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*Middle States Accredited*

*Member NCEA*

*Founded in 1911*



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## **I - MISSION STATEMENT**

Saint Gregory School, as part of the total educational community of Saint Gregory Parish, has as its primary purpose: to create a school climate that is permeated by the Gospel Spirit of freedom and love. In this spirit of freedom and love, each person is recognized, acknowledged and accepted as a unique and valuable individual.

It is our aim to deepen the faith of each individual by giving daily opportunities to acquire an intimate knowledge of the person and message of Jesus Christ. Each individual is encouraged to translate this knowledge and awareness of Jesus into their daily lives in the school, at home, in the church community and in the neighborhoods where they live. By relating all knowledge to the good news of our salvation, it is hoped that the light of faith will illumine everything that is learned.

By keeping this door of faith open, it is our belief that the true teacher, the Spirit, will instruct all of us daily.

## **II - HISTORY**

Since Saint Gregory School was established in January of 1911, it has provided a quality, Catholic education to the children of our area. The school presently has students enrolled in grades K through 8. The student body is made up of children from four (4) counties: Allegheny, Beaver, Butler and Lawrence, and from twelve (8) Catholic parishes: Holy Family, Holy Redeemer, St. Christopher, St. Ferdinand, St. Fidelis, St. Gregory, St. John the Baptist and St. Kilian. We also have several members of various non-catholic churches. Transportation is provided from eleven (11) public school districts: Ambridge, Butler, Ellwood City, Freedom, Mars, New Brighton, North Allegheny, Riverside, Rochester, Seneca Valley, and Slippery Rock.

The present staff of St. Gregory is made up of a full-time lay principal, thirteen (14) full time teachers, two (2) part time teachers, four (4) aides, two full time secretaries, a lunch room manager and numerous other employees and volunteers. All teachers are required to hold state certification in elementary education and diocesan accreditation to teach in a Catholic School in the Diocese of Pittsburgh. Teachers are also required to obtain the state mandated Act 48 hours to keep up dated every five years and all staff members have attended training in "Protecting God's Children" through the Diocese of Pittsburgh and have clearances on file with the school.

The school first received a certificate of accreditation from the Middle States Association in April of 1990 after completing an intensive self-study involving 'The Vision and Values Program', a long-range improvement plan, a Middle States team visit and the writing of a self study handbook. This accreditation is an ongoing process involving additional self-studies and team visits. Our most current re-accreditation was in December of 2017.

### **III - PHILOSOPHY**

Each teacher, as a dedicated, committed agent of the Church, willingly assumes the task of presenting, in a positive way, the authentic teachings of the Church.

This is achieved through a solid religion program and active student/teacher participation in church liturgies. Maintaining the Catholic identity of the school is the first and foremost obligation of all staff members. The child's total educational program is realized through the use of curricula, value-oriented goals and objectives in each phase of the state mandated educational program. Therefore, the child's faith foundation, initiated by the parents, becomes his/her solid foundation for meeting the material challenges in the world of today and tomorrow.

The entire parish school community reflects a gospel-witness spirit that dominates the wide range of personal and experiential growth. As this faith spirit develops toward maturity, each student gradually masters a Catholic identity that will produce action in terms of God and others: service to God, to His Church and to all people.

This Catholic identity is fostered through a yearly theme built around the theory that all people deserve respect as a Child of God and that, as a Child of God, we are all responsible for our actions. All classes focus on this yearly theme throughout the entire school at a level appropriate for the children in that class. This yearly theme is in addition to our ongoing emphasis each year on respect and responsibility.

### **IV - GOAL, PLAN AND OBJECTIVES**

#### **A. GOAL:**

That the Catholic identity of Saint Gregory School may be enhanced through a daily striving by faculty, staff and students to imitate God's love for all life by fostering a sense of respect and responsibility for life at all stages and in all forms.

#### **B. PLAN OF ACTION:**

This goal will be sought by daily attempting to make respect for God, others and ourselves a part of our school environment and by stressing that we are all responsible for our actions.

#### **C. OBJECTIVES:**

1. to keep the Catholic identity of the school as the primary focus in all areas of the curricula
2. to focus on Jesus' concern and love for all persons and His many deeds of kindness for the forgotten, lonely and outcasts of society
3. to use the phrase in the Our Father ~ forgive us our trespasses as we forgive those who trespass against us ~ as the primary focus of our prayers
4. to plan school wide projects, activities, etc. centered on an awareness of and respect for differences in people

5. to encourage staff and students to practice taking responsibility for actions and to use various activities throughout the year that remind all of us that we are responsible for our actions and for the decisions and choices we make, and that we will have to answer to God for any harm that our choices may cause to ourselves or others
6. to plan service projects for each class as well as school wide projects that will both make the students aware of the needs of others and will provide for those needs through the efforts of the student body
7. to plan prayer services and place banners throughout the school reminding faculty and students that bullying of any type is wrong in the eyes of God and that we must not only be aware that we shouldn't bully but that failure to stop bullying is also wrong and we will be held accountable for not intervening to prevent bullying by others

## **V - ADMISSION**

St. Gregory School admits students of any faith or race and provides the same rights, privileges, programs and activities to all who are enrolled in the school. However, since we are a Catholic school, all students are expected to fulfill all classroom requirements concerning the subject of religion and to attend and participate in weekly church services and programs with the exception of receiving the sacraments.

School regulations, in regards to admission of pupils, specify that a child entering Kindergarten must be five (5) years of age on or before September 1. Children entering our four year pre-Kindergarten program must be four (4) years of age on or before September 1. Children entering our three year preschool program must be three (3) years of age on or before September 1. *There will be no exceptions.*

All students entering Kindergarten must have up-to-date immunizations. The student's birth and baptismal certificate (if not baptized at St. Gregory Church) must be presented at initial registration. Verification of these documents will be noted on the student's Permanent Record Card.

There is a one-time only, non-refundable, registration fee of \$100.00 per family. This fee is due at the time of the initial registration. When a student transfers into St. Gregory School, records must be presented and reviewed by the Principal before consideration for a child's admittance to the school will be approved. There is a short probationary period to determine the ability of the child to adjust to the school program and policies. If a child cannot, or will not, adjust to the school's program and policies within the first report period the child is in attendance, the parents will need to make other arrangements for that child's education within a one month period following notification. All registrations must have the approval of the principal before registration is finalized.

## VI - TUITION

Each family is expected to contribute a set amount of money to help defray the cost of the total school expense. The financial committee, following the Diocesan guidelines and with the approval of the Parish Administrator, determines the cost per pupil on a yearly basis.

Families belonging to Catholic parishes other than Saint Gregory Parish must have a 'Pastor Verification Form' signed by the Pastor of their parish each year in order to receive Diocesan subsidy. Failure to have this form signed and returned to the school office by the 1st of August will result in the family being responsible for the full tuition amount. To receive this Diocesan subsidy, a family must be registered, active members of a Catholic parish. This means that the family must attend weekly Mass, use the envelopes assigned to the family, be actively involved in fund-raising activities and the children must be baptized Catholic and being raised Catholic.

School families are required to register with FACTS ([factsmtg.com](http://factsmtg.com)) to set up their tuition payment plan. Student records will not be transferred until all tuition balances are paid in full.

Families may apply for tuition aid through the Bishops' Education Fund (BEF) and the Scholastic Opportunity Scholarship (SOS) Fund in March of each year or through the parish in September of each year. The information on BEF and SOS can be requested each February and the form for parish aid is sent home in the first family folder each year. If a family does not apply for BEF or SOS, they will not be considered on the Parish level unless circumstances have changed during the year.

