



# 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](http://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 21<sup>st</sup> 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, 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.

## THE HANDBOOK

GENERAL FORMAT:	PAGE
I. Pastor's Letter	3
II. School Philosophy	4
III. Educational Program	7
IV. School Policies	12

### 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 I.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 5<sup>th</sup> 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 and Common Core 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, and 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 while following Common Core Standards. 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. There are 25 Ipads for use in the classrooms and lab wirelessly.

Our program is designed to provide a foundation in computer literacy, to introduce basic programming, and to instruct in multi-media using work 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.

#### **IV. SCHOOL POLICIES**

##### **Absence**

**When a student is absent from school, a parent should call the office by 9:00 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 IHM 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.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

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.

**Excessive absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year.

##### **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. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

To be considered present for a full day, a student must be present until at the earliest 1:20 PM.

##### **Admission and 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.

##### **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.

##### **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 Requirements

DTP: a minimum of four doses. (One after 4<sup>th</sup> birthday)

OPV: minimum of three doses provided at least one dose is given on or after the fourth birthday.

MMR: two doses.

Hepatitis B: three doses.

Physical Exam: required on admission to Kindergarten.

Flu Shot: All children age 3 to 6 must have a flu shot annually.

**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.**

### 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-4 will use the front door. Students in the Middle School and grade 5 will use the side door.

### 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.

### Bell Schedule

#### (K-8)

8:15 – 1<sup>st</sup> bell – Students enter building

8:25 – 2<sup>nd</sup> bell – School begins

(Students arriving after 8:25 are tardy)

Extended Day – 7:30 – 6:00

3:00 – Dismissal

#### Preschool Hours

Half Day – 8:45 – 11:15

Full Day – 8:45 – 2:45

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.

### **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **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.

### **Bullying and Cyber bullying**

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.

Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, on any electronic communication (meaning a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any Scholl sponsored function and that will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way to cause substantial disruption, or substantial interference with, the orderly operation of school.

Examples of bullying behaviors include, but are not limited to, a *pattern* of intimidation, threats, menacing, taunts, teasing, the spreading of rumors, leaving someone out on purpose, and psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or - in the extreme -causing injury. Bullying can also include a *pattern* of deliberate isolation or exclusion of another with the intent to be hurtful.

This section is intended to serve notice to students, their parents and all members of the Immaculate Heart of Mary School community, that bullying conduct is a cause for intervention consistent with the disciplinary policy outlined in the School Handbook. In addition, we seek in this section to alert all concerned parties - whether students engaged in bullying behaviors (and their parents or guardians); victims of bullying (and their parents or guardians); or witnesses to victimization of another by a bully - that bullying is a community concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective response if and when it occurs.

All acts of bullying or suspected bullying should be reported immediately to the school office or teacher. A person may make the report anonymously through a note to the teacher or office. Retaliation against the reporter is strictly prohibited and will be subject to the same disciplinary actions as bullying. All reports will be investigated by the teacher and school office prior to any action being taken. This bullying policy will be part of the student handbook and thus transmitted yearly to the parents and students.

IHM 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. The "Second Step" curriculum, which is taught in every grade, has been proven to be an effective conflict resolution program as well as a program designed to sensitize children and adults to the feelings of others.

Respect and responsibility reinforces appropriate behavior through praise, rewards and privileges. "Appropriate behavior" is defined as following the basic rules of the school and being a STAR:

1. He/she will smile.
2. He/she will try their best always.
3. He/she will respect others.

Specifics of these rules are discussed and defined by teachers and students in their homerooms. Classroom rules are posted in every classroom as well as sent home to each family the first week of school. School rules are:

1. Follow all directions the first time given.
2. Keep hands, feet, and objects to yourself.
3. Walk inside the building in silence.
4. No fighting, swearing, spitting or destroying property.
5. No gum on school grounds.
6. No snowball throwing.
7. No personal cassette players, radios, CD players or the like
8. No toys at school
9. No weapons (including toy weapons)

**Severe consequences will result from:**

- Willful physical harm
- Willful destruction of property
- Willful defiance/disobedience

**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.

**Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat 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.

**Controlled Dangerous Substances – Use, Possession, Distribution**

Immaculate Heart of Mary School forbids the use of any controlled substance by a student on school property or school trips.

