



WELCOME AND REFERENCE GUIDE

2026–2027

100 Freeport Road, New Kensington, PA 15068 (PK-3)
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<https://www.mqaschool.org/>

Mrs. Catherine Collett, Principal

Mrs. Jayme Hadley, Asst. Principal



Dear Parents and Students,

Welcome to Mary Queen of Apostles School! In choosing MQA, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Welcome and Reference Guide reflects the policies of Mary Queen of Apostles School for the current school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Mary Queen of Apostles School during the school year.

Throughout this document, the policy of the Diocese of Greensburg is referenced. These policies have been adopted by Mary Queen of Apostles School.

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

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

God bless you,

A handwritten signature in cursive script, reading "Catherine M. Collett", is enclosed within a thin green rectangular border.

Principal of Mary Queen of Apostles School

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

MISSION STATEMENT:

MARY QUEEN OF APOSTLES SCHOOL

The mission of Mary Queen of Apostles School is to form a new generation of disciples of Jesus Christ by educating the total child – developing minds, building character, and strengthening faith. In a Christ-centered learning community, we offer a solid foundation in the fundamentals with a challenging and extensive curriculum evolving to meet the needs of students in an ever-changing world. We provide a safe nurturing environment, promote respect for the dignity of each person, emphasize individual responsibility, and encourage service to others under the guidance of our patroness, Mary, the first and model disciple of her Son.

HISTORY

In August 2002, Mary Queen of Apostles School opened its doors as the result of the merger of three longstanding Catholic schools: Mount St. Peter School, St. Joseph School, and St. Margaret Mary School. Guided by a shared vision for strengthening Catholic education, the merger was undertaken under the leadership of the pastors of four parishes: Mount St. Peter Parish, St. Joseph Parish, St. Margaret Mary Parish, and St. Mary of Czestochowa Parish and the principal, Catherine Collett. By uniting their resources, traditions, and faith communities, these parishes created a single school dedicated to providing a strong academic foundation rooted in Catholic values. Mary Queen of Apostles School continues to reflect the rich heritage and collective commitment of the four sponsoring parishes to Catholic education and faith formation

SCHOOL LOGO



WELCOME AND REFERENCE GUIDE NOTICE

The Catholic Schools of the Diocese of Greensburg have adopted and approved this **Welcome and Reference Guide** for use at Mary Queen of Apostles School. This guide includes essential information such as the school calendar, faculty and staff directory, dress code and uniforms, weather procedures, academic expectations, school hours, and other daily guidance important for students and families. All of these resources can be found within this document.

The **Student/Parent Handbook and Code of Student Conduct (“Handbook”)**, also approved and adopted by the Catholic Schools of the Diocese of Greensburg, can be accessed using the a link once it is posted.

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FACULTY/STAFF DIRECTORY

Faculty		Site	Grade/Subject
Kelsey	Baskin	GS	4th Grade
Ashley	Bauer	FRS	Kindergarten
Jennifer	Belli	FRS	Preschool
Tamara	Bernot	Both	Music & Chorus
Alyssa	Blum	FRS	Art
Michael	Bosco	GS	ELA 6-8
Julie	Butler	Both	Health/Physical Education; Extended Day
Martha	Capone	GS	Instrumental Lessons/Band
Tammy	Derbaum	FRS	1st Grade
William	Domiano	GS	Technology 4-8, Science 4-5, STEM 4-5
Vicki	Frantz	GS	ELA grade 6, Social Studies 6-8
Antonette	Jones	FRS	Aide
Elizabeth	Kendall	FRS	3rd Grade
Jody	Kleckner	GS	Religion 4-8
Gloria	Luchs	GS	Pre-engineering 6-8
Lynda	Napierkowski	FRS	Aide
Kathleen	Nesko	FRS	Pre-K
George	Pecoraro	GS	Math 6-8
Jennie	Pinkerton	GS	Science 7-8, Math 6, STEM 6
Anita	Predebon	FRS	Aide
Nicole	Ravotti	FRS	Aide
Brianna	Rufin	FRS	STEM
Maria	Saxman	FRS	2nd Grade
Kaylen	Sharrow	FRS	1st Grade
Terry	Shields	FRS	Library
Christa	Smith	FRS	3rd Grade
Polly	Swank	FRS	Kindergarten
Patty	Troiano	GS	5th Grade
Judith	Young	GS	Art

Administration and Staff		Site	Title
Catherine	Collett		Principal
Jayme	Hadley		Assistant Principal
Dan	Ash		Custodian
Laurene	Bonetto	FRS	Math Support (Catapult)
Stephen	Boyd	GS	Custodian
Michelle	Cieslewicz		Guidance
Michael	Collett		Athletics
Elaine	Corbin	FRS	Cafeteria

Kelly	Domiano	FRS	Administrative Assistant
Tracy	Donofrio		Speech Language (WIU7)
Michelle	Farrell	GS	Financial Secretary/Admissions Coordinator
John	Fournier	GS	Social Skills Program, 6-8
Becky	Hulslander	GS	Cafeteria
Antoinette	Johnson	FRS	Cafeteria
Kristin	Macioce	GS	Enrollment Coordinator/Admin. Assistant
Lynn	Malaspina		Nurse
Jennifer	Moretti	FRS	Cafeteria Manager
Alex	Pacuch		Custodian
Diane	Painter	GS	Liturgical Music & Organist
Elyse	Patrick	FRS	Literacy Interventionist (WIU)
Laurie	Pujol	GS	Food Services Director
Laureen	Schall	GS	Math & Reading Support (Catapult)
Bill	Staniszewski		Business Manager
Jackie	Tomayko	GS	Cafeteria
Laurie	Uleski-Foster		Custodian
Robert	Varesco	FRS	Custodian

SCHOOL CALENDAR

2026-2027 Mary Queen of Apostles School Calendar for Districts

Revised June 16, 2026 Approved

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					5

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			25

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						47

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					64

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		81

July
2026-2027 School Year
 180 School Days including
 4 Act 80 Professional Development Day &
 Parent Teacher Conference Day
 7 In-service/Clerical Days/Open House Days
 187 Teacher Days
 1006 Hours of Instruction

August
 11 New Teacher Orientation Day
 18-20 In-service Days
 25 First Day K-8 - **Early Dismissal Days**
 26 Preschool Orientation
 27 Pre-K 4 Orientation
 28 First Day Preschool/Pre-K