## VII - ATTENDANCE

|                |         |
|----------------|---------|
| Tardy Bell     | 8:50 am |
| Start of Class | 9:00 am |
| Close of Class | 3:10 pm |
| Dismissal      | 3:20 pm |

Regular attendance at school is a major factor in determining academic success. A phone call from a child's parent or guardian should be received by 9:30 am on the day that a child will be absent. This report of absence will assure the school that the child is safe. It will also assure the parent that classroom assignments will be logged by the teacher and sent home for the child or kept on file until the child's return.

When a pupil is absent they must submit an excuse on-line upon the child's return. This is required by state law. Excuses must show the date of absence, reason for absence and a parent or guardian's signature. If this excuse is not submitted within three days of a child's absence, the absence will be classified as **unexcused**. An excused absence includes cases of illness, death in the family or other grave reasons. Unexcused absences include truancy, a missed bus, or parental neglect.

According to Pennsylvania School Code, Section 1332, "The absence of any pupil who remains out of school with or without parent's permission and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under compulsory attendance age. Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given... attendance is again violated by the person, such person shall be liable...for referral to the magistrate." The school has the right to request a doctor's excuse if a child is absent too often or the reason for the absences is in question.

On days when a child is tardy, the parent/guardian must sign the child in at the office. When the child has been signed in they will receive a pass to get into class. The child will not be permitted to enter the classroom without the pass from the office. Any child coming in tardy and not signed in at the office will be marked absent for the entire day. A child arriving after 8:50 am will be marked tardy. A child arriving after 10:20 will be marked absent for the morning. A child leaving school before 1:50 will be marked absent for the afternoon. A child leaving school after 1:50 but before dismissal will be marked pm tardy. A child missing more than 2 periods during the day will be marked absent for a ½ day.

Early dismissal requests must be in writing by a custodial parent/guardian. The request should include the date, the reason for the early dismissal, the time of the dismissal and the parent/guardian's name who is requesting the early leave of absence. The parent/guardian must sign the child out in the office. Please note that these precautions are all in place to ensure your child's safety.

In the event that an educational family vacation is planned during the school year, parents must inform the principal and all teachers involved two weeks in advance of the said vacation. Parents must assume responsibility for the completion of all assignment work and teaching material that is covered during that time.

Students are the responsibility of St. Gregory School from the time they arrive on the property in the morning until they leave the building at the close of the school day. For this reason, it is the policy of the school that no child may leave the property without the permission of the custodial parent/guardian and the principal.

### **VIII - ILLNESS & INJURY**

If an illness is minor, your child may be able to return to class after a brief rest in the school office. If a child has a fever, diarrhea or vomiting, they will need to go home.

Make sure you have a completed emergency form on file with a phone number where you can be reached or the name and number of someone else who can come for your child.

## **Communicable Diseases**

The following criteria have been established by the Pennsylvania Department of Health for exclusion of students demonstrating symptoms suggestive of specific communicable diseases and infectious conditions. Students must be kept home:

- if they have large amounts of nasal drainage or persistent cough
- for 24 hours following vomiting, diarrhea or a fever of 100 or above
- for 24 hours after initiation of treatment for conjunctivitis, strep throat or scarlet fever
- if they develop head lice until treated - they must be free of live lice and have reduced nits prior to returning to school
- with impetigo, scabies, chicken pox, ringworm or other communicable diseases until judged noninfectious by the physician – a doctor's note is required for return to school

## **Injuries**

If your child's injuries require care beyond first aid you, or the person you designated on the emergency form, will be contacted. Please notify us if there are any changes to the information originally supplied on the emergency form. Serious injuries can be very frightening for children, and even more frightening if we are unable to reach a contact.

If your child is returning to school after an injury and is on crutches or has any other condition that may require assistance during the day, be sure to notify the school office so that any necessary arrangements can be made.

## **IX - THE CONTINUOUS PROGRESS PROGRAM**

Saint Gregory School, as a part of the Diocese of Pittsburgh, is committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage and the learning of the faith in the light of social teachings of the Church. The purpose of the "Continuous Growth Program" of the Diocese of Pittsburgh is to allow students to advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values. This program of education makes it possible for St. Gregory's students to advance educationally through defined levels of competency according to their individual needs and God-given abilities. Curriculum Guidelines for all subject areas are utilized by Saint Gregory School and are provided through the Department for Catholic Schools.

Learning for each child is an individual matter and is unique with each person. Flexibility is the key word in consideration of each child's needs. In subject areas, children are often grouped according to the skill they are being taught or the concept they are learning. Since the grouping is flexible, each student advances when he/she is ready for advancement.

This program enables the principal and/or teacher to have extended groupings that will ensure challenges to the gifted, pace setting for the average student and success for the slow learner.

## **X - CURRICULUM**

Our curriculum guidelines are correlated with the Continuous Progress Philosophy and our Vision and Values Program. Because of the integration of Gospel values within the Curriculum, the faculty and staff fulfill the mission "To Teach as Jesus Did". Children discover their unique giftedness and personal dignity by working within a Christ-centered community. This holistic development within a Catholic atmosphere helps to provide the children with an edge in combating the impact of the materialistic world.

- A. *RELIGION* - The 2009 edition of *Christ Our Life* for grades 1-8 maintains the tradition of teaching and reaching God's children. Written by the Sisters of Notre Dame, *Christ Our Life* continues to provide the thorough foundation of our Catholic faith for which the series has been known.

All teachers are certified through special Diocesan courses to teach religion. In addition, the pastor teaches 7<sup>th</sup> and 8<sup>th</sup> grade religion once a week.

- B. *LANGUAGE ARTS* - The language arts curriculum guidelines coupled with a motivated and creative teacher will enable each student to progress to their potential in learning the life-long skills of reading, English, handwriting and spelling. The use of a language arts block allows for flexibility in scheduling to meet the needs of each child. This language arts block together with integrated texts will assure that the children are learning not only skills, but the application of those skills in daily life situations.

© 1999 "Letter People" program is used for Kindergarten. Grades 1 – 6 are using Scott Foresman Reading Street © 2011 which is an all-new comprehensive Reading and Language Arts series for the 21st Century. Reading Street delivers classic and soon-to-be classic literature, scientifically research-based instruction, and a wealth of groundbreaking online experiences for high student engagement. My Teaching Library takes the guesswork out of Response to Intervention with a strong core emphasis on ongoing progress-monitoring and an explicit plan for managing small groups of students. The architecture of Understanding by Design accelerates all learners toward greater proficiency with a sustained Unit focus on concepts and language.

7<sup>th</sup> grade and 8<sup>th</sup> grade use the Pearson Prentice Hall Literature series. According to the Pearson school website, "Success begins with the unique organization of the program that allows skills and concepts to be taught to mastery through an innovative approach of grouping content thematically, by skill focus, and genre. Complete coverage of standards has been incorporated into an effective and manageable teaching plan for teachers. Highly engaging visuals and contemporary lesson designs have been carefully crafted into the program to ensure students will be easily engaged and stay highly motivated as they experience outstanding literature, poetry, and contemporary media."

Grades 7 & 8 also use Glencoe © 2001 "Writer's Choice Grammar & Composition".

In addition to these basic texts, each teacher makes use of many supplemental materials in each language arts class.

- C. *MATHEMATICS* - Pearson © 2013 "EnVision Mathematics" offers active learning involving problem solving and connections to daily life for students in grades K-6. This curriculum presents opportunities for students to use math skills in every day situations. This subject range permeates problem solving in real life situations. Supplementary materials include problem solving computer software, calculators, math games and manipulatives. "McGraw-Hill School Education " © 2014 is used in grade 7 as a transition from mathematics to pre-algebra. Glencoe "Pre-Algebra" and "Algebra" © 2014 are used in grades 7 and 8. These programs highlight applications and integrate statistics, probability and geometry.
- D. *SCIENCE* - The science curriculum encompasses concept formation and processes expressed in behavioral objectives. The teacher permeates content and process with Christian values. The primary goal of this subject is to have students realize the sacredness of life, the establishment of peace in the world, the never-ending work for justice and the responsibility to be co-creators in the continuing progress of our lives. Students are encouraged to construct science concepts for themselves through inquiry and investigation. Experiments are a part of the curriculum at all grade levels giving students a chance to plan, conduct, write conclusions and share knowledge on experiments. The new science lab, opened in April of 2006, is available for every class to use for a lab period once a week.

