Mother of Sorrows School

PARENT/STUDENT HANDBOOK

2022-2023

Mother of Sorrows School
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Dear Parents and Students of Mother of Sorrows School,

"What greater work is there than training the mind and forming the habits of the young?"
St. John Chrysostom

Welcome to Mother of Sorrows Catholic School! In choosing Mother of Sorrows School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Mother of Sorrows School for the 2019-2020 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Mother of Sorrows School during the 2019-2020 school year. Throughout this document, policy of the Diocese of Greensburg is referenced and has been adopted by Mother of Sorrows School.

The faculty and staff of Mother of Sorrows School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Theresa A. Szmed
Principal

Mother of Sorrows School

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 leave 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

HISTORY

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, Our Lady of Lourdes, Export, St. John De la Salle, Delmont, and St. Regis, Trafford. These parishes work with our school to fulfill our mission and realize our goals.

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.

MISSION STATEMENT

Mother of Sorrows Catholic School is dedicated to educating students of all faiths in a Catholic, Christ-centered environment. Spiritual engagement and rigorous educational experiences inspire each student to live by Christian values, achieve academic excellence, and become global leaders.

PHILOSOPHY

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*

School Crest

The Mother of Sorrows School crest is fashioned after the Miraculous Medal. The Miraculous Medal is a Marian symbol of devotion to Mary. It is also known as the Medal of the Immaculate Conception. Its design originated from St. Catherine Laboure's vision of the Blessed Mary in France around 1830. Mary said to St Catherine, "Have a medal struck upon this model. Those who wear it will receive great graces". The M stands for Mary, who presents our prayers to her son to seek His graces. The cross and bar surmounting Mary's name symbolizes Christ's suffering on the cross and redemption. It also reminds of her presence at the foot of the cross at her son's death. The moon symbolizes Mary as Queen of Heaven and Earth. The twelve stars symbolize the Twelve Apostles who form the Church. The two wavey lines symbolize the Sacred Heart of Jesus and the Immaculate Heart of Mary beating in unison, which symbolizes the love between Mary and Jesus.

ACCREDITATION

Mother of Sorrows School is accredited through the Middle States Association Colleges and Schools. See the 2022-2023 appendix for current action plan.

ACADEMIC INFORMATION

The curriculum of the Diocese of Greensburg is a living document, which is continually updated and reviewed. Our rigorous curriculum is infused with the Catholic faith and aligned with Pennsylvania state and national standards. Parents may receive a copy by contacting the school office.

ACADEMIC PLAN

A student whose academic performance indicates serious deficiencies may be placed on academic improvement plan. The plan will be developed with support of the parent, teacher and administration. The plan will be reviewed periodically during the grading period.

ACCEPTABLE USE POLICY

The purpose of this policy is to outline the acceptable use of computer equipment and systems at the diocese. These rules are in place to protect the employee and the organization. Inappropriate use exposes all of us to risks including virus attacks, compromise of network systems and services, and legal issues.

The Diocese of Greensburg Office of Catholic Schools has developed General Technology and Internet Policies to guide schools in enforcing appropriate use of available technology. The purposes of these policies are to ensure the equitable and optimal use of all technology-related equipment at the schools and to encourage the use of technology as a valuable learning tool. It is the policy of the Diocese of Greensburg Office of Catholic Schools to maintain an environment that promotes ethical and responsible technology use. It shall be a violation of this policy for any student, employee or guest to engage in any activity that does not conform to the established purpose and general rules set forth in this policy.

ACCIDENTS AND INJURY

In case of an emergency concerning the health of a student, the school nurse and/or school principal or designee shall be immediately notified. The school nurse shall be primarily responsible for rendering medical assistance. If the parent, guardian, or person designated on the student's emergency card cannot be timely reached, the school nurse or school principal or designee shall decide whether hospitalization or further treatment at a medical facility is necessary.

The school office will maintain a Family Emergency/Illness Card for each student. The Family Emergency/Illness Card will be sent home in the first family envelope. It should be printed neatly and returned to school within the first three days of school. It is important for your child's safety

and comfort, as well as the effective operation of the office,that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

In the case of illness during school hours, the principal or designee may send a child home after a parent or guardian has been notified and transportation arrangements have been made. Children are not permitted to call their parent/guardian or dismiss themselves. A parent/guardian must pick up the child in the school office and sign him/her out.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported at once.

ADMISSION INFORMATION

In order to insure equal educational opportunities in all Catholic educational programs, particularly schools of the Diocese, the following uniform guidelines are to be used in the formulation of admissions policies:

- Every new student entering Mother of Sorrows School is on a 45 probationary period.
- Catholic schools, having been established and maintained out of the contributions and personal sacrifices of the Catholic citizenry, may justly give preference in admissions to Catholic children. This principle not only accords with justice but constitutes a proper accommodation to religious conscience.
- All applicants must file with the school the admission application, and when accepted, the registration materials.
- Non-Catholic students shall be admitted to a Catholic school as school circumstances permit.
- Non-Catholic school students attending a Catholic school shall be expected to attend religious activities during the school day.
- Priority in admissions shall be: Parishioners, Catholic non-parishioners, and non-Catholics.
- Children of any race, color, handicap, or national origin are eligible for admission to any Catholic school. Children of any religion are likewise eligible for admission to any Catholic school subject to the rights of Catholic children stated above.
- No Catholic school should accept pupils whose parent/guardian seeks to have them admitted in order to avoid racial integration or to avoid situations involving racial tension.
- The legal name of the student shall be used on school records and documents which are deemed official. Changes in the child's name cannot be affected by an act of the parent, but must be authorized only through official court documents. Custody arrangements or a change in the marital status of the parent has no bearing whatsoever on the legal name of the child. Requests by the parent to have the child called by a name other than the legal surname or to have that name placed on official school papers cannot be considered.

- Parents and/or guardians should be advised that they must accompany the child to school for the purpose of registration and verification of residency.
- On the date of registration to formal schooling, normally kindergarten, the following documents must be presented prior to admittance:
    - Birth certificate or copy
    - Immunization record
    - If living with a guardian, residency and responsibility papers are needed, plus a conference with the home and school visitor for verification of residence.

When a student transfers to a diocesan school, a certified copy of the student's disciplinary record shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.

Upon registration and prior to admission to the school, the parent, guardian, or person having control or charge of the student shall provide a sworn statement or affirmation stating whether the student previously was suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property.

Parents and guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree. This registration statement shall be maintained as part of the student's disciplinary record.

A Memorandum of Understanding must be signed by parents or guardians prior to admission and at the beginning of each school year. This Memorandum of Understanding pledges support for the Catholic identity and mission of the school and holds parents accountable for following the principles and policies of the school and the Catholic faith.

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The following documents are needed for admission:

Preschool, Kindergarten and First Grade

- Application
- Home Language Survey
- Memorandum of Understanding
- Parent Permission to Request and/or Release School Records (if applicable)
- Tuition Payment Agreement
- Original Birth Certificate or Notarized Copy
- Immunization Records
- Residency and Responsibility Papers (if living with a guardian)
- Family Survey

After First Grade

- Application

- Home Language Survey
- Memorandum of Understanding
- Parent Permission to Request and/or Release School Records
- Sworn Statement Pertaining to the Prior Conduct of a Pupil Seeking Admission
- Tuition Payment Agreement
- Academic, personal, and health records (category A and B) from previous school
- Immunization and Health Record
- Residency and Responsibility Papers (if living with a guardian)
- Copy of Disciplinary Records from previous school
- Family Survey

The following documents are needed yearly:

- Registration or intent to return
- Family Survey
- Memorandum of Understanding
- Tuition Payment Agreement
- FACTS Agreement entered into the system

All documents provided to parents/guardians for completion throughout the school year, either electronically or on paper, are required to be completed, signed, and returned to the school by the date requested.

Students with Disabilities

The Catholic schools in the Diocese of Greensburg desire to be as inclusive as possible in welcoming all students for whom they can provide an appropriate program.

Steps taken when a student with disabilities wishes to attend a Catholic school:

- The principal must review all previous school records (academic, social, medical, etc.).
- The principal interviews the parent(s)/guardian(s) and the child to assess the child's potential for success in the school environment.
- The principal consults with other knowledgeable persons to determine whether the school is an appropriate placement for the child.
- If the principal determines the school is an appropriate placement, the parent(s)/guardian(s) are notified, and they can fill out a registration form.

During Public School Strikes

During a strike or shutdown in the public-school district, parent(s)/guardian(s) with children attending such a public school may make application for their children.

If the application is approved according to the admissions policy of the Diocese and the standards set forth by school administration, the children are admitted to the school. In most cases, all financial aid will have already been distributed, so the availability of financial aid is extremely limited. Parents are required to pay 2 months of tuition in advance before students will be admitted.

Withdrawing a Student

If a parent withdraws or transfers a student from Mother of Sorrows School, re-enrollment in Mother of Sorrows is at the principal's discretion.

If agreed upon by teacher and principal, a pre-school and/or kindergarten student can change their daily schedule from half day to full day or visa-versa. Tuition rates will be pro-rated accordingly. However, once this change is made it is permanent. Tuition rates will not be adjusted again nor will a refund/credit be issued.

ADVISORY COUNCIL

The School Advisory Council is made up of members (both parents and parishioners) appointed by the Bishop to serve the school along with the school Principal and Board of Trust Administrators. The purpose of the elementary school advisory council is to promote and advance the mission of the school for the education and instruction of students in keeping with the laws and teachings of the Roman Catholic Church, and to assist the principal. The Committees that make up the school advisory council include the Nominating Committee, Finance Committee, Marketing-Enrollment Committee, and the Development Committee. All potential names for Advisory Council members must be approved by the Office of Catholic Schools before beginning any initial conversation with the candidate. The current Advisory Council is listed in the 2022-2023 appendix.

ALLERGY POLICY

The school recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. **Parents must keep the school informed about allergies and return the proper documentation to the school as soon as possible.** In order to minimize the incidence of life-threatening allergic reactions, Mother of Sorrows School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

Teachers encourage nut-free snacks for students in the classroom. Mother of Sorrows School offers an independent school lunch program that does not have the same restrictions or requirements as the National School Lunch Program. Our school lunches are prepared fresh daily, in-house. Students have a choice of an entrée, fruit/vegetable, and a dessert.

It is recommended that students with special dietary needs/food allergies pack a lunch from home as Mother of Sorrows School offers specific food items that might not meet the student's dietary needs. Additionally, **Mother of Sorrows School is not responsible for the food-label interpretation or food cross-contamination of any food prepared in the cafeteria kitchen.** A "peanut-free" area is provided in the cafeteria for students who need a safe space to eat.

ATHLETIC PROGRAM/EXTRA-CURRICULAR ACTIVITIES

Mother of Sorrows School's Athletic Program provides extra-curricular activities for students to participate at a competitive level under the Diocesan CYO guidelines and W.P.I.A.L. Middle School through Greensburg Central Catholic. The student will be expected to maintain acceptable academic achievement in relationship to his/her ability. The student will be expected to maintain standard behavior throughout the school day. Serious offenses, as described in this Handbook will be handled on an individual basis at the discretion of the principal. **Any student absent from on a full school day may not attend practice or play in a game that day. Students must attend a full school day before attending athletics over a weekend.** Parents will be contacted if students do not meet the above expectations. Mother of Sorrows School will follow all Diocesan and W.P.I.A.L. policies pertaining to the athletic program.

ATHLETIC PROGRAMS OFFERED

Fall -	Diocesan Girls Basketball – Grades 3 –7
	Cross Country Girls/Boys – Grades K-8
	Cheerleading – Grades K-8
Winter -	Diocesan Boys Basketball -- Grades 3 – 7
Spring -	Diocesan Girls Volleyball -- Grades 3-8
	Track and Field Girls/Boys – Grades K-8
	Diocesan Soccer Girls/Boys – Grades 3-8

ATTENDANCE

Students are not permitted to participate in Athletic practice/games, Musical practice/performance, or Club meetings/competitions until one full day of school has been attended following an absence.

The Diocese of Greensburg, Office for 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. The educational program offered by the diocese is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Our philosophy is one that stresses to teachers, pupils and parents the importance of regular school attendance. It is the Diocese of Greensburg, Office for Catholic Schools' belief that only through regular school attendance can impede student progress academically at a successful rate. Furthermore, since attendance is part of a pupil's cumulative record, it is important that good school attendance habits be established for later years when pupils seek employment. When employers seek reference materials on past students who are prospective employees, attendance information is

requested on a high-priority basis. A good record of attendance and punctuality is an excellent recommendation for future school and career endeavors.

In addition, the Diocese of Greensburg, Office for Catholic Schools recognizes that a strong relationship exists between good school attendance and academic achievement. The learning experiences that occur in the classroom environment are considered to be the most meaningful and essential components of the instructional process.

Class absences disrupt instructional continuity and decrease direct teacher-student contact time. Absences limit opportunities for classroom interaction and direct participation with teacher and student.

Therefore, it is the underlying purpose of this policy to:

- Provide an educational program, predicated upon the presence of the pupil, which requires continuity of instruction and classroom participation.
- Help students develop a sense of responsibility, discipline and good work habits.
- Maintain close communication and cooperation between home and school to encourage and sustain regular school attendance.
- Improve students' opportunities for academic and social accomplishment.

