



MARY QUEEN OF APOSTLES SCHOOL
PARENT/STUDENT HANDBOOK

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Mary Queen of Apostles Parent/Student Handbook

The philosophy and mission statement of Mary Queen of Apostles School are the cornerstone of our program and environment. Through our beliefs and values we determine our policies and procedures. Through our documents, we encourage our families, our students, and our staff to act and interact so that we are responsible members in a community of learners, witnesses to our faith, and reflections of Christ.

Catherine M. Collett, Principal



MARY QUEEN OF APOSTLES SCHOOL PHILOSOPHY

“Christian education is intended to make our faith become living, conscious, and active through the light of instruction.”

We, at Mary Queen of Apostles School, focus on educating the total child. We stress the academic and spiritual development of each child in a Christ-centered learning community through relationships and actions that model Christian values and beliefs.

As caring professionals we provide a solid foundation in the fundamentals with a challenging and extensive curriculum evolving to meet the needs of the students in an ever-changing world. We foster social justice, instill Catholic, Christian morality, encourage an appreciation for the Catholic Church, and an integrated love of all God’s creation. We encourage service to God through service to others.

We strive to maintain high standards of conduct and heightened accountability in academics and the development of age-appropriate skills. We guide the spiritual, physical, intellectual, emotional, and social growth of children and youth. We provide a safe and nurturing environment, promoting respect for the dignity of each person and emphasizing individual responsibility.

OUR MISSION STATEMENT

Serving the Greater New Kensington Area and surrounding communities, Mary Queen of Apostles School forms the mind, body, and soul for the promise of tomorrow, a new generation of disciples of Jesus Christ.

The Mission of Catholic Education

The mission of Catholic schools within the Diocese of Greensburg is to create a Catholic Christian learning environment to prepare students for their life's journey. While parents are the first teachers, the task of our schools is to assist parents in fulfilling their responsibility as primary educators of their children. Schools challenge students to develop the Gospel values, academic mastery, spirit of community service, and global perspective that will give their lives passion and purpose.

Beliefs ~

- ❖ *Catholic schools have an impact on the moral consciousness of our society.*
- ❖ *All children can learn.*
- ❖ *Gospel values provide opportunities for students to live and proclaim the teachings of Jesus and the Church.*
- ❖ *Each individual has worth and deserves respect and dignity.*
- ❖ *Successful learning builds self-esteem.*
- ❖ *Education is to be shared by the school, the home, the student, the parishes, and the community.*
- ❖ *Learning is most effective in a safe, caring environment.*
- ❖ *Teachers and administrators are professional decision-makers who facilitate children's learning while continually learning.*
- ❖ *Change creates the need for life-long learning.*
- ❖ *High expectations directly affect performance.*
- ❖ *Excellence in education is worth the commitment of time, effort, and money through a shared responsibility of parents and parishes.*
- ❖ *An educated citizenry ensures a strong foundation for a democratic society.*
- ❖ *The Catholic school system is an important key to the development of a parish community.*

Handbook of Policies, Office of Catholic Schools, Diocese of Greensburg

School Governance for Mary Queen of Apostles School

Bishop of Greensburg

-The chief shepherd of the diocese, who authorizes the creation and continued operation of Catholic School.

Board of Members

-Pastors of the parishes that sponsor the School and the Superintendent of Catholic Schools, who oversee the School's mission, set policy, manage the School's business, property, and financial affairs according to the policies of the Diocese of Greensburg. An Administrator is appointed by the Bishop to head this governing body.

Administration

-The Principal, appointed by and accountable to the Board of Members, who serves as the educational leader of the School and oversees the faculty and staff.

-The Principal, following the Policy Handbook of the Diocese of Greensburg, assumes the responsibility for designing and directing a sound educational program and for coordinating the efforts of all the people involved in the school community in such a way as to create and foster an environment in which the Catholic faith can be learned and lived. The Principal maintains an educational climate by providing professional and spiritual growth of both staff and students.

School Advisory Council

- The SAC is an advisory group appointed by the Bishop to advise the Administration on matters of marketing, development, enrollment, and fundraising following the by-laws established by the Diocese.

NOTICE

Nothing contained in the Parent/Student Handbook is intended to, or shall be construed to, create contractual obligations, expressed or implied, on the part of the parishes, the Diocese of Greensburg, or Mary Queen of Apostles School. The contents of this handbook are subject to alteration or modification by the school or diocese as circumstances may require.

Absences and Tardies see [Attendance](#)

Application for Admission

Application to Mary Queen of Apostles School begins by contacting the Admissions Coordinator who will lead families through the process of applying to MQA for preschool or kindergarten. The Admissions Coordinator helps families with the transfer protocol established for those considering MQA for a child entering grades 1 through 8. Following acceptance, the Admissions Coordinator continues the process, finalizing a child's admission to MQA.

Application for the fall term begins during Catholic Schools Week for the 3-Year and 4-Year Preschool, Kindergarten, and Levels 1-8. Admission to MQA is considered complete when the application form and fee are received *and* when the Tuition Payment Contract is on file and tuition payments begin. Students do not go to class until these things are current.

Admissions require proof of vaccinations, copies of health records, birth certificate, and proof of residence. If living with a guardian, residency and responsibility papers are needed. The date and place of Baptism is also needed.

For students currently attending Mary Queen of Apostles School, an application form and family application fee of \$50.00 is required each year. Application packets are sent home with the children in February of each year or are provided by mail and/or email or in person at the office.

Students transferring into MQA start the process with a visit to the school, a review of records, and a meeting with the principal. Additional application forms are required for transferring students. Following the initial contacts, application packets are provided. A \$50.00 family application fee applies for transferring students. **See also [Transfers](#)**

As Mary Queen of Apostles School is a private, non-public institution, the administration reserves the right to terminate the enrollment of a student for any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time. False information on this and any of the application documents may cause a forfeit of admission consideration or enrollment if discovered after the student is accepted for enrollment.

Statement of Nondiscriminatory Acceptance Policy – Mary Queen of Apostles School will not discriminate on the basis of race, gender, or national origin. Students seeking acceptance and enrollment to the school will be considered based on religion, academic performance and learning needs, attendance, character, morality and conduct consistent with Catholic doctrine, and applicable payment history within a Catholic or private/nonpublic school. The school maintains the right to give preferential acceptance and enrollment to Catholic students. The student is not permitted to attend this school if she or he has an outstanding payment balance at another Catholic school within the Diocese of Greensburg.

Non-catholic school students attending a Catholic school shall be expected to follow the local policies with regard to attendance at religious activities during the school day.

Parents/guardians of students accepted to MQA must file a Request for Loan of Textbooks & Materials form for each student. A Health and Emergency Information Form is also submitted annually.

Arrivals and Departures

Each year in the annual summer mailing, a Transportation Information Form is sent home to verify the normal, day-to-day transportation arrangements for each child for arrival and dismissal. Complete this annual form and return it on the first day of school. Make copies as needed so each child has his/her own form for the homeroom teacher.

*See [Transportation Information Form](#)

Changes in Dismissal Arrangements

Any change in dismissal for any child(ren), car riders or bus riders, must be communicated to the school through a note and presented to the homeroom teacher upon arrival. Notes are sent to the office by the teacher and returned to the homeroom. Van drivers request that a note be given to them so they know how to adjust their route. Sometimes a van comes for only one child and the trip to school is not needed. That way everyone, office, homeroom teacher, dismissal teachers, and bus drivers are informed of the change. The office does its best to get messages to children and teachers, but with children going to so many different teachers and rooms, phone messages sometimes are not received in time and notes left for teachers may not be noticed if they are not in the room to receive it as it is called into the office. Teachers and the principal are not able to check email each period due to teaching schedules. The best, most reliable option is a note provided to the teacher in the morning. **FOR THIS REASON, WRITTEN NOTES ARE REQUIRED EXCEPT FOR UNPLANNED EVENTS OR EMERGENCIES.**

Phone calls requesting an *unplanned or emergency dismissal* **MUST BE CALLED IN BY 2:00** so all parties can be informed.

*See [Non-routine Dismissal Information Form](#)

Arrival and Morning Homeroom

Plan to arrive between 7:50 and 8:00. Homeroom is from 8:00 to 8:10 A.M. with prayers at 8:05. This is just enough time to unpack; go to a locker (LAS only), give notes, forms, and lunch money to the teacher; sign up for lunch; and get materials ready for the first class. This is not a study time or social time for students. The tardy bell rings at 8:05 and students entering must report to the office to be admitted to class.

Arrival, Freeport Road Site

Busses Kindergarten – Grade 3

Busses enter the property and discharge children in front of the church. Children carefully walk to the main entrance.

Cars Kindergarten – Grade 3

Enter the property from Freeport Road with caution **after 7:45 and before 8:00**. Proceed to lower level entrance, the entrance for the bottom floor, where there is designated area for unloading. Move to the first available space and discharge your child(ren). After your child(ren) are safely at the door, leave the property with caution using Young Street. (For 2-hour weather delays, the morning class should arrive at 11:50 for an afternoon session.)

*See [FRS Arrival Map](#)

Arrival, Leishman Avenue Site

Busses Grades 4 – 8

Busses discharge students at the Locust Street entrance to the parking lot. Children carefully walk to the main entrance doors of the breezeway and enter the building.

Cars Grades 4 – 8

Cars discharge students at the Leishman Avenue entrance to the parking lot cautiously **after 7:45 and before 8:00**. Children cross the lot, proceed to the main entrance doors of the breezeway and enter the building immediately. Do not discharge students on Locust Street, since that is the bus staging area.

*See [LAS Arrival Map](#)

Dismissal and Afternoon Homeroom

The last class ends at 2:25 at FRS. Students at FRS have a 15 minute homeroom period. The last class at LAS ends at 2:40. LAS students have a 5 minute homeroom period during which they gather their homework, check assignment books, pray, and prepare for dismissal.

Children are responsible for listening to dismissal announcements and promptly going to the bus/van. If transportation does not arrive or if the child misses the bus, the child is brought to the office so arrangements can be made. Please inform those who collect your children of the dismissal procedures.

Dismissal, Freeport Road Site

Cars – AM Kindergarten

Enter the property from Freeport Road with caution for an 11:40 dismissal. Drive around the oval to the main door. Your child(ren) will be escorted to your car by the teacher. Leave the property with caution using the main exit ramp in front of the church.

*See [FRS Dismissal Map](#)

Busses & Vans AM Kindergarten and All Day Kindergarten – Grade 3

Leave the building via the main entrance and walk to the area in front of the church to board the busses. Bus dismissal is at 2:40 P.M. and 11:30 A.M. on early dismissal days.

Cars All Day Kindergarten – Grade 3 (Including AM Kindergarten attending in the afternoon)

Leave the building via the breezeway doors on the second floor or third floor only. Children walk down the stairs with the teachers and wait in the designated area or staircase until you they are called and escorted to your car. Exit the property cautiously using Young Street. Car dismissal is at 2:50 P.M. and 11:40 A.M. on early dismissal days.

*See [FRS Dismissal Map](#)

Dismissal, Leishman Avenue Site

Busses & Vans Grades 4 – 8

Leave the building via two exits facing Kenneth Avenue with the teachers and walk to the boarding area to your bus. Vans collect students along Locust Street and in the parking lot. Bus dismissal is at 2:45 P.M. and 11:40 A.M. on early dismissal days.

Cars Grades 4 – 8

Leave the building via the main door of the breezeway where you will wait in the cement area of the lot to be dismissed as your parents arrive. Cars are to enter the parking lot from Leishman Avenue forming two lines and moving toward the Locust Street exit so others in the queue can pull into the lot. Do not park in the spaces. Please remain in your car and your child(ren) will be released to go to your car. Exit cautiously onto Locust Street. Car dismissal is at 2:55 P.M. and 11:50 A.M. on early dismissal days.

*See [LAS Dismissal Map](#)

Attendance

The Diocese of Greensburg, Office of Catholic Schools requires that school aged pupils enrolled in the schools of the Diocese attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. Pennsylvania State Law requires 180 days of schooling for each student.

The educational program offered by the diocese is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. A strong relationship exists between good school attendance and academic achievement. A good record of attendance and punctuality is an excellent recommendation for future school and career endeavors. 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.

Excused Temporary Absences

- o Absences can be full day or half-day with both types requiring an excuse on day of return.
 - o Absences are excused for sickness, bereavement, court appearance or family emergencies. Parents/guardians are required to call the school office site by 8:00 A.M. to report a child absent.
 - o Absences for a portion of the day may be excused for health care.
 - o In the event of an absence, an excuse that includes the name and grade of the student, the date of the absence, and the reason for the absence must be written and signed by a parent/guardian or doctor and be presented to the homeroom teacher upon returning to school the first day after an absence. The teacher keeps these notes on file for the entire school year as required by law.
- Absences without an excuse are considered unexcused absences. A phone call to the school does not take the place of a written excuse, which is required by law.**
- o 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.
 - o Excessive absences jeopardize the academic standing of the child. After 15 days of cumulative absence, a written statement from a physician may be required for the purpose of issuing an excused temporary absence for any subsequent absences. After 25 days of cumulative absence, corrective actions may be issued, the magistrate may be contacted, and/or enrollment may be terminated.
 - o The school will notify parents of excessive absences by school mail, email, or postal mail. Letters will be sent after 3 *unexcused* absences (see Unexcused or Unlawful Absences), 10 cumulative absences, 15 cumulative absences, and 25 cumulative absences. Cumulative absences include both excused and unexcused absences.
 - o Corrective measures for excessive absences or truancy may include counseling, conferences, suspension, and termination of enrollment.
 - o Students engaged in the out-of-school program, Take Your Child to Work Day, shall be counted as regular school attendance if the program is sponsored, planned, and properly supervised by a certificated employee with corporate sponsorship. The student will return with a completed description of the day and what was learned and experienced. Requests for permission to attend must be given to the principal on the company's letterhead announcing the educational experience. This will be listed as a field trip.
 - o Parents who elect to create an educational experience at work through their own initiative must complete the Take Your Child to Work Form. In these cases, the day is counted as an excused absence since it could occur at any time of the year.

*See [Excuse for Absence](#)

*See [Take Your Child to Work Form](#)

Pre-approved Excused Temporary Absences

The Diocese of Greensburg, Office of 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:

- o Observance of religious holidays
 - Notify the principal of the date as soon as possible in writing.
- o Religious instruction, by law not to exceed 36 hours per year

- Notify the principal of the dates as soon as possible in writing.
- o Educational trips, not school sponsored
 - Requests for excused absence for students for an educational trip must be given to the principal at least two weeks prior to the trip in writing following the prompts on the [Educational Trip Request for Excused Absence Form](#)*.
 - Education 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 to the principal in writing:
 1. the school dates to be missed,
 2. the destination of the trip and the reason the trip could not be taken on days when school is not in session,
 3. and an outline of the educational value of the trip.
 - The student's attendance and academic record will be considered in granting/denying permission for an excused temporary absence.
 - Students are granted the privilege of making up all assignments and tests missed during the excused absence. Classroom experiences, discussions, group activities, etc. cannot be made up.
 - Teachers have two options or a combination of the two options to use when preparing class work.
 1. Individual teachers will have the discretion to prepare the assignments ahead of time, with all make-up work due on the day that the student returns to school.
 2. Individual teachers have the discretion to provide students with their assignments when they return to school, giving them two weeks to make up the work.
 3. Individual teachers may use a combination of both options with some work due upon return and some work due within two weeks of the return date.
 - Parents must make appointments with the teachers both prior to and after the trip to find out what work is to be done during the trip and what work is to be made up after the trip. 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 missed tests. Students will not be excused from class in order to make up missed work. Students will be required to make up missed tests before or after school as faculty/administration's schedules permit. Work not completed is recorded as incomplete and receives a zero.

*See [Educational Trip Request for Excused Absence Form](#)

Unexcused or Unlawful Absences

The Diocese of Greensburg, Office of Catholic Schools defines an unexcused absence as the absence of a pupil due to parental neglect or truancy. Shopping and trips not approved in advance are also listed.

Absences without excuses are considered unexcused absences.

- o First Offense: A letter will be sent to parent following three days of unexcused absences.
- o Second Offense: A warrant may be served on the parent through the office of a magistrate for each three days of unexcused absences following a First Offense.

Tardiness

- o The bell rings at 8:05 A.M. for opening exercises. Children arriving after 8:05 are marked absent by the classroom teacher. The student arriving after 8:05 must report to the School Office to have the absence changed to a tardy and be admitted to class.

- o Students should provide an excuse from their parent, guardian, or doctor; order a lunch; then go to their homeroom to prepare for the morning classes.
- o Chronic unexcused tardiness may be converted into equivalent days or unlawful absence.

