

*Mary, Mother of the Redeemer  
School Handbook*



*2011-2012*

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## **Academic Responsibilities**

Our school encourages all students to reach their fullest potential through the academic program.

Each student is 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 his/her 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 a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

### **1. Accreditation**

MMR is accredited through the Middle States Association of Colleges and Schools.

### **2. Classroom Assignments and Placements**

Teachers collaborate in each grade to determine the most beneficial placement for all students, with regard to each child's promotion. Teachers' professional observations help guide their assessment of where each child will best thrive. The observation and collaboration processes take considerable time and are carefully evaluated.

Teacher input is essential to assignments and placements, and 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.

### **3. 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

#### **4. Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student 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.

#### **5. 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. Parents have the right to request to review the guidelines with the administrator/teacher. All curriculum can be accessed through the website for the Archdiocese at:

<http://www.catholicschools-phl.org/parent-resources/elementary-curriculum> or

[http://www.corestandards.org/assets/CCSSI\\_Math%20Standards.pdf](http://www.corestandards.org/assets/CCSSI_Math%20Standards.pdf)

[http://www.corestandards.org/assets/CCSSI\\_ELA%20Standards.pdf](http://www.corestandards.org/assets/CCSSI_ELA%20Standards.pdf)

### **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 that include 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 upon the library/reference skills strand included at each level of the ELA Program.

#### **Portfolio Assessment**

Assessment and instruction are closely linked. With English Language Arts many sources of assessment data can be used to document and evaluate a student's progress in literacy. The Office of Catholic Education supports a portfolio approach to evaluation since it reflects a "work in progress" philosophy rather than a traditional "mastery of skills" perspective. Portfolio assessment provides a wide variety of student data sources and activities as indicators of each student's growth.

ELA curriculum can be accessed through the website for the Archdiocese at <http://www.catholicschools-phl.org/parent-resources/elementary-curriculum> or [http://www.corestandards.org/assets/CCSSI\\_ELA%20Standards.pdf](http://www.corestandards.org/assets/CCSSI_ELA%20Standards.pdf)

## **Mathematics – Grades 1 – 8**

The Elementary Mathematics Curriculum is a carefully planned program that focuses on the understanding of 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 which is considered vital to every skill developed. The standards also place strong emphasis on communicating mathematically, making real-life and content-area connections, and developing reasoning skills.

### **Honors Mathematics Program**

The Elementary Honors Mathematics Program is intended to meet the needs of those students who are capable of completing the prescribed curriculum in seven (7), instead of eight (8), years. The students in this program are identified in grade four (4), and begin formal instruction in grade five (5), continuing through grade eight (8). The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth (8<sup>th</sup>) grade honors curriculum. The school administrator and the mathematics coordinator carefully monitor the program with the use of management 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 to this program, as stated in the Archdiocesan guidelines for the Elementary Honors Program, include:

- a. Cognitive Skills Quotient 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.**

Math curriculum can be accessed through the website for the Archdiocese at <http://www.catholicschools-phl.org/parent-resources/elementary-curriculum> or [http://www.corestandards.org/assets/CCSSI\\_Math%20Standards.pdf](http://www.corestandards.org/assets/CCSSI_Math%20Standards.pdf)

## **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 to teach a profound appreciation and reverence for the presence and power of Christ especially in the Eucharist. We are to foster 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	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

**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	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

**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	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

**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	Saints
Social Justice	Prayer	Prayer
Sacramentals	Social Justice	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 Prayers to Mary	Christian Devotion to Mary Days in Honor of Mary	Shrines to Our Lady Days in Honor of Mary
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	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	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice

**GRADE SEVEN**

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

**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	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice

## Science

The following concepts are developed through the Lab Learner Program.

