

***Mary, Mother of the Redeemer
School Handbook***



2016-2017

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MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is twofold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Academic Offerings and Policies

Academic Responsibilities

Our school encourages all students to reach their fullest potential through the academic program. Students are responsible for the timely and satisfactory completion of projects, class work, and homework. Grades on tests and projects should be commensurate with the student's ability. A student who does not fulfill academic responsibilities will be placed on academic probation during which time the evaluation of the student's progress is monitored.

Conditions and Consequences of Academic Probation

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
 - parent contact
 - grades posted on Gradelink
 - periodic meetings with the student
 - report cards
- c. If the student is successful in meeting academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified.
- d. If the student is unsuccessful in meeting academic responsibilities, the administration will review the student's continued enrollment in the school.

Accreditation

MMR is a nationally recognized Blue Ribbon School of Excellence and is also accredited through the Middle States Association of Colleges and Schools.

Classroom Assignments and Placements

Teachers collaborate in each grade to determine the most beneficial placement for all students. Teachers' professional observations help guide assessment of where each child will best thrive. The observation and collaboration processes take considerable time and are carefully evaluated. Their efforts are reviewed with the administration. Each child's welfare is treated with the highest regard. This process will be followed for each promotion list. Parent requests, while taken into consideration, will not be the determining factor for classroom placement of children.

Class Participation

Students are expected to:

- be attentive and respectful to school staff
- show respect and concern for other students
- actively participate in class by responding orally or in writing as circumstances dictate

Closing Exercises

Participation in closing exercises is a privilege, not a right. The school can deny participation in closing exercises if, in the view of the school, the student's conduct, academic, or disciplinary record indicate that the privilege should not be extended.

Curriculum

The curricula followed by the students in the parish elementary schools of the Archdiocese are developed by and/or approved by the Superintendent of Schools through the Department of Elementary Curriculum, Instruction and Assessment.

Elementary curriculum guidelines are copyrighted material. All curriculums can be accessed by clicking [here](#).

English Language Arts – Grades K – 8

The Archdiocesan Integrated Language Arts Curriculum (ELA) reflects the National Core Standards. Instruction in English Language Arts has strong foundations in literacy: *reading, writing, thinking, speaking, listening, and visualizing*. Skills are further developed in *critical thinking, literacy evaluation, methods of research, competency in self-expression, and metacognitive awareness*.

Reading

Anthologies, novels, and guided reading books have a range and variety of literature including classics and contemporary works including options for study by theme or genre.

Writing

The writing process, with the sub-processes of *prewriting, drafting, editing, and publishing*, with both linear and recursive movements of *revision*, is the model plan for the teaching of writing. In addition, *free writing* is integrated into the *before/during/after* segments of the literacy lessons. *Writing to learn* experiences in the content areas, as well as in ELA classes, serve to increase comprehension and recall of material.

Vocabulary, Phonics, Spelling, Grammar

Components in any literature-based program include direct instructional and developmental lessons in vocabulary, phonics, spelling, and grammar. These skills, however, are not taught in isolation, but in relation to the literacy instruction/assessment classes.

Library / Reference Skills

Strong emphasis is placed on library/reference skills included at each level of the ELA Program.

Mathematics – Grades 1 – 8

The Elementary Mathematics Curriculum is a carefully planned program focused on understanding basic concepts and mastery of skills, and applying these skills through extensive instruction and practice. The Archdiocesan Math Curriculum reflects the Standards of the National Core Standards for mathematics instruction and focuses on problem solving considered vital to every skill developed. The standards place strong emphasis on communicating mathematically, making real-life and content-area connections, and developing reasoning skills.

Honors Mathematics Program

This program is intended to meet the needs of students who are capable of completing the prescribed curriculum in 7, instead of 8 years. Students are identified in grade four and begin formal instruction in grade five, continuing through grade eight. The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth grade honors curriculum. The school administrator and the mathematics coordinator monitor the program with guidelines prepared by the Joint Elementary/Secondary Mathematics Committee. Students who complete this program, and satisfactorily master the Algebra I curriculum according to criteria established by the Joint Committee, are able to test to begin their second-year of secondary mathematics in the freshman year. The principle criteria for admission, include:

- a. Cognitive Skills Index in the 125 range
- b. Standardized test scores: 90 in Mathematics and 80 in Reading
- c. Consistent scores of 85 or better on Archdiocesan Level Evaluations
- d. 90 overall Mathematics average for the year
- e. Periodic evaluation will be used to determine continued participation in this program.

Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.

Religion

Each Grade:

The Liturgical Year is developed according to its appropriate placement over the three trimesters.

“Because of God’s presence in time in the person of Jesus Christ, time is sacred. Christians mark time itself in relation to Christ” (National Directory for Catechesis, USCCB 2005, p. 146). We are committed to teaching a profound appreciation and reverence for the presence and power of Christ especially in the Eucharist. We are equally committed to fostering a commitment and devotion to the celebration of the Eucharist each Sunday.

The section on Prayer incorporates the separate document, Praying with Children.

Each Grade is required to learn certain of our Traditional Catholic Prayers. The versions we should teach can be found in either the **United States Catholic Catechism for Adults** (United States Conference of Catholic Bishops), Appendix B: Traditional Catholic Prayers or the **Compendium: Catechism of the Catholic Church**, Appendix A: common Prayers (English and Latin).

