

# IMMACULATE HEART OF MARY

*An AdvancEd Accredited School • Star School of the Diocese of Paterson • U.S. Department of Education Blue Ribbon School*

## PARENT & STUDENT HANDBOOK



*580 Ratzer Road Wayne, NJ 07470*

*Phone: 973-694-1225*

*Fax: 973-872-9043*

**Email: [office@ihmschoolonline.org](mailto:office@ihmschoolonline.org)**

**Website: [ihmschoolonline.org](http://ihmschoolonline.org)**

# STAR SCHOOL

*of the Diocese of Paterson*

*Excellence in a faith-filled educational program*



*A Star School in the  
Paterson Diocese is  
a school on the “cutting edge.”*

*It promotes high student  
achievement and has an  
identifiable specialization which addresses the educational  
services and needs of students. The faculty is engaged in  
professional development; there is administrative and fiscal  
efficiency demonstrated in the educational program.  
Outstanding performance is measured in terms of student  
results and school accomplishments and there are  
collaborative efforts with parents, parish, and community.*

*Message from Our Pastor and Our Principal*

We warmly welcome you to Immaculate Heart of Mary School. We kindly request that you take the time to read this handbook carefully as it contains rules and regulations including school policies and procedures regarding all aspects of your affiliation with IHM School. Moreover, this handbook includes important information regarding academics, student services, and school organizations. The IHM Handbook is intended to be a practical guide for educating our children in the most effective and safe manner. Adherence to directives in this handbook will help to ensure that the spiritual, academic, and personal development of each child is addressed.

In choosing Immaculate Heart of Mary School, you have demonstrated a commitment to the values and principles of a Catholic education. We thank you for giving your children the opportunity to attain an exemplary faith filled education grounded in academic excellence.

Your family is now part of an exceptional community where you will find “a place to grow, a place to connect, and a place to belong.”

Sincerely,  
**Principal Giordano**  
And  
**Reverend Mateusz Janiewicz**

**Immaculate Heart of Mary School**  
**RECIPIENT OF THE 2007 NATIONAL BLUE**  
**RIBBON AWARD FOR ACADEMIC**  
**EXCELLENCE**



## **Table of Contents**

Section 1 <i>Mission Statement and Philosophy</i> .....	Page 5
Section 2 <i>Admissions</i> .....	Page 7
Section 3 <i>Academic Grading and Curriculum</i> .....	Page 9
Section 4 <i>School Attendance</i> .....	Page 18
Section 5 <i>Student Health</i> .....	Page 21
Section 6 <i>Financial Obligations</i> .....	Page 23
Section 7 <i>Discipline</i> .....	Page 26
Section 8 <i>Internet and Computer Policy</i> .....	Page 30
Section 9 <i>Dress Code</i> .....	Page 35
Section 10 <i>Safety</i> .....	Page 37

PARISH & SCHOOL



## ***Mission Statement and Philosophy***

### **MISSION STATEMENT**

We envision a student of IHM to be **a faith-filled disciple of Christ**. A student will be a steward of God's gifts, centered in Gospel values, morally strong, dedicated to serving others and committed to justice.

We envision a student of IHM to be **a loving person**. A student will be a true friend, a peacemaker, a team player, appreciative of diversity and a community builder.

We envision a student of IHM to be **a well-rounded person**. A student will be self-confident, compassionate, generous, and curious and open to growth.

We envision a student of IHM to be **a life-long learner**. A student will be academically knowledgeable, technologically literate, critical thinkers, decision makers, and skillful communicators, appreciative of the arts and globally aware.

We envision a student of IHM to be **an active person**. A student will be respectful of the body, practice good health habits, strive to reach one's own potential, and respectful of the abilities and talents of others.

We envision an educator of IHM to **possess the qualities of the IHM students and commit to the ministry of Catholic education**. An educator will live the Gospel values, model a life of integrity, build community and exhibit high standards of professional competence.

### **SCHOOL PHILOSOPHY**

Immaculate Heart of Mary School is a Christ Centered faith community that nurtures the spiritual and intellectual growth of our students. Our guiding motto: "following in the footsteps of Christ", serves as the foundation for all that we do, ensuring that our educational approach is grounded in Christian values and principals.

We believe that each child is a gift from God. In living and learning as a school community, we strive to celebrate the light of Christ in each child. Mindful of this, we offer a program of faith formation where our children can share their talents and gifts through Christian service and stewardship. We provide our students with daily opportunities to live out the gospel of Jesus.

We believe that parents are the primary educators of their children. We encourage and expect parents to take an active role in the Catholic education of their child in partnership with teachers and the school community. Families at Immaculate Heart of Mary School share the mission, vision, values and philosophy of our school and parish.

We believe that our faculty and staff are called to teach as Jesus did and model the values of Jesus for our students. Teachers at Immaculate Heart of Mary School serve as role models for their students expressing their faith through teaching.

Our curriculum is designed with a twofold purpose: to foster academic excellence and to instill Christian values that will enable our students to face life's challenges with compassion, integrity, and resilience.

As a faith based institution, we believe in the importance of modeling and instilling Christian values in our students. Our students are guided to live their lives with a moral compass inspired by the teachings of Jesus Christ and to embody the principles of love and forgiveness.

At Immaculate Heart of Mary School, our philosophy is not only reflected in words, but also in actions. In accordance with Catholic doctrine, we aspire to graduate students who are well rounded individuals equipped with the knowledge, values and skills to become compassionate leaders and active contributors to society. Through the guidance of Christ's teachings, we inspire our students to live rich, meaningful lives of service and love.

### **Amendments to the Handbook**

This handbook is subject to change at any time determined to be necessary by the School administration. If changes are made to the handbook, parents/guardians will be notified in a timely manner.

## ***Admissions***

Immaculate Heart of Mary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. These do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The policies of our school are in compliance with the policies of the Diocese of Paterson.

Registration for the following school year begins in Catholic Schools Week.

