

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 Zelenople 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 do not 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 9th**.

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 9th**.

_____ 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.

The choir will sing at the 5:00 pm Mass at St. Gregory occasionally throughout the year (dates to be determined). They may also sing at St. Ferdinand and Holy Redeemer.

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: _____