September
 2 **Early Dismissal Day**
 3 K-8 Mass at MSP -all students arrive at FRS
 7 NO SCHOOL - Labor Day
 16 Meet the Teachers Open House - FRS
 17 Meet the Teachers Open House - GS
 25 NO SCHOOL - Diocesan In-service Day Act 80 Day
 28 Mid-term

October
 7 **Early Dismissal Day**
 12 NO SCHOOL - Diocesan In-service - Act 80 Day
 28 End of Quarter 1
 30 Report Card Available Digital Document Delivery

November
 2 NO SCHOOL - Conferences - Act 80 Day
 3 NO SCHOOL - Election Day
 4 **Early Dismissal Day**
 25 **Early Dismissal Day**
 26-30 NO SCHOOL - Thanksgiving Vacation

December
 1 NO SCHOOL - Diocesan In-service
 2 Classes Resume
 2 **Early Dismissal Day**
 4 Mid-term
 23 **Early Dismissal Day**
 24-31 NO SCHOOL - Christmas Vacation through Jan. 3

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						100

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						119

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			135

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						156

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					175

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			180

January
 1 NO SCHOOL - Christmas Vacation
 4 Classes Resume
 6 **Early Dismissal Day**
 14 End of Quarter 2
 18 NO SCHOOL or Snow Makeup Day
 21 Report Card Available Digital Document Delivery
 31 CSW Open House

February
 3 **Early Dismissal Day**
 15 NO SCHOOL or Snow Makeup Day
 18 Mid-term

March
 3 **Early Dismissal Day**
 22-30 NO SCHOOL - EASTER VACATION
 31 Classes Resume
 31 End of Quarter 3

April
 7 **Early Dismissal Day**
 8 Report Card Available Digital Document Delivery
 16 NO SCHOOL - Diocesan In-service Day

May
 4 Mid-term
 5 **Early Dismissal Day**
 TBD NO SCHOOL - Primary Election Day - Act 80 Day
 24 NO SCHOOL or Snow Makeup Day
 31 NO SCHOOL - Memorial Day

June
 2 **Early Dismissal Day**
 2 End of Quarter 4
 3 1-7 Mass at MSP -all students arrive at FRS
 3 **Early Dismissal Day - all students dismissed at FR**
 7 Last Day of School - **Early Dismissal Day**
 7 Report Card Available Digital Document Delivery
 8 Clerical Day

Early Dismissal Day w/
 Special Busing Directions
 Electronic Report Card
 Calendar Templates by Vertex42.com - <https://www.vertex42.com/calendars/>

No School
 No School - Act 80 Day
 All Site Mass Days

3 Snow Days in Calendar
 1/18, 2/15, 5/24, 3/30

First & Last Day of School
 Academic Calendar Dates
 Clerical/PD Teacher Days
 31 Open House Teacher Day

COMMUNICATION PROCEDURES

Parents must communicate with the homeroom teacher and school office with any changes in arrival or dismissal. This may be done with a phone call to the office, an email to teachers and office. If texting a teacher, please use My PowerHub. Please remember that teachers cannot access their email or texts while teaching.

If any attempts to communicate is not answered, please alert the school office.

DRESS CODE/UNIFORM POLICY

Mary Queen of Apostles School has a school uniform that is worn by students in grade K-8.

- The dress code is based on uniformity.
- It is grounded in basic styles, simple colors, non-designer clothing, and simple accessories. This includes socks, tights, hair accessories, jewelry, etc. It is void of body jewelry and body art.
- The school uniform includes the physical education uniform.

PNUT days (Please No Uniform Today) are to be Catholic school appropriate.

- If a dress up day is listed, this means that this day is for wearing clothing that is nicer and dressier. Our picture day is a dress up day.
- Dress down days mean that jeans and shorts and non-uniform shoes and clothing can be worn. However, there are basic levels of appropriateness that also apply here, jeans cannot be ripped; shorts, skirts, or dresses must be at least fingertip length; shirts should be appropriate in designs and style; legging style pants must be worn with a tunic top that covers the hips.
- The body should be covered and the tightness of the clothing should be negligible.

Any teacher, staff member, or principal can make a determination about uniform or non-uniform dress code violations.

- An email, phone call, or infraction notice will be sent to the parents/guardians.
- Students will be asked to remove items that are not to code.
- Parents will be called for dress code violations that need a change of clothing. If a change of clothing cannot be brought, the school may provide a uniform piece.
- Further violations will result in discipline record.

General Dress Code Information

All school uniforms are to be purchased only from Schoolbelles and all physical education uniforms are purchased from Tees N Tops (through the school). While other companies make school uniform pieces, they are acceptable only if they match the Schoolbelles design and color and are purchased at the risk of not being permitted.

- Uniform catalogs are available prior to the uniform fitting in May. Uniforms may be ordered at the annual uniform fitting in May or online through the Schoolbelles website www.schoolbelles.com using our school's code, s1875. Schoolbelles cannot guarantee delivery of clothing items for the start of school if they are purchased just before the start of school.
- While other companies make school uniform pieces, they are acceptable only if they *match*

the Schoolbelles design and color and are purchased at the risk of not being permitted. The other sources we have found to be similar to Schoolbelles are the uniform collections of French Toast and Target. *Not all items in these brands match Schoolbelles in color and style.* Only choose items from these sources that match Schoolbelles clothing.

- The properly worn dress code for students in Levels K-8 includes:
 - 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 with belt loops.
 - Skirts, kilts, jumpers, and skorts are to be worn at the knee or longer. This allows for growth during the year.
 - Uniform sweaters are red or navy, plain knit with no embellishments. The MQA School navy or red sweatshirts and hoodies are uniform and may be worn in the classroom.
 - Clothing with logos (other than MQA uniform pieces) or brand symbols or school spirit wear may not be worn in the classroom.
 - Make up is not permitted.
 - Press on nails are not permitted.
 - Only clear nail polish is permitted and nails are to be a medium length.
 - Girls with pierced ears may wear small earrings. No other piercings are permitted for boys or girls.
 - Tattoos are not allowed.
 - Boy's hair should not be in the eyes, or over the collar.
 - Girl's hair should not be over/in the eyes. Hair accessories are to be red, navy, white, black, or Schoolbelles' plaid.
 - Only natural hair colors are permitted.
 - Other fads, trends, fashion statements, or hair fashions may be disallowed.