### **REQUIREMENTS FOR ADMISSIONS**

Students must possess a B average with no failing grades on the final report card. Standardized test scores must be within the proficient range. Conduct and attendance are contributing factors for admission. If the student possesses an ISP/IEP, parents must submit the most current report for evaluation. Must submit Birth, Baptism and Immunization Records. Complete registration application with registration.

### **REQUIREMENTS FOR RE- REGISTRATION**

All tuition, fees and HSA commitments must be current. Completed application with re-registration fee

### **REQUIREMENTS FOR PRE K REGISTRATION**

PK3 students must be three years old by October 15th of current school year and fully potty trained.

PK4 students must be four years old by October 15th of the current school year and fully potty trained.

### **Catholic Applicants**

A Baptismal Certificate and verification of reception of any additional sacraments is required.

### **Age**

A birth certificate must be submitted for proof of age.

The Pre-kindergarten 3 child must be three years old on or before October 15.

The Pre-kindergarten 4 child must be four years old on or before October 15.

The Kindergarten child must be five years old on or before October 15.

The First Grade child must be six years old on or before October 15.

### **Immunization/Health Requirements**

Immaculate heart of Mary follows the New Jersey Department of health minimum requirements for immunizations. Please refer to your pediatrician, or the New Jersey Department of Health website for scheduling of immunizations. Written documentation must be provided to school nurse upon registration to IHM, and re-submitted accordingly, when new immunizations are given. Nurse will provide documentation to parents if vaccines are delinquent or missing. Prompt response is expected.

**Flu Shot:** as per NJ requirement, all students under the age of 59 months must have a flu shot annually by December 31. Written documentation from provider must be submitted to nurse. If student does not receive flu shot, they may be removed from school until the end of flu season, March 31. Speak to nurse regarding exceptions.

AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.

**Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.**

#### **Buckley Amendment**

Immaculate Heart of Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.



## *Academic Grading and Curriculum*

### **Curriculum**

The Immaculate Heart of Mary School is proud to offer a truly exceptional Catholic curriculum that beautifully blends faith and traditional pedagogy with contemporary learning resources. Curriculum is aligned with the New Jersey Core Curriculum Standards and infused with the values and beliefs of our Catholic teaching.

Our commitment to academic excellence and spiritual growth forms the foundation of our educational approach.

We value the importance of nurturing the mind, body and soul and our educational approach reflect this holistic philosophy. Our catholic curriculum is designed to instill in our students a strong foundation in their faith, while also providing them with a comprehensive well rounded education.

From core subjects and arts and sciences to community service class initiatives we guide our students to become compassionate, innovative leaders who will positively impact the world.

### **Religion**

At Immaculate Heart of Mary School our religion curriculum is at the very heart of our educational approach. The Immaculate Heart of Mary School is deeply rooted in Catholic tradition. Our students are provided with an ongoing opportunity to learn the truths of the Church, to witness the Gospel of Our Lord, and to live out His message in a positive and loving atmosphere.

Daily prayers, monthly liturgical celebrations and masses are central to our schools spiritual life.

The sacraments of reconciliation and first communion hold a special place in our curriculum, particularly for second grade students. Our religion classes actively prepare the students for these important milestones in their faith journey.

Christian service is also an integral part of our school and provides an opportunity for students to put gospel values into action by reaching out to bring Christ's love into the community.

In accordance with the bishops of the State of New Jersey, Immaculate Heart of Mary provides instruction in family life. Our students are led to a fuller appreciation of the role of the Christian Family in God's plan and their own personal responsibilities.

## **Mathematics**

Our Mathematics program is designed to help students' master basic mathematical skills while understanding the real world value of math in their lives. We believe in fostering a solid sense of numbers and operations, enabling students to build competence and confidence in computing, estimating and reasoning.

An accelerated math is offered to students in 5<sup>th</sup> thru 8<sup>th</sup> grade who show exceptional aptitude and interest. Advanced learners are challenged to dive deeper into mathematical concepts and to explore more complex problem solving strategies.

## **Science**

Our science curriculum integrates STREAM (Science, Technology, Religion, Engineering, Arts, and Mathematics). Through inquiry based learning, students are taught to become curious explorers and critical thinkers as they engage in hands-on experiments, challenges, and projects.

Our Pedagogical approach reinforces the belief that science and faith are complementary. To that end we provide our students with opportunities to uncover the intricacies of God's creation and grand design of our world.

## **Reading**

At the Immaculate Heart of Mary School, we believe reading is the foundation of academic success. We incorporate a literacy based reading program that aims to empower our students with the skills they need to become lifelong readers, critical thinkers and effective communicators.

Our reading program is designed to foster a love for reading and to develop proficient readers. From the earliest stages, our students are introduced to reading through thematic stories, interactive activities and projects. In the upper grades, students explore various genres and engage in novel studies.

Writing is an integral part of the Immaculate Heart of Mary reading curriculum. As students progress through the reading program, they engage in literacy analysis, activities that involve interpreting themes, characters and symbolism present in texts. Students also engage in research based writing projects relating historical contexts from the text to deepen their understanding of the literature.

## **Language Arts**

The Immaculate Heart of Mary School offers a comprehensive Language Arts curriculum. Through a balanced approach that integrates spelling, vocabulary, grammar and writing we aim to empower our students with the tools they need to become effective communicators.

The Language Arts curriculum also emphasizes the vital connection between reading and writing. Students engage in targeted grammar instruction to develop their understanding of sentence structure, parts of speech and proper usage. Vocabulary lessons are provided in class as well as spelling exercises and word study activities to ensure that students develop a rich vocabulary to become articulate and confident speakers.

## **Social Studies**

By combining history, geography and current events, the social studies curriculum provides a culturally rich study of global connections throughout society and teaches students the significance of informed citizenship in shaping a just and harmonious world. Through the study of Social Studies students will gain knowledge, develop empathy and acquire the necessary critical thinking skills to navigate a diverse and changing global landscape with confidence and understanding.

