

Mother of Sorrows School



Family Handbook
2017-2018

Mother of Sorrows School is so excited to welcome you to the family this year! Yes, we are a family and as such, we learn, grow, play, and pray together as one. We will spend the year in academics as we live a life centered in Jesus Christ. When students graduate our halls and move on to high school, we expect them to have developed a good self-concept, and appreciation for the value of knowledge, a respect for their brothers and sisters in Christ, and an understand of their own relationship with the Lord.

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I. Who We Are

A. *Our Mission:*

Mother of Sorrows School Mission Statement:

Mother of Sorrows School is an accredited teaching institution in the state of Pennsylvania and a component of the educational ministry of the Catholic Diocese of Greensburg, Pennsylvania. We embrace the mission to educate according to state and national standards while instilling lifelong Christian values in the students. The school is comprised of a faith-filled family community that learns, plays, and prays together in all facets of life.

B. *Our Beliefs:*

Our Students: The mission of Catholic education is universal as dictated by the Vatican and dedicated to improving the lives of all children. Mother of Sorrows School is committed to serving children of all creeds, nationalities, and economic circumstances placed in our charge.

Our Faculty: A highly-qualified teaching staff is an essential component of our mission. We are therefore committed to recruiting and maintaining a staff which is:

- Certified, highly trained, skilled, and knowledgeable in their individual disciplines;
- Enthusiastic about their mission and dedicated to its fulfillment;
- A model of Catholic values;
- Constantly growing professionally and personally;
- Attentive to the academic needs of individual students.

Our Administration: The administration team provides crucial operational, academic, and professional leadership in service of the mission. We serve students, parents, and employees by:

- Responding to student, teacher, staff, and parental concerns in a timely and sensitive manner;
- Maintaining a school environment that is safe, peaceful, and conducive to learning;
- Finding resources to maintain and expand our academic programs.

Our Parents and Guardians: Supportive families serve as the stewards of our school. Our families contribute by:

- Helping one another through development efforts that benefit all of our children
- Welcoming new families and assisting those in need
- Participating in our PTO in the manner that fits individual strengths

Our Past: Mother of Sorrows School was established in 1963 as a mission of the Diocese of Greensburg to help teach the children of the parish. It existed as a parish school supporting Mother of Sorrows and the different pastors through the years until 2009. In July of 2009, Mother of Sorrows School became a separate Charitable Trust and a regional school. It now supports the mission of the parishes that combine to create the region. These parishes include: Mother of Sorrows, Murrysville, St. Mary's, Export, St. John's De la Salle, Delmont, and St. Regis', Trafford. These parishes work with our school to fulfill our mission and realize our goals.

Our Future: We are proud of our history and reputation for academic excellence and spiritual growth. By careful governance, prayer, and continual improvement, Mother of Sorrows School will continue its traditions, not only for today, but also for tomorrow. We have been, and will continue to be a family rooted with you.

C. *Academic Vision Statement for Mother of Sorrows School:*

As the faculty of Mother of Sorrows School, we believe that a quality Catholic education provides students with the intellectual and spiritual foundation needed to become life-long learners and Christian leaders.

It is by following Christ's example and receiving the Eucharist, we strive to provide excellent instruction, that we will provide the best possible education for the students of Mother of Sorrows School.

We will do this by providing Christ-centered learning opportunities, which motivate all students to achieve their greatest possible levels of success. We are committed to providing instruction which:

- *Engages students in active learning, allowing them to discover their unique gifts*
- *Develops higher order thinking on intellectual, moral, and spiritual levels*
- *Instills confidence and fosters self-esteem*
- *Promotes enthusiasm and a love of learning*
- *Empowers students to live morally and ethically*
- *Inspires creativity and divergent thinking*
- *Celebrates the diversity of the human community*

Recognizing that our Catholic beliefs and philosophy are the keys to our overall success, we will always maintain:

- *A positive attitude towards students, acknowledging that each is a gift from God with innate and irrevocable value*
- *A sense of joy and fulfillment from our teaching vocation*
- *A high level of energy and enthusiasm for our sacred mission*
- *Sensitivity towards students' academic and personal challenges*

We will accomplish our educational objectives by employing the following strategies:

- *Utilizing interesting lesson plan ideas and new teaching methods*
- *Working as a team to establish the best possible educational practices in both religious and secular subjects*
- *Regularly consulting the clergy to assess our religious instruction*
- *Involving parents and community in the education of their children*
- *Employing the concepts of differentiated instruction*

D. Staff Certification and School Accreditation

Certification

Each teacher at Mother of Sorrows School holds a Bachelor of Arts/Science or a Master's degree in education, and is highly qualified by the Commonwealth of Pennsylvania. Each teacher holds a Level I or Level II certification and is current in their ACT 48 continuing education and professional development requirements.

Middle States Accreditation

Mother of Sorrows School is currently accredited by the Middle States Association. The Middle States Association is the national organization that accredits most public and private schools. The process of accreditation ensures that a school is providing a quality educational experience. It is our policy to maintain this accreditation.

II. General Information

A. School Calendar

The school will maintain an updated calendar on the school's website. This calendar may change on any day, so parents are encouraged to check regularly. The school must adhere to state and diocesan guidelines concerning hours of instructions, number of days in session and provisions for teacher in-service and staff development.

B. Admission

Registration for PreK 3-Grade 8 begins in the fall for the next school year. Children must be 3 years of age on or before September 1st to enter the PreK 3 program. Children must be 4 years of age on or before September 1st to enter the Prek 4 program. Children who are 4 years by Oct. 1 and are turning 5 years during the school year can enter PreK-5 program. Children must be 5 years of age on or before Oct 1st to enter Kindergarten as dictated by local school district policy. Children, who will be 6 years old on or before September 1st will be considered for Grade One.

For children entering Mother of Sorrows School in any grade level, parents must present a baptismal certificate, birth certificate, Social Security number and the required health and immunization records. State law requires that a child's immunization record be presented before entrance to school. In addition, the school must be notified if the child is on any prescription medications.

New students will be required to complete an application. Once accepted, a registration packet will be required. Applications can be found on the school website or in the school office. **All new students will be placed on a probationary status for 45 days** and may be dependent upon review of permanent records.

Returning students will be asked to RSVP for the upcoming school year by March 1st to guarantee their position in the next grade level. Once registration packets are generated, they are required for returning students as well. These forms are available on the school website or through the school office.

C. Tuition Policy

Tuition Policy

The Office for Catholic Schools has coordinated a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy has been established to ensure that the tuition procedures and guidelines are consistent and fair among families with children attending Catholic schools within the Diocese. This policy has been implemented through the Office for Catholic Schools, under the approval of the Superintendent of Catholic Schools. The Office for Catholic Schools reserves the right to adjust this policy and coinciding procedures as deemed necessary.

Establishing Tuition

The applicable school administration works with the Office for Catholic Schools to establish a tuition rate that is representative of the school budget needs. The tuition rate is also a product of the communities and families that we serve. Tuition is not the only revenue source to fund the Catholic school education. The school revenues also include Diocesan contributions, Parish supported financial aid, business partnerships and local fundraising.

Tuition Planning and Payment Schedule

Schools establish and announce their tuition rate for the following the school year. Tuition rates are established based on budgetary needs and enrollment.

End of January – beginning of February – Catholic schools open their application process for the upcoming school year and FACTS application forms are available for parents/guardians to submit for financial aid. If families have applied to FACTS by March 15, and the student attends the school during the upcoming school year, the FACTS application fee will be deducted from the student's tuition.

End of June – Once parents/guardians have completed their financial aid (FACTS) application process and this information has been verified, tuition award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.

Options for payment:

- One lump sum payment by **July 20th** of the upcoming school year.
- Two equal payments – First payment due by **July 20th** of the upcoming school year and the second payment due by **January 20th** of the current school year.
- Monthly payment plan on FACTS that will bring the balance to zero by June 30 or earlier of the school year completed in June.
- Any of the above options can be paid through a credit card if available. If a credit card payment method is chosen, an additional service fee may be charged, and this service fee will be announced on an annual basis.
- Payment must be made by check, money order or credit card.
- An approved (by school administration) combination of the above options.
- The chosen method for payment must be indicated on the Tuition Payment Agreement, and signed and returned by the parents/guardians.

*One of the above options must be chosen for payment.

If a hardship may exist, the parents/guardians may ask for a meeting with the school administration to request an adjustment to the amount of tuition to be paid **before tuition becomes past due**. Such a request is approved on a case by case basis by an administrative review team or school administration.

Tuition Payment in Default

If a payment is not made, for whatever reason, the following process will be followed:

- a) The parents/guardians will be notified in writing of the payment not being received.
- b) The parents/guardians will be given 20 calendar days to bring the account current or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- c) **If the account is not brought current , and an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease after the 20th day.**

The parents/guardians must agree to the following:

- To pay all amounts due under the tuition payment agreement/policy. If another person is responsible to pay any part of the amount due for the child(ren), and she/he fails to pay when due, the parents/guardians must agree to pay all amounts due immediately upon notification by the school;
- To pay for the entire semester if the child(ren) leave before that semester is completed;
- To abide by the student-parent handbook and know that if the child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from school for any reason consistent with the student-parent handbook or Office for Catholic Schools policy, then the parents/guardians are not entitled to a proportionate refund of

tuition. In addition, the parents/guardians are legally responsible for paying any tuition owed at the time the child(ren) stopped attending the school.

