



IHM School Newsletter August 18, 2018

Welcome to the 2018-2019 School Year

Dear Crusader Families,

Welcome to the 18-19 school year! The faculty and staff have been busy preparing our school community for our students and their families. We are all looking forward to welcoming you back to school.

This year our theme is ***Walk with Jesus***. We will be focusing on different ways we can grow closer to Jesus while learning and growing together as a school community. The more time we spend with Jesus in prayer, the closer our relationship with Him will become. This year we will be learning about the different forms of prayer and how we can build a stronger prayer life, both as individuals and a faith community.

I want to thank you for placing your trust in the Immaculate Heart of Mary School and giving us the opportunity to work with your child this school year. Our children are the greatest gifts God gives to us and everyone at IHM is committed to serving your child and family on this educational and spiritual journey. We strive to be a student-centered community which places the needs of our students above all else.

The partnership between the school and home is vital to the success of our students. We look forward to working with you to give our students every opportunity to grow in God's love and excel academically throughout the year. I am always available for any questions or concerns you may have and I welcome any chance to communicate with our families. My e-mail is devine.k@ihomschool.org and my office phone number is 388-3022. Please do not hesitate to contact me at any time.

Many blessings to you and your family,

Mrs. Devine

THIS WEEK'S EVENTS

Monday, August 20th

****School Office Hours 9:00am to 12:00pm**

6:00pm 6th Grade Curriculum Night
Heritage Hall- **Parents Only**

Tuesday, August 21st

FIRST DAY OF SCHOOL!
Please verify your K & 1st Graders Staggered Start

6:30pm Reconciliation
 Lourdes Room – Church

Wednesday, August 22nd

6:00pm 3rd Grade Curriculum Night
Heritage Hall – **Parents Only**

Thursday, August 23rd

8:15am All School Mass
Church

5:30pm 5th Grade Curriculum Night
Heritage Hall – **Parents Only**

6:30pm 2nd Grade Curriculum Night
Heritage Hall – **Parents Only**

IMPORTANT INFORMATION

FIRST DAY OF SCHOOL PHOTOS!

When posting those adorable First Day of School photos to your social media outlets we encourage you to use our hashtag **#weareIHM** We can't wait to see our students and their families celebrating the beginning of another great school year!

Before & After Care

Before Care and After Care Registration Forms for the 2018-2019 school year are now available online. Go to our main website www.ihomschool.org. The forms can be found under the "Parent" tab on the school website under "School & Medical Forms".

****If you plan to use Before Care on the first days of school please remit your registration to the School Office before Tuesday!**

Calling All Artists! Class T-shirt Design Contest!

IHM School hosts a contest each year for a student to design the Class Shirt that our students wear for field trips and special occasions throughout the school year.

The 2018/2019 school theme is **"Walk With Jesus"**

Submit your design idea to the School Office by August 29th. IHM Faculty and Staff will vote on the submissions. The design with the most votes will be announced on Friday, August 31st. Good luck to all our participants!

Communication Envelope

Most weeks you will receive the Communication Envelope. Your youngest (or only) student is responsible for bringing the Communication Envelope home on Wednesdays and returning it back to school the next day. **Please DO NOT remove the adhesive strip covering on the flap of the envelope.** Students should not write or deface the Communication Envelope.

You are receiving the first Envelope for the year at Backpack Blessing. Please return the Envelope on the first day of school with all required School Forms. If you do not attend Backpack Blessing you will receive the Envelope on the first day of school. Please return it the following day. The next Communication Envelope will be Wednesday, August 29th.

Cover Your Textbooks!

All students who receive hardback textbooks need to cover the books in heavy brown grocery bags. You can pick these up at your local supermarket. This is the best way to prevent damage to the cover of your child(ren)'s books...and save you paying a fine at the end of the year! **No Fabric Book Covers for Grades 4-8.**

Curriculum Night

Curriculum Nights for every grade level are scheduled on the School Calendar.