Health classes are also included as part of the science curriculum at every grade level.

Houghton Mifflin Harcourt © 2014 is used by the middle school students in grades 6 through 8. The series is entitled "Science Fusion".

Scott Foresman Science © 2006 is used for grades 3-5. This includes all activity kits containing the materials needed for all experiments mentioned in the textbooks. Macmillan/McGraw Hill © 2000 science series is used in Grades K- 2. Additional material is obtained for grades K through 2 by use of the Weekly Reader magazine which provides both science and social studies topics.

Meeks Heit © 1999 "Totally Awesome Health" is used in grades 3-8 for Health classes. Scholastic © 1994 "You and Your Body" is used in grades 1 and 2.

- E. *SOCIAL STUDIES* - Glencoe © 1999 "American History: The Modern Era Since 1865" is used in grade 8. This program depicts the history of the United States from the post Civil War era to today. Primary source documents are integrated with an inspiring narrative that brings the students an up-close view of the events that have shaped their lives. Pearson "MyWorld" is the present textbook for grades 4- 7.

All these series provide an interesting view of history through the discussion of decisions, their historical consequences and the use of biographical materials and debates. Geography is integrated into the story of history and consistent references are made to maps, graphs, diagrams and globes. A strong patriotism is emphasized with inspiring stories of citizens who have made a difference. These series also show multicultural connections with stories about men, women and children from all regions and cultures.

- F. *ART* - The art curriculum is a branch of the finer arts in which learning overlaps in a number of goals. These objectives include the study of graphic arts, drawing, painting, clay modeling, and studying the works of outstanding artists.

Skills acquired by experience, study, and/or observation of this media reinforce the beauty and creativity of the Master Artist, God, the Creator of all people.

- G. *MUSIC* - The music media is one of the finer arts that uses a variety of tools to develop the sophisticated concepts and understandings of the world of music. The purpose of this series is not only to deepen a love for the beauty of music, but also to provide opportunities for creative experiences and appreciation, curriculum correlation, and informational backgrounds of outstanding composers.

Grades 4-8 have the opportunity to participate in band and are given weekly instruction. The band instructor is hired through the Diocese of Pittsburgh and teaches at several Catholic schools in the Diocese. The band has two performances per year for the school and for the parents. Grades 2-8 attend a weekly class on liturgy-based music. Students in grades 3-8 are offered a chance to participate in the choir and to sing at weekend liturgies in Church.

- H. *COMPUTER* - Computer classes prepare our students to live in a world dependent on technology and computer literacy. With this objective in mind, the over-all planning generated by the principal and staff members includes the use of the computer as:

- a tool for developing general thinking and problem solving (computer based instruction)
- a tool for teaching various subject areas (computer based instruction)
- a tool to record instruction results, to diagnose that activity, and prescribe instruction (computer managed instruction)
- a tool to be used as a subject area in itself (computer science)
- a tool to be used in writing skills (word processing)

The recently completed elementary computer guidelines from the Diocese of Pittsburgh are implemented in our school. Students in grades K-5 have scheduled time in our computer lab each week. Students in grades 6-8 are provided with a Chrome Book to

use during the school day as needed. Additionally, students in grades 7 and 8 have computer programming class every week.

- I. *FOREIGN LANGUAGE* - Children in all grades are given an introduction to Spanish. During these classes the children learn simple conversations as well as prayers and a long list of sight words that will provide a good foundation for the future of a foreign language. Wright Group © 2001 Espanol para ti is used with students in grades K-5 while students in grades 6-8 use Scott Foresman ©1999 "Paso A Paso". This is a two (2) part series which divides material into small chunks of learning and offers many projects and group activities. The use of video materials gives the children an opportunity to learn about the cultural background of people in Spanish speaking countries.
  
- J. *PHYSICAL EDUCATION* - Experience proves that a gym program of movement abilities and activities helps young children learn to use their bodies more efficiently and effectively. Our program not only enhances motor perceptual abilities through diagnostic and instructional help, but also builds in other areas of team play that go far beyond the playground. The health issues taught in science classes as well as good eating habits are also reinforced during physical education time.
  
- K. *LIBRARY* - All students in grades K-6 have a weekly library period. Books of interest may be borrowed on a weekly basis. Books must be returned on or before the due date. All books should be placed in the crate provided in each room. If a book is lost, then the child is responsible for the cost of a new book. Children also have an opportunity to use the reference section of the library for research assignments and/or school projects.

## **XI - HOMEWORK**

Home assignments are an outgrowth or a reinforcement of school work. A teacher has the right to assign homework. The basic objective of home assignment activities is to help the child develop a sense of responsibility and independence. Homework includes written work and home study. There will be no homework assignments given over the weekend. A child may be working on a long-range project that he/she wants to do over a weekend, but assignments will not be given on a Friday to be due the following Monday. A **recommended** time schedule for home assignment according to grade level is:

|                          |               |
|--------------------------|---------------|
| Primary Department       | 20-30 minutes |
| Intermediate Department  | 30-60 minutes |
| Middle School Department | 60-90 minutes |

Students who are absent from a class period are required to do any make-up work assigned by the teacher. It is the student's responsibility to obtain all make-up work from the teacher. Failure to submit any assignment work within the given time frame set by the teacher will result in a percentage of the grade being dropped.

## Intermediate and Middle School Department Homework Policy:

All homework is expected to be...

- neat, clean and legible
- complete
- on time - turned in when due
- made up if absent

If homework is not handed in on the day it is due...

- the student will be required to hand it in the next day
- the teacher will deduct points from the assignment for every day that it is past due
- assignments will not be accepted after 5 days

If the work is not handed in after 5 days, the student will receive a zero for the assignment. Legitimate excuses will be accepted if a note is sent in by the parent, but the work will still have to be completed. Parents are encouraged to check the OptionC website to monitor their child's grades.

Missing assignments will affect the child's final grade. A teacher has the right to deduct points if a student does not follow directions or fails to put a complete heading on a paper.

## **XII - TESTING**

A mini-battery will be administered to all new students entering after kindergarten to verify placement. This test together with recommendations from the previous school and a review of previous school records will determine academic group placement.

Standardized testing is given yearly at Saint Gregory School following the Diocese of Pittsburgh's testing schedule and recommendations. Grades 2-8 are given standardized tests each year. Following testing, a parent can request their child's report.

A writing assessment test is administered to the fifth-grade class in March. This is also a part of the standardized testing program. This test gives the teachers a standard way of assessing the students' writing skills.

Students in grades 5 and 8 are given the ACRE test annually as well. This test monitors their understanding of our Religion, its Liturgies and Doctrine.

In addition to these standardized tests given each year, testing is done throughout the year in the various classrooms. This involves tests that accompany textbooks in use by the class as well as tests prepared by the teacher. Some of this may also include oral quizzing, pop quizzes, weekly tests or end of unit testing. All of these, together with assignments, daily work, oral responses and group work, are used in determining report card grades.

Testing standards may vary according to a child's ability. A child with an advanced ability may be required to do more or to give more detailed, in-depth answers than a child who has a learning disability.

Please keep in mind that all grades, not just test grades, make up the report card grades. Remember also that if curriculum is adjusted for a child with special learning needs, that child is graded on the curriculum being presented to him or her.