### Grade 1

Our Senses  
Staying Safe  
Properties of Solids &  
Liquids  
Discovering Life  
Weather Changes

### Grade 2

Weight & Volume  
The Earth's Surface  
Water Cycle & Its Phases  
Health & Hygiene  
Investigating Sound

### Grade 3

Properties of Matter  
Exploring Electricity  
The Human Body  
Our Solar System  
The Sun and Your Skin

### Grade 4

Microscopes &  
Magnification  
Chemistry, Matter &  
Interactions  
Forms of Energy  
Ecosystems &  
Adaptations  
Light & Optics

### Grade 5

Work/Simple Machines  
Earth's Forces  
Investigating Heat  
Microscopic Explorations  
Inheritance/Adaptations  
Exploring Density

### Middle School

Acids and Bases  
Adaptation  
Atmosphere  
Atomic Structure  
Cell Cycle and Cancer  
Cellular Organization  
Chemical Reactions  
Ecosystems  
Electricity and Magnetism  
Friction, Simple Machines  
Genes and Proteins  
Heat and Heat Transfer  
Kinetic/Potential Energy  
Light Photosynthesis  
Locomotion, Flight  
Open Inquiry: The Pendulum  
Properties of Matter  
Solutes and Solubility  
Sound Waves and Pressure  
Space  
Watersheds  
Weather/Erosion

## 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: BC – 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 Languages.

### **Fine Arts: Art/Music**

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

### **World Languages**

Schools may include modern world languages in the elementary curriculum where feasible. The school administrator must ensure that the program is taught by teachers who are competent in this area.

### **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.

### **Technology**

There are two major areas in the use of technology in our schools: basic technology skills and specific curricular applications of technology. Elementary Technology Guidelines include the following topics: general computer literacy, word-processing, spreadsheets, database, and telecommunications.

## **6. 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 Parish 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 then 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.

## **7. 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.

## 8. 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 should be allowed for the completion of out-of-class research assignments or projects.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spend on assignments. The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes		Grades 5 and 6	90 minutes
Grades 3 and 4	60 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. Efforts will be made to have the assignments on line for the convenience of families. Please check online for daily, as well as 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 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, then he/she will have 3 days to complete all missed work.
- All completed work must be signed by a parent/guardian.

## 9. 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. Copybooks, worksheets, and class participation are important indicators of overall effort. All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use copybooks as a drawing or scribbling pad.

## **10. Progress Reports**

Progress reports will only be 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 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
- Neglect of study homework

## **11. 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(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, parent(s)/guardian(s) 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.

## **12. Remedial Services**

### **MONTGOMERY COUNTY INTERMEDIATE UNIT ACT 89 / TITLE I**

These programs provide remedial, corrective, or developmental reading 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 reading, thinking, and learning potential.

#### **Speech and Language Services**

Speech and language services are provided by Act 89 through the Montgomery County Intermediate Unit. 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 by Act 89 for students on those days authorized through the Montgomery County Intermediate Unit. 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 Montgomery County Intermediate Unit.

The school counselor provides quality service to Mary, Mother of the Redeemer Parish 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 school administration, faculty, and parents/guardians in order 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.

### **13. Report Cards**

Report cards are issued three times a year to students in Grades 2 through 8. Students in grade 1 receive a progress report for the first trimester, and report cards for the remaining 2 trimesters. Kindergarten students receive a Progress Report for all three 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

### **14. Standardized Testing**

Terra Nova Testing will be administered in March to students in Grades K through 7. Students in these grades will take the Complete Battery Plus, Third Edition. In View (ability testing) is given at the beginning of the testing dates for grades 3 through 7.

At the Kindergarten level, testing is done to obtain criterion-referenced scores only for the purpose of determining the effectiveness of the Kindergarten program. No normed scores/individual scores are generated at this level.

The results are communicated to parents and are utilized by the school for curriculum planning.

### **15. Student Books and Materials**

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks, and materials are to be properly identified with a child's name, school, address, 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 their personal belongings, their books, and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

## **16. Student Recognition**

### **Honor Awards**

Grade 6 – 8 are eligible for honor awards if trimester report card grades warrant recognition.

#### **First Honors**

- Average – 92 or higher
- Individual grades – 89 or higher
- Other report card assessments\*  
“3” or higher

#### **Second Honors**

- Average 86 or higher
- Individual grades – 83 or higher
- Other report card assessments\*  
“3” or higher

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

\*excludes Physical Education assessment

## **17. Test/Assessment Grades**

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

## **18. Text Selections at Mary, Mother of the Redeemer School**

### **English Language Arts**

- K – 5 Harcourt School Publishers
- 6 – 8 Prentice Hall School Division
- 5 – 8 William H. Sadlier Inc. – Vocabulary  
Workshop
- 4 – 8 Loyola University Press –  
Exercises/Voyages in English
- K – 8 Zaner Bloser Handwriting

### **Mathematics**

- K – 6 Sadlier Oxford
- 7 – 8 Prentice Hall School Division
- Honors Prentice Hall School Division

