



Immaculate Heart of Mary School

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

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STAR SCHOOL
of the Diocese of Paterson



*Excellence in a faith-filled
educational program*

STAR SCHOOL

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.

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Website: www.ihmschoolonline.org

Principal: Mrs. Frances R. Alberta

Immaculate Heart of Mary School is recognized as a Star School and is awarded this distinction by the Paterson Diocese. In the school's specialization of communication of ideas through *Improvement in Writing Skills*, there is evidence of a superior plan of organization, articulation of goals and objectives, and collaborative efforts on the part of all who are involved in the teaching and learning in this school of excellence.

Immaculate Heart of Mary School has recognized the importance of communication as a keystone element for success in today's world of standards, accountability, and challenge. In order to be competitive in a society that demands a high level of performance, students need to be equipped and empowered to express their ideas, insights, dreams and critical analysis both in spoken and written language and take their place in a world of ideas.

Through this model of *writing process and product*, they emulate outstanding achievements in academic excellence, and provide a unified approach to achieve their explicit goals and objectives. This is accomplished by centering their efforts in the richness of communication through the art of writing and sharing ideas within the school community. The faculty is to be commended for meeting the requirements of highly qualified teachers for the 21st century through continuing professional development in the teaching of writing and thinking skills across the curriculum.

We recognize and commend the leadership of the administrator, the faculty coordinator, faculty and staff for their enthusiasm, commitment and energy in the teaching of writing and critical thinking skills across the curriculum. As a team, they demonstrate the catholic school ideals of educating the whole child in the nurturing atmosphere of a Star School enriched with the values and commitment to excellence in Total Catholic Education.

CONGRATULATIONS TO IMMACULATE HEART OF MARY SCHOOL!!

IMMACULATE HEART OF MARY SCHOOL MISSION STATEMENT

Confirming Christ as the reason for this school, the mission of Immaculate Heart of Mary School is to foster productive citizenship by educating, inspiring and enthusing our students in a Catholic faith-oriented environment.

IMMACULATE HEART OF MARY SCHOOL VISION 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, 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, 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.

THE HANDBOOK

GENERAL FORMAT:	PAGE
I. Pastor's Letter	3
II. School Philosophy	4
III. Educational Program	7
IV. School Policies	12
V. Services and Schedules	19
VI. Organizations	24

Non-Discriminatory Policy

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.

I. PASTOR'S LETTER

“To Teach as Jesus taught” is the goal of every Catholic parish and institution of learning. This is certainly a great priority here at Immaculate Heart of Mary Parish. As an essential element of our parish mission, we strive to gift all our children with knowledge of our faith, built on excellent teaching, powerful worship experiences and guided outreach to Christ’s people in need. All involved in our parish school and religious education program, professionals and volunteers, are dedicated to our children and their faith formation.

We thank you for choosing our parish school as the place your children will learn the knowledge of the world, guided by faith and the moral principles of Catholic Tradition. We firmly believe that Immaculate Heart of Mary Parish School is an outstanding educational institution that both informs and forms God’s children into knowledgeable and spiritual young Christians.

To meet these goals we do need your support. We encourage you and your children to worship with us each week at the Eucharistic table. It is here that we encounter Christ the Teacher in his Word and Sacrament. We also need our parents to reinforce the Christian values that form the core of our teaching. We, in turn, promise to do all we can to make Christ the center of our teaching, our discipline and our school prayer-life. In essence, we need to work together for the good of the children in our care. It is by our example and cooperation with each other that our children will learn the value of Christian fellowship and community.

Together let us pray that guided by the Spirit of God, embraced by the love of Jesus, our parish school will give glory to God our Father as we guide and teach His children.

In the Peace of Christ Jesus,

Fr. Dan

II. SCHOOL PHILOSOPHY

We believe a child is a unique creation of God and that his individuality is a gift. In living and learning as a school community, we strive always to celebrate the innate godliness of each child. Mindful of this, we provide an environment which encourages the student to value himself and value others, to trust and be trusted, to discern talents and share gifts, and to challenge his own potential. We believe this environment will allow the student to see God in the world and understand his responsibilities in a covenant relationship.