Definitions:

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code.

Under the Influence whenever a student exhibits physical or physiological symptoms, which are commonly associated with the use of, controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing a controlled dangerous substance.

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance on or off school property; with or without receiving payment; and to individuals enrolled or not enrolled in the school.

### **Policy:**

A student shall be considered in violation of school policy if the student is observed to be under the influence; in possession; engaged in distribution; or have possession of a controlled dangerous substance. The following prohibitions are meant to keep our school, and the areas around it, safe for law-abiding students.

Students are forbidden to possess, use, sell or receive drugs, alcohol, steroids, controlled dangerous substances or drug paraphernalia on or near (1000 feet) school property or at any school sponsored functions. This prohibition extends to any time or activity during which students are under supervision of the school. Students who violate this rule are subject to serious disciplinary measures, including expulsion.

As a member school of the Diocese of Paterson, Immaculate Heart of Mary School agrees to cooperate with appropriate law enforcement agencies as specified in the Drug-Free School Zone Agreement.

### **Courtesy**

It is expected that each student treat the faculty, administration, parent(s) and indeed any adult, with respect, courtesy and cooperation. Relationships among classmates must also be marked by consideration one for the other.

### **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 procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Packanack School

A fire drill and one emergency drill are conducted each month as required by the State of New Jersey. The Crisis Plan is on file in the office for parental review.

### **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.

The complete policy with consequences is distributed the beginning of each school year and is published on our website.

### **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 10:00. 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.

### **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.

### **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 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.

### **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.

### **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:**

Scouting, Band, Mad Science

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.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

### **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 and FIRST GRADE and SECOND GRADE and THIRD GRADE**

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

## GRADES 4-8

### **Subject Headings**

**A+** 97 - 100

**B +** 89 - 92

**C+** 80 – 84

**D** 70 - 74

**F** 69 and below

**A** 93 - 96

**B** 85 - 88

**C** 75 - 79

### **Other Subjects**

VG Very Good

G Good

S Satisfactory

I Improvement needed

U Unsatisfactory

### 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.

### Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, Immaculate Heart of Mary School uses a Wednesday EMAIL system. Each Wednesday an email is sent with all the important information for the week. Official school-wide emergency communications are sent using the Alert Solutions system.

### Head Lice

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

### 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.

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Each child is required in grades 2 -8 to copy homework into a planner or homework book. It is the child's responsibility to get all homework. Schoolnotes© will be used for parental reference to verify homework for that night.

### Homework due to Vacations/Planned Absences

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.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

### Homework Policy Due to Illness

When a student is **absent for two 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.

### **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

To be considered for honors in Advanced Math Classes

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

### **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.

### **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.

### **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.

### **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 through LJ's Caterers on line.

### **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 separate container for home.

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

### **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.

## **ORGANIZATIONS**

### **Home and School Association**

The purpose of this association is as follows:

- To provide financial support to the school;
- To sponsor the volunteer program;
- To coordinate social activities.

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

### **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	Marketing & Development	Hospitality	Catholic Schools Week
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 3 times during the school year. To address the Council, please notify the principal in writing.

### **Parents As Partners**

As partners in the educational process at Immaculate Heart of Mary School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### **Parent's Role in Education**

We, at Immaculate Heart of Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Immaculate Heart of Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the

child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Immaculate Heart of Mary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher face detention.

### **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.

### **Tardiness**

Tardiness is disruptive to the school day and learning process. Students are considered late at 8:25 when morning prayers begin. 4 lates will result in an early morning detention at 7:30AM.

### **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should send the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. Students will have access to the school phone in an emergency during the school day. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

**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.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

## Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

## Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Terra Nova Standardized Assessment is given in Grades 1 through 7. The COOP is given in Grade 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

## Title IX

Immaculate Heart of Mary School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## Toys and Electronic Devices

Toys and electronic devices are not permitted in school. The school cannot be responsible for lost or broken items. Middle School students may be permitted to bring a laptop or ipad to school for class use. A parental note assuming all responsibility for the item and relieving the school of any liability must be on file with the teacher.

## 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

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.