GRADE ONE

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
God the Father	Living in God’s World	God the Holy Spirit
Creation	God the Son: Jesus Christ	Sacraments of Initiation
Titles of Mary	Days in Honor of Mary	Prayers to Mary
Liturgical Year	Liturgical Year	Liturgical Year
Saints, Prayer, Sacramentals and Social Justice		

GRADE TWO

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
Blessed Trinity	Liturgy of the Word	Topics related to the Mass
Sacraments: Initiation, Healing	Liturgy of the Eucharist	Mass and Eucharist
Titles of Mary; the Rosary	Days in Honor of Mary	May Devotion
Liturgical Year	Liturgical Year	Liturgical Year
Saints, Prayer, Sacramentals and Social Justice		

GRADE THREE

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
The Trinity	Sacraments: Healing	God’s Law
Sacraments: Initiation	Sacraments: Communion	Christian Community
Titles of Mary	Days in Honor of Mary	Prayers to Our Lady
Liturgical Year, Prayer, Saints, Sacramentals and Social Justice		

GRADE FOUR

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
God the Father	Grace	Jesus: Our Redeemer
Commandments	Sin	Beatitudes; Works of Mercy
Mary: Faith & Holiness	Conscience	Virtue
Saints	Days in Honor of Mary	Days in Honor of Mary
Prayer, Saints, Sacramentals and Social Justice		

GRADE FIVE

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
Sacraments	Sacraments of Initiation	Sacraments of Healing
Sacraments of Initiation		Sacrament: Communion
Major Beliefs about Mary	Christian Devotion to Mary	Shrines to Our Lady
Prayers to Mary	Days in Honor of Mary	Days in Honor of Mary
Liturgical Year, Prayer, Saints, Social Justice		

GRADE SIX

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
The Bible	Old Testament: Moses, Exodus, the Covenant	Old Testament: Queens, Prophets, Biblical Women
Old Testament: Choosing a Special People	Old Testament: Joshua, Judges, Kings	Christ Fulfills the Old Testament
Dogmas about Mary Days in Honor of Mary	Prayers to Mary: Biblical Places and Mary	Days I Honor of Mary Mysteries of the Rosary
Liturgical Year, Prayer, Saints, Social Justice		

GRADE SEVEN

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
Jesus	Jesus the Christ	Liturgy and Worship
Mary: Virginal Conception, Always a Virgin	Jesus is Lord	Liturgical Life of the Church
Liturgical Year	Mary: Prayers, Blessedness, Days in Honor	Mary: Mother of God Days and Prayers
Liturgical Year, Prayer, Saints, Social Justice		

GRADE EIGHT

<i>First Trimester</i>	<i>Second Trimester</i>	<i>Third Trimester</i>
The Church: Concept, Marks, Development	Dignity of the Human Person: Freedom, Conscience	The Ten Commandments
Liturgy: Sacraments and Sacramentals	The Virtues, Sin, Mercy	Christian Prayer Tradition, Expressions
Marian Churches and Shrines	Law, Grace and Christian Holiness	Challenges to Prayer The Lord's Prayer
Mary in Art	Mary: Titles, Days, Prayers	Mary and Christian Devotion
Liturgical Year, Prayer, Saints, Social Justice		

Science

In the primary grades (K and 1), the science curriculum is integrated with ELA, using teacher gathered materials and resources. Grades 2-8 primarily use the Lab Learner Curriculum Framework, based on the Pennsylvania State science standards, as the method of instruction. Grades 7 and 8 have blended the Pearson Interactive Science program with the Lab Learner curriculum, and more recently Grades 3 and 4 have incorporated Science Fusion from Houghton Mifflin Harcourt.

The major techniques of instruction employed by the science teachers are:

- use of hands-on activities and lab work
- integration with ELA
- selection of nonfiction reading passages
- writing of summaries
- use of digital resources to enhance lessons
- presentation of topics in whole and small group instruction
- integration of Discovery Education and Scholastic periodicals
- modeling through demonstration
- multimedia instruction
- research projects directed instruction
- interactive websites

Social Studies - Grades 1 – 8

The Elementary Social Studies Curriculum is based upon the National Council for the Social Studies Scope and Sequence. The goals of the Social Studies Curriculum include the development of knowledge, skills values and social participation appropriate to the children's age grade level.

- Grade 1** The Individual in Primary and Social Groups; Understanding School and Family Life
- Grade 2** Meeting Basic Needs in Nearby Social Groups; The Neighborhood
- Grade 3** Sharing Earth and Space with Others; The Community
- Grade 4** Interdisciplinary Study of the Local Region; Pennsylvania
- Grade 5** The Western Hemisphere; The United States and Its Close Neighbors
- Grade 6** The Eastern Hemisphere; Representative World Regions
- Grade 7** Building a Strong and Free Nation: BCE – 1853
The United States: Early American Civilizations through Manifest Destiny
- Grade 8** Building a Strong and Free Nation: 1850 – 1960
The United States: Road to the Civil War to the New Frontier

Specialty Subjects

Specialty Subjects are required as part of the elementary school curriculum by the Archdiocese of Philadelphia and the Pennsylvania Department of Education. Specialty subjects include: Technology, the Arts (Music and Visual Arts), Physical Education, and World Language.

Beginning in Grade 4, students will earn a grade for cooperation/participation during all Special classes. Five points can be earned for each class period. This grade will be posted every other scheduled week of class.

4 – (5 points)	Fully Participating/Engaged
3 – (4 points)	Appropriately Engaged
2 – (3 points)	Inattentive
1 – (1-2 points)	Disruptive

One verbal warning will be given for inappropriate/disruptive behavior. If the inappropriate/disruptive behavior continues, an infraction will be issued.

Fine Arts: Art/Music

This area of the curriculum is designed in keeping with the National Standards for Arts Education.

World Languages

An appreciation of world language is presented in Spanish class. The goal of this curriculum is to develop positive attitudes and excitement toward learning the Spanish language. Through the skills of listening, speaking, reading, and writing, students are able to broaden their awareness, acceptance, and understanding of this culture.

Physical Education

Physical education is vital to the development of the student and is required as part of the elementary curriculum of the Archdiocese of Philadelphia and the Pennsylvania Department of Education. Students are encouraged to challenge themselves to achieve goals in their personal and physical development.