To this end, the Social Studies curriculum at the Immaculate Heart of Mary School is designed to be interactive while incorporating a variety of resources including, maps, artifacts, and multimedia resources. Students engage in experiential learning through project based activities as they actively explore historical events and cultural practices. Students are provided with the skills to become socially responsible and compassionate citizens who engage in active stewardship.

## **Specialized Instruction**

STREAM, Art, Music, Physical Education and Spanish classes meet weekly. Creativity is fostered and encouraged in these programs through the use of various media and techniques. Projects often correlate with other areas of the curriculum.

Creativity and faith foster a vibrant creative experience for our students. The Immaculate Heart of Mary Art program is deeply rooted in Catholic values emphasizing the beauty and wonder of God's creation as a source of inspiration for artistic expression.

Through various art forms students explore their creativity. Art also serves as a tool for self-discovery allowing students to deepen their relationship with God and to express their gratitude for his gifts through their art. We celebrate the achievements of our Art students through seasonal and yearly exhibitions and showcases.

Music instruction includes singing and music theory, history, and appreciation. Christmas and spring productions showcase achievement and provide the opportunity for the sharing of special talents.

Immaculate Heart of Mary's Music program also integrates with our Catholic faith. Students learn and perform religious music, hymns and songs that reflect our Catholic values and traditions deepening their faith through musical expressions.

Instrumental music is offered in grades 2-8 during regular school hours, providing students the opportunity to learn discipline, cooperation with others, and a way to a fuller, richer life.

The physical education program strives to develop the total person physically, mentally, emotionally, and socially through a series of planned activities which include team sports, gymnastics, calisthenics, large class activities and games. An annual Field Day culminates the year's activities.

Immaculate Heart of Mary students embark on a cultural journey as they explore the Spanish language and culture. In weekly Spanish classes students are exposed to vocabulary and stories in Spanish. They also recite prayers and songs in Spanish as they learn about the traditions and customs of Spanish speaking countries.

There is a strong focus on building language proficiency in reading, writing listening and speaking as students practice real life conversations, engage in role playing and participate in language immersion to gain fluency in Spanish.

ACE - ACE is an acronym for Accelerated Creative Education. Ace is an enrichment program available to students in grades 3 to 8. As this is a technology based course, students will take this class in place of Tech Ed class. ACE grades will be graded as Tech Ed for students who participate in the program. This program is offered to students who meet the following criteria: A cumulative grade point average of 95 and above in math and science (advanced math is weighted)

The IHM ACE program will provide students with enriching opportunities to complete highly rigorous and advanced curriculum projects. ACE encourages students to combine the mind of a scientist or technological thinker with that of an artist, designer or inventor. Students in this program will complete two major projects per academic year as they engage in experiential learning challenges, embrace collaborative thinking and problem solving skills, and work diligently through the creative process.

### **Homework Policy**

Homework plays a crucial role in the educational process as it reinforces the lessons learned in the classroom and fosters independent learning skills. The Immaculate Heart of Mary School's homework policy is designed to support student success and responsibility while maintaining consistency and fairness.

Homework assignments are designed to complement classroom instruction. By completing homework students have the opportunity to practice and apply what they have learned.

Students are expected to complete homework assignments on time. If a student fails to submit homework, their teacher will provide notification to both the student and their parents to ensure appropriate action takes place.

It is understood that absences occur. However, a student is still responsible for completing and missed assignments as per the teacher's discretion. This accountability will ensure that students stay on track with their learning and take ownership of their academic responsibilities.

In the case of an absence, a parent can call the school office to arrange for the pickup of homework materials. To accommodate for the students absence due to illness, we provide the following make-up policy:

- When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.
- For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.
- Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## **Promotion and Retention**

At the Immaculate Heart of Mary School, our promotion and retention policy is designed to support the academic growth and overall development of each student. We strive to provide a fair and comprehensive evaluation process that considers various factors to determine the appropriate grade level placement of our students. The following policy outlines the procedures for promotion and retention:

### **Assessment and Evaluation**

- Students will be regularly assessed using a combination of formal and summative assessments to gauge their academic progress and proficiency in various subjects.
- Teachers will use multiple evaluation methods, including tests, projects, class participation and homework to ensure a well-rounded assessment of each student's performance.



### Promotion

- The primary criteria for student promotion will be based on their academic performance, meeting curriculum standards and achieving the required learning outcomes for their current grade level.
- Additional consideration may include attendance, behavior and social development.

### Retention

- In cases where a student is not meeting the required academic standards or is facing challenges in their overall development retention may be considered. Retention decisions will be made carefully taking into account the student's individual needs, learning progress and available support system.
- Any student who fails one or more major subject for the year must attend an authorized summer school program and pass the course in order to return to the Immaculate Heart of Mary School for the next school year. A documentation of the summer school grades must be submitted to The Immaculate Heart of Mary School after the completion of the course.

Immaculate Heart of Mary School will maintain open and transparent communication with parents/guardians regarding their child's academic progress and any concerns related to promotion or retention.

### Evaluation

Report cards designed according to diocesan standards are issued quarterly in grades 2-8, three times yearly in grade 1 and two times yearly in Pre-4 and Kindergarten. Parent-teacher conferences are scheduled in grades Pre-K4 - 8 in November to coincide with the first report card. Parent teacher conferences are encouraged throughout the year. Teachers are available on school days from 3:00 to 3:30 for conferences or by special appointment.

