

Immaculate Heart of Mary School is a Catholic school accredited by the New York State Education Department. In 2004, Immaculate Heart of Mary School was recognized as a National Blue Ribbon School of Excellence by the United States Department of Education.

## Philosophy of Catholic Education

All Catholic schools strive for the twin goals of Christian community and education excellence. Catholic schools are committed to the development of the whole child. It is the responsibility of both the parents and teachers to cultivate human values in our children with Jesus Christ as their model.

Catholic education is an expansive of the mission entrusted by Jesus to the Church He founded. Through education we seek to prepare our students to proclaim the Good News and translate the proclamation into action.

The education mission of our school embraces three interlocking dimensions: the message we proclaim, the community we form in the Holy Spirit, and the service we perform. All three aspects are present through the teaching of doctrine, which supports and is supported by the building of community, and these in turn, support and are supported by Christian services through the sharing of the spiritual and temporal goods.

### I. Admission Policy

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

All Catholic elementary and secondary schools in the Archdiocese of New York subscribe to this policy whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to **Immaculate Heart of Mary School** is: parents must complete the school application form and provide all required documents. Following an

interview and evaluation of the materials, the parent will be notified about the status of the child.

**Immaculate Heart of Mary School** gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

A. registration of new siblings and IHM parishioners for next year will take place in October. This is done to ascertain the number of available places for newcomers.

B. Registration dates for new students, will be announced at least two weeks in advance in the Parish bulletin.

C. New registrants must provide a copy of the birth and baptismal certificates and previous school records if any.

D. A non-refundable registration fee of \$200.00 must accompany all applications.

E. it is understood that currently enrolled families and parishioners shall be given preference if there are limited spaces available for new students.

F. Any change in address or phone number (home, business, emergency) should be reported to the school office.

G. Open Houses are held in October (for prospective families) and in January (current families). Opportunities to visit the Pre-K and Kindergarten are also scheduled during registration of new students.

## II. The School Day

A. Children should not report to school before **8:05am**, when there is a teacher on duty. They are expected to behave appropriately and follow the instructions of the teacher on duty. All students will assemble in the Main Lot. In case of poor weather, students assemble in the Auditorium. Parents may not congregate in the Auditorium. Ball playing and running are not allowed in the morning

B. Parents dropping off students should do so in the ***South Parking Lot***. Gaylor Road between Carman Road and Boulevard must be kept clear for buses. Parents are strongly encouraged to avoid that street due to the buses and the number of students disembarking. **Parents may not park on Gaylor Road when picking up or dropping off students.** The only exception is for Pre-K pick up at 11:30am. Parking is not allowed anywhere along Boulevard. Please do not drop off students on the corner of Gaylor and Boulevard. No one may ever drive into the Main Lot, even in bad weather.

C. The daily schedule is as follows

8:20am- The first bell for Grades K-8

8:25am- The late bell

8:30am- Pre-K lines up; Prayer and Pledge for K - 8

11:30am- Pre-K 3 and 4 half day dismissal; K-8 Lunch

2:40pm Dismissal

D. Pre-K-3&4 sessions are held Monday through Friday from 8:30am to 11:30am

\*Pre-K-4 has an optional afternoon session until 2:30pm

E. To expedite dismissal, parents should meet students outside the school building. Students who do not take the bus are expected to leave the grounds immediately. Parents are not permitted to wait in the Auditorium. If you wish to pick up your child who normally takes the bus, you will need to arrive at the school before the 2:40pm bell. Any change in your child's normal dismissal routine must be indicated through a note to the teacher and office. Please do not call the school to make "special arrangements".

F. Only students and school personnel are allowed in or around the classrooms during the school day. All parents and visitors must report to the office upon entering the school building.

G. Students will rarely be excused during the day only for serious reasons. Doctors or dentist appointments should be made outside of school hours. If early dismissal is requested, a note stating the date, time and reason must be sent to school at least the day before. The student must be picked up at the agreed upon time. Parents must always sign out students. ***Eighth graders*** spending a day at a high school is considered an illegal absence. Parents are urged to use our two Conference days in October for high school visits.

H. Parent-Teacher conferences are scheduled in November after the first report card. If, however, the need arises for you to meet with the principal or any teacher, you should write a note or call to make an appointment. As a matter of practice, phone calls are not returned during class time. Messages for teachers can be left in the office. An effort will be made by our teachers to return phone calls within 24 hours.

I. It is vitally important that parents keep the principal and teachers aware of any important changes in life at home. The effect of what goes on at home and the child's reaction at school cannot be underestimated. Changing homes, separations, divorce, remarriage or a death in the family disrupts a child's routine, at best, and ,at worst may cause trauma. When parents are divorced or separated, the school presumes both parents have access to the child/children unless you provide legal documentation to the contrary.

We want to help your child deal with these matters, but we must know! Rest assured that any type of family or personal information is treated in the utmost confidence.

### III. Attendance

A. Daily attendance is essential for the total development of the child. Excessive absences and/or chronic lateness are serious educational problems and may require a conference with the Principal. Students who are late 4 or more times per semester may lose honors for that semester.

B. If a child is absent, parents must call the Health Office (914-723-8479) between 9:00am-9:30am. The student must also provide a note to the teacher explaining the absence upon his/her return.

C. Where serious illness or injury causes an extended absence (three or more days); parents are advised to request that the student's work be sent home.

D. By state law, the school cannot grant permission for any illegal absence. This especially includes family vacations while school is in session. Teachers cannot be expected to assign future work. The responsibility for making up work lies solely with the student.

E. Any student absent from school may *not attend* any extracurricular or athletic activities held after school.