Technology

There are two major areas in the use of technology in our school: basic technology skills and specific curricular applications of technology. Elementary Technology Guidelines include, but are not limited to, the following topics: general computer literacy, word-processing, spreadsheets, database, telecommunications, and web design. The curriculum at Mary, Mother of the Redeemer school uniquely implements all three major platforms of technology: Microsoft, Apple, and Google.

Notice: All students will be instructed in the writing of their proper, given name on all tests and formal papers. Students can use an appropriate nickname, should they choose, on articles such as art projects or everyday worksheets.

Curriculum Modifications

The Office of Catholic Education established guidelines for modifying and adapting curriculum to meet the learning needs of all students. Mary, Mother of the Redeemer School is committed to providing for the needs of individual students. Classroom Modifications are designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The need for curriculum modifications is determined by educational/psychological testing administered by an agent of the Intermediate Unit or a privately engaged school psychologist. Parents join with the teachers and/or administration to develop strategies which will best help students achieve specific goals. Any student who receives modifications will have this noted on their report card. All goals and modifications are reviewed and agreed upon by the parent, teacher, and administration. A signed copy of the modification plan is kept in the student's file and is individualized for each year of instruction warranting modifications.

Graduation

Eighth grade students who have completed the prescribed course of study, and maintained a suitable discipline record, are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teachers.

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time is allowed for the completion of out-of-class research assignments or projects.

Students have different capabilities and interests. It is difficult to denote the specific amount of time to be spent on assignments. The following is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that students and subjects vary. The objective is not adherence to the time suggestions, but the extension of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up. Effort will be made to have the assignments on line for the convenience of families. Please check online for daily and ongoing work. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday. No tests or quizzes (with the exception of Terra Nova and some daily maintenance) will be given on Mondays.

Homework Illness Policy:

For short absences students should make arrangements with classmates, check assignments online or obtain them when they return to school. Students will be allowed one make-up day per each day of absence due to illness. For long term absences, please contact the teacher.

Homework Vacation Policy:

Parents are strongly discouraged from planning vacations during the academic year. While family time is certainly valuable time, interruption in the educational process can present difficulties for some children. However, when absences for vacations are unavoidable, the following policy will apply:

- Homework and/or class assignments will not be given prior to the start of the vacation.
- No work will be given so that it may be done during the time of the vacation.

- Upon return, all missed work and assignments will be given to the student. The timeline for completion of this work will equal the number of days the student is out. As an example, for 3 days away, the student will have 3 days to complete all missed work.
- All completed work must be signed by a parent/guardian.

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. The daily performance of students is assessed by the teacher.

Progress Reports

Progress reports for students in Gr. 3-8 are available through Gradelink.com. Hard copies are not printed or sent home from school. Learning not only cultivates intellectual skills, but also responsibility for one's actions. We will issue a report for any of the following reasons:

- Neglect of study and/or written homework
- Student not working to ability
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility handing work in on time or failure to return a test paper signed by parent/guardian
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work after explicit directions have been given by the teacher
- Carelessly written or incomplete homework assignments
- Doing homework in class

Retention

Student progress is monitored throughout the school year. During the second trimester the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. The teacher will schedule a follow-up meeting with the parent/guardian. If retention is indicated, parent/guardian will receive an official notification which is to be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

Remedial Services

MONTGOMERY COUNTY INTERMEDIATE UNIT ACT 89 / TITLE I

These programs provide remedial, corrective, or developmental skill reinforcement for the students of Mary, Mother of the Redeemer Parish School. Students are considered for these programs based on their performance in the Terra Nova Test, assessments given the MCIU, and classroom teacher recommendation, and/or parental request. These services are coordinated with the classroom teacher to maximize learning potential.

Speech and Language Services

Speech and language services are provided via Act 89, through the MCIU. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by staff, parents/guardians, or the children themselves. Evaluation and therapy are only provided following the consent of the parent/ guardian.

Reading and Math Services

Remedial services are provided via Act 89 for students on those days authorized through the MCIU. Students are considered for this program based upon classroom teacher recommendation, performance in the Terra Nova test, and informal diagnostic tests administered by the I.U. teacher. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent /guardian.

Counseling and Psychological Services

The Commonwealth of Pennsylvania provides counseling and psychological services through the MCIU. The school counselor provides quality service to the MMR School community by consulting with the school administration, faculty, and parents/guardians regarding individual students. Both individual and group counseling are available to the students. The counselor recommends suitable referrals when needed.

After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the administration, faculty, and parents/guardians to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents/guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.

Report Cards

Report cards are issued three times a year to students in Grades 3 through 8. Grade 1 and Grade 2 students receive a Standards-Based Progress Report for all three trimesters, and Kindergarten students for the 2nd and 3rd trimesters. Distribution dates for report cards are listed on the school calendar. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major assessments
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

Standardized Testing

Terra Nova Testing is administered in the spring Grades 3 through 7. Students take the Common Core with In-View Assessment. Results are communicated to parents by the Home Report. Additionally, the school provides comparative results as they pertain to other Montgomery County Catholic Schools. All data is examined by the staff and used to drive planning and instruction.

Student Books and Materials

Every student must carry books to and from school in a suitable book bag. Books, copybooks and materials are to be properly identified with by name and room number. The student and parents/guardians must pay for all lost or damaged schoolbooks in full. A charge will be made at the rate at which the books were purchased. Students are expected to take care of personal belongings, books, and clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

The school reserves the right to examine students' personal property and/or materials on campus if necessitated. There is no expectation of a right to privacy for contents of students' lockers.

Student Recognition

Grades 6 – 8 are eligible for honor certificates if trimester report card grades warrant recognition.

First Honors	General Average – 95 or higher and other report card assessments “3” or higher
Second Honors	General Average 89-94 and other report card assessments “3” or higher

Students earn grades and assessments. They are not given by school personnel. Grades will not be arbitrarily adjusted. Student detention during a trimester can impact Honor Recognition regardless of individual grades.