This covenant relationship is rooted in the Gospel Message. The Gospel Message calls us as a school community to “experience together what it means to live a life of prayer, personal responsibility and freedom reflective of Gospel values.” (107 To Teach as Jesus Did). We, as a Christian faculty, are called to model these values for our students. We provide opportunities for each student to encounter Jesus in the sacraments and to celebrate His love at liturgies. The observance of liturgical seasons and tradition aids in joining the school and our parish community. In the classrooms we recognize and reinforce attitudes and actions which bear witness to the Gospel Message.

We seek to provide the student with a societal model based on a learned respect for others, the acceptance of democracy and the obligations of citizenship in light of the Gospel Message. We believe this experience will allow the student to live out these values in his adult life. Thus social development at I.H.M. is a growing disposition to serve and achieve through spiritual, civil and educational communities.

I.H.M. accepts the child as a developing person and stimulates personal growth by providing experiences and modeling behaviors supportive of a decision-making ability consistent with the Gospel message. This gradually learned ability should permit the student a meaningful, self-responsible, self-actualizing life. By encouraging the student to make decisions which will lead to the realization of personal talents, we hope to enhance his sense of rejoicing in the experience of humanity and of Creation.

Our school community believes that intellectual development begins in response to motor and sensory experiences at the primary level and proceeds through the logic of concrete operations. This development continues with the gradual introduction of the logic of symbolic operations at the intermediate and middle level. This belief provides a rationale for the logical presentation of organized subject matter.

We believe that spontaneity and flexibility of approach have a role in intellectual ability. Our belief is that the blending of these two maximizes intellectual development. Curiosity, creativity and enthusiasm are forces at play within the context of this approach. Some skills are basic to all learning. These basic skills are best taught when viewed as a continuum along which students move individually. Individual progress is monitored and mastery is assessed.

It is through relationships that development occurs, values are acquired and Christian community is built and lived out. The relationship between students is a prominent factor in the student's school experience. Therefore, we foster student relationships which are mutually supporting and responsible. Caring and cooperation among our students result in academic achievement and personal growth.

The understanding and accepting the human body as a divine work is basic in our approach to the physical education of the student. We teach of its care, use, and development, and we monitor each child's physical well-being.

God is seen in the message of Scripture, in private and community worship, and in relationships with others. We build Christian community by sharing our spiritual and temporal gifts. Through these experiences, our students will grow in relationship with God. We foster the development of self-discipline and accountability as key to the formation of the mature Catholic.

Teachers at I.H.M. serve as role models for their students, expressing the integration of religious truths, values, and learning with the rest of life. Teachers guide the student-in-development by establishing a supportive relationship with each student. Teachers prescribe order and direct learning not as an end but as a means by which each student can achieve his potential.

Faculty relate to one another collegially. In an open and supportive atmosphere, teachers share expertise and benefit from each other's experiences in order to serve the student and the school. As educational leaders, they recognize the need to foster a strong Catholic identity, to maintain a secure, nurturing environment, and to grow professionally.

Teachers and parents recognize and respect each other's roles in the development of the student and are mutually supportive in the spirit of Christian community. This partnership encourages an open dialogue which fosters the student's academic and personal development.

We believe that consensus of the professional staff, lead by the principal, is the optimum way to determine school policy. This consensus is achieved in adherence

with guidelines set forth by the State of New Jersey and the Diocese of Paterson. The Education Council, an advisory board, approves policy. Input from students, parents, and staff members allows for evaluation of policy.

Curriculum policy is developed at I.H.M. by the faculty under the leadership of the principal. It must be consistent with diocesan guidelines, responsive to contemporary needs, and faithful to our philosophy. Teachers facilitate learning by considering the needs of the student, the curriculum content, and the availability of resources. Modeling, instructing, orchestrating, and interacting constitute the nature of teaching processes at .H.M. Teachers extend themselves beyond the academic program to support the total development of school as community.

We believe that evaluation, in order to be effective, should lead to action. Student evaluation is ongoing and based on teacher observation, student work and testing. Results lead to remediation and enrichment. Teacher evaluation promotes professional growth and enhanced academics.