### **Payment Options:**

- Pay in full by August 1 and receive 2% discount
- Payments may be made semi-annually, quarterly or monthly

## **Enrollment/Re-Enrollment**

- There is a **non-refundable** \$225.00 Registration Fee for all students.
- Returning students must reserve their spot by paying the Registration Fee by the date designated.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to IHM School that do not clear the bank.

## **SMART® Tuition Management Service Overview**

- There is an annual non-refundable \$36 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by SMART® – please do not make this payment to the school.
- Pay tuition over 12 months via personal check, money order, or automatic deduction.

## **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 2 months of tuition.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

*TUITION, FEES AND EDP PAYMENTS MUST BE CURRENT PRIOR TO REPORT CARD DISTRIBUTION AND/OR TRANSFER.*

## **Other Financial Responsibilities**

Parishioners are required to contribute a minimum of \$15.00 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.

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.

## **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](http://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 OR SCHOOL FLEECE  
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, OR SCHOOL FLEECE  
**(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 OR SCHOOL FLEECE.

**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  
WHITE UNIFORM POLO SHIRT WITH LOGO OR WHITE TURTLENECK  
NAVY UNIFORM CARDIGAN OR V-NECK SLEEVELESS OR LONG SLEEVE SWEATER OR SCHOOL FLEECE  
**(MANDATORY OCTOBER 15 – MAY 1)**  
\* BLACK OR DARK SOFT SOLED SHOES

**BOYS (6-8):** KHAKI UNIFORM SLACKS  
WHITE, LONG OR SHORT SLEEVE POLO SHIRT WITH LOGO  
NAVY UNIFORM CARDIGAN OR V-NECK SLEEVELESS OR LONG SLEEVE SWEATER OR SCHOOL FLEECE IS OPTIONAL

\* BLACK OR DARK SOFT SOLED SHOES

**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: GRAY 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

**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.

**Right to Amend**

Immaculate Heart of Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

**Acknowledgment And Receipt**

I acknowledge receipt of the Handbook containing the policies, rules and regulations for Immaculate Heart of Mary School. I have read the Handbook or will read it as soon as possible. I understand and agree that

the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the School in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

[Name of Student] \_\_\_\_\_

[Signature of Parent/Guardian] \_\_\_\_\_

[Signature of Parent/Guardian] \_\_\_\_\_

[Date] \_\_\_\_\_

## Permission Form For Participation In Field Trip

Dear Parent/Guardian:

Your son/daughter is eligible to participate in a School-sponsored activity requiring transportation to a location away from the School building. This activity will take place under the guidance and supervision of teachers and other representatives of Immaculate Heart of Mary School. A brief description of the activity is as follows:

Event:

Destination:

Designated Supervisor:

Date & Time of Departure:

Date & Anticipated Time of Return:

Method of Transportation:

Student Cost:

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent/guardian, you remain fully responsible for any legal liability which may result from any personal actions taken by your student. If you have any updated information relating to your child or his/her participation in this event, please advise the School as soon as possible.

*I request that my child participate in this event. I understand that this event will take place away from school grounds and that my child will be under supervision of the supervisor named above. I consent to the conditions of the event stated above, including the method of transportation.*

*I understand and agree that in the event that my child should suffer injury of any sort while participating in this event, I will not seek to pursue any claims against the supervisor named above, the School, and/or any of its agents, servants, employees or volunteers, unless such injury is caused solely by the intentional or grossly negligent conduct of the named supervisor.*

(Signature of Parent/Guardian)

[Signature of Parent/Guardian]

Please return this entire form to the School by

## **Authorization To Administer Medication In School**

[To Be Kept Confidential Upon Completion]

Name Of Student:

Grade:

Diagnosis/Illness:

Medication:

Dosage:

Frequency:

Special Directions:

Possible Side Effects:

I certify that the above information regarding this Student is correct, and that administration of the medication to this Student is necessary.

[Signature of Prescribing Physician]

[Date]

[Address]

[Phone]

I/We authorize the School Nurse or, in his/her absence, the Principal to administer the above medication as indicated. I/We understand and agree that the School, the School Nurse and the Principal shall not be liable for any injury to the Student resulting from the administration of the medication as authorized by my signature below.

[Signature of Parent/Guardian]

[Signature of Parent/Guardian]

[Date]



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**