

August 28, 2018

Greetings St. Gregory School Families!

It is my pleasure to welcome you all to the 2018-2019 school year. The teachers and staff are excited and look forward to the beginning of a new year. I am delighted for the opportunities that await your children this year; your child is attending a school with a tradition of excellence.

Everyone at St. Gregory School is committed to ensuring that your child achieves academic excellence and a love for their faith. As you send your child to his/her new teacher, and for many to a new school, I hope that you will join me in setting high expectations. I expect challenging and engaging instruction along with regular communication from teachers and the school. This year we welcomed Alyssa Kulmoski to the St. Gregory School staff as our new 2nd grade teacher. Below is a short autobiography:

Hello! My name is Alyssa Kulmoski and I am looking forward to the beginning of a new school year. I am especially excited for this year because I am joining the St. Gregory community! I will be teaching second grade and am eager to assist my students in growing both spiritually and academically. I have much in common with these children for I attended Catholic school as well. I grew up in Wexford and went to St. Teresa of Avila for grade school and Oakland Catholic for high school. For college, I moved to Baltimore to attend Loyola University Maryland, a Jesuit institution, where I studied elementary education and special education. I graduated with a stronger faith and broader knowledge base leaving me enthusiastic to shape the minds of the youth. I chose to remain in Baltimore for one year to teach fifth grade math, social studies and science. I finally decided to move back home to Pittsburgh and was ecstatic to accept the second-grade position at St. Gregory School. Second grade is an important year for the Sacraments and I am ready to share my faith and love for God with these children. I am looking forward to meeting my students and their families and growing in faith in the wonderful St. Gregory community, which has already made me feel welcomed and loved.

Please join me in welcoming her to our school family; we are delighted to have Miss Kulmoski. There have been a few changes to some teachers' schedules. Miss Barlow and Miss Guerriero will have time to help with small group instruction within the classroom in addition to their regular teaching. Miss Guerriero is also teaching 6th grade science this year. As I look into the future, Mrs. Houlihan will be retiring soon and Mr. Dunker is working towards his principal certification. Therefore, he will be working with me in the office occasionally. I am looking for additional help in our after-school care program from 3 – 6pm. Please contact me directly if you are interested in this position.

More exciting news is that we have finished installing over twenty new surveillance cameras! These new cameras improve the safety and security of our building. Additionally, the Zelienople Police Department will have access to the cameras, and we are teaming up with them again this year. Similar to last year, a Zelienople police officer will make a visit or two to the school each day. This has been a great partnership with the department for years. If you would like to contribute to this program, please send your donation (made out to St. Gregory School) in an envelope labeled "Adopt a Cop."

I feel that the school and parent relationship is critical. To help us ensure a successful school year, please make your child's prompt attendance to school a priority. Regular tardiness will be reported. Our new tardy

policy states that "it is the responsibility of all parents to ensure their children arrive on time for school. Children who arrive late (after the 8:50 a.m. bell) MUST be signed in by an adult and REPORT DIRECTLY TO THE SCHOOL OFFICE TO RECEIVE A TARDY SLIP AND THEN REPORT TO THEIR HOMEROOM TEACHER BEFORE REPORTING TO CLASS. It is strongly suggested that a note explaining a reason for tardiness be presented. Excessive unexcused tardiness will result in the following actions:

Primary/Intermediate students (Grades K-5): three late arrivals within a one-month period will result in a parent meeting with the principal. Grades 6-8: three late arrivals within a one-month period will result in a detention. Please expect homework on a regular basis, and return all requested forms and documents to school in a timely manner. And most importantly, please keep the lines of communication open with your child's teacher. Our instructional program will be far more effective with your active participation.

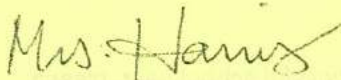
St. Gregory School's focus this year is on the virtue of love. We all need to know that nothing separates us from His love (Romans 8:38). We will express this love and respect to one another through a variety of activities and reminders throughout our day. Every day, we will use Sarah Young's *Jesus Calling for Kids*. These daily devotionals are written as if Jesus is speaking directly to a child's heart. We feel this will be a great way to connect scripture to day-to-day life. Our goal through this virtue focus and daily reflection is to promote our Catholic identity so that we can strengthen your child's bond with Jesus Christ. We will also continue our "fish sticker" program. Each time a child performs a good deed he/she will be rewarded with a fish sticker; they will then be able to turn in their stickers for various prizes.

Another important item to note is the new arrival and dismissal plan for our preschoolers. Although you may not have a preschooler, this may affect you. Drop off is at the main school doors in the front of the school at 8:50am. Pick up will be at the same location at 11:30am. Therefore, if you volunteer for cafeteria duty, please do not park in this drop-off area. We ask that you either park across the street or in a parking lot. If you are volunteering in the cafeteria this year, please lend a hand to the teacher who supervises the lunch. You can do this by: opening snacks and drinks, standing near the lunch tables during prayer time, and setting a good example during prayer as well. Additionally, if you are working the snack table, **only your child and one friend** are permitted at the snack table. **All students are to remain in their seats during lunch and are not permitted to walk around and visit with parents.**

I want to address the Attorney General's report on the priest abuse in the Diocese. I know I speak for many when I say that this has troubled me to my core. There were many sleepless nights and feelings of disgust. During my times of prayer, a phrase kept coming to my mind: Catholic schools are a bright light in the midst of this darkness. I can assure you that we do everything to keep your children safe and happy. For those of you who have been a part of the school for a long time, you know the love and light that permeates this place. I promise you that we will keep that light and love shining bright. *We are the church*. This school is an example of Christ at work.

