

Varicella (chicken pox) immunity may be proven in ONE of the following ways:

** 1 dose of varicella vaccine given on or after first birthday.

** 2 doses of varicella vaccine, properly spaced, for students 13 years of age or older.

** History of having had chicken pox (written statement of date or age of having had the disease).

** Laboratory testing results.

Parents must show proof of immunizations before admission to school.

Children who are five by August 31 may be admitted to kindergarten in August unless there is adequate reason for non-acceptance. Kindergarten children are tested in March to determine their readiness for first grade.

Parents of children leaving Ave Maria Academy are asked to notify the principal one week in advance. The name and address of the new school is required so that a transfer may be sent in due time. Parents will be asked to sign a release form for the transfer of records to the new school.

PRESCHOOL/KINDERGARTEN PROGRAM

Registration for Kindergarten and Preschool is held at the end of January during Catholic Schools Week.

Entrance Requirements:

Kindergarten Children must be 5 years old on or before August 31st (or District of Residence Date)

4 Preschool Children must be 4 years old by August 31

3 Preschool - Children must be 3 years old by August 31

Immunization records must be provided by the first day of school. Children **must** be toilet trained. Copies of birth and baptismal records must be brought to registration.

MEMORANDUM OF UNDERSTANDING

The diocesan Memorandum of Understanding must be signed for your child to attend our school!

Attendance

ABSENCES

Students should be regular in attendance because attendance has a vital bearing on educational progress. In case of illness, PARENTS SHOULD CALL THE SCHOOL OFFICE (412-341-5444 for the Mt. Lebanon Campus and 412-833-1412 for the Bethel Park Campus) between 7:30 and 9:00 a.m. on the first day of the child's absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. A note or email to the homeroom teacher and school office from the family stating the date of and reason for the absence **must** be presented upon return to class and signed by a parent. Excused absences include illness, death in the family, and medical or dental appointments.

Lawful absence: absences for which the school has received a written excuse from the parent/guardian. This excuse should be received within three days of the absence. Absences may be excused when a student is prevented from attendance for mental, physical, or other urgent reasons, which include but are not limited to illness, family emergency, death of a family member, medical or dental appointment, authorized school activities, and educational travel of five (5) or fewer days with prior approval. In addition, lawful absences include student attendance at court hearings related to the student's involvement with the agencies that deal with welfare of children.

A student who is absent for three consecutive days is considered lawfully absent if a written excuse is provided by a physician. A student who has been absent for 10 cumulative days during the school year is considered lawfully absent if a written excuse is provided by a physician.

According to the Pennsylvania School Code, Section 1332, "The absence of any pupil who remains out of school with or without his parent's permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate."

According to the Pennsylvania School Code, 24 13-1326-13-1354 Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences state that "Schools and nonpublic schools are responsible for monitoring and maintaining accurate records of the attendance of all enrolled students. For a student enrolled in a nonpublic school, the student's school district of residence remains responsible for complying with the authorities and obligations related to enforcing compulsory attendance laws. Nonpublic schools must coordinate with and report students' absences to the relevant resident school district(s) throughout the school year."

Student attendance, whether present partially in the morning/afternoon, is marked as follows:

- Student in attendance less than 2 hours: ABSENT – FULL Day
- Student in attendance for 2-4 hours: ABSENT – ½ Day
- Student in attendance more than 4 hours and less than 6.5 – will be marked Tardy (AM) or Early Dismissal (PM) depending on either morning or afternoon arrival/departure.

Vacations taken during school time are discouraged. If unavoidable, they must be cleared in advance with the principal by completing the 'Planned Absence Excuse Form' located on the school website (www.avemariaepsh.org). Excessive vacations/personal trips may be considered unlawful and unexcused absences.

In the case of an early dismissal, a note is to be sent to the child's teacher. Parents should make every effort to send in a note or email the teacher/school office by 8:30 a.m. and not call the school office for early dismissals. FOR THE SAFETY OF THE CHILDREN, parents must come into the school office to meet the child and sign them out. No student is permitted to leave the building without his or her parent or other authorized adult. The principal may recommend dismissal of any pupil showing symptoms of an illness or an injury. Parents MUST list an emergency phone number with the office.

Students have the responsibility of making up work missed during an absence. Normally, books and assignments can be sent home via classmates or communicated over the telephone or email. Homework may be picked up after school if the teacher is notified at the beginning of the day. This allows the teacher time to prepare the assignments. Upon return from extended absence, students will be given a minimum 3 days (one day to complete per each day absent) to complete any work missed. Work requested by student or parent during student absences must be completed upon return of that student to school.

A written note should be given to the teacher/principal for the following reasons:

- Following an absence
- Excuse from gym class
- Permission for out of school appointments (Child is expected to return as soon as possible.)
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early Dismissal