

**IMMACULATE HEART OF MARY SCHOOL**  
**PARENT / STUDENT HANDBOOK**

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## IHMS STAFF MEMBERS 2024-2025

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Kindergarten	Mrs. K. Kravtchouk
Grade I	Mrs. I. Khomitska
Grade II	Mrs. N. Obratsova
Grade III	Mrs. J. Zulyniak
Grade IV	Mr. S. Obratsov
Grade V & Health Education (7 & 8)	Ms. A. Slota
Grade VI & Math	Ms. M. DePiero
Grade VII & Science (6, 7, 8)	Mrs. C. Grosshans
Grade VIII & Social Studies (5-7)	Mrs. E. Walton
Physical Education	Mr. K. Dedio
Music & Ukrainian (K, 7 & 8)	Mrs. M. Paches
Ukrainian (1-6) & French (4-8)	Ms. T. Bezhenar
Resource	Mrs. O. Paulic ( <i>maternity leave</i> ) / Mrs. M. Pohl
Library	Mrs. N. Radawetz
Educational Aides	<ul style="list-style-type: none"><li>• Ms. D. Bacon</li><li>• Mrs. S. Copp</li><li>• Ms. K. Rowe</li><li>• Sr. E. Schietzsch, SSMI</li><li>• Ms. H. Shpak</li></ul>
Custodian	Mr. I. Fil Mr. R. Trokhanovskyy
IT Technician	Mr. N. Szun
Administrative Assistants	Mrs. O. Dudych Mrs. L. Wozny
Principal	Mr. R. Picklyk

## GENERAL INFORMATION

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### School Hours

The school opens at 7:15 A.M. and closes at 6:00PM. Teacher supervision is from 8:30 A.M. until 3:30 P.M. At 8:40 A.M., classes are called (earlier in inclement weather). Grade 7 and 8 students are dismissed at 3:05 P.M., and grades K-6 are dismissed at 3:15 P.M.

Students who arrive prior to 8:30 A.M., and are left after 3:30 P.M., will be taken to the *Before and/or After School Program* and parents will be billed for the service.

Recess: K-6 10:15 - 10:30 A.M. & 2:15 - 2:30 P.M.  
7-8 10:30 - 10:45 A.M.

Lunch: K-6 11:55 A.M. - 12:40 P.M.  
7-8 11:30 A.M. - 12:15 P.M.

Students playing on interscholastic sports teams must have a ride arranged for 5:00 P.M. after all practices and games (home and away).

### Attendance <sup>1</sup>

Schools are responsible for teaching children, but schools cannot do their job if the child is absent. Regular attendance is essential for a successful year. Illness of students, quarantines, or serious illness/death in the family constitutes reason for justifiable absence. In the case of an ill student, consideration of the ill student's health, as well as, the health of other students and school personnel must be kept in mind. Therefore, the ill student should be kept at home. When the student comes back to school they should be able to handle all activities including outdoor recess. Students absent for more than 20 days may be subject to retention. Make up work is the child's responsibility.

In case of a **planned absence**, parents/guardians are asked to notify the office by emailing [attendance@ihms.mb.ca](mailto:attendance@ihms.mb.ca), a note submitted to the teacher or a phone call are required to explain ALL ABSENCES, including any Religious Holidays. The note should give the dates of absences and should be received from the parents. In the case of a known absence longer than three days, please see *Family Trip / Vacation Protocol below*.

In case of an **unplanned absence**, parents/guardians are asked to notify the office by emailing [attendance@ihms.mb.ca](mailto:attendance@ihms.mb.ca), or by calling the school office no later than 9:00 A.M. If the school office has not received any notification by 9:30 A.M, personnel will be contacting the respective home, checking whether the child is indeed at home or in need of help somewhere between home and school.

### Absent for Trip/Vacation<sup>1</sup>

Absences due to family vacations during school time are not recommended. Parents are required to consult with their child's teacher before any long-term vacation plans are finalized during the school year. For current family trip / vacation protocol, please visit: <https://ihms.mb.ca/school-life/family-vacation-protocol/>

A parent/guardian is responsible for completing and signing the "ABSENCE REQUEST FORM FOR FAMILY TRIP/VACATION" at least two weeks prior to the student departing for a trip/vacation. The form must be completed for an extended absence of more than three school days for trips/vacations. One extended vacation will be permitted in a school year. Forms are available online or from the school office.

### Punctuality/Late Slips <sup>1</sup>

Arrival after 8:45 A.M., regardless of the reason, is considered tardy. A student arriving late for school must report to the office and obtain an "Admit Slip" from the office. Chronic lateness will not be tolerated.

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<sup>1</sup> Please try to schedule all doctor and dentist appointments during in service days (refer to the school's Annual Calendar of Events).

### **Early Departure <sup>1</sup>**

A parental note is required when a student must leave school earlier than the scheduled dismissal time. An authorized adult must meet the child at the classroom door. Under no circumstances will a child be permitted to leave alone, even if he/she lives within walking distance. Aside from an excused dismissal, no child may leave the school grounds during the day for any reason.

### **Arrival and Departure Procedures**

At pickup and drop off times, parents are asked not to loiter in the hallway or to accompany their child into the classroom. This will minimize classroom disruptions and help to build your child's independence. Parents are welcome to wait in the front foyer or back landing.