I look forward to seeing you at school activities. Your presence is not only welcomed, but it is greatly needed! Our PTG and the new Family Share Program is a great way to get involved. Everyone is part of the St. Gregory School family. If you have any questions, please do not hesitate to call.

God Bless,



Mrs. Harris
Principal

School News and Information

This is the first of many Family Folders you will receive throughout the year. We realize there is a LOT of information to read here, but please take the time to look through it and keep the papers handy. They will answer most of the questions you may have.

Please return this folder to school in a timely manner as it will come home with your oldest child at the beginning of each month. If you do not get a folder, please ask your child about it. Any paperwork that needs to be returned can be placed right back in this folder and returned.

The information in the folder will also be available on our school website, stgregzelie.org, under the "Parents" link.

The following items can also all be found on the website. Please refer to it often.

- *School Calendar* – this calendar updates immediately as changes come about
- *Lunch Menu*
- *Cafeteria Volunteer Schedule*
- *Absentee Excuse* – this must be completed any time your child is absent
- *Health / Dental Forms* – these are forms required for school – not sports
Forms for athletic physicals can be found under the "Athletics" link
- *Medication Release Form* – for those needing to keep and/or take medications at school on a regular basis.
- *PTG Information*

E-Mail Updates: Please Check E-Mails Regularly

We do our best to keep you informed of everything you need to know. Please make it a point to check your e-mails on a regular basis. Most information that we need to share that does not make it in the family folders will be sent home via e-mail. We also send a weekly e-mail called "The Week Ahead". This is a great quick reference for the lunch menu, the cafeteria volunteers, events, athletic schedules, etc. each week.

Visitors:

During school hours, the only entrance that will be used is the Pine Street entrance by the main office. No other door, including the back door off the lower lot, is to be used during school hours. This is the safest way for us to know who is coming and going. Please respect this policy and do not ask a student or teacher to open any other door. They are not permitted to do so.

When you are picking your child up from an after-school activity (with the exception of day care) you should use the back door off of the lower parking lot.

Absentee Excuses

Any time a child is absent, an absentee excuse must be submitted upon their return. A note written before the absence is not sufficient. We encourage you to submit this excuse using the link on our school website under "parent pages".

Sick Children

Please remember to use common sense when your children are sick. When a child has been sick, they must be free from fever, vomiting and diarrhea for 24 hours before they can return to school. Thank you for your help in keeping our kids healthy.

Responsibility

Please help us to teach the children responsibility. If a child forgets to bring something to school or if they forget to bring their homework home, sometimes they need to learn from that mistake rather than be rescued from it. Students will not be permitted to call home for forgotten lunches unless there is a severe allergy concern. We will always make sure a child gets something to eat.

Clearances - Urgent

Our top priority at St. Gregory School is the safety of our children. In order to keep our children as safe as possible, we require all adults to complete a clearance process before being permitted to volunteer in any capacity within the school. This means that no one is permitted to work in the lunchroom, be a 'mystery reader' in a classroom, have lunch with your 'star student', work the concession stand during events, coach or help with a sports team etc. until they have completed this process.

Please refer to the "Protecting God's Children" link on our school home page for more details. If you need any help at all, please don't hesitate to contact Debi Allen at dallen@stgregzelie.org or 724-452-9731.

Contacting Teachers

Please remember that all contact with teachers is to be done through a phone call to the school office or an e-mail to their school e-mail address. Although some teachers use their home or cell phone numbers for summer tutoring, please be respectful and do not use those numbers for school communication. All faculty members can be reached via e-mail using their first initial and last name @stgregzelie.org. e.g. eharris@stgregzelie.org

School Start Time – Students Must be in the Building No Later than 8:50 am

The school day for the students starts at 9:00 am. All students are expected to be in the building no later than 8:50 am. Please do your best to get the children here on time. Any student arriving after 8:50 am must be signed in by a parent/guardian and will be marked tardy.

Students being dropped off via car pool in the morning should be dropped off at the main entrance (Pine Street). Cars are to pull up to the red curb and must be going in the correct

direction. This is also where the buses will pull up and unload. Please have the children ready with coats / backpacks so that we can keep this line moving. Please do not try to pull out around another car or bus. Wait until all cars and busses ahead of you have pulled out before trying to pull out yourself.

DO NOT park across the street and walk your child over. This is dangerous. If you feel the need to walk your child to the door, please park in the church lot and walk down the sidewalk.

Parents are not to enter the building. We will have staff at the door to greet the children.

Students arriving **before 8:20 am** are to be dropped off at the cafeteria door, also on Pine Street, for morning Day Care.

School Dismissal Time – Students are Dismissed at 3:20 pm

Students being picked up before 3:20 pm must be signed out and will be marked tardy (pm).