Daily School Uniform

Options for Boys:

Pants:	• Navy or khaki uniform trousers, flat or pleated fronts, from Schoolbelles • Navy or khaki uniform shorts from <u>Schoolbelles only</u>
Shirt:	• 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.
Sweaters/Vests:	• Navy or red uniform sweaters or vests from <u>Schoolbelles</u> (may be monogrammed by Schoolbelles with logo). • All sweaters are to have a banlon or oxford shirt underneath
Sweatshirt:	• Red or navy MQA sweatshirts and/or the MQA monogrammed hoodie from Tees N Tops with a uniform polo shirt underneath.
Shoes:	• Tennis shoes or tennis type shoes may be worn with the school uniform. Shoes are solid black, white, beige, brown, gray, navy (not royal blue). They may be a combination of these colors,

	too. (For example white with black trim and gray accents.) Tennis shoes with accents of red are permitted. The shoe itself is not red. • Other shoes are to be flat, not having a wedge or a raised heel. • No sandals or sling backs, clogs, or flip flops are permitted. • Boots (see shoe colors) are permitted to be worn from November 1st to March 30th only.
Socks:	• Socks are required. • Socks are solid colors of navy, red, white, black, or khaki.

Options for Girls:

Pants:	• Navy or khaki uniform slacks, flat/low rise or pleated fronts, from <u>Schoolbelles</u> • Navy or khaki uniform shorts from <u>Schoolbelles</u>
Jumper:	• Plaid or navy drop waist uniform jumper with two box pleats from <u>Schoolbelles</u>
Skirt/Skort:	• Plaid uniform skirt with box pleats from <u>Schoolbelles</u> • Plaid adjustable kilt from <u>Schoolbelles</u> • Plaid uniform skort with elastic in waist from <u>Schoolbelles</u>
Shirt:	• 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.
Sweaters/Vests:	• Navy or red uniform sweaters or vests from <u>Schoolbelles</u> (may be monogrammed by Schoolbelles with logo). • All sweaters are to have a banlon or oxford shirt or a blouse underneath.
Sweatshirt:	• Red or navy MQA sweatshirts and/or the MQA monogrammed hoodie from Tees N Tops with a uniform polo shirt underneath.
Shoes:	• Tennis shoes or tennis type shoes may be worn with the school uniform. Shoes are to be white, black, brown, gray, navy or tan. They may be a combination of these colors, too. (For example, white with black trim and gray accents.) Tennis shoes with accents of red are permitted. The shoe itself is not red. • Other shoes are to be flat, not having a wedge or a raised heel. • No sandals or sling backs, clogs, or flip flops are permitted. • Boots (see shoe colors) are permitted to be worn from November 1st to March 30th only.
Socks:	• Socks are required. • Socks and footed tights are solid colors of navy, red, white, black, or khaki. • Leggings are navy or black.

Physical Education Uniform

Physical education uniforms are purchased through the school at the beginning of the school year to allow for summer growth spurts!

- A gym uniform is to be worn to and from school for physical education class.
- Physical education uniforms of navy shorts, gray T-shirts, and navy sweatpants for cold days from Tees N Tops.
- Tennis shoes must be worn to school for physical education class. These shoes follow the same rules as the school tennis shoes.
- Students should not call home for gym uniforms, but practice responsibility.

Used Uniforms

- MQA collects used Schoolbelles uniforms for resale.
- Gently used, clean, uniform pieces are accepted at the Greenwald Site. Items are sorted and sent to Community Clothes Closet for resale throughout the year and summer. Passing on uniforms from family to other family does not mean that the uniform piece will be acceptable the next school year.
- The uniforms can be purchased at the Community Clothes Closet's MQA Uniform Room
- The uniforms donated by our families, will be sold at the CCC, and the money you spend on them will support the CCC outreach.
- The Community Clothes Closet is found at 1125 Leishman Avenue in New Kensington. This is the bottom floor, beneath the gymnasium on the St. Joseph property.

Hours vary. Currently, CCC is open Thursday, 11:00 am – 1:00 pm and Saturday, 11:00 am – 1:00 pm.

WEATHER PROCEDURES

In the event of a school closing or delay, Mary Queen of Apostles School will utilize the PowerSchool database and School Messenger System to notify parents and guardians. It is very important for parents to have up to date information in PowerSchool to make this announcement effective. The announcements will be delivered in three ways in addition to being displayed on the local news TV stations (KDKA, WTAE, WPXI).

- Parents will receive the following weather notifications when emergencies are known the evening before: School Messenger email, phone message and text message.
- If any of these are either not coming to a parent or guardian, notify the school office to correct the problem.
- If someone on your list does not want to receive weather notifications, contact the school office.

ACADEMICS

The curriculum of the Catholic Schools of the Diocese of Greensburg is a living document, which is continually updated and reviewed. Our rigorous curriculum is infused with the Catholic faith and aligned with Pennsylvania state and national standards.

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

- Cheating, late work, and missing work is recorded as a zero. There is an opportunity to replace an “incomplete” with a score without penalty. Directives for such are determined by the teacher.
- The school year is divided into four quarters. Formal grades for each quarter appear on the report card.
- Teachers do not grade homework but instead, give points to alert parents of missing or incomplete homework.
- Teachers do not grade participation or behavior.

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

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

• **Grading Scale for Grades 1-8: (Specials)**

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

Report cards showing the student's progress shall be issued in accordance with the dates established on the official school calendar. Progress is determined by the degree to which the child learns subject matter according to ability. Grades are determined by teachers using formative and summative assessments. Grades are to be kept current and should be posted within 5 days of the assignment.

Formative Assessments include, but are not limited to daily class work, progress in group/class research and projects, completing homework assignments, journals, notes, and exit tickets.

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

Report Cards for grades 1-8 will no longer be sent home. An electronic report card will be sent using PowerSchool's document delivery. An email with the report card attached can be accessed with a password set by the parent. All parents can view grades on My PowerHub anytime.

Kindergarten report cards cannot be seen on My PowerHub and are provided through document delivery.

Preschool/PreK Progress Reports will be distributed three times a year (November, February, and May).

HOMEWORK GUIDELINES

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

- In the primary grades K-1, it is expected that homework will be assigned on a regular basis, Monday through Thursday evenings.
- In grades 2-3, homework is assigned on a regular basis every day.
- In the intermediate and middle school grades, 4-8, it is expected that homework will be assigned on a regular basis every day.