After careful review of a child's academic performance, it may be recommended that the curriculum and testing procedure be adapted. These adaptations may be in all or select subject areas. Adaptations may include some small group instruction as well as adaptations within the regular classroom setting. Requests for further evaluations may be necessary for adaptations. A special education/elementary teacher and a reading specialist are available on a daily basis for those students who need support.

### **XIII - MATH & SCIENCE PLACEMENT**

As an academically strong Catholic school, we strive to create the best academic environment for each student. One way that we achieve this goal is by providing various levels of instruction. In the middle school, mathematics is leveled in 7<sup>th</sup> and 8<sup>th</sup> grade. Students who meet certain criteria may be recommended for a higher math course. As a result, students in 7<sup>th</sup> and 8<sup>th</sup> grade will be split into two different groups for math and science.

Students entering 7<sup>th</sup> grade will be placed in the appropriate level of math according to their 6<sup>th</sup> grade final math grade, Terra Nova results, Algebra readiness, benchmarks and teacher recommendations. Once placed in a class, movement between classes is rare. The placement decisions are non-negotiable and strictly determined by the school. Keep in mind that all classes at St. Gregory School are taught with rigor and challenge. Teachers structure their curriculum and classroom environment to ensure that all students are given the opportunity and support they need to go above and beyond the mastery of the grade level standards no matter their placement. In order for a 7<sup>th</sup> grade student to move on to Geometry in 8<sup>th</sup> grade they must obtain a final algebra grade of 85% or higher. Students who do not reach that 85% will be required to retake algebra as an 8<sup>th</sup> grader. (Rationale: Algebra is the building block of all higher-level math. A student must have a solid foundation of Algebra to be successful as they move forward.)

All 6<sup>th</sup> grade students will take the Orleans Hanna Algebra Prognostic Test. This test assesses a child's ability to learn new algebra concepts and to reason using algebraic thinking. Once students take this test at the end of the school year, we will review those results along with the Terra Nova and report cards. Based on this information, St. Gregory School will make the appropriate placement. In order to be considered for algebra in 7<sup>th</sup> grade, the final 6<sup>th</sup> grade math grade must be 85% or better.

We believe this placement system is one in which the students will be most successful. We are excited by the opportunity to accelerate the expectations, content standards, and levels of challenge for all students. Plans are being made for monitoring student progress closely to

ensure each student is being challenged to his/her full potential while supports and interventions will also be provided to students needing additional help.

#### **XIV - ENRICHMENT PROGRAM**

The overall aim of the St. Gregory Enrichment Program is to provide educational opportunities that help a student extend his/her learning, develop intellectual potential, and enhance achievement.

The Enrichment Program at St. Gregory School is offered for students in grades K-5. The program extends and enhances the regular education curriculum and is offered once a week in small groups.

There are guidelines that describe how a student qualifies for the Enrichment Program. A student must meet 4 of the following criteria:

1. reading level must be more than 2 years above grade level on standardized tests (G.E.)
2. CSI must be above a 120
3. DIBELS composite scores must be at least 100 points over the benchmark score
4. baseline test must show above-average work
5. teacher input/recommendation
6. student must perform above-average work in the regular classroom

#### **XV - TEXTBOOKS**

The Commonwealth of Pennsylvania has been providing textbooks, instructional materials and services to the students of non-public schools within the state since the General Assembly of 1972 passed the first Non-Public School Acts. Currently, through Act 195 and 90, non-public school students may be supplied with textbooks and instructional materials (\$100.00 per student). Forms are signed by the parents for the loan of textbooks and instructional material.

This parish supplies all needed textbooks and instructional materials, as well as all school supplies that are not covered by government monies. Therefore, books are either the property of the state or the property of the parish school. A reasonable amount of wear and tear may be expected with normal use, but books destroyed, damaged or lost must be replaced by the student. Books must be carried home in a tote bag, plastic bag or gym bag. **All hardback books must have covers on them at all times and paperback books are to be kept in a folder. Parents are asked to cover the books for the students. Any student found with an uncovered book will be given a demerit.** Book covers are not to be taped to the inside of the books. This causes damage to the books when the covers are removed.

#### **XVI - REPORT CARDS & HONOR ROLL**

Our report card, following the guidelines of the Continuous Progress Program, shows that a child has made continual educational progress that is equal to his/her God-given talents.

The report card is used four (4) times a year with the exception of Kindergarten which is used three (3) times a year. A parent/teacher conference is an additional way to help better evaluate a child's ability and progress. An opportunity for a parent/teacher conference is given to every parent in November; however, a parent can request a conference at any time during the school year.

Our honor roll policy recognizes middle school students whose achievement constitutes exemplary performance. Students in grades six through eight who have a grade point average of a 3.5 minimum in core subjects (reading, English, spelling, math, science, social studies, and religion) will be placed on the honor roll. Students with a GPA of 3.75 or higher in core subjects (reading, English, spelling, math, science, social studies, and religion) will be named to the high honor roll list.

### **XVII - PROMOTION POLICY**

According to the Continuous Progress Program, a child advances educationally at his/her own rate of speed. However, if a teacher deems it necessary to retain a child in a given grade, the issue will be discussed in detail with the parent. The final decision will be determined according to what is deemed best for the child by all concerned.

### **XVIII - FAMILY FOLDERS**

Family folders are sent home with the oldest child in each family at the end of each month. This folder will contain the monthly newsletter, the monthly calendar, lunch menu, tuition statement from the school accountant, day care bills and various other information necessary during the school year. This family folder is to be returned to school each month. All forms, tuition payments and day care payments may be returned in this folder. Folders are to be returned to school as quickly as possible.

If your child does not bring a folder home near the end of the month, check to see if he or she received the folder and forgot to give it to you. The first family folder of the year will contain many forms which will need to be returned. It is vital that all forms from this first family folder be returned to the school within a few days. Even if all information is the same as the previous year, forms must still be returned.

### **XIX - PLAYGROUND**

Children have a general recess period during the day. Games which are sports related may be played. Rough-house playing of running games, tag, etc. is not permissible. Hitting, pushing, kicking, shoving, and physical contact between students is forbidden and will result in lost recess time. Name calling and teasing are not permitted during recess or at any other time during the day. A teacher is on the playground, in the gym or in the classroom at all times during recess.

## **XX - CAFETERIA**

St. Gregory School provides a hot lunch each day and has the responsibility of providing free and reduced price meals to eligible children. The price of meals is \$16.25 for a strip of 5 tickets. If a student pays cash daily for meals the cost is \$3.25 per lunch. Students are welcome to purchase extra drinks and snack items after eating lunch.

Children who receive free or reduced price meal benefits are handled confidentially and treated the same as children who pay for meals. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap.

We have one (1) part-time cafeteria manager and a staff of dedicated volunteers. All families are expected to volunteer in the lunch room seven (7) times each school year. If you cannot work your seven (7) days then you will be billed a \$70.00 fee with your tuition.

All money for lunch tickets should be sent to school in a sealed envelope and marked with the child's name and grade. Money should be turned in to the teacher before the start of class. Lunch tickets may be bought in any quantity. A lunch ticket is good for five lunches and may be used at any time in that year.

The lunch period is a time when courtesy & consideration become especially important:

- Enter the cafeteria in an orderly fashion
- Remain seated unless making a purchase or talking to an adult in charge
- Refrain from playing with food; your own or that of others
- Use appropriate manners; throwing food, popping bags, making loud noises, grabbing other children's food off their plates, etc. will not be allowed
- Always walk
- Refrain from shouting or screaming; enjoy talking softly to those sitting near you
- Do not save seats
- Be courteous and respectful to those helping during the lunch period
- Do not take any food or drink out of the cafeteria
- Clean up after yourself; this means cleaning up your table and floor area and disposing of your own garbage when your table is dismissed
- Do not leave the cafeteria without permission
- Snacks may not be purchased until most of the child's lunch has been eaten

Offending any of these rules will result in a loss of privilege, lunch detention, and/or demerit.