### **Music**

- K – 6 Silver Burdette/Ginn Publishers
- 7 – 8 Prentice Hall School Division

### **Religion**

- K – Loyola
- 1 – 3 RCL Series
- 4 – 8 Loyola

### **Science**

- K – 8 Cognitive Learning Systems  
LabLearner

### **Social Studies**

- K – 3 Houghton Mifflin Harcourt
- 4 - 5 Pearson
- Gr. 6 Holt McDougall
- 7 – 8 Prentice Hall School Division

### **Spanish**

- K – 6 Hayes Publications
- 7 – 8 Prentice Hall School Division

# Issues of Admission, Records, Health and Safety

## 1. Accident / Illness at School

Accidents or unusual illness occurring at school are reported immediately to the Health Office personnel. 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 must be contacted immediately if there is any question regarding an injury.

## 2. Address Changes

Please notify the office of address or phone number changes.

## 3. 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 (regardless of home parish).
- c. A certificate of immunization that must be updated and available for confirmation. See **Medical Records**, #11.

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

### **Admission of Non-Catholics**

Our school serves the academic, social, and physical development of the students. The primary purpose of our school is religious education and faith formation. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree, in writing, to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree, in writing, to assume responsibility for all financial obligations.

## Issues of Admission, Records, Health and Safety

### 4. Communicable Diseases

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

**MEASLES/RUBELLA/GERMAN  
MEASLES**  
4 days from onset of rash

**WHOOPIING COUGH**  
7 days after medication is started

**SCARLET FEVER**  
24 hours after medication is started

**MUMPS**  
9 days from onset of swelling

**FEVER**  
Fever free for 24 hours

**CHICKEN POX**  
when all pox have scabs that are dried  
up

**PINK EYE**  
24 hours after medication is started

**LICE**  
until judged non-contagious by  
physician or school nurse, and after  
treatment is given and no nits are  
present

**STREP**  
24 hours on medication

### 5. Conferences

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

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever 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.** Forgotten lunches may be dropped off at the school office. Students may not call home for books or assignments left behind and may only make calls for emergencies such as changes in transportation plans due to changes in afterschool activities.

### 6. Emergency Contact Forms

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

### 7. Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school.

Communication from school will be sent home electronically through the AlertNow system. Notes from the Office and associated flyers will be also be posted on the school website.

# Issues of Admission, Records, Health and Safety

## 8. 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. Failure to cooperate is considered a serious matter.

Protocol for Emergency/Crisis drills is reviewed and practiced annually.

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

## 9. 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.

## 10. 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:

Diphtheria, 4 doses - one after the fourth birthday	Rubella, 1 dose of vaccine
Tetanus, 4 doses - one after fourth birthday	Mumps, 2 doses of vaccine
Polio, 3 doses Oral Vaccine	Hepatitis B, 3 doses of vaccine
Measles, 2 doses of vaccine	Varicella, 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 7<sup>th</sup> 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. 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.)

## 11. 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 at the North Penn web site <http://www.northpennschools.k12.pa.us/> 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.

## Issues of Admission, Records, Health and Safety

### 12. Nurse

A registered nurse is provided by the public school district on days selected by the public school district. The nurse is not to 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 every child and for making referral to parents when problems are found. 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 to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the state-mandated program. Student physical examinations are required upon entrance into school and the sixth grade. Student dental examinations are required upon entrance into school and in the third and seventh grades. The sixth grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

### Peanut and Nut Allergy

Please read the label of any food you intend to send into school for the class. The following treats are generally safe for children with peanut allergies. The following list applies to name brand items only. The generic equivalents frequently contain different ingredients, which sometimes includes peanuts or nut traces:

Plain Rice Crispy Treats	Plain Hershey's Chocolate Bars
Plain or Chocolate Oreo's	Tootsie Rolls
Regular Ritz Crackers	Most popcorn
Most pretzels	Fruit Rollups
Plain Nilla Wafers	Fruit Gushers
Plain Hershey's Kisses	Goldfish – Pepperidge Farm
Plain Peppermint Patties	Cheezits
Junior Mints	Nabisco Graham Crackers
Twizzlers	Doritos
Marshmallows	Soft pretzels
Fritos	Utz's Potato Chips (plain)
Triskits	Starburst
Smarties	
Skittles	

Two things should be noted here. First, of course, this is not a comprehensive list. Second, and most importantly, many of these manufacturers produce specialty lines for holidays, such as Christmas Kisses or Halloween Oreo's. Those specialty items are often *not safe* as they are contaminated with peanut traces.