### GRADING POLICY

Immaculate Heart of Mary School adheres to the grading scale prescribed by the Diocese of Paterson. Pre-Kindergarten and Kindergarten use a standards based report card emphasizing skill development. The marking code utilized is:

#### PRE-K

G – Good Progress

W – Working on skill, still needs time to develop

NM – Not measured at this time

**KINDERGARTEN TO 3<sup>RD</sup> GRADE**

4 – Exceeds Proficiency  
3 – Proficient  
2 – Developing  
1 – Beginning  
NM – Not measured at this time

**GRADES 4-8 SPECIALS**

*(Art/Music/Gym/STREAM/Spanish)*

**A** VG Very Good  
**B** G Good  
**C** S Satisfactory  
**D** I Improvement needed  
**F** U Unsatisfactory

**GRADE 4-8 CORE SUBJECT GRADING SYSTEM:**

97-100 A+

93- 96 A

89-92 B+

85- 88 B

80- 84 C+

75 - 79 C

70 -74 D

Below 69 F

Mid-terms and Final Exams are administered to students in grades 6-8

## **HONOR ROLL**

The Honor Roll recognizes those students who have achieved a high level of success and who exemplify high personal standards and attitudes. It includes students in grades 6 through 8. The following subjects are included in the honor roll grade point average: Religion, Reading/LA, Math, Science, Social Studies.

Principal's Honors ... 95 & above  
 First Honors ... all grades 92 & above  
 Second Honors ... all grades 88 & above  
 For all honors: Spanish – 80 & above  
 Minor Subjects – Satisfactory

To be considered for honors in Advanced Math Classes

Principal's Honors ... 93 & above  
 First Honors ... 90 & above  
 Second Honors ... 85 & above

## **Support Services**

Speech Therapy, Occupational Therapy, Supplemental Instruction, Child Study Team Evaluation, Nursing Services and Transportation are additional services to which our children are entitled. Immaculate Heart of Mary School does not have the same extensive state funded special education services as does the public school due to differences in available resources and funding. Student must be evaluated and approved to qualify for services.

## **Testing**

The following standardized tests are given at the Immaculate Heart of Mary School:

- The NWEA Standardized Assessment is given in Grades 2 through 8.
- The COOP is given in Grade 8.
- The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

## **Cheating/Plagiarism**

Cheating/Plagiarism of any type will not be tolerated. Students who choose to cheat/plagiarize face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

**First Offense: The student will receive a 69% on the assignment, test or quiz in question and a parent must sign the document.**

**Second Offense: The student will receive a zero on the assignment, test or quiz in question and a detention.**

**Third Offense: The student and parents will meet with the school administration and will be subject to further disciplinary action deemed appropriate by administration.**

Cheating is giving or receiving unauthorized help on a test, quiz, or assignment, which includes the following:

- Communicating in any way with another student during a test or a quiz.
- Sharing information about a test or a quiz with another student who has not yet taken the test or quiz
- Having on one's possession materials or information not approved in advanced by the teacher, which would indicate intent to give or receive help.
- Using a computer, cell phone, or any form of technology to gain access to information to which a student has no right.

Plagiarism

- Presenting as one's own words and work (including images, photos, art, etc.), ideas, or the opinions of someone else without proper acknowledgement.
- Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought someone else without permission

## *School Attendance*

### **School Schedule (K-8)**

8:00- 8:10 – Students enter building (students entering after 8:10 are considered tardy)  
 Full Day – 8:10 – 2:50  
 Extended Day – 7:15 – 6:00  
 Dismissal -2:50 Half Day - 12:30

### **Preschool Hours**

8:30 - 2:30 - Full Day Students  
 8:30- 11:30 - Half Day Students  
 Full Day Students are dismissed at 12:30 on early dismissal days

### **Absence**

**Any student accumulating more than (16) absences for the year may not be promoted unless acceptable documented evidence is presented to the school.**

**It is understood that occasional school absences will occur. Therefore, the following may be considered as a documented absence:**

- **Illness requiring longer than a three day recuperation period as verified by a doctor's note**
- **Certified hospital stay**
- **Periods during which bedside instruction is received**
- **School approved reasons' such as field trips, death in the family or other school initiated reasons**

### **High School Visitation**

Students in grade 8 only are given (3) days of excused absences for the purpose of visiting/shadowing at a prospective High School. Any visitation days beyond (3) will be counted as a regular absence.

**When a student is absent from school, a parent should call/email the office by 8:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Immaculate Heart of Mary School students.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.



The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

### **Tardiness**

Tardiness is disruptive to the school day and learning process. Students are considered late at 8:10.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

To be considered present for a full day, a student must be present until at the earliest 12:20 PM.

### **Transfers**

Parents must notify Immaculate Heart of Mary School in advance of transfer to another school. In order for a certificate of transfer to be issued, the following information must be provided to the school secretary.

- Name and address of new school
- Residential change of address (if applicable)
- Final date of school attendance
- Reason for transfer

Transfers without a change of address may be issued only after a prior meeting of parents and principal and/or pastor at which a conference report documenting the reasons for transfer is prepared. This report is signed by all present at the conference and maintained on confidential file in school for 1 year. A copy of this report is sent to the Diocesan School Office. **No transfers will be issued on the last day of school.**

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.

- Registered students who withdraw before the start of the school year must notify the school prior to August 1<sup>st</sup>. Students that withdraw after August 1<sup>st</sup> and before the start of school will be responsible for 1 month of tuition.

### **Emergency Closing**

In the event of severe weather Immaculate Heart of Mary School uses the Wayne Public School emergency closing schedule as a guide but the final discussion rests with the administration. An automated call system is used to notify you of any necessary closings or important announcements.

When possible, delayed openings will be considered to allow for continuity in our education program rather than closing for the whole day.

On delayed opening days, classes start at 9:45. There is no morning Extended Day Program. Children may arrive at 9:30. Dismissal times will remain the same.

In the event of an early emergency dismissal, parents are notified by telephone. No child will be released until safe and proper arrangements have been made. It is for this reason that parents are requested to keep the information on emergency forms and Portal current.

## ***Student Health***

### **Quarantine**

The Immaculate Heart of Mary School follows the NJ Department of Health and the CDC guidelines.