School Responsibility

In order to meet their responsibility for maintaining attendance rolls and accounting for absences, the principal and her/his staff will be responsible for the following procedures:

- Keeping an accurate record of all students assigned at the beginning of the school year, new entrants, withdrawals, and reentries.
- Ensuring a school session which conforms to the State Board of Regulations.
- Daily recording and reporting of absences by homeroom and/or class period.
- Maintaining cumulative records of each student's absences.
- Informing parents of students' absences. When a student is marked absent, a parent/guardian receives a morning phone call alert to the absence. The principal or her/his designed shall report student absences at ten-day (10) cumulative periods to parents by phone contact or written notification.
- **Issuing written notice to a parent or guardian who fails to comply with the compulsory attendance statute that such infraction of the law will be prosecuted.**
- Identifying and counseling students with irregular attendance patterns.
- Ensuring that students returning from an absence have an opportunity to make up the work they missed during recess time.
- Making provisions for cumulation of class cuts or excessive tardiness into equivalent days of absence.
- Taking disciplinary measures in cases of excessive tardiness and absences from school or class.

- Developing a positive incentive program appropriate to student age and maturity levels to foster a positive attitude toward school attendance.

The student is responsible for making up all assignments and tests missed during an absence from school. **The student is normally permitted one day for each day missed to make up work missed. It is the student's responsibility to obtain the assignments and return them to the individual teacher at the time designated. If consistent absence occurs on major assignment due dates or test dates, students will receive an additional assignment/test question.**

Parent Responsibility

The Compulsory Attendance holds parents or guardians legally responsible for the regular school attendance of their child. In addition to the legal ramifications, the Diocese of Greensburg, Office for Catholic Schools recognizes that parental attitude is a factor which influences the regularity of school attendance. As part of their responsibility, parents are expected to provide the school with a written excuse for their child's absence. **After three (3) days of continuous absence or after 15 days of cumulative absence, the principal or her/his designee may require the parent to verify the student's illness by a written statement from a physician for the purpose of issuing an excused temporary absence.**

Students are expected to report to school each day on time. In the event of an absence, students must bring an excuse from their parent or guardian upon returning to school the first day after an absence. All excuses from parents or guardians concerning absences or tardiness should contain the following information:

- Date note is written
- Name and grade of the student
- Date of absence or tardiness
- Signature of parent or guardian

Excusals from Instruction

Certain children may be excused from attendance in accordance with diocesan policy. The following cases of out-of-school instructions are permitted upon the approval of the Superintendent for Catholic Schools.

- Homebound instruction for enrolled pupils who are temporarily unable to attend school for medical reasons.
- Individualized out-of-school instruction for students unable to attend regularly. Tutoring and programs for exceptional students may be types of individualized instruction.
- Work study or career exploration programs approved by the principal that are conducted under school auspices and proper supervision.
- Work release program with student in school a portion of the day.

- A 12th grade student taking college courses part-time while continuing in high school the rest of the school day.
- Graduating students may be counted present for not more than three (3) days for supervised commencement preparation.
- Educational, school-sponsored experiences held at other sites which are extensions of classroom instruction (i.e., field trips and school-sponsored educational travel/study programs).

Students who have received the Superintendent's permission to participate in such programs are considered to be in attendance.

Excused Temporary Absences

The Diocese of Greensburg, Office for Catholic Schools recognizes a number of specific reasons for which a child may be excused from school for all or part of a school day. These include:

- Observance of religious holidays.
- Religious Instruction-This is restricted by law to a maximum of 36 hours per school year.
- Educational trips, not school-sponsored.

Upon receipt of a written request from the parents of the pupils involved, pupils may be granted excused temporary absences from school to participate in an **educational trip** during the school term when such trip is so determined by the school principal to service an educational purpose. The following conditions must be followed:

- Educational trips will be considered for approval if the school principal determines that such a trip will be of educational significance to the student. In order for the school principal to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the trip, the reason why the trip could not be taken on days when school is not in session, and an outline of the educational value of the trip.
- The total number of days granted for an educational trip, not school-sponsored, will be based upon the student's attendance and academic record.
- **Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the trip.**
- Unless some unusual family circumstances exist, such trips shall not be approved during the final two (2) weeks of the school term.
- If more than one child in a family will be taking the trip, the request for all the children shall be included in the request made to the school principal.
- Students are granted the privilege of making up all assignments and tests missed during the excused absence. However, the responsibility for making up this work lies with the student. Appointments should be made with the teachers to find out what work is to be made up. The

student assumes the responsibility for completing this work within two (2) weeks after her/his return.

- Health Care: Absence for a portion of the school day may be excused for medical or dental appointments which cannot be arranged after school hours.
- College Visitations/Job Interviews: The student must have written verification of the visitation or interview and must have prior written approval of the principal. Approval will be granted only in those instances when visitations and interviews cannot be scheduled during a time when school is not in session. College visitations are not to exceed five (5) school days per year. Upon return from a college visit, a letter from the college visited should be verified with the date of visit.
- Illness and other urgent reasons: This is the most common reason, or set of reasons, for temporary absence from schools. In general, absences for the following reasons should be excused:
    - Illness or recovery from an accident
    - Quarantine of the home
    - Death in the family
    - Court appearance
    - Family emergency (unavoidable)

Unexcused or Unlawful Absences

The Diocese of Greensburg, Office for Catholic Schools defines an unexcused absence as the absence of a pupil due to parental neglect, illegal employment, or truancy. Unlawful absence is an unexcused absence for all pupils under seventeen (17) years if age, the present time in the compulsory attendance age law.

First Offense

A first offense consists of three or more days of absence without lawful excuse.

- Written Notice to Parents: The school's official notice of absence to parents shall be served in person or by certified, registered or regular mail to the parent's home as soon as a pupil has three (3) days, or their equivalent, of unlawful absence.

Closing of first offense: The first offense is closed at the end of three calendar days after the serving of the notice or upon the return of the pupil to school within the three days following the serving of the notice.

Second Offense

After the first offense is closed, the next session during the school year that the student is unlawfully absent becomes a second offense and requires the serving of a warrant on the parent through the office of a magistrate. The serving of the warrant closes the second offense. Each succeeding session of unlawful absences by the same pupil becomes another second offense and the same

procedure is repeated. The Diocese of Greensburg, Office for Catholic Schools official notice of absence to parents is not serviced in second offense cases. The notice served after the first three (3) days of unlawful absence is adequate for the school year.

The following list includes, but is not limited to, examples of unexcused or unlawful absences:

- Truancy
- Parental neglect
- Illegal employment
- Pupils who run away from home
- Shopping
- Trips not approved in advance

Corrective measures for excessive absence or truancy may include counseling, parental conference, internal or external suspension. When student attendance behavior is not modified by less severe disciplinary measures, repeat offenses can result in enforced withdrawal from a course or expulsion from school.

Early Dismissal

All students are expected to be in school every day for the entire day. A student may be dismissed from school early only with the approval of the principal or her/his designee. Each principal shall set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands. No student may be released into the care of a person who is not known or on the basis of an invalidated telephone call.

Medical and dental appointments during school hours are discouraged. Children of estranged parents may be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record.

At Mother of Sorrows School, early dismissals are granted between the hours of 9:00 am – 2:30 pm. No early dismissal will be granted between 2:30- 3:05 due to the potential transportation problems that occur with school dismissal.

Tardiness

Students are expected to be punctual in reporting to school. Students who arrive to the school main entrance or to the homeroom **after 8:30 am** are late for school. If a student arrives late at the school's main entrance, the parent or legal guardian must sign them in. Chronic unexcused tardiness may be converted into the equivalent days of unlawful absence. All tardies are to be recorded in the student's attendance record.

Compulsory School Age

"Compulsory school age" shall mean the period of a child's life from the time the child enters school, which may be no later than at the age of eight (8) years, until the age of 17 years or graduation from high school, whichever occurs first.

Student Illness

All students must be 24 hours "symptom free before returning to school.

BEFORE SCHOOL AND AFTER SCHOOL CLUB

See the 2022-2023 appendix.

BOARD OF TRUST ADMINISTRATORS

The Board of Trust Administrators is comprised of all, or a subset of the pastors of parishes that are in proximity to an elementary school. See the current Board of Trust Administrators in the 2022-2023 appendix. The members of the Board of Trust Administrators select one of the members to be the Chairman.

Board members consider the effects of any action upon students, employees, suppliers, families, and parishioners of the Trust and communities in which offices or other establishments of the Trust or an affiliated Trust are located, and all other pertinent factors.

BUCKLEY ADMENDMENT [FERPA]

Mother of Sorrows School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

A non-custodial parent is that parent who does not have primary custody as determined by a court of law.

BULLYING AND CYBERBULLYING

Prohibiting Harassment, Intimidation, Hazing, or Bullying

The Office for Catholic Schools of the Diocese of Greensburg is committed to providing a caring, friendly, safe, and respectful environment for all students, employees, volunteers, and visitors of our schools. A safe, secure, and respectful educational environment is necessary for students to learn

and achieve high academic standards and build appropriate relationships with others. Acts of harassment, hazing, intimidation, and bullying (including cyberbullying) are unacceptable behaviors and are prohibited in our schools.

The purpose of this policy is to assist the schools of the Diocese of Greensburg in our goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively.

General Statement of Policy

- An act of harassment, intimidation, hazing or bullying (which collectively shall be referred to in this document as "bullying") by either an individual student or group of students is expressly prohibited on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school (including cyberbullying). This policy applies not only to students who directly engage in such an act but also to students who, by their indirect behavior, condone or support another student's unacceptable behavior.
- No teacher, administrator, volunteer, contractor, or other employee of the schools of the Diocese of Greensburg shall permit, condone, or tolerate such acts.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- The principal (or designee) will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.

Definitions

- Bullying involves conduct by a person, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.
- Harassment, hazing, intimidation, and bullying are any acts, words or other behaviors, by an individual or group against another individual or group, characterized by:
    - Intent to harm
    - Intensity and duration over a period of time
    - An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim
    - Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships; and
    - A level so severe, persistent, or pervasive that an intimidating or threatening educational environment is created or the orderly operation of the school is substantially disrupted.

Bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendo, demeaning comments, cartoon drawing, graffiti, pranks, gestures, staring/leering, physical attacks, flashing a weapon, physical restraining, threats, taunting/ridiculing, stalking, malicious teasing, name calling, relationship undermining, social isolation or exclusion, other written, verbal and/or published items including cyberbullying, destroying/damaging property, or other physical actions.

Responsibilities of Administrators, Supervisors, Teachers and Others

To the extent that a person has supervision of other persons, activities and environments, each administrator, principal, teacher, aide or volunteer shall:

- Have the responsibility for maintaining a work place, work area, learning area and/or activity area free of harassment, intimidation, hazing, and bullying. Teachers should establish a positive, friendly, and trusting relationship with the class and each individual student. The best results are obtained through a combination of generous verbal praise or other social reinforcements for positive activities and consistent negative consequences for aggressive, rule-violating behavior.
- Have the responsibility to ensure that all information concerning the policy prohibiting harassment, intimidation, hazing, or bullying is disseminated to all subordinates, to all families, and to all students. This information may be in the form of rules, regulations, orders, procedures, policies, or other written or oral directives. All parties are to be instructed as to the full meaning and application of all such directives.
- Have the responsibility to be particularly alert to possible situations, circumstances, or events that may lead to or constitute bullying and immediately report to his or her immediate supervisor: any actions viewed by him or her which, in his or her opinion, may be construed as falling within the definition of bullying as contained within the policy; and/or any instances, reports or allegations of bullying which come to his or her attention.
- Have the responsibility, upon receiving an allegation of bullying, to complete the Bullying, Harassment, or Intimidation school investigating form.
- Document incidents in the Diocesan PowerSchool student management system for the purpose of program evaluation and planning, as directed by the Superintendent and the Office for Catholic Schools.

Responsibilities of Students

To the extent that students have influence with other persons, their own words and actions, and school activities and environments, each student shall:

- Respect and obey all teachers, staff, and volunteers
- Speak and act appropriately
- Respect other students in word and action
- Respect the school property and the property of others
- Not harass, intimidate, haze, or bully others
- Recognize peer conflict, report problems, and work to resolve conflict
- Be responsible for protecting the rights of others

- Accept responsibility for her/his own actions as well as the actions of a group when participating in such behavior
- Be truthful and candid if observing behaviors that could be a form of bullying
- Be courageous to report behaviors to a teacher or administrator
- Make it a point to include all students who are easily left out.

Reporting Procedures

Any student, employee, staff member, aide or volunteer who believes he or she has been the victim of bullying or any such person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to the building principal (or designee). A student may report bullying anonymously. The Office for Catholic Schools encourages the reporting party or complainant to use the reporting form available from the building principal. An oral report shall be considered an official report and must be documented.

- The building principal (or designee) is the person responsible for receiving oral or written reports of bullying at the building level. If the report is given verbally, the principal (or designee) shall reduce it into written form using the Bullying, Harassment, or Intimidation school investigation form. This form is located in the appendix of this document.
- All other members of the school community, including parents/guardians, students, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to a school employee. While submission of the report form is not required, it is encouraged. The Bullying, Harassment, or Intimidation reporting form is used for reporting and is found in the appendix of this document.
- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's: grades, educational environment, future employment, work assignments or work environment.
- The school and the Office for Catholic Schools respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness(es) as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data, and will not be disclosed except as required by law.
- Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report, but only when validated.
- If the complaint concerns alleged conduct by the Principal, the report form shall be delivered to the Superintendent.