- To be legally responsible for paying the tuition described above within the tuition payment agreement and at the applicable timeframes. The school may take any action available and consistent with applicable law in order to collect unpaid tuition owed by the parents/guardians including but not limited to withholding academic transcripts.

Transfer of Students with Past Balance

No students will be accepted at any Catholic school within the Diocese of Greensburg if they are carrying a past due balance from any other Catholic school within the Diocese of Greensburg.

Tuition	2017-2018
Full Day K-8	\$5,200
Half Day K	\$3,000
PRE-K 5 (5 Full Days)	\$4,700
PRE-K 5 (5 Half Days)	\$3,000
PK4 (5 Full Days)	\$4,300
PK4 (5 Half Days)	\$2,500
PK4 (3 Full Days)	\$3,400
PK4 (3 Half Days)	\$2,100
PK3 (2 Full Days)	\$2,900
PK3 (2 Half Days)	\$1,900

D. Uniform Dress Code

By choosing to attend Mother of Sorrows School, you have made a serious commitment to Catholic education. We believe that the public image of our school stems directly from the appearance and conduct of our students, thus, parents and students accept the school uniform as an integral part of the school community life. We believe that the school uniform will:

- Enable students to focus on their school work;
- Instill a sense of discipline through school dress requirements;
- Reduce peer pressure over preferred forms and items of dress.

Though we recognize our individuality, the uniform at Mother of Sorrows School is part of what unites us as one community.

There are two basic required uniform collections. Mother of Sorrows School has a traditional uniform policy that includes a **Dress Uniform** and a selection of looks for the **Everyday Uniform**. The Dress Uniform provides a tailored look that represents the student body in a very positive light in and out of the school community life. When students attend Mass, they are required to wear their Dress Uniform (Mass days are noted on the school calendar which is sent home in the take home Tuesday folders). The Dress Uniform *may* also be required for students attending off-campus field trips. Specific attire requirements for field trips will be given on the permission slip that will come home with the students. On any other normal school day, students may choose a more casual look from the Everyday Uniform collection.

Occasionally, students will be granted the privilege of a “Dress-Down Day”. On Dress-Down Days, students are given an opportunity to wear the clothing of their choosing. Students are sometimes asked to dress to a specific theme or color. In making that clothing choice, please keep in mind that all non-uniform clothing worn at the school or a school event that contains a message, picture, or logo, must present a positive image acceptable in the Catholic, Christian MOSS Community. The administration has the right to determine any article of clothing to be unacceptable and in those cases; students will be asked to change.

DRESS UNIFORM & EVERYDAY UNIFORM DESCRIPTIONS

There are two basic required uniform collections. Below is an outline of those two looks and appropriate times for each. The two collections are the **Dress Uniform** and the **Everyday Uniform**.

DRESS UNIFORM

The Dress Uniform is to be worn on all Mass days as well as on *some* off campus field trips. Special occasions requiring the look of the dress uniform will be communicated from the office as well as from each homeroom.

Girls Dress Uniform

Grades K-3

- Skirt (no skorts): Navy Blue, Khaki, or Plaid (December-March: Navy Blue or Khaki Pants with belt may be worn)
- Blouse: White Button-Down (Top button fastened)
- Cross Tie: Navy Blue
- Cardigan Sweater or Blazer: Navy Blue with School “M”
- **Socks:** Solid White or Solid Navy Blue Knee Socks **Tights:** Navy Blue
- Shoes: School/Dress (No Boots)

Grades 4-5

- Skirt (no skorts): Navy Blue, Khaki, or Plaid (December-March: Navy Blue or Khaki Pants with belt may be worn)
- Blouse: White Button-Down (Top button fastened)
- Cross Tie: Navy Blue
- Cardigan Sweater or Blazer: Navy Blue with School “M”
- Socks: Solid White or Solid Navy Blue Knee Socks **Tights:** Navy Blue

- Shoes: School/Dress (No Boots)

Grades 6-8

- Skirt (no skorts): Navy Blue, Khaki, or Plaid (December-March: Navy Blue or Khaki Pants with belt may be worn)
- Blouse: White Button-Down (Top button fastened)
- Cross Tie: Navy Blue
- Blazer: Navy Blue with School “M”
- Socks: Solid White or Solid Navy Blue Knee Socks **Tights:** Navy Blue
- Shoes: School/Dress (No Boots)

Boys Dress Uniform

Grades K-3

- Pants: Navy Blue or Khaki Slacks (Docker Style-not cargo)
- Belt: Black or Brown
- Shirt: White Button-Down Dress Shirt (Top button fastened)
- Tie: Navy Blue
- Cardigan Sweater or Blazer: Navy Blue with School “M”
- Socks: Solid Navy
- Shoes: School/Dress (No Boots)

Grades 4-5

- Pants: Khaki Slacks (Docker Style-not cargo)
- Belt: Black or Brown
- Shirt: White Button-Down Dress Shirt (Top button fastened)
- Tie: Navy Blue
- Cardigan Sweater or Blazer: Navy Blue with School “M”
- Socks: Solid Navy, Black, or Khaki
- Shoes: School/Dress (No Boots)

Grades 6-8

- Pants: Khaki Slacks (Docker Style-not cargo, no straight leg)
- Belt: Black or Brown
- Shirt: White Button-Down Dress Shirt (Top button fastened)
- Tie: Navy Blue
- Blazer: Navy Blue with School “M”
- Socks: Solid Navy, Black, or Khaki
- Shoes: School/Dress (No Boots)

Note: Boots are not acceptable footwear for any uniform type.

EVERYDAY UNIFORM

The Everyday Uniform is the uniform most commonly worn. This uniform is required unless otherwise specified from the office or homeroom teacher. Please note that neither cargo pants nor cargo shorts are a part of the school uniform.

Girls Everyday Uniform

Grades K-5

- Shorts: Navy Blue or Khaki-not cargo
or
- Pants: Navy Blue or Khaki Docker Style or Flat Front Style-not cargo
or
- Jumpers: Navy Blue or Plaid
or
- Skirts or Skorts: Navy Blue, Plaid, or Khaki
- Belt: Navy Blue, Black, or Brown
- Shirt: Red, White, or Navy Blue Knit Polo Style or Turtle Neck or White Button-Down Dress Shirt
- Socks: Any style or color **Tights:** Navy Blue, Grey, or White
- Shoes: Tennis/School/Dress (No Boots)

Grades 6-8

- Shorts: Navy Blue or Khaki-not cargo
or

- Pants: Navy Blue or Khaki Docker Style or Flat Front Style
or
- Skirts or Skorts: Navy Blue, Plaid, or Khaki
- Belt: Navy Blue, Black, or Brown
- Shirt: Pale Yellow, Red, White, or Navy Blue Knit Polo Style or Turtle Neck or White Button-Down Dress Shirt
- Socks: Any style or color **Tights:** Navy Blue, Grey, or White
- Shoes: Tennis/School/Dress (No Boots)

Boys Everyday Uniform

Grades K-5

- Shorts: Navy Blue or Khaki-not cargo
or
- Pants: Navy Blue or Khaki Docker Style
- Belt: Navy Blue, Black, or Brown
- Shirt: Red, White, or Navy Blue Knit Polo Style or Turtle Neck or White Button-Down Dress Shirt
- Socks: Any style or color
- Shoes: Tennis/School/Dress (No Boots)

Grades 6-8

- Shorts: Navy Blue or Khaki-not cargo
or
- Pants: Navy Blue or Khaki Docker Style
- Belt: Navy Blue, Black, or Brown
- Shirt: Pale Yellow, Red, White, or Navy Blue Knit Polo Style or Turtle Neck or White Button-Down Dress Shirt
- Socks: Any style or color
- Shoes: Tennis/School/Dress (No Boots)

Note: Boots are not acceptable footwear for any uniform type.

Physical Education: Grades 5-8 students wear to school in place of the uniform on the day of Physical Education

- NO JEWELRY
- Navy blue athletic shorts (**loose fitting** ; no more than 3 inches above knee)
 OR Navy blue sweat pants (**loose fitting**: NO LEGGINGS OR YOGA PANTS)
- Red t-shirt with MOSS crest
- Tennis Shoes with socks

ITEM DESCRIPTIONS

- **Skirt Details:** Girls have a variety of skirt styles to choose from to complete their school uniform wardrobe. Skirt wear can be purchased in navy blue, plaid, or khaki depending on the uniform vendor and style availability. The styles include a box pleat or kick pleat skirt; a knife pleat or kilt skirt; an A-line skirt, and a culotte or kick pleat culotte. These skirt styles are all acceptable choices for either the Dress Uniform or Everyday Uniform. Khaki skirts are not an acceptable choice for the Dress Uniform. Hem lines of skirts must be no lower than 1 inch below the knee nor higher than **3 inches above the knee**. Girls also may choose a wrap-front skort for their Everyday Uniform. **However, the skort is not an acceptable choice for the Dress Uniform.**
- **White Dress Shirt:** White short-sleeve or long-sleeve dress shirt wear-choices rests on the assumption that white is white. Therefore, white dress shirt may be purchased from any vendor, as long as it is shirt-wear of a conservative style. The girls may have pointed, button down or rounded (Peter Pan style) collars; the boys may have pointed or button down collars. All dress shirt wear is to be kept tucked into pants, shorts or skirt wear at all times. Application of the school crest to dress shirt wear is optional.
- **Polos (no commercial logo) and Turtlenecks:** Short-sleeve or long-sleeve knit polos are acceptable shirt wear choices for the Everyday Uniform for all students, as are turtlenecks. Short-sleeve knit polos are also a part of the

Shorts Season Uniform. Students in grades K-5 may choose shirt wear in the colors of red, white, or navy blue. Students in grades 6-8 may choose shirt wear in the colors of red, white, navy blue, or yellow. All knit polo shirt wear and turtlenecks are to be kept tucked into pants, shorts or skirt wear at all times. Excessively “pilled” or “balled” knit polos or turtlenecks should be removed from your school uniform wardrobe due to their appearance. Application of the school crest to knit polos and turtlenecks is optional.