Parents who will be picking their children up after school are asked to write the family name in large letters on a piece of paper to put in your car window. This helps us to have the children lined up and ready for you. Please enter the lower parking lot from Linden Street. This is the street that runs behind the gym. You will loop around the outer perimeter of the parking lot, staying to the right, and then exit out the same way. Cars will be loaded in order from the area by the stairs and garages. There will be several teachers down there to help the children with dismissal. Any child not picked up by the end of car pool will be sent to after school care and may be picked up there.

DO NOT park in the lot or elsewhere and walk to get your children from the car pool line. This is not safe! Unless you are walking from home you are required to stay in your car in the line.

Dismissal Changes – Students MUST Bring a Note

We require a note any time a child will be going home in a way different from their normal routine. All notes must include the student's first and last name, grade, date and the day of the week so that there is no confusion.

We understand that sometimes things come up after your child has left for school that requires you to change their routine. In this case please call the school office **BEFORE 2:00** in the afternoon. By 2:00 we are already delivering dismissal messages to all the necessary people and we cannot guarantee that the message gets to everyone if it comes in beyond 2:00.

If we are ever in doubt as to what a child is to do at dismissal and we can't reach a parent in time, we will keep the child at After School Care. That way we know the child is safe.

Busing

Please remember that it will take a week or so to get all the bus routes ironed out. Buses may run very late for the first few days, especially in the afternoon. Time is taken at each school to make sure that every child is on the proper bus. Please don't panic if your child is running late.

All Kindergarten students will be given a Bus Tag. Please make sure that your child wears this tag for at least the first two weeks of school. This helps the teacher to place the students in the proper line and it is especially helpful to the bus drivers and the aides at the transfer schools.

Please remind your children that they must stay in the proper line and listen carefully at dismissal time. Getting all the children out the door and to the proper place is difficult and extremely important. Our main focus is on the younger children who are still learning where they need to go. We cannot be keeping track of older children when they decide to socialize with friends in different lines. This will get them a demerit. Once a child is placed in the proper line they are expected to stay there. We manage to get buses loaded quickly when we have the children's cooperation.

We will assign the younger children a 'bus buddy' to help them out, especially when there is a transfer to worry about. Busing is always the scariest part of school for new parents. Please rest assured that the buddies, teachers' aides and drivers will all help keep your child safe.

Day Care

There is a form in this folder for anyone who will be making use of the before and after school care program on a regular basis. This program can be used on a regular basis or as needed. Day Care bills are included in the family folders each month. If you will be using the program on a fairly regular basis, please return that form. If you will only use it occasionally, then simply bring your child/ren to the Before School Care or send a note with your child/ren when they are to stay for After School Care.

Students are permitted to use their electronic devices during play time. The school cannot be held responsible for items that may be lost or damaged. Please remind your children that they are not permitted to take photographs or videos at school. This is for the privacy of the other students.

Before School Care – Starts at 7:00 am

Before school care will be held in the cafeteria starting at 7:00 am each morning. When you drop your child/ren off please use the Pine Street door closest to Route 68. Ring the bell and someone will open the door for you.

Rules for Before School Care are as follows:

- No food after 8:20
- Toys, trading cards, electronics, etc. must be put away by 8:20 (items not put away on time will be confiscated)
- Students must sit with their class after 8:20 and talk quietly, read a book or study
- NO chewing gum – this will warrant a demerit

In the event of a 2-hour school delay the Before School Care program will begin at 9:00 am.

After School Care – Ends at 6:00 pm

After school care will be held in the cafeteria. On most days, the children will remain in the cafeteria until around 4:30. At 4:30 they will often move down to the gym so the children can play. When you pick up your child/ren from the cafeteria, please use the Pine Street door closest to Route 68 and ring the bell. When picking your child/ren up from the gym, please come to the Pine Street door that goes directly into the gym and wait for your child. This is the door beyond the main office door. Please DO NOT enter the gym from this door. Your child will come to you so that we do not track anything in onto the gym floor.

The normal schedule for after school care is as follows:

- 3:20 – 4:00 Homework Time (Students without homework are expected to do a quiet activity during homework time; coloring book, puzzle, read.)
- 4:00 – 4:30 Snack (A snack and drink are provided for the children each day.)
- 4:30 – 6:00 Play Time / Miscellaneous (Whenever possible the children will be taken to the gym for play time.)

All children must be picked up no later than 6:00 pm. A \$1.00 per minute late fee will be charged beyond 6:00. Please respect the fact that our Day Care providers have a family to get home to just like you do.

Writing Checks

When writing checks to the school, please be sure to mark what the check is for in the memo line, place it in a clearly marked envelope and make the check out in the proper way.

- Checks for tuition are to be made out to St. Gregory School
- Preschool tuition must be separate from school tuition & made out to St. Gregory School
There will not be much need for tuition checks due to the FACTS tuition program.
- Checks for day care are to be made out to St. Gregory School
- Checks for lunch tickets are to be made out to St. Gregory Cafeteria
- Checks for PTG events and fundraisers are to be made out to St. Gregory PTG
- Checks for Athletics are to be made out to St. Gregory Athletic Association

Also, when writing PTG checks please write a separate check for each separate event/fundraiser. These checks all have to go to the event/fundraiser chairperson before they go into the PTG account. Thank you for your cooperation.