Investigation Procedures

- Upon receipt of a report or complaint that alleges harassment, intimidation, hazing or bullying, the building principal (or designee) shall undertake a prompt, thorough and complete investigation of the alleged incident in as confidential a manner as possible. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall be documented using the Bullying, Harassment, or Intimidation school investigation form
  and may include other methods and documents deemed pertinent by the investigator. The building principal (or designee) may take immediate steps, at her/his discretion, to protect the complainant, student(s), or others, pending completion of an investigation of bullying, consistent with applicable law.
- Whether a particular action(s) or incident(s) constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.
- The building principal (or designee) is not obligated to disclose to a victim any educational or personnel data, including any disciplinary action taken against an alleged perpetrator. To the extent permitted by law, the principal will notify the parent(s) or guardian(s) of the student(s) involved in a bullying incident and the remedial action taken, based on a substantiated report.
- A full written report shall be completed by the principal or the principal's designee upon completion of the investigation. Such report may include, but shall not be limited to:
  - Written and/or transcribed verbal statement(s) of the reporting or aggrieved party.
  - Written and/or transcribed verbal statement(s) of the accused party.
  - Written and/or transcribed verbal statement(s) of all witnesses.
  - Diocese of Greensburg Schools Harassment, Intimidation, Hazing, and Bullying Investigation Form
  - Factual findings and recommendations.
  - All written and/or transcribed verbal statement(s) shall be signed by the person offering such statements.

Discipline and Remedial Action

The response to students who commit one or more acts of bullying should be determined based on the totality of the circumstances. In all cases, the school should attempt to actively involve parents/guardians in the remediation of the behavior(s) concerned.

- Initiate immediate talks with the bully or bullies to include:
  - Documenting involvement of participation
  - Sending a clear, strong message that the behavior is not acceptable
  - Warning that future behavior will be closely monitored
    Warning that additional negative consequences will be administered if the behavior does not stop
  - Immediate consequences may be warranted for inappropriate actions in their first occurrence
- Talk with the victim and his/her parents/guardians to include:
  Documenting specifics of the incident

- Providing information about the plan of action to be taken by school personnel and parents/guardians to deal with the behavior
- Encouraging the immediate reporting of any new episodes or attempts to school personnel

- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider the following factors:
  - The development, maturity levels, and/or special learning needs of the parties involved
  - The levels of harm
  - The surrounding circumstances
  - The nature of the behaviors
  - Past incidences or past or continuing patterns of behavior
  - The relationship between the parties involved
  - The context in which the alleged incidents occurred

It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the diocesan policies and school procedures.

- Upon completion of the investigation, the building principal (or designee) will take appropriate action. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Consequences and appropriate remedial action for students who commit acts of bullying may range from positive behavioral interventions, referral to school and outside resources, detentions, up to and including suspension or expulsion. In summary, action taken for violation of this policy will be consistent with the applicable statutory authority, and the school and diocesan policies and regulations.
- The parents/guardians concerned should be contacted. Depending on the situation, meetings can be held together with parents/guardians of both sides, or to minimize tensions, meetings can be held with each family separately. To support the teacher convening this meeting, the school psychologist, guidance counselor, principal or assistant principal may be invited to attend.

Protection for those Reporting Incidents

The Diocese of Greensburg, Office for Catholic Schools prohibits intimidation, harassment, or intentional disparate treatment against any person who makes a good faith report of alleged bullying, any person who testifies, assists, or participates in an investigation; or any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the perpetrator and remediate the impact on the person who reported the incident. Disciplinary action will be in accordance with diocesan policies, procedures, and agreements, and may range from positive behavior intervention up to and including suspension, expulsion and/or reports to appropriate law enforcement officials.

False Accusations

Students, school employees, visitors or volunteers who are found to have falsely accused another of bullying shall receive consequences in accordance with diocesan policies, procedures, and agreements. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the perpetrator and remediate the impact on the person who was falsely accused. Consequences shall be determined by the school administrator after consideration of the nature and circumstances of the act, and may range from positive behavior intervention up to and including suspension, expulsion and/or reports to appropriate law enforcement officials.

Cyberbullying

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by a peer using information and communication technologies.
The policies and procedures herein related to other forms of bullying, and in the Diocese of Greensburg Schools Technology Resource Acceptable Use Policy, also apply to cyberbullying. However, because the motives, methods, profile, and demographics of cyberbullies are varied and sometimes different from the traditional bully, the solutions and prevention messages must address their special issues.
The schools have a valid concern and legal obligation to maintain discipline and protect their students while in their care in the classroom, on school grounds, and at school-sponsored activities. However, if cyberbullying originates or occurs off school grounds and outside of school hours and does not directly impact the school itself, schools have limited authority to react to cyberbullying. Each school's Technology Resource Acceptable Use Policy, signed by the student and parent, must include a provision reserving the school's right to discipline the student for actions taken off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school. Documentation on how the incidents affect the school should be kept.
Children should be counseled to immediately tell a responsible adult. Depending on what they are doing, how they are doing it, and if repeated, cyberbullies' actions might escalate from annoyance, to bullying, or to the school's disciplinary code, to criminal acts.
If the cyberbullying is repeated and threatening, the victim and the parents/guardians should contact the school so the situation can be monitored in school for the safety of all. School authorities must respond to allegations of cyberbullying:

- By gathering information using the Bullying, Harassment, or Intimidation school investigation form and procedures detailed in this policy, including the telecommunication method used and the effect of the threat at school. Collecting and preserving electronic evidence is important to facilitate the investigation and any eventual prosecution. Do not: 1) install or allow to be installed any programs; 2) remove or allow to be removed any programs; or 3) take or allow other remedial action on the involved computer or communication device during this process. These actions may adversely affect the investigation and any eventual prosecution.
- In one or more of the following ways:

- Contact law enforcement if the victim is in danger of physical harm
- Contact both sets of parents/guardians and try to mediate the situation and reiterate applicable policy
- Institute an educational and awareness program to help stop further cyberbullying by students, and to help educate parents/guardians about the problem

Policy Dissemination, Prevention Programs, and Curriculum

Information regarding the policy against bullying shall be incorporated into the school's employee in-service program and policies.
It is the responsibility of the administration and staff to ensure that each child is made aware and understands definitions, conditions, and examples of bullying. The schools will provide annual education and information to students and parents/guardians regarding bullying, including information regarding the Office for Catholic Schools' policy prohibiting bullying.
Intervention programs may also be delivered by Intervention Specialists, Guidance Counselors, SAP Liaisons, and/or professional school personnel. Mother of Sorrows uses the Olweus Bullying Prevention Program.

CAFETERIA POLICY
Mother of Sorrows School offers an independent school lunch program that does not have the same restrictions or requirements as the National School Lunch Program. Our school lunches are prepared fresh daily, in-house. Students have a choice of an entrée, fruit/vegetable, and a dessert.

It is recommended that students with special dietary needs/food allergies pack a lunch from home as Mother of Sorrows School offers specific food items that **might not meet** the student's dietary needs. Additionally, Mother of Sorrows School is **not responsible** for food-label interpretation or food cross-contamination of any food prepared in the cafeteria kitchen. Mother of Sorrows School maintains a "nut-free" environment. All student lunches/snacks brought from home should contain items that are nut-free. All parents have received a list of nut-free choices, please reach out to the school office if you need another list.

All parents are expected to maintain a positive balance in their child's lunch account. When a child's lunch balance falls below $5.00, an automatic phone call is made once a week from PowerSchool to remind parents about the balance. When lunch balance is in the negative, an automatic phone call is made 3 times a week about the negative balance.

School Lunch Payment

Parents who choose the school lunch program are to pay for lunches in a timely fashion (ie. weekly, monthly) by cash or check. Parents/guardians will be contacted when their child/ren have a balance owed the school, so that parents/guardians can pay the unpaid balance. Students will continue to receive a regular school lunch even if there is no money in their lunch account, up to a total of $20.00. When the amount owed reaches $20.00, students will be given an **alternate lunch** until the balance owed has been paid.

CAR POOL

Sometimes students may need to carpool to field trips or special events. This should only occur under the supervision of the teacher/administration. Policy states that 2 adults must be in a vehicle when transporting minors.

CELL PHONES

Students in Preschool – 5th grade are not permitted to have cell phones in school. If a student needs to bring a cell phone so that it can be used after school, the cell phone must be turned off and left in the student's backpack (at their own risk) until after dismissal. Students in grades 6-8 are permitted to bring cell phones (at their own risk) to their homeroom where they will be kept in a pocket area. Per the teacher's instruction, students are permitted to check cell phones during the school day. Grades 6-8 are not permitted to bring cell phones on field trips unless teacher/administration permission is given. Smartwatches are not permitted during the school day.

Please be aware that teachers do carry cell phones for security, parent reporting (Class Dojo), and student activity photographs.

CHILD ABUSE AND IMMUNITY LAWS

It is important to remember that "child abuse" is not limited to sexual abuse alone. It includes inflicting or creating an imminent risk of physical injury, mental injury, sexual abuse, or harmful physical neglect. A "child" is any individual who is under the age of 18.
Child abuse can be one of several different things:

- Non-accidental *physical injury* that causes severe pain, or that significantly impairs the child's physical functioning, even temporarily;
- Non-accidental clinically-diagnosable *mental injury* that renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, unable to perform age-appropriate developmental and social tasks, or in reasonable fear that his or her life or safety is threatened;
- Any type of *sexual abuse* or *sexual exploitation* (such as inducing a child to engage in sexual acts or to be photographed in simulating sexual acts, even if the child "consents" to the acts); or
- Serious *physical neglect* which endangers a child's life or development or impairs the child's functioning, but which does not arise solely from the financial inability of the parents to provide adequate housing, clothing and medical care. Child abuse also occurs when an individual places a child in imminent risk of serious physical injury or sexual abuse or exploitation.

Perpetrators

A perpetrator of child abuse can be a:

- child's parent;
- spouse or former spouse of the parent;
- paramour or former paramour of the parent;
- person 14 years of age or older responsible for the welfare of a child or having direct contact with children as an employee of child care services, a school, or through a program, activity or service, such as a baby sitter or day care staff person;
- individual residing in the same home as the child who is at least 14 years of age;
- relative who is 18 years of age or older wo does not reside in the same home as the child, but is relate within the third degree of consanguinity or affinity by birth or adoption to the child; or
- an individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

A perpetrator of child abuse for failure to act can be a:

- child's parent;
- spouse or former spouse of the parent;
- paramour or former paramour of the parent;
- person 18 years of age or older who is responsible for the child's welfare or who resides in the same home as the child.

Mandated reporters do not have to determine whether or not the person meets the definition of perpetrator in order to make a report.

Mandated Reporters

Mandated reporters are those people who are required by law to report suspected child abuse. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse.
All employees and volunteers who have identified, suspected, or self-reported child abuse by any person should immediately report the incident to ChildLine at **1-800-932-0313.**

After the report is made to ChildLine, the staff person or volunteer may discuss the ChildLine call with his or her supervisor, but the reporting individual must then notify the Bishop Delegate's Office of the mandated report in writing.

The Managing Director of Catholic Charities serves as the Bishop's delegate for matters of clergy and church personnel sexual misconduct. The Director of Human Resources serves as the safe environment coordinator.

Among the occupations specifically listed in Child Protective Services Law (CPSL) as mandated reporters are many associated with Catholic institutions:

- Clergy, teachers, day-care personnel, social service workers, school administrators, school nurses, foster-care workers, health care personnel and mental health workers.
- Other types of Church personnel who should be considered mandated reporters are parish and school administrative personnel, music ministers, child-care personnel, youth ministers, athletic coaches, food service personnel, classroom aides and playground monitors.
- Non-paid and voluntary personnel who perform services for the Church should also consider themselves to be mandated reporters if they come into contact with children during the course of their volunteer Church work.

A mandated reporter need not make a first-hand observation of the suspected child abuse victim. Second-hand reports of abuse must be reported to the proper authorities if the mandated reporter has "reasonable cause to suspect" that child abuse has occurred.

Permissive Reporter

Permissive Reporters are individuals who are encouraged to report suspected child abuse, although not required by law.

Reporting

Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They come into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program activity or service.
- They are directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church, or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse.

Reporting is made to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. If an oral report was made to ChildLine, a report or suspected child abuse (CY 47) must also be completed and forwarded to the county children and youth agency within 48 hours after making the report.

CHEATING

Cheating of any type will not be tolerated. The administration reserves the right to assign appropriate consequences.

COMMUNICATION WITH SCHOOL

Communication is a priority for Mother of Sorrows School administration/faculty/staff. A weekly newsflash is sent from the school office. The newsflash contains important reminders for the week and important attachments about important events coming up.
Teachers also communicate with their parents on a weekly basis as well. In the weekly communication, important information is shared to help your child to be successful in the classroom.
When emailing administration/staff/teachers, please allow 24 hours for a response.

COUNSELING SERVICES

Counseling services are provided by the Westmoreland Intermediate Unit. Please reach out to the principal for more information about counseling services.