The purpose of I.H.M. is to provide an environment that will allow the student to see God in the world and to understand his responsibilities in a covenant relationship. We see this covenant relationship as rooted in the Gospel Message and modeled by the school community. It is illumined by the tradition of the Catholic Faith and nurtured by our parish community. This environment provides experiences for the elementary school student to develop intellectually, personally, socially, and physically as stated in this philosophy. I.H.M. School is called to meet the educational and administrative regulations set forth by the State of New Jersey and the Diocese of Paterson defining and providing quality education in a Roman Catholic School.

III. EDUCATIONAL PROGRAM

Structure

Immaculate Heart of Mary School begins instruction in a pre-kindergarten program. Our preschool curriculum is sequential and is based on the physical and developmental stages of the young child.

The core program for the three year olds is held on Tuesday and Thursday mornings. The core program for the four year olds is held on Monday, Wednesday and Friday. Additional options are available for up to five full days with extended hours from 7:30 a.m. to 6:00 p.m. Morning classes meet from 8:45 to 11:15. Full day classes meet from 8:45 to 2:45. Student must be three years old by **October 15**.

Our Kindergarten is a full-day program. Parents or teacher may determine that the child is not ready for a full-day program in which case there is a half-day option. Major subjects are presented in the morning.

Learning in Kindergarten through 5th grade takes place in self-contained classrooms.

Our Middle School organization of grades 6-8 responds to the characteristics and needs of early adolescents. Interdisciplinary teaching, an advisor/advisee program, separate entrance and lockers, interest-based activities, and increased social interaction are some of the strategies used in our Middle School Curriculum to make learning more meaningful for the early adolescent.

Curriculum

Curriculum is aligned with the New Jersey Core Curriculum Standards and infused with the values and beliefs of our Catholic teaching.

Religion

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.

We, parents, priests and teachers as participants in partnership in faith, strive to bring the child to a personal relationship with God. Through the use of a basic religion text the child is instructed in the fundamental doctrine of the Catholic Church and made aware of his responsibility to God's creation.

Liturgy is a primary focus. We celebrate monthly Eucharistic liturgies in Church as well as classroom masses. Reconciliation, prayer services, the Rosary, Benediction and observance of the liturgical seasons provide a variety of opportunities for students to meet and know Jesus.

Students in the second grade, along with second grade students in the parish religious education program, are prepared to receive the sacraments of Reconciliation and First Eucharist.

Christian service is an integral part of our school. Students actively pursue ways to reach out to others through class projects, the Holy Childhood Mission program, through student government sponsored activities and through holiday sharing.

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

The mathematics program blends the vision of the NCTM Standards with competency in mastering basic skills. Students discover the values of mathematics in their lives, develop a solid sense of numbers and build competence and confidence to compute, estimate, reason and communicate to solve real life problems. Accelerated studies in pre-Algebra and Algebra I are offered to students in seventh and eighth grades.

Science

The science curriculum integrates the individual with his physical environment. In an inquiry-based science program, students construct an understanding of science concepts through their own investigation and analyses, using field-tested materials, student readings, and Internet technology. Students are led to an increased understanding that all life is a gift from God. Respect for the world and environment are developed through responsible stewardship of God's gifts.

Reading

Reading is ultimately linked with every subject in the curriculum. A variety of reading experiences provides a method by which the student can develop and master skills at a personal rate of progress. The skills and strategies taught in our Reading Street Reading Program afford students opportunities for both discovery and systematic instruction that will enable them to construct, critically examine and apply meaning as they develop into readers and writers. Phonics, vocabulary development, recreational reading, book reports and higher-level instruction in literary technique supplement and enrich the reading program.

Language Arts

The language arts curriculum places its emphasis on the process of writing, incorporating grammar and composition through student writing. Spelling, reference and study skills and oral expression are included in the curriculum.

Communication skills, introduced at the primary level, reinforced on the elementary level, and refined in Middle School, enable the student to achieve clarity of expression.

Social Studies

The social studies curriculum combines history, geography, current events, as well as map and globe skills. The student is led to understand his place in society through the study of relationships beginning with the family and growing into the community, the nation, and the world.

The study of humanity's progress along with its setbacks leads the student to sensitivity for mankind's Universal concerns.

Spanish

Spanish is introduced in the primary grades. A more formal approach begins in Grade 4. The curriculum offers a balanced approach to the four language skills of listening, speaking, reading, and writing.