### **Report Cards**

Report cards are issued three times per year. If you are unable to pick up your report card on the last day of school, an electronic copy will be sent to the family email. Parents are asked to accept the school's decision regarding grade placement.

### **Before/After School Care Programs**

Students who arrive prior to 8:30 A.M. and are left after 3:30 P.M. must go to the Before and/or After School Care Program(s). Families are billed for this service.

For current Before/After School Care rates, please visit: <http://ihms.mb.ca/admissions/registration-tuition/>

Families that pick up their children after 6:00 P.M. will be charged an incrementing late fee of \$5.00 for every 10 minutes late. Example: pickup between 6:00 - 6:10 P.M. = \$5.00, 6:11 – 6:21 P.M = \$10.00 etc.

### **Lunches**

All grades, Kindergarten to Grade 8, eat lunch in the classroom. It is the parent's responsibility to provide nutritious lunches and snacks (no pop, gum, or seeds please). Please adhere to all allergy information sent home. The microwave is for grade 7 & 8 lunch period only.

### **Uniforms**

IHM School uniforms reduce an over emphasis on fashion fads and ensure the simple attractiveness of the student body. Students are to arrive at school properly attired (non uniform days will be noted in the weekly eNews & monthly calendar as a N.U.T day or Mindful Monday). All pieces of the uniform must be labeled.

For current Uniform Shop information, please visit: <https://ihms.mb.ca/school-life/15uniforms/>

The school uniform is available through the IHMS Uniform Shop, 135 McGregor Street. Items may also be purchased by visiting our online store at <https://ihms-uniform-shop.square.site/> See the Annual Calendar of Events for IHMS Uniform Shop open dates.

#### Girls Uniform:

- Navy IHM School cardigan<sup>2</sup>
- White golf shirt<sup>2</sup>- long or short sleeve (tucked in)
- Navy skort<sup>2</sup> / shorts / pants
- Navy vest
- Navy (only) knee high socks<sup>2</sup> or leotards
- Black or Navy Belt

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<sup>1</sup> Please try to schedule all doctor and dentist appointments during in service days (refer to the school's Annual Calendar of Events).

<sup>2</sup> Required uniform item (non optional)

Black indoor footwear<sup>2</sup> (heels must not exceed 1 inch or 2.5 centimeters in height).

Boys Uniform:

Navy IHM School cardigan<sup>2</sup>

Navy pants<sup>2</sup> or shorts

White golf shirt<sup>2</sup>- long or short sleeve (tucked in)

Navy vest

Black or navy belt

Navy socks<sup>2</sup>

Black indoor footwear<sup>2</sup> (heels must not exceed 1 inch or 2.5 centimeters in height).

The Principal will determine appropriateness of dress code.

**Early Dismissal - Staff Meetings**

On the second Thursday of each month dismissal is at 2:00 p.m. After school supervision is not provided, and all children should be picked up promptly.

**Safety and Transportation**

Transportation to and from school is the responsibility of the parents. To ensure children’s safety, parents are to drop off and pick up the children at the **back door only**. Enter the back lane from Flora Avenue and exit onto McKenzie Street. Traffic should travel in a clockwise rotation. To ensure our neighbors have access to their properties, and as well, to provide space for emergency vehicles to drive down the back lane, all IHMS drivers should drive on the north side of the lane. There is NO STOPPING on the south side back lane behind the school. This is in effect for the entire length of the back lane from McKenzie Street to the corner of where it turns toward Flora Avenue. The back lane behind the school is a ‘STOP / DROP / and GO’ zone. Near the pedestrian gate behind the school, drivers STOP briefly ... DROP off / pick up their children... And then GO. There are NO STOPPING 10 feet either side of the back pedestrian gate.

There is no parking allowed in any back lanes in the city of Winnipeg. Do not leave your vehicle unattended. If you park your vehicle in the staff parking lot, it should not obstruct other vehicles.

For the safety of the students, parents are required to indicate their child’s usual way of going home from school (ex. bus, car pool, walking). On those days when a child is to go home in a way other than the usual, a written note from the parent informing the homeroom teacher of the change should be presented the day of the change and for each such change.

**Appointments With Staff Members**

Parents who wish to make an appointment to see a teacher or the principal, must call the school to arrange for a convenient time. Parents are asked to express concerns regarding their child to the teacher before going to the principal. ‘IHMS Protocol’ is available through the principal.

**Inclement Weather Policy**

Students should wear appropriate clothes for the weather conditions. On days when the weather is deemed inappropriate for the students to be outside (e.g. high wind-chill, raining), there will be a sign at the back entrance indicating a “Poor Weather Day”. Students arriving in the morning are to remove their outdoor footwear and go directly to the gymnasium. On these days there will be indoor recess. At dismissal time parents will need to pick their child up from their homeroom classroom. In winter when the wind-chill factor is -27 or below, students stay inside.

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<sup>2</sup> Required uniform item (non optional)

### **School Closure**

IHM School generally follows the metro Winnipeg schools in closing for inclement weather. Please check the IHMS website at [www.ihms.mb.ca](http://www.ihms.mb.ca) for immediate updates on closures, as well as, your family email.

### **Sacramental Preparation**

Primary responsibility for the Sacraments rests with the family and the parish of membership. IHM School supports and supplements this effort with a daily religion program, monthly Divine Liturgy, prayer services, Reconciliation, etc.