Test/Assessment Grades

All tests and summative assessments are to be signed by parents/guardians and returned promptly.

Issues of Administration, Records, Health and Safety

Accident / Illness at School

Accidents or unusual illness occurring at school are reported immediately to the Health Office. When a student becomes ill, or meets with an accident, the parent/guardian is contacted. If the parent/guardian cannot be reached, the emergency contact will be called. Only basic first aid may be administered. Parents will be contacted immediately if there is any question regarding an injury.

Address Changes

Please notify the office of home address, email address or telephone number changes.

Admission

Our school admits students of any race, color, national, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances. The necessary forms and certificates for admission are:

- a. Birth Certificate.
- b. Baptismal certificate (if not baptized at MMR).
- c. A certificate of immunization that must be updated and available for confirmation. See **Medical Records**

Testing in some academic areas may be held for new incoming students in Grades 3 – 8.

Beginning with the 2017-18 school year, in order to be admitted into kindergarten or first grade, children must have attained the age of five or six, respectively, by September 1st.

Admission of Non-Catholics

The primary purpose of our school is religious education and faith formation. All students are responsible to participate in religious education classes. When assessment in Religion is required, non-Catholic students are offered alternative options to demonstrate their understanding of material when necessary. Likewise, non-Catholic students must participate in Eucharistic celebrations with their classes but will not receive the Blessed Sacrament.

Communicable Diseases

No student, absent from school because of conditions listed below, may return to school before the specified time period.

Chicken Pox	Until all pox have scabs that are dried up
Fever	Fever free for 24 hours
Lice	After treatment is given and no nits are present
Measles/Rubella/German Measles	4 days from onset of rash
Mumps	9 days from onset of swelling
Pink Eye	24 hours after medication is started
Scarlet Fever	24 hours after medication is started
Strep	24 hours on medication
Whooping Cough	7 days after medication is started

Conferences

Formal conferences are scheduled during the first trimester. Students in grades 6-8 attend conferences with their parent/guardian.

Arrangements for parent-teacher conferences at other times can be made when deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern so that the teacher can be prepared. The better the communication, the easier it is to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day.

Emergency Contact Forms

Information necessary to address student emergencies is required at the beginning of each school year.

Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. General communication will be sent home electronically through the Blackboard Connect system. The Weekly Update and associated flyers will also be posted on the school website.

Fire/Emergency/Crisis Drills

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Protocol for Emergency/Crisis drills is reviewed and practiced annually.

All staff and volunteers must evacuate the building for any drill.

Legal Custody Issues

It is important for the school to have a current copy of any custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Medical Records/Immunization

The Commonwealth of Pennsylvania has mandated that all children entering Kindergarten or First Grade present documented proof that the following immunizations have been received:

DT (Diphtheria/Tetanus)	4 doses - one after the fourth birthday
Polio	3 doses
MMR (Measles, Mumps and Rubella)	2 doses - one dose after 12 months
Hepatitis B	3 doses - last dose after 6 months
Varivax (Chicken Pox)	2 doses (or documentation of live disease)

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. For students entering 7th grade, one dose of tetanus, diphtheria, acellular pertussis (Tdap) is required if it has been more than 5 years since the last tetanus immunization and one dose of meningococcal conjugate vaccine (MCV) is also necessary. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Dentist and Physician Reports, along with an Elementary School Student Health History form, are required for students entering Kindergarten or any student entering from out of state. Subsequent examinations and forms are required from the Dentist in grades 3 and 7 and from the Physician in grade 6 (scoliosis exam is also due at this time.)

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it will be administered by the nurse or in the main office. Parents/guardians are required to sign a medication authorization form, which is available from school or on our website if the student must take medication at the school.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent **and** physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is recommended that students not carry a full prescription bottle to be taken back and forth daily.

Nurse

A registered nurse is provided by the North Penn School District on days selected by the district. Coverage on other days is provided by registered nurses employed by the school. Nurses do not replace the family doctor for medical/dental exam requirements. Please do not advise your child to seek the nurse to diagnose illnesses or injuries that occur at home.

The nurse is responsible for checking the height, weight, hearing, and vision of students annually, and for making referral to parents if warranted. The nurse maintains all health records. Care given in the school is limited to first aid, in accidents or illness, until the parents can be reached. In an emergency, the nurse will arrange to have the student transported to the hospital.

If your child has a specific medical concern, please notify the homeroom teacher and the nurse. Medic-Alert bracelets are strongly recommended for any child with a medical issue. Emergency cards are kept on file for each student. Please be sure that we have up-to-date emergency numbers on file.

Peanut and Nut Allergy

Please read the label of any food you intend to send into school for the class. No food that either contains peanuts (or nuts of any type), or one that has been processed in a facility that also makes peanut products, may be distributed in school.

Registration

Registration for students entering Mary, Mother of the Redeemer for the first time begins in late January. Participating Parish members are given preference.

Re-Registration

Returning families will be asked to re-register in early January.

Release of a Child

A child will not be released to a parent/guardian who does not have physical custody, without the **written** consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Safety Regulations

The following rules have been established to ensure the safety of our students:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before 8:10am, at recess or lunch, or after dismissal unless a member of the school staff accompanies the student.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors.

All visitors and volunteers must report to the school office.

Spitting/Biting

Spitting and biting are behaviors that are health related and are strictly prohibited. However, younger children may occasionally be involved in a biting or spitting incident. The staff will observe the child to determine what elicits this inappropriate behavior in an effort to avert it from recurring. Parents are expected to cooperate with staff to help their child control this behavior. If the child's behavior persists in being harmful to the individual child or to other children, the parent will be asked to remove the child from school for the day. Parents must be in communication with administration before the child can return to school.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

Tuition Policy and Enrollment

At Mary, Mother of the Redeemer support of Catholic education is a high priority. The parish offers both a religious education program (PREP) and an elementary school with grades Pre-School through 8. Both programs are substantially subsidized by the parish and parents make a choice of programs based partially on their financial ability. The parish recognizes that all families are not able to afford attendance at the elementary school. It is the parent's' responsibility to assess their individual financial capability to make tuition payments over the life of their children's attendance at the elementary school.