### **Epinephrine Policy on Administration**

As permitted by New Jersey law, Immaculate Heart of Mary School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the Student shall be notified upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the Student. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

The School nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School nurse, another School employee- designated and trained in administration of the epi-pen by the School nurse pursuant to New Jersey law -- may administer the epi-pen.

### **Head Lice**

Immaculate Heart of Mary in accordance with the Wayne Health Dept. has a no-nit policy regarding head lice.

### **Medication**

All medications sent to school must be sent to the office. The school nurse, principal, or principal's designee will administer the medication in compliance with the following regulations:

Written instructions signed by parent and physician shall be required and shall include: Child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication.

All medications should be in the originally labeled pharmacy container which will remain in school. Please ask pharmacist for a separate container for home. Over-the-counter medication (such as Tylenol) also needs written authorization from the physician and the parent.

## **Personal Hygiene**

Please stress the importance of personal hygiene with your child. Cleanliness and grooming are an integral part of the educational process.

## **Immunization Requirements**

Immaculate Heart of Mary follows the New Jersey Department of health minimum requirements for immunizations. Please refer to your pediatrician, or the New Jersey Department of Health website for scheduling of immunizations. Written documentation must be provided to school nurse upon registration to IHM, and re-submitted accordingly, when new immunizations are given. Nurse will provide documentation to parents if vaccines are delinquent or missing. Prompt response is expected.

**Flu Shot:** as per NJ requirement, all students under the age of 59 months must have a flu shot annually by December 31. Written documentation from provider must be submitted to nurse. If student does not receive flu shot, they may be removed from school until the end of flu season, March 31. Speak to nurse regarding exceptions.

## **Accidents**

Any accident that occurs in the school building or on school property or school sponsored activity must be reported to an administrator and the nurse as soon as possible within 24 hours.

In the case of a serious accident requiring medical services outside of the school, the parent/guardian will be notified so that the student can be transported to the proper physician and or hospital.

All cases of Covid, Chicken Pox, Pink Eye, Measles, Head Lice, Mono, Strep Throat or gastrointestinal issues **MUST BE REPORTED TO THE NURSE.**

## ***Financial Obligations***

### **Tuition & Fees**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the start of the school year must notify the school prior to August 1<sup>st</sup>. Students that withdraw after August 1<sup>st</sup> and before the start of school will be responsible for 1 month of tuition.
- Any conduct by an IHM student that the school administration considers detrimental to the student, other students or to the school itself may be deemed adequate cause for appropriate disciplinary action, including suspension or dismissal. Tuition and fees will not be refundable under these circumstances.
- Once this student enrollment contract is signed, the school requires written notification of any decision to withdraw. Registration fees and Tuition are NON REFUNDABLE. If applicable tuition payments are not received on or before the first date specified in the Student Contract, your child's place will no longer be reserved. Once an enrolled student attends class, his/her family is responsible for the full tuition and fees.
- A \$25 fee will be added to any returned FACTS payment (**in addition to fees charged by FACTS**) EACH time it is returned. A \$15 fee will be added to delayed payments unless at least 50% of the originally scheduled amount is paid as scheduled. A fee of \$20 will be added to balance due for any returned checks. A 3% processing fee will be applied to all credit card charges.
- Payments must be made in a timely fashion according to the terms of your family's Student Contract. The school reserves the right to expel any student due nonpayment within 45 days. In case of an explosion for failure to pay tuition, IHM will withhold student transcripts, report cards, diplomas, or recommendations.
- There is an annual non-refundable \$45 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school. · Pay tuition over 10 months via personal check, money order, or automatic deduction.

### **50/50 School Fundraiser Participation**

- All families are required to participate in IHM's 50/50 Fundraiser by purchasing or selling 30, \$15 tickets, or opting out with a \$450 check donation. Checks should be made



payable to IHM Raffle or paid through FACTS and received by December 1, 2023. This fundraiser will replace the previous SCRIP requirement. If you would like to still participate in SCRIP, it will be available for purchase, but will not be considered towards your fundraising requirement.

### **Building Fund:**

- Required of all families at our school. This is paid by adding \$600 to the families' charges each year for five years *or* until graduation, whichever comes first. Families that choose not to re-enroll are not legally responsible to pay out remaining years. Any family who has pledged \$3,000 or more to IHM as a restricted donation towards Building Upgrades is exempt from this obligation. This is a tax deductible contribution.

### **Service Requirement**

- As faithful stewards of our parish school community, families are required to give their time and talent for the good of our community. Each family is required to commit to one HSA fundraising committee activity. All families enrolled in FACTS will be billed \$35 to go towards HSA Dues on the first tuition payment, if you are paying in full for the year by check, your \$35 check, **payable to IHM-HSA** is due on the FIRST DAY of school. This is separate from all other fees.

### **Before & Aftercare**

- Drop-in aftercare rates are \$8/hour, the one hour shall begin 10 minutes once after-care begins. Drop-in before care rate is \$8 per day and begins at 7:15am. Children must be picked up from aftercare by 6 pm. A fee of \$15 per child must be paid in cash or by check directly to the childcare worker at pickup for any child remaining after the scheduled childcare closing time. **Please note, aftercare will not be available on minimal days for the 23-24 school year. Children must be picked up at dismissal for minimal days.**
- If you plan to use before or aftercare regularly the following discounted rates apply at a yearly rate per child. The extended day plan can be paid monthly with tuition.
  - Aftercare (3-6pm): \$2,100
  - Before Care (7:15am-8am): \$600
  - Before & Aftercare (7:15am-6pm): \$2,700
  - Multi Student Discount: 50% off second child, 3rd & 4th child free.