Go to our main website www.ihomschool.org and look to the bottom right of your screen and click "Show Calendar." Here you can see the dates/times for all grade level Curriculum Nights. These meetings are for **Parents Only**.

Emergency Forms Packet

You will find a packet of information explaining our Emergency Forms for the year. **Please return the 2 forms to the School Office by August 24th** and place your completed Emergency Family Plan in your child(ren)'s backpack immediately. This information is critical in the event of an emergency.

Health Office News

The following are the specific requirements for school immunizations and health records:

7th Grade: 1 dose of Tdap vaccine and 1 dose of MCV4 (Meningococcal)

Kindergarteners and New Students: Student physical, oral assessment and complete immunization record which include: 4 doses of DTaP or DT (Diphtheria, Tetanus, Pertussis), 3 doses of IPV (Polio), 2 doses of MMR (Measles, Mumps, Rubella), 3 doses of Hep B (Hepatitis B), 2 doses of Varicella (Chickenpox)

For New Students, 7th graders and those with allergies please remember to have all proper forms submitted to the Health Office ASAP. The forms can be found under the "Parent" tab on the school website under "School & Medical Forms".

Parent Alert Emails from OptionC

IMPORTANT!! Please make sure your information is up to date in OptionC. This is our main source of communication for the school. If you would like to receive text messages please make sure you update all your preferences in your account.

**If you are unable to login to OptionC you still have outstanding fees from the 17/18 School Year. Please contact the School Office to make arrangements to pay your fees and your access will resume.

**Kindergarten Families and New Students – Information sheets on how to set up your OptionC account are in this Communication Packet!

If your OptionC communication is going directly to spam, please advise them to add the OptionC address to their safe/white list.

noreply@optioncalerts.com

Many email services (Gmail, Hotmail, Yahoo) can simply right click and mark the message as "allow" or "not spam".

Outlook Email – other email services will be similar directions

To add an email address to your safe senders list using the Outlook.com user interface, follow the steps below:

1. In your Outlook inbox, click the gear icon beside your Profile name.
2. Click **options**.
3. Under *Junk email*, click **Safe mailing lists**.
4. On the *Safe senders page*, under Sender or domain to mark as safe, enter the senders email address then click **"Add to list"**.

This information will also be provided on the school's website, under the parent section.

School Uniforms

School Uniforms are available to order through Schoolbelles or Lands End. Schoolbelles carries the complete school uniform and old gym uniform/sweatshirt.

Lands End carries the school uniform shirts, pants, new gym uniform and ¼ zip fleece pullovers.

Online ordering is available at www.landsend.com . Select the "school uniform" tab.

Kuhl's Hotspot on Beechmont Ave. carries the ¼ zip navy or gray sweatshirt.

Student Photo Day

Lifetouch will be on campus Wednesday, September 5th for Student Photo Day. Order forms will be sent home in the August 29th Communication Envelope.

Volunteering - VIRTUS

****Parents wishing to eat lunch with their student the first week of school please be aware you MUST be Virtus trained in order to go beyond the school lobby.**

If you plan to volunteer or participate in any activity with students, including joining your child for lunch or helping in the classroom, you must be on our approved list by completing a Background Check and attending the VIRTUS® Child Awareness Session. Registration before attendance at VIRTUS® is required (www.virtusonline.org click "Registration"). This policy is strictly enforced and adults not in compliance will not be permitted past our school lobby. Information on VIRTUS Registration is available on the "Parents" tab on the School website.

IF YOU DRIVE YOUR STUDENT TO OR FROM SCHOOL:

AM DROP OFF

If entering the driveway west of church drive all the way to the west end of the school building (if not, cars back up on Beechmont and create a serious safety issue) before allowing your child to exit the vehicle on the curb side. Staff members are visible along the walkway to assist students and keep vehicles moving. Students must be ready to exit when you stop your vehicle. Buses also use this entrance and have the right of way at all times in our parking lot - they drive around cars and the school building.

