

## 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.

#### ***Amendment #5***

Mid-term and End-term Exams are given to Grades 5, 6, 7 and 8 during the months of January and June. These dates are noted on the yearly calendar which is distributed to the parents before summer vacation and posted on our website: *ihmscarsdale.org*  
These exams are very important and count as 10% of a student's semester average (20% of the final grade average.)

Students are required to be present for these exams. Vacations, sporting events or any reason that keeps a child out of school that is deemed by the principal as an illegal absence should not be scheduled. Make-up exams will not be given to these children.

If a student is sick, a parent must come to see the principal and present a doctors note. Teachers will try to administer make-up exams to these students if time permits.