Multi-Media

Immaculate Heart of Mary School offers state of the art computer technology so students may learn lifelong skills in acquiring information and communicating effectively. Each classroom is equipped with SMART BOARD, computers and printers. Our computer lab contains 25 Pentium class PC's. The classroom and the lab are networked in a LAN environment which permits Internet access from all PC's on the network.

Our program is designed to provide a foundation in computer literacy, to introduce basic programming, and to instruct in multi-media using word processing, databases, spreadsheets, and PowerPoint presentations. Computers are also utilized as reinforcement and enrichment tools in other areas of the curriculum.

Specialized Instruction

Art, Music, and Physical Education classes meet weekly. Creativity is fostered and encouraged in the art program through the use of various media and techniques. Art projects often correlate with other areas of the curriculum.

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.

Instrumental music is offered in grades 4-8 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.

Support Services

Basic Skills, Speech, Supplemental Instruction, English as a Second Language, Child Study Team Evaluation, Nursing Services and Transportation are additional services to which our children are entitled.

Homework Policy

The amount of home study varies according to grade level and subject. Teachers assign appropriate home study to reinforce and supplement the lessons presented in class. Parents' interest in home assignments is essential as a positive reinforcement for what the child learns during the school day.

Student Evaluation

Report cards designed according to diocesan standards are issued quarterly in grades 1-8 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 conference or by special appointment.

Interim progress reports are issued midway between reporting periods in grades 4-8 to show growth or needed improvement.

Promotion/retention is based on the all-around achievement of the student. If a need for a possible retention is perceived, it is discussed cooperatively among the student's teacher, his parents, and the principal. Students may make up no more than two courses in summer school. Regular attendance is required for promotion.

The Terra Nova Assessment Test is administered annually in grades 1-7. Results are utilized to determine an individual student's strength and weakness and as a diagnostic tool in planning our curriculum.

Eighth grade students take the Co-op Exam for high school placement.

Extra-Curricular Activities

The Student Council of Immaculate Heart of Mary School exists to expose students to the democratic process and to develop leadership. Activities are planned for the school community throughout the year by delegates from grades 4-8.

A Yearbook is published by the graduating class each year and is made available to the student body.

A Christian Service program is implemented in every grade to provide students with various opportunities to reach out to others.

Other activities include:

Brownies	Cub Scouts
Girl Scouts	Boy Scouts
Basketball	Bowling
Girls' Volleyball	Band

Other activities determined by interest of students and availability of teacher/parent.

Children's Activity Committee, part of the Home and School Association, plan activities throughout the school year.

Cultural Birthday Bash enables birthday honorees to celebrate with the student body by providing cultural assemblies. This program received the **2004 Best Practice Award** from the Paterson Diocesan Home and School Federation.

IV. SCHOOL POLICIES

Attendance

Regular attendance is expected. In the event of absence, please notify the school office before 9:00 AM. Upon returning to school, the child must provide a note of explanation signed by a parent. A child must be temperature-free for 24 hours before returning to school. Students must be in attendance a minimum of 162 days. The school may require summer school or retention if this requirement is not met. Every effort should be made to be punctual. After 8:25, a student will be marked absent and must report to the office prior to reporting to his classroom. The fourth incidence of tardiness in a month will result in early morning detention served from 7:30 – 8:00.

Medical and dental appointments should be scheduled outside of school hours if at all possible. If a student must leave school during regular hours parents must provide advance notice in writing.

Family vacations should be planned around the school calendar. For vacation absence, makeup assignments will be given upon return. The student will have one week to complete assignments. Test rescheduling is the responsibility of the parent. In the case of illness, please arrange with the teacher for make-up work to be completed in a reasonable time.

Disciplinary Policy

The goal of Immaculate Heart of Mary's disciplinary policy is to develop behavioral patterns that result in self-control and self-discipline. Students are expected to demonstrate behavior which reflects respect for the school community. If the student fails to demonstrate such behavior, he/she will be given detention.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. These behaviors will not be tolerated.

We maintain a zero tolerance in dealing with threats and incidences of actual or potential violence. All threats will be taken seriously. Students who make threats will be suspended from school and normally will be required to get a psychiatric evaluation. The student can return to school only if he/she presents a written statement indicating he/she is ready to return to school and the administration is

willing to have the student return. Any serious offense may result in suspension or expulsion.