*See [Excuse for Tardiness](#)

Early Dismissals

- o Early dismissals are granted for doctors' appointments that cannot be scheduled at any other time.
- o A written request must be submitted to the teacher through a note. The note is sent to the office.
- o The child will report to the office and wait for the parent, guardian, or designated person.
- o The person collecting the child is to identify him/herself to the employee. The child will then be dismissed.

*See [Excuse for Early Dismissal](#)

Bus Transportation

- o Bus transportation is provided by the school districts that arrange the bus stops and schedules. District policy determines whether or not a child from one district can ride a bus with a child from another district. The school follows the districts' policies.
- o Bus transportation is also provided by parents for educational experiences outside the school.
- o Students are expected to observe the following regulations:
 - Be courteous and cooperative with the driver.
 - Do not eat or drink on the bus.
 - Do be respectful; do not use profane language or vulgar talk.
 - Observe the same conduct with one another as is expected on school property.
- o After repeated verbal warnings, the driver will issue a misconduct notice for individual children through the principal.
- o Consequences are determined by the action. Generally, the procedure listed below will be evoked when a student violates the above regulations.
- o The first individual offense: parent notification and detention.
- o The second offense: parent notification, detention and up to 3 days suspension from riding the bus.
- o The third and continual offenses: suspension from riding the bus for a period of time.
- o The principal has the right to remove students from the bus for inappropriate behaviors at any time.

Calendar

A school calendar listing all holidays, vacations, special events, and conferences is given to each family. General information including start times, snow days, dates of each quarter, report cards, and mid-terms. is found at the end of the calendar. Preschool and Kindergarten to Grade 8 calendars can be found online on the school's web site, too. The calendar is a working document that will be changed to include school activities, extracurricular activities, and evening events. A sports calendar and menu is also found online.

See [Web Site](#)

Cell Phones and Other Devices

Students and families are able to communicate using our land lines. Devices that can be used for texting, phone conversations, messaging, picture messaging, and/or videoing, are not permitted at Mary Queen of Apostles School. Carrying such a device during the school day or using such a device results in an in-school suspension for the first offense.

If you feel your child needs a cell phone, one may be brought to school at your own risk following this protocol. The parent(s) send a written note to the principal requesting that a device be brought to school.

Upon principal approval, a letter will be mailed home giving permission and containing all the rules regarding this privilege.

Conditions for having a cell phone or other communication device are detailed here. The cell phone must be kept in the school locker, in a book bag, and turned off upon entry to the school until dismissal. It may not be carried around during the day. It may not be given to other students to use. It may not be used at lunch or recess or taken to the restroom. It is not a way for parents to check in on their child for any reason. The land line phones are available for this. Cell phones carried with the permission of the principal can then be used after school with the knowledge of the supervising teacher, coach, or club moderator. Failure to abide by these rules will result in an in-school suspension and may result in the loss of this privilege. Students having a phone on their person will have the phone confiscated and given to the principal at which time a parent will need to collect it.

Other technologies fall into the cell phone rules. These include: iPads, iPhones, iPods, Droids, gaming devices, and those under development. If you are unsure, please call the principal.

Communication

- o Communication between school and family is vital.
- o The following are examples of home/school communications:

Notes to teachers

Notes to principal and office staff

School web site

School online calendars

Phone calls to report child(ren) absent

Excuses for tardiness

Excuses for absences

Early dismissal notes

Lunch money

Negative lunch balance notification

Bus discipline notices

Medical forms

Athletic forms

Permission forms

Fundraiser orders and SCRIP orders

Conference requests

PowerSchool Daily School Bulletin

Emails to teachers, principal, office staff

- o ***While communication is important, unscheduled visit which interrupt teaching and class supervision is not acceptable.***
- o It is very important that there be good communication between the parent and teacher. Parents may contact the teacher to schedule a phone conference or meeting with the teacher. Please send a note or email to the teacher.
- o Home/school communication should be addressed to the person for whom it is intended. To ensure proper handling of orders, forms, etc. brought from home, envelopes should be used as needed and be marked with the contents.
- o Students may come to the office phone with permission from their teacher for emergencies and illness. *Students should not use the phone to get physical education clothes, lunches, homework, projects, money, etc. Organization and responsibility are learned through practice and accountability.*
- o Students may not use a teacher's cell phone or a school phone unless it is cleared through the office during the regular school day.
- o Two parent/teacher conferences are scheduled each year for the first and third quarter. Notification of conference time will be sent prior to these meetings. Additional conferences are held as needed and scheduled among parents/teachers/students upon request.
- o In cases where the child does not reside with both parents, both parents are able to receive school information. This is done by providing the school with a mailing address and an email address for the parent that does not have physical custody. Parents have the right to see their child's

records and communicate with the teacher. If a court order restricts this, it is the parent's responsibility to provide a copy of the order to the principal.

- o PowerSchool provides parents K-8 with a user name and password for accessing the Parent Portal. Here parents can view the Daily School Bulletin, attendance, grades, and lunch transactions with balances. See [PowerSchool](#)
- o All school communications from the main office will be sent via email. Events will be posted on PowerSchool's Daily School Bulletin and on the school's main calendar, activities calendar, or athletics calendar at www.mqaschool.org. If you do not have Internet access, please contact the school offices.
- o Communication attached to emails will be in pdf format, meaning you will need to have the free program, Adobe Acrobat Reader to open the attachments. Contact your email provider or Internet service provider and request that emails from @mqaschool.org be sent through. Because they are emailed to everyone, ISP's think the messages from school are spam.
- o The main communication for the school community is the MQA web site at www.mqaschool.org.

NOTE: If you do not want any or certain information shared with others in a class list or a school directory, etc. an Opt-Out Form has been provided by the diocese. *This does not include information shared with legal authorities or authorized agencies.*

*See [Opt-out Form](#)

Conferences

- o Two parent/teacher conferences are scheduled each year for the first and third quarter. Notification of conference time will be sent prior to these meetings.
- o Conferences may also be held any time throughout the year when parents or teachers deem them necessary. Scheduling conferences should be done through contact between the teacher and parent/guardian.

Curriculum

The curriculum at Mary Queen of Apostles School is aligned to the Pennsylvania State Standards and the Diocese of Greensburg Curriculum Guides. Children have core subjects of religion, mathematics, language arts (reading, English, vocabulary, spelling, writing, and phonics), science, and social studies. Special classes include art, music, computer, health and physical education, and foreign language. Electives are offered to students in grades four to six. Competition electives are required for students in grades seven and eight.

Extra-curricular clubs, activities, and organizations are also offered. Students are encouraged to participate in a variety of programs.

Delays and Closings

- o In case of severe weather conditions or any other emergencies; announcements will be made over KDKA (radio and TV), WPXI (radio, TV and web site), WTAE television, and the school web site's homepage www.mqaschool.org under the NEWS section.
- o Mary Queen of Apostles School will have its own announcement of delays and closings.
- o If school is delayed, follow your own school district's bus schedule, or if possible and safe, bring your child to school following Mary Queen of Apostles School's schedule for the day.
- o Attendance and tardiness for the day is based on Mary Queen of Apostles School's schedule for the day and not on the sending districts' schedule. Students from districts who delay when MQA does not, will have an excused, bus tardy code that will mean a tardy on the report card. Students

from districts who close school when MQA does not, will have an excused absence. When both the school district and Mary Queen of Apostles School call for a delay, students are not considered tardy.

- o Students should be prepared for any class regardless of when it is scheduled on late starts as the faculty and administration may adjust the schedule as needed.

Half-day Kindergarten Directions

- o If school is delayed 1 hour, the morning session of kindergarten will begin at 9:00 with arrival at 8:50.
- o If school is delayed 2 hours, the morning session of kindergarten will report for a 12:00 – 2:40 session with arrival at 11:50. There is no bussing for the half-day kindergarten students for the noon arrival. They may take the bus home at 2:40 however the bus number may be different. Car riders are dismissed in the back lot. Keep in line with the other cars, stay in your car and your child will be brought to you. Walkers are dismissed from the front door.

Diocesan and Local Policies

Acceptance and Disenrollment Policy

A student may be disenrolled at any time at the discretion of the administration consistent with but not limited to the following content. The administration may choose not to accept a student for enrollment for reasons consistent with but not limited to the following content as well.

- **Conduct:** Mary Queen of Apostles School has the right to disenroll any student based upon conduct that is not consistent with our philosophy, mission statement, student responsibilities, and conditions delineated in our Parent/Student Handbook and diocesan policy. As a nonpublic school, we have the right to consider all conduct internal or external to the school whether the action or incident occurs during the school day, at a school event, or within the community at large.
- **Academic Apathy:** Mary Queen of Apostles School has the right to disenroll any student based upon lack of effort in the classroom and/or failure to display appropriate classroom behaviors necessary for academic success. This may include but is not limited to completion of homework and class assignments, failure to come to class properly prepared, cheating, and/or behaviors that impede or disrupt the academic or social environment of other students.
- **Attendance:** Mary Queen of Apostles School has the right to disenroll any student based upon excessive, unexcused tardiness or absenteeism. Failure to send a written excuse to school for being absent results in an unexcused absence as described in the Parent/Student Handbook.
- **Financial:** Mary Queen of Apostles School has the right to disenroll any student based on noncompliance with the diocesan and school tuition policy.
- **Family Code of Conduct:** Mary Queen of Apostles School has the right to disenroll any student based upon the student's family member, extended or immediate, causing disruption in the school community in any way. This would include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider as disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, student responsibilities, and conditions as set forth in our Parent/Student Handbook.

As Mary Queen of Apostles School is a private, nonpublic institution, the administration reserves the right to terminate enrollment of a student for any reason at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time. This could include but is not limited to criminal arrest and conviction at the local, state, or federal level.

Bullying, Cyberbullying, Intimidation, Harassment, and Hazing Policy

The Diocese of Greensburg is committed to providing a caring, friendly, safe, and respectful environment for all students, employees, volunteers, and visitors. A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. Therefore, acts of harassment, intimidation, hazing, and bullying (including cyberbullying) are unacceptable behaviors and are prohibited at Mary Queen of Apostles School.

Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect and by refusing to tolerate bullying, harassment, intimidation, and hazing.

Students are to demonstrate appropriate behavior by treating others with respect. They are responsible for reporting bullying, cyberbullying, harassment, intimidation, and hazing to a teacher, aide, staff member or administration. Once a report has been made

1. All reports will be investigated.
2. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the diocesan policies and school procedures. Violations are recorded.
3. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, hazing, and bullying may range from positive behavioral interventions, referral to school and outside resources, detentions, up to and including suspension or expulsion.

Sexual Harassment Policy

It is the policy of the schools of the Diocese of Greensburg that students enjoy a learning environment free from all forms of discrimination including sexual harassment. Therefore, all forms of sexual harassment in any learning area, activity area, or any other place under the permanent or temporary control of Mary Queen of Apostles School toward any student is strictly prohibited. Any person who engages in sexual harassment as a member of the school community will be in violation of this policy. Appropriate sanctions will be applied against all proven offenders of this policy.

Any student who feels that he/she is a victim of sexual harassment is to bring the matter to the immediate attention of any teacher, administrator, principal, counselor, or Superintendent of Schools.

4. All reports will be investigated in as confidential a manner as possible.
5. If allegations are verified by the investigation, the Principal and/or Superintendent shall take appropriate, corrective action as soon as practically possible after receipt of or completion of the investigative report.
6. Upon completion of the investigation and report, the parents/guardians will be advised of the findings, recommendations, and conclusions as to the accuracy of the charges alleged. The recommendations may include appropriate disciplinary action.
7. In the event that it is determined that a student has intentionally falsely accused another student or school employee of engaging in sexual harassment, the student may be subject to appropriate disciplinary action.

Substance Abuse Policy

The schools of the Diocese of Greensburg, recognizing that chemical abuse is a serious problem, adopt the position that students must be chemically free to develop in the most productive manner.

It is, therefore, the intent of this policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at any school sponsored event.

Violations of this policy may result in the following consequences:

1. Appropriate disciplinary response consistent with our philosophy;
2. Notification of parent/guardian;
3. Notification of municipal authorities when appropriate;
4. Suspension or expulsion from school;
5. Referral of student to appropriate drug and alcohol agency.

Technology Resources and Communication Systems Acceptable Use Policy

Mary Queen of Apostles School supports access to information resources, the development of appropriate skills to analyze and evaluate these resources, and the training and practice of using our school intranet, the diocesan intranet, and the global Internet as resources.

- o Students are responsible for following iSafe rules and lessons on appropriate and safe computer, Internet, and other technologies use in regards to communication, plagiarism, and legalities.
- o Users are expected to exhibit a socially acceptable manner at all times while utilizing technology.
- o Users shall be responsible for damages to hardware and software resulting from deliberate or willful acts.
 - o Violations may result in a loss of access to the Internet and/or local network.
 - o Additional disciplinary actions may be determined in regard to inappropriate behavior.
 - o When/if applicable, law enforcement agencies may be involved.

- **AUP Addendum for Electronic Communication and Media Tools**

Students and families are able to communicate using our land lines. Devices that can be used for texting, phone conversations, messaging, picture messaging, and/or videoing, are not permitted at Mary Queen of Apostles School. Carrying such a device during the school day or using such a device results in an in-school suspension for the first offense.

If you feel your child needs a cell phone, one may be brought to school at your own risk following this protocol. The parent(s) send a written note to the principal requesting that a device be brought to school. Upon principal approval, a letter will be mailed home giving permission and containing all the rules regarding this privilege.

Conditions for having a cell phone or other communication device are detailed here. The cell phone must be kept in the school locker, in a book bag, and turned off upon entry to the school until dismissal. It may not be carried around during the day. It may not be given to other students to use. It may not be used at lunch or recess or taken to the restroom. It is not a way for parents to check in on their child for any reason. The land line phones are available for this. Cell phones carried with the permission of the principal can then be used after school with the knowledge of the supervising teacher, coach, or club moderator. Failure to abide by these rules will result in an in-school suspension and may result in the loss of this privilege. Students having a phone on their person will have the phone confiscated and given to the principal at which time a parent will need to collect it.

Other technologies fall into the cell phone rules. These include: iPads, iPhones, iPods, Droids, gaming devices, and those under development. If you are unsure, please call the principal.

This policy and addendum is found in its entirety in the appendix and parents/guardians must sign the Acceptable Use Policy to activate each child's technology resources and PowerSchool Parent Portal. Permission forms accompany the policy for specific items.

See [Technology Resources Acceptable Use Policy and Addendum](#)

See [Technology Resources and Communication Systems Parent Permissions for K-8](#)

See [Technology Resources and Communication Systems Student Permissions for K-8](#)

Tobacco Policy

In recognition of the health and safety hazards associated with the use of tobacco, students are prohibited to use and/or be in possession of tobacco.

Students found to be in violation will be subject to discipline which could include reprimand through suspension or expulsion depending upon the severity and repetition of the offense. These measures may be in addition to any fines imposed by the Magistrate for violation of local BOCA codes, fire codes, etc.

Tuition Policy

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

Establishing Tuition

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

Tuition Planning and Payment Schedule

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

- *End of January – beginning of February* – Catholic schools open their application process for the upcoming school year and FACTS application forms are available for parents/guardians to submit for financial aid. Parents/guardians have until March 15 to submit their FACTS application forms without a fee.
- *End of May* – Once parents/guardians have completed their financial aid (FACTS) application process and this information has been verified, tuition award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.
- *June 30* – Last date for returning families to apply for financial aid. New families apply for financial aid upon enrollment.
- *July 10* – Last date for returning the Tuition Payment Contract. No financial aid or admission is guaranteed following this date.

Options for payment:

- Payment in full by **July 1** of the upcoming school year.
- Two equal payments – First payment due by **July 1** of the upcoming school year and the second payment due by **November 1** of the current school year.
- Monthly payment plan on FACTS that will bring the balance to zero by June 30 or earlier of the school year completed in June.
- Any of the above options, but paid through a credit card if available. If a credit card payment method is chosen, an additional service fee may be charged, and this service fee will be announced on an annual basis.
- No cash will be accepted for payment. Payment must be made by check, money order or credit card.

- An approved (by school administration) combination of the above options.
- The chosen method for payment must be indicated on the [Tuition Payment Agreement](#), and signed and returned by the parents/guardians.

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

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

See [Tuition Payment Agreement](#)

Tuition Payment in Default

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

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

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.

For general information on our tuition, see [Tuition](#).

Weapon Policy

No weapon may be brought onto school property or into the school building. A weapon shall include but not be limited to a knife, cutting instrument, cutting tool, firearm or instrument capable of inflicting bodily injury. A person in possession of a weapon on school property violates state criminal statutes and school regulations and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified.
2. The local police will be called.
3. The student will be expelled.