MMR does not have a tuition endowment fund but does offer financial assistance on a temporary basis only for grades 1 through 8. If you have a temporary financial need, you should contact the Parish Business Manager to discuss your situation.

For those who decide to send their children to MMR School, two rates of tuition are developed each year – a full pay rate and a subsidized rate for grades 1 through 8. There is a substantial difference between the full annual cost of education at MMR and the subsidized tuition rate charged to “participating parishioners”. In order to take advantage of the subsidized rate, MMR requires that a family qualify as a “participating parishioner”. This means that a family should place a high priority on regular attendance at mass, participate in parish activities and support the parish financially through weekly collections. The financial aspect of the requirement is defined currently as contributing a minimum of \$780 to the parish per fiscal year (the period July 1 to June 30, measured the year prior to school attendance). The requirement was put in place so that the burden of subsidy is shared with parishioners having children attending the parish school. The contributions are not part of the tuition and the preference is that they are made throughout the year, not as a one-time payment.

If a family is not able to meet the “participating parishioner” requirement, the full pay rate will be charged.

In order to complete enrollment registration for the following school year, tuition accounts and all other school fees must be up to date. Enrollment will not be considered complete even if the non-refundable deposits have been made as long as the account is not current.

All financial obligations for all students must be met by May 20th of the school year. Lunch accounts must be current by the last day lunch is served. For graduating or transferring students, records will not be forwarded until all accounts are current.

Transfer

If a student is transferring to another school, parents should supply the school office with a permission form for release of records to the new school. Records are not forwarded to another school until this form has been signed by a parent and all financial obligations have been met.

School Code of Conduct

Arrival and Dismissal Times

School begins promptly at 8:30am. Students may enter the building after 8:10am and should be in class no later than 8:25am. Dismissal begins at 3:25pm and generally at 11:30am on early dismissal days. Please check the school website for days off and early dismissals.

We work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visits on particular occasions. Teachers are not available to conference with parents before school while children are present in the classroom.

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

- a. **Absences** - The policies regarding this area are as follows:
 - i. A student who has been absent from school, even for one day, is required to present a written note to the homeroom teacher.
 - ii. A doctor's certificate may be required for absence of an extended nature (3+ days).
 - iii. If a child is going to be absent, or arrive late at school, a parent is required to call the school. Please leave a message on voicemail by 8am. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in, please expect a call from the school to verify the absence. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
 - iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
 - v. Any child who stays home without the parent's knowledge is liable for suspension. Any child who leaves school without permission will be suspended.
 - vi. Absences due to a funeral will be recorded except in the case of a parent, sibling or grandparent through the day of the funeral only.
 - vii. One absence due to a high school visit will be excused during the 8th grade year.
- b. **Appointments**
Student appointments should not be made during school hours.
- c. **Lateness**
Tardy students must report directly to the office.
- d. **Perfect Attendance**
Students who incur no absences, either full or half day, and no tardies are eligible for a Perfect Attendance Certificate on the last day of school for the year.

Birthdays / Parties / Invitations

- a. Birthday treats are welcome and must be scheduled with the homeroom teacher. Treats must not need refrigeration, heating or assembly. Please refrain from ice cream or frozen items, cake or oversized cookies that need cutting and distribution, items requiring the microwave or a hot plate, pizza , fast food or birthday party bags.
- b. Selections include donuts, donut holes, cupcakes, fruit and juice boxes. Please supply napkins.
- c. Do not bring balloons or flowers for a child's birthday or have them delivered to school.
- d. The birthday acknowledgement in school is a treat not a party.
- e. Parties at other times of the year like Christmas or Valentine's Day should follow the same rules as birthdays. All items brought into the classroom must have advance approval from the teacher.
- f. Invitations to home parties may be distributed in school only if all children of the same gender are invited, or if the entire class is invited. If all are not included, the invitations must be sent from home and may not come to school.

Computer Acceptable Use Policy

An Acceptable Use Policy, signed by both student and parent, is required annually.

a. Purpose and Goals

Computers are a valuable tool for education. Students, and all users of computer technology, have a responsibility to use these tools properly and in accordance with the school policy.

b. Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources available on line.

c. General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer coordinator.
- All users and their parent/guardian must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must ensure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden. Any breach in this area will result in suspension with possible intent to dismiss.
- E-mail accounts through the school may be restricted and will be monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- Google Apps for Education accounts are established for student use within the @mmrschool.org domain to access Google Drive, Docs, Classroom and Calendar from any web device both on and off school property to allow sharing of files and documents with teachers and fellow students.
- The school may impose additional rules and restrictions at any time.

d. Discipline

Violators will be subject to suspension of computer privileges.

e. Student Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone numbers, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users via writing or photographs.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Engagement in cellular phone texting and online blogs such as, but not limited to, Facebook, Twitter, Snapchat, Instagram, etc. may result in disciplinary action if the content of the student's messaging includes defamatory comments regarding the school, the faculty, other students or the parish.

Violations of any of these rules may result in either or both of the following:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the school, law enforcement or other involved parties.