Students in all grades should review math facts to support fluency. Students are encouraged to read every night. This would include independent reading and/or someone reading aloud to the student.

The student has the responsibility to:

- Know and understand the requirements of the assignment(s)
- Ensure that s/he has access to the materials needed to complete the assignment outside of class
- Meet the requirements of the assignment(s)
- In grades 4-8, a log of missed homework assignments is kept. A pattern of missed assignments may result in after-school detention.

The teacher has the responsibility to:

- Provide homework that will reinforce, enrich or give practice related to academic skills
- Ensure that the students know and understand the requirements of the assignment(s)
- Check and review student performance on homework assignments to determine needs for re-teaching and remediation

The parent has the responsibility to:

- Provide an appropriate place for the student to complete homework requirements
- Monitor the student's compliance with homework responsibilities
- Review the My PowerHub portal to see the list of assignments, the list of missing assignments, and grades

HOMEWORK DUE TO UNEXPECTED ABSENCE

In the case of student absence, the student is expected to make up work that he/she has missed. A parent can request that the teacher prepare these assignments to be picked up. Otherwise, the work will be assigned to the child upon returning to class. The student is responsible for making up all assignments and tests missed during an absence from school. It is the student's responsibility to obtain the assignments and return them to the individual teachers.

Classwork and homework assignments for all core classes can be found on Schoology. It is expected that the student access Schoology when absent.

HOMEWORK DUE TO EDUCATION TRIPS/PLANNED ABSENCE

Pre-approved Excused Temporary Absences (Educational Trip)

- Education trips will be considered for approval if the school principal determines that such a trip will be of educational significance to the student. Attendance is a factor in approval.
- Parents should complete the Educational Trip Request two weeks prior for approval purposes. Upon approval, parents may communicate with teachers for appropriate academic material if the teacher permits that it be done while on the trip. Students are granted the privilege of making up all assignments and tests missed during the excused absence. Classroom experiences, discussions, group activities, labs, etc. cannot be made up.
- Students may NOT be given school work to complete while on the trip. Most teachers will provide the student with all of the work to be completed after their return. Students will have as much time as they need to complete the assignments. Any test missed during vacation time should be made up within 2 weeks of returning. Tests will be made up during study hall/recess or after school.
- Students will NOT be permitted to take class time to receive assignments, to review what has been missed, or to turn in assignments. This is done during morning homeroom, during study hall/recess or after school.
- The responsibility for making up this work lies with the student and family. It is the responsibility of the student and family to return the assignments and make arrangements for makeup of missed tests.
- Work not completed is recorded as zero until received and graded by the teacher.

LIBRARY

Once a week, on Wednesday, students in Preschool – 3rd grade will visit the library. During library, students are permitted to check out books and are expected to return books on Tuesday before the next library class. If books are not returned, students are not permitted to check out another book. Lost books will be charged to the family using the incidental billing in FACTS.

GRADUATION

Eighth grade graduation occurs during the last week of school. A 5:30 graduation mass at St. Margaret Mary Parish is followed by presentation of awards in the church. A dinner for the graduates and parents follows in Sullivan Hall at the parish.

PRESCHOOL STRUCTURE

The Mary Queen of Apostles 3-year Preschool and 4-year Pre-K Programs offers a nurturing and developmentally appropriate environment for young learners with an emphasis on early literacy, socialization, and group dynamics. A Welcome and Resource Guide for Early Learning provides information to families.

Preschool is available to children who are **3 years old by the start of the current school year**.

Students arrive at 8:20am with the program running from 8:30 until 11:30. Dismissal is at the lower door. Any requests for a different time, should go to both the teacher and the office.

Pre-K is available to children who are **4 years old by the start of the current school year**. Students arrive at 8:20am with the program running from 8:30 until 2:20. Dismissal is at the lower door.

Because this program is a full-day program, students eat lunch and have a rest period, a recess, and extra classes including art and library. Any requests for a different time, should go to both the teacher and the office.

Please note that all children must be **fully potty trained** to be eligible for enrollment in any of our programs.

CATHOLIC CHARITIES

Catholic Charities: At our School, like all Catholic Schools of the Diocese of Greensburg, we believe that mental health and emotional support should be a natural and accessible part of every child's school experience. The School has trained school counselors, available through Catholic Charities, to help ensure a consistent, compassionate presence for students, families, and staff.

Children today face a wide range of challenges—anxiety, depression, grief, family struggles, and social pressures. No child should have to navigate these difficulties alone. Our counselors are here to help, offering an opportunity where students can talk, be heard, and find support. They can access counseling on their own or be referred by a teacher, parent, or friend.

Catholic Charities' counselors work hand-in-hand with teachers and families to promote healthy relationships, emotional regulation, distress tolerance and positive social skills. Whether it's through classroom lessons, small group activities, or one-on-one support, Catholic Charities' counselors help students build the tools they need to thrive—both in and out of the classroom.

A special session for sixth graders on social skills is presented every other week. The program typically takes two years to complete.

SCHOOL HOURS

School hours are from 7:30 to 2:50 with staggered dismissal from two buildings. Extra-curricular activities may continue beyond the day until 5:00 pm. Saturday hours may also be used for extra-curricular competitions. Evenings may be used for play practice and sport practices.

Tardy Arrivals

- Tardy bells ring at 7:50 at Greenwald Site and 7:50 at Freeport Road Site.
- In the event of tardy arrival and for the safety of your child, parents must park, enter the building with their child, and sign their child in at the office with Verkada Guest. A driver's license is required.
- The time for the tardy bells at both sites is set electronically. It is not set to cell phones or our battery operated clocks.

Early Dismissals

- In the event of an early dismissal and for the safety of your child, parents must park, enter the building with their child, and sign in at the office with Verkada Guest. A driver's license is required.
- The student will be brought to you.

Student Materials

- In the event a parent brings student materials to school, the parent will sign in with Verkada Guest and drop the materials off in the office.
- The office staff will deliver the student's materials.