### **Divine Liturgy**

The School Chaplain is a Basilian Father from St. Nicholas Ukrainian Catholic Church. Divine Liturgy is celebrated once a month (indicated on monthly calendar) at Sts. Volodymyr and Olha Cathedral.

### **Automobile Liability Insurance Limits**

This applies to those parents and teachers who may utilize their own personal vehicles on behalf of the School. This would include driving to or from a school related or sponsored activity including games, outings and any related school activities. Upon the advice of our General Insurance Broker, drivers should review the Third Party Limit provided with Autopac Insurance. The basic Third Party Limit in Manitoba is \$500,000.00, however, higher limits should be considered for your own personal protection. Please check your Insurance Registration card as drivers may already carry an increased Third Party Limit. Higher limits are available at a very minimal charge and can be obtained by contacting a local Agent or Broker.

### **Parent Drivers on Field Trips**

Parent drivers must have a valid drivers license and a registered vehicle. They should only accommodate as many children as they have seat belts, and must ensure that the seat belts are used at all times during transportation. Parents are to travel directly to the field trip and back, without making any undesignated stops. For health reasons, parents are asked not to smoke while transporting students.

### **Fund Raising**

The School relies heavily on fundraising projects from which the proceeds are earmarked for specific purposes. Listed below are the main fundraisers sanctioned by the School:

September - November:	IHMS Fund Raising Raffle Tickets ... for educational needs
February & March:	Fund Raising Dinner ... for educational needs
March:	Parents' Guild Spring Fund Raiser
May:	Super Spring 50/50 Raffle
September - June:	Pizza Days ... for Graduation
	Hot Dog / Perogy Days ... for bus transportation on field trips
	Parents' Guild various fundraisers ... for initiatives benefitting the students
	Parents' Guild Gift Card Fundraiser
Christmas / Easter:	Koubassa orders

*Occasionally, specific classes will hold a fundraiser to assist in special activities (e.g. camp, graduation, etc.).*

### **IHMS Volunteer Program**

Each family is required to contribute ten (10) volunteer hours during the school year, of which a minimum amount of hours (to be determined), will be allocated towards major fundraising activities. All volunteer hours will be recognized and may be contributed by either parent/guardian or other family members (18 years and older). As part of the school registration process, every family must provide one postdated cheque in the amount of \$400.00 (dated June 15th of the current school year). The postdated cheque is due in the School Office in September. Families may choose to opt out of volunteering by paying \$400. In this case, a payment of \$400 must be made upon registration. Families opting out of the volunteering are still expected to sell/purchase tickets for fundraising. More detailed information regarding the Volunteer Recognition Program will be distributed in September.

### **Parents' Guild**

All parents become members of the Guild by virtue of their child/children being enrolled at the School. This group serves to enrich the volunteer needs of the School. Monthly meetings are indicated in the weekly eNews, monthly calendar, as well as, on the Annual Calendar of Events.

### **School Board**

The School is owned and directed by the Sisters Servants of Mary Immaculate. The Provincial Superior and her Council form a Board of Directors for Immaculate Heart of Mary School and appoint the members of the Board of Trustees. The School is incorporated. When a group or individual wishes to address the Board of Trustees on any matter, it should notify the Board in writing prior to the Board meeting. The correspondence should include a statement of the nature of their business. If the purpose is to make a complaint against a staff member the proper protocol must be followed. IHMS Protocol is available through the principal.

### **Registration / Tuition**

For current tuition fees, please visit: <http://ihms.mb.ca/admissions/registration-tuition/>

Registration fees are due at the time of registration and are non-refundable and non-transferable.

Registration fees are not part of tuition fees.

Registration and tuition fees can be paid by e-transfer, debit / Visa / MasterCard, cash, cheque. Cheques should be made payable to Immaculate Heart of Mary School. An electronic banking terminal is available at the front office for credit card and debit card transactions. Electronic fund transfers (EFT) can also be used to pay school fees: [eft@ihms.mb.ca](mailto:eft@ihms.mb.ca) with a memo what the payment is regarding.

#### **Full Payment Option**

A one time payment, made by September 15, for the full amount of tuition fees. There is no deferred payment plan fee.

#### **Two Payments Option**

Payment #1 is due September 15, for half the amount of tuition fees PLUS a \$30.00 deferred payment plan fee.  
Payment #2 is due February 1 for half the amount of tuition fees.

#### **Ten Monthly Payments Option**

Payment #1 is due September 15, for one tenth the amount of tuition fees PLUS a \$50.00 deferred payment plan fee.  
Payments #2 to #10 are due the first of each month, October 1 - June 1, for one tenth the amount of tuition fee.

#### **Late Charges**

Late charges of 5% will be applied to all outstanding tuition fees on June 5.

#### **Non Sufficient Fund Charges**

A \$25 fee will apply to all NSF payments.

### **Bursaries**

Financial assistance may be available to families who are not able to pay all their tuition. Inquiries are to be made at the School Office before October 31.

### **Awards**

Every child has a special gift that deserves recognition. Numerous awards will be presented, during school assemblies throughout the year, for a variety of activities covering all academic, social and moral development areas. In June, a formal awards day for grades 5-8 will be held at which scholarships and bursaries are awarded to students achieving personal excellence.

### **Homework**

Parents should not do their child's homework. Supervision of time and a check on the general appearance of written work should ordinarily be sufficient.

**Outdoor Education**

As part of our school's outdoor education curriculum, certain grades will attend a camp for a few days. This experience ties into the classroom learning and is not optional.