- **Pant Wear:** The pant wear is a “Dockers Style”, and should have belt loops. **“Skinny style” pants are NOT acceptable.** Low-Rise pants are unacceptable. All students may wear pant wear throughout the entire school year. Pant wear must always be worn with a coordinating belt and socks and school/dress shoes. Pants should not be hemmed above the ankle giving the “high water” pants look. Pants may be patched as long as it is done in a tasteful manner. “White-knee” pants, due to excessive wear, should be removed from your school uniform wardrobe due to their appearance. Cargo pants with thigh pockets are unacceptable. Girls may now have the option of wearing a flat front uniform pant in the same appropriate colors. These Flat front style pants must be mid-rise or higher. Low-rise pants are unacceptable.
- **Short Wear:** Short wear is a “Dockers Style”, and should have belt loops. Shorts must always be worn with a coordinating belt and socks and tennis shoes. Please note that the shorts may be cuffed, but it is not mandatory. The boys shorts have a flat hem.
- **Jumper Details:** Girls in grades K-3 have the option of wearing a navy blue or plaid jumper or split jumper. Hem lines of jumpers must be no lower than 1 inch below the knee and not higher than 3 inches above the knee. Please note that jumpers are only part of the girls’ Everyday Uniform and are not to be worn as part of the Dress Uniform. Application of the school crest to jumpers is optional.
- **Blazers:** A single breasted navy blue blazer is mandatory for the Dress Uniform for boys and girls in middle school grades 6-8. Boys and girls in grades 4-5 have the option of wearing either the navy blue blazer or the navy blue cardigan for the Dress Uniform. The blazer may be purchased anywhere as long as it is of a conservative style. If ordering your blazer from Log Cabin, it is advised that you personally try on a sample before ordering to avoid time delays, extra shipping charges and frustration. Application of the school crest is mandatory for blazers.
- **Sweater Wear:** Students in grades K-8 have a variety of sweater choices in the colors of navy blue or red to complete their Everyday Uniform. Those choices include a cardigan sweater, crew neck sweater, v-neck sweater and sleeveless vest. All sweater wear must be accompanied by collared shirt wear (for example, your style choice of dress shirt, knit polo or turtleneck).
- **Sweatshirts:** Students in grades K-8 are permitted to wear the gray spirit hoody. Students may purchase this from the school office and wear it as part of their everyday uniform. All sweatshirts must be accompanied by collared shirt wear (for example, your style choice of dress shirt, knit polo or turtleneck).
- **Ties, Cross Ties:** Navy blue ties for boys and navy blue cross ties for girls are a part of the Dress Uniform for all grades K-8. The boys navy blue ties can either be of the clip-on, tied, or to-be-tied style. They can be purchased from any vendor.
- **Sock Wear:** Socks must be worn with any uniform type. Knee socks are acceptable as are ankle socks. **Nude panty hose and “no show” socks are not an acceptable sock wear choice.** Knee socks are required with girls’ Dress Uniform.
- **School Shoes:** A school/dress shoe must be worn with the Dress Uniform. The school shoe should be conservative in style. Tennis shoes, canvas shoes or boots covering the ankle (“high tops”) are not acceptable as the school dress shoe. Heels must be reasonable for safety reasons -- no more than 2 inches high. Tennis shoes may be worn with the Everyday Uniform. Shoes containing wheels or spacing for wheels are unacceptable. Boots are not acceptable footwear for any uniform type. All shoes, even on dress-down days, must contain backs and toes for safety reasons. “Crocs” and open-toed shoes are not acceptable even on dress down days. Moccasins are no longer an acceptable shoe. In general, if the shoe is lined with fur, it is not acceptable. Dress shoes should be a solid color. Acceptable colors are black, brown, gray, or tan. **Preschool must have shoes with straps.**
- **Belts:** Belts are required with all short wear and pant wear. This is true for both Dress Uniform and Everyday Uniform combinations. Belts should be in a solid color of black, navy blue or brown.
- **Hair Styles:** Student hair should be clean and cut. **No Mohawks or razor designs.** Colors should be natural colors, and no permanent accessories. If the school administration finds a hairstyle to be unacceptable, there will be a conversation with a parent. Hair styles should not inhibit sight.

- **Jewelry:** Piercings are permitted in ears only. Earrings should be conservative or small hoops only. No jewelry on Gym days.
- **Make-up:** Grades K-5: No makeup; Grades 6-8 Natural looking make-up and colors
- **Dress Down Days:** On various occasions throughout the school year, the students will be permitted to have dress down days. On these days the school uniform need not be worn, but the students are expected to adhere to the following guidelines:
 - **Dress Down YES:**
 - Jeans(without holes), Sweatpants, Jogging Suits, Capri Pants (mid-calf only) T-Shirts, Sweatshirts, golf shirts, and athletic shoes.
 - Walking shorts. (No more than 3 “ above knee)
 - **Leggings or Yoga Pants accompanied by a blouse, shirt, or skirt that is no more than 3 inches above the knee.**
 - **Shirts should cover the shoulder completely. No midriff or back should be visible.**

Dress Down NO:

- Cropped shirts, Tank Tops, Spaghetti Strap tops. **No midriff or back should be visible.**
- T-Shirts or Sweat Shirts with inappropriate language or pictures.
- High-heeled shoes, work boots, sandals, platforms.
- Dropped pants or shorts.
- Inappropriate logos/displays on shirts, sweatshirts or any other clothing.
- Large Hoop earrings.
- Torn/ripped jeans of any kind.
- Leggings or Yoga pants without accompanying shirt/skirt (**See above**)

Teachers and administrators reserve the right to determine if clothing is uniform appropriate. If students violate these guidelines, parents will be called to bring in a change of clothing.

Uniform Violations

Grades K-5: If a student is “out of uniform,” parents will be notified and expected to remedy the situation. Continued violation of the dress code will be considered parental non-compliance with school policies and appropriate action taken.

Middle School (6-8): If a student is “out of uniform,” a student will receive an infraction notice. On the third infraction, the student will be required to serve detention after school. Detention will be scheduled by the teachers.

E. Attendance

The Diocese of Greensburg, Office of Catholic Schools requires that school aged pupils enrolled in the schools of the Diocese attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. Pennsylvania State Law requires 180 days of schooling for each student. The educational program offered by the diocese is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. A strong relationship exists between good school attendance and academic achievement.

Students who are absent from school up to 10:00 am are assigned the label “unexcused”. Parents will receive a robo-notification at 10:30 am that their child is absent from school.

Students who reach an absence total of 30 days will be retained in their existing grade level. These days may be comprised of missed days or excessive days tardy that equate to missed days. Three tardies can be equivalent to one missed day. In addition, legal authorities may be contacted if there is a suspicion of neglect.

Excused Temporary Absences

- The student is responsible for making up all assignments and tests missed during an absence from school. It is the student’s responsibility to obtain the assignments and return them to the individual teachers at the time designated. Each Grade level will determine the time for assignments as age appropriate.
- Absences can be full day or half-day with both types requiring an excuse on day of return.
- Absences are excused for sickness, bereavement, and court appearance or family emergencies.
- Absences for a portion of the day may be excused for health care.
- Excessive absences jeopardize the academic standing of the child. **After 15 days of cumulative absence, a written statement from a physician may be required for the purpose of issuing an excused temporary absence for any subsequent absences. After 25 days of cumulative absence, corrective actions may be issued, the magistrate may be contacted, and/or enrollment may be terminated.**
- In the event of an absence, an excuse that includes the name and grade of the student, the date of the absence, and the reason for the absence must be written and signed by a parent/guardian or doctor and be presented to the homeroom teacher upon returning to school the first day after an absence. The teacher keeps these notes on file for the entire school year as required by law.

Absences without an excuse are considered unexcused absences. A phone call to the school does not take the place of a written excuse, which is required by law.

Pre-approved Excused Temporary Absences(Vacations)

- **Education trips will be considered for approval if the school principal determines that such a trip will be of educational significance to the student.**
- Parents should communicate with the **principal prior to the trip** for approval purposes. Upon approval, parents need to communicate with teachers for appropriate academic material.
- Students are granted the privilege of making up all assignments and tests missed during the excused absence. Classroom experiences, discussions, group activities, etc. cannot be made up.
- **Teachers have two options or a combination of the two options to use when preparing class work.**
 - Individual teachers will have the discretion to prepare the assignments ahead of time, with all make-up work due **on the day that the student returns to school.**
 - Individual teachers have the discretion to provide students with their assignments when they return to school, giving them **two weeks to make up the work.**
 - Individual teachers may use a combination of both options with some work due upon return and some work due within **two weeks of the return date.**

- Students will not be permitted to take class time to receive assignments, to review what has been missed, or to turn in assignments.
- The responsibility for making up this work lies with the student and family. It is the responsibility of the student and family to return the assignments and make arrangements for makeup of missed tests.
- **Work not completed is recorded as incomplete and receives a zero.**

Unexcused or Unlawful Absences

The Diocese of Greensburg, Office of Catholic Schools defines an unexcused absence as the absence of a pupil due to parental neglect or truancy.

