



Parent & Student School Handbook

IHM School's Parent & Student Handbook

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Introduction

Immaculate Heart of Mary School (IHM) is a private, traditional Roman Catholic school under the direction of the Sisters of the Slaves of the Immaculate

“Our school should be a consolation prize to Our Lady.”

– Brother Francis, M.I.C.M.

Heart of Mary (MICM). Immaculate Heart of Mary School, Inc., is a non-profit corporation in the State

of New Hampshire and is supported by tuition and charitable contributions.

Philosophy

Our aim is to build a solid foundation for the future by giving every student a well-rounded education. Each child/young adult is being trained to be a good citizen in this world and the next. All subjects are taught in light of the perennial teaching of our Holy Mother, the Church,



so that every student may develop physically, morally, spiritually, and intellectually to the best of their ability as a knowledgeable child of God. Thus each individual will be prepared to carry out God's Will, apostolically, in any state of life. The special note that shines forth in all of our teaching endeavors is a filial love and devotion for the Mother of God, especially by means of the True Devotion expounded by Saint Louis Marie de Montfort. Our special patrons after Our Lady—Saint Philomena and Saint John Bosco—are highly acclaimed by the Church as guardians of the Catholic education of youth. With their aid, we wish to make IHM a consolation prize for Our Lady.

Faculty

In accordance with New Hampshire requirements for private schools, our teaching staff may or may not consist of individuals who are certified and/or have degrees in education. All teachers who agree to teach at IHM have been deemed qualified by the Sisters, MICM.

“The Catholic teacher has been called to a sublime office. She is, as Bernard Overberg observes, the teacher of truth and virtue, the representative of the parents and a spiritual mother, the gardener of the parish nurs-

ery, the visible guardian angel of the children, the custodian of the likenesses of God, the guardian of the living temples of the Holy Ghost, and the guide and companion of the pilgrims on their way to heaven. What St. John Chrysostom says of the teacher in general is true of her in particular: ‘There is no painter, there is no sculptor nor artist that can be compared to the man who knows how to form the minds and hearts of the young. This is a work far surpassing the finest creations of human art: to reproduce in souls the living image of Jesus Christ.’” (*The Catholic Teacher’s Companion*, Rev. Felix M. Kirsch, O.M.Cap, Benziger Brothers, 1924)

Our teachers, religious and lay, strive to live up to this exalted duty that Our Lady (and each parent) has entrusted to us. We like to work closely with the parents and encourage regular communication.



Admissions

The selection of new students to fill available openings is based on the academic and personal promise of each candidate for enrollment, without regard to race, creed or national origin, with preference given to those individuals who have siblings already enrolled at IHM. The faculty of IHM reserves the right to (1) reject any applicant who does not meet our basic academic requirements, and (2) place each student where he or she will best fit into the academic program.

Due to our limited facility and faculty, we are not able to

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– Saint John Chrysostom



meet the special needs of children on behavioral medications. Likewise, we will recommend that the parents of a child that is more than one year behind his

normal age range in our curriculum look into other options.

Upon request for admission to IHM, the Sisters will schedule an interview with the parents and student(s) to review the handbook and application pa-

perwork as well as to answer any questions the family may have. A non-refundable application fee of \$100.00 per family is to be paid at the time the application forms are submitted. Placement

testing will then be scheduled. Following the testing, parents will be notified via mail or meeting of each student's placement and formal acceptance to the school, usually within ten days. Any admission requests received during the month of May will carry a \$75.00 non-refundable late fee. Requests received during the month of June will carry a \$175.00 late fee. Requests received after June 31 will not be considered for the coming school year, but will be noted for the following year.

Families with students already enrolled in IHM do not need to completely re-apply. For each additional student coming into first grade, paperwork needs to be filled out and there will be a \$30 testing/application fee (with the same deadlines as above). Placement testing will be scheduled and parents will be notified via mail or meeting of each student's placement and formal acceptance

“Mindful of the fact that man has been redeemed by Christ, the Catholic school aims at forming in the Christian those particular virtues which will enable him to live a new life in Christ and help him to play faithfully his part in building up the Kingdom of God.”

– *The Catholic School*
The Sacred Congregation for
Catholic Education
March 19, 1977
Paragraph 36



to the school, usually within ten days of the placement test.

Curriculum

The curriculum of IHM utilizes many outstanding Catholic texts and educational materials to provide a solid, basic education with a strong emphasis on memory work and the essential tools of language and mathematics.

The elementary school focuses on the Baltimore Catechism, Bible history, phonics, reading, spelling, English grammar and composition, and traditional arithmetic along with history, geography, science, art, and music.

The high school curriculum, rooted in the liberal arts, has been designed to prepare students for the rigors of undergraduate studies. With religion, drama, logic and rhetoric, English grammar and composition, research papers, history, literature, algebra, geometry, Latin,

music, art, biology, and other sciences, IHM graduates have a solid foundation on which to build for the rest of their lives.

Our science program throughout all grade levels is entirely traditional, yet up-to-date. We do not teach the unprovable theory of evolution. The important responsibility of educating the child in matters of human sexuality, other than biological facts and moral responsibilities, will be left entirely to the parents (whose rights are carefully upheld by our faculty). The annual Science Fair is held in January. Students from grades seven and up participate.

