

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. Accreditation

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

3. Address Changes

Please notify the office of address or phone number changes.

4. 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 a variety of purposes, including the academic, social, and physical development of the students. However, the primary purpose of our school is religious. 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.

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5. 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

6. Conferences

Conferences are scheduled in the first trimester.

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 to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day. Lunches, messages, forgotten books, etc., should be left at the office with the child's name and room number.

7. Emergency Contact Forms

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

8. Family Communication

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

Family Communication Envelopes will be sent home on the first Monday of each month. Please use these envelopes to return communications, forms, money, etc. to school. Notes from the Office and associated flyers will be posted on the school website weekly.

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9. Fire 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.

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

10. 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.

11. 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 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. 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.)

12. 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.

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13. 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.

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14. 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.

15. 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.

16. 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.

17. Smoking

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

18. 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.

19. 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.

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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.