Absences without a written excuse are considered unexcused absences.

Tardiness

- School begins at 8:30 for opening announcements. Children arriving after 8:30 are marked absent by the classroom teacher. **The student arriving after 8:30 must be accompanied by an adult/ guardian and report to the School Office to be signed in and be admitted to class.**
- Chronic tardiness may be converted into equivalent days or unlawful absence. One absence can be comprised of 3 tardies.
- Late arrivals due to doctor appointments that cannot be scheduled at any other time are considered excused. UPON RETURN, A DOCTOR'S EXCUSE IS TO BE PRESENTED TO THE OFFICE, MAKING THIS AN EXCUSED TARDY.

Early Dismissals

In the event that it becomes necessary to have a child dismissed from school early, parents should send a note to the teacher or call the school office the day of the early dismissal so that your child can be ready when you arrive for pick up. The parent or guardian should come to pick up the child in the school office to sign the child out. Chronic early dismissals will be discussed.

F. Emergency School Closings and Delays

In the event of a school closing or delay, Mother of Sorrows School will utilize the PowerSchool database and School Messenger System to notify parents. It is very important for parents to have up to date information in PowerSchool in order to make this announcement effective. The announcements will be delivered in three ways in addition to being displayed on the local news TV stations. The three methods are: email, phone message, and text message. If any of these are either not coming to a parent or coming through unwanted, a parent must notify the school office and work with the school administration for a correction to the problem.

G. Transportation

Transportation to and from school is the responsibility of the parents. A child must, however, reside in a school district that is within 10 miles driving distance of Mother of Sorrows School for that district to transport him or her. Questions concerning bus transportation should be addressed to the public-school district in which the student resides.

New families are required to check with their local school district office to register with the school district in order for their children to ride the bus. Resident verification is required and is not automatic simply because your child is listed on our roster.

State law defines bus transportation as a privilege and not a student right. Students are expected to behave properly on the bus. The safety of all is the prime consideration. A lack of cooperation in regard to the safety rules established by the local public-school district or the transportation provider may result in suspension (temporary or permanent) from riding the bus, and may result in disciplinary action against the student by Mother of Sorrows School.

If you are changing your child's transportation arrangement for a particular day, you must provide the office with the information with enough time to make the change for the child. If the information is not received on time, the student

will be sent home by their normal mode of transportation. Emailing a child's teacher does not guarantee that the information will be received. Always call the school office. If a student misses the bus, the student will be placed in the after-school program and parents will be notified.

H. School Property

In keeping with Mother of Sorrows School Philosophy, each student is expected to respect and properly care for all school and student property in his or her use. Textbooks and workbooks are provided for use by individual students both through government moneys and through moneys budgeted in the annual school budget. The school must be reimbursed for lost or damaged books.

Students are responsible for the purchase of other supplies such as pencils, paper, notebook, crayons, etc. It is recommended that students wait to purchase any of these supplies until their homeroom teacher has instructed what they anticipate the child will need.

I. Library Book Policy

The maintenance of a library with a broad selection of age-appropriate reading materials is important to the intellectual development of our students. Therefore, it is important that books taken out by students are returned in a timely manner. In order to facilitate this, the following steps will be implemented for failure to return library materials:

1. First and Second Reminders: Students will not be able to take out another library book.
2. Third Reminder: A volunteer will call home and request that the book be returned.
3. Fourth Reminder: A bill will be sent home with the replacement amount to be paid to Mother of Sorrows School.

J. Time Schedules

Because of transportation restrictions, the time schedule will be adjusted to coincide with any revisions by the public-school districts in which Mother of Sorrows School is located. The school will adhere to the following schedule, regardless of starting and dismissal time, to the extent practical:

- 1) Students arrive at least five (5) minutes before opening announcements.
- 2) Morning prayers and salute to the flag.
- 3) Class periods - time allotments for specific subjects shall follow the recommendations of the Office of Catholic Schools.
- 4) Pre-lunch prayers as prescribed
- 5) Lunch
- 6) Recess
- 7) Closing prayers
- 8) Dismissal

Morning Arrival

School begins at 8:30 a.m. Parents who are driving their children to school may begin by dropping them off at 8:10 a.m. Please, do not drop your child off prior to this time. Parents are encouraged to allow students to walk to class in the mornings by themselves. If there is a need for the parent to accompany the child to class, the parent must understand and respect the teacher's morning routine as this time is academic and our teachers wish to give their attention to their students.

Daily Dismissal

Dismissal is at 3:10 p.m. Students are dismissed according to the buses they ride. Those who are being picked up by car are dismissed in the front of the building. Parents are asked to pull into the turnaround and park. Parents are also asked to place a sign on their sun visor with the family name to assist with vehicle identification. When the turnaround is full, and

all cars are stopped, the students will be called by name to approach their parked car. Parents are not permitted to get out of the vehicle when in the "Car Rider Line". If parent assistance is required for students to enter the vehicle, parents are asked to park in a parking space and walk to the door to receive their child. Students are encouraged to enter the vehicle in line on the passenger side when possible. Parents are asked not to get out to meet their children. In addition, parents are asked to stay in one continuous line, not pulling out and around other cars in front of the line. (This creates a safety hazard.)

Before and After School Programs

Students may be placed in the before school program starting at 6:45AM by dropping off in the Family Life Center (FLC). Students will then be taken to class at the appropriate times depending upon programming. Students may stay in the after-school program. This program is available until 6 PM. All students must be picked up by this time. There are various days when these programs do not run throughout the school year. Information will be sent by email preparing families for these dates. Parents will be invoiced for these programs from the school office on a monthly basis.

If a weather delay is called, every effort will be made for staff to open the Before School Program on time. If school is canceled after your child is dropped off, your child can stay at school for the day, but you will be charged the hourly rate designated in the After-School Program. Lunch will be available for purchase as well.

K. Emergency Drills

Fire drills will be held regularly as required by state law, without prior announcement. To ensure safety, students are to move quickly, quietly, and in order according to the fire exit directions posted in each classroom.

Drills for other emergencies (tornado/severe weather drill, evacuation, and lockdown), as well as procedures reviewed by teachers, will be held periodically throughout the year. All classrooms are furnished with our Crisis Response Plan.

L. Health Services/Immunizations/Emergency Cards

The local public-school district provides limited health services to Mother of Sorrows School through the school nurse. An additional school nurse is provided by Act 89 dollars. Health testing and screening shall be administered to the student in accordance with the policies and procedures set by the local school district.

Administration of Medication During School Hours

Only medications which are absolutely necessary will be given during the school day. Whenever possible, parents/guardians are requested to administer medication at home to their children. If this is not possible, parents or guardians may request that the nurse administers medication during school hours when a nurse is on duty.

Any student who is required to take medication during school hours will be subject to the following regulations:

- A "Medication in School" form must be completed and signed by the physician and parent or guardian and returned to the school nurse before any (prescription or over the counter) medication can be dispensed in school.
- Prescription medications must be in the original pharmacy container and delivered to the nurse by a parent or responsible adult designee. Only a 30-school day supply can be accepted at one time by the school nurse. A mutually acceptable delivery date and time should be established between the parent and nurse.
- Over the counter medications must be in the original pharmacy container and delivered to the nurse by a parent or responsible adult designee. Over the counter medications will only be administered during times when a nurse is on duty. If your child requires an over the counter medication when a nurse is not on duty, a parent or adult parent designee must administer the medication to the student.
- If the school nurse is unavailable to administer the medication on a time schedule determined by the student's physician, the student's parent or adult parent designee will be responsible for administering the medication.
- Students requiring medical attention must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer.

General Information

The school nurse is responsible only for the emergency care of injuries and sudden illnesses which occur while the student is in school until the parents can be reached to take the child home, to the doctor or to the hospital. In an emergency, the nurse or building administrator will arrange to have the student transported to the hospital.

The school nurse is not available to treat students who arrive to school with injuries or illness. Parents will be called to

pick students up who arrive ill or with an injury that requires assessment. Please make every effort to treat minor illness prior to school so that students are comfortable and ready to learn during the school day.

If a child has a specific medical problem, it should be made known to the building administrator, teachers and the school nurse. Appointments should be made with the school nurse prior to the first week of school to discuss any serious, ongoing problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem.

An “Emergency Information” form is required annually for every student as is to be completed and returned to the school nurse during the first week of school. All “Emergency Information” forms are to be updated with any changes in contact information, medical concerns and medication changes (both home and in school) throughout the school year.

Services

Pennsylvania health mandates are provided by the Franklin Regional School District Health Services Department. Health mandates include: vision screening (annual – all grades), hearing screening (annual – grades K, 1, 2, 3, 7) growth screening (annual – all grades), scoliosis screening (annual grades 6 & 7).

Health Requirements for School Entry

Immunizations - All students who are entering Mother of Sorrows School as new students are required to produce an up to date immunization record with registration

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus*(1 dose on or after 4th birthday)
- 4 doses of diphtheria* (1 dose on or after 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles) **
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DT or Td

**Usually given as MMR

7th Grade ADDITIONAL immunization requirements for entry:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis(Tdap) [if five years have elapsed since last tetanus immunization]

The only exemptions to the school laws for immunizations are:

- medical reasons;
- religious beliefs; or
- philosophical/strong moral or ethical conviction.