Cell Phone Policy

Cell phones are not permitted in school. If it is absolutely necessary that a student bring a cell phone to school, a note from the parent/guardian must be on file. All cell phones must be brought to the office first thing in the morning. They may be picked up by the student before they leave in the evening. Please note that, with permission, our students have access to a telephone in the office whenever necessary. This policy is for the protection and safety of our students.

Toys and Electronic Devices

Toys and electronic devices are not permitted in school. The school can not be responsible for lost or broken items.

No Pet Policy

Animals are not permitted in school or on school grounds without explicit permission from the principal. Animal behavior can be unpredictable, especially around excitable children. Some children are allergic to animal hair and dander. Others are extremely fearful.

Internet Policy

All students receive an Internet and Technology Resources Acceptable Policy when they enter the school. This document outlines the acceptable use of the technology resources of the school. Immaculate Heart of Mary School has the right to regulate the material that is accessed posted, to insure that all use of the system is in accord with code, diocesan policy, and the laws of the United States and the state of New Jersey.

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.

Uniforms

Your child's appearance represents his/her attitude toward the school. I.H.M. parents have chosen a uniform and established standards of dress and appearance which faculty and administration are charged to uphold. This dress code is meant to encourage students to seek recognition for scholastic achievement rather than for external decoration or adornment. The uniform is meant to avoid the pressure of competition and to foster Christian standards of moderation and modesty. Therefore we hope and expect to see our students in compliance with the uniform code. Failure to conform to uniform standards will result in detention.

It would be impossible and futile to amend our dress code each year to conform to each new fad or style of hair, clothes, shoes, etc. To have to do so would indicate a lack of confidence in support of the spirit of I.H.M.'s dress code.

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, tails, and earrings for boys are unacceptable.

Uniforms and gym wear may be purchased from Flynn & O'Hara Uniforms, Pacific Pavilion Shopping Ctr., 329 Rt. 46 East, Parsippany, NJ 07055, (973) 882-0833, Fax (215) 637-6392, on-line www.fando.net.

GIRLS (K-5): PLAID TUNIC

WHITE UNIFORM BLOUSE (SHORT OR LONG SLEEVE) OR WHITE TURTLENECK

NAVY OR WHITE KNEE SOCKS OR NAVY OR WHITE TIGHTS OR WHITE CREW SOCKS

A CARDIGAN SWEATER IS OPTIONAL. IF WORN IT MUST BE A NAVY UNIFORM SWEATER

BLACK SHOES, WITH 1 INCH OR LESS HEEL, CLOSED TOE AND

HEEL

GIRLS (6-8): PLAID KILT

WHITE POINTED COLLAR UNIFORM BLOUSE
(SHORT OR LONG SLEEVE) OR WHITE TURTLE NECK

NAVY OR WHITE CREW SOCKS OR NAVY TIGHTS

NAVY UNIFORM CARDIGAN, V-NECK SLEEVELESS OR LONG
SLEEVE SWEATER (**MANDATORY MID OCT. – MAY 1**)

BLACK SHOES WITH NO MORE THAN 1 1/2" HEEL, CLOSED TOE
AND HEEL

*** ALL GIRLS MAY WEAR NAVY UNIFORM SLACKS DURING THE COLD WEATHER.
IF WORN THEY MUST BE ACCOMPANIED BY A UNIFORM V-NECK SLEEVELESS OR
LONG SLEEVE SWEATER.

**BEGINNING OF SCHOOL TO OCTOBER 15 AND
MAY 1 TO END OF SCHOOL**

- ALL GIRLS MAY WEAR WHITE CREW SOCKS
- GIRLS IN GRADES K-5 MAY WEAR A UNIFORM NAVY COTTON SKIRT OR
SKORT INSTEAD OF THE PLAID JUMPER
- GIRLS K-8 MAY WEAR UNIFORM WALKING SHORTS WITH UNIFORM
POLO SHIRT OR UNIFORM BLOUSE. GIRLS IN GRADES 6-8 MAY WEAR A
UNIFORM POLO SHIRT WITH KHAKI SKIRT AS SUMMER WEAR. SNEAKERS
MAY BE WORN WITH SUMMER UNIFORM ONLY
- NO MAKE UP OR DISTRACTING JEWELRY IS PERMITTED WITH THE
EXCEPTION OF SMALL EARRINGS AND CLEAR NAIL POLISH