**Change of Contact Information**

When changing your address, phone number and/or email address, it is very important that you notify the school immediately. This information is vital in case of an emergency.

**Telephone**

If you must get in touch with your child, please phone the office and leave a message. It will be passed on to them.

**Clinical Support Services**

Student Support Services is an educational support service agency, which provides specialized help for school children in collaboration with school personnel teams. The support operates within a school setting so that any student attending our school has access to their services free of charge. Services may include:

- Reading Clinicians
- Psychiatrists
- Speech/Language Pathologists
- Community Workers
- Psychologists
- Audiologists
- Social Workers

Should the teacher deem these services necessary, we ask that parents be open and supportive to suggestions and recommendations.

**Medications**

Any prescribed medication to be administered during school hours shall only be permitted upon receipt of a written request and permission for administration from the student's parent/guardian.

All medications must be in the original pharmacy labeled container, which clearly identifies the:

- Name of student
- Frequency of administration
- Name of prescribing physician
- Name of pharmacy
- Name of medication
- Date prescription was filled
- Dose

Further information regarding the administration of medication is available online or in the school office.

**Emergency Response and Fire Safety Plan**

An Emergency Response Plan and Fire Safety Plan is reviewed regularly with the staff and rehearsed several times during the school year with the students. In the event of an evacuation, and the building was deemed unsafe to return to, all school personnel would gather at the St. Josaphat Selo-Villa (114 McGregor Street) and parents would be notified.



## STUDENT RULES & REGULATIONS

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### Work Habits

Students must always have all necessary grade specific school supplies available. They must be focused to learn in all classes and make the most of their time in school. Students should take pride in their work and do the best they can.

### Arrival and Dismissal

Upon arrival, students proceed onto the schoolyard. Each class will form a line in order to proceed to the classroom in a quiet and orderly fashion. In situations, where the weather is inclement, a sign will be posted at the back entrance and students then proceed directly to their classroom. At dismissal all students proceed directly outside, without loitering in the entrance ways.

### Defacing School Property

Deliberate defacement or destruction of the school's or another person's property is a serious offence. Students found to lack such respect for the school will be required to repair or replace the damaged property.

### Respect For Self and Others

First and foremost, each individual must respect himself or herself for the person they are. Further, respect for others' feelings, safety and property is paramount. The following actions will not be tolerated: swearing and/or abusive language toward a member of our community, intimidating gestures, fighting, play fighting, any action that threatens the safety of another person, stealing or damaging another person's property.

### Respect For Authority

Students should recognize and accept the levels of authority within the school.

### Serious Offences

Possession of weapons and/or drugs is prohibited as is soliciting of goods, gambling, vandalism, physical assault and gang involvement. (See *Code of Conduct*)

### Lunchroom Rules

Lunchroom times:

Grades 7 - 8: 11:30 - 11:50

Grades K - 6: 11:55 - 12:20

- Walk in quietly
- Get milk or juice from canteen
- Sit down with feet under table
- Keep your lunch in your own space
- No sharing (allergy precaution) or taking other people's food.
- Do not speak with food in your mouth
- Speak with an "inside" voice
- Clean area on and under the table when done
- Raise hand to get permission to leave (no earlier than 12:10)
- Walk back to classroom
- Put lunch kit away and get ready to go outside.
- A microwave is available to Grade 7 and 8 students.

### Uniforms

It is the student's responsibility to be in a complete uniform during school hours and to take pride in their uniforms. Students are not allowed to change out of their uniform during the time they are at school except for Physical Education classes. Uniforms are to be the proper size, worn appropriately and to be neat and clean at all times. Black, indoor footwear is required, separate from outdoor footwear. Shirts are to be tucked in.

#### Jewelry:

Girls may wear studs or earrings on earlobes only. Studs or earrings for boys are not acceptable. A small religious necklace, a simple ring and a watch may be worn.

#### Hair:

Hairstyles must be reasonable. No extreme styles or colours will be allowed. Hair must be kept clean and tidy with bangs pinned back away from the eyes. Boy's hair must not be longer than collar length. Hair accessories must be modest and blend with the school uniform.

#### Make-up:

Clear nail polish and lip gloss only.

### **Non-Uniform Attire**

On non-uniform days, students must still adhere to modest and appropriate dress for an educational environment. The following is not permitted: midriff tops, short shorts or skirts, disrespectful slogans on any article of clothing or any fashions that can be deemed as having possible gang association. School administration will ultimately decide what is deemed as appropriate dress so as to circumvent the need to list every possible eventuality. Wearing a hat inside the building is prohibited because it is deemed to be disrespectful.

### **Field Trips**

Students are expected to continue to follow school rules during field trips. They are also expected to follow any additional rules laid out by the site to be visited.

### **Morning Prayer & Announcements**

Students are to be standing at their desks, quiet and attentive, as soon as the opening hymn for morning exercises begins. If they are somewhere else in the room at the time of the opening hymn, they are to immediately stop what they are doing and quietly proceed directly to their desks. Students should stand respectfully and reverently during prayer and opening exercises.

### **Homework**

All assignments handed in are to be completed neatly by the student and demonstrate a high level of effort. The assignment must be submitted on time according to the deadline set by the teacher. Any assignments not completed during school hours are expected to be finished at home. For grades 3-8, all homework and upcoming tests are to be recorded in the Student Agenda Book.