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

Medical and dental examinations - exams are required upon original entry to school at grade K and for all newly enrolled students in grades 1-8. In addition to original entry, a medical exam is required at the start of grade 6 and dental exams are required at the start of grades 3 and 7.

SICK CHILDREN...

SEND TO SCHOOL OR KEEP HOME ?????

People often experience colds and stomach viruses.

The main reasons for keeping your child home are:

- If he/she is too sick to be comfortable at school
- If he/she might spread a contagious disease to other children

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below to help you.

Keep your child home-if your child has any of the following symptoms:

- **APPEARANCE, BEHAVIOR** -unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child.
- **EYES** -thick mucus or pus draining from the eye or pink eye. (With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.) The students should be evaluated by a physician before returning to school and written medical clearance to return should be submitted.
- **FEVER** -temperature of 100 degrees Fahrenheit or higher. A child must be fever free for 24 hours without the use of a fever reducing medication such as Tylenol or Ibuprofen.
- **CHRONIC COUGH** -should be seen by a health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT** -especially with fever or swollen glands in the neck. With Strep throat, the child may return to school after 24 hours on antibiotics. Written medical clearance to return to school should be submitted.
- **DIARRHEA** -three (3) or more watery stools in a 24-hour period, especially if the child acts or looks ill. A child should be diarrhea free for 24 hours and should be tolerating meals and fluids before returning to school.
- **VOMITING** -A child experiencing vomiting caused by gastrointestinal illness should remain out of school for 24 hours and should be tolerating meals and fluids before returning to school.
- **RASH** -A child with a body rash, especially with fever or itching should be out of school until a medical diagnosis can be made. Written medical clearance to return to school should be submitted.
- **LICE, SCABIES** -children may not return to school until they have been treated and are free of lice and nits (eggs). Students must be checked by a nurse before re-entering the classroom after treatment. A mutually acceptable recheck time should be established between the nurse and parent before the student is returned to school.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL.

Please try to treat the symptoms of minor illnesses at home so your student can feel comfortable and ready to learn during the school day.

M. Medication Policy

The school medication policy is necessary for the protection of both the student and the school personnel. Our medication policy is implemented in collaboration with the Diocese of Greensburg and the medical staff at Franklin Regional School District. Only essential medication will be given at school, with parent/guardian taking full responsibility for any medication sent to school.

- Parents must provide the exact dosage needed. The school will store the medication in the Office and monitor the child while he or she takes the medicine.
- If there is a special situation or need, including the use of an inhaler for asthma, notify the school.
- Students are not permitted to carry any medications with them.

N. Lunch

Students may purchase a hot lunch (\$3.00) from the school cafeteria on a daily basis. Lunch is prepared and served in our cafeteria. Monthly menus are posted to the school website. Each student in grades Preschool-8 will have a Power Lunch account. This account can and should be monitored by parents through the PowerSchool Parent Portal. **All money should be sent to the school business manager and accounts will be updated regularly through the week.**

Students may bring a bag lunch from home if they choose. Milk is available for purchase at the school or students may bring their own drink. **Please do not send soda or other drinks containing high levels of sugar or caffeine to school with your child. Please avoid drinks in glass bottles.**

O. Cafeteria Rules and Procedures

Students will enter the cafeteria for eating their lunches:

- 1) Students will be respectful of parents, other students, and teachers in the lunchroom.
- 2) Students will raise a hand to ask for help if needed.
- 3) Students will keep hands and feet to self at all times.
- 4) Students will use inside voices in the lunchroom; talking is permitted.
- 5) Students will keep their area neat and will not throw food.
- 6) Students will clean up after themselves after lunch.

Should these rules not be followed, the following consequences will occur in the order that they appear:

- 1) Student will be given verbal warning first.
- 2) Student will be assigned to another seat at their table.
- 3) Student will be assigned to another seat at an empty table.
- 4) Student will eat lunch in the office and will lose recess privileges.
- 5) Parents will be notified by the principal.

The cafeteria staff will direct the students to dispose of their trash as well as dismiss the students at the end of lunch. All students are expected to cooperate and see that their general area is clean. Students will quietly line up for dismissal by homeroom.

P. Wellness and Nutrition Policy

The schools in the Diocese of Greensburg recognize that wellness and proper nutrition are related to the students' well-being, growth, development, and readiness to learn. Research continues to support the inextricable links between student health, behavior, and academic achievement. Schools that exemplify healthy eating and physical activity strongly influence the development of sound lifetime habits, preferences, and practices for good, all-around health.

To ensure the health and well-being of all students, the Office for Catholic Schools establishes that the schools in the Diocese of Greensburg shall provide students:

- A comprehensive nutritional program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with Pennsylvania curriculum regulations and academic standards.

Due to the many allergies that may exist, parties must be coordinated with the classroom teachers and with their approval of snacks. A fun and safe alternative to a birthday snack is to purchase a birthday dress down day for the entire grade. This can be done through the school office for a cost of \$25.

Q. Playground and Recess

Students are to refrain from any game that involves pushing, hitting or wrestling. All students are to use the playground equipment fairly and give others the opportunity to use it. Students are not permitted to exclude any other fellow student from participation in an organized game. Safety is the most important factor in recess. If a student is acting unsafe, he/she will be removed from recess.

R. Telephone

It is important that the school telephone be available for office calls. Children may use the school telephone only with permission of the principal, the secretary, or their teacher and only for school related business. Students will not be permitted to call home for forgotten homework or supplies they may have forgotten.

Students in grades K-5 may not bring cell phones to school. If students do bring cell phones, they must be turned off and kept in book bag.

Middle School Cell Phone Policy

All middle school students who bring a cell phone to school will place their phone in a pocket chart hung in the classroom. This provides access to the phone in an emergency, but does not allow the phone to be a distraction to the student nor the class. All parents and students will sign a copy of this policy at the beginning of each year.

Teachers and children will not be called from the classroom to receive a telephone call. A message for the child or teacher may be given to the secretary. Arrangements concerning transportation and after-school activities will be communicated through the afternoon announcements.

S. Child Custody and Parental Educational Rights

By law, Mother of Sorrows School must follow formal custody agreements and court orders regarding child custody. It must also respect the educational rights of noncustodial parents. ***Therefore, it is essential and required that parents provide Mother of Sorrows School with a copy of the most recent custody agreement or order by the start of classes each new school year. We will follow the most recent agreements or orders that we have on file, and will not deviate from them. New agreements must be submitted in writing to the school; verbal information is not binding. It is the responsibility of the parent(s) to keep this information current.***

If parents have entered into a custody arrangement, which restricts custody of their children to a particular parent on a particular day, they must provide Mother of Sorrows School with a copy of the custody schedule. We will follow this schedule unless we receive a written and signed notice from both parents and a court officer that the arrangements have been changed.

Non-custodial parents who have legal custody of their children will be provided with grade reports, teacher and school newsletters, PTO Information and notice of all parent- teacher conferences. They are also entitled to participate in all major school events to which parents are invited.

Mother of Sorrows School recognizes the delicate nature of these situations and looks forward to working with parents to

ensure the child/ren have their educational needs met in the most caring environment possible. Mutual cooperation is a great way to ensure this goal.

T. Traffic and Parking

The speed limit in front of Mother of Sorrows School is 5 MPH at all times. Do not pull around another parent who is picking up or dropping off children as this presents a safety hazard. The safety of all children attending our school should be every parent's first priority.

Parking in front of the school, on sidewalks, in traffic lanes or other unauthorized places is prohibited. These rules are necessary to ensure that emergency vehicles can access the school at all times, and to facilitate the orderly and timely flow of traffic.

No one may park in the handicapped parking spaces unless they are disabled.

U. School Visitation and Security

Anyone entering the building must report to the school office. For security reasons, the school principal must know who is in the building at all times. All parents, volunteers, and visitors who will be in the building for an appointment, as a volunteer, or guest speaker, etc. are asked to wear an identification badge that will be provided at the office. This policy is to safeguard the children within the building, allowing the children, as well as the employees, to know that these individuals have permission to be in our building. Any person not following this procedure may be asked to leave the building and may be subject to future exclusion from the building.

Parents are not to take lunches, shoes, books, etc. to the classroom or lunchroom. Any such transaction to child or teacher must be made through the principal's office. This practice helps to eliminate interruptions to the teacher and the students during class hours.

Students who are to be dismissed early for medical or health reasons will be met by the parent or guardian in the school office.

III. Communications

A. General Principles

Clear and open communication is a key to success and satisfaction, accomplishing desired goals, and for maintaining a positive environment. Our goal is to keep both the parents and the school involved in an open dialogue with regards to their child's spiritual, academic, and emotional growth.

Teachers and staff members will communicate with parents in a manner that is courteous, helpful, and in a spirit of Christian service to pupils and their parents. Parents are asked to follow these same principles when communicating with teachers, staff members, or other parents.

B. Parent-To-School Communications

In order to assist parents in having their questions and concerns addressed appropriately, the following procedure is given:

- 1) If there is a question or matter of concern that can be best addressed by the classroom, subject area teacher, or Act 89 personnel (school psychologist, school nurse, guidance counselor, and math and reading specialists) please be sure to initially direct the question or concern to that staff member.
- 2) A note seeking a return phone call or email is a suggested starting point.
- 3) The school principal will work with the parent(s) and staff member in addressing the matter of concern if needed and after working with each other independent of the principal. The request for the inclusion of the

principal in a given instance may come from the staff member or the parent or both.

