

August 29, 2017

Greetings St. Gregory School Families!

It is my pleasure to welcome you all to the 2017-2018 school year. The teachers and staff are excited and look forward to the beginning of a new year. I hope you had a wonderful summer break filled with great memories. 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 enjoys school. 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 Ashlynn Guerriero to the St. Gregory School staff. Miss Guerriero will be our new 4<sup>th</sup> grade Language Arts and 5<sup>th</sup> grade Math teacher.

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 8:40 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. Students are expected to "Wear Love Everywhere [They] Go" (Colossians Chapter 3). We will express this love and respect to one another through a variety of activities and reminders throughout our day. Every day, we will also 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 will now be at the main school doors in the front of the school by 8:45am. 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.

St. Gregory School and the Zelenople Police Department are teaming up again this year! As part of our ongoing effort to provide the best safety and security at St. Gregory School, we have asked the department to be involved again with St. Gregory School. Similar to last year, a Zelenople police officer will make a visit or two to the school each day. We are thrilled to continue this great partnership with the department. 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."

Finally, we were delighted that so many of our school families received additional financial aid from the Diocese's BEF/EITC fund this year. The Lord was certainly looking out for us this year. Please note, though, that this is not guaranteed every year. Therefore, please do not plan your tuition payments around this amount again next year. We can certainly pray and hope for it, but this year seemed to be an exception.

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,

A handwritten signature in cursive script that reads "Mrs. Harris".

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](http://stgregzelie.org), under the "News" link.

The following items can all be found on the website under the "Parent Pages" link. 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 fever, vomiting and diarrhea free 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.

## **Clearances - Urgent**

Our top priority at St. Gregory School and throughout the Diocese of Pittsburgh 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](mailto: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 8:40 am**

The school day for the students starts at 8:45 am. All students are expected to be in the building no later than 8:40 am. Please do your best to get the children here on time. Any student arriving after 8:40 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 8:15 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 3:10 pm**

Students being picked up before 3:10 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 the car pool 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. The cost for this service is \$4.00 per hour (\$2.50 per hour for each additional child) and you pay only for the time you use in half hour increments. 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 mobile devices / hand held games 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 8:10
- 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 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:

- 3:15 – 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 now 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 whoever is in charge of that particular event/fundraiser 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 at least a week 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 level and mark it for lunch tickets. Do not include lunch money on checks for any other items.

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.

## **Cafeteria Volunteers**

Please note a small change in parking for cafeteria volunteers. Our preschool children will be dismissed from the school's main entrance each day. Because we need this door and curb area clear for preschool, we ask that you either park in a lot or across the street when you come to work in the cafeteria.



### **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.*

### **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 11<sup>th</sup>.

### **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. There is also a form in this folder for you to mark where you think you may "Find Your Fit".

### **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 11<sup>th</sup>.

\_\_\_\_\_ 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.

=====

**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 for the Pastors who have served here and our congregation looks forward to hearing them sing throughout the year.

The children will meet with our new 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 scheduled masses for the 2017-18 school year will be sent home as soon as they have been scheduled. The kids typically sing at 4 weekend Masses throughout the year.

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: \_\_\_\_\_

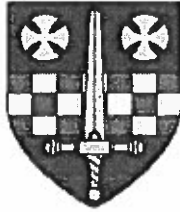
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**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 (Please Print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Date:

# HOME LANGUAGE SURVEY\*

2017

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.



115 Pine Street  
Zelienople, PA 16063  
phone 724-452-9731  
fax 724-452-4064  
email schooloffice@stgregzelie.org  
www.stgregzelie.org

Dear Parent/Guardian,

We need your help! St. Gregory School has an opportunity for children who need extra academic support to receive it through the Title I program under *No Child Left Behind Act*, but we can't do it without you. These extra services, including reading and math, will only come to the children if you fill out the attached survey.

We have an opportunity for our children to receive these services, but I need your help to complete the enclosed family survey form. The information you provide will determine the amount of funds that will be available for these special services. All you need to do is circle the YES or NO after each question. Your answers will be strictly **CONFIDENTIAL**. Only I will use this information.

This information is very important and it will help our children to continue to participate in the Title I education program. Please help us to help your children.

Please return your family survey form to my office. I need them no later than September 11<sup>th</sup>. Remember this information is **CONFIDENTIAL**.