*Condemned in the
Syllabus of Errors, #48:*

“Catholics may approve of the system of educating youth unconnected with Catholic faith and the power of the Church, and which regards the knowledge of merely natural things, and only, or at least primarily, the ends of earthly social life.”

– *Blessed Pius IX*



imitation of Saint John Bosco, who never considered a school year well-begun until after the first “preparation for death”—with the devotion of the Nine First

– *Joseph Addison*

Fridays. On the Thursday before the First Friday of each month, Religion class is dedicated to making a meditation on the four last things (Death, Judgment, Heaven, and Hell), making an Examination of Conscience, forming resolutions for the next month, and going to Confession as if for the last time. The following morning, the students receive Holy Communion as they would



wish to receive their Viaticum and in reparation for the offenses committed against the Sacred Heart of Jesus. Far from making the students morose, this exercise keeps before their minds their last end—"Remember your last end and you shall never sin"—prevents an unwholesome fear of death and encourages virtue. In fact, this exercise gives the students the freedom to live life to the full!

Music

Since educators throughout history have appreciated the value of music in education, we are delighted to be able to offer music lessons once a week. Grades one through four are combined for choir, where they learn to sing on key and in parts. Music theory and appreciation are also incorporated.

Starting with fifth grade, group instrument lessons are offered. Students may choose to learn old-time fiddle or classical guitar (or they may choose to remain in choir). A rent-to-own instrument program is available.

Testing

High School students are encouraged to take the following tests: PSAT (Grades 10-12)—administered at IHM, and the SAT (Grades 11-12). [ETS #300529]
At this point in time, we do not

administer standardized testing (CAT, Idaho Basics, etc.) on a mandatory basis in any of the grades. Of course, regular quizzes and tests in each subject of the IHM curriculum are worked into the regular daily schedule.

Graduation Requirements

High school students are required to earn a minimum of twenty-seven credits in order to receive their diploma. Depending on the available classes, students have an opportunity to earn up to thirty-six credits.

<i>Credits</i>	<i>Required</i>	<i>Possible</i>
Religion	4	4
Math	3	4
English	4	4
Literature	4	4
Latin	2	4
Science	2	4
History	4	4
Music	2	4
Art	1	2
Research	1	2
<i>Total</i>	<i>27</i>	<i>36</i>

Report Cards

Report cards will be issued at the end of each quarter. Parents sign the report cards—and receive a copy—at their quarterly conference with the teachers (the originals will be reserved until the end of the school year).

Students are evaluated in two major areas: **Scholastic Progress**

—all academic subjects as well as Conduct and Effort—and **Character Development**. Scholastic Progress is graded either numerically or alphabetically, depending on grade level and objectivity. The divisions of Character Development (Religious Habits, Study Habits and Social Habits—each divided into three categories) are simply marked as “satisfactory” or “improvement needed.”

Grading

The grading scale used throughout the entire school is:

“The man that hath no
music in himself,
Nor is not moved by
concord of sweet sounds,
Is fit for treason, stratagems,
and spoils;
The motions of his spirit are
dull as night,
And his affections dark as
Erebus:
Let no such man be trusted.
Mark the Music.”

– William Shakespeare
Merchant of Venice



Grading Scale:

A+	97-100	B+	87-89
A	94-96	B	84-86
A-	90-93	B-	80-83
C+	77-79		
C	74-76	F	0-69
C-	70-73		

School Hours

The IHM school day runs from 7:25am to 2:45pm, Monday through Friday, from the week before Labor Day until approximately the middle of June—according to the school calendar. As an approved New Hampshire private school (for attendance purposes—#26805), IHM is in session for a minimum of 180 days (also meeting the hourly requirements of 945 & 990 instructional hours per year through high school).

Every school day begins with Holy Mass at 7:30. Prayers are said before every class; the An-

gelus is said before breakfast and lunch; and patriotism is practiced with the daily Pledge of Allegiance to the flag.

The daily class schedule in the elementary school varies from classroom to classroom, but time is set aside for a quick breakfast as well as the following recesses: morning (10:00-10:15), lunch (11:30-12:00)—*followed by a decade of the Rosary in the chapel*, and afternoon (1:45-2:00). The high school has seven forty-minute periods besides Mass, morning breakfast/hagiographical reading and the noon chapel visit. High school students have five minutes between each class and share the elementary lunch and afternoon recesses.

Attendance

It is the responsibility of parents (and high school drivers) who drive their children (and siblings) to school to see to it that the students arrive early enough



to be present when attendance is taken. Students arriving after 7:25 am will be marked tardy. Elementary school students will be given a writing assignment if they do not have a parental excuse in hand.

Students must be on time and must not leave school property during school hours.

If a student will be absent, parents must call the school by 8:00 that morning (with an “attention” to their teacher). A message left on the Sisters’ answering machine will be acceptable.

Parents should schedule all medical or dental appointments for a time that doesn’t interfere with school hours. If, on rare occasions, a student must leave before 2:45, a signed excuse should be sent in no later than that morning.

Students with unexcused absences (including suspension) will receive a 0% in every class missed in addition to any other

punishment (and the work must still be made up).