Wellness Policy

Mary Queen of Apostles School recognizes that wellness including health education, physical education, and safety education, physical activity, 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. Links between nutrition, cognitive functioning, and performance are evident in the areas of language, concentration and attention.

Our vision is one where the environment of our school nurtures children physically, mentally, morally, spiritually, and socially. We want our children to feel loved, secured, and respected. We want our children to love and respect themselves as children of God and to love and care for one another. The environment ensures that children love coming to school while supporting learning, doing, and succeeding.

In our commitment to realizing our vision for the health and wellness of our school community, Mary Queen of Apostles School has established the following goals in nutrition education, physical activity

education, and establishing nutrition standards in compliance with the Diocese of Greensburg Wellness Policy:

- o To provide opportunities for every student to develop the knowledge and skills for specific physical activities maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle, recess will be part of physical activity education. Along with recess games and jump rope activity, there will be an emphasis on walking as a life-long activity that promotes wellness.
- o To facilitate the adoption of eating and other nutrition-related behaviors conducive to health and well-being, a set of learning experiences will be provided at every grade level.
- o To practice what they learn about sound nutrition in the classroom and influence life-long eating habits, students need appealing and healthful food and beverage options. The primary goal of establishing nutrition standards is increasing nutrient density, decreasing fat and added sugars, and moderating portion size. These standards are to apply during the school day at birthday celebrations, parties, school events, extra-curricular programs, the extended day program, meetings, and lunch.

Discipline Policies

All children are expected to comply with school regulations regarding dress code, playground conduct, preparation for class, bus conduct, lunchroom conduct, absences and tardiness, and general school rules. The manner and respect taught at home are extended to the school community including faculty members, priests, cafeteria workers, volunteers, playground parents, custodians, aides, bus drivers, visitors, and all children. Above all, children must be taught to respect themselves, their materials, the school, the possessions of others, and the property they have for their use.

Mary Queen of Apostles School reserves the right to discipline students who, through their lack of responsibility, inappropriate behavior or comments, poor attitude, or disrespect infringe upon the rights of others in the school community. It is expected that parents will be supportive of the teachers/school in these matters.

Recess/Lunch Detentions

- o Detentions may be issued for classroom infractions at the intermediate and middle school levels.
- o Detentions may be issued for missing homework or incomplete work at the intermediate and middle school levels.
- o Detentions may be issued for improper behavior at the primary level such as not complying with classroom rules, fighting with others, inappropriate bus behavior, or to practice classroom management procedures. This may also be used for repeated infractions or incomplete work.

After School Detentions

- o Detentions are issued for repeated, patterned infraction of rules.
- o Detentions are served after school from 3:00 to 3:30. Prior to serving a detention, a form is sent home indicating the infraction, circumstances, and the date and time it is to be served.

Suspensions and Expulsions

- o Suspension is the isolation of the pupil from some or all school activity.
- o The pupil is required to report to school during normal school hours, but the student is separated from his/her ordinary classes and is expected to continue schoolwork on an independent or private study basis.
- o Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected pupil in overcoming a discipline problem.

Fights and Best Practice

A teacher may place hands on a child with no intent to harm in the following situations:

- o To separate students who are fighting or in their judgment about to fight.
- o To defend self.
- o To come to the aid of a student including helping them to their feet, waling them to the office.
- o Following giving a direct order to a student in which the student refuses to follow through, and after repeating the order, to escort student by placing the hand between the shoulder and elbow to lead them.
- o Detentions are served after school from 3:00 to 3:30. Prior to serving a detention, a form is sent home indicating the infraction, circumstances, and the date and time it is to be served.

Dress Code see [Uniforms](#)**Emergency Cards**

Each year an emergency card is filled out for each student. The cards are kept on file in the school office.

Emergency Early Dismissal Procedure with Crisis Plan Basics

In the event of an emergency early dismissal due to inclement weather, severe weather/natural disaster, or crisis situation, please refer to the basics of Mary Queen of Apostles Crisis Management Plan described below.

Also, please review with your child the protocol for dismissal instituted by the school and the options indicated by you as listed on the emergency card.

Inclement Weather

1. If an early dismissal is called by New Kensington Arnold SD, Mary Queen of Apostles will also dismiss early. The announcement will be broadcast on WTAE, WPXI, and KDKA
IMPORTANT NOTICE: If your school district calls for an early dismissal, your children will be dismissed if they are bus riders according to the information provided on the emergency card.
2. When an early dismissal is called, follow the procedures listed at the end of this section.

Fire

1. Students, teachers, and administrative staff participate in fire drills monthly at each site.
2. Students, teachers, and staff exit the building using the closest exit and move away from the building and fire lanes.
3. Emergency cards, first aid kits, crisis kits, and cell phones are taken to these areas.
4. Only EMS personnel will be permitted to enter the property. Parents are to wait for the all clear given by the Emergency Medical Service and Fire Department.
5. If an early dismissal is called by MQA, the announcement will be broadcast on WTAE, WPXI, and KDKA. In this case, we will contact all bus companies and dismiss according to the information on the emergency card.
6. When an early dismissal is called, follow the procedures listed at the end of this section.

Severe Weather/Natural Disaster

1. Students, teachers, and administrative staff participate in a severe weather drill annually at each site.
2. Students, teachers, and staff report to an inside space at the lowest level remaining in the building they occupy at the time of the drill or emergency.

FRS - Hallway of basement floor in the main building; hallway of basement floor in the convent building.

LAS - Hallway of basement floor in the main building; Lodge Room and front end of cafeteria (as needed) in the original building.

3. Emergency cards, first aid kits, crisis kits, and cell phones are taken to these areas.
4. Only EMS personnel will be permitted to enter the building. Parents are to refrain from calling the school and are to wait for the all clear given by the Emergency Medical Service.
5. If an early dismissal is called by New Kensington Arnold SD, Mary Queen of Apostles will also dismiss early. The announcement will be broadcast on WTAE, WPXI, and KDKA.
IMPORTANT NOTICE: If your school district calls for an early dismissal, your children will be dismissed if they are bus riders according to the information provided on the emergency card.
6. When an early dismissal is called, follow the procedures listed at the end of this section.

Crisis Situations

Crisis Situations are handled in one of two ways. Either the entire site goes into a lock-down or the site is evacuated to another location. The evacuation site is determined by the nature of the crisis and time frame.

- The primary evacuation site are the churches on the property.
- The alternative evacuation site is St. Mary of Czestochowa Church at 857 Kenneth Avenue

Lock-Down

1. Students, teachers, and administrative staff participate in a lock-down drill each semester at each site.
2. Outside doors are checked; restrooms and hallways are checked.
3. Classrooms are locked. Students and teachers are positioned in the safest place within the room. Windows and blinds are closed; lights are off.
4. If possible, classrooms are monitored from office. Office is also in lock-down mode.
5. Protocol for crisis is followed according to the diocesan and school Crisis Management Plans and determined by the nature of the crisis.
6. Only EMS personnel will be permitted to enter the property. Parents are to wait for the all clear given by the Emergency Medical Service, Police Departments, and/or Fire Department.
7. If an early dismissal is called by MQA following the all clear, the announcement will be broadcast on WTAE, WPXI, and KDKA. In this case, we will contact all bus companies and dismiss according to the information on the emergency card.
IMPORTANT NOTICE: If one or more of the school districts call for an early dismissal, your children will be dismissed if the all clear has been given for MQA and if they are bus riders according to the information provided on the emergency card.
8. When an early dismissal is called, follow the procedures listed at the end of this section.

Evacuation

1. Students, teachers, and administrative staff participate in an evacuation drill annually at each site.
2. Students, teachers, and administrative staff are evacuated to one of two locations depending on the nature of the crisis:
 - a.) the church on school property or, b) St. Mary of Czestochowa Church at 857 Kenneth Avenue
3. Emergency cards, first aid kits, crisis kits, and cell phones are taken to these areas.
4. Protocol for crisis is followed according to the diocesan and school Crisis Management Plans and determined by the nature of the crisis.
5. Only EMS personnel will be permitted to enter the evacuation site. Parents are to refrain from calling the school and are to wait for the all clear given by the Emergency Medical Service, Police Departments, and/or Fire Department.

6. If an early dismissal is called by MQA following the all clear, the announcement will be broadcast on WTAE, WPXI, and KDKA. In this case, we will contact all bus companies and dismiss according to the information on the emergency card. If the location for dismissal is changed, please tune to WTAE or KDKA. WPXI uses an automated service and changes of location cannot be announced.

IMPORTANT NOTICE: If one or more of the school districts call for an early dismissal, your children will be dismissed if the all clear has been given for MQA and if they are bus riders according to the information provided on the emergency card.

7. When an early dismissal is called, follow the procedures listed at the end of this section.

Early Dismissal Procedure

Freeport Road Site (FRS)

1. Announcements will be made through WTAE, WPXI, and KDKA.
2. Each child's dismissal is determined by the options listed on the Emergency Card, which is completed annually by parents/guardians at the beginning of the school year.
3. Car riders will be dismissed as their parents/guardians/responsible person arrives at the site.
4. Students in Extended Day Program will be dismissed to a parent/guardian or responsible person.
 - a. Gain entrance to the school using the main entrance only by ringing the bell and identifying yourself.
 - b. Report to the office and check in with administrative staff.
 - c. Report to the cafeteria and remain there. Do not let others into the building for any reason.
 - d. The children in your charge will be brought to you by a staff member.
 - e. A sign out sheet will be used indicating person collecting child and child(ren) released.

Leishman Avenue Site (LAS)

1. Announcements will be made through WTAE, WPXI, and KDKA.
2. Each child's dismissal is determined by the options listed on the Emergency Card, which is completed annually by parents/guardians at the beginning of the school year.
3. Car riders will be dismissed as their parents/guardians/responsible person arrives at the site.
4. Students in Extended Day Program will be dismissed to a parent/guardian or responsible person.
 - a. Gain entrance to the school using the main entrance only by ringing the bell and identifying yourself.
 - b. Report to the office and check in with administrative staff.
 - c. Report to the gymnasium and remain there. Do not let others into the building for any reason.
 - d. The children in your charge will be brought to you by a staff member.
 - e. A sign out sheet will be used indicating person collecting child and child(ren) released.

Field Trips

Students from LAS and FRS may travel from their home site to the other MQA site during the course of the school year. They sometimes walk to and from FRS/LAS or to St. Joseph and Mt. St. Peter parishes. Sometimes they may travel to St. Margaret Mary or St. Mary of Czestochowa. All four parishes are part of our regional school. An Annual Site-to-Site Trip Participation and Parent Permission and Release Form is needed for all such trips and is kept on file for the current school year.

*See [*Annual Site-to-Site Trip Participation/Parent Permission and Release Form*](#)

- o Field trips are planned in order to enrich the learning experiences of children.
- o Details of the trip including chaperones, departure time, return time, lunch, and cost will be sent home several days prior to the trip on the diocesan permission release form.

- o Unless the form is signed by the parent or guardian and returned, the child will NOT be permitted to participate.
- o Parent drivers who volunteer to take students to activities within the school day that are not held on the premises need to file a Volunteer Driver Form with the office.

*See [Field Trip Participation Parent Permission and Release Form](#)

*See [Volunteer Driver Information Form](#)

Fundraising

Families are expected to contribute to the fundraising efforts at MQA.

Participation in fundraising efforts may include but is not limited to:

- o Contributing to solicitation efforts for our major fundraising events
- o Selling tickets to major fundraising events
- o Selling raffle tickets

Families may also utilize fundraising opportunities that provide a benefit to their family and the school. This program offers a percentage of the profit to the families as tuition credit.

*See [Tuition Credit](#)

Health Regulations

Emergency Cards

- o Emergency health cards are kept on file for each child. Please complete them and return them the following day.
- o This will enable us to contact a designated person in the event of an emergency concerning your child. Changes in the cards are updated in PowerSchool so teachers have access to current and correct emergency information.
- o Keeping this information up to date is a necessity. An annual Health and Emergency Information Form is returned to school with the application form annually.
- o Please inform the school immediately of any change in address, telephone number, family status, or emergency contact person.

Nurse

- o We do have the services of a school nurse from NKASD. The nurse will be at the Freeport Road Site and the Leishman Avenue Site as needed. She is in frequent contact with the Nurse Paraprofessional who will be at each site at scheduled times.
- o The nurse is responsible for the medical records and directs the annual Vision, Hearing, Physicals, Dentals, BMI, and Scoliosis Screening as they are scheduled for each site.
- o The nurse presents information to fifth grade classes on adolescent changes.
- o A Nurse Paraprofessional who is a RN will work closely with the certified school nurse of the New Kensington-Arnold School District.
- o The Nurse Paraprofessional will assess students complaining of illness, report accidents, and review requests for permissions to medicate.
- o The Nurse Paraprofessional will work with the staff as needed for student medical plans.

Health Records

- o School health records MUST be kept current.

Illness

- o Students must inform the homeroom teacher and office of illness and then go to the assigned nurse area or wait for the nurse paraprofessional to be called to assess the student's illness and or complaint.
- o No sick child will be sent home without the knowledge of the parent or authorized person.
- o The nurse paraprofessional will call the parent re. illness/injury when she is on duty at the school.
- o Parents are asked to respond promptly and meet the child at the office if the child needs to have an early release due to illness or injury.

Medicine Policy

- o When a child's health demands medication during the school day, the medicine must be brought to the school office along with a Medication Permission Form as soon as the child arrives at school. The medication will be kept in the locked medicine cabinet at each site.
- o Teachers do not assume the responsibility for any medication.
- o Medicines will not be administered without the following information as indicated on the form:
 - The medicine to be taken.
 - The parent or guardian's signature.
 - The proper daily dosage marked with the child's name and the time it is to be administered.
 - The original container or package of the medication.
- o Prescription medication must be accompanied with the original order by the physician.
- o *Over the counter medication (OTC) must also have a physician order to administer to all elementary students.*
- o *The nurse paraprofessional will call the parent to administer if the guidelines are not maintained.*

*See [Administration of Medication Permission Form](#)

Homework

- o In our effort to provide education that will meet the varying needs of all students, it is the policy of the school to assign directed homework beyond the regular school day.
- o The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking.
- o Parents' and guardians' attitude toward their child(ren)'s homework, projects, and reports is a crucial factor.
- o A parent can also help a child by notifying the teacher of any recurring homework problems or difficulties.
- o A student that does not complete homework may be asked to do so during recess. This is recorded. If a student repeatedly forgets homework or has incomplete homework, further disciplinary action will follow.

Inspection Notice

NOTICE TO ALL PARENTS, LEGAL GUARDIANS, TEACHERS, AND STAFF MEMBERS
Pursuant to the Asbestos Hazard Emergency Response Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the State of Pennsylvania Department of Education.

- o A copy of our Asbestos Inspection Report and Management Plan is on file in the administration office of our school.
- o Our school is re-inspected by a certified AHERA Inspector twice a year.

Lunch Program

- o All children must eat a lunch during the lunch period by either participating in the hot lunch program or bringing a lunch from home. Lunches are provided and prepared at Mary Queen of Apostles School.
- o The cost of lunches is announced at the beginning of each school year. Lunch purchases may be made daily, weekly, or in monthly quantities and used at any time. Enclose lunch money in an envelope with the child's name, room number, and the amount. The food service manager fills the order, crediting PowerSchool's PowerLunch account for the child. When exiting the line, the lunch is recorded and the cost of one lunch deducted along with any vending items from the PowerLunch account.
- o Free and/or reduced lunches are available to anyone who qualifies. Participation in the National School Lunch Program benefits the school. You are encouraged to take advantage of the lunch program if you are eligible. This information is sent home on the first day of school.
- o Parents/guardians may also use the COMPASS system to apply for free and/or reduced lunches.
- o Ala Carte items may be sold, however, ala Carte items may not be purchased in place of a lunch.
- o No soda pop, candy, etc. are sold at lunch. Vending is available for grades 6-8 only.
- o A monthly menu will be sent home to help you plan for packed or purchased lunches. The menu is also found online on the school web site under the heading "Calendars"
- o Parents are not permitted to bring fast food lunches to their children. Soda pop is not permitted. Parents should be conscience of the nutritional value of their child's lunch.
- o Cafeteria staff and/or volunteers are not permitted to cook or heat lunches for students.
- o Students who forget their lunch or lunch money may charge up to 3 lunches. Students will be provided with a peanut butter & jelly sandwich meal for the 4th and 5th charged lunch. Students with negative balances in the PowerLunch account will be given a notice of the amount due. Please check the PowerLunch balance online. Parents will be called to clear the debt.