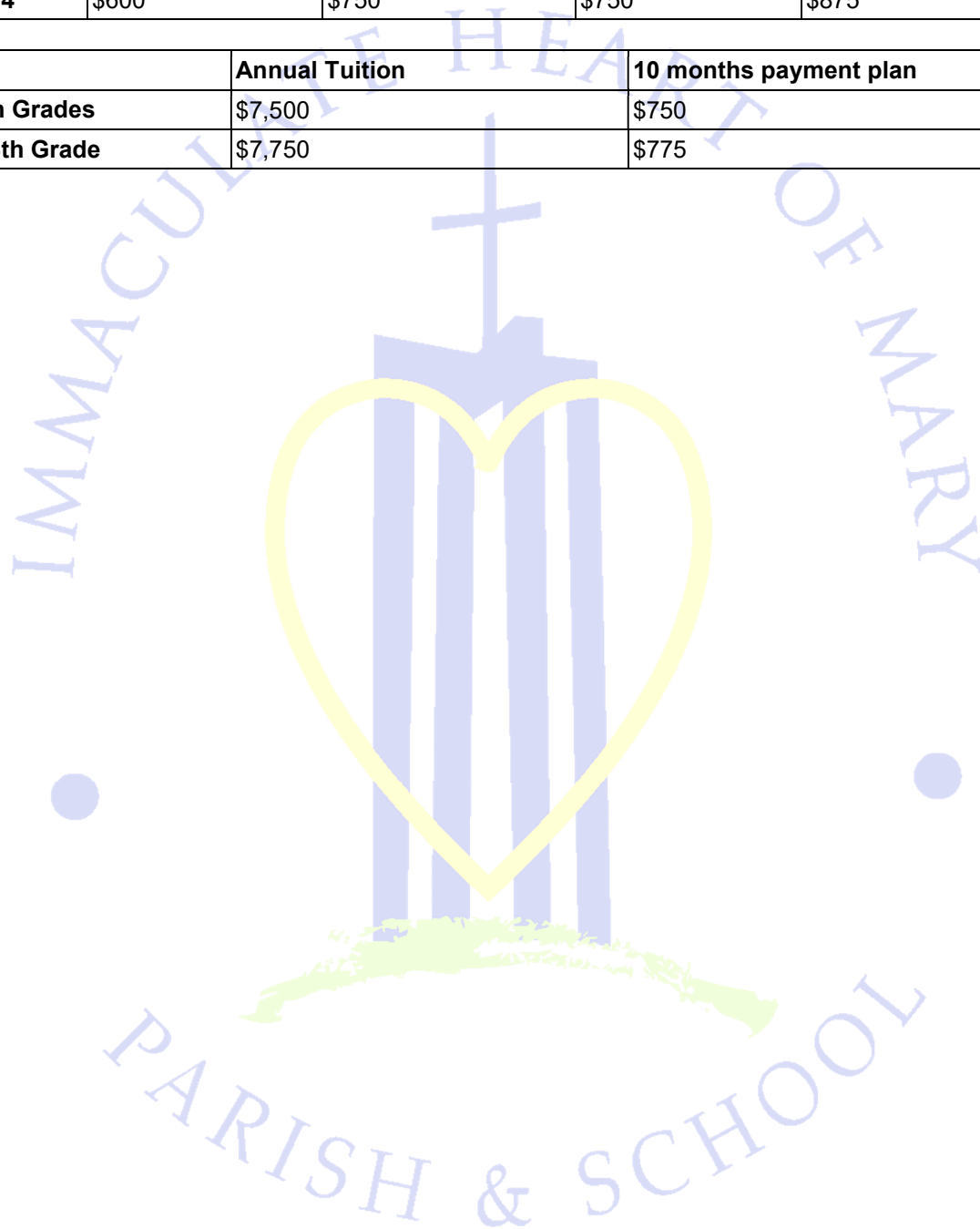
## **2023-2024 Tuition**

**New Student Deposit: \$150 per student (Non-refundable)**

**Returning Students Re-enrollment Fees: \$100 per student (Non-refundable)**

	Monthly Cost 3 Half Days	Monthly Cost 5 Half Days	Monthly Cost 3 Full Days	Monthly Cost 5 Full Days
<b>Pre-K 3</b>	\$600	\$750	\$750	\$875
<b>Pre-K 4</b>	\$600	\$750	\$750	\$875

	Annual Tuition	10 months payment plan
<b>K - 4th Grades</b>	\$7,500	\$750
<b>5th - 8th Grade</b>	\$7,750	\$775



## ***Discipline***

Discipline at the Immaculate Heart of Mary School is not merely a set of formalized rules but a reflection of Christ's teachings. Our motto: "Following in the footsteps of Christ", embodies the foundation of our discipline policy.

We expect our students to demonstrate courtesy, show respect and to embrace responsible behaviors aligned with Gospel values. Using a love and logic disciplinary paradigm we guide our students to embrace Christ-like character values.

Students are encouraged to take responsibility for their actions and choices. They will be guided to understand the consequences of their behavior and to learn from any mistake made. To this end, Immaculate Heart of Mary School emphasizes peaceful conflict resolution strategies including open communication. We value the partnership with parents. Parents will be informed about disciplinary matters promptly.

## **Conflict**

Conflicts are bound to arise when groups of students spend time together. Conflicts involve people with similar degrees of power and may include a mutual disagreement or difference in interests or goals: these include arguments and fights. A conflict is reciprocal; both parties engage in the conflict and are responsible for the wrong doing. Conflict is a normal part of growing up and of life; its intent is not to hurt. Generally, conflict gets resolved by compromise or negotiation. Students who engage in conflict can expect to receive a discipline and/or an educational or community service assigned task and parent contact. **CONFLICT IS NOT BULLYING.**

## **IHM Bullying Prevention Policy**

IHM adheres to the bullying policy set forth by the Diocesan of Paterson and The Catholic School Office:

Each student should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that we do our best to provide a safe, positive, and productive educational environment where each student may be afforded the opportunity to achieve his or her maximum potential without being subjected to Bullying, Cyber-Bullying, Retaliation, and other similar disruptive or violent behaviors.

For the purposes of this Policy, the following definitions shall apply:

Aggressor means a student who engages in Bullying or Retaliation.