## Issues of Admission, Records, Health and Safety

### 13. Registration

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

#### **Re-Registration**

Families wishing to return to school will be asked to re-register in January. A fee will be requested.

### 14. 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 of children enrolled in the parish school 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.

### 15. Safety Regulations

The following regulations have been established to ensure the safety of our students and must be adhered to by each student:

- 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 school in the morning, 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 for lunch recess.

All visitors and volunteers must report to the school office.

### 16. Smoking

The school premises are a smoke-free environment. No smoking is allowed in the school building or on the adjoining property.

### 17. Spitting/Biting

Spitting and biting are behaviors that are health related and are strictly prohibited. However, children over the age of three 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. The parent/parents must be in communication with administration before the child can return to school.

### 18. 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.

## **Issues of Admission, Records, Health and Safety**

### **19. 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-K 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 parents' responsibility to assess their individual financial capability to make tuition payments over the life of their children's attendance at the MMR elementary school and make a decision accordingly.

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, 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.

In the event 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.

### **20. Transfer**

If a student is transferring to another school, parents should contact the school office to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and all financial obligations have been met. School records will be forwarded to the child's new school upon request from that school.

# School Code of Conduct

## 1. Arrival and Dismissal Times

School begins promptly at 8:30 AM. Students may enter the building after 8:10am and should be in class no later than 8:25. Dismissal time is 3:20 pm and 11:30am on early dismissal days. Please check the school website, and calendar for days off and early dismissals.

At Mary, Mother of the Redeemer School, 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.

## 2. 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.

## 3. 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 his homeroom teacher.
- ii. A doctor's certificate may be required for absence of an extended nature (3+ days).
- iii. If your child is going to be absent, or arrive late at school, you are required to call the school. Please leave a message on voice mail. The number to call to report an absence or lateness is listed at the front of the handbook. Please call by 8 A.M.  
If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. 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 his/her 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 8<sup>th</sup> 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.

# School Code of Conduct

## 4. Birthdays / Parties / Invitations

- a. Birthday / party treats are welcome. Treats must not need refrigeration, heating or assembly. No ice cream or frozen items, no cake or oversized cookies that need cutting and distribution, no items requiring the microwave or a hot plate, no 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 of the children in a class are invited to the party. If it is a girl's party then all of the girls must be invited. If it is a boy's party then all of the boys must be invited. If it is a general party then the entire class must be invited. If all are not included, the invitations can be mailed from the home but may not come to school.

## 5. Computer Acceptable Use Policy

An *Acceptable Use Policy* for all students is distributed to each student by the Technology Teacher in September. It must be reviewed by parents and students, and signed by both. It is kept on file in school. Additionally, a policy is presented to parents via Alert Now and must be signed and returned to school

### 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 on the information superhighway.

### 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(s)/guardian(s) 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.
- The school may impose additional rules and restrictions at any time.

# School Code of Conduct

## 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/fax number, 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. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- 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.
- 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. These actions are illegal.
- 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 on-line blogs such as, but not limited to, MySpace, Xanga, Friendster, Facebook, 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.

## 6. Discipline

We believe that discipline is fundamental to life. 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 his/her responsibilities and obligations to himself/herself and others.

The discipline code applies to students and parents/guardians both 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.

The basic premise is that self-discipline skills are learned and that they can be taught like any other curriculum. The three all school rules are:

### **Rule #1 Respect yourself, others and property**

This looks and sounds like:

- being neat and clean in appearance
- be in accordance with dress code policy
- asking for help in an appropriate way
- being prayerful and reverent
- respecting others space and property
- including other classmates in activities
- giving attention at assemblies
- showing common courtesies
- following direction

## School Code of Conduct

- speaking in a courteous manner

### **Rule #2 Contribute to the Learning Environment**

This looks and sounds like:

- attending school promptly and regularly
- attending to classroom learning
- talking with pride about your school
- remaining quiet in the hallway
- participating in learning activities
- completing homework
- playing safely on the playground

### **Rule #3 Follow School and Classroom Procedures**

This looks and sounds like:

- reporting absences by a parent
- reporting to the office when late
- following lunchroom and playground procedures
- leaving from the office for early dismissals
- keeping all medication in the office
- practicing fire and emergency drills in a quiet manner
- completing field trip permission forms

When we discipline children we ask them to practice four self-discipline skills:

#### **Listening**

1. Stop what you are doing or saying.
2. Look at or toward the person speaking.
3. Clear away distractions.
4. Ask questions if you don't understand.
5. Repeat in your own words what you heard.
6. Do the task.