## **XXI - FIELD TRIPS**

In the event that a class plans a field trip, a parent must return a signed permission slip to the teacher. These permission slips are kept on file until after the trip. These signed permission

slips are necessary any time a child is to be taken off of the school premises by the school staff. All students are required to wear their blue Saint Gregory Shirt for field trips.

The students in grades 7 and 8 are taken on an annual trip each spring to Washington, D.C., Gettysburg or some other educational destination. This trip is supervised by school personnel and a tour bus is used for this trip. Every child participating in this trip must wear a Saint Gregory polo shirt for the day.

Any time a student is on a field trip, he or she is representing the school and the conduct is expected to be above reproach. A medical form must be provided by a parent or guardian before any field trip in case of an emergency.

### **XXII - SCHOOL SUPPLIES**

Children are expected to have all necessary school supplies for personal use in Grades K-8.

Many of the necessary supplies are purchased by the school out of a paper fee included with tuition. These provided supplies include handwriting paper, four (4) pencils per year, scissors, crayons, glue, art supplies, folders, book covers, and Kleenex. Students in grades 2-8 are also provided with an assignment notebook out of this fee. All other necessary supplies are the responsibility of the individual student.

### **XXIII - SCHOOL EQUIPMENT AND PROPERTY**

Students are liable for any damage to school equipment and/or school property. Parents will be responsible for payment for any equipment or property damaged or destroyed by their child. This includes, but is not limited to, writing or carving into desks, walls or doors.

### **XXIV - BEFORE AND AFTER SCHOOL CARE**

Child Care is available from 7:00 am before school until 6:00 pm after school each day that school is in session. If a child is not picked up by the time the car pool line has ended (about 3:15) he/she will be placed in the After School Care program. This program may be used daily, on specified days each week or on an occasional basis.

The fee for these services will be \$5.00 per hour for the first child and \$3.00 per hour for a second child but is billed based on half hour increments. (\$2.50 per half hour for the first child and \$1.50 per half hour for a second child) Any part of a half hour will be billed at the half hour rate. Bills for Day Care will be sent home in the family folders each month. A \$10.00 late fee will be added to any bill not paid by the due date.

Parents not picking their child/ren up by 6:00 pm will be charged a late fee of \$1.00 per minute. If a parent is continually late to pick up a child, that child will no longer be able to stay for After School Care. Please respect the Day Care providers and make sure you get there before 6:00.

The normal schedule for after school care is as follows:

|             |   |
|-------------|---|
| 3:20 – 4:00 | Quiet Time (Homework, Coloring, Puzzles or Reading) |
| 4:00 – 4:30 | Snack   |
| 4:30 – 6:00 | Play Time / Miscellaneous                           |

## **XXV - UNIFORM POLICY**

St. Gregory School Uniform can be found on our website at [www.stgregzelie.org](http://www.stgregzelie.org) and hard copies are available in the school office.

### VIOLATIONS to Uniform Policy

Inappropriate items for the school day include, but are not exclusive of, the following:

1. Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments
2. Any clothing that is excessively tight, is of transparent material, or that is ripped or torn
3. Any clothing through which underwear or any type of undergarment may be seen
4. Outerwear such as coats and jackets
5. Spandex, UnderArmor, clothing which does not cover backs, clothing which permits viewing of cleavage, halter tops, and spaghetti straps
6. Chains/chokers, wallet chains, or other jewelry that increases the risk for accidents
7. Sunglasses and hats (inside school facilities)

Any child not dressed according to the uniform will be given a demerit (demerit explanation given under **Student Discipline policies**). If a child receives 3 demerits, the student will serve an afterschool detention. Continuous dress code violations will result in further disciplinary action and possible suspension.

## **XXVI - VISITORS**

During school hours all visitors **MUST** report to the school office. If a parent wishes to discuss a concern with a faculty member, a conference will be arranged through the office. Teachers are not available before, during or between classes. If there is a matter that a teacher should be made aware of before school starts in the morning, please come to the office rather than taking a teacher away from their class. All school doors will be kept locked during school hours for the safety of the children. Entry will only be permitted through the school office. The church office will not open the doors to the school.

## **XXVII - PARENT TEACHER GUILD**

The P.T.G., operating under the direction of the pastor and the principal and following the guidelines of the Catholic School's Office, has as its objectives the following:

- to acquaint the parish community with the philosophy and programs of St. Gregory
- to promote better understanding of the parents and teachers as educators
- to promote fund-raising activities each year for school and student needs

P.T.G. meetings are held four times during each school year. Each family is expected to be active members of the P.T.G. and to attend events. Various fundraisers are offered yearly through this parent's organization and it is the obligation of each family to support at least several of the fund raisers. These help to keep the tuition reasonable for families and everyone's support is needed. The P.T.G. will occasionally have a guest speaker come in to present talks on subjects of interest to parents of school age children. They also sponsor several assemblies each year for the students.

As a parent involved in a Catholic school, it is expected that you will conduct yourself properly when attending school sponsored events. Any parent or guardian using foul language on school property, including but not limited to car pool line, sports events or social events, will be asked to leave the school grounds. A second offense may result in a parent being asked to find another school for their child. Our first and primary objective is to maintain our Catholic identity.

Parents or guardians making use of car pool are asked to show the proper respect for the other parents in line and for the neighbors. When on school property or waiting to enter the parking lot, you are representing the school community and a Christian attitude is important.

While input from parents/guardians is always welcome and consideration will be given to concerns, final decisions will be made following discussion between the Pastor and Principal and their final decision on what is best for all students involved will be in effect.

## **XXVIII - TRANSPORTATION**

Each public school district has rules regarding acceptable conduct on the school bus and these rules are in force for St. Gregory School children as well. Consequences of misconduct are determined by the public school district handling the transportation.

No child is permitted to ride home on a bus or get off at a stop other than his/her own. The only exception to this is in the case of an emergency and permission must be granted by the public school district. Children will be assigned one bus stop for the morning and one bus stop for the afternoon. They are not permitted to have different stops for different days of the week. The only exception to this is in a custody situation and permission must be granted by the public school district.

All car-pool children are to be picked up in the lower parking area beginning at 3:20 pm. All walkers are permitted to leave the building at 3:20 pm. All after school care children will be in the cafeteria. Any car-pool child not picked up by 3:25 pm will be sent to the after school care program and the parents will be billed for that time.

All bus students are expected to wait in their assigned area in the gym until called. When called, all students are expected to proceed in an orderly fashion to the bus.

**PLEASE NOTE:** ANY CHILD WHO IS NOT FOLLOWING HIS/HER NORMAL DISMISSAL ROUTINE MUST HAVE A NOTE. CHILDREN WILL OFTEN CONFUSE DAYS OR DIRECTIONS. A NOTE IS OUR ASSURANCE THAT THE CHILD HAS THE RIGHT DIRECTIONS. ANY CHILD WITHOUT A NOTE WILL HAVE TO FOLLOW THEIR NORMAL DISMISSAL ROUTINE. NOTES SHOULD INCLUDE THE CHILD'S FIRST AND LAST NAME, THE DAY AND DATE, AND THE PARENT'S (*LEGIBLE*) SIGNATURE.

### **XXIX - WEATHER EMERGENCIES**

The Seneca Valley school calendar for required school days is followed at St. Gregory School as much as possible. In the case of inclement weather, emergencies, etc., notices for any school closings and delays will be displayed on each of the basic television stations. Saint Gregory will be listed by name on WPXI only, but Seneca Valley will be listed on each station. Additionally, parents will receive alerts through our OptionC alert system. Although Saint Gregory School will follow Seneca Valley for delays, early dismissals and closings, those students not residing in the Seneca Valley School District will need to follow some guidelines from their school district.