Discipline

Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to responsibilities and obligations to himself/herself and others.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

For the essence of the spiritual, academic, and social development of our students, our school establishes guidelines to promote a safe, effective learning environment. These guidelines are universal to the school. However, in an extra effort to support the development of our early-adolescents from grades five through eight, the following steps will be implemented:

1. Behavioral Infractions are noted by the written warning issued by a teacher or administrator. This warning is intended to assist the student with self-correcting steps toward accountability and improvement. The teacher will guide the student through the process. The infraction will be signed by the teacher and, likewise, signed and returned by the parent/guardian on the following class day. Failure to return the form the following day will be addressed by the teacher with contact to the parent/guardian.
2. Acquisition of three behavioral infractions during one trimester will result in detention for students in grades five through eight. Detentions will be held on the first and third Thursdays of each month, from 3:45pm to 4:45pm. Transportation for students is the responsibility of the parent/guardian. Each student must be checked out by a parent/guardian.
3. Within the time frame of one trimester, three further infractions resulting in a second detention will warrant a conference with the student, parent/guardian, teacher, and administration. A behavioral plan will be developed to be implemented within a time frame mutually agreed upon.

4. Failure to follow the behavioral plan will result in an in-school suspension. An inability of a student to work toward improved self-discipline can result in the recommendation of an alternative school placement.

Please note that in-school suspension, removal from school for the remainder of a school day, and expulsion can be a consequence for all students in any grade.

In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination between the two lies at the discretion of the administration.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

Serious infractions such as drug, alcohol, or weapon possession, or severe physical or moral conduct could result in the immediate removal of the child from school with the intent to dismiss.

Consequences of Daily Activity - Examples

The following list is an example of activities that require a response of an infraction and/or detention.

- a. Not prepared for class
- b. Improper behavior
- c. Cheating
- d. Disrespect
- e. Abusive language
- f. Forgery
- g. Invading the privacy of another's desk or locker
- h. Gum chewing/eating in class
- i. Dress code violation
- j. Damaging any school, church or personal property.
- k. Unsigned test papers/mark sheets
- l. Other – any other behavior that warrants attention not specified on the above list.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include, but are not limited to:

- a. Truancy
- b. Violent behavior
- c. Blatant disrespect for authority
- d. Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages
- e. Irreverence.
- f. Vandalism
- g. Profane/obscene language or gestures or engaging in immoral conduct.
- h. Possession of any item which may present a danger to others in school or out.
- i. Cutting class/Leaving campus without permission from a school authority.

Violent/Threatening/Harassing and Inappropriate Conduct

MMR School is committed to providing a safe educational environment for all individuals free from all forms of improper threat, intimidation, hostile, offensive, and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. The school reserves the right to define inappropriate conduct.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Expulsion /Dismissal from Mary, Mother of the Redeemer School

- a. After two (2) formal suspensions, a student may be dismissed.
- b. An incident may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.
- c. Parents/Guardians of the student will receive a formal letter of dismissal

Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:

- Misuse of communication devices in school, at home, or off premises that target any student, teacher or staff member
- Alcohol and/or drug possession or use
- Weapon possession
- Blatant physical or verbal contact towards a student, teacher, or staff member
- Possession of materials or a display of actions deemed immoral by the Administration.
- The administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the well-being and safety of the school community.

Dress Code/Uniform

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When children look and feel good about themselves, they act and work accordingly.

The following constitute a distraction and are not permitted:

- Colored nail polish
- Make-up
- Non-religious necklaces, bracelets or rings
- Scarves or head coverings. Hair accessories are limited to barrettes, ponytail elastics, and headbands. No hair extensions, feathers, scarves, or thread wrappings are permitted
- Hair dye and tattoos

Additionally:

- Girls are limited to no more than 2 non-hoop, non-dangling, post earrings in each earlobe. No part of the earring may extend below the earlobe. Boys may not wear earrings.
- Girls may wear neutral or clear nail polish. Boys may not wear nail polish.
- Boys' hair must be neat with length not past the eyebrows or touching the collar.
- Girls' hair must be neat and out of the face.
- Belts must be worn with pants or shorts by both boys and girls.
- All shirts without the banded bottom must be tucked in.
- Only the neckline of a plain white undershirt may be visible under the shirt.

Grades K-5 Regular Uniform – November 1st through March 31st

Boys

Khaki Pant from Flynn and O’Hara Uniforms only, with black or brown belt
Solid maroon V-neck sweater or solid maroon vest with logo
Long or short sleeve white golf shirt with logo or plain white turtleneck shirt
Uniform shoes with plain white socks.

Girls

Khaki Pant from Flynn and O’Hara Uniforms only, with black or brown belt
Plaid Jumper, *hem not to exceed 2” above the kneecap*
Solid maroon cardigan sweater or solid maroon vest with logo
Peter Pan collared blouse, white golf shirt with logo, or plain white turtleneck shirt
Uniform shoes with maroon knee socks or maroon or gray tights.

Warm Weather Uniform Adjustments until October 31st and after March 31st

Khaki shorts from Flynn and O’Hara Uniforms may be worn. Vest or sweater not required.
Girls may wear plain white crew socks.

Grades 6-8 Regular Uniform – November 1st through March 31st

Boys

Khaki Pant from Flynn and O’Hara Uniforms only, with black or brown belt
Maroon vest with white accent piping and logo or maroon long sleeve v neck sweater with logo
Long or short sleeve white button down oxford shirt and uniform tie. Long sleeve shirt buttoned at the wrist.
Uniform shoes with plain white socks.

Girls

Plaid kilt or Khaki Skort, *hem not to exceed 2” above the kneecap*
Khaki Pant with black or brown belt from Flynn and O’Hara Uniforms only
Maroon ‘boyfriend’ cardigan with white accent piping or maroon vest with white accent piping and logo
Long or short sleeve white button down oxford shirt. Long sleeve shirt buttoned at the wrist.
Uniform tie optional
Uniform shoes with maroon or gray tights. (Socks may be worn only if wearing khaki pant.)

Warm Weather Uniform Adjustments until October 31st and after March 31st

Khaki shorts or skort from Flynn and O’Hara Uniforms may be worn.
Short sleeve white golf shirt may be worn by boys or girls.
Girls in Gr. 6-8 may wear maroon knee socks.