#### **Following Instructions**

1. Practice the listening skills.
2. Learn WHAT to do.
3. List the first three things you need to get started.
4. Start on time.
5. Stay on task the entire work time.
6. Evaluate the task and how you followed instructions.

#### **Understand Rules**

1. Know the rules and recite them to others.
2. Ask someone when you don't understand the rules or the reasons for the rules.
3. Choose to follow the rules because you understand the reason even if you don't feel like doing it.
4. Teach the rules to others who do not know the rules.

# School Code of Conduct

## Resolving Problems

1. Recognize when a problem exists.
2. Try to figure out why it exists.
3. Explore the facts.
4. Brainstorm ways to solve the conflict and use "what if" thinking to explore consequences.
5. Discard unrealistic solutions.
6. Choose a solution, follow through and evaluate results.

## How will we teach self-discipline?

1. Model  
Adults will demonstrate the skills by using them.
2. Preteach  
Adults will give students a mental image of how activities will look or sound.
3. Infuse  
Infusion is noticing and naming times during a day when the self-discipline skills can be practiced.
4. Use a curriculum  
Lesson plans are available at every grade level and for every skill.

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 3:45 PM to 4:45 PM. Transportation for students is the responsibility of the parent/guardian. Each student must be signed out, in the office, 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 above 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.

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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 and is relative to the nature of the situation.

On occasion and depending upon the situation, parents may be called to remove their child from school for the remainder of the day. Conditions for return to school will be discussed with the parent.

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.**

### 7. Consequences of Daily Activity - Examples

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

- a. **Not prepared for class** – not having proper supplies or books for class
- b. **Improper behavior** – including, but not limited to disturbances in class/ playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. **Cheating** – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.
- d. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, administrator, or fellow student.
- e. **Abusive language** – any inappropriate language used on school premises.
- f. **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- g. **Invading the privacy of another's desk** – teacher or student.
- h. **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- i. **Dress code violation** – any infraction of the uniform dress code.
- j. **Damaging any school, church or personal property.**
- k. **Unsigned test papers/mark sheets** – tests and mark sheets are to be returned within two (2) school days.
- l. **Out of bounds** – any student who is in the wrong place at the wrong time.
- m. **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 the following:

- a. **Truancy** – unexcused absences.
- b. **Violent behavior** – any fighting or behavior that causes physical injury.
- c. **Blatant disrespect for authority** – to any adult in the building.
- d. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- e. **Irreverence.**
- f. **Vandalism** – destruction or defacing of parish or school property.

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- 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.**
- j. **Leaving campus without permission from a school authority.**

### **8. 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 threats, 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. Unacceptable conduct – either by a student or a parent/guardian includes, but is not limited to, the following:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;</li><li>b. insubordination;</li><li>c. fighting;</li><li>d. bomb scares or triggering other false alarms;</li><li>e. cheating or plagiarism;</li></ul> | <ul style="list-style-type: none"><li>f. use or possession of drugs or alcohol;</li><li>g. smoking;</li><li>h. stealing;</li><li>i. intimidation, harassment or threats of any kind;</li><li>j. possession of any weapon</li></ul> |
|---|--|

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

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.

### **9. Expulsion /Dismissal from Mary, Mother of the Redeemer School**

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate.
- c. In certain instances the infraction 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.
- d. Parents/Guardians of the student will receive a formal letter of dismissal

# School Code of Conduct

**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.**
- At any time, 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 wellbeing and safety of the school community.

## **10. Dress Code/Uniform**

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about him/herself, he/she acts and works accordingly.

The following constitute a distraction and are not permitted:

- Nail polish or makeup
- Non-religious necklaces, bracelets or rings
- Scarves or head coverings. Hair accessories are limited to barrettes, pony tail elastics, and headbands. No hair extensions, feathers, scarves, or thread wrappings are permitted
- Hair dye and tattoos

Additionally:

- Girls may wear a single, non-hoop, non-dangling, post earring in each earlobe. No part of the earring may extend below the earlobe. Boys may not wear earrings.
- 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.