ANTIDISCRIMINATORY POLICY

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parental Compliance

School Policies and Administrative Directives

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

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

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

Administrative Separation

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

An administrative separation may be temporary or permanent. Parents may appeal an administrative separation in writing to the Superintendent of Catholic Schools. If an administrative separation is not appealed within ten days it will be deemed permanent.

Parental Conduct

Parents are expected to comply with standards of Christian behavior at all times in their interactions with school staff, teachers, clergy, parents and students. Parental misconduct towards any participant in the school (false reports, inappropriate language, threats, gross disrespect, etc.) may result in the immediate administrative separation of their child from Mary Queen of Apostles School.

Parties

Classroom parties are a part of the school experience in different ways at different age/grade levels. Teachers, at their own discretion, may plan their own parties or invite parents to plan a party. All plans are reviewed and approved by the teacher. *See the [Wellness Policy](#) under Diocesan and Local Policies for guidelines.* Never send snacks without first contacting the teacher in writing and getting approval. An over-abundance of snacks are not in line with the policy. *As a school that participates in the National School Lunch Program, we cannot have our parties and snacks be a contradiction to our wellness policy, the nutrition standards, or compete with the school lunch program.*

Birthdays are special days that should be recognized at home and school. At school, the birthday celebration consists of a song and prayer on the birth date. No birthday treats are permitted for the classroom. *Please see the [Wellness Policy](#) under Diocesan and Local Policies for guidelines.*

Invitations for home parties will only be distributed in school if they are going to **every child** in the class or all the girls or all the boys.

Physical Education

- o Students in kindergarten to grade eight wear a physical education uniform with tennis shoes.
- o Students come to school in their physical education clothes and stay in them all day. The students wear a Knight's, gray t-shirt and navy physical education shorts. During colder months the students wear Knight's navy sweatpants and either a red or navy MQA sweatshirt over their t-shirt and shorts. All four pieces are purchased from F.L. Haus. The tennis shoes should follow the school shoe uniform policy.
- o Students not wearing physical education clothes will complete an assignment during the class period.

PowerSchool

Mary Queen of Apostles School is part of the PowerSchool, student management system used in the Diocese of Greensburg. PowerSchool is used in the school for managing classes, schedules, emergency

information, and demographics. A daily school bulletin is also prepared each day. PowerSchool is used for attendance, too. PowerLunch is also used to credit the lunch account with payments and charge lunches and ala Carte fees to your child. Another component of PowerSchool is PowerGrade. PowerGrade enables a teacher to have a current grade for every student, every day! The final piece to PowerSchool system is the Parent Portal. This online connection provides parent access to their child(ren)'s grades, attendance, lunch balance, teacher email contact, and the daily school bulletin.

- o PowerSchool provides all parents with a user name and password for accessing the Parent Portal annually.
- o Parents access the portal for each child. Each child had their own user name and password. Only that child's information can be accessed.
- o Parents can view the Daily School Bulletin with access to the current day, the day before and the day after. The daily bulletin lists things that are happening for the day including clubs, field trips, activities, assemblies, etc.
- o Attendance is kept using PowerSchool. Parents can see patterns of tardiness, the number of absences, and dates of early dismissals. Teachers are able to keep class attendance, too. If they choose, they can track student's absences or late entries for any given class.
- o Grades 1-8 use PowerSchool to keep track of assignments and grades.
- o PowerLunch is used to track lunch transactions.

Public Relations

- o Students may be photographed for brochures, newsletters, and/or news reporting during the course of the year. Permission forms for such public relations pieces are kept on file in the school office.
- o Students participating in special events or competitions or receiving awards will have their photo and information sent to the local and diocesan papers and the parish bulletins.
- o Students may also be photographed or captured on video for the Diocese of Greensburg.

*See [Public Relations/Press Release Permission Form](#)

Recess

- o Recess is to be both a social experience and a physical release of energy.
- o Recess is held on the parking lot with no access by vehicles in all kinds of weather except rain or snow or severe cold.
- o On days with inclement weather, recess may be held in the classrooms at Freeport Road Site or students may participate in a walking group. If recess is held in the classroom, children are seated and may play games, read, draw, build, complete puzzles, or talk to one another.
- o On days with inclement weather, recess is held in the gym at Leishman Avenue Site.
- o Students in all-day kindergarten through eighth grade have recess. Some classes have recess before lunch.

Report Cards, Conferences, and Interim Grades

- o Report cards are issued four times a year with parent-teacher conferences available for the first and third quarter reports for Levels K-8.
- o Conferences for preschool are scheduled in February.
- o Conferences may also be held any time throughout the year when parents or teachers deem them necessary. Scheduling conferences should be done through contact between the teacher and parent/guardian.

- o Parents may also request phone conferences with any teacher or special programs auxiliary teacher, such as speech, remedial reading or math, or guidance.
- o At any time through out the quarter, parents can view their child(ren)'s grades using the parent portal of PowerSchool. Based upon the grades, conferences can be requested. Those who do not have access to the Internet and PowerSchool can request, *in writing*, a mid-quarter progress report from the office.
- o Along with grades, assignments may be marked as missing, late, or incomplete.
See [PowerSchool](#)

Safety Drills

- o The law requires a Fire Drill once a month in order to instruct and train the students how to exit the school building quickly and quietly without confusion or panic to a safe area.
- o A Severe Weather Drill is conducted in the spring for the same reason with the children moving to the hallway of the lower floor.
- o Crisis Drills are conducted three times a year as proactive measures so that children and their safety will always be the first priority in any situation. These include two lock-down drills and one evacuation drill.
- o Playground drills are conducted in the fall and spring.

Schedule with Times

The school is responsible for students:

1. During the instructional hours of the school day in school.
 2. During the instructional hours of the school day on school property.
 3. On school district vehicles. Bus stop activity will depend on the situation.
 4. At school events held before, during, or after school that are directly observed and supervised by school staff.
- o Arrival is set for 7:50 to 8:00. The Tardy Bell is at 8:05.
 - o Prayer is at 8:05 and homeroom period ends at 8:10.
 - o Periods are 40 minutes with 3 minutes to move from class to class with the exception that at FRS the last three periods are 35 minutes each.
 - o There are 9 periods in the day including lunch/recess.
 - o Lunch/recess is 40 minutes.
 - o LAS has a 5 minute closing homeroom period. FRS has a 15 minute closing period.
 - o Dismissal is staggered for the two sites.
 - FRS dismisses at 2:40 for busses/vans and 2:50 for cars.
 - LAS dismisses at 2:45 for busses/vans and 2:55 for cars

School Community Group

- o The School Community Group (SCG) is an organization to which all parents/guardians belong. Its function is to promote the school and to provide opportunities for school families and those interested in MQA a chance to get acquainted, be informed, and work for the school's success and viability. It is a volunteer group.
- o Parents may elect to run for an office on the SCG Board in the spring of each year.
- o Specific information about the SCG can be found online on the school website.

Sports Program

- o MQA currently offers organized team sports of basketball for boys and girls grades 4-8, cheerleading for girls in grades 6-8, and volleyball for girls in grades 4-8.
- o Teams in certain grades participate in the Diocese of Greensburg CYO program and attend playoff games.
- o Parents or other interested adults serve as volunteer coaches. Those coaching more than one year must attend a diocesan sanctioned clinic. All coaches have clearances.
- o All students participating in our sports program in grades 6-8 need physical form dated after July 1st from their physician. Some students in grade 5 may also need physicals. The forms are available online or outside the LAS office. If you do not have access to the Internet, contact the school for a printed copy.
- o Activity fees are charged for participants.
- o Fees, forms, and rosters have deadlines at the diocesan level. Failure to meet the deadline results in a child not being permitted to be on the team for that season. Deadlines with the diocese are firm.
- o An intramural basketball season is offered for both boys and girls in grades 2 and 3. Information is sent home when this program can begin.

To print the physical form/permission form, go to the Greensburg Diocese web site or use the link on the school web site.

Student Records Policy

Information about students, which is essential to promoting student welfare and accomplishing the educational objective of the school, shall be collected and maintained under the supervision of the school's administration. The permanent record card, approved by the diocese, will be maintained in the office of the Principal. Guidance records will be kept in the Principal's office.

Student records are confidential and access is limited to parents and school employees who have a legitimate educational interest. Legitimate educational interest occurs when "the school officials need to review an educational record in order to fulfill his or her professional responsibility." The access to student records will be limited to the principal, assistant principal, guidance counselor, teachers of the particular student, and the local/state police.

Parents with physical custody and non-custodial parents with legal custody retain all rights to access a student's record unless a court specifically awards sole custody to one parent. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying responsibility of the custodial parent or otherwise limiting or eliminating the rights of a non-custodial parent with regard to a child's education, the custodial parent shall provide the school with an official copy of the court order. The non-custodial parent may contact the school and provide all documentation. It is the responsibility of the parents to inform the school of such matters. Both parties will then receive information and communications regarding the child's education.

"Educational records" include those student records that are usually maintained on a long-term basis by the school or by the party acting for the school, such as an administrator or teacher. Personal record notes maintained by a single maker – usually a teacher and only viewed by a teacher or substitute – are NOT educational records, e.g., homework and class work.

Mary Queen of Apostles School has a signed Memorandum of Understanding with the New Kensington Police and the Pennsylvania State Police, and thereby may share information relative to law enforcement for the purpose of maintaining a safe school.

Mary Queen of Apostles School will submit upon request, without parent permission, student information to the following:

- School officials with a legitimate interest.
- School to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.

Mary Queen of Apostles School will release directory information without parental consent to third parties unless an Opt-Out Form is filed in the office. Directory information is information contained in an education record “that would not generally be considered harmful or an invasion of privacy.” This shall include:

- | | |
|-------------|---|
| • Name | • Parent(s) Name |
| • Address | • Grade Level |
| • Telephone | • Honors/Awards |
| • Email | • Officially Recognized Activities/Sports |

Mary Queen of Apostles School compiles a directory of students and family names, addresses, phone numbers, and email for internal use including volunteering and fundraising. Class directories are compiled for teachers and parents. Families may choose not to be included in any directory by using the Opt-Out Form and returning the form to the office at the school.

NOTE: Educational records are only sent when requested by another institution with your prior written consent. As a parent you may request that Mary Queen of Apostles School does not disclose some or all of the directory information using the Opt-Out Form. The Opt-Out Form provided by the Diocese of Greensburg must be completed and returned to Mary Queen of Apostles School.

*See [Opt-Out Form](#)

Student Responsibilities

At Mary Queen of Apostles School, learning is our priority. The school building is well cared for and the learning environment is warm, inviting, and centered in God’s love. The latest and best textbooks and materials and equipment are purchased on a rotation basis for the quality education that is provided for each child.

It is expected that each child:

- o Live the philosophy and mission statement of Mary Queen of Apostles School.
- o Come to school on a regular basis; be on time; be prepared.
- o Put forth effort as you recognize your special gifts and develop them.
- o Respect and obey all teachers, staff, and volunteers.
- o Respect the school property.
- o Speak and act appropriately.
- o Be responsible for protecting the rights of others.

- o Accept responsibility for your own actions as well as in your participation in group actions. Be truthful and candid.
- o Observe all rules.
- o Complete all assigned class work in a timely manner.
- o Accept responsibility for his/her actions.
- o Make proper use of the facilities including the washroom and cafeteria.
- o Use only the materials assigned to him/her.

Violations of any nature to school property will be addressed on an individual basis for restitution/replacement.

Violations of cheating through any means, copying others work, or plagiarism will be addressed with consequences ranging from detentions through suspensions. Multiple violations may result in disenrollment.

Student Services

Guidance Services

- o Guidance services are funded through Pennsylvania Act 89 and allocated by Westmoreland County Intermediate Unit. The I.U. contracts with a provider that employs 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 for class guidance lessons.
- o 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.
- o The counselor is available to the students, parents and school faculty.

Auxiliary Math/Reading Services

- o Auxiliary Math and Reading services are funded through Pennsylvania Act 89 and allocated by Westmoreland County Intermediate Unit. Services may include one or both content areas. The I.U. contracts with a provider that employs a certified teacher to for auxiliary instruction time. Math and reading 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 student's classroom performance.
- o Written parental consent will be obtained for those students who are recommended by the classroom teacher to be seen on a weekly basis throughout the school year. An initial assessment is done to determine student's skill level. Conferences are held at the same time as school conferences. Progress Assessment Reports will be distributed along with school report cards.

Speech and Language Services

- o Speech and Language Services are funded through Pennsylvania Act 89 through a contracted provider.
- o Written parental consent will be obtained for those students who are recommended for services. Students will be seen on a weekly basis throughout the school year. Conferences are held at the same time as the school conferences.

Psychological Testing Services

- o Psychological Testing is available through the district of residence. Testing can be requested to discover disabilities that interfere with learning and to identify giftedness. Contact the office for information and forms.

- o The Westmoreland Intermediate Unit has assigned a liaison to the non-public schools for consultation upon request.
- o The Westmoreland Intermediate psychologist may complete additional testing every three years.

Title I Reading/Math Services

- o Remedial Reading, Math, and Language Arts services are funded through the Federal Title I Program and allocated through the public school districts. The districts contract with a provider that employs a certified teacher for reading, language arts, and/or math instruction. Services may include one or more of these content areas.
- o Parents are notified that their child(ren) are eligible for services and must respond in writing to refuse the service. Recommendations are based upon multiple assessments. Parent conferences are held at the same time as MQA school conferences. Progress Assessment Reports will be distributed along with school report cards. A parent workshop is held for families whose children attend Title I classes.

A parent newsletter is provided by the Act 89 service provider. It is sent via email, posted on the school web site, and printed for students enrolled in remedial programs.

Technology

- o The Diocese of Greensburg and Mary Queen of Apostles School has an Acceptable Use Policy. For a general description of the policy, *see [Diocesan and Local Policies](#)*. For the complete policy *see [Technology Resources Acceptable Use Policy Agreement and Addendum](#) in the Appendix*
- o **Students may not use a pager, PDA, e-book, or portable music/game device in school. The school is not responsible for students who bring such devices.**
- o **Cell phones are permitted with the following conditions.** Upon request by the parent/guardian of the principal, permission is given allowing a student to bring a cell phone to school. The cell phone is to be turned off and remain in the student's locker and/or book bag during the entire school day. It is not to be shared with other students. It can be turned on and used for extra-curricular school communications with parents/guardians with the knowledge of the club sponsor, coach, or supervising teacher. A letter will be mailed to the parent/guardian granting this privilege. If the conditions are not followed an in-school suspension will be issued and the privilege may be revoked. This information is contained in the Technology Resources Acceptable Use Policy Addendum.
- o PowerSchool and the Parent Portal offers a Daily School Bulletin to keep parents, guardians, and students informed of events, club meetings, activities, dress down days, field trips, etc.
- o PowerSchool and the Parent Portal afford parents, guardians, and students the opportunity to see grades, attendance, and lunch balances at any time. **See [PowerSchool](#)**
- o The school web site has links that can enhance school/home communication.
- o A school web site will provide general information, forms, activities calendar, sports calendar, menu calendar, policies, handbooks, and news events. The web site is found at www.mqaschool.org.
- o Email is the communication of choice for announcements, updates, and general information.

Testing

- o Weekly tests parallel some subject areas; other tests are given with advance notice. Some tests are given without advance notice at the discretion of the teacher.
- o Tests are always made available to the parents.

- o The Stanford Achievement Test with a Student Aptitude Test for students in Levels 3, 5, and 7 is given in October to students in Levels 3-8.
- o DIBELS literacy assessment is given to students in kindergarten to grade three in the fall, winter, and spring.
- o If a child is not performing according to ability and seems to be experiencing difficulty, we can refer the child for psychological testing through the district of residence. Parents must be in agreement for this process to begin.
- o PowerSchool and the Parent Portal afford parents, guardians, and students the opportunity to see grades at any time. See [PowerSchool](#)

Textbooks

- o A textbook loan card must be signed and filed in the school office for each child.
- o Textbooks must be properly covered. Please do not use contact paper or self-adhesive covers. Restitution must be made for lost or damaged books.
- o A book bag or backpack should be used for carrying books and materials conveniently and as a means of protection.
- o For some subjects the school has extra textbooks. If available, parents/guardians may request a textbook for home use.

Transfers

Transfers to MQA: Admissions for students transferring to MQA require a Release of Records Form and Disciplinary Record Request Form signed by the parents/guardians. This information will be sent directly from the sending school to MQA. Upon receipt of the records, potential students and parents will be contacted for an interview and visit. In addition, a Sworn Statement of Prior Conduct Form, Home Language Survey, and Initial Guidance Questionnaire is required.

Upon acceptance, admissions require proof of vaccinations, copies of health records, birth certificate, and proof of residence. If living with a guardian, residency and responsibility papers are needed. The date and place of Baptism is also needed. See also [Admissions](#)

Transfers from MQA: Records for students transferring from MQA will be sent to the new school upon receipt of a signed Release of Records Form from that school. Contact the new district for this form.

