

# Academic Policies

## *Academic Expectations*

Immaculate Heart of Mary School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

## *Homework*

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework.

## **Grades and Grading**

Report cards are distributed four times a year for Grades Pre-K to 8. The report card is a link between the school and the home.

### Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
  1. Class work
  2. Homework
  3. Daily quizzes
  4. Unit tests
  5. Comprehensive examinations and
  6. Special projects.

The June grade on the report card is an average of the four previous record card grades. This grade will be recorded on the student's permanent record card.

- Passing is any mark 70% or above or any mark of D or higher.

### Character Development

The conduct and effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student:

1. Follows class and school rules,
2. Shows care in the use of personal property
3. Treats teachers with respect
4. Treats other students with respect
5. Exercises self-control
6. Listens attentively
7. Uses technology appropriately.

### Honor Roll

The criteria for inclusion in the Honor Roll are peculiar for each school. **As an acknowledgment of achievement in academics, a suggested model would be:**

<b>Grades 5-8</b>	First Honors	94.5% & above no mark less than 85%
	Second Honors	89.5% above no mark less than 80%

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it. Students who are late to school four or more times will be ineligible for first or second honors.

### Report Card Distribution

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

### Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

## **Assessments**

In addition to class and school exams your child will also take part in the Archdiocesan testing program that includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

### Standardized Tests

ITBS	Grades 1-8	October
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### Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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### NY State Tests

English /Language Arts	Grades 4, 6 & 8	January
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Math	Grades 4, 6 & 8	March
Science	Grade 4	May
Social Studies	Grade 5	November

The faculty of Immaculate Heart of Mary School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

## Accidents

A student accident insurance fee is added to every child's general fee. In the event of an accident at school you may obtain a claim form from the school's nurse. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

## After School Program

An after school program is available to parents. The after school program runs from dismissal time to 6pm daily. Hourly rates are announced in September.

## Announcements

Informational announcements are handled through the school P.A. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written and brought to the office and approved by the principal. The school also communicates through the use of "Wednesday Folders". A folder with information is sent home with your child every Wednesday with special announcements, PTA information etc. Parents should check their child's book bag for this folder.

## Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness will be recorded and marked on the report card. Honors will be denied to students late 4 or more times in a semester. **This is the parent's responsibility!**

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school or school nurse by 9:00 A.M. Absence notes are still required in addition to the phone call.

## **Birthday Parties**

Birthday parties may be held in the cafeteria with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students. Birthday party treats may only be distributed to children in the class.

## **Books**

All books must be properly covered. Contact paper is **NOT** to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
  - The pupil's name be placed in the space provided in each book
  - The teacher makes a record of the number of the book
  - The teacher makes a record of the condition of the book
  - In September, each child will put a clean cover on each textbook received
  - In June, all textbooks are collected, extra materials and covers are removed.
  - All workbooks are collected in June.

2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

3. LIBRARY BOOKS: Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## Buses

- Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service
- Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.
- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, **Immaculate Heart of Mary School** will work in consultation with the public school district about possible consequences. ***Students may only ride the bus they are assigned to by the school district.***

## Change of Address

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

## **Child Abuse Laws**

Under NYS law, school officials are legally obliged to report any suspected case of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

## **Child Custody**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc... Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

## **Communication**

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

## Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with student's parents or peers. Always the sense of the sacred should prevail.

## Crisis Plan

Should a crisis require evacuation from Immaculate Heart of Mary School building, students will be brought to one of the neighboring public schools and parents can meet them there. For further information concerning the crisis and location of student's parents can refer to the following: Television News 12 Westchester and by the IRIS Alert System.

## Daily Schedule

The following schedule will be observed by Grades K - 8:

8:20 AM	Enter School
8:25 AM	Late Bell
8:30 AM	Prayers/Classes begin Pre K enters
11:30AM -12:15 PM	Lunch
2:40 PM	Dismissal

Before 8:05 AM and after 2:40 PM Immaculate Heart of Mary School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to 8:05 A.M. and parents must arrange pickup at dismissal times.

To avoid interruption during the school day, any messages, forgotten lunches books and boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

## **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, IHM School will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

## **Electronic Devices**

Any electronic device such as cell phones, beepers, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. 6, 7 and 8 grade students who may have cell phones must put them in their lockers in the off position. Cell phones are not to be seen or used during the school day. Children who need to use the phone are

to use the phone in the main office. IHM School is not responsible for electronic devices that are lost or stolen.

## **Emergency Closings/Delayed Openings**

In case of an emergency closing or delayed opening IHM school will activate IRIS the automated phone message [www.ihmescarsdale.org](http://www.ihmescarsdale.org).

## **Exams**

In January and June, grades 5-8 will take mid-term and end-term exams that will cover material taught during the semester.

## **Expectations and Responsibilities for Students**

Students attend IHM School in order to develop fully their *God-given* talents and capabilities. To accomplish this, students are asked to:

- Try to do their best work at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including standards on no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

## **Extracurricular Activities**

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

## **Faculty Meetings**

Faculty meetings take place as announced. Dismissal on faculty meeting days is at 12:00.