# School Code of Conduct

## Grades K-5 Regular Uniform – November 1<sup>st</sup> through March 31<sup>st</sup>

### Boys

Khaki Pant from Flynn and O'Hara or Rose 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

### Girls

Khaki Pant from Flynn and O'Hara or Rose 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

### All

Uniform shoes with plain white, brown or maroon crew socks. Socks must cover the ankle (no peds or 'no show' socks.)  
Girls wear maroon knee socks or maroon or gray tights.

## Warm Weather Uniform Adjustments until October 31<sup>st</sup> and after March 31<sup>st</sup>

Khaki shorts from Flynn and O'Hara or Rose Uniforms may be worn. Vest or sweater not required.

## Grades 6-8\* Regular Uniform – November 1<sup>st</sup> through March 31<sup>st</sup>

### Boys

Khaki Pant from Flynn and O'Hara or Rose 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 cloth shirt. Long sleeve shirt must be buttoned at the wrist.  
Uniform shoes with plain white, brown or maroon crew socks. Socks must cover the ankle (no peds or 'no show' 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 or Rose 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 cloth shirt. Long sleeve shirt must be buttoned at the wrist.  
Uniform shoes with maroon or gray tights. (Socks may be worn only if wearing khaki pant.)

## Warm Weather Uniform Adjustments until October 31<sup>st</sup> and after March 31<sup>st</sup>

Khaki shorts or skort from Flynn and O'Hara or Rose 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 or plain white, brown or maroon crew socks. Socks must cover the ankle (no peds or 'no show' socks.)

### ***\*Please Note:***

- ***All students must wear either the sweater or vest from November 1<sup>st</sup> through March 31<sup>st</sup> with the regular uniform. Neither is required with the warm weather uniform.***
- ***All golf shirts, sweaters and vests must bear the MMR logo.***
- ***Maroon golf shirts with logo or maroon turtlenecks may be worn for 2011-2012 school year only.***
- ***8<sup>th</sup> grade students may wear the warm weather uniform all year for 2011-2012 only***

### **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 Ash or Maroon Shorts must be purchased from school and the hem must reach beyond fingertips when arms are extended to their sides

Imprinted Ash or Maroon Sweatpants

# School Code of Conduct

Imprinted Ash or Maroon Crew, Hooded, or Maroon Zipper Sweatshirt  
Laced or Velcro Athletic Shoes with white crew 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 at all times. Sleeveless tops must cover all undergarments. Scoop or V necked tops must not be so low as to expose any 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.

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

## **11. Early Dismissal**

### **Scheduled**

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

### **Emergency Dismissal**

We have enrolled in the AlertNow contact system to enhance communication with parents both during emergency dismissal situations and after regular school hours. Parents will be asked to provide updated telephone and e-mail 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 as well. Our school closing number is 547.

## **12. Extended Care**

Before school care is available through the school's C.A.R.E.S. program from 7-8:10AM. Please contact the school office for information.

Kid View Inc. runs the after school program from 3:30 PM – 6:00 PM. For information call 215-855-0583 or check their website at [www.kidviewinc.com](http://www.kidviewinc.com)

## **13. Extra Curricular Activities**

Clubs/activities available to students will be listed on the website.

## **14. 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.

## **15. Field Trips**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities. Parent(s)/guardian(s) must complete the official written permission slip for each trip in order for the student to participate. Verbal permission cannot be accepted. Permission slips will be posted on line for printing at home. All grades do not always have the same number of field trips.

Students participating in field trips will be utilizing the transportation arranged for the trip, 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, should they wish to actively participate in the venue for the students, must make their own arrangements for admission and/or any fees that apply. Unless offered by the venue, no discounts or school rates will necessarily apply.

# School Code of Conduct

Since 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 due to, but not limited to, poor conduct.

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

## 16. 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. A complete copy of the policy is maintained by the principal and is available upon request.

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.

## 17. Home and School Association

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

## 18. 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 are expected 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.

## 19. Parental Involvement

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the Home & School Association.

# School Code of Conduct

## 20. 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.

## 21. 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. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. 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/Pagers/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 phones.