Tuition See also [Tuition Policy](#)

- o Parents choose a Catholic education for their child(ren) and therefore, choose the financial responsibility that accompanies that choice.
- o Mary Queen of Apostles School, the cost per pupil is announced. Financial aid is available by filing a F.A.C.T.S. Financial Aid application. Other fundraising efforts implemented on a yearly basis offer family tuition assistance options through local funds.
- o Payment of tuition must be submitted in accordance with the payment schedule chosen by parents and agreed to by the School Office on the Tuition Payment Contract. The Tuition Payment Contract is due to the office July 1 and include the following options:
 1. **One Payment** – Single payment due **July 1st** payable by check, money order, or credit card.
 2. **Two Payments** – First payment due **July 1st** second payment due by **November 1st** payable by check, money order, or credit card.

3. **F.A.C.T.S.** – Monthly payment plan with automatic deductions. Payments are made on the 5th or the 20th of each month with final payment made by June 20th. **F.A.C.T.S. forms are due July 1st to allow time for processing. Payments must begin in September and may begin in July and August at your request.**
4. **F.A.C.T.S.** – Semi-annual or quarterly payments with automatic deductions on dates recorded on the agreement. **F.A.C.T.S. forms are due July 1st to allow time for processing.**
5. **F.A.C.T.S.** – Credit card options available through FACTS for a fee. **F.A.C.T.S. forms are due July 1st to allow time for processing.**
 - o Information on F.A.C.T.S. Aid Applications and/or F.A.C.T.S. Tuition Management is available by calling the school office.

*See [Tuition Payment Agreement](#)

Tuition Credit

The school offers opportunities for families to earn tuition credit toward the next year's tuition. This includes purchasing MQA grocery cards to the area stores, purchasing gift cards through the SCRIP Program, and participating in other tuition credit opportunities.

A Retail Rebate Agreement form is signed by anyone who wants to help a family earn tuition credit. The form has three options, is signed once, and is only changed by request of the person making gift card purchases. The form is available online and in the school office.

An administrative fee is set for all programs. The remaining profit from the retail gift card sales is divided between the school and the family receiving credit.

*See [SCRIP Retail Rebate Agreement Form](#)

Uniforms

- o All school uniforms are to be purchased only from Schoolbelles and all physical education uniforms are purchased from F.L. Haus. While other companies make school uniform pieces, they are acceptable only if they match the Schoolbelles design and color.
- o **Options for Boys:**
 - o Navy or khaki uniform trousers, flat or pleated fronts, from Schoolbelles
 - o Navy or khaki uniform shorts from [Schoolbelles](#)
 - o White oxford shirts or red, white, or navy banlon shirts with a collar, or turtlenecks, or the banlon shirts with bottom band that do not need to be tucked into the slacks. Any shirt can be monogrammed with the school logo and turtlenecks may be monogrammed by Schoolbelles with "MQA". These banlon polo shirts are not form fitting.
 - o Navy or red uniform sweaters or vests from [Schoolbelles](#) (may be monogrammed by Schoolbelles with logo). All sweaters are to have a banlon or oxford shirt underneath
 - o Red or navy MQA sweatshirts and/or the MQA monogrammed hoodie *from F.L. Haus only* with a uniform shirt underneath
 - o Tennis shoes or tennis type shoes are to be worn with the school uniform. Shoes are to be solid white, brown, navy or black. They may be a combination of these colors, too.
 - o Physical education uniforms of navy shorts, gray T-shirts, and navy sweatpants for cold days *from F.L. Haus only*. Tennis shoes must be worn to school for physical education class. **These are to follow the same rules as the school shoes.**
 - o Socks are solid colors of navy, white, or khaki.

o **Options for Girls:**

- o Plaid or navy drop waist uniform jumper with box pleats from Schoolbelles
- o Plaid uniform skirt with box pleats from Schoolbelles
- o Navy or khaki flat front/back uniform **skort** from Schoolbelles only
- o Navy or khaki uniform slacks, flat/low rise or pleated fronts, from Schoolbelles
- o Navy or khaki uniform shorts from Schoolbelles
- o White blouses/oxford shirts or red, white, or navy banlon shirts with a collar, or turtlenecks (any shirt can be monogrammed with the school logo and turtlenecks may be monogrammed by Schoolbelles with “MQA”). These banlon polo shirts are **not** form fitting.
- o Navy or red uniform sweaters or vests from Schoolbelles (may be monogrammed by Schoolbelles with logo). All sweaters are to have a banlon or oxford shirt or a blouse underneath.
- o Red or navy MQA sweatshirts and/or monogrammed hoodie *from F.L. Haus only* with a uniform shirt underneath
- o Tennis shoes or tennis type shoes are to be worn with the school uniform. Shoes are to be solid white, brown, navy or black. They may be a combination of these colors, too. The shoes are to be flat, not having a wedge or a high heel or narrow heel. No sandals or sling backs are allowed.
- o Physical education uniforms of navy shorts, gray T-shirts, and navy sweatpants for cold days *from F.L. Haus only*. Tennis shoes must be worn to school for physical education class.
These are to follow the same rules as the school shoes.
- o Socks and tights are solid colors of navy, white, red, or khaki.

General Dress Code Information

- o The dress code for students in Levels K-8 is the school uniform worn properly at all times. Shirts are to be tucked in for both boys and girls. Banded polo shirts are meant to be worn outside the skirt then bloused over the band to give the appearance of a shirt that is tucked in. Belts are to be worn with slacks and shorts to help keep shirts tucked in. Skirts, jumpers, and skorts are to be right above the knee. No other apparel can be worn in place of the school sweaters/vest/sweatshirts/hoodies. Clothing with logos other than the school logo may not be worn.
- o Girls in grades 6-8 may wear cover-up and sheer lip gloss. Girls in grades K-5 are not permitted to wear makeup. Girls may wear simple earrings. Boys may not wear pierced earrings to school. Other jewelry is not permitted. Tattoos are not allowed. Hair styles are to be conservative, including the length of hair for boys. Other fads, trends, fashion statements, or hair fashions may be disallowed.
- o Tennis shoes or tennis type shoes are to be worn with the school uniform. Shoes are to be solid white, brown, navy, or black. They may be a combination of these colors, too. The shoes are to be flat, not having a wedge or a high heel or narrow heel. No sandals or sling backs are allowed. Boots are allowed in winter only.
- o A gym uniform is to be worn to and from school for physical education class. Tennis shoes for physical education class are also worn on gym day. **These are to follow the same rules as the school shoes.** Students do not call home for gym uniforms but have an alternative assignment for class.
- o Uniform catalogs are available prior to the uniform fitting in May. Uniforms may be ordered at the annual uniform fitting in May, through the Schoolbelle catalog, online, or at the McKnight

Road store at the entrance to Ross Park Mall. Physical education uniforms are purchased twice a year from F.L. Haus, in May for first week of school delivery or in February for growth spurts!

- o A uniform exchange is held in the summer at the Leishman Avenue Site annually. Schoolbelles uniform pieces are accepted for resale. Uniforms can also be donated. Information on the event is sent home during the summer via email.

**Visit Schoolbelles online at www.schoolbelles.com to see the MQA line using the school code 1875.*

Vacations see [Attendance](#)

Visiting

- o Visitors sign in and wear a badge for their visit.
- o Classes are not to be interrupted with visiting.
- o No parent may go directly to a classroom, speak with a teacher, or see a child without making his/her presence known at the office, signing in, and receiving a Visitor's badge. This is also a part of our safety plan.
- o Visiting during teacher preparation periods including the morning arrival period and/or lunch periods is not permitted unless prior arrangements have been made. Conferences can easily be scheduled, even at a days notice, and is the preferred way to visit a class or speak with a teacher.
- o A child is never permitted to let anyone into the building by opening a secured door. Please do not ask a child to do so because they may know you personally.
- o No adult volunteer on site is permitted to give entrance to another adult. All people are to enter the site through the main door with the knowledge of the secretary or principals.

Volunteering

All parents are expected to actively support the Catholic school in which their child is enrolled. Families are expected to contribute to the volunteer base at MQA. A minimum of 10 hours per year is requested of all families.

Volunteering may include but is not limited to:

- o Chairing major fundraising committees/events
- o Serving as an Officer in the School Community Group (SCG)
- o Volunteering as a lunchroom or recess monitor
- o Volunteering for cafeteria duty
- o Chairing or serving on any SCG committee
- o Coaching sports teams
- o Working with development and enrollment initiatives

Parents are welcome in the school as volunteers at any time however all volunteers are scheduled by parent organizers, the office staff, the teachers, or other established committees. All volunteers sign in at the office and wear an identification badge.

- o Volunteers are to be mindful of their job when supervising children. Talking to teachers, other adults, and attending to individual or groups of children limits the effectiveness of the volunteer.
- o Cafeteria team volunteers wear a badge as part of our safety plan.
- o Volunteers are not permitted to visit a classroom without permission of the principal and without alerting the office to their location.
- o Volunteers who come on a regular basis and have supervisory roles with children need to apply for Act 34 and Act 151 clearances. Forms are available in the school office. Copies are kept on

file in the office. Coaches and staff have clearances now, but the Diocese of Greensburg is recommending clearances for all who are in contact with children.

- o Sign up to be a volunteer by visiting the MQA web site. For those without Internet, a paper copy of the volunteer form is available. Volunteers are organized by the School Community Group (SCG). See [School Community Group](#)

**See [Volunteer Form](#)*

Web Site

Mary Queen of Apostles School has a school web site at www.mgaschool.org . The site is for visitors who may want information on our school and parents and students who want access to newsletters, forms, calendars, handbooks, supply lists, etc..

The site is organized with two navigation bars, one at the top and one to the left. Each menu can be clicked on to open the category pages. Additional pages are listed under the menu titles.

Upcoming events are listed to the right and news is listed at the bottom of the home page. It is interactive, providing additional information with a click. Links to PowerSchool, Discovery Education, other student resource, and the Diocese of Greensburg's web site are also provided.

The Calendar link is very important. It provides direct links to the Main School Calendar of events, school days, liturgies, field trips, and general information. The Activities Calendar is used for after-school clubs and extra-curricular activities. The Athletics Calendar is used for listing practices and games for all sports. The Lunch Menu is found at this link, too. The Volunteer Schedules for both sites is also available here.

The navigation link for parents is useful. Resources available to your child(ren) are listed and explained from this access point. All forms are available from this page, too.

The navigation link for students is useful, providing students with access to Internet resources that will help them during the school year and with projects and reports.

Live from MQA is a menu link that connects viewers to student newscasts, student newspapers, interactive homework site for FLEX (foreign language exploration), and future endeavors.

Some links open files in Acrobat Reader. If you do not have Acrobat Reader, a link is provided for the free download.

Understanding of Parent-Student Handbook

Please review this handbook with your child(ren). The handbook highlights will also be reviewed with each teacher appropriate to the age of the children. Each family is to sign the Understanding of Parent-Student Handbook Form annually. Each child and a parent must sign the form and return it to the homeroom teacher. The form is filed in the office.

**See [Understanding of Parent-Student Handbook Form](#)*

APPENDIX of FORMS

These forms are either included in the first day envelopes sent home with each student, are part of the August mailing, or are sent home as needed. These forms are also available online at www.mqaschool.org under the Parents and Guardians link on the left navigation bar.

[Administration of Medication Permission Form](#)

[Annual Site-to-Site Trip Participation/Parent Permission and Release Form](#)

[Arrival Map, Freeport Road Site](#)

[Arrival Map, Leishman Avenue Site](#)

[Dismissal Map, Freeport Road Site](#)

[Dismissal Map, Leishman Avenue Site](#)

[Educational Trip Request for Excused Absence Form](#)

[Excuse for Absence](#)

[Excuse for Early Dismissal](#)

[Excuse for Tardiness](#)

[Field Trip Participation/Parent Permission and Release Form](#)

[Non-routine Dismissal Change Form](#)

[Opt-Out Form](#)

[Tuition Payment Agreement](#)

[Public Relations/Press Release Permission Form](#)

[SCRIP Retail Rebate Agreement Form](#)

[Take Your Child to Work Form](#)

[Technology Resources Acceptable Use Policy Agreement](#)

[AUP Addendum](#)

[Technology Resources and Communication Systems Parent Permissions K-8](#)

[Technology Resources and Communication Systems Student Permissions K-8](#)

[Transportation Information Form](#)

[Volunteer Driver Information Form](#)

[Volunteer Form](#)

[Understanding of Parent/Student Handbook Form](#)

PARENTAL/GUARDIAN ADMINISTRATION OF MEDICATION PERMISSION FORM

(This permission form must be accompanied by written orders from the attending physician.)

Please complete the following information and enclose with *each medication* you send to school to be taken during school hours.

STUDENT NAME _____ **GRADE** _____ **HOMEROOM** _____

NAME OF MEDICINE _____

PRESCRIBED BY PHYSICIAN? No ___; Yes ___

NAME OF PHYSICIAN _____

INCLUDE THE DOCTOR'S WRITTEN ORDERS WITH YOUR PERMISSION FORM.

PRESCRIPTION NUMBER _____

NAME OF PHARMACY _____

DOSAGE _____ AT _____ (TIME) FOR _____ DAYS

LIST ALL CURRENT MEDICATION TAKEN BY THE STUDENT (home or school):

LIST ALL PROCEDURES TO BE DONE (at school)

I will take full responsibility for the prescribed medication, which is to be given during school hours.

Signature of Parent or Guardian _____ Date _____

Phone Number _____ (home)

Phone Number _____ (work)

The medicine container must be properly labeled with the student's name, homeroom, name of the medication and the time and dosage to be given.

Medications that do not comply with these guidelines will not be given by school personnel and will be returned to the parent or guardian.

**ANNUAL SITE-TO-SITE TRIP
PARTICIPATION PARENT PERMISSION AND RELEASE FORM**

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Mary Queen of Apostles School. A brief description of the activity follows:

Name of Event: Any event sponsored by one site or sending parish for students at one/both sites.

Destination: Either Leishman Avenue Site or Freeport Road Site or

St. Margaret Mary, St. Mary of Czestochowa, St. Joseph, or Mt. St. Peter Parishes

Supervisor of Activity: All teachers and staff members from the site that will be attending

Date and Time of Departure: Any day throughout the current school year

Method of Transportation: Walking or bussing as appropriate

Date and Anticipated Time of Return: Same day of departure during the current school year

Student Cost: \$0.00

Special Conditions: Dress according to weather conditions including umbrellas and boots as needed.

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I hereby give my permission for medical treatment to be administered to my child in the event of injury incurred at any time during the activity.

In consideration of the agreement of Mary Queen of Apostles School to allow my child to participate in the above described outing, and intending to be legally bound hereby, I agree to indemnify and hold harmless Mary Queen of Apostles School (Name of School/ Parish/ Group), the Roman Catholic Diocese of Greensburg, Most Reverend Lawrence E. Brandt, their employees, agents, successors, assigns and legal representatives, against any loss from any and all claims, demands, and actions at law or equity that may hereafter at any time be brought by my child, or anyone acting on her or his behalf, for the purpose of enforcing a claim for damages because of any injury to my child or any cause of action of any kind or nature as a result of, or in any way related to his/her participation in the above mentioned outing, or his or her transit thereto.

I/We agree that in case of injury to my/our child, I will apply our hospitalization and/or accident insurance toward payment of the expenses incurred and will not look to Mary Queen of Apostles School (Name of School/Parish/Group), or the Roman Catholic Diocese of Greensburg or any of their officers, employees, agents, successors or assigns for the payment of any medical costs or injury related costs.

