

MERCYHURST PREPARATORY SCHOOL - EMERGENCY DATA FORM

Student I.D. # _____ Student Social Security # _____

Student Name _____ M/F Grade _____ Birthdate _____
Last First Middle

Address _____ City _____ State _____ Zip _____

Parent contact phone number for emergencies during the school day _____

Resides with _____ Mr. & Mrs. _____ Mr. Mrs. _____ Ms. Other _____

Relationship _____ Mother/Father, _____ Mother/Stepfather, _____ Father/Stepmother, _____ Guardian(s), Other _____

Parent/Guardian's signature **X** _____

Grade school attended _____ School District in which you reside _____

Parish _____ Religious affiliation _____

Ethnic background _____

Code: **C** - Caucasian **B** - Black **I** - American Indian **H** - Hispanic **A** - Asian **M** - Multiracial
S - Specify Other _____

Mother's name _____ Home phone _____ Cell phone _____

Occupation _____ Work phone _____ E-mail _____

Employer's name _____ Employer's address _____

Parent graduates of MPS? _____ Yes _____ No Year graduated _____ Maiden Name _____

Please report any changes to the above information to the school in a timely fashion.

Father's name _____ Home phone _____ Cell phone _____

Occupation _____ Work phone _____ E-mail _____

Employer's name _____ Employer's address _____

Paternal Grandparents _____ Phone _____

Maternal Grandparents _____ Phone _____

If neither parent can be contacted by the school, who shall we telephone to care for your child in case of serious accident, illness, operation, or disaster warnings?

Name Address Phone

In case of serious accident, illness, or operation, which physician do you wish us to call in order to care for your child?

Name Phone Hospital

Please list any handicaps, allergies, etc. your child has.

**Authorization Form
for use of Child/Youth Name, Likeness, and/or Photographic Images**

This authorization form shall serve as a parental permission for the use of name, likeness, and/or photographic image of a child/youth where such permission is required.

I grant permission to Mercyhurst Preparatory School and Pennsylvania International Academy (PIA) to use my child's/youth's name, likeness, and/or photographic image in the production of any Mercyhurst Prep/PIA publication and/or video, DVD, billboard, webpage, and/or other visual imaging for purposes of marketing the school.

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the school in writing, all references to my child/youth (i.e., name, likeness, and/or photographic image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the school is not responsible for access to internet information or downloads made by users using the web prior to this removal of web references (i.e., name, likeness, and/or photographic image). I further understand that my child's/youth's name, likeness, and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

Name of Child (Please Print)

Birthdate

Grade

Parent's or Legal Guardian's Signature

Date



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Dear Parent/Guardian:

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in non-public and private schools. Our school is now in the process of requesting specific textbooks, materials, and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the non-public or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Sincerely yours,

Mrs. Deborah Laughlin, Principal

CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania School Code of 1949 for my children attending Mercyhurst Prep School.

Student Name _____ Grade _____

Date: _____ (Signed) _____

(Parent or Guardian)

This program is available only to Pennsylvania residents.

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Section IV

Student's Name (printed)

Grade Student Will Be Entering

PARENTAL SUPPORT OF THE MISSION AND CATHOLIC IDENTITY OF MERCYHURST PREPARATORY SCHOOL

As a parent/ guardian of a student at Mercyhurst Preparatory School, I understand, affirm and support the Mission Statement of the school (below) and the statements that follow.

MISSION STATEMENT OF MERCYHURST PREPARATORY SCHOOL

Mercyhurst Preparatory School is a four year co-educational Catholic secondary school founded by the Sisters of Mercy to prepare students from all religious and ethnic backgrounds for a successful, productive, and compassionate life in on ever-changing and interdependent world. A Mercyhurst Prep education is based upon the teachings of Jesus Christ, the charism of Mercy, and a modeling of Judea-Christian values. We strive for excellence in academic and co-curricular programs, we promote service to our local and global communities, and we foster the dedication and active support of the students, parents, faculty, staff, and alumni of the Mercyhurst community.

1. Mercyhurst Prep is a distinctive religious educational institution operated with the approval of the Catholic Church. It is not a private school, but is administered and supported by the Sisters of Mercy
2. While academic excellence and involvement in extracurricular activities (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority.
3. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
4. In all questions involving faith, morals, faith teaching and church law, the final determination rests with the diocesan bishop.

