

School News and Information

Welcome to the 2023-24 school year. We realize there is a LOT of information in this folder, but please take the time to look through it and keep the papers handy. They will answer most of the questions you may have.

While we are sending home hard copies of the “Family Folder” to start the year, we will try to continue to utilize digital communication as much as possible. We will send our monthly communications home via email and have it posted on the school website under the “Parents” tab.

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](#)
- [Daily Dismissal Changes](#) – use this to report any change in your child’s dismissal
- [Absentee Excuse](#) – this must be completed any time your child is absent
- [Health / Dental Forms](#) – these are the forms required for school – not sports
- [Athletic Release Form](#) – required before participation in school athletics – must be renewed one year from the date of the last athletic release form
- [Medication Release Form](#) – for those needing to keep and/or take medications at school on a regular basis.
- [PTG Information](#)

FACTS Family Portal:

At this point most of you have set up your FACTS Family Portal. If you have not, please do that as soon as possible. This is where you will be able to check on your child’s grades & attendance, but this is also where the emergency alerts will come from for school delays and cancellations.

Please make sure that your personal information is correct, especially your cell numbers so that you will not miss any important text alerts throughout the year.

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 will be sent home via e-mail. We also send a weekly e-mail called “The Week Ahead”. This is a great 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.

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.

If a child forgets their Chromebook we will allow them to use a loaner one time. After that, they will have to make do without their Chromebook for the day.

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 "[Safe Environment](#)" link on our school website for more details. If you need any help at all, please don't hesitate to contact Debi Allen at 724-452-9731 or dallen@stgregzelie.org.

Contacting Teachers

Please remember that all contact with teachers/staff 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, or other reasons, 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., nrossman@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 on 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, or if your child tends to take their time getting out of the car, 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 8:30 am** are to be dropped off at the cafeteria door, also on Pine Street, and will be charged for morning daycare.

School Dismissal Time – Students are Dismissed at 3:15 pm

Students being picked up before 3:15 pm must be signed out and will be marked (pm) tardy. Please be sure to submit a dismissal change on the website if your child needs an early dismissal.

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.

Preschool Drop-Off and Pick-Up

Preschool students should be dropped off in the lower parking lot. 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. We will have staff outside to help the children out of the vehicle and walk them to the classroom.

If you are late to drop your child off for preschool you may walk them to the preschool door and ring the bell. (More information will be provided by Mrs. FitzGerald at orientation.)

Pick-up will also be in the lower parking lot. Again, you will enter the lower parking lot from Linden Street and loop around the outer perimeter of the parking lot, staying to the right. Our staff will bring the children out to you. There is no need to get out of your vehicle. Please be sure to have your family name in the window to help us keep things moving smoothly.

Dismissal Changes

We require communication from a parent/guardian any time a child will be going home in a way different from their normal routine. We ask that you use the "[Daily Dismissal Changes](#)" link on our school website to report the change **BEFORE 2:00 pm** so that we have time to alert all necessary staff members. We cannot guarantee that an entry submitted after 2:00 pm will be seen before dismissal.

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 where 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 at orientation. 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 if a child has to transfer buses.

Please remind your children that they must listen carefully at dismissal time and walk to the front door calmly and quietly when their bus is called. 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 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 daily basis or as needed. Day Care fees will be added to your FACTS account at the end of 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 use the "Daily Dismissal" link when they are to stay for After School Care.

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 am
- Toys, trading cards, electronics, etc. must be put away by 8:20 am (items not put away on time will be confiscated)
- 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 pm. After that they will often move down to the gym or go outside 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 pm Homework Time (Students without homework are expected to do a quiet activity during homework time; coloring book, puzzle, read.)
- 4:00 – 4:30 pm Snack (A snack and drink are provided for the children each day.)
- 4:30 – 6:00 pm Play Time / Miscellaneous

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 pm. Please respect the fact that our Day Care providers have families of their own to get home to just like you do.

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.

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: \$3.75 per day

All lunch payments should be made through your FACTS account online. The cost of a hot lunch is \$3.75/student and the minimum amount that you can apply to your account at a time is \$20 which will cover 1 week (plus) of lunches. If your child will buy lunches on a regular basis you are welcome to apply a larger amount so you don't have to worry about adding funds as often.

Drinks and snacks are available for cash 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.

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. Please sign on page 8 that you have reviewed the handbook with your child(ren).

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 in our student handbook.

Please sign on page 8 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 expectations and sign on page 8 that you have done so. Details and expectations are included on a separate page in this folder.

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 on page 8 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, 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 check off (on page 9) which family information we can include in the directory. Please note: this directory is NOT to be used for any type of solicitation!

PLEASE RETURN THIS PAGE NO LATER THAN FRIDAY, AUGUST 25

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

CHILDREN'S NAMES: (Please Print): _____



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: _____



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. Students who are not permitted to be photographed will be removed from any event that involves photos and/or videos.

Children's Names: _____

Parent/Guardian Signature: _____

PLEASE RETURN THIS PAGE NO LATER THAN FRIDAY, AUGUST 25

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

CHILDREN'S NAMES: (Please Print): _____



SCHOOL DIRECTORY

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

- Parent Names Primary Phone Primary E-Mail

Other Notes: _____



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 **Friday, August 25th**.

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.

PLEASE RETURN THIS PAGE NO LATER THAN FRIDAY, AUGUST 25

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: _____



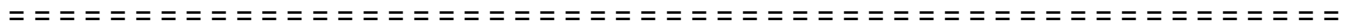
Youth Choir

Children in grades 3 through 8 are invited to consider joining the St. Gregory Youth Choir. They have become a real treat to the parishioners as they sing at weekend Masses throughout the year.

The children will meet with our music director and our youth choir director as needed. (We will not have weekly practices for choir this year.) The kids do a marvelous job given the small amount of time they have to learn and practice the music. 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 will be responsible to make up any classwork missed during choir practices.

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.



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

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____