IN WITNESS WHEREOF, I/WE EXECUTE THIS Hold Harmless and Indemnification Agreement this

_____ day of _____, 20__

Parent/Guardian Signature

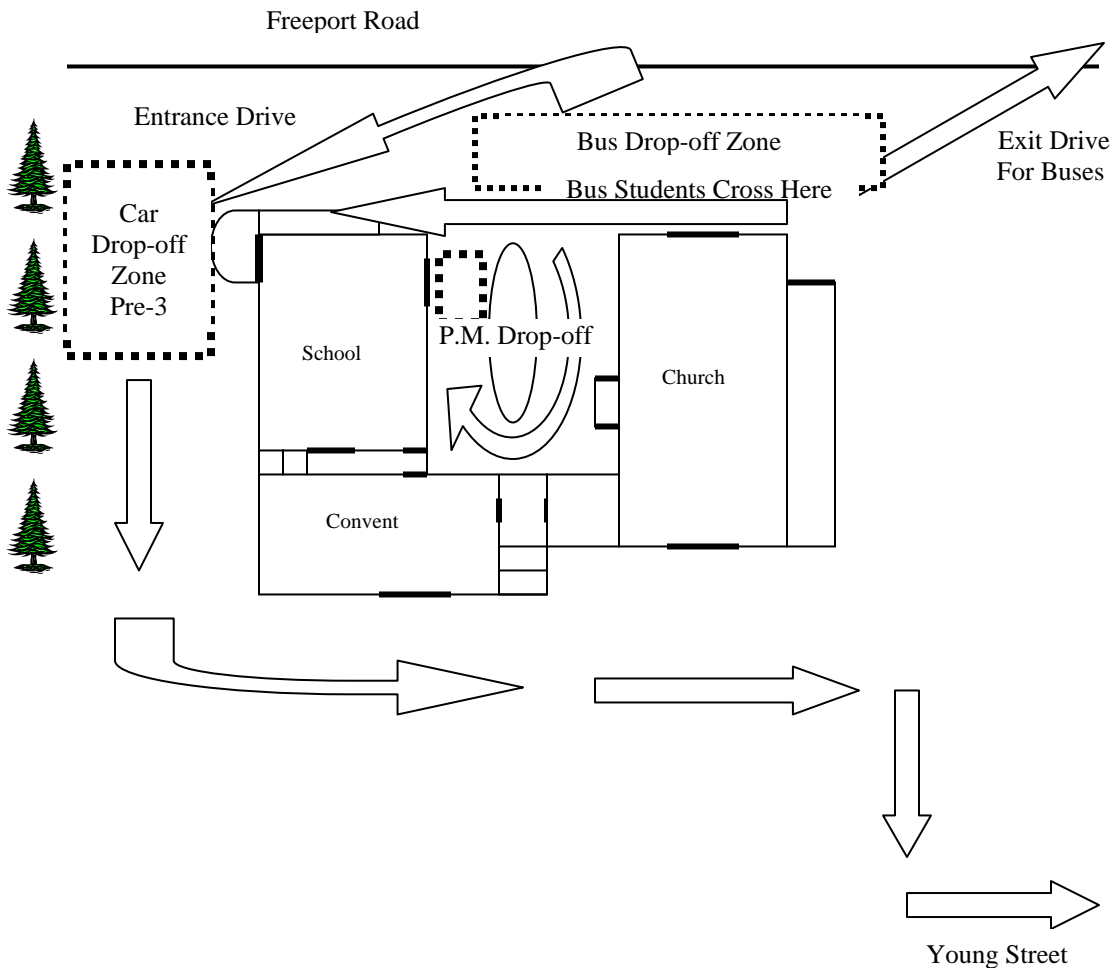
Parent/Guardian Signature

Freeport Road Site Arrival Map

This note is meant to detail the procedures for children entering the building each morning at the Freeport Road Site by bus or by car. Please share this information with all those who may bring your child(ren) to school. Children may enter the building between 7:50 and 8:00 A.M. and report directly to their classrooms. The tardy bell rings at 8:05.

Buses enter the property and use the area in front of the church to drop off the children. The children walk straight across the lot to the lower entrance, enter the building, and proceed to their classrooms.

Cars enter the property from Freeport Road. Cars stop at the drop-off zone shown below. **Do not park your car here; this is for dropping children off only.** Children enter the building using the lower set of doors and go directly to their classroom. Cars then exit the property using Young Street. **DO NOT EXIT TO THE RIGHT AND USE THE EXIT DRIVE TO FREEPORT ROAD.** The buses use this area. Lastly, **DO NOT TRY TO ENTER THE PROPERTY BY CROSSING IN FRONT OF THE CHURCH** since this is where the buses and the children are located.

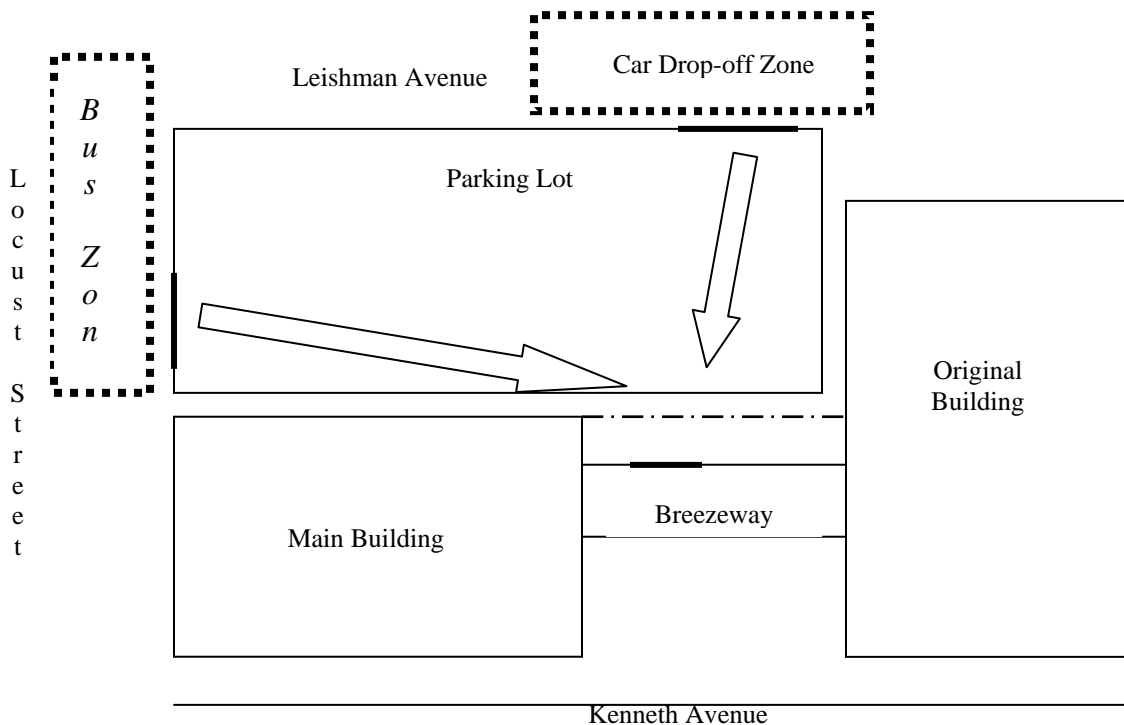


Leishman Avenue Site Arrival Map

This note is meant to detail the procedures for children entering the building each morning at the Leishman Avenue Site by bus or by car. Please share this information with all those who may bring your child(ren) to school. Children may enter the building between 7:50 and 8:00 A.M. and report directly to their classrooms. The tardy bell rings at 8:05.

Buses release children at the Locust Street entrance of the parking lot. The children walk straight across the lot to the main entrance of the breezeway, enter the building, and proceed to their classrooms.

Cars drop the students off at the Leishman Avenue entrance of the parking lot without entering the lot. Children walk across the parking lot, enter the building using the main entrance of the breezeway, and go directly to their classroom.



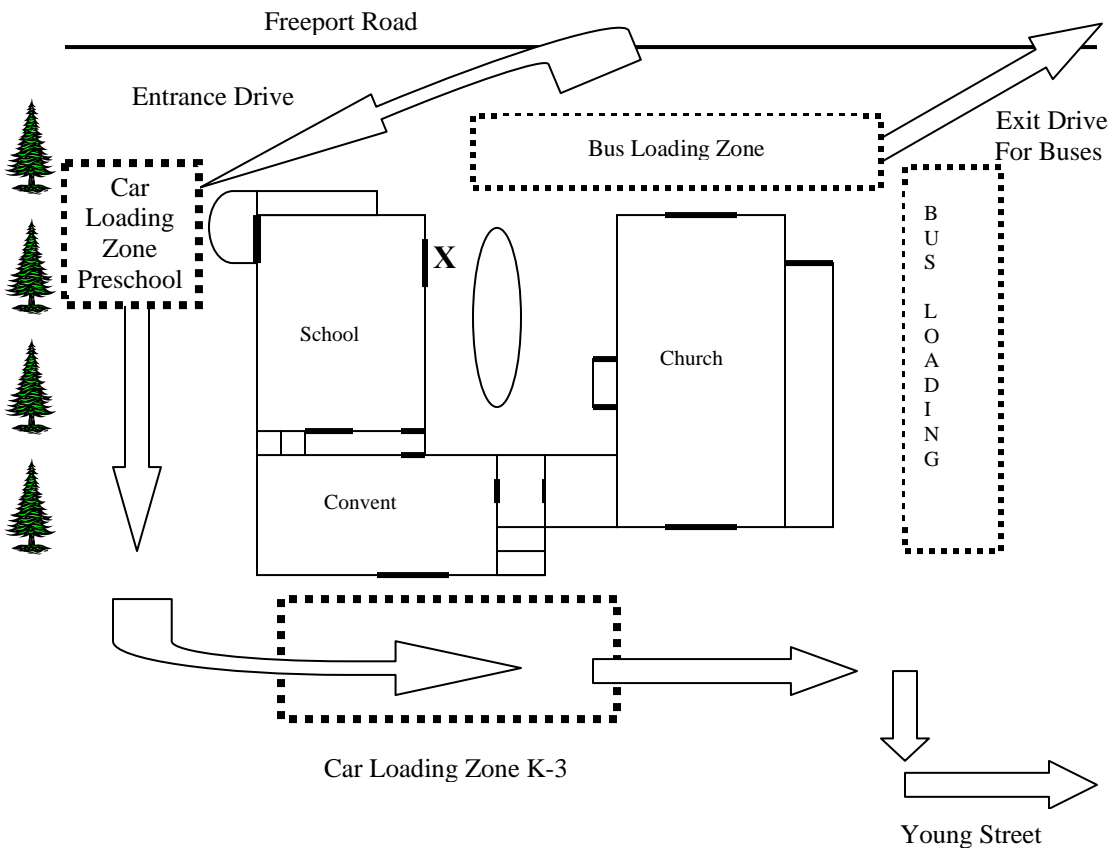
Freeport Road Site Dismissal Map

Bus dismissal is at 11:30 on half days and at 2:40 on regular days for the Freeport Road Site. Car riders and walkers are dismissed 10 minutes later at 11:40 on half days and 2:50 on regular days. Do not arrive earlier than minutes before so you are not caught in bus traffic or cause a queue that prevent the buses from reaching their loading zone. If the 10-minute delay is not enough to prevent this, we will move to a 15 delay between bus and car dismissals.

This note is also meant to detail the procedures for car rider dismissal at the Freeport Road Site. Please share this information with all those who may collect your child(ren) at the end of the day.

Cars enter the property from Freeport Road. They move around to the back lot where they form two lines for picking up children. **Do not get out of your car; do not wait near the staircase for your child.** Follow the direction of the teachers on duty. As 6-8 cars move forward, the children’s names are called and teachers escort the children to their cars. Once loaded, the cars move up and exit the property to the right using Young Street. The next set of cars moves forward and the process continues.

Morning Kindergarten dismisses from the main door at the X. Circle around the oval and wait for your child. Buses dismiss from this door, too. Morning kindergarten dismisses at 11:30 A.M.



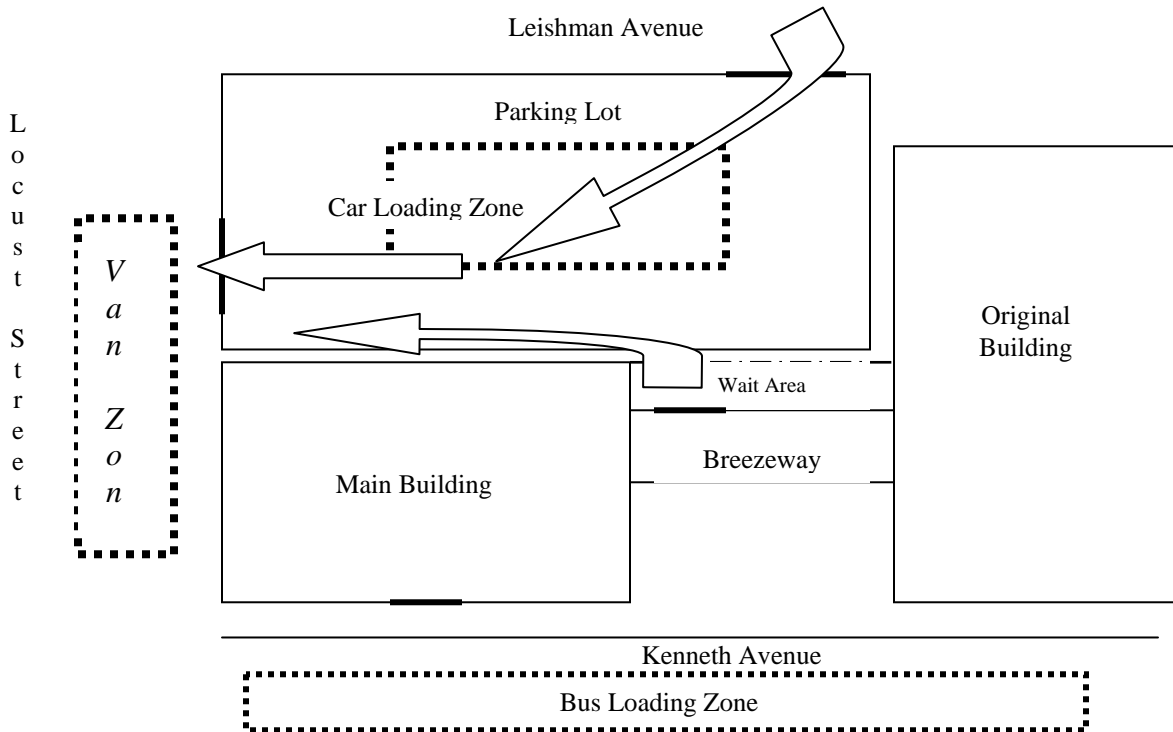
Leishman Avenue Site Dismissal Map

Bus dismissal is at 11:40 on half days and at 2:45 on regular days for the Leishman Avenue Site. Car riders and walkers are dismissed 10 minutes later at 11:50 on half days and 2:50 on regular days. Do not arrive earlier than minutes before so you are not caught in bus traffic or cause a queue that prevent the buses from reaching their loading zone. If the 10-minute delay is not enough to prevent this, we will move to a 15 delay between bus and car dismissals.

This note is also meant to detail the procedures for car rider dismissal at the Leishman Avenue Site. Please share this information with all those who may collect your child(ren) at the end of the day.

Bus students are dismissed from the doors closest to Kenneth Avenue from both the original and main school buildings. The loading zone for buses is along Kenneth Avenue. Van students are dismissed from the main doors of the breezeway. The loading zone for vans is along Locust Street.

Cars enter the parking lot from Leishman Avenue. Move into the lot forming two lines as you move toward the Locust Street exit of the lot. **Do not get out of your car; do not park in the spaces.** Follow the direction of the teachers on duty. Students exit the building using the main doors of the breezeway and wait in the cement area close to the doors. As 6-8 cars move forward, the children’s names are called and teachers escort the children to their cars. Once loaded, the cars move up and exit the parking lot using Locust Street. The next set of cars moves forward and the process continues.



**Educational Trip Request for Excused Absence Form
and Directions for Completing Missed Class Work
3 pages**

Student's Name: _____ Grade: _____

Date of Letter to Principal: _____ Date of Education Trip: _____
(The letter to the principal must be provided at least 2 weeks prior to the trip.)

List the dates of school to be missed, do not include vacation or weekend days, only days in session.

List the destination.

List the reason the trip could not be taken when school is not in session.

Provide an outline of the educational value of the trip.

Continued

*Please complete page 1 and read and sign page 2.
Return page 1 and 2 to the school office not the homeroom teacher.
Please keep page 3 of this form for your information.
A note alerting the homeroom teacher to the educational trip is kindly appreciated.
Requests for work should be sent to each subject teacher.
An excuse following the trip and given to the homeroom teacher is required by law.*

Responsibility for Completing Missed Work School Copy

You and your child are responsible for completing class work that is missed due to your trip. It is your responsibility to contact each and every teacher to request the work. It is each teacher's prerogative as to when the work will be assigned and what will be required for completion. Teachers, according to their personal preference, may or may not provide a collection of materials and assignments prior to the trip. Assignments and materials may be provided upon return to school. Some teachers may use both methods to assign work.

It is the responsibility of the student to manage and keep these materials. The teachers are not obligated to provide additional copies due to a student's inability to keep track of materials. Once given to your child, it is your responsibility to see that they are completed accurately and completely and are returned to the teacher. Assignments sent home are to be completed and turned in according to the due dates provided by the teacher assigning the work.