The number of days each quarter that a student was tardy, absent, or left early is recorded on the report card. Students missing more than fifteen (15) days of school in the school year may be required to repeat the grade level.

Arrival & Dismissal

We ask that parents drop off their children at the school ramp (the only door to be used by students during school hours) at

Harmony of form, harmony of color, harmony of sound, harmony of motion . . . all these blend into a deeper harmony still: the harmony of man “whose bodily forces and mental powers are in equipoise . . . whose life moves on in rhythmical accord with God, nature, and man, with no discord . . . This was the ideal education, such as the ancient teachers conceived it. This is the ideal music into which all the harmonies of the world were blended. This is the ideal man, the musical man, of whose possibility the ancient philosophers dreamed.”

– C. C. Felton, LL. D.
Greece, Ancient and Modern
Volume One, page 144



7:15 am (not before) and pick them up at 2:45 pm from the lower chapel vestibule.

“Education is the constraining and directing of youth towards that right reason, which the law affirms, and which the experience of the eldest and best has agreed to be truly right.”

– *Plato’s Laws, Book II*

Dismissal procedure: Teachers take their classes to the chapel vestibule at 2:45pm. There the students will wait—under supervision—until the par-

ents (or siblings with drivers’ licenses) come to claim them. Parents who wish to send their children home with another family must call or send in a note. Students walking home will leave immediately, high school students meeting their younger siblings in the chapel vestibule. Students staying for the afternoon Rosary will kneel with the adult who picks them up and who is then responsible for their



behavior. Students will not be allowed back upstairs unattended.

Cancellation

When the weather is dangerous, school may be delayed or cancelled. We follow the decision of the Monadnock Regional School District. This information may be had by calling the Monadnock Regional High School at: 603-352-6575 ext. 1.

The same information is available on the Monadnock Radio Group stations: WKNE 103.7 FM, WKBK 1290 AM, WOQL 97.7 FM, WZBK 1220 AM, or WINQ 98.7 FM; and at www.wmur.com/closings/index.html.

In the event that we need to cancel school due to our local weather conditions, we will contact the families by 6:45 am.

Transportation

Students are not allowed to walk, drive cars, or ride bicycles



to and from school without parental permission on file at the school. The use of bikes is not allowed on the playground.

Students are not allowed to leave school property during school hours. Written permission for doctors' appointments and school field trips are the exceptions.

All drivers, pedestrians, and bikers are expected to be cautious and follow all safety rules, not just on Center property, but also on Fay Martin, Tully Brook, etc.--remembering that their behavior should always be honorable and never a cause of danger or scandal to our neighbors.

Homework

The purpose of homework, a necessary component of the learning process, is to reinforce skills taught in class. This outside practice helps the student become independently successful with skills being taught in the

classroom. Homework also fosters responsibility, self-reliance, research skills, and pupil initiative and time management skills. It helps students develop competent study habits, while providing opportunities for the pursuit of truth and the glorification of Almighty God.

Various types of homework:

- Studying for tests and quizzes
- Correcting or re-doing daily work
- Completing schoolwork not finished in class
- Maintaining and organizing notes
- Working on projects and presentations
- Completing reading assignments
- Reviewing concepts and skills presented in class

Student Responsibility:

Each student should be



aware of the IHM School homework policy.

On a daily basis the student should record all homework in his assignment notebook.

It is the student's responsibility to complete homework neatly, correctly, and in a timely manner.

Students should ensure that all homework meets a high standard.

Students should seek assistance when encountering difficulties.

Students should adhere to all teacher specifications

pertaining to written work.

Parental responsibility:

It is the parents' responsibility to support the IHM School homework policy by encouragement and involvement with both the student(s) and the teacher.

Parents should teach their younger children to keep their completed homework in a designated location each night so it will not be forgotten the next day.

Homework assists the student's progress in learning. Par-

ents should emphasize to their children the value of the knowledge being taught—more than just grades are at stake. Parents should refrain from telling their children that it is not necessary to complete all assigned work. (This will only undermine authority in the children's minds.)

Parents are encouraged to provide academic assistance to their children at home. Parent must NOT, however, do their children's schoolwork (to do so results in academic dishonesty).

Parents should praise the things their children do well, and not dwell on their shortcomings.

Parents should provide a study area for their children with good lighting, proper seating and sufficient space for materials. Distractions, such as radio, TV, or other children, should be avoided (if possible).

On the natural level:

"The three main objectives of schooling are: preparation for earning a living; preparation for intelligent fulfillment of one's civic duty, to be a good citizen of the republic; preparation for fulfilling one's moral obligation to lead a morally good life, enriched by the continuation of learning after all schooling is terminated."

– Mortimer Adler
Lowell Lecture
April 11, 1990



The child should have a specific time period each day for homework. Parents should establish firm rules against using the phone, watching TV, playing computer games, and participating in other activities until homework is completed.

Parents should avoid complaining about their children's homework. Such complaining may cause the child to lose confidence in the teacher or even lose interest in school.

If a child is having difficulty completing homework, parents should check his study habits. Parents are encouraged to maintain regular and open communication with the teacher(s) of their children.

When possible, parents should supervise homework, ensuring that each child has enough time, understands directions, and works carefully. Parental supervision and discipline will gradually help the child develop self-discipline. Parents are also encouraged to: provide assistance with memory drills by calling out words or questions, provide materials and resources, and help with ideas for projects.

