather shoes may be worn. They must be tied or Velcro closed. Slip ons, sandals, clogs or open toed shoes are not allowed.

Sweaters: Knitted crew neck sweaters, knitted V-neck sweaters, knitted sweater vests are allowed and must be worn over the solid white or navy shirt, blouse or turtleneck. They may be of any color, but logos and words are not allowed. School logo sweatshirts are allowed instead of a sweater. No fleece or velour. We would like to recommend navy sweater or vests, if at all possible.

Jewelry: If worn, it must be removed for physical education class. Earrings need to be post, no dangle.

Make-up: Not allowed

Hair must be out of eyes.

No shorts allowed for Mass.

Scout uniforms: May be worn on meeting days or for special events.

GRADES 6, 7, & 8

Slacks, jumpers, skirts: Solid color of navy blue, black, tan or gray. The jumpers and skirts must come to the knee. No embroidery, logos, decorations or trim. No sagging trousers allowed.

Slacks must be loose fitting with no gathering at the ankle; no sewn on outside pockets, loops, rivets or buckles. Cotton, corduroy, or blended materials are acceptable, but must be loose fitting. Tight slacks will be an infraction. Modesty for boys and girls is important.

Shirts and blouses: May be of any color or pattern with collar and sleeves. Shirts and blouses must be tucked into slacks or skirt for Mass. Camies and t-shirts worn under collared shirt may not hang below collared shirt. No embroidery, logos, decorations *or* trim. Turtlenecks are allowed. Shirts with zippers must be zipped up. Shirts must be buttoned to the top two buttons. Modesty for boys and girls is important.

Socks: Must be worn at all times. Nylons acceptable, but not for physical education class.

Shoes: Athletic shoes or leather shoes may be worn. They must be tied or Velcro closed. Slip ons, sandals, clogs or open toed shoes are not allowed.

Sweaters: Knitted crew neck sweaters, knitted V-neck sweaters, knitted sweater vests are allowed and must be worn over dress code shirt, or blouse or turtleneck. They may be of any color, but logos and words are not allowed. School logo sweatshirts may be worn instead of sweaters.

Jewelry: Must be removed for physical education class.

Make-up: Allowed in moderation.

Hair needs to be out of the eyes.

Physical Education Class: Students will change into modest shorts and t-shirts and athletic shoes. T-shirts must be tucked into the shorts. No offensive language or pictures is allowed on the clothing. No bike shorts, tank tops or jewelry may be worn.

No shorts allowed for Mass.

Unacceptable Clothing

hats, bandanas

tank tops

T-shirts, except for physical education class

shirts, blouses or turtlenecks with logos, embroidery, decorations, trim

sweat pants, sweatshirts, fleece

jeans, bib overalls, any garment of denim material including brushed denim

shorts, skorts, except May 1 to October 15 (see note below)

footless long underwear worn as tights

stirrup pants, spandex pants

footless long underwear worn as slacks

outdoor coat or jacket worn as a "knitted sweater"

halter tops, midriff tops, crop tops or any blouse or shirt that cannot be tucked in strapless or see-through attire

culottes, split skirts, capris, except May 1 to October 15 (see note below) sandals,

clogs, open toed shoes, slip ons

wallet chains or straps

velour pants

ankle length skirts

"sagging" is not acceptable

Out-Of-Dress Code Days

jeans are allowed (including bib overalls) but may not be ripped or torn

sweatshirts, sweat pants, fleece tops, fleece pants

any approved dress code item

T-shirts that have no offensive pictures or words, and are long enough to be tucked in

culottes, split skirts, skorts, capri pants allowed if they are loose fitting & only between May 1 and October 15

Modesty for boys and girls is important.

Shorts

May be worn from May 1 to October 15 at parent discretion.

Must be in dress code color (no rivets, sewn on pockets, loops, or buckles).

Must be knee length or no shorter than two inches above the knee.

Dress code shirts, blouses, and turtlenecks must be tucked into the shorts.

Culottes, split skirts, skorts, capri pants--allowed if they are loose fitting with tops tucked in.

Modesty for boys and girls is important.

SEXUAL HARASSMENT

Sexual harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. The Gospel of Jesus Christ, taught in all times and places by the holy Catholic Church, includes a profound respect for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated.

Sexual harassment is exactly what the name implies – harassment of a sexual nature. It includes (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature when (3a) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education; (3b) submission to or rejection of such conduct is used as the basis for employment or educational decisions; (3c) such conduct has the purpose or effect of substantially interfering with a person's work or school performance; or (3d) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or education environment. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).

If you believe that you have been subjected to sexual harassment, please contact the principal without delay. If you believe that you have been subjected to sexual harassment by the principal please contact the Moderator of the Curia (517-342-2450) or the Chancellor (517-342-2454) for Diocese of Lansing without delay. Sexual harassment may be reported orally or in writing.

A report of sexual harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law. Retaliation for a report of a sexual harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.

If a person who reports sexual harassment or a person against who such a report is made is dissatisfied with the outcome of the investigation, that person should contact the Moderator of the Curia (517-342-2454) for the Diocese of Lansing. If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Moderator of the Curia or by the Chancellor, the person should contact the Bishop in writing.

If a person who reports sexual harassment or a person against who such a report is made is dissatisfied with the outcome of the investigation, that person should contact the Moderator of the Curia (517-342-2454) for the Diocese of Lansing. If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Moderator of the Curia or by the Chancellor, the person should contact the Bishop in writing.