- If entering the driveway west of our parish office follow the directions of our staff.
- ALL vehicles exit at the traffic light at Arby's.
- You may also choose to park in the front lot and walk your child into the building.
- All students must be in the building by 8:00am

DISMISSAL

To pick up students at dismissal:

- Park in front lot.
- Enter our school foyer where the main school doors will be unlocked at 3:05pm. Go to cafeteria to sign out student/s on alphabetical sheets. Students will be seated at cafeteria tables.
- You MUST come inside the building to meet your student/s.
- Children who have not been picked up by 3:15pm will be taken to our After Care Program. There is an immediate \$35 family registration fee (unless previously paid) plus a per hour charge of \$7.50 for this service. These fees are due when you pick up your student/s. No exceptions.

2018~2019 Immaculate Heart of Mary School K-8 Dated: 8/18/18

7800 Beechmont Avenue Cincinnati OH 45255 513.388.4086 **24 Hour Attendance Voice Mail: 388.5650**

E-Mails: LastName.FirstInitial@ihomschool.org (example: devine.k@ihomschool.org)

Principal	Mrs. Krista Devine	388-3022
Assistant Principal/Counselor	Mrs. Jodi Turpening	388-4096
Office/Admissions/Auxiliary	Mrs. Julie Goshorn	388-3020
Office Administrative Assistant	Mrs. Lisa Day	388-3021
Health Aide	Mrs. Gwendolyn Niesen	24 Hour Attendance Voicemail 513-388-5650

Grade K	KE Room 30	Mrs. Karen Easley	
	KS Room 32	Mrs. Kris Speelman	
	KF Room 31	Mrs. Julie Forsthoefel	
	KM Room 111	Mrs. Katie McHugh	
Grade 1	1S Room 108	Mrs. Jessica Sears	
	1D Room 101	Miss Megan DeLaney	
	1W Room 103	Mrs. Chris Wesselkamper	
Grade 2	2C Room 106	Mrs. Elaine Connelly	
	2B Room 105	Mrs. Amy Batchelor	
	2D Room 104	Mrs. Brittany Dollard	
Grade 3	3W Room 109	Ms. Allison Woll	
	3R Room 114	Ms. Elizabeth Ragland	
	3F Room 115	Mrs. Kelsey Flynn	
Grade 4	4A Room 209	Ms. Amy Leibreich	Math/Religion
	4L Room 201	Mrs. Lucy Dumford	Social Studies/Science
	4D Room 208	Mrs. Denise Daggett	English Language Arts
Grade 5	5R Room 202	Mrs. Jeni Ray	Religion/Science
	5S Room 203	Mrs. Lisa Storm	English Language Arts
Grade 6	5H Room 204	Ms. Nicole Hardin	Math/Social Studies
	6F Room 206	Ms. Jackie Friesner	Math/Science
	6B Room 205	Mrs. Christa Benedict	Religion/Social Studies
	6D Room 214	Ms. Jenna DiPaolo	English Language Arts
Grade 7	7R Room 302	Mrs. Tina Ramundo	Religion (Grade 7/8)
	7D Room 303	Mr. Steve Doran	Science (Grade 7/8)
	7C Room 301	Mrs. Trishia Current	English Language Arts
Grade 8	8J Room 313	Ms. Megan Johnston	English Language Arts
	8E Room 315	Mr. Ed English	Math (Grade 7/8)
	8H Room 314	Mr. Matthew Heyl	Social Studies (Grade 7/8)
	Room 300	Mrs. Sarah Georgin	Library & Latin
	Room 210	Mrs. Kelsey Thueneman	Art
	Gymnasium	Mr. Austin Newman	Physical Education
	Music Room/	Mrs. Renee Kiah	Band & General Music
	Band Room	Mr. Andy Baker	Band & General Music/MMC
	Room 110	Mrs. Jessica Wobkenberg	Reading Specialist
	Room 110	Ms. Chelsey Smith	Intervention Specialist
	Room 110	Ms. Stephanie Smith	Intervention Specialist
		Mrs. Torrie Fielden	Gifted Specialist
		Mr. Craig Reeder	Math Specialist
		Mrs. Maggie Ochsner	Instructional Coach
		Miss Kara Oksanen	SLP (Speech/Lang Pathologist)
		Mrs. Michelle Orlando	SLP (Speech/Lang Pathologist)
		Mrs. Ashlee Wooten	Occupational Therapist
		Mr. Tim Thalheimer	Technology Director