Parents should not challenge teachers when they penalize schoolwork that is incomplete, late, disorderly, or in breach of any specification mandated by that teacher.

Recommended time allocation for homework (including instrument practice):

Grades 1-2: 15-30 minutes daily (primarily reviewing/drilling with parents)

Grades 3-4: 45 minutes daily

Grades 5-8: 1.5-2.5 hours daily

High School: 2-3 hours daily

N.B. Major tests, examinations, research papers, required reading, and make-up work may vary the amount of time prescribed. Individual circumstances (e.g. student laziness, absenteeism, and poor time management) may cause some students to need more than the average time for homework.

Any student who does not submit a completed assignment on time will either get a 0% or be penalized with a ten-point de-

“Many parents have the wrong expectation of the profit to be derived from schooling. They think that the only purpose of schools is to prepare their children to earn a living. While that certainly is an objective to be served, it is, in terms of human values, less important than preparation for citizenship and for leading a richly rewarding, good human life. Even with regard to earning a living, most parents do not understand that in our high-tech economy, preparation for earning a good living is more readily secured by those who can read, write, speak, and figure well and who have learned how to think critically and reflectively, rather than by those given specialized job training in vocational training courses.”

– Mortimer Adler
From the essay: Reforming Education – No Quick Fix

duction per day. Full credit is never awarded for a late assignment without just cause.

If a student is unable to complete his homework after working hard for a reasonable amount

of time—or if some emergency arises—a signed note from a parent will excuse the student from punishments and give them another day to complete the work (in addition to the next day's assignments).

For grades seven and up, we have slips for missing homework. These notify the parents by requesting their signature that their child either didn't do or complete his homework, or that he received a failing grade on a test or quiz. The teacher gives the

slip to the child and marks the recording chart. The slip(s) must come in the next day with a parent's signature (they will be gathered in the morning at the same time as sentences) or else another slip goes home requesting a parental phone call. There is no formal punishment attached to missing homework (except the low grade), but the parents are informed, and the students get the necessary pressure to fulfill their duty.

Make up work due to absenteeism:

Students with unexcused absences (including suspension) will receive a 0% in every class missed in addition to any other punishment. The work must still be made up, however, and those grades will be averaged with their corresponding zeros. In the case of suspensions, students must do the work, although no make-up grade will be given.

Assignments missed due to an excused absence must be made up the following day. Extended catch-up work may be allotted more time based on the teacher's discretion.

Failure to complete assigned make-up work will result in student receiving ZERO CREDIT on missing work. Low grades on student report card will reflect such a penalty. At the discretion of the principal in communica-

“When literary, social, domestic and religious education do not go hand in hand, man is unhappy and helpless.”

– Pope Pius XI
On Christian Education
December 31, 1929
Paragraph 59



tion with the child's teacher, the student may not be promoted to the subsequent grade.

Parents' Meetings

All members of the faculty of IHM want to work closely with the parents and encourage regular communication. Every teacher is available every afternoon from 2:45 until 3:00 to answer any questions, etc. (The teachers try to communicate with the parents of each student in their classes at least every two weeks.)

Besides these regular communications, the quarterly report-card conferences, and fundraising meetings, we also have a monthly Mothers' Tea. An opportunity for the mothers to socialize with each other, the Sisters, and other lady teachers as



well as discuss various issues—the Mothers' Tea is a lovely aid to maintaining our esprit d'corps.

Discipline

Parents represent God to their children and are entitled to be "honored" with respect and obedience in all things, except sin. Hence, children obey God when they obey their parents. In their parents' absence, children obey both God and their parents when they obey persons in authority. A priest, or religious, on account of his consecration, represents God directly; ergo, doubly when he is teaching.

All obedience is to God.

Whenever an adult is not present, the oldest student will take responsibility for the group and must be honored by the students under his care.

Good discipline originates in the home because the parents are the first teachers of the child. It is the parents' obligation, by teaching and by example, to develop in the child good habits of behavior as well as proper attitudes toward school.

Our attitude towards discipline is that of Saint John Bosco: reason, religion and kindness. His system is preventive rather than repressive. With the aid of the Sacraments, the teachers are

friendly guides training, helping and reminding the students in a positive manner along the proper behavioral channels. Of course,

human nature being what it is, our free wills must be trained to choose the good. Whenever we choose evil, we are punished, either in this life or the next, unless we make reparation.

When the faculty of IHM must give punishments (whether it be loss of reward,

a lower grade, restricted recesses, push-ups, etc.), it is always with

this purpose in mind: to help the child to make reparation, and then to train his intellect to know and his will to choose the good. If we help the children now, they will not have to suffer later.

IHM is a Catholic school, and we expect the children to keep the Commandments all the time. Disrespect is not tolerated. Severe infractions will be automatically dealt with by more severe punishment.

Our scale of procedures in the disciplining of deliberate infractions (used according to each teacher's discretion—the last three with the permission of the Principal and/or Vice Principal):

- 1) Verbal warning/reminder
- 2) Loss of reward, removal from classroom, a written assignment, etc.
- 3) Written notice to parents requiring a response
- 4) Suspension
- 5) Expulsion

A writing assignment given in punishment doubles in quantity every day the student is late turning it in.