Medications

Any student who will need to be taking medications during the school day is required to have a form signed by the prescribing physician to be kept in the school office. This is required for long term medications such as epi-pens and inhalers, as well as for any short-term medications such as antibiotics. All medications to be given at school must be in the original prescription container or store packaging. This form is available on the school website or in the school office.

OptionC: Grading Program

OptionC is an on-line grade book program that is used at St. Gregory School and throughout the Diocese of Pittsburgh. It is a great way to keep up to date on your child's homework and grades, especially as they get into the older grade levels. Please make use of this program. All new families should find their log in information and password in this folder.

One of the features of the OptionC Program is an **emergency alert system**. We use this system to alert parents about school cancellations, delays and other emergencies. Please take a minute to log in and check that your family information is accurate, and adjust how you want to receive alerts if necessary.

Assignment Notebooks

Every child in grades 3 through 8 will receive an assignment notebook that they are to use and bring home with them EVERY NIGHT. The teachers will allow time at the end of each class for the students to mark their homework assignments and the teachers will check that this has been done. If there is not homework for that subject then the child should write NONE or NO HOMEWORK in that box. All tests should be listed in this book as well. Teachers will usually announce test dates ahead of time and students should mark them at that time.

If your child does not bring the notebook home, please ask them where it is. We are trying to keep parents aware of assignments but we can't pack every child's book bag. If the teachers make sure the assignments are marked and you check the notebook each night then we should be able to keep the children up with their work.

We ask that each child in grades 3 through 6 have the assignment book signed each night by a parent or guardian. This way we know you are seeing your child's assignment.

Lunch Tickets: \$16.25 per strip of 5

Lunch cards will be sold in strips of five (5) tickets for \$16.25. (\$65.00 for 4 weeks of lunches) Checks should be made out to St. Gregory Cafeteria. The lunch card will be punched each day as the child uses it. Please put the check in an envelope marked with the child's name and grade and mark it for lunch tickets.

Drinks and snacks are available for purchase during lunch. The cost for a drink is \$.50. Students buying a lunch will receive a drink with their lunch at no extra cost. Snacks are available for \$.50 each and ice cream can be purchased for \$1.00. We do try to ensure that the children have eaten a decent lunch before purchasing extras.

Breakfast: \$.50 per day

Breakfast will be available each day for \$.50 for students who arrive early on a bus or just can't eat first thing in the morning. Students wanting to buy breakfast should do so as soon as they arrive in the morning. Morning day care children will be provided with breakfast at no charge. *Children who qualify for free lunch can also receive a free breakfast.*

Cafeteria Volunteers

All cafeteria volunteers should either park in a lot or across the street when you come to work in the cafeteria. The red curb must be clear for preschool dismissal.

St. Gregory School "Adopt-a-Cop" Program

As a part of our continual efforts to keep our school children as safe as possible, we have partnered up with the Zelienople Police Department. Your contribution can help to ensure that we can continue this program for the safety of our school children.

If you can help, please send your donation to the school office made out to St. Gregory School and labeled "Adopt-a-Cop".

First Communion Attire

For those families with students making their First Holy Communion this year we want to inform you well in advance of the guidelines for their attire.

Girls: no sleeveless dresses without a shawl
gloves are permitted only if receiving Communion by mouth
veils are permitted but not required (they are often a distraction to the girls)

Boys: dress jackets are discouraged (they are hot and uncomfortable)
slacks with a nice shirt are most practical
ties are optional (they are often a distraction to the boys)

Halloween Costumes

Looking ahead – when it is time to purchase Halloween costumes please keep the following guidelines in mind.

- Only grades K-3 will dress in costumes
- Grades 4-8 may have parties but are not permitted to wear costumes
- Costumes may NOT contain weapons or be gruesome or inappropriate

The following pages contain information regarding forms that we need parents to sign off on and return. Please read through the information and return the last page(s) with all appropriate signatures and permissions no later than Monday, September 10th.

Student Handbook

It is important that parents/guardians, students and staff know the policies and procedures of St. Gregory School. To ensure that the process of communication is complete, please review the revised Student Handbook with your children. The handbook can be found on the school website or can be sent home on paper if you do not have internet access.

Internet Usage

As students and parents/guardians of St. Gregory School students, we expect you to read and understand the Internet Usage Policy which can be found on page 30 of our student handbook.

Please sign that you have read this contract and understand that this access is designed for educational purposes. You understand that the school has taken precautions to eliminate controversial or inappropriate material. However, you also recognize that it is impossible for the school to restrict access to all controversial materials and you will not hold the school responsible for materials acquired via the network/Internet access.

Family Share Information

St. Gregory School is very blessed to have an active and engaged family community. Parent support and participation is critical to the success of our school. Please take the time to familiarize yourself with the Family Share Program on our school website and mark the "Find Your Fit" form with the areas that you think may fit best into your schedules.