The Student Agenda Book:

- a) Must be brought to school on a daily basis.
- b) Must be kept up to date.
- c) Must be replaced within 24 hours if ever lost (available through the school office).

Homework is deemed incomplete if:

- a) The student has only partially completed it.
- b) The student left the work at home.
- c) The assignments are done by a parent.

The only exceptions are serious illness or a family emergency in which case it must be accompanied by a parental note. The teacher will record an incident of incomplete homework and the student may not be entitled to the privileges enjoyed by the rest of the class (ex. field trips, school spirit activities, etc.).

### **Tests**

Students must have all necessary supplies (e.g. erasers, rulers, pens, pencils, etc.) available before beginning a test. Talking or communicating with another student during a testing situation is strictly prohibited and will result in an automatic loss of marks. Students who miss a regularly scheduled test must be prepared to write the test on their first day back at school.

## **Exams**

The experience of preparing for an exam, and writing an exam, are important skills in the students' overall development. The experience of writing an exam will benefit students as they continue into high school, and their post secondary education. Students are encouraged to apply the study skills strategies taught during the school year.

June examinations are valued at a percentage of the Term 3 mark. Marks are calculated for each term independently. Each Grade 7 student will write 2 exams. Each Grade 8 student will write 2 exams. An exam schedule will be distributed at the beginning of June. The uniform dress code is in effect until the end of June. Uniforms must be worn during the time of exams.

## **Textbooks**

Students are issued textbooks at the beginning of September and are expected to take good care of them. If a textbook is required to be taken home for homework, the student must return with it the following day. If a textbook is misused, defaced, or lost, the student is required to replace it at a replacement value set by the school. To ensure that students take care of their books, they should have a book bag.

## **Library Books**

Resources signed out of the library are the responsibility of the borrower. They are to be returned on time and in good condition. Students will be expected to pay replacement cost for lost or destroyed books. It is recommended that library books be transported to and from school in a library book bag (issued free of charge to students in Kindergarten, and available thereafter from the library at a cost of \$2.00).

## **Off-Limits To Students**

Students must enter and exit through the back entrance (except for Grades 1-3 at the end of recess breaks). The supply rooms, gymnasium, conference room, resource room, music room, library, computer lab, and waiting room under steps are off limits to students unless there is supervision present or permission has been given. Only the grade 7-8 students for lunch and Phys. Ed. classes use the front stairs. During the school day (from the time the students arrive at school until the time they are departing from school) they must remain on the school property unless otherwise given permission by school personnel.

## **Hallway and Stairs**

Under no circumstances should a student run in the classroom or corridor. For grade 7 and 8 students, loitering in the hallway, in the back landing, or outside near the classroom windows during the morning break, lunch break or 3:05 dismissal is not permitted since the K - 6 classes are still in progress. By 11:50 A.M., and at 3:05 P.M. all grade 7 and 8 students should exit the building (unless permission has been granted to be elsewhere).

## **Emergency Response Drills**

In the event of an evacuation or lock down drill, students will follow exactly the plan posted in each classroom. The drills are to be carried out in complete silence. Drills are carried out several times during the year.

## **Telephone**

Students make calls only when absolutely necessary.

## **Electronics**

Students are not permitted to have in their possession during the school day any electronic devices. Electronic devices may include, but not limited to: cell phones, smart phones, tablets, mp3 players, digital cameras, electronic gaming toys, etc. These electronic devices are expensive and can be a distraction during the school day. These devices are better left at home.

## 2024 -2025 IHMS ANNUAL CALENDAR OF EVENTS

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### AUGUST, 2024

22 IHMS Uniform Shop open 2:00 - 7:00 P.M.

### SEPTEMBER, 2024

2 Labour Day - NO CLASSES  
3 IHMS Spiritual In-Service / Administration Day  
- NO CLASSES  
4 Orientation Day (Meet the Teacher Day) for Grades K-8  
- NO CLASSES  
4 IHMS Uniform Shop open 2:00 - 6:00 P.M.  
5 First day of classes for Grades 1-8  
5 First day of classes for half of Kindergarten students  
(staggered start)  
6 First day of classes for half of Kindergarten students  
(staggered start)  
9 First day of classes for all Kindergarten  
12 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
12 Parents' Guild Meeting 7:00 P.M.  
20 Lifetouch School Photos  
25 Welcome Back to School Picnic!  
30 National Day for Truth & Reconciliation - NO CLASSES

### OCTOBER, 2024

7 Parents' Guild Meeting 7:00 P.M.  
9 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
10 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
14 Thanksgiving Day - NO CLASSES  
25 Provincial Professional Development Day - NO CLASSES  
25 IHMS Baby-sitting Course

### NOVEMBER, 2024

4 Parents' Guild Meeting 7:00 P.M.  
6 Lifetouch Re-Take Photos  
11 Remembrance Day - NO CLASSES  
13 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
14 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
15 IHMS Administration Day - NO CLASSES  
22 1st term report cards sent home  
25-29 Scholastic Book Fair  
27 IHMS Fund Raising Raffle  
28 Parent/Teacher Interviews (evening)  
29 Parent/Teacher Interviews - NO CLASSES

### DECEMBER, 2024

6 St. Nicholas Program  
12 Staff Spiritual Development 2:00 P.M. - EARLY DISMISSAL  
18 Grades K-3 Christmas Concert  
19 Grades 4-8 Christmas Concert  
20 Last day of classes for K-8 before Christmas Break