Educational Assistants: Mrs. Melissa Detzel (K), Mrs. Anne Jones (K), Mrs. Mindy McCarroll (K), Mrs. Karen Smith (1), Mrs. Mary Dunlap (2), Mrs. Karen Sanders (2), Mrs. Angel Westerkamp (2), Ms. Emily Forsthoefel (2), Ms. Debbie Tepe (3), Mrs. Marge English (4), Mrs. Frances McMurray (5&6), Mrs. Nickie Kahle (7), Mrs. Taffy Dee (8), Miss Maria Callahan (SS), Mrs. Lori Rehl (SS), Mr. Tom Geers (Math) & Ms. Judy Gerwe (Math)

Cafeteria:

Ms. Charmaine Rebello (Food Service Director), Mrs. Josie Bellissemo, Mrs. Debbie Feist, Mrs. Ryan Mills, Mrs. Jill Potter, & Mrs. Diane Wolfer

2018~2019 Immaculate Heart of Mary Preschool 388-4195

Preschool Director
Administrative Asst.

Mrs. Krista Devine
Mrs. Julie Parks & Mrs. Joan Jasper

Mrs. Heather Case, Teacher Mrs. Mary Ellert, Aide	Mrs. Laura Case, Teacher Mrs. Lisa Henke, Aide Mrs. Lisa McHale, AM Aide	Mrs. Kelly Keene, Teacher Mrs. Kerry Nosal, Aide Mrs. Toni Rogers, Aide	Mrs. Stephanie Specter, Teacher Mrs. Lisa Hawryschuk, Aide
--	--	---	---

Cafeteria News

Welcome Back to School!

This is a good time to check your student's Cafe account balance. Please look over the information below so that you and your student are ready for the first day of school. The Cafe needs volunteers everyday to help keep the lunchroom clean and to see that students enter the Cafe in a timely manner. Anyone interested in volunteering can sign up using our online sign up tool. It's a great way to visit with your student during his/her lunch time. All volunteers must be VIRTUS trained.

How Do I Volunteer?

- Please see the IHM PTO Sign Up Genius to find a spot that works for your schedule!

How Do I Set Up An Account?

Log onto www.myschoolbucks.com and set up an account. Each student is assigned a student ID number. If you don't know your student's number, you can obtain it through the teacher or the school office. There is no fee to use the site, but a fee is assessed if you deposit funds into their account online.

Why Should I Set Up An Account?

- See what your student is purchasing
- Keep track of your student's balance
- Receive communications when balances are low
- Deposit funds electronically into their lunch account (optional)

Free & Reduced Lunch Program

IHM does offer a free and reduced lunch program for qualifying families. Please contact the school office for more information.

How Can I Deposit Money Into My Student's Account?

- Electronically through www.myschoolbucks.com There is a fee to do this and funds do not show up immediately into their account. This usually it takes up to 24 hours.
- Send a check to school with your student's FIRST and LAST name and ID number in the memo space.
- While check is preferred, cash is also accepted, but it is VERY important that the students FIRST and LAST name and ID number are on the envelope or baggie it comes in. We have a lot of children with similar first names and we are unable to properly credit accounts if we don't know who the money belongs to.

What Happens When My Student Has A Negative Lunch Account Balance?

It is VERY important to keep up with your student's lunch account balance. If a student falls negative for two consecutive lunch purchase days and reasonable attempts have been made to notify the

student's parents/guardians, an alternate lunch may be served to the student until the balance is brought up-to-date.