Many occasions occur which require parent communication with the school. Depending on the situation, the most effective method is to contact the teacher in writing. These situations may include: notes for going home a different way than usual, individual health concerns, family situations that might affect the child, or extended illnesses. The child's teacher will forward the communication to the office after noting the parent's concern when appropriate.

IV. Academic Policies

A. General

A child's education is the foundation on which all subsequent learning is built, and therefore requires the careful attention of parents and faculty. Parents and faculty should work together to challenge students and ensure that they learn the best possible study and work habits, while obtaining the knowledge and skills essential for future success. A Catholic education allows for this foundation to include the formation in conjunction with the Eucharist and the teachings of Jesus.

B. Curriculum

Mother of Sorrows School endeavors to provide a well-balanced curriculum by which knowledge, skills and attitudes needed for family living can be acquired. The students are challenged to develop their full potential with an open, inquiring mind while always realizing a sense of accomplishment.

The curriculum is designed to meet and exceed the minimum standards established under the state law and national benchmarks. Courses include religion, reading, language arts, mathematics, science, social studies, music, art, library, Spanish, physical education and computer education.

The religion course is the most important course in the curriculum. It is woven into everything we do, and so is not just a class on its own, but who we are. Opportunities for prayer preparations to receive the sacraments and participation in a community of faith are important components of the religion program. The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the Gospel values.

Catholic students are required to study their religion and participate in the religious activities. This includes their participation in the Sunday Mass. Mother of Sorrows School endeavors to work closely with the sending parishes to ensure that students feel a connection with both school and parish life as well as how the two work together for the spiritual formation of the child. Students of other denominations are required to be present for religion classes and religious activities and treat them with respect.

C. Report Cards

Report cards showing the student's progress shall be issued in accordance with the dates established on the official school calendar. Progress is determined by the degree to which the child learns subject matter according to ability. Grades are determined by teachers using **formative and summative assessments**.

Formative Assessments include, but are not limited to: daily class work, participation in class discussion, use of class time effectively, participation in group/class research and projects, and does homework assignments, journals, and exit tickets.

Summative Assessments include, but are not limited to: quizzes, tests, projects, research papers, presentations, portfolio projects. The official diocesan report card shall be utilized.

Report Cards for grades K-8 will be issued four times during the year, following the nine-week grading periods. Following the first and second nine weeks, report cards will be issued to the parent or guardian and the child prior to the

parent-student-teacher conference. Preschool report cards will be distributed two times a year (Jan. and May). The official diocesan report card shall be utilized.

Grading Scale for Grades 1-8:(Content Subjects)

A+ - 99-100%	C - 77 - 82%
A - 95 - 98%	C- - 75 - 76%
A- - 93 - 94%	D+ - 73 - 74%
B+ - 91 - 92%	D - 67 - 72%
B - 87 - 90%	D- - 65 - 66%
B- - 85 - 86%	E - Below 65%
C+ - 83 - 84%	I - Incomplete

Grading Scale for Grades 1-8: (Specials)

O - Outstanding
G – Good Progress
S - Satisfactory
H – Having Difficulty

D. Conferences

Parent/teacher conferences for grades K-8 shall be used in conjunction with the report card as a means of evaluating progress. While these conferences will be held TWICE each year, they can be scheduled at any time in addition to these scheduled conferences. Preschool Conferences will take place in January and May.

Student participation is encouraged. The conferences is geared toward allowing the child to share in the report of progress in his/her work toward the individual child's spiritual, academic, and social goals. Participation in the conference increases the child's sense of responsibility by being actively involved in a discussion of his/her own progress.

E. Progress Reports

No progress reports will be sent home as parents may access student progress on a daily basis through the Diocesan reporting system of PowerSchool. Teachers will update the grades on PowerSchool at the beginning and middle of each month at a minimum. **Each parent will receive a username and password for each child in order to access the online system. Parents are encouraged to utilize this system to stay informed of their child’s progress. If grades are not posted in a timely manner, parents should contact the teacher with their concerns.**

F. Promotion

A student is promoted each year on the recommendation of the teacher and the principal. Each child must have achieved the basic requirements of the grade level and the maturity to progress to the next level. In Middle School, if a student does not pass two or more classes for the year, he/she will be retained in that grade level for the upcoming school year. Any student who misses more than 30 days of school will be retained in that grade level. If a student is to be retained in a particular grade, the school administration will discuss the situation with the parents.

G. Student Records

The collection and maintenance of information about students which is essential to promoting student welfare and accomplishing the educational objectives of the school shall be in accordance with state and federal law. The permanent report card, approved by the diocese, will be maintained in the office of the principal. Guidance records will be kept either in the principal's office or the guidance office. Information will be collected only with prior and informed consent of the parent or guardian.

Student records, in accordance with state and federal law, are made available only to parents and to staff who have need

for access to the information, or with consent of the parent, or as otherwise provided by law. A parent or guardian wishing to review the records of his or her child should make such request for review in writing at least twenty-four (24) hours in advance. Parents may then review the records in the presence of a staff member, and may make one copy of each record to take with them. Student record information will not be disseminated by telephone.

In the absence of a Court Order to the contrary, a non-custodial parent will be given access to the academic records and the other school related information regarding their child. If there is a Court Order specifying responsibility of the custodial parent or otherwise limiting or eliminating the rights of a non-custodial parent with regard to a child's education, the custodial parent shall provide the school with an official copy of the Court Order. All other requests for student information will be referred to the Superintendent of Catholic Schools for approval.

H. Homework

The purpose of homework is to strengthen basic skills, extend and reinforce classroom instruction, stimulate further interest, reinforce independent study skills, develop life-long skills of time management and self-direction, and learn responsibility. Extension projects may be assigned in addition to daily preparation assignments.

In the elementary grades, it is expected that homework will be assigned on a regular basis, **Monday through Thursday evenings. The only homework that can be assigned on Friday in preparation for Monday, is studying for tests.** The minute guidelines are as follows:

Kindergarten	5 – 10 minutes
Grade 1	15 – 20 minutes
Grade 2	20 – 25 minutes
Grade 3	30 – 45 minutes
Grade 4	45 – 60 minutes
Grade 5	60 – 75 minutes
Grade 6	60 – 75 minutes
Grades 7-8	60 – 90 minutes

The content of homework assignments will vary but will be linked to skills and concepts that the student is learning in the classroom. Self-selected reading, practice of basic skills, and a review of notes, when needed, should be a regular part of daily study. Classroom teachers are expected to consider the student's performance on homework assignments to determine needs for re-teaching/remediation. Students in all grades are encouraged to read every night in addition to the homework assignment. This would include independent reading and/or someone reading aloud to the student.

Major Test Policy: Weekly maintenance tests (Spelling, Vocabulary (10 words or under) are excluded from this policy.

Grades K-5	Only one major subject area tests daily
Grades 6-8	Only two major subject area tests daily.

The student has the responsibility to:

- Know and understand the requirements of the assignment(s)
- Ensure that s/he has access to the materials needed to complete the assignment outside of class
- Meet the requirements of the assignment(s)

The teacher has the responsibility to:

- Advise parents and students of District and individual classroom homework policies
- Provide homework that will reinforce, enrich or give practice related to academic skills
- Ensure that the students know and understand the requirements of the assignment(s)
- Check and review student performance on homework assignments to determine needs for re-teaching and remediation
- Inform parents when the student is not completing assignment(s)

The parent has the responsibility to:

- Be knowledgeable of the District and individual classroom homework policies
- Provide an appropriate place for the student to complete homework requirements
- Monitor the student's compliance with homework responsibilities

I. Make-Up School Work

In the case of student absence, the student is expected to make up work that he/she has missed. A parent can request that the teacher prepare these assignments to be picked up. Otherwise the work will be assigned to the child upon returning to class. The student is responsible for making up all assignments and tests missed during an absence from school. It is the student's responsibility to obtain the assignments and return them to the individual teachers at the time designated. Each Grade level will determine the time for assignments as age appropriate. **If a student does not complete an assignment by the given deadline the teacher may evaluate the assignment as late and so for less than its original value.**

If work is not completed by the end of the quarter grading period, a zero will be given

J. Assessment Program

The following schedule of standardized testing is currently in effect for the students at Mother of Sorrows School. The results of testing are made available to parents and become a part of the student school record.

DIBELS (Dynamic Indicators of Basic Early Literacy Skills)- Administered to grades K-3 four times each year.

ACT Aspire Testing: A standards-based system of assessments to monitor progress toward college and career readiness from grade 3 through 8, connecting each grade level to the next.

K. Participation in Co-Curricular/Extra-Curricular Activities

In order for any student to participate in co-curricular / extra-curricular activities (athletic or club events/practices), the student must be **present at the school the day of the event**. Coaches and club leaders will be furnished with a list of students who are not eligible to participate.

Students must also maintain a "C" average in all subject areas in order to participate in Co-Curricular / Extra-Curricular activities. Any student falling below a "C" average will have 1 week to raise the grade until suspended for 2 weeks from the activity.

L. Field Trips

Field trips relate to the instructional program and enhance classroom activities. Each child participating in any field trip must submit to the school the field trip participation form established by the diocese, signed by the parent. No student may participate unless a signed field trip participation form for the specific event is on file with the principal.

The permission form is to be submitted to the teacher at least one (1) school day before the scheduled trip. Parents will be asked to provide part or all of the costs involved.

Participation in field trips is a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements of the school. Students who do not participate in field trips will be provided alternative assignments during the period of the field trip.

Each teacher will share their chaperone policy and is not subject to change by administration.