BELL SCHEDULE

Homeroom 7:30-8:00	Period 6 11:38-12:18
Period 1 8:03-8:43	Period 7 12:21 - 1:01
Period 2 8:46-9:26	Period 8 1:04 - 1:44
Period 3 9:29-10:09	Period 9 1:47 - 2:27
Period 4 10:12-10:52	Homeroom 2:30 - 2:40
Period 5 10:55-11:35	Dismissal 2:40 - 2:50

OFFICE HOURS

- The school office is open on all school days from 7:30 am – 3:30 pm.
- During early dismissal days, the office closes at noon.
- During the summer, the Greenwald Site school office is open Monday through Friday from 8:00 am – 3:00 pm.

DAILY ARRIVAL

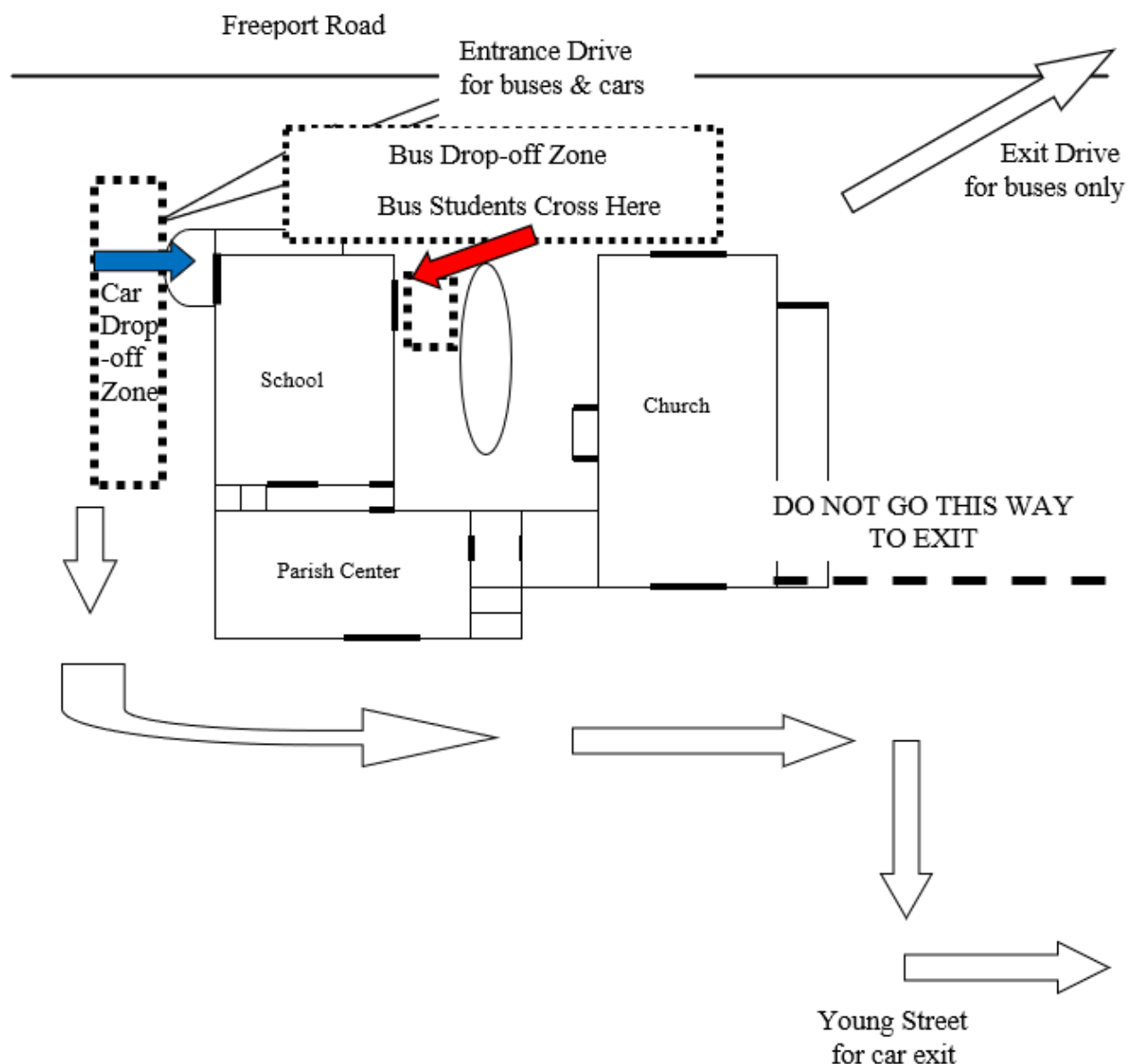
Freeport Road Site Arrival

- Bus riders enter the building as the bus arrives, no earlier than 7:30 am.
- Car riders may enter the building between 7:30 and 7:50 am.
- Students need time to complete morning routines in homeroom, organize for the day, and greet each other so we recommend arriving by 7:45 am.
- The tardy bell rings at 7:55 and prayer is at 8:00.

- If a student is tardy, a parent/guardian needs to walk student(s) to the main entrance and sign them in using the Verkada Guest system. **Please bring your ID with you.**
- Students should exit vehicles from the driver's side along the sidewalk. Please do not leave your vehicle. Please follow the directions given by the staff during drop-off. Your cooperation helps ensure a safe and smooth process.
- If you need to enter the school, park and walk to the main entrance and sign into the Verkada Guest system with your photo ID.

Freeport Road Arrival Map

This map is meant to detail the procedures for children entering the building each morning at the Freeport Road Site by van, bus or by car. Please share this information with all those who may bring your child(ren) to school