### JANUARY, 2025

6 Classes resume after Christmas Break  
7 Julian Calendar Christmas  
9 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
9 Parents' Guild Meeting 7:00 P.M.  
15 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
31 IHMS Professional Development Day - NO CLASSES

### FEBRUARY, 2025

"I Love to Read Month!"  
3 Parents' Guild Meeting 7:00 P.M.  
10-14 Catholic Schools' Week  
12 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
13 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
14 Manitoba Catholic Schools' Day - NO CLASSES  
17 Louis Riel Day - NO CLASSES  
28 IHMS Administration Day - NO CLASSES

### MARCH, 2025

3 First day of Lent  
6 Parents' Guild Meeting 7:00 P.M.  
7 Second term report cards sent home  
8 IHMS Fundraising Dinner (to be confirmed)  
12 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
13 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
24-28 Ukrainian Week  
27 Grades K-8 Ukrainian Concert ( 1:00 P.M. & 7:00 P.M.)  
28 Last day of classes for Grades K-8 before Spring Break

### APRIL, 2025

7 Classes resume after Spring Break  
9 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
10 Staff Spiritual Development 2:00 P.M. - EARLY DISMISSAL  
10 Parents' Guild Meeting 7:00 P.M.  
11 MB Catholic Schools inservice - NO CLASSES  
18 Good Friday - NO CLASSES  
20 Easter (Gregorian Calendar)  
20 Easter (Julian Calendar)  
21 Easter Monday - NO CLASSES  
24 Volunteer Appreciation Day

### MAY, 2025

5 2025-2026 Kindergarten Orientation Evening  
8 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
8 Parents' Guild Meeting 7:00 P.M.  
13 IHMS Track Meet  
14 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
15 IHMS Track Meet Rain Date  
16 IHMS Super Spring 50/50 Raffle (to be confirmed)  
19 Victoria Day - NO CLASSES

### JUNE, 2025

4 K-3 Field Day  
6 Solemn Holy Communion Divine Liturgy  
TBD Grades 7,8 MCSAA Track Meet  
TBD Grades 4-6 MCSAA Track Meet  
11 IHMS Uniform Shop open 3:00 - 5:00 P.M.  
12 Staff Meeting 2:00 P.M. - EARLY DISMISSAL  
20 IHMS Administration Day - NO CLASSES  
23 Grades 5-8 Annual Awards Day  
25 Graduation Divine Liturgy 1:30PM  
25 Graduation Dinner & Dance 5:00PM  
26 Last day of classes for K-8 before Summer Break  
27 IHMS Spiritual In-Service / Administration Day  
- NO CLASSES

## **IHMS RESPECT FOR HUMAN DIGNITY AND DIVERSITY & IHMS CODE OF CONDUCT**

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All people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity and respect. THE IHM School community believes that everyone - students, parents/guardians, teachers, staff and volunteers - have the right to be safe and feel safe at IHMS.

The *IHMS Respect for Human Dignity and Diversity Policy*, and the *IHMS Code of Conduct*, outlines the responsibilities students, parents and staff must accept to maintain a safe, secure, positive, productive, and faith-based learning environment.

Every student and family, as well as, staff and volunteers, are required to become familiar with these documents. These protocols are designed to work alongside *IHM School - Wide Discipline Plan* in order to ensure all students, parents and staff are treated with dignity and respect. To obtain a copy of these policies, please visit the school's website:

<http://ihms.mb.ca/school-life/3607-2/>

## **IHM SCHOOL-WIDE DISCIPLINE PLAN**

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For learning to take place, self-discipline is imperative. The word "discipline" is derived from "disciple". To be a disciple in the Christian context is to model one's life on that of Jesus Christ's. To help each student grow in self-discipline, the staff and parents of IHMS have developed a School-Wide Discipline Plan. This requires the cooperation of students and parents. We endeavour to establish an attitude of trust involving reasonable rules, which are contained in the IHMS Handbook. Students who experience consistent, logical and realistic consequences learn that they have positive control over their lives.

Every student (family) in the school will have a copy of the *Immaculate Heart of Mary School - Code of Behaviour, Responsibilities and Expectations* included in their Agenda Book.

In regards to the information in the Student Handbook and the information contained in the *Code of Behaviour, Responsibilities and Expectations*:

- Well-disciplined students take responsibility for their own learning and behaviour. Responsibility involves accepting consequences.
- The parent/guardian is accountable for the responsibilities listed on the accompanying 'Immaculate Heart of Mary School - Code of Behaviour, Responsibilities and Expectations'. Parents are asked to support and endorse school policies. The Public Schools Act, the Child and Family Services Act, and other federal and provincial legislation govern the conduct of parents.
- The school is accountable for its responsibilities as listed on the accompanying 'Immaculate Heart of Mary School - Code of Behaviour, Responsibilities and Expectations'. The School, the Public Schools Act, the Child and Family Services Act, and other federal and provincial legislation also govern the conduct of the staff.

## IHMS CODE OF BEHAVIOUR, RESPONSIBILITIES AND EXPECTATIONS

This Code is intended to provide a guideline and reference for parents/guardians, staff, and students in determining acceptable behavior in our educational environment. It is not designed so that every situation will be covered, nor is it intended to be a complete guide to conduct.