Our computer system automatically sends out emails when balances fall below \$3. If you are not receiving these messages and feel you should be, first check your SPAM or TRASH folders for an email from "Mosaic" or "myschoolbucks". If you are not getting the notification, we have an incorrect email in our system. You can send an email to rebello.c@ihomschool.org with the email you'd like to use to receive the notifications.

What Can Be Purchased In The Cafe?

Menu Hot Lunch: We provide a hot lunch on our menu every day for \$3.25 (includes milk or water). The monthly menu can be found on the school's website. There are times when we must change the menu due to item availability, so it's important to read the weekly newsletter for updates. Milk is \$.75

- Ala Carte Items: We do our best to provide students with daily options: hot dogs, hamburgers, soup, fresh wraps and salads everyday. Ala carte items cost extra and are not included in the price of the daily hot lunch on the menu.
- Bottled juice, gatorade and water are also available, but are not included in the price of the hot lunch on the menu. IHM's PTO purchased water fountains with refilling stations that allow students to fill up their water bottles. Students are encouraged to bring their water bottles to lunch and fill them up.

What If My Student Has A Food Allergy?

All allergy information is shared with us through the school's Health Aid. Any student with a food allergy has a notification on their lunch account that states what the allergy is so staff can do its best to keep students healthy. If you have a particular health concern, please feel free to contact the Cafe at any time to further discuss any allergy concerns your student has.

Can I Restrict My Student's Purchases?

All students with allergies can have allergy restrictions noted on their account, but only students in grades K-3 may have purchasing restrictions. These can include things like "hot lunch only", "treat on Friday only", "no juice".

Lunch/Recess Schedule

K/3	Recess	10:45 – 11:10	Lunch	11:15 – 11:40
6/7/8	Lunch	10:50 – 11:10	Recess	11:15 – 11:30
1/2	Recess	11:35 – 12:00	Lunch	12:05 – 12:30
4/5	Lunch	11:40 – 12:05	Recess	12:05 – 12:25

August Lunch Menu

Monday 30	Tuesday 31	Wednesday 1	Thursday 2	Friday 3
6	7	8	9	10
13	14	15	16	17
20	21 Lunch: Chick-fil-a Style Sandwich chips Fruit Milk	22 Lunch: Chicken Nuggets Fries Fruit Milk	23 Lunch: Cheese Coney's Veggies Fruit Milk	24 Lunch: Papa Johns Pizza Carrots with Ranch Fruit Milk
27 Lunch: Taco in a bag Corn Fruit Milk	28 Lunch: Brunch for lunch option 1: pancakes option 2: french toast sticks Hashbrowns Sausage Fruit Milk	29 Lunch: Chicken Nuggets Fries Fruit Milk	30 Lunch: Burrito Bowl Chicken or pork Lettuce black beans corn salsa Rice fruit Milk	31 Lunch: Larosas Pizza Carrots and Ranch dressing Fruit Milk

IHM is an equal Opportunity Employer/Provider

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, color, sex, national origin, age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington DC 20250

Frequently Asked Questions about Bus Transportation



What are the phone numbers for each of the bus companies?

Forest Hills 231-3335

West Clermont 752-4020

Milford 575-1563

New Richmond 553-0266

Batavia 732-0935

What should I do if my student's bus does not pick up in the morning?

Call the bus company to see if the bus is running late. If your student missed the bus, please arrange other transportation.

If the district that transports my children is closed, will the bus pick up my children in the morning and also bring them home from IHM?

For IHM regularly scheduled school days (the days on our school calendar) the answer is 'yes' **UNLESS** the district has closed due to weather or another emergency. In that case the answer is 'no' -- if we remain open, you will have to arrange other transportation. You may want to set up car pools from your neighborhood so you are prepared when this happens. Remember your student will also not be transported home, therefore, you will have to arrange for your student to be picked up at the end of the day. If your district is closed due to weather we understand if you decide not to transport your student to school for safety reasons.