M. Auxiliary Services

The classroom teacher is encouraged to effectively utilize the auxiliary services available to our children as another way of providing appropriate levels and modes of instruction. The teacher is responsible for identifying students in need of special assistance in conjunction with the principal and parents, arranging for them to be enrolled in either remedial or enrichment classes.

Title I Reading

Remedial services provided through federal money takes place in an available classroom in the building.

Auxiliary Math & Reading

Auxiliary Math & Reading services are funded through Pennsylvania Act 89 and allocated by the WIU. The I.U. contracts with Catapult Learning, Inc. to provide certified teachers to the school for auxiliary instruction time. Services may include (but are not limited to) reinforcement, skill practice, problem solving, enrichment, etc. These services are coordinated with the classroom teacher based on students' classroom performance. The program is flexible and allows every student this opportunity.

Written parental consent will be obtained for those students who are recommended by the classroom teacher or principal to be seen on a weekly basis throughout the school year. An initial assessment will be done to determine students' skill levels. Progress Assessment Reports will be distributed along with school report cards.

The Catapult Learning Teachers are available for conferences with parents and school faculty.

Guidance Services

Guidance services are funded through Pennsylvania Act 89 and allocated by the WIU. The I.U. contracts with Catapult Learning, Inc. to provide a certified Guidance Counselor to the school. Guidance services may include (but are not limited to) whole class participation for help in study skills, career interests, social concerns, school problems, etc. Classroom teachers are involved in deciding appropriate topics according to Diocesan curriculum guidelines.

Counseling services for individual students or small groups are provided for specific needs based upon teacher and/or parent referrals. Parents will be notified and written consent will be obtained before ongoing sessions and/or assessments are scheduled.

The Catapult Learning Counselor is available to the students, parents, and school faculty.

Psychological Evaluation

Classroom observation, team consultation, and possible full battery academic testing by a school psychologist assists the school in identifying special needs students. This service is provided through the student's local school district or the Westmoreland Intermediate Unit. Children are identified primarily through teacher/parent referral.

Speech Services

Speech and language support services are provided through Act 89 funding. Children are identified through a screening process by a speech clinician, a teacher and/or parent referral.

V. Student Code of Conduct

A. General Principles

Discipline is an integral part of a learning process. In order to develop self-control, the student must be helped to understand his/her emotions and impulses, to live in harmony with others, to respect the rules of the family, to keep the laws of the country, and to obey the laws of God.

It is the goal of MOSS to promote the value of respect and reverence in students for all those with whom they come in contact. This is in accord with the example set by Jesus, and the call to follow his example by recognizing the person of Jesus in all people. This is the highest motivation, one that requires a constant challenge to examine actions. Students are encouraged to internalize the spiritual dimension of discipline.

Student responsibilities include regular school attendance, conscientious effort and classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Since students are at different stages of moral development, some need reminders and time for reflection and discussion. Our discipline policy gives them the opportunity to reflect and improve their behavior so that they can live out the fundamental truth that we are all children of God. The emphasis we place on good discipline is, not only to have a good, productive learning environment, but also to develop a habit that will last a lifetime. Students in our school are challenged to be models of what it means to live in peace and harmony with one another.

B. Procedures

Teachers are to discuss school policies with the students in class. Middle School students will receive a specific infraction policy with written description on the first day of school. We ask that parents discuss the behavior code, as written in this handbook; with their child/ren so that they know the expectations. A good discipline policy can only be achieved with the cooperation of all those involved in the school setting - students, teachers, and parents.

When a problem involving discipline arises, and parents have questions, we ask that they:

1. Discuss the matter with the teacher(s);
2. Discuss the matter with the principal if further assistance is needed.

In most cases there is a natural progression in resolving problems:

1. Verbal warning to the child
2. Contact made with the parent (Middle School Infraction)
3. Contact made with the principal (as needed)
4. Additional conferences with parent, child, teacher, and principal where the need arises.

The principal and every teacher shall have the right to exercise the same authority as the parents or guardians as to conduct and behavior of the pupils attending MOSS. This includes the time they are in attendance and the time required going to and from their homes. (Section 1317 School Law of Pennsylvania)

Student discipline is a fundamental principle of a sound education. Please assist us in this goal

C. Student Behavior

The manner in which students behave has a direct impact on their moral and personal development. Research has shown that it also has a profound influence over academic achievement. Therefore, students at MOSS are expected to conduct themselves as young ladies and gentlemen and to follow the example of Christ at all times.

Classroom behavior: Students must follow all directives given by the teacher and must not disrupt class.

Hallway behavior: Students are to move quietly as to allow classes in session to proceed.

General Personal Conduct: Students are expected to act in a polite manner, to keep each other safe, to maintain appropriate tones, and to represent their families and school at all times. Students are not permitted to harm other students, use inappropriate words, cheat or plagiarize, or act in a manner that is in contrast to the teachings of Jesus.

D. Disciplinary Offenses and Sanctions

Student disciplinary offenses are generally classified into two categories: Level I and Level II Offenses. Mother of Sorrows School recognizes that there are many different levels and ages of students in the building. The administration will always try to handle incidents with student age/grade and appropriate consequences in mind. For this reason, Middle School receives a different policy including infractions. This policy is noted in this handbook.

Level I Offense: Unacceptable behaviors, a singular incident which does not rise to the level of serious misconduct. These are generally handled by the teacher, but may require the attention of the principal if they are persistent or severe.

Examples of Level I Offenses:

- Disrupting class
- Dress code infraction
- Gum chewing
- Being rude or impolite
- Failure to complete assignments
- Classroom tardiness

Examples of Level I Consequences:

- Infraction – Middle School
- After school detention
- Withdrawal of school privileges
- Phone call home
- Parent-teacher conference
- Change in seating
- Writing assignment

Level II Offense: Serious or persistent misconduct that creates harm, or the potential for harm, to the student, others, or the school. Level II offenses may include any behavior that is contrary to Catholic morality. All Level II offenses will be reported to the principal who will determine the appropriate sanction.

Examples of Level II Offenses:

- Fighting
- Truancy
- Teacher defiance
- Teacher disrespect
- Bullying
- Possession of drugs, alcohol or tobacco
- Possession of weapons of any kind
- Persistent Level I offenses
- Obscene language
- Possession of obscene or dangerous materials
- Stealing
- Lying
- Cheating
- Destruction of school or individual property

Examples of Level II Sanctions: (These sanctions are not listed in order and will be assigned by administration according to degree of severity of offense.)

- Detention
- Short or long-term suspension
- Expulsion
- Referral to law enforcement
- Restitution for damages to property

Requirement of counseling services as condition of continued enrollment
Suspension or removal of bus privileges
In-school suspension

E. Infractions, Detention, Suspension, Expulsion

Infractions

Grades 6-8 students are given infractions for Level I offenses listed previously. Students receiving an infraction will be scheduled to see the principal to discuss the infraction.

Detention

Detentions may be issued for grades K-8.

Grades K-5 will receive a warning and a phone call or note to parent regarding behavior. If the behavior is persistent, a detention may be issued to aid in correcting said behavior.

Grades 6-8 may receive a detention for the first offense or upon the accumulation of three infractions within a school year. A second detention will be issued if/when a student receives 6 infractions within a school year.

Suspension

Grades 6-8:

An **In-school Suspension** will be issued after 9 infractions within a school year. For a serious infraction of school regulations or the Code of Conduct, the principal may temporarily suspend a student, in-school. Parents will be notified when the student will serve the In-School Suspension. An In-School Suspension will last for 1 school day. The student will be separated from his regular classes and will complete class work independently in another supervised classroom in the school building or school office.

Out-Of-School Suspension can be assigned for more serious offenses. These suspensions can last from 1-5 days. Parents are responsible for supervising their child at home. No assignments will be given to the student during this time, but will be provided to the student when they return to school. The student will be given 2 weeks to make up all work/tests missed while on suspension.

Expulsion

Expulsion is a severe punishment which is used as a last resort and after serious deliberations or when circumstances otherwise warrant. All new students are automatically placed on a 30 day probation period. Expulsion can be a first resort in some situations if deemed necessary.

Reasons for which a student may be subject to detention, suspension, or expulsion from school include, but are not limited to

- a. Infractions of school regulations, or disciplinary codes
- b. Continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students;
- c. Continued malicious disobedience or disrespect for authority;
- d. Possession, use, or transporting any weapon or look-a-like weapon;
- e. Possession, use, sale, and/or conveyance of any controlled substance, drug, look-alike drug, alcohol, or anabolic steroid;
- f. Assault or battery of a fellow student, teacher, administrator, or an employee of the school;
- g. Bomb threats;
- h. False alarms;
- i. Use of vulgar or obscene language;
- j. Excessive absence or tardiness;
- k. Fighting;
- l. Disrespect toward the school in word or action.
- m. Accumulation of 12 or more infractions with no evidence of attempts to change unacceptable behavior.

In the event of an expulsion, the following procedure shall be used:

1. A time of suspension will first be imposed during which there will be private consultations of parents with

- principal.
2. The final decision concerning expulsion will rest with the principal.
 3. A written report of the expulsion will be submitted to the Office of Catholic Schools.

F. Weapons

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 Pa. C.S. §912. Weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, nun-chuck, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or intended for such use.

G. Drug and Alcohol Policy

A student who on school grounds during a school session, or anywhere at a school-sponsored activity, does sell, use, possess, or aid in the procurement of alcohol, narcotics, or restricted drugs, including marijuana or anabolic steroids or other material purported to be such (to include tobacco, cigarettes, and e-cigarettes and vapor cigarettes), shall be subject to exclusion from school.