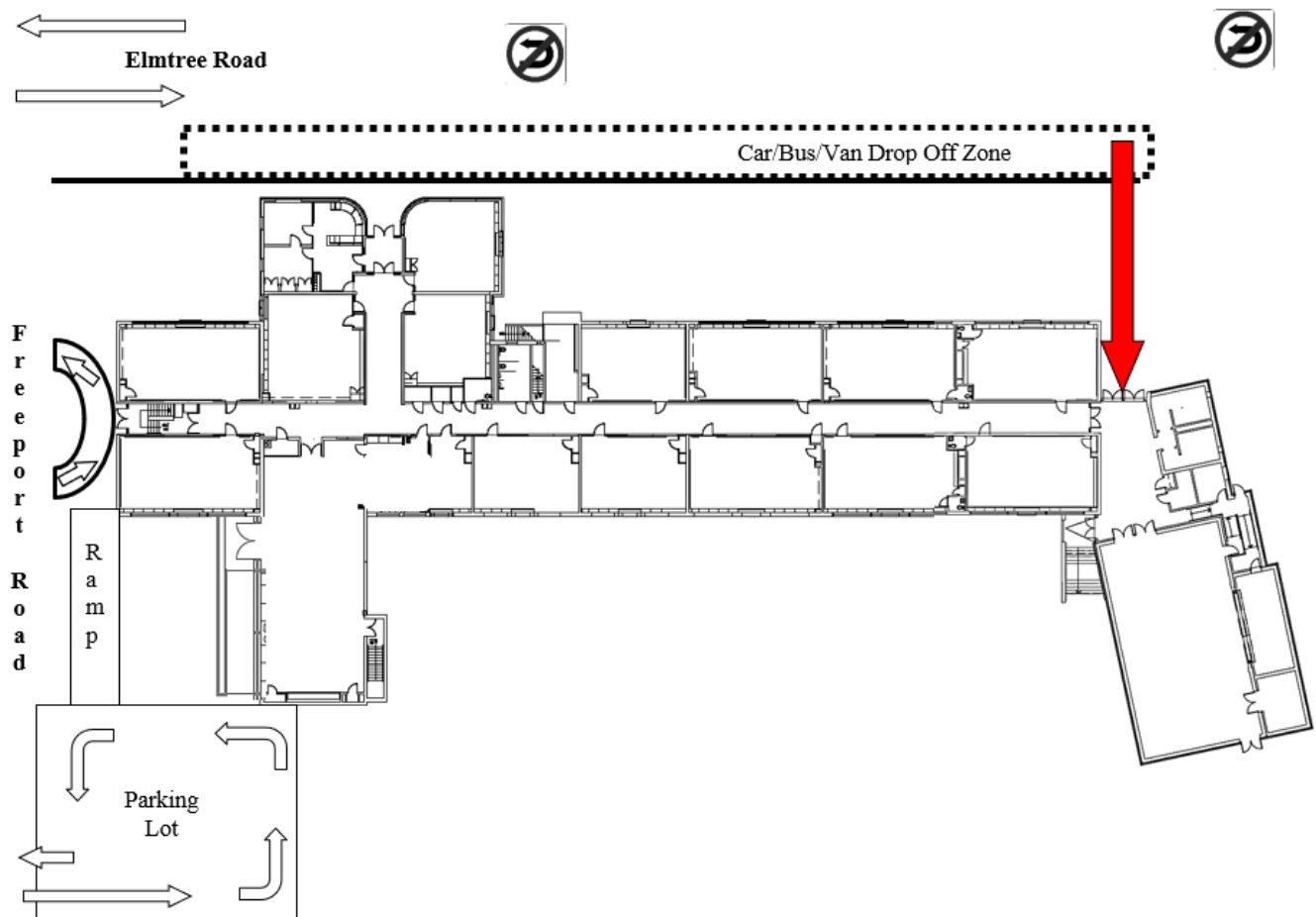


Greenwald Site Arrival

- Bus riders enter the building as the bus arrives, no earlier than 7:30 am.
- Car riders may enter the building between 7:30 and 7:50 am.
- Students need time to complete morning routines in homeroom, organize for the day, and greet each other so we recommend arriving by 7:45 am.
- The tardy bell rings at 7:50 and prayer is at 7:55.
- If a student is tardy, a parent/guardian needs to walk student(s) to the main entrance and sign them in using the Verkada Guest system. **Please bring your ID with you.**
- Students should exit vehicles from the passenger side along the sidewalk. Please do not leave your vehicle.
- If you need to enter the school, park and walk to the main entrance and sign into the Verkada Guest system with your photo ID.

Greenwald Site Arrival Map

This map is meant to detail the procedures for children entering the building each morning at the Greenwald Site by bus or by car. Please share this information with all those who may bring your child(ren) to school.

