



Immaculate Heart of Mary School

3830 Rosemont Ave., Lansing, MI 48910-4592 (517) 882-6631 Pre-school — 8th Grade

Dear Immaculate Heart of Mary Parents:

Immaculate Heart of Mary School is mandated to follow specific guidelines of instruction for school volunteers regarding the safety of our students and volunteers. Any adults driving on field trips, assisting in classrooms, attending classroom parties, picnics, etc., must have completed a "Protecting God's Children" Virtus session. This class does not need to be repeated each year, although a refresher is required after a length of time. It may be a live session or an on-line course. In addition to attending the course, each volunteer needs to sign a Code of Conduct before volunteering in the school or with a team or scout troop.

We ask that EVERY parent completes this Virtus course so that we can be in compliance for training all adults who are in contact with the students.

All who **accompany/drive on field trips** and volunteers spending **more than four hours a semester** with students or volunteers attending **overnight trips** (such as camps or out of town with middle school), or **coaches, volunteers** must also complete paperwork for a background check.

Please make sure you take any steps necessary for your participation at IHM School. To see more information about upcoming classes, register or proceed to an online class, visit www.Virtus.org or the www.DioceseofLansing.org website (look for the tab: Promise to Protect, Pledge to Heal). Paperwork for the Volunteer Code of Conduct or the Background Check are available in the school office and website. (New attendees will complete the Code of Conduct at the session.) *If you complete the online class be sure to print the certificate of completion and send it to the school office.*

If you need to check the school record of your compliance, please call the school office, 882-6631 or email wilcoxc@ihmlansing.org.

Thank you for all you do for Immaculate Heart of Mary School. We appreciate your cooperation in helping provide the safest environment for the students that we can.

Yours in Christ, Immaculate Heart of Mary School Staff

VIRTUS COMPLIANCE PARENT RESPONSE

Name: _____

____ Yes, I have completed a Virtus course. When and where: _____

____ Yes, I completed a Virtus Online Course. When: _____
(if a new completion, please attach certificate)

____ Yes, I have completed a Background Check.

____ No, I have not completed Virtus. I understand that **I will not be participating in any school events** until I complete this course.

Immaculate Heart of Mary Catholic School challenges students to discover God's gifts spiritually, intellectually, socially, and physically within a community that nurtures, honors, and respects the unique person.