Parents of the student involved are to be contacted immediately by the appropriate school administrator with a recommendation that the student be taken to a physician for a complete examination.

The principal shall also give immediate notice to the police of the incident and efforts shall be exerted to obtain positive identification of the substance whether it is a narcotic, a restricted drug, alcohol, or marijuana. The school will make every effort to protect the student by assisting the police in the apprehension of the person or persons who made such substances available.

H. Sexual Harassment

It is the policy of the Diocese of Greensburg that all employees and students should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment. There is hereby established a policy strictly prohibiting all forms of sexual harassment in any work area, learning area, activity area, or any other place under the supervision of Mother of Sorrows School. A description of the Sexual Harassment Policy is located in the Diocesan Handbook.

I. Bullying Policy

Mother of Sorrows School has a **zero-tolerance** policy for bullying.

Definition of Bullying: A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

The bullying of any student is an affront to Catholic morality. It can cause permanent emotional harm and loss of self-esteem to a child. Any occurrence, therefore, will be taken seriously and dealt with immediately.

Every student has a right to feel happy, accepted, and comfortable at MOSS. Students who infringe upon this right will be subject to disciplinary action. Examples of bullying behaviors include, but are not limited to:

- Slurs, rumors, jokes, innuendos, demeaning comments, cartoon drawings, graffiti, pranks, gestures, staring/leering, physical attacks, flashing a weapon (real or simulated), physical restraining, threats, taunting/ridiculing, stalking, malicious teasing, name calling, relationship undermining, social isolation or exclusion, other written, verbal and/or published items including cyber bullying, destroying/damaging property, or other physical actions.
- Making degrading or belittling remarks about a student, regardless if they are present or not.
- Physical actions which are intentional tormenting such as hitting, shoving, mocking, spreading rumors, emails, chat-rooms, text messages, (as observable by faculty and administration) etc...
- ANY deliberate action that makes a student uncomfortable, harassed or unhappy in the school, at a school-sponsored activity, or on the bus.

Consequences for bullying will be decided by the administration in consultation with the faculty. Each case will be individually evaluated. Disciplinary sanctions will be determined based upon the severity of the act and/or the duration of the behaviors.

At a minimum, any student who bullies will be required to apologize to the victim(s) and assigned an educational exercise by the teacher. This exercise will cause them to reflect upon the moral and spiritual prohibitions against bullying. Parents of the offending student will review and sign the completed assignment and it will be returned to the teacher.

J, Classroom Rules and Procedures

At the beginning of each year, teachers will establish rules for the classroom with their students. Teachers will review these guidelines with parents either at a class orientation or through class information letter home.

The cooperation of parents is vital to the success of the disciplinary program at MOSS. Parents are asked to be involved in seeking solutions to serious and/or persistent disciplinary problems of their children. The teachers and principal will request parental support and cooperation regarding disciplinary concerns as needed.

In regard to activities that take place when school is not in session such as conference days, concerts, and other school activities, parents should expect children to conform to the same school behaviors that have been outlined here. This kind of cooperative approach to discipline within the school at all times will benefit the parents, teachers, and ultimately, the children.

J. Cyber Harassment

Pennsylvania Act 26 (effective September 28, 2015) is a new law signed by Governor Wolf on July 10, 2015.

What is at Issue? Act 26 makes it a criminal offense for a person to:

- Intend to harass, annoy, or alarm a child
- Use electronic means to directly address a child or indirectly through social media; and
- Engage in a continuing course or conduct which either

***Makes a seriously disparaging statement or opinion about a child's**

- Physical Characteristics,
- Sexuality,
- Sexual activity, or
- Mental or physical health

***Threatens to inflict harm on the child**

PUNISHMENT: A third degree misdemeanor, punishable by a maximum \$2500 fine and/ or one year in prison.

***Juveniles charged with the crime may be referred to a diversionary program, which might include an education program on cyber harassment. Once completed, the juvenile's record may be expunged.**

WHERE is the Crime Committed?: The crime may be deemed to have been committed where the victim child resides. Cyberbullying complaints should be directed to law enforcement in the area in which the child lives.

HOW does this affect Schools?: The law does not place any duty, mandatory reporting or otherwise, upon schools; however, schools should:

- Educate students and families that cyberbullying is now a criminal offense ("cyberharassment");
- Refer families complaining of out-of- school cyberbullying incidents to law enforcement in their hometown; and
- Contact police and advise of any cyber harassment occurring on school grounds and refer the victim's family to do the same.

L. Elastic Clause

Because it is impossible, to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not

specified in the Discipline Policy. The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

VI. Parents

A. Role of the Parent

Parents play a critical supportive role in the education of their children. They are the first and primary educators of their children. Therefore, in order for MOSS to succeed in its educational mission, we must have the full participation and support of each parent. This pertains to support for the school's academic and disciplinary policies, as well as volunteering, and efforts to help our program financially. By working together in a Christian spirit of cooperation, parents, teachers and staff will be best able to provide the highest quality education for both the individual student, and the student body as a whole.

B. Homeroom Parents

There are a variety of activities that take place during the year that are carried out through the efforts of a group of homeroom parents at each grade level; primary contact is made through the designated coordinator of homeroom parents in each grade. Not every teacher asks for a homeroom parent, so please check with your child's teacher.

C. School Advisory Council

Parents are selected to be members of the Mother of Sorrows School Advisory Council. This council is advisory only and is appointed by the Bishop of the Diocese of Greensburg. The Advisory Council assists the administration in identifying opportunities and strategies to help Mother of Sorrows School in a variety of aspects of school life.

D. Safe Schools Policy

Nothing is more important than the safety and well-being of your child. MOSS will therefore follow the policies of the Diocese of Greensburg, and the Commonwealth of Pennsylvania in the maintenance of a safe school environment. All exterior doors are locked and all visitors are instructed to enter through the school office. Students are never to open doors of the building to allow entry. All parents are asked to model and reinforce this aspect of school life.

Requirements for Volunteering

Volunteers play an important role in the success of MOSS. Their efforts enrich the educational experience of students and help to keep our tuition affordable. When parents or other individuals wish to volunteer in a capacity that places them in regular, direct contact with children, they must complete the MOSS *Safe Schools* requirements.

Before beginning one's volunteer service, MOSS must have the following security clearances on file:

1. Pennsylvania Criminal History Clearance.
2. Pennsylvania Child Welfare Clearance.
3. FBI Criminal History Clearance.
4. Mandated Reporter Training
5. Virtus Protecting God's Children Training

A complete explanation of Diocesan policy on volunteer requirements can be found on the Diocesan website.

E. Parental Compliance

The safe, orderly, and effective operation of our school requires the full cooperation of all parents. While we respect and value the input and opinions of parents, and encourage their expression, parents must comply with all policies, directives and decisions of MOSS as a condition of enrollment.

Parents have the right to discuss disciplinary matters and other decisions with the principal, and may appeal a policy or decision to the Superintendent of Catholic Schools if they disagree with it. They must, however, comply with all school policies and the decisions of the principal while they are making their appeal.

The refusal of parents to comply with the policies and/or directives of the school, or the instructing of their children not to comply with them, may result in the immediate administrative separation of their child from MOSS.

Administrative Separation

An administrative separation does not constitute an expulsion, as it is a result of the actions of the parent, and will not appear on the child's records as such. It does mean, however, that the child may not attend MOSS as a result of parental non-compliance with our policies or decisions.

Parental Conduct

Parents are expected to comply with standards of Christian behavior at all times in their interactions with school staff,

teachers, clergy, parents and students. **This conduct must also be evident at all extra-curricular/sporting events.** Parental misconduct towards any stakeholder in the school may result in the immediate administrative separation of their child from MOSS.

VII: Family

D. Atmosphere

Mother of Sorrows School is a school that strives for a family atmosphere. It is up to all stakeholders to make this a reality. We are a lifelong family in Christ and we have one Father in Heaven. We hope and pray that all involved in the formation of the students at MOSS do so with family in mind.

E. Formation

Mother of Sorrows School is excited to be able to continue the work begun at home in the Catholic formation of our students. Masses are offered at school on a weekly basis and we invite all to join us! We hope that our students can apply the lessons learned at these school Masses in their daily lives and at Mass on Sunday. We encourage our students to take an active role in their home parish and good modeling from parents is a great way to start. Thank you for that.

F. Catholic Identity

Mother of Sorrows School is uniquely able to become a family through the Christ. Our Catholic Identity is hard to define because it is who we are. It is neither a class nor a lecture, it is integral in every action and interaction. We see the Eucharist and the sacraments we receive as integral parts of our very fiber. We are a Catholic Family and we pray and grow together as such.

OFFICE FOR CATHOLIC SCHOOLS
Dr. Maureen Marsteller
723 E. Pittsburgh Street
Greensburg, PA 15601-2697
724-837-0901

FACULTY AND STAFF
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Art	Mrs. Laurie German	lgerman@mosschool.org
PLTW and SmartLab	Ms. Anne-Marie Battaglia	abattaglia@mosschool.org
Music/Instrument Lessons	Mrs. Cassidy Ayers	cayers@mosschool.org
School Nurse	Mrs. Stacey Amandola & Mrs. Beth Frydryck	samandola@mosschool.org

Mother of Sorrows School



Thank you to our regional parishes:
Mother of Sorrows
St. Mary's
St. John's de la Salle
St. Regis'