BOYS (K-5): NAVY UNIFORM SLACKS WITH BELT

WHITE UNIFORM POLO SHIRT WITH LOGO
OR WHITE TURTLENECK

NAVY UNIFORM CARDIGAN OR V-NECK SLEEVELESS OR
LONG SLEEVE SWEATER (**MANDATORY OCTOBER 15 –
MAY 1**)

* BLACK TIE UNIFORM SHOE

BOYS (6-8):

KHAKI UNIFORM SLACKS WITH BELT

WHITE, LONG OR SHORT SLEEVE POLO SHIRT
WITH LOGO

NAVY UNIFORM CARDIGAN OR V-NECK SLEEVELESS OR
LONG SLEEVE SWEATER IS OPTIONAL

* BLACK TIE UNIFORM SHOE

* Shoes may be purchased at Richard's in T-Bowl Shopping Center, Hamburg
Turnpike for a school discount.

**BEGINNING OF SCHOOL TO MID OCTOBER AND
MAY 1 TO END OF SCHOOL**

BOYS K-8 MAY WEAR UNIFORM WALKING SHORTS WITH UNIFORM POLO SHIRT.
SNEAKERS MAY BE WORN WITH SHORTS.

GYM DAY:

STUDENTS MAY WEAR TO SCHOOL: GREY or NAVY UNIFORM
SWEAT SUIT WITH UNIFORM GYM SHORTS AND SHIRT
UNDERNEATH AND SNEAKERS

ANY STUDENT WHO DOES NOT HAVE A UNIFORM
SWEAT SUIT MAY WEAR THEIR GYM SHORTS AND SHIRT
UNDER THEIR REGULAR UNIFORM CLOTHING

GYM UNIFORMS ARE PURCHASED AT FLYNN & O'HARA
UNIFORMS

STUDENTS NOT IN APPROPRIATE GYM UNIFORM WILL
NOT BE PERMITTED TO TAKE GYM

GRADING POLICY

Immaculate Heart of Mary School adheres to the grading scale prescribed by the Diocese of Paterson. Pre-Kindergarten and Kindergarten use a 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

- M – Mastery
- G – Good Progress
- W – Working on skill, still needs time to develop
- L – Lacks sufficient progress
- NM – Not measured at this time

GRADES 1-3

Subject Headings	Subject Subheadings	Other Subjects/Development
A Excellent Progress	√ - Indicates area for help	VG Very Good
B Better than Average	√ H – Home Assignment	G Good
C Average Progress	√ S – School Assignment	S Satisfactory
D Minimal Progress		I Improvement needed
NP No Progress		

GRADES 4-8

Subject Headings		Other Subjects
A+ 97 - 100	A 93 - 96	VG Very Good
B + 89 - 92	B 85 - 88	G Good
C+ 80 – 84	C 75 - 79	S Satisfactory
D 70 - 74		I Improvement needed
F 69 and below		U Unsatisfactory

Subject Subheadings - √ indicates area for help

Comment Code

Commendations

- | | |
|----------------------------------|--|
| 01 Participates in Class | 09 Needs to Accept Responsibility for Behavior |
| 02 Prepares for class | 10 Needs to Respect Persons and Property |
| 03 Demonstrates Good Work Habits | 11 Needs to Respect Authority |
| 04 Prepares Homework | 12 Needs to Prepare for Class |
| 05 Demonstrates Self-discipline | 13 Needs to Complete Class Assignments |

- | | |
|--------------------------------------|---------------------------------------|
| 06 Demonstrates Good General Conduct | 14 Needs to Participate in Class |
| Areas for Improvement | 15 Needs to Complete Home Assignments |
| 07 Needs to Listen Attentively | 16 Needs to Organize Materials |
| 08 Needs to Follow Directions | 17 Needs to Improve General Conduct |

Midterms and final examinations are administered in major subjects in grades 4-8. Yearly averages are computed by taking the four marking periods and the average of the exams and dividing by five.

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, English, Composition, Spelling, Math, Science, Social Studies.