We have noted a direct link between the behavior, attitude and attention span of our stu-

“Disorderly inclinations then must be corrected, good tendencies encouraged and regulated from tender childhood, and above all the mind must be enlightened and the will strengthened by supernatural truth and by the means of grace, without which it is impossible to control evil impulses, impossible to attain to the full and complete perfection of education intended by the Church, which Christ has endowed so richly with divine doctrine and with the Sacraments, the efficacious means of grace.”

– Pope Pius XI
On Christian Education
Paragraph 59



dents and their choice of magazines, books, television, music, movies, amount of sleep, and companions.

Obviously, we hope that what we are teaching the students during school hours about their Faith is simply an extension of the daily life they are already living. When this is not the case, changes need to be made at home. We request that “screen time” (videos, computer, etc.) be limited to schoolwork, except on weekends.

Comportment

A gentleman (or lady) is known by his manners. As heirs to the Kingdom of Heaven, we have an obligation to act accordingly. When students remember that those around them are living tabernacles of the Blessed Trinity (with a guardian angel besides!), treating others with respect becomes much easier. What follows is a resume of the comportment

we expect. If parents have already taught these manners to their children, the students will not feel overwhelmed by “rules.”

Basic Manners & Comportment

Focus: Silence is generally kept at all times within the school halls and classrooms, in the chapel, and during all instructions. Students must raise their hands and wait to be called upon before standing to ask questions or give answers. If a teacher wishes to hold a rapid-fire drill or a more relaxed discussion, she will make clear the beginning and end of that exception.

Students should look at and pay attention to any adult who is speaking to them and should not interrupt him.

“Folly is bound up in the heart of a child and the rod of correction shall drive it away.”

– Proverbs XXII, 15



Posture: Students should sit up straight with hands folded on their desks (unless taking notes, etc. as directed by the teacher)

“Even ordinary household objects are our teachers; are also fitting objects for our contemplation. Doors teach us courtesy, patience, hospitality; clothes teach us modesty, purity, elegance, dignity, consecration; tools teach us poverty. Work days teach us dedication; feasts days teach joy and devotion.”

– Brother Francis
*The Challenge of Faith
Meditation on the Book of Nature*

and feet flat on the floor. They may not sit on porch, ramp, or stair railings.

Students should stand up straight and walk quietly, hands by their sides, without touching walls.

In the Chapel: Students should use holy water;

genuflect, and make the Sign of the Cross reverently; kneel with their hands folded; pay attention to Father; close their eyes after Holy Communion in order to pay attention to Our Lord; and mean what they say when they speak to Jesus, His Mother Mary, St. Joseph, the angels and saints.

Courtesy: All adults must be treated with respect and addressed cheerfully with a “Good morning, Brother (Sister, Father, Mr. Smith, Mrs. Smith, etc.)!” This courtesy also includes saying, “Yes, Sister...,” “No, Mr....,” “Thank you, Father” (or Sister, Brother, Mr...., Mrs...., Miss....,

as the case may be).

Students must hold doors open for adults and, without letting the door slam, make sure it is closed all the way. Gentlemen always hold the door for ladies.

Students should stand when any adult enters the room. They should wait for permission to be seated (or, if nothing is said, until the guest leaves) before sitting back down.

When passing an adult, students should step aside, saying, “Excuse me.”

Physical violence (pushing, shoving, hitting, tripping, etc.)



and name-calling are strictly forbidden. Comments that discourage other students do not please Our Lady, and so they are not allowed. Helping friends to study is a great charity, but helping them to cheat is being their enemy.

Comportment: Pockets are not to be used for students' hands; they are mainly for decoration and storing handkerchiefs.

Gentlemen always remove their hats as they enter a building.

Table Manners: Students should always pray before meals, use napkins and proper utensils (fork, spoon, knife), and chew with their mouths closed (with as little noise and "show" as possible). Elbows belong next to one's sides. Talking must wait until the mouth is empty. Making comments about someone else's food is usually considered rude.



Lunches should be wholesome and filling. It is not polite to be in the habit of saying: "I forgot my lunch," "My mother didn't make me a lunch," or "I wasn't hungry when I was packing my food," in order to get a lunch from someone else.

"Blessed is the man that feareth the Lord: he delighteth exceedingly in His commandments."

– Psalm CXI

Respect for Property: Students should save their creativity until they have a piece of paper to write on (at the proper times, of course!). Anyone in the habit of mistaking the desk, books, shelves, doors, etc., for paper will be given private instruction and apprenticeship in fine arts (e.g. refinishing the furniture).

Items Not Allowed: Chewing gum, passing notes, smoking, and illegal substance use are forbidden—as are electronic devices



(tape recorders, radios, CD play-

“It is no less necessary to direct and watch the education of the adolescent, ‘soft as wax to be moulded into vice,’ in whatever other environment he may happen to be, removing occasions of evil and providing occasions for good in his recreations and social intercourse; for ‘evil communications corrupt good manners.’

“More than ever nowadays an extended and careful vigilance is necessary, inasmuch as the dangers of moral and religious shipwreck are greater for inexperienced youth. . . . How often today must parents and educators bewail the corruption of youth brought about by the modern theater and the vile book!”