- If Seneca Valley closes, there is no school at Saint Gregory's even if your district is in session. KEEP YOUR CHILDREN HOME.
- If Seneca Valley has a delay but your school district does not, your children will not be picked up by your district bus. You are responsible for driving your children to school at the delayed time in this case.
- If your school district has a delay but Seneca Valley does not, Saint Gregory School will start on time. You may still send your child/ren in on the bus, but it will pick them up at the delayed time. Although your child/ren may arrive late, it is better than missing the whole day. If you are able drive your child/ren to school for the normal start time that is of course fine, but always keep safety in mind.
- If an early dismissal is called by any school district that services Saint Gregory School, the children from that district will be dismissed early.
- If your school district announces a two (2) hour delay then your child/ren should get to the bus two (2) hours later than normal.
- In the event that our OptionC alerts do not work for any reason, you can ALWAYS rest assured that we are doing the same as Seneca Valley.

If you make use of the Before School Care, please note that when school is delayed, morning day care is also delayed. So, in the event of a 2 hour delay, the morning day care will start at 9:00 am. Please do not ever leave the school property until you see that your child is safely in the building with an adult.

### **XXX - CHURCH FUNCTIONS**

Students are expected to fulfill their obligations by attending Mass each Sunday in their respective parish church. School Masses are celebrated each Friday at 9:15 am. All children in grades K-8 participate in these planned liturgies. Opportunities for the reception of the Sacrament of Reconciliation are provided during the course of the year. Stations of the Cross are scheduled on a weekly basis during Lent.

Prayers for the opening and closing of class hours and meal prayers are said in common. Children should know by memory the common prayers: Our Father, Hail Mary, Glory Be, Apostles' Creed, Morning Offering, Act of Contrition, The Angelus, Prayer to the Guardian Angel, Prayer before the Crucifix and prayers before and after meals. These prayers can all be found at the back of this handbook.

### **XXXI - AUXILIARY SERVICES**

Under state programs, non-public school children are entitled to the use of additional educational services. These services include:

- Standardized Testing
- Psychological Evaluations
- Speech and Language Support
- Resource Teachers - remediation

#### **A. TITLE 1 SERVICES**

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Funding for this service comes through the local public school district. The service is provided through Intermediate Unit IV and they provide a certified teacher to the school for additional instruction for children who qualify for this service. Referrals for the program are based on teacher referrals, standardized test scores, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

#### **B. ACT 89 SERVICES**

Remedial services are also provided through Act 89 by a support teacher who is also provided through Intermediate Unit IV in Grove City. These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed.

Written parental consent will be obtained for those students who are recommended by the classroom teacher to participate in this program. Recommendations are based upon standardized test scores, classroom performance, and report card grades. An initial assessment will be done to determine students' skill levels. Progress assessment reports will be distributed along with school report cards.

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills which directly impact social and academic interactions.

A certified school psychologist is assigned to our school for testing. Testing is available by parent request or at the recommendation of the teacher in consultation with the principal. Parents make the final decision. Results are formally reported to parents, principal and teachers along with a list of recommendations. **This information is kept confidential** and not shared with anyone without parent permission. The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child/ren are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child/ren through reports, report cards and parent/teacher conferences.

#### C. SCHOOL NURSE

A visiting nurse, provided by Seneca Valley School District, covers the medical and dental services of our school children. Parents have the right to call the nurse at any time if a question arises concerning the health of the child.

### **XXXII - DISCIPLINE AND BEHAVIOR**

Saint Gregory School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance not as a form of punishment. Students are encouraged to assume responsibility for their actions, develop self-control, and accept responsibility and consequences for inappropriate behavior.

A Christ-centered school environment fosters the following behaviors:

- Recognizing and fostering the uniqueness and dignity of each individual
- Nurturing respect in all relationships involving school and parish community
- Developing a sense of rights, responsibilities and commitment to the entire school and parish community

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

At the beginning of each school year, the teacher and students brainstorm to come up with desired areas of behavior within a given classroom. Guidelines and rules arrived at by a consensus of opinion are based on the principles outlined in the philosophy, goals and objectives of the school.

For the sake of continuity and general order, basic guidelines for group desired behavior are established by the principal. These areas include desired conduct in church, in the cafeteria, on the playground, at student assemblies and on field trips. From the minute a child enters the building until the time of dismissal, it is understood that respect for faculty, volunteers and fellow students is a "MUST" at all times.

A teacher has the right to discipline a student who violates any of the guidelines for classroom behavior. The principal has the right to question and/or discipline a student who neglects to abide by the general behavior rules of the school.

Corporal punishment is never used at Saint Gregory's. A program of positive reinforcement is used by the entire faculty and staff instead. Reward afternoons or prizes are planned throughout the year to reward acceptable behavior. These rewards may vary by grade level and by teacher.

The goal of this policy is to develop positive, constructive student behavior. Discipline is administered to modify unacceptable behavior, not merely to punish.

At the beginning of each school year, school personnel will review the policy with students and copies of the policy will be available in each homeroom and the principal's office. Parents/Guardians can review this and other policies on the school website.

It is the responsibility of each student to respect the rights of teachers, administrators, students, and all others who are involved in the educational process. Students are responsible for their actions and they must assume responsibility for developing personal behaviors that are conducive to a positive learning environment. Discipline policies have been predetermined by grade level.

**GRADES KINDERGARTEN THROUGH THIRD:**

- Step 1: Teacher – Student conference
- Step 2: Withhold privileges
- Step 3: Consult principal
- Step 4: Contact parents
- Step 5: In-School Suspension – possible expulsion

## GRADES FOUR THROUGH EIGHT:

Offenses include misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These are disruptive to the normal teaching situation. Such misbehavior commonly is addressed by the individual classroom teacher and occasionally requires the intervention of the principal. There are three levels of offenses.

### **Examples of Level I Offenses:**

- Chewing gum
- Failure to make daily use of assignment notebook
- Fighting
- Breaking the uniform policy
- Classroom disturbance
- Cheating and lying
- Disrespectful language to any adult and/or peers
- Abusive language, written or oral
- Loud, boisterous noise
- Running in the classroom or hallways
- Pushing, shoving
- Minor defacing of school property
- Public displays of affection
- Unexcused class tardiness
- Eating during instruction time
- Improper cafeteria behavior
- Discourtesy
- Bullying; for purpose of this policy, is defined as an intentional electronic, written, verbal or physical act, or a series of acts, directed at another student or students; which occurs in or relates to a school setting; that is severe, persistent or pervasive and that has the effect of doing any of the following:
  - ▶ Substantially interfering with a student's education.
  - ▶ Creating a threatening environment.
  - ▶ Substantially disrupting the orderly operation of the school.
- Other

### **Level I Offense Teacher Disciplinary Options/Responses:**

1. Withhold privileges
2. Call/email to parents/guardians
3. Verbal reprimand
4. Demerit slip. A student receiving 3 demerits will receive a detention from 3:15-4:15 after school. He/she is not allowed to participate in extracurricular activities for one week after a detention is *received, not served*.
5. Immediate Detention

The teacher has the discretion of using any of the disciplinary options/responses available.

**Level II** offenses are more severe than Level I offenses, and require administration to get involved. The administrator has the discretion of using any of the disciplinary options/responses available.

**Examples of Level II Offenses:**

- Repeat of Level I offenses
- Disrespectful or obscene language and/or gestures
- Intimidation and/or bullying
- Physical fighting
- Throwing of potentially dangerous objects
- Unsupervised lighting of matches, lighters or any device with an open flame
- Attempting or actually breaking into and/or entering another student's locker
- Other

**Level II Offense Teacher Disciplinary Options/Responses:**

1. Call/email to parents/guardians
2. Demerit slip. A student receiving 3 demerits will receive a detention from 3:15-4:15 after school. He/she is not allowed to participate in extracurricular activities for one week after a detention is *received not served*.
3. Immediate Detention
4. In- School Suspension

**Level III** offenses are the most severe, and require administration to get involved. The administrator has the discretion of using any of the disciplinary options/responses available.