BEHAVIOUR	STUDENT	RANGE OF CONSEQUENCES	PARENT	SCHOOL
WORK HABITS	<ul style="list-style-type: none"> <li>* Have all assignments completed by due date.</li> <li>* Have supplies (books, agenda book, etc.) ready and be focused to learn in all classes.</li> <li>* Be responsible for completion of missed assignments.</li> </ul>	<ul style="list-style-type: none"> <li>* Student / teacher meeting.</li> <li>* Parental contact by teacher.</li> <li>* Student / teacher / parent conference.</li> <li>* Conference with principal.</li> <li>* Removal of student from situation.</li> <li>* Removal of privileges.</li> <li>* Behavior contract.</li> <li>* In school suspension.</li> </ul>	<ul style="list-style-type: none"> <li>* Prepare students for school and encourage a productive school day.</li> <li>* Remind students of the student agenda book (and supplies) to ensure proper use of it.</li> <li>* Contribute to the overall well being of the child.</li> </ul>	<ul style="list-style-type: none"> <li>* Assume responsibility to deliver a program.</li> <li>* Provide a clear outline of expectations and required materials.</li> <li>* Keep accurate and appropriate records.</li> </ul>
ATTENDANCE/ PUNCTUALITY	<ul style="list-style-type: none"> <li>* Attend school and classes regularly and punctually.</li> <li>* Enter and exit the building in an orderly fashion.</li> </ul>	<ul style="list-style-type: none"> <li>* Student / teacher meeting.</li> <li>* Parent interview.</li> <li>* Outside agency.</li> </ul>	<ul style="list-style-type: none"> <li>* Encourage and ensure regular, punctual attendance.</li> <li>* Contact school when the child will be absent</li> </ul>	<ul style="list-style-type: none"> <li>* Keep accurate records.</li> <li>* Adhere to call back policy.</li> <li>* Determine reasons for absence.</li> <li>* Adhere to daily schedule.</li> </ul>
PROPER DRESS	<ul style="list-style-type: none"> <li>* Dress appropriately (Be in complete uniform with shirt tucked in during school hours. On non-uniform days, no offensive advertising on clothing).</li> <li>* Wear appropriate seasonal outerwear.</li> </ul>	<ul style="list-style-type: none"> <li>* Student / teacher meeting.</li> <li>* Parental contact.</li> </ul>	<ul style="list-style-type: none"> <li>* Provide your child with a school uniform that is clean and in good condition.</li> <li>* Provide your child with appropriate and adequate seasonal clothing.</li> </ul>	<ul style="list-style-type: none"> <li>* Provide appropriate role models.</li> <li>* Clearly define appropriate dress for uniforms, Phys. Ed, and outdoor recess.</li> </ul>

BEHAVIOUR	STUDENT	RANGE OF CONSEQUENCES	PARENT	SCHOOL
<p><i>Respect for Others:</i></p> <ul style="list-style-type: none"> <li>- Play - fighting</li> <li>- Teasing</li> <li>- Disrupting a class</li> <li>- Swearing</li> <li>- Lying</li> <li>- Cheating</li> </ul> <p>etc ...</p> <p><i>Respect for Authority</i></p> <p><i>Inappropriate use of the Internet</i></p>	<ul style="list-style-type: none"> <li>* Play safe.</li> <li>* Respect the feelings and differences of others.</li> <li>* Contribute to a positive learning environment.</li> <li>* Use appropriate language.</li> <li>* Tell the truth.</li> <li>* Recognize and accept the levels of authority within the school.</li> <li>* Comply with <i>IHMS Internet Acceptable Use Policy</i></li> </ul>	<ul style="list-style-type: none"> <li>* Student / teacher meeting.</li> <li>* Parental contact by teacher.</li> <li>* Student / teacher / parent conference.</li> <li>* Conference with principal.</li> <li>* Removal of student from situation.</li> <li>* Removal of privileges.</li> <li>* Behavior contract.</li> <li>* In school suspension.</li> <li>* Outside agency</li> <li>* Formal administrative procedures</li> </ul>	<ul style="list-style-type: none"> <li>* Provide an appropriate role model.</li> <li>* Instill values of respect in your child.</li> <li>* Encourage respect for the authority levels within the school.</li> <li>* Comply with <i>IHMS Internet Acceptable Use Policy</i></li> </ul>	<ul style="list-style-type: none"> <li>* Provide an appropriate role model.</li> <li>* Provide a school environment free from fear, prejudice, and distraction.</li> <li>* Enforce school policies.</li> <li>* Encourage respect for the authority levels within the school.</li> <li>* Comply with <i>IHMS Internet Acceptable Use Policy</i></li> </ul>
<p><i>Major Offences:</i></p> <ul style="list-style-type: none"> <li>- Stealing</li> <li>- Fighting</li> <li>- Vandalism</li> <li>- Substance abuse</li> <li>- Physical assault</li> <li>- Possession of a weapon</li> <li>- Gang involvement</li> </ul> <p>etc ...</p>	<ul style="list-style-type: none"> <li>* Respect school property and the property of others.</li> <li>* Prohibited: <ul style="list-style-type: none"> <li>a) Possession of a weapon.</li> <li>b) Possession of inappropriate substances.</li> <li>c) Threatening the safety of another person.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>* Formal administrative procedures.</li> </ul>	<ul style="list-style-type: none"> <li>* Instill appropriate social values and respect for the law.</li> <li>* Make restitution to damage to property.</li> </ul>	<ul style="list-style-type: none"> <li>* Instill appropriate social values and respect for the law.</li> <li>* Facilitate the security of school property.</li> <li>* Seize weapons and inappropriate substances.</li> </ul>
<b>Formal Administrative Procedures</b>				
<b><u>Suspension:</u></b>	The Principal has the authority to suspend students for up to 5 days. Parents/guardians will be notified immediately of the suspension. A student is responsible for any missed classwork and assignments, and will receive a mark of zero for any tests or quizzes missed during that time. A student who incurs 3 suspensions during their time at I.H.M.S. may be liable to expulsion. The Principal may involve the police and/or Child and Family Services.			
<b><u>Expulsion:</u></b>	The Board of Trustees has the authority to expel a student. Expulsion means that a student may no longer attend I.H.M.S.			