– Pope Pius XI
On Christian Education
Paragraphs 89 & 90

ers, computer games, etc.), which will be confiscated. Students discovered lying, using impure language or vulgarities, engaging in indecent discussions or activities, and/or listening to bad music (especially the various forms of rock) will be dealt with severely. Because of the loss of study time, moral dangers, and cultural degeneration involved, MySpace accounts are grounds for expulsion.

no small degree.

Only bag breakfasts/lunches will be brought to school. The lunch hall Sisters will keep an eye on the students to make sure that they do eat what is packed. Students are not permitted to use the microwave.

At lunchtime, the students eat in silence after grace. There is a ten-minute reading, and then grace-after-meals is said. At this point, those who are done eating may go outside; those with more lunch to eat may sit back down and finish it.

Eating is not allowed during class, but snacks may be had at recesses.

Health

All medications and directions (from cough drops and tinctures to inhalers) will be given to the student’s teacher by the parent personally (prescription medications need to come in the original container). The

Meals

The performance and behavior of the students greatly improves when they have enough to eat, little or no sugar, and a good serving of protein for breakfast and lunch. Their concentration capacities depend upon this in



teacher will administer the necessary dosages and will be the only one to do so. Cases of chronic illnesses will be dealt with on an individual basis.

Behavioral medications are not allowed.

Since we do not have the regular services of a school nurse, parents must be responsible for regular health examinations, including eye and dental exams/care, as needed. First aid supplies are kept at the school in the event of an injury.

Medical releases are signed for each student and kept on file at IHM to be used in case of an emergency.

Physical Education

Important parts of each student's moral and physical development are the recess activities. Soccer, baseball, football, ice-skating, jumping rope, tag, and

other organized/monitored games build coordination and encourage the practice of virtue.

If it is raining or the temperature outside is below ten degrees—or if there is a wind-chill warning—breaks will be held indoors. Coats are required for elementary students whenever the temperature is below fifty degrees. For temperatures fifteen degrees and below, all students must have coats, hats, boots, scarves, and gloves in order to go out.

Students failing to meet these requirements will not be allowed

“Suffer the little children to come unto Me, and forbid them not; for of such is the kingdom of God.”

– St. Mark 10, 44



outside and will have to spend their break doing writing assignments.

The girls and young ladies are allowed to wear leggings or

loose pants under their uniform when outside, but they should not show below the hem of the skirts or jumpers. The little ones (grades one through four) and older boys may wear snow pants.

We recommend (especially for the

boys) that the students (grades five and up) bring a change of shoes for outdoor recesses. This will help to keep their nice school shoes in good condition.

“Being aware that Baptism by itself does not make a Christian - living and acting in conformity with the Gospel is necessary - the Catholic school tries to create within its walls a climate in which the pupil's faith will gradually mature and enable him to assume the responsibility placed on him by Baptism.”

– *The Catholic School
The Sacred Congregation for
Catholic Education
Paragraph 47*

(Cleats are not allowed, but there are no other restrictions.) For the little ones, boots will be needed from the beginning of winter through mud season.

Field Trips

Field trips are organized by the teachers of each classroom. Permission slips with detailed information regarding time, place, and expense will be sent home in advance. Only students registered at the Immaculate Heart of Mary School will be allowed to go on school field trips.

Students in grades seven and up are encouraged to come with us on the long four-day Pilgrimage of Restoration from Lake George, NY, (Lake of the Blessed Sacrament) to the shrine of the eight North American martyrs in Auriesville, NY. Students in the elementary school are encouraged to join us (with their families) on Saturday from Fonda to Auriesville. We have a long-



standing custom that those students who come on the four-day pilgrimage or—if they wear their uniforms—just on Saturday will be treated to pizza for lunch the following Tuesday. More information (cost, supplies, etc.) will be sent home with the junior high/high school students.

Programs

There is a tradition in the history of the Slaves of the Immaculate Heart of Mary at Saint Benedict Center of holding programs to provide our own entertainment. There are five every year: Thanksgiving, Christmas, January 17 (the Anniversary of the Order), Saint Patrick's Day, and the End of the Year School Program. While the first is optional, the others (held on the closest Sunday) count as school days and attendance is taken. IHM also holds an annual Science Fair, the yearly Spelling Bee, and the Richmond Blueberry

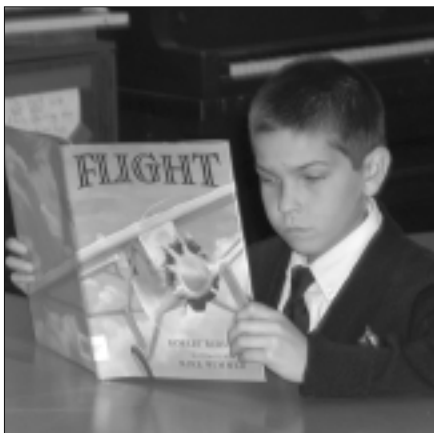
Fiddle Festival, besides performing at the Winchester Pickle Festival, nursing homes, etc.