Please Note:

- ***All students must wear either the sweater or vest from November 1st through March 31st with the regular uniform. Neither is required with the warm weather uniform.***
- ***All golf shirts, sweaters and vests must bear the MMR logo.***
- ***Sweatshirts, even from MMR, are not a part of the regular uniform and may not be worn during the school day, other than during recess. MMR School issued sweatshirts are only worn on a student’s gym day.***

Gym Uniform for Grades K through 8

(Purchase at the MMR School Office and wear on gym day only)

Imprinted Ash or Maroon T-Shirt
Imprinted Maroon Shorts (hem must reach 2” beyond fingertips when arms are extended to the sides)
Imprinted Ash or Maroon Sweatpants
Imprinted Ash or Maroon Crew, Hooded, or Maroon Zipper Sweatshirt
Laced or Velcro Athletic Shoes **with white socks only**

Dress Down Days

These days occur occasionally throughout the year. Participation is a privilege and is subject to proper attire. Midsections, backs and shoulders must be covered. Sleeveless tops must cover all undergarments. Scoop or V necked tops must not be so low as to expose cleavage. Pajamas are not acceptable at any time. T-shirts with words or images deemed inappropriate by school staff will be confiscated. Shoes must be flat and have a backing or strap at the heel for recess and stairwell safety. Students in Grades 4-8 may only wear shorts of Bermuda length, slightly above the knee, or longer. Capris are also an option for girls. Any student in Grades 4-8 wearing shorts not of Bermuda length or longer will be required to call home for a change or purchase MMR gym shorts that day. Skirt length requirements mirror those of the regular uniform. Leggings may only be worn with skirt of appropriate length.

Art Class – It is recommended that ALL students wear a paint shirt or smock to art class every week.

Early Dismissal

Scheduled

Planned early dismissals are usually at 11:30am. Please check the school calendar for dates.

Emergency

We use Blackboard Connect to communicate with parents both during emergency dismissal situations and after regular school hours. Parents are asked to provide updated telephone and email contact information to support use of this system. After hours and before school closings will also be posted on the website and announced on KYW 1060 AM. Our school closing number is 547.

For weather, we will adhere to the closing or late opening decision of the North Penn School District. MMR does not make unilateral weather closing or late opening decisions. Please do not call the school to ask if we will close early. We will communicate this information to you via Blackboard Connect as soon as we have it.

Extended Care

Before and After-school care is available through the school's C.A.R.E.S. program from 7-8:10am and/or 3:30-6:00pm. Please visit our website or contact the school office for information.

Extra Curricular Activities

Clubs/activities available to students will be listed on the website, the school calendar, and information will be sent home in the Weekly Update as applicable.

False Alarms

The family of the student/child responsible for a false fire alarm will be fined \$300.00. The child will also be subject to suspension and 10 community service hours. The township charges the school \$300.00 each time a false alarm is activated.

Field Trips

The purpose of class trips is to broaden the intellectual, cultural, and social experiences of students. There will be no overnight field trips or activities. A parent/guardian must complete the official written permission slip for the student to participate. Verbal permission cannot be accepted. Permission slips will be emailed and posted online for printing at home.

Students participating in field trips will utilize the transportation arranged by the school. Typically this is a chartered school bus or motor coach. While it is not encouraged, parents sometimes request they provide their own transportation for their child. Parents who do so must realize they are not considered chaperones and are acting independently of the school. These parents must make their own arrangements for admission and/or any fees that apply. Unless offered by the venue, no discounts or school rates will apply.

As costs for class trips are calculated on venue fees and transportation expenses, children who do not ride on school provided transportation are still responsible for the full amount of the trip.

Students who elect not to participate in a field trip should report to school and will be assigned work which will be completed in another classroom. If students stay home on a field trip day, it will be marked as an absence.

A class trip is a privilege, not a right. Teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip.

Parents/guardians who wish to be considered as chaperones must have all necessary clearance items on file with the school office.

Harassment / Violence

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to, and including, dismissal of the student.

MMR School is committed to providing a safe environment for all individuals. Verbal/written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, in person, in writing, or on-line) face detention, suspension and or expulsion.

Home and School Association

Please check the website for ongoing information about this important organization.

Library

Students are permitted to check out books from the school's Library during their scheduled class. Books are to be returned at the start of the next week's class in good condition. Lost books are to be brought to the attention of the Librarian immediately. Parents must to pay the replacement cost of the 'library' edition of any lost book. The Librarian will order the replacement. It is not acceptable to send in a substitute volume for a lost book.

School Office Hours

The School Office is open on school days from 8am until 4pm. The office is open until 12noon on early dismissal days.

Telephone Use

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission of the teacher and office staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school office when necessary, and they will be given to the appropriate teacher.

Cellular Telephones/Handheld Electronic Games

Cellular telephones may be carried in a backpack for emergency use. All phones must be kept in the backpack and stored in a locker. They may not be left in an "on" position and may not be used in the school building without the permission of an adult. The school is not responsible for replacement of lost or damaged phones.

The use of a cell phone by a student to call or text while on a field trip may only be done with permission from the teacher or school staff member. Chaperones do not have the authority to grant this permission.

Additionally, the excitement surrounding field trips certainly includes the desire to take photographs as part of the experience. We recognize that in today's technological world, cameras are extinct and have been replaced by cell phones and iPods. However, the "posting" of any student faces on Facebook, Instagram or similar sites is **strictly forbidden**. Parents have the expectation of privacy and safety for their children, and a posting of faces would be considered a direct affront to that expectation. A breach of this expectation will result in disciplinary action.

Should the child misuse the phone to place a call, send a text, etc., without permission, the phone will be taken from the student. Additionally, if the text message is of a nature not in keeping with the school code of conduct, such as bullying, harassing, or use of obscene language, the student will be immediately suspended from school. The school and its employees will not be responsible for cell phones.