## **Field Trips**

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- 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.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot

be accepted. Permission slips are due in the office 48 hours before the day of the trip.

## **Fire Drills**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. IHM School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

## **Harassment Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

IHM School provides a safe environment for all. Verbal, Internet or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing

behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal immediately.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K -12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

## **Illness**

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

## **Lateness**

*Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year. After prayers students will be considered late. 4 lates or more you may lose honors.*

## **Liturgy**

All students in grades 1 to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies.

## **Lunchroom**

**IHM School provides a hot lunch offered by a local vendor**

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the play area;
- During inclement weather and cold weather days children will remain in the cafeteria or in the auditorium.
- If a child normally eats lunch in school every day and will be eating out on a particular day, a note must be presented to the teacher giving the child permission to eat out for the day. A designated adult must pick up and return the student within the lunch period. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

## **Maternity/Paternity Policies**

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, is faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

## Medications

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers - one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis **and** will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

## Money

Money that is brought to school for a specific purpose (class trip, book fair, etc.) must be put into an envelope with the child's name and grade and amount. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

## Non-custodial Parent

### Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

### Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

## Philosophy and Goals

IHM School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

## Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

## Release of Students (during school day)

- The school has a sign-out book located in the main office.
- Occasions for the use of a sign-out book are:
- For liturgies and services when altar servers leave school, the students will sign out and in.
- In the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- When a student is released to a parent or guardian, that adult must sign the book.
- For a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a prearranged appointment.]**

## School Right to Amend

IHM School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

## **Security**

To assure the security of the building and the safety of each child, IHM School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

## **Smoking**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the IHM School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## **Special Learning Needs**

Students with learning differences are children of God and members of the Church. IHM School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations should be done through the local public school district, i.e., Committees on Special Education (CSE's). Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

## **Summer School**

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher and with the permission of the principal.

## **Withdrawals and Transfers**

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

## Parents' Handbook

### **Amendment #1**

Immaculate Heart of Mary School strives to be a faith community. Parental support and cooperation for the school and its program are essential. Parents or legal guardians who experience a problem with their child's education or with school policy are asked to respectfully approach school administration. The administration will take time to investigate a problem or clarify a school policy. In this way, a positive solution may be reached.

Parents/legal guardians are asked to use the following procedures to express their concern over a school matter:

- If a problem involves routine classroom procedures such as homework, class work, classroom behavior, student-teacher or student-student problems, parents/guardians should first contact the teacher. All correspondence or conversation should be of a respectful and courteous nature.
- If the problem is not resolved after parent-teacher contact, the parent/guardian should notify the principal of the situation in writing.
- Parents/guardians are expected to respond to any request by faculty or administration for conferences. Failure to respond to requests for meetings regarding a student's progress/development/behavior indicates a lack of cooperative spirit. This could potentially lead to denial of re-registration.

Administration and faculty will deal only with the parents and legal guardians of children enrolled in IHM School. Grandparents, nannies, and extended family member may not be a part of conversations, correspondence or meetings regarding a student.

All adults are expected to demonstrate appropriate conduct in dealing with any member of the IHM community. Misconduct by parents/legal guardians/family members or child-care providers toward any clergy, administrators, faculty, staff, coaches, team or club leaders is unacceptable. These behaviors include but are not limited to:

- *Verbal abuse*
- *Assault*
- *Harassment*
- *Threats or physical intimidation*

Misconduct by parents/legal guardians/family members or child-care providers may lead to the following actions by IHM School:

- Person exhibiting the unacceptable behavior may be banned from the school property and functions.
- Denial of re-registration for the child (ren) at IHM School
- In extreme cases, and with the approval of the Pastor, asking the child (ren) to withdraw from IHM School.

### **Amendment #2**

IHM School usually follows the lead of the Scarsdale or Eastchester School Districts in making decisions about weather related school closings, delayed openings or early dismissals. Announcements will be made by *The IRIS System* as early as possible to inform you about the decision. The *IHM-PTA e-mail* will also send notification to each family who has provided an e-mail address. There will also be information posted on our web site: *ihmscarsdale.org*

### **Amendment #3**

Although we may not realize it, asbestos is a common material in almost every building in our society. It is a fireproofing material, it is found in floor tiles, and is used as an acoustical material to deaden sound. Under certain conditions, however, when it is damaged asbestos can prove to be a concern.

Recently, because of that concern, the Federal Government asked that every school in the country to conduct an inspection for all asbestos – containing materials.

The annual inspection of our school revealed all asbestos containing materials are in Priority III condition indicating that only ongoing inspections are needed to assure proper maintenance for the future.

The Archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations), and will continue with its commitment to provide a safe environment for all our students and employees.

In addition to the asbestos inspection, the school building is inspected by an exterminator on a regular bases for rodents and pests and sprayed for control as the need arises.

### **Amendment #4**

This amendment is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the Scarsdale Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257.

Finally, if our school is notified, during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.