CRISIS PLAN

Multi-Hazard Plan

The Diocese of Greensburg, in cooperation with the schools in the diocese, have developed a diocesan multi-hazard plan that follows the PEMA (Pennsylvania Emergency Management Agency) format. Each school has a copy of this plan, which has been individually tailored to meet each school's individual needs and circumstances.
School safety and security are important issues of concern for every school principal. All diocesan schools shall have a Safety Committee consisting of the building principal, pastor, custodian and representatives from the faculty, fire department and police. This committee shall review the building for safety issues and develop a plan for evacuation and lock-down situation.
All schools in the diocese must review their plan each year in order to update information and ensure teachers and staff are familiar with their roles and responsibilities.
The Crisis Management Plan designed by the diocese shall be available and accessible for all school employees.
The principal will conduct monthly fire drills and one of which is an evacuation drill annually to a secure site. Lock-down mode is to be conducted once per semester.
All buildings must have an operational security system within the building limiting the access of unauthorized persons.
All visitors must report to the office and sign-in and sign-out.

Fire Drills

Fire Drills shall be conducted at least once each month. Teachers and students shall become thoroughly familiar with the use of fire escapes, appliances, routes, and exits. When students have reached the designated safety area, the teacher shall call the roll from the class record book. The date of the drill shall be recorded on the diocesan fire drill form. At least one lock-down drill should be conducted each year.
The date of the monthly fire drill/disaster drill should be recorded by the building principal.

Severe Weather Drill

Severe weather drills are conducted annually when announced by the Pennsylvania Emergency Management System through the county offices. The purpose of this exercise is to test procedures in the event of such an emergency. When announced, schools will respond to the scenario presented. The principal reports the results of the drill to the Office for Catholic Schools, and the drill is marked on the fire drill sheet.

Bus Drills

All schools using or contracting for school buses for the transportation of school children shall conduct, on school grounds, two emergency evacuation drills on buses during each school year. The first is to be conducted during the first week of the first school term, and the second during the month of March, and at such other times as the chief school administrator may require. Each such drill shall include practice and instruction concerning the location, use, and operation of emergency doors and fire extinguishers, and the proper evacuation of buses in the event of fire or accident.

DISCIPLINE

Discipline is an integral part of the learning process. In order to develop self-control, the student must be helped to understand her/his emotions and impulses, to live in harmony with others, to respect the rules of family, to keep the laws of the country and to obey the laws of God. The dignity of the student demands that humiliating and embarrassing punishments be avoided. Acceptable means of settling behavior problems are reproof, loss of privileges, and detention. Extreme disciplinary problems are referred to the principal for appropriate action. Good classroom control should eliminate the need for rigid disciplinary measures.

Any discipline imposed, including reproof, loss of privileges, and detention should be calculated to be a positive vehicle for the student to develop self-control and adhere to the rules and regulations of the school. Humiliating, embarrassing, or physical punishment does not achieve that goal. After-school detention should be utilized to reinforce with the student that she or he is expected to adhere to the rules and regulations of the school, and also to supplement the child's education by providing appropriate class assignments. More severe penalties authorized by the Diocesan Handbook of Policies are suspension and, as a last resort, expulsion. Physical punishment is expressly prohibited. Of course, teachers and administrators are permitted to take appropriate action, including physical

restraint in order to quell a disturbance, for the purpose of self-defense, for the protection of students and staff, or to obtain possession of a weapon or other dangerous object which poses an immediate threat to the safety and welfare of the school community.

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.

Mother of Sorrows School prohibits the use of language and/or the display of images and symbols which promote hate, racial or ethnic violence or intimidation. Such images and symbols include, but will not be limited to, swastikas, the Confederate flag, and nooses.

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.

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.

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.

Standards of Conduct

Every teacher, assistant principal and principal shall have the right to exercise the same authority as to conduct and behavior over the pupils attending her/his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

Conduct, whether inside or outside of school, that is detrimental to the welfare of the school may result in disciplinary action.

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 3 infractions within a school year. A second detention will be issued if/when a student receives 6 infractions within a school year.

Infractions

Grades 6-8 students are given infractions for Level I offenses listed below. Students receiving an infraction will be scheduled to see the principal to discuss the infraction.
Assignments for detention should be related to furthering student achievement or moral development.

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

Suspension

A student may be temporarily suspended by the principal for a serious infraction of school regulations or for repeated detentions. A suspension may vary in length from one to ten days. No prior notice to parents is needed for a suspension.

- The principal shall meet with the parents and the parents shall receive a written notice of suspension.
- The written Notice of Suspension is kept on file in the principal's office and a copy is given to the parents. This document will not only explain why the student was suspended, but will contain an agreement between the student/parents and the principal describing the student's future cooperation in a program designed to resolve the student's problems.
- Suspensions should be held in school, and the student not marked absent, unless the offense is particularly egregious, in which case, out-of-school suspension is the remedy. Out-of-school suspensions follow the same guidelines as in-school suspensions except the student is marked absent and assignments are given in the various subject areas for home study.
- The parents will meet during this period with the principal and teachers to define expectations upon the student's return.

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.

Expulsion

Expulsion is a permanent separation of students at said school for persistent and willful disregard of school rules. Expulsion is a severe punishment that should be used as a last resort and after serious deliberations, or when circumstances warrant.

Reasons for which a student may be expelled, but are not limited to:

- Infractions of school regulations, or the disciplinary codes applicable to each school.
- Continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students.
- Continued malicious disobedience or disrespect for authority.
- Possession, use or transporting a weapon.
- Possession, use, sale, conveyance of any controlled substance, drug, look-alike drug, alcohol or anabolic steroid.

- Assault or battery of a fellow student, teacher or employee.
- Bomb threats.
- False alarms.
- Use of vulgar or obscene language.
- Excessive absence or tardiness.
- Fighting.
- Disrespect toward the school in work or action.

An expulsion may also be necessary for a single serious incident or event or situation involving disregard for or a clear violation of a school rule or regulation. An expulsion is a severe punishment and should only be applied in very serious circumstances. Every attempt should be made during earlier offenses, if any, to provide guidance and counseling to the student and parents under the direction of the principal.

- The Principal (or designee) must report the pending expulsion to the Superintendent for Catholic Schools prior to any such decision being finalized and communicated to the student or parent. Immediate suspensions are possible in certain circumstances to allow the principal time to consider an expulsion by gathering the necessary data. Such notification of the pending expulsion should be made at the time of the suspension, both through a phone call and, as a follow up, in writing.
- Through consultation between and among the Superintendent for Catholic Schools, Principal, and legal department if necessary, the expulsion decision will be finalized and formalized. Usually the decision for expulsion will be made within ten (10) school days from the commencement of the suspension. All procedures as outlined in the applicable student handbooks must be followed, including appropriate communications to the student and parents.
- A written report of the expulsion must be completed and forwarded by the principal to the Superintendent for Catholic Schools. The report must include a copy of the letter of expulsion sent to the student and parents, including a statement that any request for further review of the matter must be forwarded to the Superintendent for Catholic Schools within five (5) days from the date of the expulsion.
- If such a request for a review of the expulsion is made by the student's parents, it must be received in writing by the Superintendent for Catholic Schools within five (5) days from the date of the expulsion. The Superintendent will determine who will participate in this review. The review will be made within a reasonable period of time. The decision from this review will be communicated to the principal by the Superintendent for Catholic Schools. The parents and student will be mailed a written notice of the outcome of this review.

DRUGS AND ALCOHOL

Drug and Alcohol Policy and Administrative Guidelines-Students

A student on school grounds, during a school session, or anywhere at a school-sponsored activity who is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline. **The school reserves the right to search anything brought on school property.**

The policy including its rules, regulations, and guidelines is a coordinated effort by the Office for Catholic Schools to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances by the entire student population.

Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Office for Catholic Schools will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances, and alcohol related situations.

Definition of Terms

Drug/Mood Altering Substance/Alcohol: Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972), 35 P.S. 780-101 et. seq., as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, and/or any anabolic steroid.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the Office for Catholic Schools policy for the administration of medication to students in school.

Student Support System: is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. This team has been trained to understand and work on the issue of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Distributing: deliver, sell, pass, share, or give any alcohol, drug, or mood altering substances, as defined by this policy, from one person to another or to aid therein.

Possession: possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substances determined to be illegal or as defined by this policy.

Cooperative Behavior: shall be defined as the willingness of a student to work with staff and school personnel in a reasonable manner, complying with requests and recommendations of the members of the Student Support System.

Uncooperative Behavior: is the resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior.

Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the Student Support System.

Drug Paraphernalia: includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to roach clips, pipes, and bowls.

Guidelines

As an integral part of the Office for Catholic Schools' Drug and Alcohol Prevention Program, these guidelines represent one component in an effort to respond effectively to drug, mood altering substances and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol related incidents. The Superintendent for Catholic Schools reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Discipline Procedures-Sale, Use, Possession, or Procurement of Intoxicating Beverages, Narcotics, or Other Restricted Drugs Such as Anabolic Steroids

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, shall be subject to exclusion from school.

The school reserves the right to search anything brought on school property.

Parents of the students 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 and request that the parents notify the school of the results of the 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 be a narcotic, a restricted drug, alcohol, or marijuana. The school will make every effort to protect a student by assisting the police in the apprehension of the person or persons who made such substances available.

- **Anabolic Steroids-** The use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics is prohibited. Body-building muscle enhancements, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes.

Anabolic steroids include any material, compound, mixture, or preparation that includes any of the following or any isomer, ester, salt or derivative of any of the following that acts in the same manner on the human body:

1. Chorionic gonadotropin
2. Clostebol
3. Dehydrochlormethyltestosterone
4. Ethylestrenol
5. Fluoxymesterone
6. Mesterolone
7. Metenolone
11. Nadrolone decanoate
12. Nandrolone phenpropionate
13. Norethandrolone
14. Oxandrolone
15. Oxymesterone
16. Oxymetholone
17. Stanozolol

8. Methandienone
9. Methandrostenolone
10. Methyltestosterone
18. Testosterone propionate
19. Testosterone-like related compounds

Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

The following minimum penalties are prescribed for any student found in violation of this regulation:

- For a first violation, suspension from school athletics for the remainder of the season.
- For a second violation, suspension from school athletics for the remainder of the season and for the following season.

No student shall be permitted to resume participation in school athletics unless the principal has received a medical report indicating that no residual evidence of steroids exists. As a further condition of reinstatement into the school athletic program, the student shall be required to participate in a drug counseling and/or treatment program satisfactory to the principal.
The Superintendent for Catholic Schools must be advised immediately of any student(s) who violate this policy.

LEGAL REFERENCES: Act 93 of 1989
Public School Code of 1949
24 P.S. 407, Rules and Regulations

EMERGENCY CARDS

At the beginning of each school year, parents are to provide the school with up-to-date information on the emergency card sent home by Franklin Regional School District. The school office will maintain an emergency card for each enrolled student. The card shall contain the following information:

- Student's name
- Name and address of parents or guardians
- Phone numbers where they may be reached during school day
- Name and phone number of aa third party who may be contacted in the event the parents or guardians cannot be reached
- Name of medical insurance provider and policy number

ESAP

Each diocesan school is required to participate in the Commonwealth of Pennsylvania's Student Assistance Program (SAP) or Elementary Student Assistance Program (ESAP), which are designed to assist school personnel in identifying issues including alcohol, tobacco, other drug and mental health issues which pose a barrier to a student's success. The primary goal of the SAP/ESAP is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

SAP/ESAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons

from community alcohol and drug and mental health agencies. SAP/ESAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP/ESAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

- **Referral** - Anyone can refer a student to SAP/ESAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP/ESAP team to ask for help. The SAP/ESAP team contacts the parent for permission to proceed with the process.
- **Team Planning** – The SAP/ESAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
- **Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend different types of assessment.
- **Support and Follow-Up** – The SAP/ESAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent's right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parents' role and responsibility in the decision–making process affecting their children's education and is key to the successful resolution of problems.

FIELD TRIPS

Field Trip Policy

Field Trips are a privilege, not a right. Class visits to places of cultural or educational significance give enrichment to the lessons of the classrooms. To ensure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip.

The written consent of parents must be obtained for every child participating on a field trip. A Field Trip Participation Form must inform parents of the following:

- Name, location and date(s) of the event.
- Cost to the student.
- Mode of transportation to be used.
- Name of the supervisor overseeing the activity.
- Parent's responsibility.

No student may participate unless a signed Field Trip Participation for the specific event is on file with the principal.

Bus transportation is provided for grades K-8. The use of private vehicles is strongly discouraged. If a private passenger vehicle must be used, the parent/guardian of the student driver of the vehicle and the parent/guardian of the student passenger(s) must sign the proper form indicating their approval of the field trip circumstances. If a private vehicle is being used, two adults must be in the car with the students. These types of field trip arrangements should be used only on special rare occasions. The special driving form must be complete and submitted to the principal prior to departure.

The driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is recommended for the elementary and one (1) adult per fifteen (15) students in the secondary school.

Parents may not act as drivers on school field trips unless through discussion with and designation by the school principal.

Field Trip Chaperones: Teachers often need parent chaperones to assist in supervision on a field trip. All chaperones must have all clearances on file in the school office, prior to signing up to be a chaperone. Chaperones are expected to supervise/keep safe all children on the field trip, not just their own child. Chaperones are permitted to use their cell phones to communicate with the teacher or take pictures, but students are not to use the cell phone during the field trip.