- Principal's Honors ... all grades 95 & above
- First Honors ... all grades 92 & above
- Second Honors ... all grades 88 & above
- For all honors: Spanish – 80 & above
- Minor Subjects – Satisfactory
- Behavior codes – 6 & above

V. SERVICE AND SCHEDULES

Registration

Registration for the following school year begins in Catholic School's Week. Pupils registering at Immaculate Heart of Mary must present both birth and baptismal certificates and an immunization record.

Students must be age appropriate on or before October 15.

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.

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 the school for one year. A copy of this report is sent to the Diocesan School Office.

No transfers will be issued on the last day of school.

Scholastic and health records will be forwarded when requested by the new school. Any outstanding tuition or fee payments must be completed and all textbooks and library books returned to the school prior to transfer.

Tuition and Fees

There is a 2% discount if payment is made in full by August 1st.

Tuition is handled by the SMART Tuition Management Services. All payments from July to April are sent directly to SMART. A \$25 late fee is assessed if payment is not received within 10 days from the payment due date. Current fees and rates are available from the school office.

TUITION, FEES AND EDP PAYMENTS MUST BE CURRENT PRIOR TO EXAMS FOR 4-8 AND REPORT CARD DISTRIBUTION FOR K-3.

Other Financial Responsibilities

Parishioners are required to contribute a minimum of \$10.00 per week per child offering in the Sunday collection. Parish registration and the use of the Church envelope are imperative so that you receive credit for your giving. Parish families who are not in compliance with their weekly Church obligation will be transferred to non-parishioner status.

Each family is required to participate in our Scrip Program. Grocery dollars and Market Day sales may be combined to raise \$180.00 per year per family.

Parents are required to sign a yearly tuition agreement which states their financial responsibilities.

Prompt attention to tuition and fees is necessary for the school to run efficiently. After timely reminders, those with delinquent accounts of 90 days for tuition will be notified that payment must be received within 5 days or a student transfer will be initiated.

A family with a delinquent fee of 60 days will be requested to appear before the Education Council.

It is recognized that families may have situations where meeting the above obligations could temporarily impose a financial hardship. No child should leave Immaculate Heart of Mary School because of financial hardship. It is requested that the particular situation be discussed with the pastor and/or the principal.

Arrival and Dismissal Procedures

Students K-8 are to be dropped off upon arrival at the bottom level steps. No cars are permitted on the upper or middle levels in the morning. For afternoon dismissal, pick up is on the middle level. No cars are permitted on the upper or lower levels in the afternoon. Gates will be closed to allow children to play safely while they await their parents.

Students must use the stairs to get between levels. Walking or playing on the grassy knolls is not permitted.

Skateboards, in-line skates, and scooters are not permitted at school.

Children should develop a sense of independence by entering and exiting the building unescorted.

Pre-K children should be brought directly to their classrooms by using the main entrance to the building. There are no parking accommodations at the rear of the building.

Students are supervised beginning at 8:00 A.M. No student should arrive earlier unless part of the morning Extended Day Program.

Students are dismissed at 3:00. Any child not picked up by 3:15 PM will be sent to the Extended Day Program and the parents will be billed for the service.

Students in grades K-5 will use the front door. Students in the Middle School will use the side door.

Bell Schedule (K-8)

8:15 – 1st bell – Students may enter building
8:25 – 2nd bell – School begins
(Students arriving after 8:25 are tardy)

3:00 – Dismissal

Preschool Hours

Half Day – 8:45 – 11:15
Full Day – 8:45 – 2:45
Extended Day – 7:30 – 6:00

In the event that a student must leave school early for medical or other reasons, parents must sign the Early Dismissal Book in the office.

Insurance

All students attending schools in the Diocese of Paterson receive mandatory Student Accident Insurance. This premium includes the cost for basic coverage and the catastrophic disability cash benefit. Insurance information is sent home during the first week of school.

Bus Service

The State of New Jersey provides “monies in lieu of” to those K-8 students who live beyond a two-mile radius of the school.

Emergency Closing

In the event of severe weather Immaculate Heart of Mary School follows Wayne’s emergency closing. We will use the Honeywell Alert System 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 10:30. There is no morning Extended Day Program. Children may arrive at 10:15. 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 cards and Honeywell Alert current.

Extended Day Program

As a service to our working parents, we offer an extended day program both in the morning and in the afternoon.