**Examples of Level III Offenses:**

- Repeat of Level I or II offenses
- Causing the willful vandalism or destruction of private and/or school property
- Theft
- Physical fighting that results in serious injury
- Terroristic threats
- Possession of weapons
- Possession, use, misuse, being under the influence, or the distribution by students and unauthorized personnel of drugs
- Sexual harassment
- Racial and ethnic intimidation
- Inappropriate use of school technology systems
- Acts that endanger the safety of others, the school building, or school vehicle
- Other

### **Level III Offense Teacher Disciplinary Options/Responses:**

1. Immediate Detention
2. In- School Suspension
3. 1 to 10 days of out-of-school suspension
4. Expulsion

Discipline reports are used by teachers and the principal to record student misbehavior. Reports of infractions are to be maintained by the administrators during the current school year. It is under the discretion of the teacher and principal for all disciplinary action.

Teachers are encouraged to refrain from making negative remarks to a child or a class. Honest opinions about work habits and conduct will however be shared with a child. The children are to understand that their actions have consequences and that each child is responsible for his or her actions. No one else is to blame and each child must learn to take responsibility for their actions. Our aim is for every child to reach a level of discipline through self-control.

### **XXXIII - STUDENT RESPONSIBILITIES & FACULTY RIGHTS**

If you, as a student of Saint Gregory School, are aware of a situation that could be dangerous for any student or adult and you do not report it or do anything to stop it, but stand by and watch, you will be held responsible for your lack of action.

If there is any reasonable cause threatening the health, safety or welfare of any student, the staff has the right to inspect lockers or desks without permission. The lockers and desks belong to the school and are on loan to students for the year. Students in the right have nothing to fear.

You deserve the opportunity to learn. Teachers deserve the opportunity to teach. Nothing should interfere with these opportunities.

### **XXXIV - INVITATIONS & COMMUNICATIONS**

Please do not send invitations to school to be distributed for parties. This may cause hurt feelings among students who are not invited. The only exception to this is if every boy or every girl or all students in the child's class are invited.

All communication must be approved by the office before it may be distributed to students. Any communication to a faculty member by email will be shared with administration. Please do not request a teacher's home email address.

### **XXXV - ALCOHOL POLICY**

Alcoholic beverages should never be served at any activity or event where anyone under the age of 21 years of age will be in attendance.

No alcoholic beverages should ever be stored on school property.

## **XXXVI - SUBSTANCE ABUSE POLICY**

Policy Statement: The schools of the Diocese of Pittsburgh and the Intermediate Unit Consortium, 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 to distribute any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at all school sponsored events. Violations of this policy may result in the following consequences:

- appropriate disciplinary response consistent with each individual school's philosophy
- notification of parent/guardian
- notification of municipal authorities when appropriate
- suspension or expulsion from school
- referral of student to appropriate drug and alcohol agency

This policy will be implemented through the cooperative efforts of administration, faculty, parent/guardian, staff, student and community. The education system within the Diocese of Pittsburgh and the Intermediate Unit Consortium recognizes that chemical abuse and dependency seriously impair the ability of individuals to develop to their full potential. We also recognize that problems created by chemical abuse and dependency have adverse effects on the ability of all members of each school community to achieve personal educational goals.

Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives; emotionally, intellectually, and socially. Because it is our conviction that chemical dependency is a treatable illness, the preceding substance abuse policy has been adopted.

## **XXXVII - WEAPONS POLICY**

No weapon may be brought on to school property including, but not limited to, the school building, outdoor areas, outdoor facilities and school buses or brought to any school related activity.

A weapon shall include, but not be limited to, knives, cutting instruments, nun-chuck sticks, fire arms, rifles or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for the lawful uses which it may have. This includes fire arms which are not loaded or lack a clip or other component to render it immediately operable.

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:

- parents will be immediately notified
- the local police will be called
- the student will be expelled

### **XXXVIII - EXPULSION POLICY**

Expulsion is a severe punishment and will only be applied as a last resort and after serious deliberation.

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

- extremely grave infractions of school regulations such as the selling or use of drugs or alcohol, the bringing of knives, guns or other weapons into the school, physical abuse of students or staff, theft, indecent behavior and arson
- chronic undesirable conduct detrimental to the physical and/or moral well being of self or other students
- continued MALICIOUS disobedience or disrespect for school authority
- continued refusal by parents and/or students to comply with school policies

### **XXXIX - INTERNET USE POLICY**

This guideline is established to ensure understanding and application of Saint Gregory School Internet Use Policy. Saint Gregory School reserves the right to amend these guidelines at any time. It is understood that the administration of Saint Gregory School will inform parents/guardians of any changes made in these Guidelines via the school's monthly newsletter.

**Students' parents and or guardians are required to review these guidelines with their child/ren and complete and return the parent/guardian consent form included in the first monthly folder which is sent home each August.**

This guideline includes, but is not limited to, the following areas:

#### Etiquette

- Be polite when sending written messages to others
- Appropriate language is expected in all messages
- Anything pertaining to illegal activity is expressly forbidden
- Do not reveal access information, personal or otherwise
- Do not disrupt others' use of internet access
- All users should remember that deleted materials can be retrieved

The following actions, which are not inclusive, are considered unacceptable actions:

- Placing unlawful information on the Internet
- Using the Internet for non-school related activities

- Sending messages that are likely to result in loss of the recipients work or system
- Using the Internet for commercial purposes
- Using the Internet for political lobbying that does not support the expressed philosophy and tenets of the Catholic Church
- Sending or receiving copyrighted material without permission
- Plagiarism
- Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
- Circumventing security measures on school or remote computers or networks
- Vandalism
- Falsifying one's identity

Email is to be used for school business by authorized employees. Parents and faculty must follow these guidelines:

- This email system is the property of St. Gregory School and to be used for official business only.

St. Gregory School recognizes that electronic mail (e-mail) is a valuable communication tool that is widely used across our society. Staff members are provided with school e-mail accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

### **General Email Guidelines for Parent Communication**

Staff using email to correspond with parents must adhere to the following:

- Staff must use a school provided e-mail account for all parent communications.
- Email must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- Email messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- All emails that reside on the school servers are not confidential. Administration will periodically monitor email communication.
- Emails should be short and directional in nature and only include facts.
- Email parents only when they have agreed that e-mail is an appropriate form of communication.
- Care should be given when using student names. Refer to students by first name, initials or your son/daughter depending on the content. Do not discuss non-related students.

St. Gregory School maintains e-mail accounts for teachers to facilitate parent/teacher communication and internal staff communication. The school reserves the right to block or filter email messages to staff that are not directly related to school business or to the educational mission.

### **Acceptable Use of Parent Communication**

- Email should be used for general information such as: class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting/telephone call regarding a student issue including a general description of the issue
- Follow-up on an issue that has previously been discussed

### **Unacceptable Use of Parent Communication**

#### **E-mail should not include:**

- Any discussion related to other students
- Personal information about other students
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent
- Any discussion related to other staff
- Any sensitive student information that would normally be discussed face-to-face or by phone

### **Safety Guidelines for Students**

#### **Student users are expected to protect themselves by following these guidelines:**

- Do not reveal any personal information of yours or that of any other person (name, address, phone number)
- Student users shall not agree to meet with someone they have met online without parental approval
- Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable

### **XL - ELECTRONIC ITEMS**

The use of electronic items such as handheld games, cell phones and iPods during school time is forbidden. Cell phones, in particular, are not to be used or out during the school day. Phones must be turned off and kept in the book bag or locker. Such items are not to be out while waiting for buses to arrive in the morning or after school either. Any child with such an item out during school will have the item confiscated.