The carrying and/or use of a cell phone by a student, while on a field trip is strongly discouraged. However, if a parent feels the necessity for their child to do so, the phone must be turned off. Should the child feel a need to contact a parent, they may ask for permission from their teacher or school staff member. Chaperones do not have the authority to grant this permission.

Should the child misuse the phone to place a call, send a text, etc., without permission, the phone will be taken from the student and will subsequently result in a detention. 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 the care or protection of cell phones.

Beepers and pagers are not permitted in the school.

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 book bags or lockers until the acceptable use time. The school will not replace 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.

## 22. Visitors

Visitors are welcome by appointment. To arrange for a visit, contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should 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

## School Code of Conduct

### 23. 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.

Safe Environment Certificates, Criminal Record checks and Child Abuse Clearances must be on record with school office in order to volunteer in the school building or go on field trips. Child Abuse and Criminal Record checks are good for 5 five years. Safe Environment certificates do not require renewal. New residents of Pennsylvania must also provide a FBI fingerprint clearance.

### 24. Website [www.mmredeemer.org](http://www.mmredeemer.org)

# Lunch and Transportation

## 1. Lunch

### Lunch Declining Balance

The lunch program is a Point of Sale system. This system requires the 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 your family account. These funds are depleted as the student purchases lunch items and has his/her nametag barcode scanned each day. When an account reaches a negative balance a notice will be sent home to you via e-mail requesting replenishment. A report of your account will be provided upon request. Coins and paper money are not handled in the cafeteria.

**Students must have a school issued, bar-coded, nametag to use this system. One tag is provided at the start of the school year. Replacements for lost or damaged tags will be made with a \$1 charge applied against the balance in the family lunch account.**

### LUNCH SCHEDULES

LUNCH	RECESS	2010-2011
11:45 – 12:15	11:15 – 11:45	Kindergarten
11:15 – 11:45	11:45 – 12:15	Grade 5
11:30 – 12:00	12:00 – 12:30	Grade 1
11:00 – 11:30	11:30 – 12:00	Grade 2
12:00 – 12:30	12:30 – 1:00	Grade 3
12:45 – 1:15	12:15 – 12:45	Grades 6 & 8
12:30 – 1:00	1:00 – 1:30	Grade 4
12:15 – 12:45	12:45 – 1:15	Grade 7

The website lists all offerings under **Lunch**. Food ingredient list is on our website under **Lunch Program**.

**NO SODA OR CANDY IS PERMITTED AT LUNCHTIME.**

## 2. Transportation

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

### Bicycles

School is not responsible for bicycles. If one is brought to school, it should remain in the bike racks for the school day.

### Bus

Some local public school districts provide bus transportation for students. Transportation change requests must be submitted to the school districts by the MMR 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.

## **Lunch and Transportation**

Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school cannot grant such a request.

Students may not ride a bus out of their "Home District". Students riding home on a different bus within the same district is permissible only if authorized by the individual district. Students must present a note from both the sending and receiving parents to the school office and the bus driver.

### **Cars**

#### **Student Drop Off**

Cars must use the oval on the side of the school to drop off students. Drivers should pull up to the stop sign, allow students to exit 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 steps. Parents remain in the car.

#### **Student Pick Up**

Students with a last name beginning with the letters A through L are dismissed from the gym side of the building. Parents should line up in a single line and the family name will be called. Family names should be displayed in large letters visible from the front of the car. (Suggestion: Placing a name card in the visor over the passenger side enables you to flip it down conveniently when needed.)

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. All children may enter their car ONLY from the right side (curb side). (Suggestion: Placing a name card in the visor over the passenger side enables you to flip it down conveniently when needed.)

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

### **Walkers**

Students who choose to walk should enter school through the side door closest to Kindergarten.

Upper State Road is considered a 'hazardous condition' due to its lack of sidewalks.

# Lunch and Transportation

## SCHOOL DISTRICT TRANSPORTATION INFORMATION

### **North Penn School District**

401 East Hancock Street  
Lansdale, PA 19446  
215-368-9807

### **Wissahickon School District**

800 School Road  
Blue Bell, PA 19422  
215-619-8000

### **Hatboro-Horsham School District**

224 Maple Ave  
Horsham, PA 19044  
215-420-5450

### **Central Bucks School District**

320 W. Swamp Road  
Doylestown, PA 18901  
267-893-4000

### **Pennridge School District**

1506 North 5<sup>th</sup> Street  
Perkasie, PA 18944  
215-453-272