Assignments and tests and labs that cannot be completed outside of school are required to be completed in a timely manner. Arrangements for making up missed work must be made between the parents with the each teacher involved (and/or principal as the teacher requests her assistance). Your child may stay after school, come to school early or work during recess to make up this type of work. No additional class time will be missed for making up work not completed while on vacation. The range of time for turning in work is at the discretion of each teacher. For this reason contacting each teacher is necessary and is your responsibility.

You can track the graded assignments by accessing your PowerSchool account. Graded assignments not completed will eventually be listed as incomplete with zero points awarded. Incompletes will be given for all missing work. Work that is poorly completed will be listed with the grade earned. It is your responsibility to see that the work your child completes at home or studies for at home is done to standard.

As a parent, please sign that you understand what is expected of you and your child and that you will take the responsibility of seeing that all work has been completed and returned to each teacher. Extensions will not be given due to subsequent absences or because of forgetfulness, loss of materials, or failure to request work from a teacher upon return from the trip. Please explain the shared responsibility to your child and have him/her sign the form, too.

Parent Signature: _____

Student Signature: _____

To be completed by office:

Date received: _____ *Days absent to date:* _____

Grades in each subject to date: _____

Trip Approved: _____ *Trip Denied:* _____
(Count as excused absence) (Count as unexcused absence)

Date teachers notified of the trip: _____

Responsibility for Completing Missed Work Home Copy

You and your child are responsible for completing class work that is missed due to your trip. It is your responsibility to contact each and every teacher to request the work. It is each teacher's prerogative as to when the work will be assigned and what will be required for completion. Teachers, according to their personal preference, may or may not provide a collection of materials and assignments prior to the trip. Assignments and materials may be provided upon return to school. Some teachers may use both methods to assign work.

It is the responsibility of the student to manage and keep these materials. The teachers are not obligated to provide additional copies due to a student's inability to keep track of materials. Once given to your child, it is your responsibility to see that they are completed accurately and completely and are returned to the teacher. Assignments sent home are to be completed and turned in according to the due dates provided by the teacher assigning the work.

Assignments and tests and labs that cannot be completed outside of school are required to be completed in a timely manner. Arrangements for making up missed work must be made between the parents with the each teacher involved (and/or principal as the teacher requests her assistance). Your child may stay after school, come to school early or work during recess to make up this type of work. No additional class time will be missed for making up work not completed while on vacation. The range of time for turning in work is at the discretion of each teacher. For this reason contacting each teacher is necessary and is your responsibility.

You can track the graded assignments by accessing your PowerSchool account. Graded assignments not completed will eventually be listed as incomplete with zero points awarded. Incompletes will be given for all missing work. Work that is poorly completed will be listed with the grade earned. It is your responsibility to see that the work your child completes at home or studies for at home is done to standard.

As a parent, please sign that you understand what is expected of you and your child and that you will take the responsibility of seeing that all work has been completed and returned to each teacher. Extensions will not be given due to subsequent absences or because of forgetfulness, loss of materials, or failure to request work from a teacher upon return from the trip. Please explain the shared responsibility to your child and have him/her sign the form, too.

EXCUSE FOR ABSENCE

Mary Queen of Apostles School

Today's Date: _____

Please excuse my child, _____,

in Homeroom _____ for being absent on (*date(s) of absence*) _____

due to _____

Signature: _____

EXCUSE FOR EARLY DISMISSAL
Mary Queen of Apostles School

Today's Date: _____

Please excuse my child, _____,

in Homeroom _____ at (*time of day*) _____ for

(*reason*) _____

Signature: _____

EXCUSE FOR TARDINESS
Mary Queen of Apostles School

Today's Date: _____

Please excuse my child, _____,

in Homeroom _____ for being tardy today due to _____

Signature: _____

FIELD TRIP PARTICIPATION FORM PARENT PERMISSION AND RELEASE

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Mary Queen of Apostles School. A brief description of the activity follows:

- Name of Event:
- Destination:
- Supervisor of Activity:
- Ratio of Students/Adult Chaperones
- Date and Time of Departure:
- Method of Transportation:
- Date and Anticipated Time of Return:
- Student Cost:
- Special Conditions:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I hereby give my permission for medical treatment to be administered to my child in the event of injury incurred at any time during the activity.

In consideration of the agreement of Mary Queen of Apostles School to allow my child to participate in the above described outing, and intending to be legally bound hereby, I agree to indemnify and hold harmless Mary Queen of Apostles School (Name of School/ Parish/ Group), the Roman Catholic Diocese of Greensburg, Most Reverend Lawrence E. Brandt, their employees, agents, successors, assigns and legal representatives, against any loss from any and all claims, demands, and actions at law or equity that may hereafter at any time be brought by my child, or anyone acting on her or his behalf, for the purpose of enforcing a claim for damages because of any injury to my child or any cause of action of any kind or nature as a result of, or in any way related to his/her participation in the above mentioned outing, or his or her transit thereto.

I/We agree that in case of injury to my/our child, I will apply our hospitalization and/or accident insurance toward payment of the expenses incurred and will no look to Mary Queen of Apostles School (Name of School/Parish/Group), or the Roman Catholic Diocese of Greensburg or any of their officers, employees, agents, successors or assigns for the payment of any medical costs or injury related costs.

IN WITNESS WHEREOF, I/WE EXECUTE THIS Hold Harmless and Indemnification Agreement this

_____ day of _____, 20____

Parent/Guardian Signature

Parent/Guardian Signature

Non-routine Dismissal Information Form

Dear _____,
(Homeroom Teacher's Name)

Today, _____, my child, _____
(Date) (Name)

will **not** ride bus # _____ will **not** be a car rider
(Circle One)

My child will _____
(Describe the dismissal procedure for the day)

Parent/Guardian Signature: _____

Please send a note similar to this form to the homeroom teacher when dismissal options change from the one listed on the emergency card. *This must be done each and every time there is a change.* Students are dismissed according to the arrangements made and noted on their emergency card unless the offices are notified otherwise. Children cannot tell someone they are to go home a different way. Parents must communicate the change.

Teachers send dismissal change notes to the office for review. ***Each child in a family should have his/her own note.*** Teachers do not have the ability to copy notes or give them to other staff members. The notes are returned to the homeroom teacher and used at dismissal time.

Phone calls to the office to arrange for alternative transportation and/or early dismissal should only be for emergencies. While we do try to ensure that everyone knows of changes, notes provided during the day may go unnoticed on a desk, mail may not be collected near the end of the day, and class interruptions are not kept to a minimum.

*This form is optional; a handwritten note containing the same information will suffice.
This form serves as an example to clarify what information is needed.*

OPT-OUT FORM

This notice provides you, as a parent/guardian, with an opportunity to object in writing to any or all types of information that Mary Queen of Apostles School has designated as directory information. You have the right to refuse permission to release information by completing this form regarding the types of information that you do not wish to have disclosed for your child or yourself, as well as to whom you object the directory information released.

I. DIRECTORY INFORMATION and OBJECTIONS

Directory information at MQA includes the following:

Student Name
 Parent(s) Name
 Address
 Telephone
 Email
 Grade
 Honors/Awards
 Officially Recognized Activities/Sports

If there is any part of the directory information you do not want released to the school community or to outside organizations, please list the areas to which you object on the lines below. (Example, phone, email).

II. PERMISSION/OBJECTION FOR RELEASE OF DIRECTORY INFORMATION

Mary Queen of Apostles School office personnel are sometimes asked to supply directory information for the following activities. Please circle your choice

- YES NO** School Directory for Parents/Guardians (if we choose to publish one)
YES NO Classroom Directory if requested by parents within that classroom
YES NO Directory for Volunteer Organizers, Gala Committee, School Community Group
YES NO St. Joseph High School, Natrona Heights, PA for public relations/admission information (Grades 7/8 only)

NOTE: Press Releases are not covered with this form. The awards/honors/activities/sports are associated with public relations. Please see that form to record such objections or give permission.

III. RETURN THIS FORM TO THE OFFICE

Complete one form for each child.

Child's Name: _____

Child's Grade: _____ Child's Homeroom: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____



A Pennsylvania Charitable Trust
 1129 Leishman Avenue, New Kensington, PA 15068

TUITION PAYMENT AGREEMENT
 (Revised March 2011)

Family Name _____

Student Names	Grade	Tuition Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Tuition	_____

I/We agree to pay Mary Queen of Apostles School the tuition and all fees for the attendance of my/our child(ren) as established by the school for the 2011-2012 school year. I/We elect to pay the tuition and costs as follows:

_____ One Payment July 1, 2011

_____ Two Payments July 1, 2011 and _____

_____ Monthly payment plan on FACTS that will bring the balance to zero by June 30, 2012 or earlier.

_____ Any of the above options but paid through a credit card. Please indicate which of the options above you are choosing.

_____ Combination of above options. Please indicate which options you are choosing and explain the details:

(Over)

I/We further agree that all payments will be paid when due. Should I/we be late in payment, I/we understand that the following process will be followed:

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

I/We agree to pay all amounts due under this contract. If another person is responsible to pay any part of the amount due for the child(ren) above, and she/he fails to pay when due, I/we agree to pay all amounts due immediately upon notification by the school.

I/We agree to pay for the entire semester if the child(ren) leave before that semester is completed.

I/We further agree to abide by the Mary Queen of Apostles School Parent/Student Handbook and understand that if my/our child(ren) violates any portion of the parent/student handbook and/or is removed or expelled from Mary Queen of Apostles School for any reason consistent with the parent/student handbook, then I/we are not entitled to a proportionate refund of tuition. In addition, I/we understand that I/we may still be legally responsible for paying any tuition owed at the time our/my child(ren) stopped attending Mary Queen of Apostles School.

I/we further agree to be legally responsible for paying the tuition described above within the timeframes described above. I/We understand that Mary Queen of Apostles may take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us. including but not limited to withholding academic transcripts.

I/We have read and understood all of the terms and conditions contained in this agreement, and I/we agree to be legally bound by those terms and conditions.

Parent/Guardian	Date

Social Security Number

Mailing Address

City, State Zip

Telephone

PUBLIC RELATIONS/PRESS RELEASE PERMISSION FORM

During the school year, events and activities at Mary Queen of Apostles School and of its students will be submitted to local news media (e.g., Valley News Dispatch, The Catholic Accent and local church bulletins or newsletters) for publication. In addition, your child may be photographed and/or videographed for use in school brochures, school audio-visual presentations. Permission for the web is not included in this form. Please sign below indicating your permission to include your child's name and/or photo in such media releases.

I understand that my child's picture (still or moving image) and/or voice recording may be published in media, including newspaper, billboard, video/television production, and audio/radio program for the primary purpose of marketing the activities of Mary Queen of Apostles School and the Diocese of Greensburg, including promotion of its Catholic Schools.

I understand that all photograph/video/audio or other media recording of my child will become the copyrighted property of the School and/or Diocese of Greensburg, and will appear (where appropriate) with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me as parent/guardian of the child by the Diocese of Greensburg's Office for Catholic Schools. No home address or telephone numbers will appear with such work.

By affixing my signature, I hereby certify that the information on this form is correct, and agree to hold harmless Mary Queen of Apostles School and the Diocese of Greensburg from any request for remuneration or liability and/or litigation that may result as a granting of this permission.

Child's Name: _____ **Homeroom** _____

I give my permission for my child to be interviewed or photographed for public relations efforts and/or news in this Press Release Permission Form. I also give permission that my child's awards and recognitions may be sent to the news services.

Parent / Guardian Signature: _____ **Date** _____

I give my permission for my child's work, photograph, or video to be used for school presentations, brochures marketing materials and for diocesan video, print, and audio-visual forms for marketing purposes in this Public Relations Permission Form.

Parent / Guardian Signature: _____ **Date** _____

I do not give permission for any of the above.

Parent / Guardian Signature: _____ **Date** _____

**CATHOLIC SCHOOLS IN THE DIOCESE OF GREENSBURG
RETAIL REBATE AGREEMENT**

Mary Queen of Apostles School offers its parents, family members and the general public the opportunity to purchase gift cards and merchandise certificates (commonly known as Scrip) that can be used to make purchases at various retail establishments. The purchaser pays face value for the gift cards and merchandise certificates, while the retailer agrees to apply a discount or rebate to purchases made with that gift card or merchandise certificate. The School shall charge an Administrative Fee of ____ % of any discounts or rebates received. The remaining discounts and rebates are adjustments, less the applicable Administrative Fee, to the purchase prices of the items purchased, and belong to the purchaser. The purchaser can agree to donate these discounts and/or rebates to the School, or have these discounts/rebates credited to a tuition account for the benefit of a particular student(s).

If the purchaser elects to receive the cash value of the discounts and/or rebates personally, the School will pay the purchaser an amount equivalent to the discount and/or rebate, less the Administrative Fee.

I/we, as the purchaser (s) of the Scrip that are subject to this Agreement, hereby agree and determine as follows:

I/we hereby designate 40 % of any of the discounts or rebates received as a result of the Scrip that I/we purchase under this Agreement, less the applicable Administrative Fee as a contribution to Mary Queen of Apostles School. This contribution is tax deductible under section 170 of the Internal Revenue Code, subject to satisfaction of applicable substantiation requirements.

I/we hereby designate 60 % of any of the discounts or rebates received as a result of the Scrip that I/we purchase under this Agreement, less the applicable Administrative Fee, to be credited to the tuition account of: the _____ family. This designation is not tax deductible.

I/we elect to be personally paid ____ % of any of the discounts or rebates received as a result of the Scrip that I/we purchase under this Agreement, less the applicable Administrative Fee. This designation is not tax deductible.

If purchases are made by check, the purchaser agrees to indemnify the Scrip company and/or School for any losses resulting from insufficient funds in the purchaser's account necessary to pay for retail coupons or cards.

The designated election as made above will remain in effect until revoked or modified, by signing a new Retail Rebate Agreement, by the purchasers or by the School.

Signature(s) of Purchaser(s): _____

Printed Name(s): _____ Date: _____

Address: _____

Signature of Authorized Representative of School: _____

Created 5/10/11

TAKE YOUR CHILD TO WORK DAY

If your company has a planned program for students visiting the workplace, please send in the company's registration form to school prior to the Take Your Child to Work date. This will be used to excuse your child from Mary Queen of Apostles School for the day. A list of activities planned by your company should also be directed to the school office following the event. If an agenda for the day is not provided, please complete this form and return it to the school office.

If your company does not have a planned program for students visiting the workplace, please send in a request for an excused absence from school prior to this career day. To have this day be considered an educational field trip day, this form must be returned to the school office following the event.

Student, please answer these questions about the job you observed on Take Your Child to Work Day. This form will serve as both an information gathering tool and your educational field trip form. Your parent/guardian's signature at the end of the form is essential. Please give the completed and signed form to your homeroom teacher the day after the event. This form will then be sent to the school office.

STUDENT _____ GRADE _____ DATE _____

Name of company/workplace visited _____

Location of workplace _____

Person shadowed during his/her workday _____

His/her job title _____

How do people dress for this job? (Uniforms, casual attire, business attire, etc.)

What education and/or special training are required for this job?

List the activities that you observed people completing during your visit.

What skills must a person possess in order to do this job well?

List three things that you learned about this job that you did not know before.

PARENT/GUARDIAN'S SIGNATURE: _____

COMPANY SPONSOR SIGNATURE: _____

Signatures will enable the school to consider this form an excuse for your child's absence as an educational field trip.

Mary Queen of Apostles School

MARY QUEEN OF APOSTLES TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY AGREEMENT

INTRODUCTION

Access to technology resources is provided to members of the school community strictly in support of activities related to school and classroom learning. Access to equipment and network services is given to those members who agree to act in a responsible manner and in compliance with this Acceptable Use Policy Agreement. Students and staff are responsible for their conduct, actions, and communications when using personal and/or school technology resources. They are responsible for the appropriateness and content of material they store, transmit, or publish. General school rules for conduct and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, switches, wireless access points, networked copiers, telephones, electronic science probes, cell phones, eBook readers, pagers and other electronic resources.

This Policy, and any subsequent policies, is designed to make technology available to the school community and promote the responsible and safe use of resources. Cooperation and adherence to this Policy is a condition of access to the aforementioned resources. Violation of this Acceptable Use Policy will result in disciplinary action, which may include removal of access or other applicable consequences, and may have significant legal consequences.

ACCEPTABLE AND UNACCEPTABLE USE

The Internet offers the capability for students and staff to access and share information on a global scale. The scholarly use of the Internet can provide our students and staff with a world-wide, diverse array of resources.

However, while the Internet is an exciting resource tool, users must be aware that there are services and information available through the Internet that could be offensive and unsuitable for certain groups of users.

