

School Code of Conduct

1. Arrival and Dismissal Times

School begins promptly at 8:30 AM. Students may enter the building after 8:10pm. Dismissal time is 3:30pm and 11:30am on early dismissal days. Please check the school website, calendar and monthly envelope 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 8th grade year.

viii. **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 due to 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. If he/she is absent for 4 days, then he/she will have 4 days to complete all missed work.
- All completed work must be signed by a parent/guardian

b. **Appointments**

Student appointments should not be made during school hours.

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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.

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 for a party 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.

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.

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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.
- 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.

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.

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6. Discipline – Local

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
- speaking in a courteous manner

not like:

- dressing in a manner other than regulation
- borrowing without permission
- disturbing others in church
- getting into other's lockers or desks
- gossiping, bullying or excluding others
- showing unsportsmanlike behavior
- fighting, pushing, name-calling
- laughing at the mistakes of others

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

not like:

- being absent or tardy
- distracting others
- talking negatively about school
- running or yelling in the halls
- failing to cooperate with others
- failing to work independently
- endangering others when playing

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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

not like:

- using phone without permission
- entering a classroom when the teacher is not present
- chewing gum or eating between classes

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.

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.

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The 15 skills are:

1. Listening
2. Following instructions
3. Asking questions
4. Sharing - time, space, people, things
5. Using social skills
6. Cooperation
7. Understanding
8. Figure out on your own how to accomplish a task
9. Leadership
10. Communication
11. Organizing - times, space, people, things
12. Resolving problems
13. Take the initiative to resolve problems
14. Distinguishing fact from feelings
15. Make sacrifices or serve others

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.

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.

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7. Consequences of Daily Activity - Examples

The following list constitutes activities that require a response. Initially a 15 minute loss of recess would be observed. Continued problems could result in a 30 minute loss of recess. Individuals who persist in problematic behavior will be individually disciplined. A lack of homework requires the individual to complete the work before recess is reinstated.

- 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.
- 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.**

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9. 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:

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| a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent; | f. use or possession of drugs or alcohol; |
| b. insubordination; | g. smoking; |
| c. fighting; | h. stealing; |
| d. bomb scares or triggering other false alarms; | i. intimidation, harassment or threats of any kind; |
| e. cheating or plagiarism; | j. possession of any weapon |

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.

10. 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 be informed in writing of the dismissal as soon as practicable.

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 or off premises that target any student, teacher or staff member**
- **Alcohol and/or drug possession or use**
- **Weapon possession**
- **Blatant physical contact**
- **Possession of materials or a display of actions deemed immoral by the Administration.**

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11. 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.

Personal appearance that constitutes a distraction is not permitted.

- No nail polish or makeup is permitted
- Non-religious necklaces, bracelets or rings cannot be displayed
- Girls may wear a single, non-hoop, non-dangling, post earring in each ear. No part of the earring may extend below the earlobe. Boys may not wear earrings
- Girls may not wear scarves or head coverings. Hair must be neat and out of the face.
- Boys' hair must be neat with length not past the eyebrows or touching the shirt collar.
- Neither hair dye nor tattoos are permitted
- Belts must be worn with pants or shorts by both boys and girls.
- All shirts without the banded bottom must be tucked in.

Daily Uniform for Grades K* through 8

(Purchase at Flynn and O'Hara Uniforms in Springhouse or Rose Uniforms in Abington.)

Boys and Girls:

Khaki pants or khaki walking shorts with brown or black belt

Maroon or white polo with school logo (long or short sleeves)

Solid maroon or white turtleneck

Maroon V-neck pullover sweater (not for girls in Grades K – 5)

White/brown/maroon plain socks which cover the ankle (no peds or no-show socks). No logos on socks.

Girls may also wear:

Maroon plaid drop waist jumper with Peter Pan collar or long sleeved white blouse (Grades K – 5)

Maroon plaid kilt or khaki skort (Grades 6 – 8)

Maroon button down sweater (all grades)

Maroon or black tights

Skirt, Skort and Jumper length may not exceed 2" above the kneecap

Uniform Shoes:

(Purchase approved styles at Flocco's Discount Shoes in Conshohocken, Dimmer's Shoes in Glenside or Olly Shoes in Montgomeryville)

Brown or tan lace up oxford (Boys and Girls, all grades)

Black Mary Jane (Girls in Grades K to 5)

Uniform Shoes must be worn with the Daily Uniform

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 (\$5)

Imprinted Ash or Maroon Shorts (\$12)

Imprinted Ash or Maroon Sweatpants (12)

Imprinted Ash or Maroon Crew (\$10.) Hooded (\$15) or Maroon Zipper Hooded (\$25) Sweatshirt

Laced or Velcro Athletic Shoes

Dress Down 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.

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12. 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.

13. Extended Care

Kid View Inc. runs the before and after school program from 7:00 AM – 6:00 PM. For information call 215-855-0583 or check their website at www.kidviewinc.com

14. Extra Curricular Activities

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

15. 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.

16. 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.

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 that can be taken away. 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.

If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school in writing. The child must attend school on the day of the trip or be marked absent.

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

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17. 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.

18. Home and School Association

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

19. 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 send in a substitute volume for a lost book.

20. 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.

21. 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.

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22. 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.

23. 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

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24. 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.

25. Website www.mmredeemer.org