Publicity Release

The Diocese of Pittsburgh and/or Saint Gregory School will occasionally use voice recordings, photographs, videos and quotations to assist in its community awareness, educational efforts, and related public relations purposes. In exchange for the opportunity to participate in the community awareness programs; educational efforts, and related publicity endeavors, of the Department for Catholic Schools of the Diocese of Pittsburgh and St. Gregory School, please sign that you hereby agree to indemnify and hold harmless the Department for Catholic Schools of the Diocese of Pittsburgh, St. Gregory School, their agents, servants and employees from any and all claims, demands and/or causes of action of whatever kind of nature arising from the use of voice recordings, photographs, video and quotations. You further agree to waive any right to compensation, fee, or royalty for yourself, your successors, heirs, or assigns for the production or use of the aforesaid materials.

School Directory

Each year a school directory is sent home to each family which includes: Student name(s), grade, parent names, address, primary phone number and primary e-mail address. This information can be helpful when you need to get in touch with other school families. Please mark which of your family information you would like included in the directory.

FAMILY NAME: (Please Print): _____ **TODAY'S DATE:** _____

STUDENT HANDBOOK

I have reviewed the Parent/Student Handbook with my children as presented on the website.

Parent/Guardian Signature: _____

_____ We do not have the ability to review the handbook on-line. Please send a hard copy.

INTERNET USAGE

I hereby give permission to Saint Gregory School to provide network/Internet access to my child and I have read over this contract with my child/ren.

Parent/Guardian Signature: _____

Student Signatures: _____

FAMILY SHARE PROGRAM

I have reviewed and understand the Family Share Program information. I also understand that if my child/ren participate in sports, I am required to volunteer for his/her team in various areas as needed.

Parent/Guardian Signature: _____

PUBLICITY RELEASE

Permission is hereby granted to the Department for Catholic Schools of the Diocese of Pittsburgh and St. Gregory School of Zelienople to use voice recording, photographs, video, and quotations of the following students. I understand that this is a blanket permission and WILL NOT be reviewed on a case by case basis. If you do not sign this release then your child/ren will be removed from any event that involves photos and/or videos.

Student name(s): _____

Parent/Guardian Signature: _____

SCHOOL DIRECTORY

Please check which information you would like us to include in the school directory.

☐ Parent Names ☐ Address ☐ Primary Phone ☐ Primary E-Mail

Other Notes: _____

Parent/Guardian Signature: _____

School Counselor

Mr. Rhett Fertig works part time at Saint Gregory School. His counseling services are provided through the Intermediate Unit in Grove City. At times, Mr. Fertig will do classroom presentations on bullying, social skills or other topics we feel would be beneficial to an entire class. He will also work with small groups as needed, as well as with individual students. Please mark the appropriate box(es) below and return to school no later than Monday, September 11th.

Family Name (Please Print)

Parent Signature

Please check all that apply.

- ☐ I give permission for my child/ren to see the school counselor when the entire class is attending a presentation.
- ☐ I give permission for my child/ren to see the school counselor as part of a small group as long as I am notified ahead of time.
- ☐ I give permission for my child/ren to see the school counselor individually as long as I am notified ahead of time.
- ☐ I give permission for my child/ren to see the school counselor individually or in a small group, w/out permission, if he or she requests to see the counselor. I understand I will be notified the same day.
- ☐ No, I do not give permission for my child/ren to see the school counselor at all.

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Classroom Parents

We are seeking 2 to 3 parents per grade to be "Classroom Parents". This is a great way to get involved and it is not a significant time commitment. Each class will be assigned a couple of events throughout the year to help with. The primary responsibility of the classroom parent will be to solicit volunteers for those events. The classroom parent will work with the event coordinator to understand the need for volunteers and then get the word out to that class. Please sign below if you are interested.

Parent's Name: _____

Which Grade: _____

E-Mail Address: _____

Phone Number: _____

Youth Choir

Children in grades 3 through 8 are invited to consider joining the St. Gregory Youth Choir. They have become a real treat to the parish and we look forward to hearing them sing throughout the year.

The children will meet with our music director, Adam Blotzer, along with our youth choir director, Mrs. Carol Keener each Wednesday morning for 30 minutes in the church. They do a marvelous job given the small amount of time they have to learn and practice the music. So, if your child likes to sing then we encourage them to join the choir so that they have the opportunity to give back to God the praises due Him.

Please remember that the choir children do miss second period each Wednesday for practice and they must make up any work from that time. Also, if prior to one of the scheduled mass dates, you know your child will be unable to make it please inform Mrs. Keener or Mr. Blotzer as a courtesy.

The choir will sing at the 5:00 pm Mass on the following dates:
Sep 29, Oct 27, Dec 1, Jan 26, Feb 23, Mar 30 and May 11

We would love to have your child become a part of the St. Gregory Youth Choir and share their voices with us. It really adds to the mass and pleases everyone, especially God.

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My child(ren) would like join the Youth Choir.

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Find Your Fit

Please take a minute to read over the events listed below and decide which ones will best fit into your gifts and talents. This is nothing more valuable than your time. Please select the top 3 events that you feel most passionately about and return this to the school office by Monday, September 10th.