- A device taken for the first time will be returned to the student at the end of the day
- A device taken for the second time must be picked up by a parent/guardian
- A device taken for the third time must be picked up by a parent/guardian and the student will receive a detention

The use of handheld games at before and after school care is up to the person in charge. Cell phones are never permitted to be used on school property by a student during normal school hours without permission. The school is not responsible for the loss or damage of any electronic items brought to school.

## **XLI - ATHLETIC ASSOCIATION**

A detailed handbook can be found on the St. Gregory Athletics website [athletic.stgregzelie.org](http://athletic.stgregzelie.org).

The school presently sponsors Cross County, Basketball, Volleyball and Cheerleading Teams. All coaches are volunteers and must obtain clearances and attend training before taking charge of a team.

Parents and family members are asked to refrain from yelling at players or coaches during a game. They are also asked to conduct themselves in a Christian manner while at any school sporting event. They are representing Saint Gregory School and will be asked to leave if their conduct is inappropriate.

No events are to be scheduled in the Saint Gregory School gym during Saturday evening Mass or before 1:00 pm on Sundays. Once a schedule is finalized, all dates and times must be checked with the school office to be sure the gym facility isn't booked for any other event during any of the needed times.

As with all school sponsored events, arrangements for group recognition of students participating in any sports must be approved by administration and held on the school grounds.

## **THE EDUCATOR'S OATH**

I solemnly pledge to dedicate my life to the science of teaching.

I will give to those who are or have been my teachers,  
the respect and gratitude which is their due.

I will practice my profession with conscience and dignity:  
the well-being of my students will be my primary concern always.

I will honor the position of parents and uphold public trust.

I will maintain by all the means in my power, the honor of my profession.

I will respect the privacy of students:

I will teach toward meeting the individual needs and abilities of students.

I will accept all engaged in education and regard all as my colleagues;

I will not permit considerations of religion, nationality, race,  
party politics, social standing, or the monetary rewards received  
from my labors to intervene between my duty and my students.

I will maintain utmost respect for human dignity and human values,  
and I will hold human caring and consideration as the fundamental value in the student-teacher  
relationship.

I make this promise solemnly, freely, and upon my oath for as long  
as I am engaged in education.

Robert L. DeBruyn  
Author: The MASTER Teacher

## **PARENTS' PRAYER**

Most loving Father, the example of parenthood, You have entrusted Your children to us to bring them up for You and prepare them for everlasting life.

Assist us with Your grace, that we may fulfill this sacred duty with competence and love.

Teach us what to give and what to withhold.

Show us when to reprove, when to praise and when to be silent.

Make us gentle and considerate, yet firm and watchful.

Keep us from the weakness of indulgence and the excess of severity.

Give us the courage to be disliked sometimes by Your children, when we must do necessary things which are displeasing in their eyes.

Give us the imagination to enter their world in order to understand and guide them.

Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety.

One day, with them, may we enter into the joys of our true and lasting home with You in heaven. Amen.

## **COMMONLY USED PRAYERS**

### **THE SIGN OF THE CROSS**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### **APOSTLES' CREED**

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; on the third day He rose again from the dead; He ascended into heaven and is seated at the right hand of God, the Father almighty; from there He will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **OUR FATHER**

Our Father, who art in heaven, hallowed by Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

### **HAIL MARY**

Hail Mary, full of grace! The Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

### **GLORY BE**

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

### **ACT OF CONTRITION**

O my God! I am heartily sorry for having offended Thee, and I detest all my sins, because I dread the loss of heaven and the pains of hell, but most of all because they offend Thee, my God, who are all-good and deserving of all my love. I firmly resolve with the help of Thy grace, to confess my sins, to do penance, and to amend my life. Amen.

### **MEMORARE**

Remember, most loving Virgin Mary, never was it heard that anyone who turned to you for help was left unaided. Inspired by this confidence, though burdened by my sins, I run to your protection, for you are my Mother. Mother of the Word of God, do not despise my words of pleading, but be merciful and hear my prayer. Amen.

### **PRAYER TO MY GUARDIAN ANGEL**

Angel of God, my Guardian Dear, to whom God's love entrusts me here.  
Ever this day be at my side, to light, to guard, to rule and guide. Amen.

### **MORNING OFFERING**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day, for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our Associates, and for the general intention recommended this month.

### **SIMPLE MORNING OFFERING**

God, our Father, I offer you today,  
All that I think and do and say.  
I offer it, with what was done,  
on Earth by Jesus Christ, Your Son. Amen.

### **BLESSING BEFORE MEALS**

Bless us, O Lord, and these Thy gifts which we are about to receive from Thy bounty, through Christ our Lord. Amen.

### **BLESSING AFTER MEALS**

We thank You, O God, for these gifts and for all the gifts we have received from Your goodness, through Christ our Lord. Amen.

### **OH SACRAMENT MOST HOLY (at entrance to Church)**

Oh sacrament most holy, oh sacrament divine,  
all praise and all thanksgiving, be every moment thine.

### **ACT OF HOPE**

O my God, relying on Thy almighty power and infinite mercy and promises, I hope to obtain pardon of my sins, the help of Thy grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

### **ACT OF LOVE**

O my God, I love Thee above all things, with my whole heart and soul, because Thou art all-good and worthy of all love. I love my neighbor as myself for the love of Thee. I forgive all who have injured me and ask pardon of all whom I have injured.

### **SIMPLE ACTS OF FAITH, HOPE AND LOVE**

Jesus, I believe in You. Jesus, I hope in You. Jesus, I love You. Amen.

### **PRAYER BEFORE THE CRUCIFIX (after Mass)**

Look down upon me, O good and gentle Jesus, while before Thy face I humbly kneel, and with burning soul, pray and beseech You, to fix deep within my heart, lively sentiments of faith, hope and charity, a true contrition for my sins and a firm purpose of amendment, while I contemplate with great love and tender pity, Thy five wounds pondering over them within me, while calling to mind the words which David the Prophet said of Thee my Jesus, "They have pierced my hands and my feet; they have numbered all my bones."

### **THE ANGELUS (said at lunch)**

V. The Angel of the Lord declared unto Mary.  
R. And she conceived of the Holy Spirit. - Hail Mary, etc.

V. Behold the handmaid of the Lord.  
R. Be it done unto me according to thy word. - Hail Mary, etc.

V. And the Word was made Flesh.  
R. And dwelt among us. - Hail Mary, etc.

V. Pray for us, O holy Mother of God.  
R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that, we to whom the Incarnation of Christ, Your Son, was made known by the message of an Angel, may by His Passion and Cross, be brought to the glory of His Resurrection. Through the same Christ our Lord. Amen.

### **THE MARIAN PRAYER (said at lunch during the Easter Season)**

Queen of heaven, rejoice, Alleluia. For He whom you were worthy to bear, Alleluia, Has risen as He foretold, Alleluia. Pray for us to God, Alleluia. Rejoice and be glad, O Virgin Mary, Alleluia. For the Lord has indeed risen, Alleluia.

Let us pray. O God, you gave joy to the whole world by the resurrection of your Son, our Lord Jesus Christ. Grant that through the intercession of the Virgin Mary, His mother, we may attain the joy of eternal life. We ask this through Christ, our Lord. Amen.

## **HAIL, HOLY QUEEN**

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope!

To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley of tears.

Turn, then, most gracious advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus.

O clement, O loving, O sweet Virgin Mary!

Pray for us O holy Mother of God, that we may be made worthy of the promises of Christ.

Let us pray:

O God, whose only begotten Son, by his life, death, and resurrection, has purchased for us the rewards of eternal life, grant, we beseech thee, that meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.