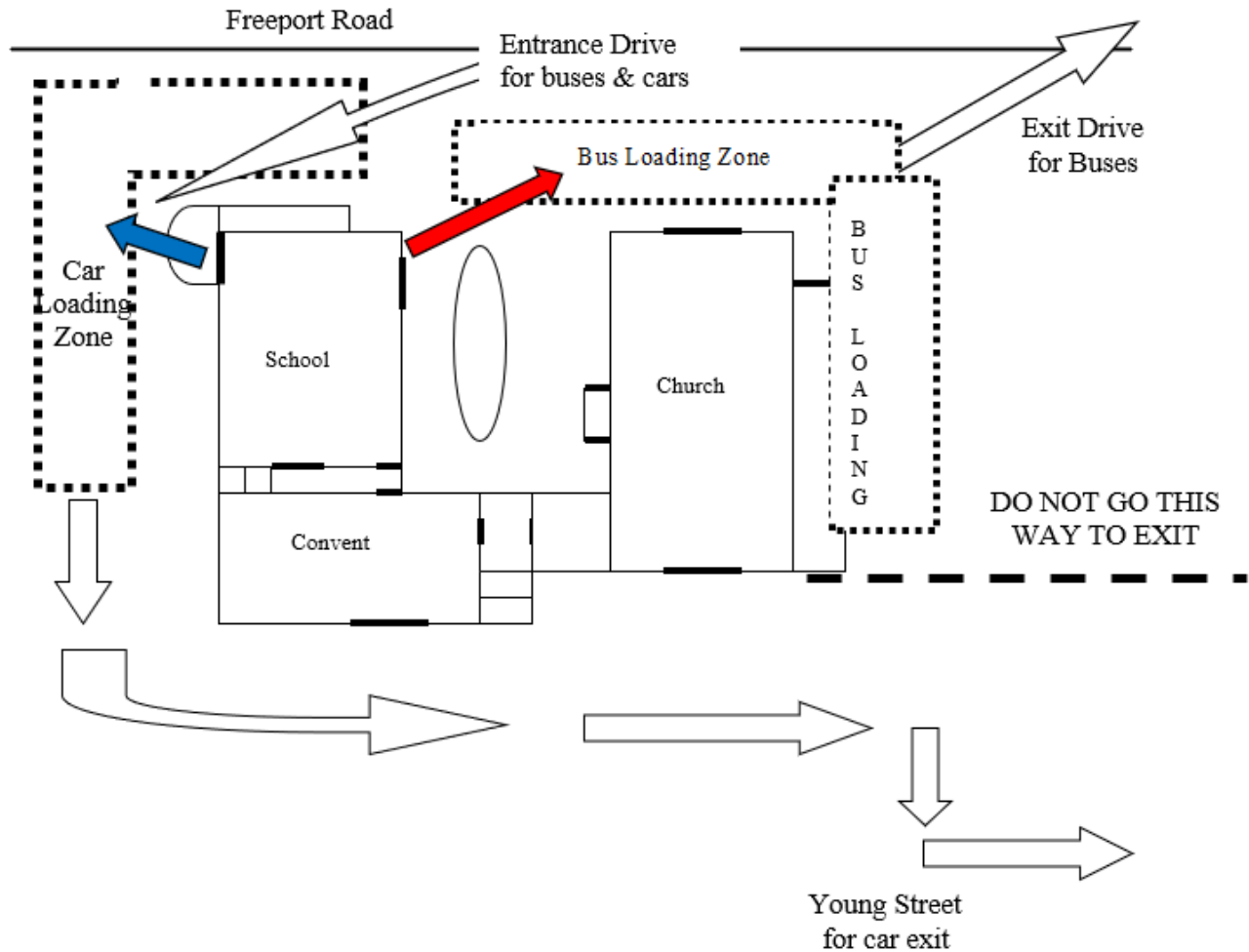


DAILY DISMISSAL

Freeport Road Site Dismissal

- Bus riders exit as district buses are called between 2:30-2:40 (11:25 Early Dismissal Day)
- Car riders in Kindergarten and 1st grade with older siblings exit between 2:40-2:50 (11:35 Early Dismissal Day)
- Car riders in 2nd and 3rd grade exit between 2:50-2:55 (11:45 Early Dismissal Day)

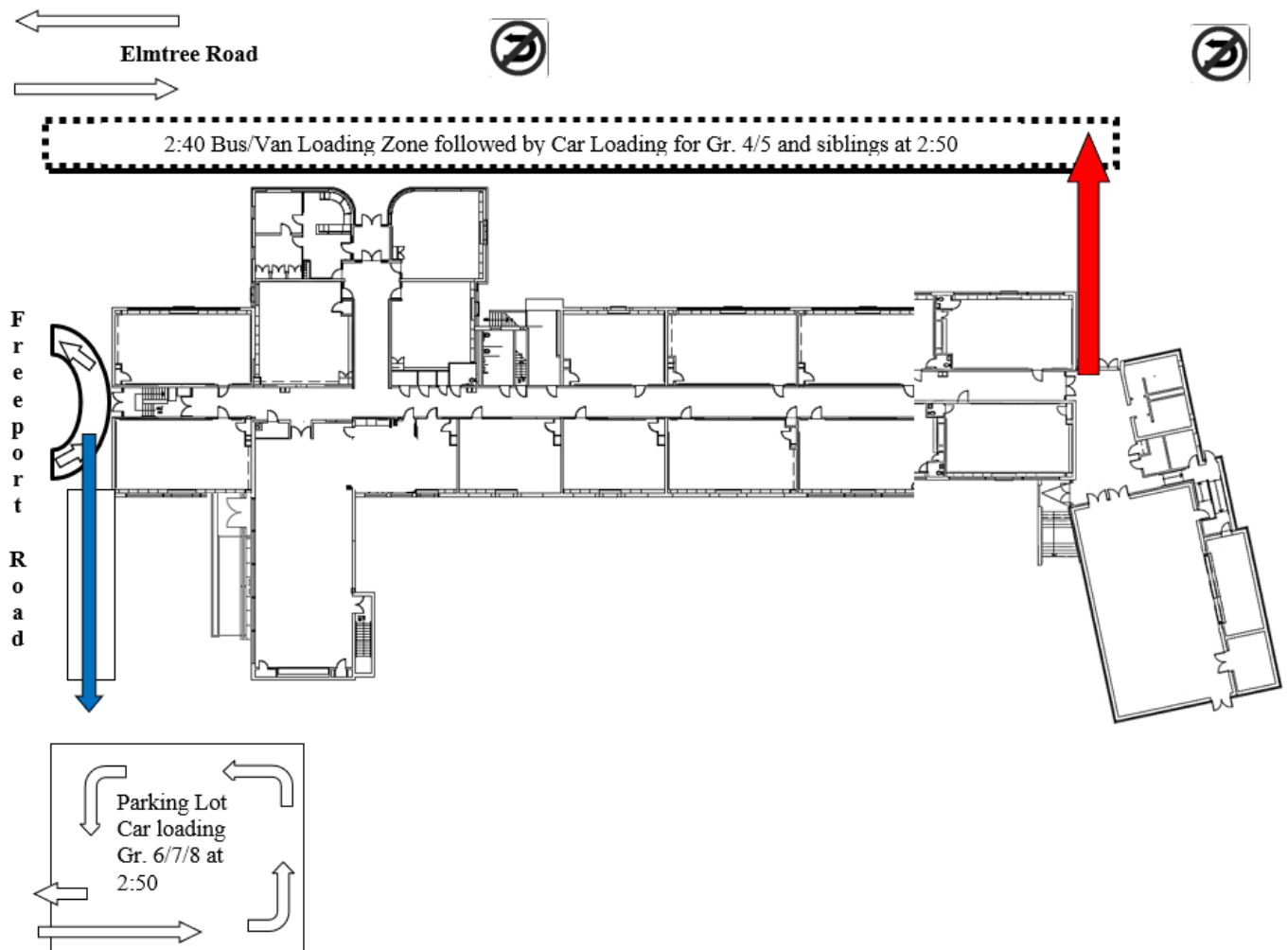
Freeport Road Site Dismissal Map



Greenwald Site Dismissal

- Bus riders exit as district buses are called between 2:40-2:50 (11:40 Early Dismissal Day)
- Car riders in homerooms 2, 3, 4, and 6 exit at the gymnasium doors on Elmtree Road between 2:50-2:55 (11:50 Early Dismissal Day)
- Car riders in homerooms 11, 12, and 103 exit at the doors on the oval drive and walk to the lower parking lot between 2:50-2:55 (11:50 Early Dismissal Day)

Greenwald Site Dismissal Map



AFTER SCHOOL PROGRAM

An Extended Day Program is offered for students in grades K-8. Students must be eligible to ride a bus from their school district. A registration form is found on the My PowerHub parent portal. The program runs until 5:45pm. Payment for the program is made through FACTS PrePay. The funds are deducted as used.