The morning program allows that students may be dropped off at 7:30 a.m. The afternoon program commences at 3:00 p.m. and concludes at 6:00 p.m. A snack is provided. This program operates every day that school is in session. The program begins at 12:30 p.m. on half-days. Please note there is no lunch provided on half days.

There is an additional fee for this service. At the end of each month, parents will be billed for hours used.

Any student who has not been picked up by 3:15 p.m. will be sent to the Extended Day Program and parents will be billed for the service.

Lost and Found

All lost and found articles are brought to the office where they may be reclaimed. Please check lost and found periodically. Labeling all clothing and personal items helps to get things returned to their rightful owners.

Lunch Program

Immaculate Heart of Mary School offers a daily lunch program. Students may bring a lunch or purchase on a **MONTHLY** basis.

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, 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 separate container for home.

Over-the-counter medication (such as Tylenol) also needs written authorization from the physician and the parent.

Head Lice

Immaculate Heart of Mary in accordance with the Wayne Health Dept. has a no-nit policy regarding head lice. Before returning to school following treatment, the student must be checked by the school nurse, family doctor, or Wayne Health Dept. nurse. A letter attesting to absence of nits must be presented at the school office.

Visitors

For the safety of our children, parents and visitors must enter by the main door and report directly to the office. All doors will remain locked during school hours. Visitors please use the buzzer at the main entrance. Security cameras have been installed at the Middle School door, the back door, and the gym door.

VII. ORGANIZATIONS

Home and School Association

The purpose of this association is as follows:

- To establish and maintain communication between the home and school;
- To provide financial support to the school;
- To sponsor the volunteer program;
- To coordinate social activities.

There are four general meetings each year to provide an update on school activities, current developments in the curriculum and parenting topics. Attendance at every general meeting by at least one parent is expected.

The Home and School Association is governed by an Executive Board which consists of elected officers and volunteer representatives.

The Executive Board meets on a monthly basis.

Volunteers

Volunteers play an important part in the life of our school. All parents are asked to volunteer for at least one fund raisin activity and one service activity. Parents are

welcome and are encouraged to share their talents and interest at Immaculate Heart of Mary School.

Volunteers are needed in the following areas:

Lunch program	Class parents	Children's Activities
Library assistance	Fund-raising	Cultural Birthday Bash
Chaperoning and drivers	Video taping	Marketing & Development
Hospitality	Clerical	Catholic Schools Week
Newsletter	Publicity	
Sharing special talents and expertise with students		

Education Council

The purpose of the Education Council is to assist in the government of Immaculate Heart of Mary School and to develop and evaluate policies under which the school and its various programs are to be administered. School policies and programs are administered in accordance with the regulations of the Paterson Diocesan School Office.

The Education Council consists of the pastor, the school principal, and a voting membership representative of the community. Each member of the Council is appointed by the principal to serve a term of three years with the exception of the president of the Home and School Association who serves on the Council during his/her tenure.

The Education Council meets every month during the school year. To address the Council, please notify the president or principal in writing on week in advance.



Our logo appears on school letterhead and all important pieces of correspondence. It portrays what I.H.M. stands for: *a heart open to love which we share with all humanity.*

The three rays, symbolic of the Trinity, represent the infusion of the Spirit and the enlightenment of learning.

The Patricia Anne Smithling Scholarship Award is presented each year to a student(s) in grades K-7 who is recognized as working to the best of his/her ability, demonstrates a love of learning, creativity, and a desire to improve, and exhibits a love of others, a gentleness of spirit, and an awareness of the needs of others.

This scholarship was established as a memorial to our beloved Mrs. Smithling – parent, teacher, and friend of Immaculate Heart of Mary School, who exemplified all of these qualities.

**Immaculate Heart of Mary School
Awarded 2007 U.S. Department of Education's
No Child Left Behind – Blue Ribbon Award**

The No Child Left Behind Blue Ribbon Schools Program is a national recognition program sponsored by the U.S. Department of Education that honors public and private elementary, middle, and high schools that are models of academic excellence and achievement.

IMMACULATE HEART OF MARY SCHOOL



**RECIPIENT OF THE 2007 NATIONAL BLUE RIBBON AWARD
FOR ACADEMIC EXCELLENCE**