School personnel will use the following practices and precautions to help ensure that the use of technology is a safe, productive, and educationally rewarding experience:

1. In the school setting, students will be given permission to access the Internet for teacher-sponsored activities only. Internet sites providing valuable educational content will be chosen by the teacher. If used for educational purposes, chat room, discussion groups or social networking sites will be only through private sites sponsored by the teacher, and involving authorized participants only. *All other access to such sites is strictly forbidden.* Email sent and received by students will be strictly for teacher-sponsored activities, with teacher-authorized senders and recipients. All other email and messaging services are forbidden to be used by students. All personal identification for students in such direct electronic communications shall not include their names or personal references, but shall be non-descriptive identifiers such as numbers.
2. When the Internet is used in real time, content filtering software will be utilized for blocking subjects, words or images that are deemed inappropriate.
3. Students will be instructed in the proper use of the Internet and practices that will limit inadvertent access to inappropriate information and will help them develop skills in evaluating sources of information, whether on-line, on TV or in hardcopy. Because students can link to sites other than those suggested and because teachers cannot be expected to monitor student use of the Internet at every moment, individuals must assume responsibility for their own appropriate use of the Internet according to this Policy.

Users agree to the following practices to ensure personal safety and well-being:

1. The student agrees that all information transmitted through the use of school technology resources (e-mail, web page publication, and Internet postings) will be sent or received only under the direct, immediate supervision of the sponsoring school staff member and with the explicit permission of that staff member.
2. At school the user agrees never to transmit personal information (name, age, gender, photo, address, phone number, e-mail address, credit/debit card information and the like) of himself or herself as well as that of any other person.
3. The student agrees never to arrange for a meeting with any person at any time using the school's technology resources. Student users will not agree to meet with someone they have met online without their parents' full approval and participation.
4. The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

Users agree to the following statements regarding illegal/unauthorized activities and system security:

1. The user agrees to access only the Internet and network resources, software and/or hardware provided expressly by the school for educational purposes unless explicitly approved by the teacher for educational purposes.
2. The user agrees to follow the procedures and best practices recommended by the teacher or system administrator. These procedures and practices may address respect for the resource limits of the school, personal safety issues, and/or access to appropriate materials.
3. The user agrees never to trespass into another user's folders or files.
4. The user agrees never to use another user's password or account or provide personal user information to anyone. This includes all network and student information system account IDs. The student user additionally agrees not to change passwords without permission of the system administrator.
5. The user agrees never to use the network in such a way that would disrupt the use of the network by others. Disruptions include, but are not limited to: distributions of unsolicited advertising; propagation of viruses; use of the network to make unauthorized entry to any other machine accessible via the network; posting information that if acted upon could cause damage, danger, or school or system disruption; attempting to log in through another person's account; and sending unnecessary messages to a large number of people (spamming). Security on any computer system is a high priority, especially when the system involves many users.
6. The user agrees never to tamper with or vandalize the property of the school or other user including: equipment; cabling and other infrastructure; any security system that protects the school's computer resources; and data. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the school, the school network, or any other network.
7. The user agrees to respect another's email by never tampering with, interfering with, or intercepting it. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U. S. Postal Service.
8. The user agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking).
9. The user agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software or plug-in screen savers from the Internet, a floppy disk, CD-ROM, or other media. The principal or designee must approve staff members' resources.

10. The user agrees never to place a diskette or removable storage device in any computer without prior permission from the principal or their designee. The user also agrees not to purposely spread viruses from home to school.
11. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
12. The user agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
13. The user agrees never to harass another person by use of any of the school's resources and personal communication devices (e.g. PDAs, cell phones, smart phones, etc.). Harassment is defined as any action that distresses or annoys another person. The user agrees to stop immediately any and all conduct that is construed by another as unwelcome.
14. We support the Child Internet Protection Agency (CIPA) requirements by actively using the iSafe Internet Safety program at all of our schools.
15. The user agrees never to access, possess, transmit, retransmit or respond to material which promotes violence or discrimination or advocates destruction of property.
16. The user agrees never to access, possess, transmit, retransmit or respond to any information containing sexually oriented material.
17. The user agrees never to use technology resources to engage in any illegal, criminal activity or any conduct which is morally inappropriate and/or violates Catholic teachings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
18. The user agrees never to use the school and school affiliated network for making purchases, commercial sales, multilevel marketing, gambling, sweepstakes, chain letters, or similar unauthorized purposes. On-line games may only be accessed for educational purposes with the consent of the user's teacher.
19. The user agrees to never access the school and school affiliated network for political lobbying, although it may be used, with the permission of the principal, to communicate with elected representatives to express opinions on political issues.
20. The user agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
21. The user agrees to respect the right of intellectual property of other people and to respect all copyright laws. Students agree that if they are unsure whether copyright law is being respected, they will bring this question immediately to the attention of a staff member.

Users agree to the following statements regarding the use of new Web 2.0 tools:

1. *The use of blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.*
2. *Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.*
3. *Students should only create a class blog for educational purposes and with permission of the teacher. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines.*
4. *Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.*

5. *Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces.*
6. *Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.*
7. *Social networking sites (e.g. Facebook, MySpace) and chat rooms, as previously stated on page two, point number one, are not allowable in an educational, school environment.*

Privileges and Enforcement

The use of electronic networks and technology is a privilege, not a right. Access is given to users who agree to the terms of this Acceptable Use Policy Agreement. Inappropriate use or a violation of this agreement may result in the user's access privilege being suspended, denied, or revoked. Misuse may also subject the user to further disciplinary action as deemed necessary by the administration. Any violation of federal, state or local laws will be reported to the appropriate agencies. The Diocese of Greensburg maintains the right to confiscate and search any personal electronic devices found on school premise or used during school hours.

There is no absolute right to Freedom of Speech when using the school's technology resources and/or personal technology devices, which are viewed by the administration as a limited educational forum. All electronic mail communications remain corporate property. The Diocese of Greensburg reserves the right for its authorized representatives as specified, with written approval from the Superintendent, to access, use and disclose the contents of electronic mail files for legitimate business purposes, including response to legal processes in any matter consistent with state and federal law, without the permission of the user. It is a violation of this policy for any employee of the Diocese of Greensburg, or school or parish within the Diocese of Greensburg, including management, to access the mail files of users to satisfy personal curiosity without a legitimate business need.

Privacy

There is no absolute Right to Privacy when using the school's technology resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work. Users should not expect that files will be private.

Liability

Mary Queen of Apostles School and its employees will not be held responsible for the actions of a user who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss or unavailability of data or interruptions of service, violations of copyright restrictions, the accuracy or quality of information obtained through the school's system, or any liability, damages, or financial obligations arising through the unauthorized use of the school's and/or personal technology resources.

Warranties

Mary Queen of Apostles School makes no warranties of any kind, whether expressed or implied, for the service we are providing.

- The school will not be responsible for the accuracy, quality, or usefulness of information obtained through network connections.
- The school will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The school will limit individual user network storage/disk space specific to the needs/responsibilities of the user.
- The school and the diocese will not be responsible for the contents of any web site bearing their name(s) unless the web page has been authorized by the administration of the school and/or the diocese.
- The school administration reserves the right to establish rules and regulations regarding the use of the system.

ADDENDUM FOR ELECTRONIC COMMUNICATION AND MEDIA TOOLS MARY QUEEN OF APOSTLES SCHOOL

Students and families are able to communicate using our land lines. Devices that can be used for texting, phone conversations, messaging, picture messaging, and/or videoing, are not permitted at Mary Queen of Apostles School. Carrying such a device during the school day or using such a device results in an in-school suspension for the first offense.

If you feel your child needs a cell phone, one may be brought to school at your own risk following this protocol. The parent(s) send a written note to the principal requesting that a device be brought to school. Upon principal approval, a letter will be mailed home giving permission and containing all the rules regarding this privilege.

Conditions for having a cell phone or other communication device are detailed here. The cell phone must be kept in the school locker, in a book bag, and turned off upon entry to the school until dismissal. It may not be carried around during the day. It may not be given to other students to use. It may not be used at lunch or recess or taken to the restroom. It is not a way for parents to check in on their child for any reason. The land line phones are available for this. Cell phones carried with the permission of the principal can then be used after school with the knowledge of the supervising teacher, coach, or club moderator. Failure to abide by these rules will result in an in-school suspension and may result in the loss of this privilege. Students having a phone on their person will have the phone confiscated and given to the principal at which time a parent will need to collect it.

Other technologies fall into the cell phone rules. These include: iPads, iPhones, iPods, Droids, gaming devices, and those under development. If you are unsure, please call the principal.

**MARY QUEEN OF APOSTLES SCHOOL
TECHNOLOGY RESOURCE AND COMMUNICATION SYSTEM**

Child's Full Name (please print) _____

**PARENT/GUARDIAN PERMISSION
TO ACTIVATE USER PRIVILEGES**

I certify that I have read the terms and conditions in the Mary Queen of Apostles School's Acceptable Use Policy Agreement and discussed them with my child. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and that my child has agreed to abide by the school's usage rules. I understand that my child has responsibility for his or her actions in regard to the use of technology resources and recognize my responsibility for governing and guiding access and use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or conduct. I recognize that it is impossible for the school to restrict access to all controversial materials and I will not hold the school, diocese or their personnel responsible for material acquired or viewed through technology resources. I hereby give my permission to activate any school technology privileges for my child.

Parent/Guardian's Full Name (please print) _____

Parent/Guardian's Signature: _____ Date: _____

**PARENT/GUARDIAN PERMISSION
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND STUDENT
PHOTOGRAPH**

**FOR PUBLISHING OF STUDENT'S PHOTOGRAPH AND SCHOOL WORK IN THE
CATHOLIC ACCENT and on the SCHOOL AND DIOCESAN WEB SITES**

I understand that my child's photograph and samples of my child's school work may be published in The Catholic Accent, the official newspaper of the Diocese of Greensburg, and on the school and/or Diocesan websites. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event a request is made for such permission, those requests will be forwarded to me as parent/guardian. I understand the school and the faculty will be the contacts responsible for the work published and that the school's address, telephone, and email address appear on the school's web site. I understand that I can request that my child's individual picture or school work not be published on the school web site. (This is not inclusive of any group, class, or school production photos utilized on the web site or by members of the media).

I understand that if at any time I *do not* wish to have my child's individual photo and/or samples of my child's school work published in The Catholic Accent or on the diocesan or school web site, I will submit written notification, including the date, child's name, and grade to the school principal.

Parent/Guardian's Full Name (please print) _____

Parent/Guardian's Signature: _____ Date: _____

Office use

Date Received _____

Authorized By _____

**MARY QUEEN OF APOSTLES SCHOOL
TECHNOLOGY RESOURCE AND COMMUNICATION SYSTEM**

**STUDENT PERMISSION
TO ACTIVATE USER PRIVILEGES**

I certify that I have read and understand the terms and conditions in the <SCHOOL> Acceptable Use Policy. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and I agree to abide by the school's usage rules. I understand that I have responsibility for my own actions in regard to the use of technology resources and recognize my responsibility for its use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or conduct.

Student's Full Name (please print) _____

Student's Signature: _____ Date: _____

**STUDENT PERMISSION
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND STUDENT
PHOTOGRAPH**

I understand that my photograph and samples of my school work may be chosen to be published in the Catholic Accent, the official newspaper of the Diocese of Greensburg, and on the school and/or Diocesan websites.

Student's Full Name (please print) _____

Student's Signature: _____ Date: _____

Office use

Date Received _____

Authorized By _____

TRANSPORTATION INFORMATION FORM

Student Name: _____ Grade: _____

ARRIVAL INFORMATION FOR EACH DAY OF THE WEEK

Monday	Tuesday	Wednesday	Thursday	Friday
___ car	___ car	___ car	___ car	___ car
___ walk	___ walk	___ walk	___ walk	___ walk
___ bus/van	___ bus/van	___ bus/van	___ bus/van	___ bus/van

DISMISSAL INFORMATION FOR EACH DAY OF THE WEEK

Monday	Tuesday	Wednesday	Thursday	Friday
___ car	___ car	___ car	___ car	___ car
___ walk	___ walk	___ walk	___ walk	___ walk
___ bus/van	___ bus/van	___ bus/van	___ bus/van	___ bus/van

Student is eligible to ride Bus/Van # _____ provided by _____ School District.

If this procedure changes or if my child will be dismissed differently than described above, I will send a note to **this child's homeroom teacher**. (*Teachers do not send a note from home around school to the other teachers.*) I will refrain from calling the office knowing that communications between the office, child, and teachers occur in the morning. Communications at other times cannot be guaranteed. I will call only in case of emergencies or unavoidable changes.

Signature: _____ Date: _____

VOLUNTEER DRIVER INFORMATION FORM

I. DRIVER:

Name: _____ Date of Birth: _____

Address: _____ Soc. Security No.: _____

_____ Phone: _____

Driver's License No.: _____

II. VEHICLE THAT WILL BE USED:

Name of Owner: _____ Year and Make: _____

Address of Owner: _____ Model: _____

_____ License Plate: _____

Registration Expires: _____ Inspection Expires: _____

If more than one vehicle is used, requested information must be provided for each vehicle.

III. INSURANCE INFORMATION:

When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company: _____

Policy Number: _____ Expiration Date: _____

Liability Limits of Policy*: _____

*Please Note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

IV. CERTIFICATION:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport students. I also certify that I have no physical disability that may impair my ability to drive safely.

Signature

Date

Volunteer Form

Parent Name _____ Phone _____

An important part of Mary Queen of Apostles School is our volunteer program. We rely on our volunteers and recognize the valuable contribution they make as members of our school community. If you are able to share your time and talents and love of children with us, we welcome you!

Cafeteria Server

Lunch servers arrive by 10:00 to help prepare food, ready the serving line for the lunch groups, and serve food to each lunch group. The servers help with cleanup as well. Indicate if you have a preference for FRS or LAS or both.

Location preference: _____

FRS Lunchroom Monitor

Lunch monitors are needed at the FRS site to distribute condiments, napkins, and utensils and to help the younger children open milk cartons or butter bread. Duties include wiping the tables to prepare for the next lunch group. Lunch monitor also takes students who need more time for eating to the outdoor playground.

Recess Monitor

Recess monitors arrive by 11:20. Recesses are approximately 15 minutes in length. There are three recess groups per site. All students go outside for recess. If we have inclement weather, we will have indoor recess. At FRS children use pedometers and walk the halls counting their steps for the year. Sometimes students are permitted to remain in their seats and talk, draw, play games, etc. at the FRS. Students at the LAS use the gym for indoor recess. Indicate if you have a preference volunteering at FRS or LAS or both. A parent volunteer schedules recess monitors at each site.

Location preference: _____

Sports

Volunteers are needed to man the doors and concession stands during home stands in all sports. The money collected during these events pay the referees and help to keep the costs associated with running the program manageable. Coaching is another way to volunteer in this area.

Please indicate the sport season for which you are available. _____

Enrollment Committee

Volunteer to work with Mrs. Stelmach, Enrollment Coordinator, in welcoming and partnering with new school families. Work with Mrs. Stelmach with the "Lambs for God" project and the Open House events.

Gala Committee

Volunteer to serve on any one of many gala committees or to co-chair the event.

Development Committee

Volunteer to work with Mrs. Casper, Development and Community Relations Coordinator, as members of the school's Development Committee.

Over

_____ **SCG Volunteer**

Volunteer to serve on the School Community Group Committees. All parents/guardians belong to the SCG.

_____ **SCG 10K Dinner**

Volunteer to serve on the 10K dinner fundraiser in the fall.

_____ **Carnival**

SCG may sponsor a carnival of games for children with prizes and manned by our 7th and 8th grade students. Pizza and drinks are available. And of course, there is help needed for planning, setup, decorating, and cleanup! Help in any area is appreciated.

_____ **Santa's Workshop**

SCG is sponsoring a Santa's Workshop. Older students will help the younger ones shop at the event. Adults are needed to supervise the "elves" as well as wrap gifts and serve as cashiers to the customers. Of course there will be refreshments.

_____ **Catholic Schools Week**

SCG needs help with activities planned during Catholic Schools Week the last week of January into February.

We are all called to perfection in Christ Jesus. As life-long learners you are called to live your life as students as well as you can. This means doing your best in study and work; putting into practice the virtues you already know in theory – especially love, which must be lived in the classroom, at home, and among friends; accept difficulties with courage; help those in need; and give good example. In addition, you must find the inspiration for your daily life in the words and the example of Jesus. You must converse with him in prayer and receive him in the Eucharist.

Adapted from The Religious Dimensions of Education in a Catholic School, Section 95

UNDERSTANDING OF HANDBOOK FORM

We have read the Parent/Student Handbook and have reviewed it with our child explaining it at their level as the homeroom teachers have done in the classroom. We acknowledge and understand the policies and procedures of the Diocese of Greensburg and Mary Queen of Apostles School.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Please sign one per child.