FUNDRAISING

School mandatory fundraisers that support the operating budget are designated each year. Parents are asked to support these fundraisers in a variety of way. See 2022-2023 appendix.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties should be sent to the homes of students unless an invitation is being given **to *every student in the entire grade.***
If choosing to send Valentines, they are to be distributed to every child in the class. A class list will be supplied.

GOVERNANCE

The elementary schools are Pennsylvania Charitable Trusts with the Bishop of Greensburg as the Trustee. They are governed by a Civil Structure and a set of bylaws.

GOVERNMENT PROGRAMS

Students may benefit from additional educational services. Based on the results of standardized tests, teacher observations, and/or recommendations, students are eligible for the following auxiliary services:

Auxiliary Math & Reading

Auxiliary Math & Reading services are funded through Pennsylvania Reading 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

Guidance services are funded through Pennsylvania Act 89 and allocated by 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 Services

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.

Written parent consent/refusal will be obtained for those students recommended and will be kept in the student's file.

GRADING SCALE

Cheating, late work, and missing work is recorded as "incomplete" rather than a zero. There is an opportunity to replace an "incomplete" with a score without penalty.
The school year is divided into four quarters. Formal grades for each quarter appear on the report card.
It is recommended that teachers do not grade homework, participation, or behavior.

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

Reporting of Student Progress

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. Grades are to be kept current and should be posted within 5 days of the assignment.**

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 Progress Reports will be distributed two times a year (Jan. and May). The official diocesan report card shall be utilized.

Cheating, late work, and missing work is recorded as "incomplete" rather than a zero. A student caught cheating or plagiarism will receive an "incomplete" and given a new assignment to complete. There is an opportunity to replace an "incomplete" with a score without penalty, as long as the timeline is adhered to.

The school year is divided into four quarters. Formal grades for each quarter appear on the report card.

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

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 competed by the end of the quarter grading period, a zero will be given

HOMEWORK DUE TO VACATIONS/PLANNED ABSENCE

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.
- **Students will NOT be given school work to complete while on vacation. Teachers will provide the student with all of the work to be completed after their return. Students will have as much time as they need to complete the assignments. Any test missed during vacation time should be made up within 2 weeks of returning.**
- 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 until received and graded by the teacher.**

IMMUNIZATIONS

All students need the following vaccinations for attendance in all grades:

- 4 doses of tetanus, diphtheria, and acellular pertussis*
  (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after the previous dose given)**
- 2 does of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td

**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR

On the first day of school, unless a child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next does is not medically appropriate, the child must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

Seventh Grade

For attendance in seventh grade students need:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

On the first day of Seventh grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

ITEMS BROUGHT TO SCHOOL

Mother of Sorrows School is not responsible for loss or damage to any items brought to school by a student. This includes but is not limited to all electronic devices.

LIBRARY

Once a week, students in Preschool – 8th grade will visit the library. During library, students are permitted to check out books and are expected to return books on time. If books are not returned, students are not permitted to check out books. Student report cards will be withheld until books are returned or paid for.

LITURGY

Once a week, students in grades K-8 participate in the celebration of Mass. Frequently, students attend Eucharistic Adoration following weekly Mass. Students have the opportunity to receive the Sacrament of Reconciliation, the blessing of throats, reception of ashes, and to participate in the Stations of the Cross. If school is in session on a Holy Day of Obligation, students will attend Mass that day.

LOCKERS

Students in grades 1-8 are provided a locker. Students are expected to keep their lockers organized. Teachers and administration have the right to inspect lockers without notification. No locks are permitted to be placed on the locker.

LOST AND FOUND

A lost and found container is kept in the office and items will be kept until the end of the school year. At the end of the school year, unclaimed items are donated to Goodwill.

LUNCH PROGRAM

Students may purchase a hot lunch 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. **Lunch Account Deposits are made through your FACTS account and the business manager will transfer the funds to the PowerSchool Parent Portal weekly.**

Students may bring a bag lunch from home. 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. No drinks in glass bottles.**

It is recommended that students with special dietary needs/food allergies pack a lunch from home *as Mother of Sorrows School offers specific food items that might not meet the student's dietary needs. Additionally, Mother of Sorrows School is* ***not responsible*** *for food-label interpretation or food cross-contamination of any food prepared in the cafeteria kitchen. A "peanut-free" area is provided in the cafeteria for students who need a safe space to eat.*

Mother of Sorrows School offers an independent school lunch program that does not have the same restrictions or requirements as the National School Lunch Program. Our school lunches are prepared fresh daily, in-house. *Students have a choice of an entrée, fruit/vegetable, and a dessert.*

MEDICATION

Administration of Medications Policy

The Office for Catholic Schools, Diocese of Greensburg, recognizes that parents have the primary responsibility for the health of their children. It also recognizes that many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities or illnesses. The Office for Catholic Schools believes that every effort should be made to administer medications at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These are necessary for the protection of both the student and the school personnel.

This policy shall be implemented in collaboration with public school districts who provide health services to Catholic schools.

Only essential medications will be given at school, with parent/guardian taking full responsibility for any medication sent into the school.

The following regulations are in effect:

Administration of Medication During School Hours

Private physician's written request for administration of specific dosage of medication should include:

- Date;
- Student's name;
- Diagnosis;
- Medication, dosage, how administered, time schedule and length of time to be administered in school;
- Possible side effects or contraindications;
- Any curtailment of specific school activity (lab, sports, shop, driver's training, etc.);
- Listing any other medications which have been prescribed by the physician;
- Physician's signature and telephone number;
- Parent's signature.

School Nurse Responsibilities

The nurse is responsible for orientation of the person(s) authorized to administer medication. Orientation should include:

- Principles of medication administration;
- Review of specific medications which are to be administered, including side effects;
- For students on long-term medication, the nurse should have conferences with the parents regarding responses to medication and a written report should be given as needed for the family to give the physician.

Parental or guardian written request and authorization to give each specific medication accompanies the physician's written approval/request. Information should include:

- Date;
- Student's name;
- Prescribing doctor's name;
- Statement requesting and authorizing the administration of the medication, name of medication, dosage and time interval;
- List of all current medication taken by the student (home or school).

The school nurse or a person designated by the school administrator will administer the medication.

Delivery of Medication

Medication is to be delivered to the school by **the parent, guardian or responsible adult** to the school nurse.

- If the school nurse is not available, the principal will need to designate someone.
- The medication will be recorded in the log with the date, name and amount of medication delivered and signed by the parent.
- The physician's written request and parental authorization is brought with the medication and delivered to the school nurse or designated person.
- When possible, the parent should notify the school nurse in advance that the child will need medication.
- When someone other than the parent brings the medication to the school, the medication should be placed in a sealed envelope by the parent. It should be marked with the name of the child, the name and the amount of medication sent, or be in a pharmacy-labeled bottle.

Medication Restrictions

Supply of medication to be kept at school:

- Single day supply for short-term illness.
- One or two weeks for long-term chronic illness. This would afford the nurse the opportunity to meet the parents and discuss the child's response to medication, etc. The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.

Labeling and Storage of Medication in School

- Medication brought to school must be in a properly labeled container. (The container should be labeled by the pharmacist or doctor.)
- Label must include:
  - Student's name;
  - Name of physician;
  - Date of prescription;
  - Name and telephone number of pharmacy;

- Name of medication, dosage and frequency of administration.

Medications are stored in a locked container in a secured area, which is convenient to the person responsible for administering medication. Medications requiring refrigeration are stored in the refrigerator.

Unused medication will be given to parents for disposition. Record date, time, amount, and signature of parent/guardian or adult receiving medication.

Personnel Responsible for Administration of Medication

The school nurse, when available, is the ONLY person to administer medication.
Functions of the school nurse:

- Confers with parents at the time the medication is delivered.
- Responsible for the administration and recording of medication.
  - Medications to be given by injection will be given only by the school nurse.
  - Injectable medications must comply with the same regulations required for oral medications.
  - Supervises appropriate self-administration of medication.
  - Medications should be taken in the presence of the person administering the medication.
- Alerts appropriate school staff to possible side effects of medication which need to be reported. Alerts appropriate teacher(s) if pupil should refrain from any school activity (eg., lab, shop, sports, etc.)
- Confers with physicians and pharmacists as needed.
- Consults by phone or in person with physician or parent at any time.

Documentation of Medication Administration

- Physician and parental medication request becomes part of student's health record.
- Log or written record indicating the administration of medication should be established.
- Teachers are responsible for observing and reporting to nurse or school administration any side effects.
- School nurses are responsible for reporting side effects to the prescribing physician.
- A Medication Authorization Form must accompany prescribed medications.

OFF-CAMPUS CONDUCT

The administration of Mother of Sorrows School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to *cyber-bullying*.

Cyberbullying: Pennsylvania Act 26 (effective September 28, 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 reside.

Cyberbullying complaints should be directed to law enforcement 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.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

PANDEMIC POLICIES

Mother of Sorrows School reserves the right to make changes to all pandemic policies as a pandemic evolves. All policies will be adhered to by students, staff, faculty, and volunteers. Policies regarding in-person/remote learning will be part of this policy. See 2022-2023 appendix for any current policy.

PARENTS AS PARTNERS

The education of a student is a partnership between the parents/guardians and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

As partners in the educational process at Mother of Sorrows School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

PARENT'S ROLE IN EDUCATION

We, at Mother of Sorrows School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of Mother of Sorrows School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Mother of Sorrows School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority**. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

PARENT TEACHER STUDENT ORGANIZATION

The MOSS Parent Teacher Student Organization (MPTSA) is a partnership whose mission is to support Mother of Sorrows School and the objectives of the Diocese of Greensburg. Our collective goal is to support academic excellence, provide communication, and promote fellowship in a faith-based Catholic environment.

PARTIES

Students are permitted to have class parties. Room parents may assist the classroom teacher with parties. Teachers are in control of the party design. Birthday treats may be brought to school for students in Grades Pre-K through Grade 8. Birthday treats must follow the Peanut Free/Nut Free Snack List. All of the above parties are held in the classroom.

PLAYGROUND/RECESS

Students in grades Preschool – 8th have supervised recess at least once a day. Teachers supervise all recess time at Mother of Sorrows School.

POWER SCHOOL STUDENT INFORMATION SYSTEM

The Diocese of Greensburg utilizes the PowerSchool Student Information System (SIS) to administer and maintain our student records across all areas, some of which include demographics, attendance, and grading. PowerSchool is widely adopted across the world and contains one of the largest user communities in K-12 education technology. PowerSchool provides an end to end platform for all user types, sharing information through various portals. School Administrators maintain student demographic information, schedules, and daily attendance records. Teachers enter and maintain meeting attendance records, assignments, quizzes, and tests within a unified teacher gradebook and portal. Parents and students view school bulletins, attendance records, and grade information through both a web-based portal and mobile device application.

The diocesan PowerSchool implementation also includes an integrated notification product, SchoolMessenger, to broadcast important school information, attendance notifications, weather delays and the like through voice, e-mail and SMS broadcast channels.

PROMOTION POLICY AND RETENTION POLICY

After third grade, students should not be retained. Research shows that retention does not improve achievement, but promotion plus remediation does.
Parents should be notified early in the school year when there is question of retention of a child.

Remediation alternatives must be considered before retention of a student, such as providing extra instructional help within the context of normal grade promotion; providing remediation through

government programs during the school day or tutoring before and after school hours; providing remediation through summer school; using instructional aides to work with the child in the regular classroom; encouraging peer tutoring, as well as other identified recommended strategies.

REPORT CARDS

In all elementary schools, reporting pupil progress to parents shall occur as soon as possible after the 45-day quarter has ended. Each local elementary school shall use the official diocesan report card either by paper or electronically. The official diocesan report card shall be evaluated every six years by a committee established through the Office for Catholic Schools.

Parent-teacher conferences shall be used in conjunction with the report card as a means of evaluating progress. Conferences are scheduled once a year. Parents should monitor student grades through PowerSchool. Parents should alert administration if student grades are not posted in a timely manner.

RETURNING TO SCHOOL AFTER DISMISSAL

If a student forgets something at school after dismissal, he/she should come to the main office to gain access to their classroom. The school office closes at 3:30 pm.

SCHOOL HOURS

Doors open to welcome students in grades Pre K5 – 8th grade at 8:10 am on a regular day. Dismissal is at 3:00 pm. Preschool students arrive by 9:00 am using the ramp to preschool entrance. Half-day preschool dismisses at 11:30 am and full-day dismisses at 2:30 pm.

SCHOOL OFFICE HOURS

During the school year, the school office is open at 8:00 am and is open until 4:00 pm.
Summer Hours: Communicated to families at the end of the school year.

SCHOOL PROPERTY

It will be the financial obligation of the parent to compensate the school for the replacement of any furniture, equipment, buildings, or anyone's personal property damaged by their child. Textbooks loaned to the student must have a proper book cover. Unless the textbook is a consumable, no writing in textbooks is permitted. The parent will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SEARCH

The school reserves the right to search *anything* brought on school property.

SERVICE PROJECTS

Each grade level participates in service projects. Volunteering is an essential part of preparing students to "take responsibility as open minded, principled citizens in a global community." While performing community service, children have the opportunity to see first-hand just how much their work can have an impact on the world. Many of our students at Mother of Sorrows School volunteer locally at food shelves, animal shelters, and in retirement communities.

SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion plus police notification

STUDENT DIRECTORY

Mother of Sorrows School publishes a Student Directory. Participation is optional.

STUDENT RECORDS

Mother of Sorrows School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or faxed. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Mother of Sorrows School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

ONLY health records will be sent to transferring schools of students whose financial commitment is in arrears.

STUDENT RETREAT

Students in grades 6-8 attend a guided retreat each year.

TELEPHONE

Students are permitted to call home for important items that they may have forgotten. Students are not permitted to call home for forgotten homework, dress-down clothes, or other non-essential items.

TESTING

The Office for Catholic Schools in consultation with school representatives shall determine the standardized testing program to be used through grades 3-8 to ensure continuity of results and

student progress. The use of other tests shall be determined locally. Standardized tests will be given to students according to the grade in which they are registered for the year. Participation in tests is mandatory.

TRANSPORTATION

Bus transportation is provided for students by their school district within a 10 mile radius of Mother of Sorrows School. Bus information is provided by the school district. Mother of Sorrows School communicates student's that are registered so that school districts can schedule 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.

When inclement weather occurs, many school districts may delay buses. Please follow your districts delay if Mother of Sorrows School has the same delay, otherwise it is the parent's responsibility to transport their child(ren) to school for the regular start time so that there is not a loss of learning time.

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. Assigned seats may be given on the bus.

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.

TUITION

Tuition

The Office for Catholic Schools coordinates a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy is 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 is implemented though the Office for Catholic Schools, under the approval of the Superintendent for 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 are served.

Tuition Planning and Payment Schedule

All schools follow the following process:
End of January – beginning of February – Catholic schools open their application process for the upcoming school year and FACTS Grant and Aid application forms are available for parents/guardians to submit for financial aid. If families have applied to FACTS Grant and Aid 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 May – Once parents/guardians have completed the FACTS Grant and Aid financial aid application process and this information has been verified, financial aid 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 **August 1st** of the upcoming school year.
- Two equal payments – Set up on FACTS Payment Plans due by **August 1st** of the upcoming school year and the second payment due by **January 30th** of the current school year.
- Monthly payment plan set up on FACTS Payment Plans that will bring the balance to zero by June 30 of the current school year.
- Cash payments will be accepted as payment in the office only.

The chosen method for payment must be indicated on the Tuition Payment Agreement, and signed and returned by the parents/guardians.

Tuition Payment in Default

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

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

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 according to the tuition payment agreement and within 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 and diplomas.
- To understand that their child(ren) may be subject to restriction of school activities or events while tuition is in default.

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.

UNIFORMS AND 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. See 2022-2023 appendix for current uniform information.

UNIVERSAL PRECAUTIONS

In schools, knowing who carries an infectious disease and what germ may be present is not always possible. Persons with infections do not always have outward signs and often are not aware of being infected. However, there are precautions that can be taken at schools that will help protect from infectious diseases. These protections will protect staff and students from many infectious diseases, and result in fewer illnesses.

- Wash your hands with soap and running water at regular times during the workday. Common infectious diseases may be contracted from dirt and waste encountered in the work place.
- Avoid punctures with objects that may contain blood from others.
- Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
- Carefully dispose of trash that contains body waste and sharp objects. Use special containers with plastic liners for disposal of refuse that contains blood or for any body spills that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated. Do not bend, break, or recap needles.
- Promptly remove another person's blood and body waste from your skin by washing with soap and running water.
- Clean surfaces that have blood or body waste containing blood on them with an Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. (The solution should be fresh daily to ensure proper strength.)
- Have a vaccination for protection from hepatitis B if you are in contact with developmentally delayed students, or if you are a school nurse.
- If you are responsible for administering first aid to others or may be placed in a position where you may give first aid, obtain current instruction in first aid and cardiopulmonary resuscitation (CPR). Current instruction will include modification of first aid needed to protect the rescuer from infection.

VISITORS

All visitors must report to the office. Visitors must sign in at the office and must wear a badge designating them as a visitor. No visitor will be admitted to the school without prior authorization.

VOLUNTEERS

This includes for chaperones, lunch duty, or any type of volunteering at the school.

- Diocesan Code of Conduct
- PA Mandated Reporter Training
- VIRTUS Training
- PA Criminal History Check Form - Every Five Years
- PA Child Abuse Form - Every Five Years
- FBI Fingerprint Check - Every Five Years – After 5 Years an Affidavit
- ACT 24 Clearance

If you are applying for the FBI Fingerprint Clearance, please use one of the following two service codes:

School Volunteer (PDE-Volunteer)

School Employee (PDE-Non-Public Schools)

WEATHER EMERGENCIES AND SCHOOL CLOSINGS

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 four ways in addition to being displayed on the local news TV stations (KDKA, WTAE, WPXI).

Emergency Notification the Night Before: Parents will receive the following notifications when emergencies are known the evening before: School Messenger Email, Phone and Text message.

Emergency Notification the Morning of: Parents will receive the following notifications when emergencies are known in the morning: School Messenger Email 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.

WEAPONS

Possession of Weapons on School Grounds

No person other than public officers in uniform in the exercise of their duties shall bring any weapon as defined in Section 912 of the Pennsylvania Crimes Code, 18 Pa C.S. § 912, onto school grounds or in any school building or vehicle even if they have a legal permit to carry such weapon.

Non-school personnel or students who violate this policy shall be prosecuted as trespassers.

Weapons

The Diocese recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

The school reserves the right to search anything brought on school property.

Definitions

Weapon: the term shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession: a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on her/his way to or from school.

Authority

The Diocese prohibits possession of weapons and replicas of weapons in any school building, on school property, at any school sponsored activity and in any conveyance providing transportation to school or a school sponsored activity.

The Diocese may expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal expulsion proceedings of the Diocese. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the *Individuals with Disabilities Act.*

Delegation of Responsibility

The principal shall report the discovery of any weapon prohibited by this policy to the student's parents.

The principal will refer the matter to police, if in the sole discretion of the school administration, such a referral is appropriate.

After a review of the facts concerning the particular incident, and in consultation with the Superintendent of Catholic Schools, the administration of the school will decide upon the appropriate disciplinary measure to be taken.

Guidelines

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

WELLNESS POLICY

The vision for Catholic education in the Diocese of Greensburg is one where the environment of every school physically, mentally, morally, spiritually, and socially nurtures children to feel and be secure and loved, to love and respect themselves as children of God, to love and care for one another, and to love coming to school and learning, doing, and succeeding.

The schools in the Diocese of Greensburg recognize that wellness and proper nutrition are related to 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 to students:

- A comprehensive nutritional program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutrition 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.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety, and Physical Education.

- Nutrition education shall teach, model, encourage, and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
- Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
- Nutrition education lessons and activities should be age appropriate.

RIGHT TO AMEND

Mother of Sorrows School reserves the right to amend this Handbook.

2022-2023 APPENDIX

School Year Calendar
The Plan for Growth and Improvement (Middle States Action Plan)
Advisory Council
Birthday Treat Options
Board of Trust Administrators
Office of Catholic Schools(DOG) Covid Recommendations
Online/Distance Learning Policy
Peanut Free/Nut Free Snack List (Permissible Snack Options)
Program Fees

- Mandatory Fundraisers
- Lunch Program Costs
- Before School and After School Club

Uniform Guidelines

Mother of Sorrows School

2022-2023

August 22

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

September 22

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October 22

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30	31					

November 22

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December 22

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January 23

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29	30	31				

February 23

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March 23

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April 23

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May 23

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June 23

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- FIRST DAY AND TENTATIVE LAST DAY OF SCHOOL
- NO SCHOOL
- NO SCHOOL/Snow Make-up Day
- END OF QUARTER

*SEE BACK FOR SPECIAL EVENTS SCHEDULE

AUGUST

15 Preschool Parent Orientation: 6:30 pm School Gym
16 K-4 Parent Orientation: 6:30 pm School Gym
17 5-8 Parent Orientation: 6:30 pm School Gym
23 Student Supply Drop-off: 8:00 am – 1:00 pm
24 First Day of School for 4 yr. Preschool – 8th Grade. K-8 Parents can escort students to homeroom from 8:00 am -8:30 am.
Preschool parents can escort students to homeroom from 8:40 am - 9:00 am.
25 First Day of School for 3 yr. Preschool. All preschool parents can escort students to homeroom from 8:40 am – 9:00 am. K-8 parents can escort students to homeroom from 8:00 am – 8:30 am.

SEPTEMBER

5 NO SCHOOL: Labor Day
7 School Pictures: 4 yr. Preschool and Pre-Kindergarten.
8 School Pictures: 3 yr. Preschool and K-8
10 Cross Country/Track Sport Pictures: 8:00-10:00 am (Gym)
11 CYO Cross Country Begins
17 CYO Girls Basketball and Cheerleading Begins
22 School Picture Make-up Day
24 Girls Basketball/Cheerleading Sport Pictures: 8:00-10:00 am (Gym)
30 Free Dress Down Day

OCTOBER

5 Diocesan All Schools Mass: Blessed Sacrament Cathedral (Gr. 7-8)
7 2022 MOSS Marathon (Volunteer Opportunity)
10 NO SCHOOL- Clerical Day
11 Scholastic Book Fair (Oct. 11-13) (Volunteer Opportunity)
12 Open House (Volunteer Opportunity)
21 12 Days of Christmas Raffle Kick-off
24 Red Ribbon Week (Oct. 24-28)
26 End of the 1st Quarter
27 Middle School Dance (Gr. 6-8)
31 Free Halloween Dress Down

NOVEMBER

1 All Saints Day: K-8 Mass at 9:30 am (3rd Gr. All Saints Performance)
4 NO SCHOOL: Parent/Teacher Conferences
18 $1.00 Dress Down: Proceeds go to the Food Bank
19 CYO Girls Basketball Tournament (Nov. 19-20)
23 NO SCHOOL (Nov. 23-28): Thanksgiving Holiday
29 School Resumes
30 Last Day for Uniform Shorts Option

DECEMBER

1 Kindergarten ABC's of Advent during 9:30 am Mass
1 Santa Shop (Volunteer Opportunity)
2 Santa Shop (Volunteer Opportunity)
3 Light Up Night (Volunteer Opportunity)
3 CYO Boys Basketball Begins
5 12 Days of Christmas Raffle Stubs Due by 12:00 pm. Raffles on Facebook Live at 2:00 pm weekdays, Dec. 5-20
8 Feast of Immaculate Conception: K-8 Mass at 9:30 am
9 Free Dress Down Day
9 Elves R' Us (Gr. K-4)
9 Set-up for Breakfast with Santa (Volunteer Opportunity)
10 Breakfast with Santa (Volunteer Opportunity)
15 Middle School Dance
16 NO AFTERSCHOOL AVAILABLE
17 Boys Basketball Sport Pictures: 8:00-10:00 am (Gym)
21 Christmas Concert: 10:00 am in Church - Preschool – 8th Gr. Dismissal after concert
NO AFTERSCHOOL AVAILABLE
22 NO SCHOOL: (Dec. 22-Jan. 2) Christmas Vacation

JANUARY

3 School Resumes
3 Fat Tuesday Raffle Kick-off
13 End of the 2nd Quarter
16 NO SCHOOL: Martin Luther King, Jr Holiday; Preschool Parent/Teacher Conferences. Teacher Clerical Day
20 K-8 Report Cards Sent Home
27 Free Dress Down Day
29 Catholic Schools Kick-off Liturgy 9:30 am Mass; School Open House 10:30 am-2:00 pm. (Volunteer Opportunities)
30 Catholic Schools Week Celebration (Jan. 30 – Feb. 3)

FEBRUARY

9 Middle School Dance
14 Free Valentine's Day Dress Down
16 Donuts with Dad
18 CYO Boys Basketball Tournament (Feb. 18-19)
20 NO SCHOOL: President's Day
21 NO SCHOOL: Teacher Clerical Day (Optional Snow Make-up Day)
Fat Tuesday Meat Raffle: Facebook Live @ 2:00 pm
22 Ash Wednesday Liturgy (First Day of Lent)

MARCH

1 First Day for Uniform Shorts Option
3 Lottery Raffle Kick-off
3 Frozen, Jr. Musical 6:30 pm
4 Frozen, Jr. Musical 2:00 pm & 6:30 pm
4 CYO Girls Volleyball begins
5 Frozen, Jr. Musical 2:00 pm
17 Free St. Patrick's Day Dress Down
22 End of the 3rd Quarter
23 NO SCHOOL: Celebration of Catholic Schools Breakfast
24 NO SCHOOL: Act 80 Day-Teacher In-Service
24 Bunny Brunch Set-up (Volunteer Opportunity)
25 Bunny Brunch 10:00 am – 1:00 pm
27 Religion Ark Testing: (Gr. 2-8)
29 K-8 Report Cards sent home

APRIL

5 NO SCHOOL: Easter Vacation (April 5-10)
11 School Resumes
14 Free Dress Down Day
18 IOWA Standardized Testing Begins (April 18-25)
21 MOSS Sports Banquet
28 1st Grade Author's Tea
29 CYO Girls Volleyball Tournament

MAY

11 Muffins with Mom
18 Ascension Thursday Liturgy
25 Preschool End of the Year Picnic
26 Free Dress Down Day
29 NO SCHOOL: Memorial Day
30 8th Grade Graduation: 7:00 pm (Church) – Reception Following
31 Kindergarten Graduation: 6:30 pm (Church) – Reception Following

JUNE

2 Tentative Last Day of School (Possible Snow Day Make-up) 9:30 am Liturgy; Dismissal immediately following the liturgy.
3 MOSS Idlewild School Picnic (Tentative)
5 Snow Make-up Day or Act 80 Day for Teachers
6 Snow Make-up Day or Teacher Clerical Day

THE PLAN FOR GROWTH AND IMPROVEMENT

The Diocese of Greensburg Schools were reaccredited by Middle States in April, 2022. The following Plan for Growth and Improvement was accepted by Middle States and will guide each school through the next 10 years.