Events to Consider:

Super Bingo	Annual Auction	Fish Fry Dinners	Event Set-Up & Tear-Down
Fundraising Sales	Putt Fore Fun	Pancake Breakfast	Cold Turkey Shootout
Lawn Fete	Holiday Market	Santa's Workshop	Great Pumpkin Race

Feel free to "write in" any other event that may not be listed.

If you are not familiar with these events, don't worry! This is only to give us an idea where you might feel the most comfortable helping out.

Family Name: _____

Choice 1: _____

Choice 2: _____

Choice 3: _____

BEFORE AND AFTER SCHOOL CARE

Saint Gregory School offers Before and After School Care for our students. The Day Care will be held in the Cafeteria. Before School Care starts at 7:00 am and After School Care runs until 6:00 pm. The cost for the program will be \$5.00 per hour for a single child and \$3.00 per hour for each additional child. Day Care is billed in ½ hour increments. Any part of a half hour will be charged at the half hour rate.

*Note that there will be a flat fee of \$5.00 (plus \$3.00 for each additional child) up to 4:00pm.

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. Bills are typically figured from the 20th to the 20th of each month and payments are due by the 10th of the following month.

Parents not picking their child 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 their child, they will no longer be permitted to use the program.

If you will be using this service on a fairly regular basis, please return the form below. If you will use the service only on an occasional basis, then a note to the office when needed will be sufficient. Any child not picked up when car pool ends will be sent to After School Care.

Family Name: _____ Children's Grades: _____

My child/ren will be using the Day Care Program on the following days:

<u>Before School Care</u>	
Beginning at _____	am on
___	Mondays
___	Tuesdays
___	Wednesdays
___	Thursdays
___	Fridays

<u>After School Care</u>	
Until _____	pm on
___	Mondays
___	Tuesdays
___	Wednesdays
___	Thursdays
___	Fridays



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phone 724-452-9731
fax 724-452-4064
email schooloffice@stgregzelie.org
www.stgregzelie.org

August 2018

Dear Parents and Guardians of Students Enrolled for the 2018-2019 School Year:

Thank you for enrolling your child(ren) at St. Gregory Catholic School for the 2018-2019 school year. We are pleased that you will be an important part of the life of our parish and school community throughout the school year.

As we prepare for the new school year, I am writing to remind you of the primary reason for our very existence as a Catholic school in the Diocese of Pittsburgh. As a Catholic school, our primary purpose is to form students in the values of Jesus Christ and the teaching of the Catholic Church. While we maintain an outstanding academic program and a number of extra-curricular and athletic activities, we have the responsibility to make certain that Catholic values and moral integrity permeate every facet of our school's programs. In full partnership with you and your family, we are committed to upholding these principles which underlie our presence in the community as a Catholic school.

Along with this reminder about the primary purpose of our school, I am also enclosing the Memorandum of Understanding (see reverse) for you to complete for your child(ren) enrolled in our school. You are required to complete and sign this form for your enrolled children at this time and return it to the school office as soon as possible. This is necessary for the registration process to be completed.

Again, thank you for enrolling your child(ren) at St. Gregory Catholic School and for giving us the opportunity to help you educate your child(ren) spiritually, academically, emotionally, and physically.



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CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the diocese, or religious community.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

Father:

Mother:

Guardian:

Printed

Printed

Printed

Signature

Signature

Signature

Student's Name/s (Please Print)

School

Date: _____

HOME LANGUAGE SURVEY*

2018

The Civil Rights Law of 1964, Title VI, requires that school districts/charter schools identify Limited English Proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for the identification.

School District: _____

Date: _____

School: _____

Loc. No.: _____

Student's Name: _____

Grade: _____

1. What was the student's first language?
2. Does the student speak a language other than English?

If yes, specify language: _____

(Do not include languages learned in school.)

3. What language(s) is/are spoken in your home?

Person completing this form (if other than parent/guardian): _____

Parent/Guardian signature: _____

*The school district/charter school has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district/charter school has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district/charter school may conduct screenings or ask for related information about students who are already enrolled in the district as well as from student who enroll in the school district/charter school in the future.



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Dear Parents,

Through the Intermediate Unit, St. Gregory School participates in several Federal programs that provide your children with a variety of materials and services. It is one of the few ways in which your children receive benefits from your tax dollars. We certainly do not want to lose these benefits. Please review the enclosed survey and simply answer Yes or No to the questions. This information is very important in order for us to continue receiving support from these programs. All information will be kept confidential.

It is important that we receive a survey back from every school family.

Please return the attached form by Monday, September 10. Feel free to call if you have any questions about the survey.

Thank you for your assistance!

Sincerely,

Erin Harris
Principal

FAMILY SURVEY 2018-2019

Find and circle your family size and the annual gross income level listed beside it on the chart printed below. The amounts are the gross income levels.

INCOME CHART			
Family Size	Annual	Monthly	Weekly
1 *	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
For each additional family member add	+7,992	+666	+154

* This may be a foster child, an emancipated youth, or a special education child over age 18.

Please Note: If you are paid on a weekly or monthly basis, please multiply this amount into an annual figure for comparison based on the weeks or months you actually work each year.