What happens if my student does not get off the bus?

Your first call should be to the bus company. They will check his/her bus and radio other buses to see if he/she got on the wrong bus. If they do not find the student, please call us at 388-4086 to see if he/she is still at school.

Who should I call if the bus does not drop my student off near the regular time?

If the bus is more than 15 minutes late call the bus company to see if the bus is running late. If you have difficulty getting through, call school or check your e-mail and voice mail. If we are aware of a lengthy delay, we attempt to notify you by e-mail or voice mail. Unless we speak to you, we will put the children on the bus when it arrives at school.

What happens if my student misses his/her bus?

A faculty member calls the numbers on your **Family Emergency Form** located in your student's book bag for a ride home. Please keep this form updated – copies of the form are on our main website (click "Parents" and then "Medical/School Forms"). A copy will be included in the first Wednesday Envelope. We will leave messages at all the numbers we call. However, if we cannot reach someone, the student will be placed in our After Care program until the adult arrives and there is a charge for the After Care program.

2018 ~ 2019
Parent Question and Answer Sheet

Question: How do we return forms in the Communication Envelope? Does the Envelope come home EVERY week?

Answer: Use the Communication Envelope to return completed forms or send checks to our Café (ALWAYS put checks in an envelope addressed to a particular person, homeroom or event) on the next school day. Communication Envelopes come home on Wednesdays and **need to be returned the next day**. At times there are no flyers and we will not send home the Communication Envelope – in this case it will always be announced. If a Communication Envelope is lost it can be replaced for a fee of \$2.00.

Question: What about other ways to communicate with staff?

Answer: The Communication Envelope is the best way to send notes to school staff. Just put your note in an envelope marked with the teacher or office staff member's name. The volunteers who do all this work are very familiar with school staff and current activities/form requests. Be assured that your notes will be routed to the correct person. **ALWAYS send checks in an envelope marked to the recipient.** Notes can also be sent in a child's bookbag and given to the homeroom teacher. Please make sure all mail is clearly addressed.

Question: How do we get the school newsletter?

Answer: In an effort to be good stewards of our resources, the Newsletter is sent to each family via e-mail each week on the same day the Communication Envelope comes home. On occasion flyer hard copies are sent home for school activities to save parents the time/cost of printing.

Question: Can we have lunch with our children in the cafeteria?

Answer: Absolutely. You may not bring in fast food or soda. You must be up to date with VIRTUS and sign in and out at the School Office where you will receive a Visitor Badge. Former IHM graduate students may visit for lunch if they call the office ahead of time and are also accompanied by a parent. Visitors may not go to recess with our students.

Question: Which volunteer opportunities allow us to bring younger siblings along?

Answer: Communication Envelope stuffers and unstuffers allow for younger siblings.

Question: Can we attend the school Mass on Thursdays (8:15am)?

Answer: Yes, absolutely! You will not, however, be able to sit with your child. Each grade has assigned seating areas.

Question: Do the children have recess when it rains?

Answer: Yes, in the classroom. Usually they play games.

Question: When will School Spirit Wear be available?

Answer: IHM School Spirit Wear can be worn on special Spirit Days and other special days. Sale dates are announced in the Newsletter.

Question: Can we help with Field Trips?

Answer: Yes, you will be sent home a field trip permission form along with a request for chaperones. This is your opportunity to sign up and your child's teacher will notify you if you will be needed. The number of chaperones needed will vary by event. Remember the comments above regarding VIRTUS requirements.

Question: What about bus transfers?

Answer: Students may only ride another bus for emergency (no one home and student needs a babysitter) reasons. Students must have a note from their parent and obtain a Pass from our School Office that morning. Students may only transfer within their bus system (i.e., Milford students cannot ride Forest Hills bus). WEST CLERMONT students will not be permitted to transfer to another bus for any reason.

Question: How do we call our student in absent or tardy? What are school office hours?