Objective 1: By the year 2029 there will be an increase in student, teacher, and administrator knowledge of the Catholic faith as demonstrated by:

A. An overall student score of 75% on the Assessment of Religious Knowledge (ARK) by 2025 with maintenance or improvement of that percentage thereafter.
B. A 30% increase in the of number of hours of teacher and administrator professional development focused on religion as indicated by Virtus reports, PERMS (Pennsylvania Educational Reporting), validation of hours of basic and advanced certification completed, and school reported professional development.
C. A 93% increase in the number of schools involved in collaboration with school religion teachers, youth ministry leaders, and faith formation leaders, as measured by meeting dates and agendas, shared activities, and curriculum alignment.

Objective 2: By the year 2029 Diocese of Greensburg students will demonstrate increased academic achievement in mathematics as demonstrated by:

2A: An increase in the average percentage of the individual school's mathematics total score on the IOWA Test of Basic Skills for grades 3, 6, 7, 9, 10.
1. Schools with a total score that is below 40 baseline will demonstrate an increased total score of 50 or above.
2. Schools with a total score that falls between 51 and 69 will demonstrate a 15% increase in total score.
3. Schools with a total score that is 70 or higher will demonstrate a 10% increase in total score.
Exception: Grade 7 at St. Bernard School has only 2 students. Future grades cannot be held to the baseline of 2 exceptional students. The new baseline will be determined on the math total score of students in the 7th grade of the 2021-22 school year.

2B. A 10% increase in the number of students enrolled in Honors, Advanced Placement, or College in High School math classes.

Objective 3: By the year 2029, the Diocese of Greensburg Office of Catholic Schools will establish a three-year mentoring program for new teachers as evidenced by:

A. The development of an enhanced teacher orientation program that incorporates the State of Pennsylvania Induction program.

B. The creation of a program that would extend the mentoring component of the induction process for an additional two years.
C. The incorporation of a new mentor training program as a component of the multi-year new teacher mentoring program.

Mother of Sorrows School
2022-2023 Advisory Council Members

Mr. Jason Bauer (Chair)
Mrs. Janie Beacom
Mr. Chris Clawson
Mrs. Jennifer Farberow
Mrs. Crystal Favela
Mr. Michael Garofalo
Mrs. Deanna Harman
Mr. Joe Kallen
Mr. David Jordan
Mrs. Ashley Petrucci
Mrs. Erin Salas
Mrs. Kristen Thompson

2022-2023 MOSS BIRTHDAY TREAT OPTIONS

If you would like to provide a birthday treat for your child, please send in an item from the list below. No substitutions will be accepted.

CAKES/CUPCAKES (Prepackaged individual servings)

* Hostess cupcakes
* Hostess Twinkies, Ho Hos, Ding Dongs

COOKIES (Prepackaged individual servings)

* Kellogg's brand Rice Krispie Treats (original)
* Oreos (regular or golden)
* Keebler Fudge Stripes, Fudge Grahams, Grasshopper Fudge Mint, E.L. Fudge Sandwich cookies (original and double stuffed)
* Nabisco Lorna Doone Shortbread
* Gripz Chips Ahoy

DONUTS/MUFFINS (Prepackaged individual servings)

* Hostess brand (powder, frosted or glazed)
* Hostess Muffins - mini or regular

CHIPS (Prepackaged individual serving)

* Bugles
* Cheetos
* Doritos
* Fritos
* Potato chips
* Pringles
* Sun Chips
* Tostitos

CANDY (Prepackaged individual servings)

* Air Heads
* Dum-Dum lollipops
* Ring Pops
* Runts
* Skittles
* Spree
* Twizzlers

Mother of Sorrows School
2022-2023 Board of Trust Administrators

Monsignor Michael Begolly, Pastor of Mother of Sorrows Parish(Chair)
mbegolly@dioceseofgreensburg.org

Father George Saltrik, Pastor of St. Regis Parish
gsaltrik@dioceseofgreensburg.org

Father Dan Ulishney, Pastor of St. John De La Salle Parish and St. Mary, Our Lady of Lourdes Parish
dulishney@dioceseofgreensburg.org

OFFICE FOR CATHOLIC SCHOOLS
DIOCESE OF GREENSBURG
723 EAST PITTSBURGH STREET • GREENSBURG, PA 15601-2597
(724) 837-0901 FAX (724) 837-0857

COVID RECOMMENDATIONS FOR THE 2022-2023 SCHOOL YEAR

INDIVIDUALS WHO FEEL SICK:

If you have symptoms of respiratory infections, such as a cough, fever, or sore throat, or gastrointestinal infections such as vomiting or diarrhea, you should stay home.

- Covid Testing is encouraged
  - If test is positive, you should remain home for 5 days or until symptom free
  - Students can return to school, wearing a mask for an additional 5 days

INDIVIDUALS WHO HAVE BEEN EXPOSED TO COVID-19:

- Encouraged to wear a mask or respirator for 10 days from exposure but do not need to quarantine

STUDENTS OR STAFF WHO ARE AT SCHOOL WITH SYMPTOMS AS OUTLINED ABOVE OR DEVELOP SYMPTOMS WHILE AT SCHOOL:

- Should be isolated, asked to wear a mask while in school and sent home
- Testing is encouraged
- If test is positive, you can return after 5 days if symptom free and should wear a mask for an additional 5 days

ANY STUDENT OR STAFF WHO WISHES TO WEAR A MASK IS PERMITTED TO DO SO.

2022-2023 MOSS Online/Distance Learning Policy

Online/Distance Learning will only be offered in a catastrophic emergency.

PERMISSIBLE SNACK OPTIONS

Please avoid snacks that contain **peanuts, peanut flour, peanut oil** or **peanut butter** or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts. (Tree nuts)

NO PEANUT BUTTER CAN BE BROUGHT FOR LUNCH OR SNACK AT MOSS. PLEASE USE SUNBUTTER OR WOWBUTTER INSTEAD.

Thank you for your consideration and support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school. Food allergies are real, if you would like to discuss this topic, please reach out to Mrs. Szmed to schedule a meeting.

PERMISSIBLE SNACK OPTIONS(Daily classroom snacks)

FRUIT/VEGETABLES

* Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementine's, strawberries, melons, berries, etc.)
* Raisins, Craisins and other dried fruits
* Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)

CHEESE/DAIRY

* String cheese or other cheeses (1 oz.)
* Kraft Handi-snacks with cheese (with red sticks)

CRACKERS/SNACK ITEMS

* Triscuits, Wheat Thins, Vegetable Thins (all flavors)
* Ritz crackers/dinosaurs/sticks (NOT Ritz bits or sandwiches)
* Ritz Crackerfuls (Classic cheddar, Four cheese, Garlic herb)
* Town House, Club, Toasteds
* Cheez-Its, Cheese Nips, Better Cheddars
* Saltines, Oyster crackers
* Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
* Kashi Tasty Little Crackers (TLC)
* Breton brand crackers
* Goldfish crackers
* Annie's Bunnies
* Graham crackers, Graham cracker sticks
* Teddy Grahams or Teddy Graham character brand
* Animal crackers (Austin Zoo, Barnum)
* Vanilla wafers
* Cereals

* Cheerios (NOT Honey Nut or Frosted)
* Chex (Rice, Corn, Wheat)
* Cinnamon Toast Crunch
* Corn Flakes
* Crispix
* Frosted Mini-Wheats
* Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart)
* Kix
* Life (Not Vanilla Yogurt Crunch)
* New Nabisco 100 Calorie Packs – Yogurt flavored pretzels
* Nabisco Toasted Chips Ritz snack mix
* Wheaties
* Other unsweetened cereal without nuts
* Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
* Popcorn
* Pretzels
* Nutrigrain cereal bars/yogurt bars
* Special K Bars (NOT Honey Nut)
* Special K Snack Bites
* Fig Newtons (all flavors)
* Rice Cakes (NOT Quaker brand)
* Quaker Quakes (mini rice cakes)/Mini Delights (all flavors)
* Potato Soy Crisps
* Gensoy Soy Crisps
* Cheez-It Party Mix/Munchie Party Mixes

* Fruit snacks (twists, gushers, roll-ups, etc.)
* Pop Tarts
* Pop Tarts Snack Sticks
* Yogos/Yogos Rolls
* Sweetened Cereals: Corn Pops, Fruit Loops, Captain Crunch (reg.), Apple Jacks

CAKES/CUPCAKES

* Hostess cupcakes
* Hostess Twinkies, Ho Hos, Ding Dongs

COOKIES

* Kellogg's brand Rice Krispie Treats (original)

* Oreos (regular or golden)
* Keebler Fudge Stripes, Fudge Grahams, Grasshopper Fudge Mint, E.L. Fudge Sandwich cookies (original and double stuffed)
* Nabisco – Lorna Doone Shortbread
* Gripz Chips Ahoy

DONUTS/MUFFINS (Prepackaged and Individually Wrapped)
* Hostess brand (powder, frosted or glazed)
* Hostess Muffins – mini or regular

CHIPS
* Bugles
* Cheetos
* Doritos
* Fritos
* Potato chips
* Pringles
* Sun Chips
* Tostitos

CANDY
* Air Heads
* Blow pops
* Dum-Dum lollipops
* Hersey Kisses – Milk Chocolate
* Jolly Ranchers
* Laffy Taffy
* Mike and Ike's
* Mints
* Pixie Sticks
* Rolos
* Sixlets
* Smarties
* Starburst
* Hersey Kissables
* Junior Mints
* Life Savers (hard and gummy)
* Milk Duds
* Nerds
* Ring Pops
* Runts
* Skittles
* Spree
* Twizzlers

Mother of Sorrows School
Program Fees
2022-2023

	Tuition
3-Year Old Pre-School:	
2 Day Half Day:	$2,000.00
2-Day Full Day:	$3,000.00
4-Year Old Pre-School:	
3-Day Half Day:	$2,400.00
5-Day Half Day:	$2,700.00
3-Day Full Day:	$3,500.00
5-Day Full Day:	$4,500.00
Transitional Kindergarten:	
5-Day Half Day:	$3,500.00
5-Day Full Day:	$4,800.00
Kindergarten:	
5-Day Half Day:	$3,550.00
5-Day Full Day:	$5,550.00
Grades 1-8:	$5,550.00

K-8 Technology Fee per student: $75.00

The cost for technology has increased significantly due to Mother of Sorrows School adopting a 1:1 device policy Schoology, our cloud-based diocesan learning management system, virtual conferencing tools, and paying for Diocesan IT tech support. In addition, Mother of Sorrows School is also responsible for paying the Diocese for the following IT software/support programs: E-mail accounts per student, Mine Craft Education, School Messenger, LogMeIn Remote Support, Discovery Education, iSafe, Adobe CC, PowerSchool, Cofense, and Content Filtering. To help cover these IT expenses, a Technology Fee has been implemented at Mother of Sorrows School.

Revised July 13, 2022

Mandatory Fundraisers:
12 Days of Christmas Raffle
Fat Tuesday Meat Raffle
Lottery Raffle

Or

Mandatory Fundraising Option: Pay the fundraising fee of $500 and not be required to participate in the above-named fundraisers.

Lunch Program Costs-with the exception of a la Carte, all lunch program costs will be paid for via your FACTS Prepay account:

- Pre-School thru 3rd Grade Lunch: $3.75
- 4th Grade thru 8th Grade Lunch: $4.00
- Milk: $.75
- A la Carte-**Cash Only**. Funds from your child's lunch account cannot be used to purchase ala carte items. **ALL** ala carte items must be paid with cash.

Before School Club

- Opens at 7:15 am
- Available for Preschool-8th Grade
- $8.50 flat rate ($16.00-two or more children in family)
- Located in school cafeteria.
- Students in grade Prek-8th will go to their classrooms at 8:10 am
- On snow delay days, Before School Club begins at 8:30 am

After School Club: The Afterschool Club will begin at your child's dismissal time and end at 5:30 pm.

- Rates:
  - $7.25/hour (1st child)
  - $4.25/hour (2nd child)
  - $3.25/hour (3rd child)

- Parents need to notify your child's teacher by note or phone call to the school office by 2:30 pm to let us know if your child is staying for After School Club.

- Parents are responsible for sending a snack for this time.
- After School Club will take place in the Family Life Center but may be relocated to the cafeteria a couple times a year due to special events. Parents will be notified of this change in advance.
- After School Club is not available on the following dates:
  December 16, 2022
  December 21, 2022
  June 2, 2023

Billing
Invoicing for both clubs is done monthly via the FACTS management system. Invoices are emailed at the beginning of each month. Payment is expected through FACTS Incidental Billing System. **Students cannot participate in the club if payment is not made by the due date.**

Music Lessons: Music lessons will be available to students in grades 3rd-8th. Lessons will be taught by our music teacher, Mr. Visnick. Each lesson will be $9.00 per lesson.