As a parent/ guardian desiring to enroll my child in Mercyhurst Prep, I accept the above statements. I will support the Catholic identity and mission of the school and, by enrolling my child, I commit myself to uphold all the principles and policies that govern Mercyhurst Prep.

Father's name (printed)

Mother's name (printed)

Guardian's name (printed)

Father's signature

Mother's signature

Guardian's signature

Date signed

Date signed

Date Signed

2/2012

Mercyhurst Preparatory School Required Summer Reading

Sophomores

At Mercyhurst Prep, we believe that to be truly educated, one must read. We want all of our students to experience the joy that reading brings, and we also want them to be exposed to the art of beautiful writing. We encourage our students to read closely, with attention and curiosity, and hope that they read for pleasure. To help them along, **MPS requires that all students enrolled in a College Prep (CP) English course read TWO BOOKS during the summer. Students enrolled in an MPS Pre-IB English course must read THREE.**

SUMMER READING SELECTIONS

SOPHOMORES

“Think before you speak. Read before you think.” – Frances Ann Lebowitz, *The Fran Lebowitz Reader*

- 1) Students enrolled in British and American Literature-CP choose one work from the list below.
- 2) Students enrolled in British and American Literature-Honors/MPS Pre-IB choose two works from the list below.
- 3) **Additionally, all students are required to personally choose one work to independently read. This work can be in any language and any genre.**

FICTION

The Curious Incident of the Dog in the Night-Time by Mark Haddon

This book is written from the perspective of an autistic teenager as he tries to identify the killer of a neighbor's dog.

The Christ Commission by Og Mandino

An edge-of-your-seat read, this book takes the reader back to the time of Christ as the greatest mystery writer in the world attempts to solve the greatest mystery of all time.

The Jungle by Upton Sinclair

A shocking story of the intolerable labor practices and unsanitary working conditions in the Chicago stockyards as it tells the brutally grim story of a Slavic family that immigrates to America full of optimism but soon descends into despair.



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MPS Student Engagement Survey

As a result of our recent Middle States self-study, we have identified target objectives as we strive to grow and improve as a school. One of our Middle States objectives for the next six years involves improving student engagement in the overall educational experience at MPS. The goals of this objective are improved school attendance, increased participation/involvement in extracurricular activities, and improved attendance at MPS extracurricular events.

The MPS Student Engagement survey is a completely anonymous survey designed to investigate the attitudes, perceptions, and beliefs of our students about their high school experience. The information gained from this survey helps us to maintain a school environment that is engaging, challenging, and productive. To help us gauge school climate, the survey includes questions about interactions with peers and exposure to bullying.

YES, I give permission for my child to participate in the MPS Student Engagement Survey

NO, I do not give permission for my child to participate in the MPS Student Engagement Survey

PRINT Child's Name: _____ Circle Grade: 9 10 11 12

PRINT Parent/Legal Guardian's Name: _____

Parent/Legal Guardian's Signature: _____

Date: _____

Note: Should you wish to review the survey before it is administered, please contact Mrs. Cindy Comstock (ccomstock@mpslakers.com) to arrange a time and place for this review. Please note: The survey is copyrighted material; therefore it may be viewed but cannot be copied or disseminated.

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The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that schools, with certain exceptions, obtain written consent from parents/guardians prior to the disclosure of personally identifiable information from their child's education records. However, schools may disclose appropriately designated "directory information" without written consent, unless parents/guardians have advised the school to the contrary. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If a parent does not want the school to disclose directory information from his/her child's education records without his/her prior written consent, he/she must notify the school in writing by September 15th. The following information has been designated as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

These laws are Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503 (c).

Catholic Schools Office

August 2012

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STUDENT RECORD POLICY

Notification of Rights under FERPA for Elementary and Secondary Schools

In order to operate our educational program we must keep records of the objective information that parents and eighteen year old and older students give us permission to acquire. The following statement constitutes our "annual notification of rights" disclosure to these parents.

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including intermediate unit staff, health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. It is the policy of the school to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, US Department of Education, 600 Independence Avenue,
SW Washington, DC 20202-4605

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Section IV

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