Answer: Leave a message on 388-5650 (*this Voice Mail number is available 24 hours a day*). School Office hours are 7:45 a.m. until 3:30 p.m. The school number is 388-4086.

Question: Where do Kindergarten students go in the morning, etc.?

Answer: Students are greeted upon arrival by staff and brought to the gym upon arriving each morning. If tardy, parents are to bring the student to the school office for sign in. If a child becomes ill the parent will be informed of pick up location. Kindergarten students attend weekly Mass.

2018-2019 SCHOOL OFFICE SIGNATURE FORM (Required)
(Return this Entire Sheet to the School Office by August 27th)

1.) School Handbook I understand that all policies included in the School Handbook (posted on the school website at www.ihomschool.org) apply to my family. I realize it is my duty to explain the Handbook to my student/s. I will support these rules and policies and those whose responsibility it is to enforce them.

2.) Dress Code I have read the updated Dress Code information in the School Handbook and shared the information with my student/s. I will support these rules and policies and those whose responsibility it is to enforce them.

3.) Photo Permission I understand that photos of students engaged in school activities may be submitted to various publications (Enquirer, Community Journal, etc.) by the school to celebrate school activities or promote the school and often student names are used in these publications. Some photos are also used in school ads (names are not used in this case).

In addition, individual or group photos of students engaged in school sponsored activities may also appear on the school web page or school social media outlets. Student names will not be included when a photo is used on the school web page or school media outlets without parent permission.

I give permission to use student/s photos.

I do not give permission to use student/s photos. Their name/s:

STUDENT NAME – PRINT	STUDENT SIGNATURE	HOMEROOM

Parent/Guardian Signature _____ **Date** _____

2018-2019 INTERNET SIGNATURE FORM (Required)
(Return this Entire Sheet to the School Office by August 27th)

1.) INTERNET POLICY, RESPONSIBLE USE OF TECHNOLOGY Permission Form I have read the terms and conditions of the Internet Acceptable Use Policy found in the handbook and give permission for my student/s to access the Internet in accordance with the provisions of the policy. I have explained the rules to my student/s and have told them that they will be responsible for the consequences of inappropriate use of the Internet which may result in the suspension or revocation of their Internet privileges.

STUDENT NAME – PRINT	STUDENT SIGNATURE	HOMEROOM

Parent/Guardian Signature _____ **Date** _____

||||||| **A.S.A.P.** |||||||
THE SCHOOL OFFICE NEEDS YOUR HELP!!!!

Return this sheet your student's first day of school to update school records.
Thank you for your cooperation!

➔ Student/s first and last name/s (**PLEASE PRINT**): _____

Your school transportation district (*complete even if you drive, or your child walks, to school*):

Forest Hills West Clermont New Richmond Batavia Milford CPS

Other (please explain: _____)

CHECK IF APPLICABLE: My student/s never ride the bus... Walk, signed permission note attached Automobile

Parents,

It is imperative you login to OptionC and update your information. In order for our school to effectively communicate we must have your current address, phone and email information for each family. When there are 2 addresses for a student, each home will be it's own "family." If you have questions please contact the School Office.

~~~~~

When you join the IHM PTO you will receive a PTO Directory. The Directory ONLY lists parent/student name, homeroom, home address/telephone number, and family E-mail address as listed in OptionC. It is important that you put that information in OptionC so you receive emergency calls/notifications and all school communications. You may choose, however, to make this information unlisted for the PTO Directory by filling in the box below.

Note that one e-mail address and phone number will be listed for each family. Please make sure the family email and phone listed is the primary contact for your family.

**PTO DIRECTORY RESTRICTION DIRECTIONS (PRINT)**

(due to school office by August 27th)

DO NOT PUBLISH home address

DO NOT PUBLISH family phone

DO NOT PUBLISH family email

-----  
*Parent/Guardian Signature*

-----  
*Date*

(Remember to fill in the STUDENT name at the top of this form - often we cannot read signatures.)