Bullying is the repeated use by one or more students of written, oral or electronic expressions or physical acts or gestures or any combination thereof, with the intent to cause harm through

ridicule, harassment, humiliation, or intimidation, directed at a Target which a reasonable person should know would have the effect of:

- Causing physical or emotional harm to the Target or damage to the Target's property.
- Placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property.
- Causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- Materially and substantially disrupting the educational process or the orderly operation of a school.

An isolated incident, however egregious, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action, but is not Bullying.

Cyber-Bullying means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio Electromagnetics
- Photo-electronic or photo-optical system including, but not limited to electronic mail, internet communications, instant messaging, or facsimile communications.

Cyber-Bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, if the creation of impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying also included the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

School Grounds means property on which the school building or facility is located or property that is owned or leased by a school for a school sponsored activity, function, program, instruction, or training.

Staff means all employees of the school or parish and other individuals who receive stipends from the school or parish.

Student Handbook means the student handbook established by the school.

Target means a student against whom Bullying or Retaliation has been perpetrated.

## Prohibition against Bullying and Retaliation

Bullying is prohibited:

- On school grounds
- On property immediately adjacent to School Grounds
- At any school sponsored or school related activity, function, or program whether on or off School Grounds.
- On a school bus or any other vehicle owned, leased, or used by the school
- Through the use of technology or an electronic device owned, leased, or used by a school.

Bullying by students is also prohibited at other locations and through the other means if:

- Causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education or
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Nothing contained in this Policy or in any Student Handbook shall require a school to monitor any non-school related activity, function, or program.

As a matter of both school policy and religious obligation, it is recognized that bullying behavior is not tolerated at Immaculate Heart of Mary School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feeling of safety as they pursue their academic and social lives, often resulting in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious physical and/or psychological injury. Immaculate Heart of Mary School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff and students concerning respect. All members of the Immaculate Heart of Mary School community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

All students have the right to learn in a safe and secure environment. All students have the right to be respected and honored for their individuality.

### **Student Consequences:**

- Loss of a privilege;
- Completion of letter of acknowledgement of action, with apology to the Target  
(After reviewed by the Principal and not in a case of sexual harassment or intimidation)
- Detention
- Reparation to Target in the form of payment for, or repair of damage to possessions
- Reassignment of seats in class, cafeteria or removal from extended care
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion



**Remedial Actions:**

- Parent/Student Conference;
- Counseling with licensed counselor or psychologist at the parents' expense;
- Education about the effects of Bullying;
- Behavioral agreement;
- Cooperation with a behavioral management program developed in consultation with Mental health professional and the Principal.

Immaculate Heart of Mary School staff agrees that a consistent approach to discipline is essential for creating a positive atmosphere in our learning community. We substitute the words "respect and responsibility" for the word "discipline", thus focusing on the individual's responsibility for his/her own actions.

**Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## ***Internet and Computer Policy***

### **ACCEPTABLE USE OF TECHNOLOGY POLICY**

(This is in compliance with the Paterson Diocesan Technology Policy)

### **INTERNET AND TECHNOLOGY USE POLICY**

→ Paterson Diocesan Schools » Acceptable Use Policy

The Immaculate Heart of Mary School offers Internet access for students use. This document is the Acceptable Use Policy for your use of the computers and other technology resources of the school. While the generic terms "computer" and "computer system" are used in this policy, this policy shall apply to all school owned computer and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software as well as to physical equipment. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established as a public access or public forum and the Immaculate Heart of Mary School has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school's disciplinary code, diocesan policy, and the laws of the United States and the State of New Jersey. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Access to the Internet is available through this school only with permission of the computer teacher, the principal, or his or her designee and your parents indicated by the signing of an Internet User Agreement.

### **School Electronic Devices**

**Students who utilize electronic devices owned by The Immaculate Heart of Mary School are responsible for proper care and protection of the item. Students are liable for costs associated with repair and/or replacement of devices that are damaged while in their possession. Students will also be responsible for costs incurred to replace school owned devices that are lost while in their possession.**

## INTERNET AND TECHNOLOGY USE POLICY

→ Paterson Diocesan Schools » Unacceptable Policy

### 1. Personal Safety

- You will not post contact information (e.g., address, phone number) about yourself or any other person.

### 2. Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's file.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.
- You will not use the system to engage in any other illegal act.

### 3. System Security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will immediately notify the teacher and the computer teacher of any classroom computer problems.
- You are not to download material of any kind from any other computer system or the Internet without the express permission of the computer teacher. You are not to load or install any program files or software onto the school's computers or system at any time.

### 4. Inappropriate Language

On any and all uses the Internet, whether in application to public or private messages, e-mail or instant messages, or material posted on the Web pages, you will use language consistent without Catholic Christian philosophy and values. You will not use or post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.

### 5. Respect for Privacy

- You will respect the privacy of others by not reposting or forwarding a message that was sent to you privately without permission of the person who sent you the message.

- You will not post private information about yourself or another person.

## **6. Respecting Resource Limits**

- You will use the system only for educational and career development activities.
- You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher or the computer teacher.
- You will not post or forward chain letters engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- You will use the e-mail capabilities of the system only with the express permission of your teacher or the computer teacher. You may not establish a private e-mail account to use on the school's system, nor will you access your personal e-mail account from the school's system without permission of the computer teacher.
- You may access Internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of your teacher or the computer teacher. Such requests will only be granted if the access or material being sought is directly relevant to your education or career development.

## **Plagiarism and Copyright Infringement**

You will not plagiarize words or ideas that you find on the Internet. You will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.

## **Inappropriate Access to Material**

You will not use the school's computers to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination towards other people (hate literature). Your parents should instruct you if there is additional material, they think would be inappropriate for you to access. The school fully expects that you will follow your parent's instruction in this matter.