Parents at Freeport Road must email Mrs. Domiano and the homeroom teacher with weekly attendance so travel arrangements via district buses can be made.

Parents at Greenwald Site should email Mrs. Macioce, Mrs. Domiano, and their homeroom teacher about weekly attendance in the program.

LUNCH

Mary Queen of Apostles School offers an independent school lunch program that does not have the same restrictions or requirements as the National School Lunch Program. Our school lunches are prepared fresh daily, in-house. Lunch includes an entrée, fruit/vegetable, and often a dessert. Students may purchase an entire lunch or make ala carte purchase. Snacks are available for purchase at the Greenwald Site only. Milk and orange juice is sold at both sites. Water is offered. A menu is found on our web site under Family Resources, Lunch Menu. There is a menu for each site with different offerings. At Greenwald students have the option to choose a weekly alternate or salad.

Mary Queen of Apostles School's Food Services Director will contact families who qualify for free or reduced lunch. Parents have the right to refuse the free or reduced meal. This information is confidential.

Meal and ala carte transactions are recorded in PowerLunch, a special section of PowerSchool. Parents are to deposit a school lunch payment using FACTS PrePay with any amount. That money will be transferred to the PowerLunch account where use will be debited. Each student has his/her own PowerLunch account. Alerts are sent when the balance reaches \$0. If a student has a balance in arrears, lunch options are limited and no ala carte purchases can be made until payment is made.

It is recommended that students with special dietary needs/food allergies that cannot be accommodated in an open kitchen system pack a lunch from home.

- A "peanut-free" area is provided in the cafeteria for students who need a safe space to eat.
- A safe space for eating can be set aside for any allergy known to the school staff.
- Parent and physician must inform the school in writing if a student has a potentially life threatening allergy and provide a doctor directed allergy action plan.
- The school does not refrigerate, cook, or heat meals for those who pack a lunch. Fast food meals are not permitted. Soda pop is not permitted.
- To protect the health and safety of students with food allergies, Parents are not permitted to bring food into school for birthdays, holidays, parties, or treats. All food items shared with students are vetted by the teachers and office administration and as needed, the food manager. Please note that some Schools have or may have restrictions based on the specific allergies of enrolled students.
- A student may not share food or take food from another student's school or packed lunch.

From the Diocesan Handbook:

The School recognizes that life-threatening food allergies are an important condition affecting many School children and positively welcomes pupils with food allergies. Parents must keep the School informed about allergies and return the proper documentation to the School as soon as possible. In order to minimize the incidence of life-threatening allergic reactions, the School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an emergency action plan for any students whose Parent and physician have informed the School in writing that the student has a potentially life threatening allergy.

It is recommended that students with special dietary needs/food allergies pack a lunch from home because the School may offer specific food items that might not meet the student's

dietary needs. Additionally, the School is not responsible for the food-label interpretation or food cross-contamination of any food prepared in the cafeteria kitchen. A “peanut-free” area is provided in the cafeteria for students who need a safe space to eat. The School’s policy is to not serve students food items that contain labels stating that the food “may include peanuts or tree nuts.” Parents should understand that there may be food with nuts in the School setting, because the School does not control all food items coming into the facility. The School makes no guarantee that the premises will be completely nut-free. Due to the risk of an inadvertent exposure, it is important that parents of students with allergies complete the mandatory Allergy Action Plan form and return it to the School Office.

To protect the health and safety of students with food allergies, At MQA, Parents are not permitted to bring food into school for birthdays, holidays, parties, or treats. All food items shared with students are vetted by the teachers and office administration and as needed, the food manager. Please note that some Schools have or may have restrictions based on the specific allergies of enrolled students.

PARTIES/CELEBRATIONS

Parties

Parties for holidays are a part of the school experience in the primary and early childhood grades.

- Homeroom teachers coordinate parties for their students.
- A party planning form is used to guide the party plans.
- Teachers may/may not request that parents participate in planning and/or execution of the party.
- Only parents with active clearances and trainings can attend.
- Families may not send in additional food or treat items.

Invitations

Invitations for personal parties should be sent to the homes of students using postal mail unless an invitation is being given to every student in the entire grade or to all the girls or all the boys.

Valentines

If choosing to send Valentines, they are to be distributed to every child in the class. The student should sign the card and distribute them to all students. No names are needed since everyone gets a card.

Gifts

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

Birthdays

Student birthdays are recognized and announced. No treats or favors are permitted from home. No flowers or gifts should be delivered to the student.

SCHOOL SPORT OFFERINGS

Mary Queen of Apostles School offers sports throughout the year. Cross country and girls basketball begin in August, boys basketball and cheer begin in November, and volleyball and track and field are spring sports.

Coed Cross Country	Grades K-8
Girls Basketball	Grades 3-8
Boys Basketball	Grades 3-8
Cheer	Grades 3-8
Volleyball	Grades 3-8
Coed Track & Field	Grades K-8 with Diocese of Pittsburgh

The CYO program is run through the “Play Like a Champion” program. This is the link to the CYO Handbook. <https://www.dioceseofgreensburg.org/wp-content/uploads/2024-2025-CYO-Handbook.pdf>

EXTRA CURRICULAR ACTIVITIES

Our school offers a variety of extra-curricular clubs and competitions. A complete list of all these and the grade levels in which they are offered can be found on our website at <https://www.mqaschool.org/clubs-activities/>

VOLUNTEERS

- All parents are expected to actively support the Catholic school in which their child is enrolled through sports, field trips, primary grade parties, the School Community Group (SCG), or cafeteria.
- Volunteers are to be mindful of their role. Talking to teachers, other adults, using your mobile device for browsing, texting, or apps and attending to individual or groups of children limits the effectiveness of the volunteer. General rules for volunteers include:
 - Signing in at the office and wearing an identification badge
 - Remaining in the assigned area
 - Attending to all children, being present physically and mentally

PARENT GROUP

- 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 and work to build school community. It is a volunteer group.
- The SCG is also a viable source of funding for the school by offering field trips to every class. In special circumstances, the SCG helps fund special projects or needs.
- Parents may elect to run for an office on the SCG Board in the spring of each year by contacting the office.
- Fundraisers are held throughout the year with the option to participate in the fundraiser, opt out with a cash donation, or have a fundraising fee charged to next year’s tuition.