- A) Is your annual income less than this amount? Yes _____ No _____
 Is your family eligible for food stamps? Yes _____ No _____
- B) Are you receiving TANF Cash Assistance? Yes _____ No _____
(Temporary Assistance for Needy Families, formerly AFDC or Public Assistance)
- C) Are any of your children eligible to receive medical assistance under the **Medicaid** program? Yes _____ No _____
- D) **Please** check "yes" in this box if you do not wish to share this information in writing. Yes _____

Family Name (**Please print.**) _____

Address _____

Public school district in which you reside: _____

Name of School Building(s) your children would attend in public school _____

List name(s) and grade level(s) of your child/children attending **our** school:

CONFIDENTIAL APPLICATION FOR GRANT-IN-AID PROGRAM
ST. GREGORY SCHOOL 2018-2019

Please submit one application per family. Applications must be received by **September 21, 2018**. Please attach a copy of each parent's most recent tax return (form 1040) to this application. If parents are separated or divorced, attach a Tax Return of the parent with whom the child resides: if remarried, also include the tax return of the new spouse.

FAMILY INFORMATION

Father's Name _____ Occupation _____ Employer _____
Mother's Name _____ Occupation _____ Employer _____
Address _____ City _____ State _____ Zip Code _____
Telephone _____ Parish _____

CHECK ANY THAT APPLY:

Student lives with: _____ Father _____ Mother _____ Step-Father _____ Step-Mother _____
_____ Parents separated _____ Parents Divorced _____ Father Deceased _____ Mother Deceased

LIST ALL DEPENDENT CHILDREN BELOW:

NAME	AGE	SCHOOL	GRADE	FINANCIAL AID ALREADY RECEIVED

TOTAL INCOME: 2017 - Father \$ _____ Mother \$ _____ Total \$ _____
(Before taxes)

(estimated) *2018 - Father \$ _____ Mother \$ _____ Total \$ _____

*please describe on the reverse any significant change in income, if any, for this year.

ASSETS

HOME: Present market value \$ _____ Unpaid Mortgage \$ _____ Other Real Estate: \$ _____

RENT PAID: _____ If no rent or mortgage, where do you live? _____

BANK ACCOUNTS: (Please list the amounts as of the date of filing.) Savings \$ _____ Checking \$ _____

CARS OWNED(year and make) _____

LIABILITIES

List the source and amount of any extraordinary expenses, such as medical bills not covered by insurance, etc.
(Do not list debts such as department store charge accounts, credit cards, etc.)

SOURCE OF DEBT

AMOUNT

REMARKS: Please list on the reverse side any extenuating circumstances, i.e., sickness, unemployment, etc., that would shed light on this application and help in its evaluation.

I declare to the best of my knowledge that the information on this form is true and correct.

Applicant's Signature _____ **Date:** _____

CONFIDENTIALITY: All information on this application will be treated in strict confidence. We ask that you also treat in strict confidence the amount of aid you may receive.



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Dear Parent/Guardian,

Children need healthy meals to learn. Saint Gregory's will be offering healthy meals to the student each day. The cost per student lunch will be \$3.25. However, your children may qualify for free or reduced price meals. The reduced price will be \$.75.

To apply for free or reduced price meals, use the free and reduced price school meals application on the back of this page. We cannot approve an application that is not complete so be sure to fill out all required information. Return the completed application to the school office.

Federal Income Chart for School Year 2018-19 (Reduced)

Household Size	Yearly Income	Monthly Income	Weekly Income
1	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each Add'l Add	7,992	666	154

Federal Income Chart for School Year 2018-19 (Free)

Household Size	Yearly Income	Monthly Income	Weekly Income
1	15,782	1,316	304
2	21,398	1,784	412
3	27,014	2,252	520
4	32,630	2,720	628
5	38,246	3,188	736
6	43,862	3,656	844
7	49,478	4,124	952
8	55,094	4,592	1,060
Each Add'l Add	5,616	468	108

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION (one application per household)

PART 1. CHILDREN IN SCHOOL					
Names of all children in school (First, Middle Initial, Last)	School Name	Grade	Food Stamp or TANF case # (if any). Skip to Part 5 if you list a Food Stamp or TANF case #.		

PART 2. HOMELESS/MIGRANT/RUNAWAY - If the child you are applying for is homeless, migrant or a runaway, check the appropriate box and call the school office.
HOMELESS ☐ **MIGRANT** ☐ **RUNAWAY** ☐

PART 3. FOSTER CHILD - If this application is for a child who is the legal responsibility of a welfare agency or court, check this box and then list the amount of the child's personal use monthly income: \$ _____. Skip to Part 5.

PART 4. TOTAL HOUSEHOLD GROSS INCOME. You must tell us how much and how often.

1. NAME (List everyone in household)	2. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED				3. Check here if NO income
	Earnings From Work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
<i>(Example) Jane Smith</i>	\$200.00/weekly	\$150.00/bi-weekly	\$100.00/monthly	\$50.00/monthly	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>

PART 5. SIGNATURE AND SOCIAL SECURITY NUMBER (ADULT MUST SIGN)
 An adult household member must sign the application. If Part 4 is completed, the adult signing the form also must list his or her Social Security Number or mark the "I do not have a Social Security Number" box.