Books & Supplies

A book fee is included in the annual tuition. Some books are consumable, but others are very expensive or out-of-print (some never go home for this reason). The students are responsible for the books and are expected to take care of them. If excess wear is noted, parents will be asked to pay an additional fee. A school supply list will be issued before the start of each school year. These items,

“Christ, therefore, is the teaching-centre, the Model on Whom the Christian shapes his life. In Him the Catholic school differs from all others which limit themselves to forming men. Its task is to form Christian men, and, by its teaching and witness, show non-Christians something of the mystery of Christ Who surpasses all human understanding.”

– *The Catholic School*
The Sacred Congregation for
Catholic Education
Paragraph 47



such as loose-leaf paper, notebooks, pens, pencils, etc. are purchased by the students or their

families. Students should take good care of all materials, whether belonging to themselves or the school.

Tuition

Tuition at IHM currently covers only about one-fourth of the cost to run the school. For this reason, we ask parents who can afford more support to join the Patron's Program and

give a monthly sum over and above tuition. We also ask for

references of relatives and friends who might be interested in supporting education.

Tuition may be paid daily, weekly, bi-weekly, monthly, bi-monthly, or annually. This will be arranged at the beginning of the school year with each family individually. Deductions are possible with early payment and festival participation.

Parents who need financial aid (scholarships, etc.), should request the NAIS Financial Assessment Form. The assessment is done by NAIS, a certified third-party. Financial aid/scholarships will be given on a per-need basis, depending on the funds available.

Fundraising

It is expected that parents cooperate with volunteer activities. That all the families share in the activities is important for the running of IHM School (fundraising events, etc.). It has

“... Catholics will never feel, whatever may have been the sacrifices already made, that they have done enough, for the support and defense of their schools and for the securing of laws that will do them justice.

“For whatever Catholics do in promoting and defending the Catholic school for their children, is a genuinely religious work and therefore an important task of ‘Catholic Action.’”

– Pope Pius XI
On Christian Education
Paragraphs 83 & 84



been proven time and again that children perform better when parents are actively involved in the school. As parents are welcome to volunteer for activities at which they are most competent, we do not feel that this participation is too heavy of a burden for families who care about their children's future and the future of the school.

Our major fundraiser each year is the Richmond Blueberry Fiddle Festival; but we also hold bake sales, perform various plays, and maintain a mailing list of supporters (May and October appeals, the *Queen's Quarterly* subscribers, and the Patron's Program).

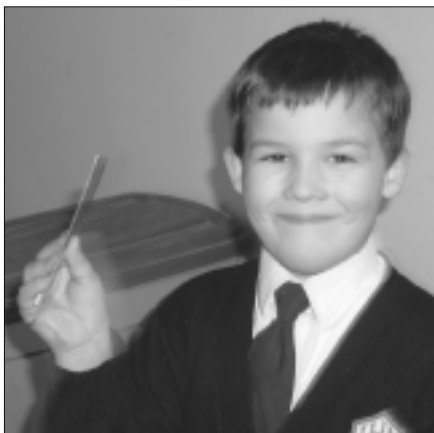
Parents who choose not to participate in one or more projects (realizing that this lack of involvement will show up in their children's attitudes), will be required to provide the financial sum that would otherwise have been brought in by their efforts.



This sum will be determined by dividing the income of a particular event by the number of IHM families who were involved in that endeavor.

School Newspaper

Our school paper is the *Queen's Quarterly*. An opportunity to showcase student work and activity, it is also a means of telling others about the school and obtaining support—spiritual, moral, and financial. All students, alumni, parents, and faculty are encouraged to submit articles, stories, photos, and artwork.



“It is necessary not only that religious instruction be given to the young at certain fixed times, but also that every other subject taught, be permeated with Christian piety. If this is wanting, if this sacred atmosphere does not pervade and warm the hearts of masters and scholars alike, little good can be expected from any kind of learning, and considerable harm will often be the consequence.”

– Pope Pius XI
On Christian Education
 Quoting Pope Leo XIII
Militantis Ecclesiae, Aug. 1, 1897

Uniform

Students must arrive at school, attend classes, and leave in full uniform. Full uniform is also required on school field trips (unless otherwise noted). All components of uniform must be: cleaned and/or polished, mended (no holes or rips), and worn properly (buttons buttoned, shirts tucked in, ties tied, etc.).

The use of non-regulation colors or items, make-up, fingernail polish, earrings (except one set of gold or silver studs), and all other jewelry is forbidden. Students who wear such items will have them removed and confiscated. [NB—The high school students are allowed to wear one ring on Wednesdays, in honor of Saint Joseph. Also, students with an IHM class ring are allowed to wear it all the time.]

Uniforms are purchased from Harvey Uniforms. Sweaters



must be worn in the chapel (unless the temperature is above 70 degrees—grades 7-12, and 80 degrees—grades 1-6), on field trips, and for special events. They may be removed in the classroom with permission from the teacher. The vests of the older girls must always be worn. Coats/jackets/sweatshirts may not be worn in the classroom without permission. However, the (optional) IHM fleece jacket may be worn at any time.

For outdoor/recess requirements, see Physical Education.

Note: For the definition of “regulation”, please see the Uniform Order Forms.