## **Your Rights**

The Internet is considered a limited forum, similar to the school newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy. You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law.

The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school's computer system.

This document is explained to the student, signed by the student and parent and remains in the student file for the duration of his/her time at Immaculate Heart of Mary School.

**Posting of Information on the Internet** - The internet is a public forum with unrestricted access. For this reason, the school restricts permission for posting of information related to the school, our staff, and our students on the internet. No student is permitted to use images of the school, school staff, or other students in any form on the internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Paterson.

### **Cell Phones**

At no time during the day should a cell phone be in a student's locker or in his/her possession. During homeroom, cell phones are to be turned off and stored in the students designated phone space. This policy includes smart watches and any other device that allows texting and/or communication outside of the school campus. Students will have access to the school phone in an emergency during the school day.

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

### **Texting**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

## **Student Code of Conduct**

The purpose of the student code of conduct at the Immaculate Heart of Mary School is to foster a Christ centered community where students are guided by Gospel values. This student code of conduct serves as a framework that outlines the expectations and guidelines for behavior, character, and interactions within the school community and encourages students to uphold Immaculate Heart of Mary School's Catholic identity.

By adhering to the student code of contact, all students collaborate and contribute to the creation of a safe, respectful and nurturing learning environment. In registering at Immaculate Heart of Mary School, both students and parents agree to comply with and support the discipline policies and regulations.

**Based upon the Catholic moral values and loving respect for others taught by Jesus, students:**

1. Will be honest and committed to integrity
2. Will refrain from harassment of any kind
3. Will use appropriate language
4. Will speak respectfully to and about others
5. Will complete all assignments and participate fully in class
6. Will respect all school and personal property
7. Will refrain from any deliberate disruption in the school
8. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
9. Will adhere to the dress code (see also *Uniform Code*)
10. Will not engage in cheating, plagiarism or any other form of academic dishonesty
11. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result
12. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school
13. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities
14. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school
15. All of the conduct expectations also include student use of the Internet and Social Media



## *Dress Code*

### **Uniforms**

The uniform policy of The Immaculate Heart of Mary School has been created to foster a sense of unity, pride and belonging in our school as everyone wears the same attire minimizing distractions and peer pressure relayed to clothing choices. This promotes a focused learning environment, allowing students to concentrate on their studies without undue emphasis on appearance.

The Immaculate Heart of Mary School dress code is inspired by and is intended to be consistent with and in furtherance of the values of the Catholic faith, providing a standard for our students that fosters an environment conducive to learning and respectful appearance and behavior. The Immaculate Heart of Mary School is an environment that encourages students to foster its Christian spirit and advance the school's Catholic philosophy, vision and mission. The uniform is intended to assist the student in this process. In keeping with Christian values, The Immaculate Heart of Mary School dress codes are gender specific, the gender of a student being determined by the student's physical sex.

All students are expected to adhere to the dress code while on school premises or during school-related activities.

For specific uniform attire please refer to the Lands' End Website.

You can order online with the IHM school code 900196247. You can create a Land's End account for yourself and save the school uniform for ease of shopping going forward. The uniform options for your child's grade will be populated when you "add a student" to your account. Land's End Customer service can be reached at 1-800- 469-2222. You can also visit the store to get sized, try on samples and order with a salesperson.

Students may wear any flat, solid black shoe with a non-marking sole. Students may not wear a pattern, UGGS, high heels, platforms, wedges, or work boots. Sneakers can be worn on gym days with the gym uniform.

**GYM DAY:** Gym uniforms are also purchased through land's end. Gym uniforms are only to be worn on the student's assigned gym day. School spirit wear purchased through Immaculate Heart of Mary may also be worn on gym days. Students not in appropriate gym uniform will not be permitted to take gym.

## **Accessories**

Jewelry should be kept to a minimum. Only girls may wear earrings and only one earring in each ear. Excessive or distracting accessories are not permitted. Only girls may wear nail polish in modest colors. Extremely long nails are not permitted.

## **Hair**

Only girls may wear hair accessories modest in nature. Boys are not permitted to wear any adornments on their heads including headbands, hats etc. Hair should be neatly groomed and of natural color. Extreme hairstyles and or colors are not permitted. Students are expected to maintain proper personal hygiene and cleanliness.

## **Consequences for Dress Code Violation**

Students out of uniform will receive a detention. For subsequent infractions the detention period may be extended. Parents/guardians will be notified about the dress code infraction to ensure their support in upholding the uniform policy.

It is the responsibility of the parents to ensure that all students are dressed according to the uniform code. The school reserves the right to determine the appropriateness of the child's general appearance including attire, accessories, hair style, etc. Detentions will be issued for failure to conform to uniform standards. Extreme hair styles, long hair, and earrings for boys are unacceptable.

## **Safety**

### **Crisis Plan and Emergency Drills**

Immaculate Heart of Mary School has implemented a “crisis plan” in case of an emergency. All teachers and staff are aware of the procedures to follow to keep your children safe.

A fire drill and one emergency drill are conducted each month as required by the State of New Jersey.

### **Asbestos Management Plan**

The School's Asbestos Management Plan is on file in the School office, as required by the federal Asbestos Hazard Emergency response Act (AHERA). This document is available for examination upon request.

### **IPM Plan**

As required by New Jersey State Law, Immaculate Heart of Mary School will have a plan on file and notify the parents of the plan yearly for Integrated Pest Management.

### **Visitors**

All visitors entering the building, including parents and guardians must report directly to the school office to sign in. Visitors are not permitted to go to classrooms or other rooms in the building without permission. In order to ensure the safety of the students and to avoid classroom interruptions, we ask that you avoid seeing your children during class instructional time. If you need to contact your child please contact the office.

### **Photo Permission/Media Release**

News articles featuring school activities and events may appear on our website and in local publications accompanied by photos of students involved in those activities. Parents/guardians who do not want their child's photo to appear in school related publicity should sign the form requesting no publicity for their child.