Additional Fees: Some additional fees may be incurred during the school year. All fees will be charged and paid for via FACTS incidental billing. This list is not all-inclusive:

- Birthday Dress Down - $25.00 per requested date (email jbeall@mosschool.org) at least 1 week in advance. Only one dress-down is permitted per homeroom per day. No dress-downs are scheduled on mass days.
- Classroom Parties: Halloween, Christmas, Valentine's Day
- Yearbooks
- eAcademy
- Field Trips
- Gym Uniforms
- MOSS Sweatshirts
- Club Fees
- Athletic Fees
- Grades K-5th Elves – R - Us

If you have any questions regarding the above information, please email Cris Coleman, Business Manager, at CColeman@mosschool.org As always, thank you for choosing MOSS!

Revised July 13, 2022

Mother of Sorrows Catholic School

Uniform Dress Code

By choosing to attend Mother of Sorrows Catholic school (MOSS), 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 schoolwork.
- 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 MOSS is part of what unites us as one community.

There are two basic required uniform collections. MOSS 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). 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 allowed 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.

The MOSS uniform vendor is French Toast. Online orders can be placed at www.frenchtoast.com. Shop using the Mother of Sorrows School code QS4MTN. Please order by June 30th to ensure delivery by the start of the school year.

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-8

- **Skirt (no skorts):** Navy-Blue, Khaki, or MOSS Plaid
  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 or **MOSS plaid**. 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. Hemlines of skirts must be no lower than 1 inch below the knee nor higher than **2 inches above the knee. The skort is not an acceptable choice for the Dress Uniform. (French Toast Item # 1065, 1066)**
  OR
- **Pants:** Navy-Blue or Khaki Slacks (Docker Style-not cargo)
  Pant Wear: The pant wear is a "Docker Style", and should have belt loops. **"Skinny style" pants are NOT acceptable. Low-Rise pants are unacceptable**. All students may wear pants throughout the entire school year. Pants must always be worn with a coordinating belt and socks and dress shoes. Pants should not be hemmed above the ankle giving the "high water" pants look. Pants may be patched if it is done tastefully. "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. **(French Toast Item #1315, 1693, 1573)**
  A Belt must be worn with pants: Black, Brown, Navy or Khaki

- **Blouse:** White Button-Down (Top button fastened)
  White Dress Blouse: White short-sleeve or long-sleeve dress shirt wear-choices rests on the assumption that white is white. Therefore, a white dress shirt may be purchased from any vendor, if it is shirt-wear of a conservative style. The girls may have pointed, button-down, or rounded (Peter Pan style) collars. All dress shirts must be tucked into a skirt or pants. Application of the school crest to a dress shirt is optional.
  (French Toast Item # 1377, 1378, 1593, 1594)

- **Cross Tie**: Navy-Blue **(French Toast Item # 10744 Navy)**

- **Cardigan Sweater (Grades K-5)/ Blazer (Grades 6-8)**: Navy-Blue with School Crest
  Sweater (K-5): Students in grades K-5 have a variety of sweater choices in the color of Navy-Blue with their Dress Uniform. Those choices include a cardigan sweater, crew neck sweater, V-neck sweater, and sleeveless vest. All sweaters must be accompanied by a collared dress shirt. **Application of the school crest is mandatory**.
  (French Toast Item # 1371, 1029)

  Blazer (6-8): A single-breasted navy-blue blazer may be purchased anywhere if it is of a conservative style. **Application of the school crest is mandatory.**
  (French Toast Item # 1658)
  Students in Grades K-5 are permitted to wear a blazer in place of a sweater.

- **Socks**: Solid White or Solid Navy-Blue **Knee** Socks **Tights**: Navy-Blue or White (No leggings)

- **Dress Shoe**
  The school dress shoe should be conservative in style. Heels must be reasonable for safety reasons -- no more than 2 inches high. All shoes must contain backs and toes for safety reasons. Dress shoes should be a **solid color**. **Acceptable colors are black, brown, gray, or tan.**

Boys Dress Uniform Grades K-8

- **Pants:** Navy-Blue or Khaki Slacks
  Pants are a "Docker Style", and should have belt loops. **"Skinny style" pants are NOT acceptable.** Low-Rise pants are unacceptable. All students may wear pants throughout the entire school year. Pants must always be worn with a coordinating belt and socks and dress shoes. Pants should not be hemmed above the ankle giving the "high water" pants look. Pants may be patched if it is done tastefully. "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. **(French Toast Item # 1348, 1519, 1520)**

- **Belt:** Black, Brown, Navy or Khaki

- **Dress Shirt**: White Button-Down Dress Shirt (Top button fastened)
  White Dress Shirt: White short-sleeve or long-sleeve dress shirt wear-choices rests on the assumption that white is white. Therefore, a white dress shirt may be purchased from any vendor, if it is a shirt of a conservative style. The dress shirt may have pointed or button-down collars. All dress shirts must be tucked into pants. Application of the school crest to dress shirt wear is optional. **(French Toast Item # 1014, 1017, 1020, 1021)**

- **Tie:** Navy-Blue
  The boys' navy-blue tie can either be of the clip-on, or to-be-tied style. They can be purchased from any vendor. **(French Toast Item # 1031)**

- **Cardigan Sweater (Grades K-5) / Blazer (Grades 6-8)**: Navy-Blue with School Crest
  Sweater (K-5): Students in grades K-5 have a variety of sweater choices in the color of Navy-Blue to complete their Dress Uniform. Those choices include a cardigan sweater, crew neck sweater, V-neck sweater, and sleeveless vest. All sweaters must be accompanied by a collared dress shirt **Application of the school crest is mandatory.**
  (French Toast Item # 1370, 1029)

  Blazer (6-8): A single-breasted Navy-Blue blazer may be purchased anywhere if it is of a conservative style. **Application of the school crest is mandatory for blazers.**
  (French Toast Item #1659)

  Students in Grades K-5 are permitted to wear a blazer in place of a sweater.

- **Socks:** Solid Navy, Black, or Khaki crew length socks.

- **Dress Shoe**
  The school shoe should be conservative in style. All shoes must contain backs and toes for safety reasons. Dress shoes should be a **solid color**. **Acceptable colors are black, brown, gray, or tan.**

EVERYDAY UNIFORM

Girls Everyday Uniform Grades K-8

- **Shorts:** Navy-Blue or Khaki-Docker Style or Flat Front Style **(August-November and March-May)**
  Shorts must have belt loops. Shorts must always be worn with a coordinating belt, socks, and tennis shoes. Please note that the shorts may be cuffed. Uniform Shorts are not permitted from December-February. **(French Toast Item # 1349)**
  OR
- **Pants:** Navy-Blue or Khaki Docker Style or Flat Front Style
  Pants must have belt loops. **"Skinny style" pants are NOT acceptable. Low-Rise pants are unacceptable.** All students may wear pants wear throughout the entire school year. Pants must always be worn with a coordinating belt, socks, and everyday/dress shoes. Pants should not be hemmed above the ankle giving the "high water" pants look. Pants may be patched if it is done tastefully. "White-knee" pants, due to excessive wear, should be removed from your school uniform wardrobe due to their appearance. **(French Toast Item # 1315, 1693, 1573)**
  OR
- **Jumpers (Grades K-5 only):** Navy-Blue or **MOSS Plaid**
  Girls in grades K-5 have the option of wearing a Navy-Blue or plaid jumper or split jumper. Hemlines of jumpers must be no lower than 1 inch below the knee and not higher than 2 inches above the knee. Application of the school crest to jumpers is optional. **(French Toast Item # 1687, 1688)**
  OR
- **Skirts or Skorts**: Navy-Blue, **MOSS Plaid**, or Khaki
  Girls have a variety of skirt styles to choose from. Skirts can be purchased in Navy-Blue, **MOSS 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. Hemlines of skirts must be no lower than 1 inch below the knee nor higher than **2 inches above the knee.** Girls also may choose a wrap-front skort for their Everyday Uniform. **(French Toast Item # 1065, 1066, 1302, 1397)**

- **Belt:** Navy-Blue, Black, or Brown. (Mandatory with shorts/pants)

- **Shirt:** Knit/Polyester Polo Style-White, Navy-Blue, Red or White Button-Down Dress Shirt
  Short-sleeve or long-sleeve knit/polyester polo styles are acceptable. All knit/polyester polo shirts must be tucked into pants, shorts, or skirts always. Application of the school crest to the polo shirt is optional. A White, Navy-Blue or Red turtleneck can be worn in place of a polo shirt.
  (French Toast Item # 1466, 1467)

- **Socks**: Any style or color **Tights**: Any style or color. (No leggings)

- **Shoes:** Tennis/School/Dress. All shoes must contain backs and toes for safety reasons.

- **Sweaters:** Students in grades K-8 have a variety of sweater choices in the color of Navy-Blue to complete their Everyday Uniform. Those choices include a cardigan sweater, crew neck sweater, V-neck sweater, and sleeveless vest. All sweaters must be accompanied by a collared shirt or Turtleneck from **Nov. – Feb**.
  (French Toast Item # 1371, 1029)

- **Three Quarter-Zip Sweatshirt: Gray or Red**
  Students must purchase this from the school office. All sweatshirts must be accompanied by a collared shirt or Turtleneck.

Boys Everyday Uniform Grades K-8

- **Shorts**: Navy-Blue or Khaki-Docker Style or Flat Front Style **(August-November and March-May)**
  Shorts must have belt loops. Shorts must always be worn with a coordinating belt, socks, and tennis shoes. Please note that the shorts may be cuffed. Uniform Shorts are not permitted from December-February.
  (French Toast Item # 1350, 1699)
  OR
- **Pants**: Navy-Blue or Khaki- Docker Style
  Pants must have belt loops. **"Skinny style" pants are NOT acceptable. Low-Rise pants are unacceptable.** All students may wear pants throughout the entire school year. Pants must always be worn with a coordinating belt, socks, and everyday/dress shoes. Pants should not be hemmed above the ankle giving the "high water" pants look. Pants may be patched if it is done tastefully. "White-knee" pants, due to excessive wear, should be removed from your school uniform wardrobe due to their appearance.
  (French Toast Item # 1348, 1519, 1520)

- **Belt:** Navy-Blue, Black, or Brown. (Mandatory with shorts/pants)

- **Shirt:** Knit/Polyester Polo Style-White, Navy-Blue, Red or White Button-Down Dress Shirt
  Short-sleeve or long-sleeve knit/polyester polo styles are acceptable. All knit/polyester polo shirts must be tucked into pants, shorts, or skirts always. Application of the school crest to the polo shirt is optional. A White, Navy-Blue or Red turtleneck can be worn in place of a polo shirt.
  (French Toast Item # 1012, 1009, 1020, 1017)

- **Socks**: Any style or color.

- **Shoes**: Tennis/School/Dress. All shoes must contain backs and toes for safety reasons.

- **Sweaters:** Students in grades K-8 have a variety of sweater choices in the color of Navy-Blue to complete their Everyday Uniform. Those choices include a cardigan sweater, crew neck sweater, V-neck sweater, and sleeveless vest. All sweaters must be accompanied by a collared shirt or Turtleneck.
  (French Toast Item # 1370, 1029)

- **Three Quarter-Zip Sweatshirt: Gray or Red**
  Students must purchase this from the school office. All sweatshirts must be accompanied by a collared shirt or Turtleneck.

Physical Education:

On the day students have Physical Education, please follow these uniform guidelines. All students must wear tennis shoes for Physical Education. Please remember that students are not permitted to wear jewelry.

Grades K-4: Everyday Uniform or Physical Education Uniform.

Grades 5-8: Physical Education Uniform (Purchased through the school office)

Physical Education Uniform:

- **Red t-shirt with MOSS crest**
- **Uniform Navy Gym Shorts-MOSS Print (Aug.- Nov.) and (March-June)**
- **Uniform Navy Gym Pants MOSS Print (Dec.- Feb.)**

Optional: Zip-Up Navy Jacket

ITEM CLARIFICATION

- **Skirt Details: When choosing the MOSS Plaid option, only this pattern is acceptable.**

MOSS PLAID

- **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. Hairstyles should not inhibit sight.

- **Jewelry:** Piercings are permitted in ears only. One earring in each ear is acceptable. Earrings should be conservative or **small** hoops only. No jewelry on Physical Education days.

- **Make-up:** Grades K-5: No makeup Grades 6-8: Natural-looking make-up and colors.

- **Shoes that CANNOT be worn anytime:** Work boots, crocs, clogs, open-toed, or heelies (tennis shoes that have retractable wheels).

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 OR rips of any kind), Sweatpants, Jogging Suits, Capri Pants (mid-calf only) T-Shirts, Sweatshirts.
- Walking shorts. (No more than 2 inches above the knee)
- Leggings or Yoga Pants accompanied by a blouse or shirt that covers the backside.
- Skirt/dress that is no shorter than 2 inches above the knee.
- Shirts should cover the shoulder completely. No midriff or back should be visible.
- Dress boots from Nov. – Feb.

Dress Down NO:

- Cropped shirts, Tank Tops, Spaghetti Strap tops. **No midriff or back should be visible.**
- T-Shirts or Sweatshirts 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 **(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-8: 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 is taken.