## UKRAINIAN ALPHABET AND PRONUNCIATION GUIDE

<p><b>Аа</b> a as in <u>car</u></p> <p><b>Бб</b> b as in <u>ball</u></p> <p><b>Вв</b> v as in <u>voice</u></p> <p><b>Гг</b> h as in <u>hello</u></p> <p><b>Ґґ</b> g as in <u>get</u></p> <p><b>Дд</b> d as in <u>dog</u></p> <p><b>Ее</b> e as in <u>edge</u></p> <p><b>Єє</b> ye as in <u>yellow</u></p> <p><b>Жж</b> s as in <u>measure</u></p> <p><b>Зз</b> z as in <u>zebra</u></p> <p><b>Ии</b> i as in <u>sit</u></p> <p><b>Іі</b> i as in <u>machine</u> or ee as in <u>feet</u></p> <p><b>Її</b> ye as in <u>yeast</u></p> <p><b>Йй</b> y as in <u>yellow</u></p> <p><b>Кк</b> k as in <u>kind</u></p> <p><b>Лл</b> l as in <u>look</u></p> <p><b>Мм</b> m as in <u>me</u></p>	<p><b>Нн</b> n as in <u>not</u></p> <p><b>Оо</b> o as in <u>sport</u></p> <p><b>Пп</b> p as in <u>pen</u></p> <p><b>Рр</b> r as in <u>frere</u>, rolled “r”</p> <p><b>Сс</b> s as in <u>sun</u></p> <p><b>Тт</b> t as in <u>top</u></p> <p><b>Уу</b> oo as in <u>boot</u></p> <p><b>Фф</b> f as in <u>fun</u></p> <p><b>Хх</b> ch as in <u>loch</u> or <u>Bach</u></p> <p><b>Цц</b> ts as in <u>lets</u></p> <p><b>Чч</b> ch as in <u>cheese</u></p> <p><b>Шш</b> sh as in <u>shoe</u></p> <p><b>Щщ</b> shch as in <u>fish chowder</u></p> <p><b>Ь</b> soft sign, softens consonants which precede it. (м'який знак)</p> <p><b>Юю</b> yu as in <u>Yukon</u></p> <p><b>Яя</b> ya as in <u>yar</u></p>		
<b>Місяці Року – Months of the Year</b>	<b>Дні Тижня - Days of the Week</b>		
січень	January	понеділок	Monday
лютий	February	вівторок	Tuesday
березень	March	середа	Wednesday
квітень	April	четвер	Thursday
травень	May	п'ятниця	Friday
червень	June	субота	Saturday
липень	July	неділя	Sunday
		<b>Пора Року - Seasons of the Year</b>	
серпень	August	літо	Summer
вересень	September	осінь	Fall
жовтень	October	зима	Winter
листопад	November	весна	Spring
грудень	December		



<b>Цифри - Numbers</b>			
один	one	сімнадцять	seventeen
два	two	вісімнадцять	eighteen
три	three	дев'ятнадцять	nineteen
чотири	four	двадцять	twenty
п'ять	five	двадцять один	twenty one
шість	six	двадцять два...	twenty two
сім	seven	тридцять	thirty
вісім	eight	сорок	forty
дев'ять	nine	п'ятдесят	fifty
десять	ten	шістдесят	sixty
одинадцять	eleven	сімдесят	seventy
дванадцять	twelve	вісімдесят	eighty
тринадцять	thirteen	дев'ятдесят (дев'яносто)	ninety
чотирнадцять	fourteen	сто	one hundred
п'ятнадцять	fifteen		
шістнадцять	sixteen		
<b>Кольори - Colours</b>			
червоний	red	білий	white
зелений	green	коричневий, бронзовий	brown
жовтий	yellow	сірий, сивий	grey
помаранчевий	orange	вишневий	cherry coloured
синій, голубий	blue	малиновий	dark wine coloured
пурпуровий, фіолетовий	purple	золотий	gold coloured
чорний	black	срібний	silver coloured
<b>Основі Вислови - Basic Expressions</b>			
Добрий день. (Добридень)	Good day. Hello.	Дякую.	Thank-you.
Привіт.	Hello.	Будь ласка. (Прошу дуже)	You're welcome.
Доброго ранку.	Good morning.	Вибачте.	Forgive me.
Добрий вечір.	Good evening.	Перепрошую.	Excuse me.
До побачення.	Good-bye, till we meet again.	Дуже добре!	Very good!
До завтра.	Till tomorrow. (See you tomorrow)	Смачного!	Have a pleasant meal!
Як ти почуваєшся?	How are you feeling?	Так	Yes
Прошу	Please.		