Boys’ Uniform

1. **Sweater:** regulation, with badge
2. **Shirt:** regulation (white dress shirt), with non-printed, white tee-shirt underneath
3. **Trousers:** navy, regulation
4. **Belt:** black
5. **Tie:**
 - red plaid (grades 1-6)
 - red (grades 7-8)
 - navy (grades 9-12)
6. **Shoes:** plain black or navy oxfords with navy blue or black laces (no exaggerated soles)
7. **Socks:** navy or black
8. **Hair:** short and well-groomed (no gel). The Brothers will decide what haircuts are suitable for the boys. Gentlemen

will be clean-shaven (no facial hair).

Girls' Uniform

1. **Sweater/Vest:** regulation, with badge

2. **Jumper/skirt:** regulation (grades 1-6: with badge)
[NB: Hems must be well below the knee (mid-calf). To allow for growth, hems should fall between the ankle and lower calf. All young ladies must wear slips.]

3. **Blouse:**

—white, short-sleeved, with Peter Pan collar (grades 1-6)

—white, long-sleeved, with pointed collar (grades 7-12)

4. **Crossover Tie:**

—red (grades 1-6)

—blue (grades 7-12)

5. **Shoes:** plain black or navy oxfords with navy blue or black laces (no heels/extra thick soles)

6. **Stockings:** navy or black (tights or knee-socks)

7. **Hair:** neatly pulled back out of face with barrettes, hair

bands, or ribbons (red, white, or navy blue only—high school may also choose from gray and maroon). The Sisters will decide what hair-styles are suitable for the girls.

8. **Veil:** regulation (in chapel)

Visitors

Children not registered at Immaculate Heart of Mary School will be allowed in school only with the advance permission of the Principal. If allowed, they will abide by the school rules and the Monastery dress code. Only students registered at the Immaculate Heart of Mary School will be allowed to go on school field trips.

Monastery Dress Code

In obedience to Our Lady's requests at Fatima and in accordance with the standards of Catholic modesty in dress, we ask that all of our friends and visitors observe the following



dress code in the Chapel and on the monastery grounds:

Men and boys, please no shorts, “tank-tops”, or tight-fitting clothing.

Women and girls are asked to wear dresses or skirts that are



well below the knees. Please, no tight, sheer, sleeveless, or low-cut blouses.

Out of respect for Our Lord’s presence in the Blessed Sacrament, we also ask that the ladies wear chapel veils

while they are in the chapel.

Modesty in dress is a Catholic virtue. Your cooperation will not only be gratefully appreciated, but eternally rewarded.

Conflicts

In the event a student deems that he has suffered an academic or disciplinary injustice, the student should not vocalize his objection or challenge his teacher in front of the class. Such a response disrupts the class and the Christian climate that we wish to maintain at all times throughout the day. Such a response also undermines the authority of the teacher and will not be tolerated.

The proper course of action: The student should make an appointment to discuss the matter with his teacher in private and conduct himself in a manner becoming a young Catholic gentleman or lady, always respecting the office and authority of the teacher as well as recalling that our duty as Christians is to pursue the path of virtue and sanctity.

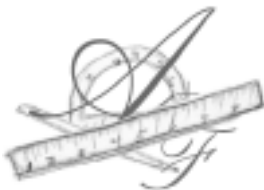
If a parent believes that there is a problem that needs to be addressed, the parents should first contact the teacher. They should make an appointment to meet in person with the teacher, if at all possible. Parents should not involve other teachers, students, and parents who are not the primary parties in a real or apparent conflict, nor should they discuss it in person, on the phone by e-mail, or letter with friends, family, and members of the community. Parents doing so would directly or indirectly foment dissension or contribute to



the fragmentation of the school and the families who comprise this Christian community.

If the subject matter is minor, it should be brought to the attention of either the student's teacher or to the Vice Principal; if the subject matter is serious, it should be brought to the attention of the Principal or the Vice Principal. This may be done either verbally or in writing. In either case, the situation will be discussed, consulted on, and/or relayed to other members of the faculty, as the subject matter shall warrant.

If you have any questions regarding our school policy for conflict resolution, please contact the Principal or the Vice Principal. *Ave Maria!*



“Let it be loudly proclaimed and well understood and recognized by all, that Catholics, no matter what their nationality, in agitating for Catholic schools for their children, are not mixing in party politics, but are engaged in a religious enterprise demanded by conscience. They do not intend to separate their children either from the body of the nation or its spirit, but to educate them in a perfect manner, most conducive to the prosperity of the nation. Indeed a good Catholic, precisely because of his Catholic principles, makes the better citizen, attached to his country, and loyally submissive to constituted civil authority in every legitimate form of government.”

– *Blessed Pius IX*
On Christian Education
Paragraph 85

Personal Notes

The Sisters of the Slaves of the Immaculate Heart of Mary would like to express our gratitude to the many school administrators who shared and took the time to discuss with us their policies and procedures. We would like to thank especially the Board of Directors and Brother Fidelis-Joseph, Headmaster, of St. Augustine School, Inc., Hartford, Wisconsin, for giving us permission to use the wording from their handbook. We took advantage of this, especially in the section on homework.

Thanks are also due to the loyal, sacrificing parents and teachers of IHM School for helping us to work out these policies and for being so supportive of our endeavors.

May Our Lady bless them all with Her Holy Child! *Semper Deo gratias et Mariae!*



Immaculate Heart of Mary School

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