Students may not text to ask for a pickup if ill. They must see the nurse and the parents will be notified **by the nurse** if the student needs to go home.

Handheld electronic games may be used only at indoor lunch recess at the discretion of the teacher and are the sole responsibility of the student. Games must be stored in backpacks or lockers until the acceptable use time. The school will not replace damaged, lost or stolen items.

MP3, iPods, watchband electronic games, and other items that may be distracting or disruptive to the learning environment are not permitted in the school. Any items of this nature will be confiscated. Kindles or electronic books are permitted for use during those times designated for private reading.

Visitors

Visitors are welcome by appointment. To arrange for a visit, contact the school office. Graduates wishing to visit former teachers should email the teacher(s) prior to the visit to confirm arrangements.

Parents coming to school to bring forgotten articles or to relay messages are to come to the school office. Classes may not be disturbed for these reasons. All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Appropriate clearances must be on file to volunteer at school or chaperon field trips.

Lunch and Transportation

Lunch

The lunch program is a Point of Sale system. This requires advance deposit of funds into a “Family Account” and operates on a declining balance method. Parents are asked to send cash or check to school for deposit into the account. Funds may also be deposited by credit card at www.ezschooldpay.com. (Coins and paper money are not handled in the cafeteria.) These funds are depleted as the student purchases lunch items and has his/her name tag barcode scanned each day. When an account reaches a negative balance a notice will be sent home via e-mail requesting replenishment. **Account balances must be kept current for students to participate fully in the lunch program. Purchases will be restricted to a single entree and drink if an account has a negative balance for more than one week.** All purchases may be restricted after parent is notified if account is persistently unfunded.

A report of the account is available at www.ezschooldpay.com even if the site for payment is not used for payment. Please contact the school office for registration assistance if needed.

Students must have a school issued, bar-coded, name tag to use the lunch system. One tag is provided at the start of the school year. Replacements for lost or damaged tags will be made with a \$1.50 charge applied against the balance in the family lunch account. Lost lanyards are replaced for \$2.

LUNCH SCHEDULES

Lunch	Recess	Grade
11:45 – 12:15	11:15 – 11:45	Kindergarten & Grade 2
11:15 – 11:45	11:45 – 12:15	Grade 4
11:30 – 12:00	12:00 – 12:30	Grade 1
12:00 – 12:30	12:30 – 1:00	Grade 3
12:15 – 12:45	12:45 – 1:15	Grades 6 & 8
12:45 – 1:15	12:15 – 12:45	Grades 5 & 7

The website lists all menus and ingredients under **Lunch Program**.

No soda or prepared food from outside vendors is permitted at lunchtime.

Transportation

Regular Transportation

In the beginning of the school year, parents are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, Calls to school regarding transportation changes should only be made in case of a true emergency.

Bicycles

School is not responsible for bicycles. Bicycles should remain locked in the bike racks for the school day.

Busing

Some local public school districts provide bus transportation for students. Transportation change requests must be submitted to the school districts by the school office. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the specific bus as assigned by the school district of residence, and only that bus. Children may not ride another bus even within their own district. Arrangements for transportation to another student’s home, for whatever reason, must be made by, and provided privately by, parents.

Cars

Student Drop Off

Cars must use the circle on the side of the school to drop off students. Drivers should pull up to the stop sign, allow students to exit from the passenger side and pull away immediately so other cars may pull forward to unload. Cars may not use the bus lanes in front of school for any reason. Students should have school bags and lunches in hand when the car approaches the circle. Parents remain in the car. If there is no teacher visible in the drop off circle, students are either too early or late for school. Early students are to remain with the parent until the teacher reaches the top of the stairs. Late students should be driven to the office and be signed in by a parent.

Student Pick Up

Students with a last name beginning with the letters A through L are dismissed from the gym side of the building. Cars should line up in a single line and the family name will be called. Students with a last name beginning with the letters M through Z are dismissed at the drop off circle. Students will be called to the cones as cars are lined up. Parents must stay in their cars. If a child is picked up at the Pre-School and other students are at the main school, the M-Z car line at the end of the school building is to be used regardless of the first letter of the family's last name.

Family names should be displayed in large letters visible from the front of the car. (Placing a name card in the visor over the passenger side enables you to flip it down conveniently when needed.)

All children may enter their car ONLY from the passenger side.

For the safety of all, at no time should a parent pull around to pass a car ahead.

Walkers

Students who choose to walk should enter school through the side door closest to Kindergarten. Late walkers must report to the office to sign in and receive a late slip.

Emergency Transportation

Late Opening

Families living outside of the NPSD should check their home district weather decision to determine morning transportation availability. Generally:

- If your home district is operating under the same opening schedule as North Penn busing is provided.
- If your home district is not delayed but NPSD is delayed, no busing will be provided. Students should be driven to school according to the delay timeline or reported absent if no car transport is available. Students are not marked absent in this instance.
- If your home district is delayed but NPSD is not, students may be driven to school for a regular 8:30am start or may wait for their district to bus according to the delayed start time. Students are not marked late in this instance.
- Walkers and car riders are to adhere to the same delay schedule as the NPSD. Students should not arrive at school before 10:10am if we are on a 2 hour delay.

All districts will provide transportation home at our regular dismissal time as long as the district was not closed for the entire day.

Early Dismissal

Individual public school districts determine if and when to close early due to weather. Parents are asked to confirm emergency dismissal transportation methods each year at Back to School Night. Students who are listed as bus riders in this instance will be dismissed according to the pickup time provided by their public school district. Generally, all car rider and walker dismissal will be near the time chosen by the North Penn School District for its buses. All times will be communicated via Blackboard Connect, Twitter and our website. Please refrain from calling the school office with inquiries about early closures. We will let you know as soon as we know.