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: _____ Print name: _____ Date: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ ☐ I do not have a Social Security Number

PART 6. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

Choose one ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	Choose one or more (regardless of ethnicity): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Asian <input type="checkbox"/> White </div> <div> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander </div> <div> <input type="checkbox"/> Black or African American <input type="checkbox"/> Other </div> </div>
---	---

DO NOT FILL OUT THIS PART. THIS IS FOR SCHOOL USE ONLY.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: _____ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice A Month, ☐ Month, ☐ Year Household size: _____

Categorical Eligibility: _____ Date Withdrawn: _____ Eligibility: Free _____ Reduced _____ Denied _____ Reason: _____

Temporary: Free _____ Reduced _____ Time Period: _____ (expires after _____ days)

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Verifying Official's Signature: _____ Date: _____

Hello,

Welcome back! It is time to start thinking about volunteering in the cafeteria. It is a lot of fun, and the children love to see their family members working during their lunch. In addition, it is a great way to get involved in the school, as well as a good way to make new friends.

I also want to thank all of you who responded to my recent e-mails and agreed to volunteer during the first month of school. You made my job so much easier!

VOLUNTEER REQUIREMENTS

- **All cafeteria volunteers need to have the following completed before working in the cafeteria:**
 1. **Register on the Centralized Diocese Database**
 2. **Provide a PA Child Abuse Clearance certificate**
 3. **Provide a certificate of completion of the Protecting God's Children training workshop**
 3. **Provide a certificate of completion of the Mandated Reporter training workshop**
 4. **Provide FBI Clearance (fingerprinting) if you have not lived in PA continuously for the past ten (10) years or provide a signed Volunteer Request for Waiver if you have lived in PA continuously for the past ten (10) years.**
- Each family is required to volunteer in the cafeteria a minimum of 7 times during the year. If you are not able to work your 7 days then you will be charged a \$70.00 fee toward the end of the school year. This fee cannot be refunded or carried over to next year. **If you plan to work at least 7 times, please do not pay this fee now.** Although each family needs to work 7 days, all are encouraged to work more often if possible. This service is appreciated and necessary to make the cafeteria run smoothly all year.
- Your time working in the cafeteria DOES NOT count toward your Family Share volunteer hours.
- Cafeteria volunteers can range from parents, grandparents, relatives, or family friends who have met the requirements stated in bold above. Credit for the day worked will only be given to the family when the volunteer signs in at the cafeteria on the day worked. **If you do not sign in on the sheet in the cafeteria on the day you work, we will have no way of knowing that you were there.** If the volunteer has a different last name than the school family, they must note which family they are working for.
- When scheduled for lunch, please plan to arrive at 11:00 a.m., and stay until around 1:00 p.m. Cafeteria duties include setup, food staging, serving, loading/unloading the dishwasher, and table cleanup.
- **PARKING:** Please do not park along the red curb on Pine Street. This area must be free for our preschool dismissal at 11:30. You can park across the street or in one of the lots.
- Cafeteria scheduling will be done through the blank calendar sheets that will be sent home in the family folders each month. Please fill in the forms and return them back to the office as soon as possible to assure that you get your first choices, and insure a timely schedule for the cafeteria.
- The completed schedule will be posted directly from the school website---**stgregzelie.org**. Please check the website to see if you are scheduled during the first few days of the upcoming month. If you need a paper copy of the schedule, please call the school office.
- If you need to cancel for a previously scheduled day, please try to find a replacement. If a replacement can't be found, call **Andy Harmer at 724-437-2290**, so that he can try to find a replacement worker. If you are interested in being on the "On Call" list, please note that on your calendar that you return.

Feel free to contact me with any questions or concerns at robbyngross1926@gmail.com. I promise to do my best to work with everyone to help the cafeteria run smoothly for our children.

Robyn Gross

CAFETERIA SIGN-UP FOR OCTOBER 2018 AND NOVEMBER 2018

FORM DUE: SEPTEMBER 12, 2018

Robyn Gross: 412-389-1768 or robyngross1926@gmail.com

NAME: _____

Phone Number: _____

1. Please read carefully and complete all parts of the form so that I can honor your requests:
 - ❖ If possible, I prefer to work _____ days in October and _____ days in November.
 - ❖ I must work at least _____ days in October and _____ days in November.
 - ❖ If the cafeteria is low on volunteers, I am willing to work a maximum of _____ days in October and a maximum of _____ days in November to help out. (Please include the "preferred" and "must work" days in this total.)
2. Star all of the dates that you are available to work on the calendar below.
3. If you prefer specific dates, please specify on the line below. I will do my best to accommodate. The more information that you provide--the more likely I am to understand exactly what you are requesting.

REQUESTS: _____

~ October 2018 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 NO SCHOOL	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 NO SCHOOL	27
28	29	30	31			

~ November 2018 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
12	12 NO SCHOOL	13	14	15	16	17
18	19	20	21 NO SCHOOL	22 NO SCHOOL	23 NO SCHOOL	24
25	26 NO SCHOOL	27	28	29	30	