Thank you for all you do for our children.

Sincerely,

Mrs. Erin Harris  
Principal

Enclosure: Parent Survey (see reverse)





## **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 runs from 7:00 am to 8:15 am each morning and After School Care runs until 6:00 pm. The fee for these services will be \$4.00 per hour for the first child and \$2.50 per hour for a second child. (Day Care is billed in ½ hour increments.) Any part of a half hour will be billed at the half hour rate. Bills for Day Care will be sent home in the family folders each month. A \$10.00 late fee will be added to any bill not paid by the due date.

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

If your child/ren will be using the service on a fairly regular basis, please return the form below. If you will use the service only on an occasional basis, then please send a note to the office as needed. Any child not picked up by the end of the car pool line 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><b>Before School Care</b></u>	
Beginning at _____ am on	
___ Mondays	
___ Tuesdays	
___ Wednesdays	
___ Thursdays	
___ Fridays	

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



115 Pine Street  
 Zelienople, PA 15063  
 phone 724-452-9731  
 fax 724-452-4064  
 email schooloffice@stgregzelie.org  
 www.stgregzelie.org

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 2017-2018 (Reduced)**

Household Size	Yearly Income	Monthly Income	Weekly Income
1	22,311	1,860	430
2	30,044	2,504	578
3	37,777	3,149	727
4	45,510	3,793	876
5	53,243	4,437	1,024
6	60,976	5,082	1,173
7	68,709	5,726	1,322
8	76,442	6,371	1,471
Each Add'l Add	7,733	645	149

**Federal Income Chart for School Year 2017-2018 (Free)**

Household Size	Yearly Income	Monthly Income	Weekly Income
1	15,678	1,307	302
2	21,112	1,760	406
3	26,546	2,213	511
4	31,980	2,665	615
5	37,414	3,118	720
6	42,848	3,571	824
7	48,282	4,024	929
8	53,716	4,477	1,033
Each Add'l Add	5,434	453	105

**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	
(Example) Jane Smith	\$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): <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Other
---	--

**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.
- 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 CHANGE:** 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](http://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 [robyngross1926@gmail.com](mailto:robyngross1926@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 2017 AND NOVEMBER 2017

FORM DUE: SEPTEMBER 11, 2017

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 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 NO SCHOOL	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

~ November 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 NO SCHOOL	11
12	13	14	15	16	17	18
19	20	21	22	23 NO SCHOOL	24 NO SCHOOL	25
26	27 NO SCHOOL	28	29	30		

## 2017-2018 P.T.G. Officers

### Pastor

Fr. Jim Young  
724-452-7245  
[fatheryoung@stgregzelie.org](mailto:fatheryoung@stgregzelie.org)

### President

Mr. Randy Kaelin  
(Sara 6)  
724-601-8530  
[ranchr@verizon.net](mailto:ranchr@verizon.net)

### Secretary

Mrs. Patti McClellan  
(Abby 2, Connor K)  
724-316-5787  
[pmcclellan@wesco.com](mailto:pmcclellan@wesco.com)

### Principal

Mrs. Erin Harris  
724-452-9731  
[eharris@stgregzelie.org](mailto:eharris@stgregzelie.org)

### Vice President

Mrs. Megan Cantella  
(Anna 8)  
724-272-4763  
[megancantella@hotmail.com](mailto:megancantella@hotmail.com)

### Treasurer

Mrs. Christine Carr  
(Scarlett 3)  
412-310-7921  
[mccarr@gmail.com](mailto:mccarr@gmail.com)

## Board Members

Debi Allen	(Jonathan 7, Elizabeth 5)	724-452-9731	<a href="mailto:dallen@stgregzelie.org">dallen@stgregzelie.org</a>
Jeff Ammerman	(Michael 7)	412-302-6162	<a href="mailto:jammerman@remax.net">jammerman@remax.net</a>
Michael Anderson	(Rose K, Alice P3)	716-713-4896	<a href="mailto:michaelandersondc@gmail.com">michaelandersondc@gmail.com</a>
Veronica Beitch	(Serrah 2)	724-504-1149	<a href="mailto:Veronica.beitch@gmail.com">Veronica.beitch@gmail.com</a>
Joe Belsterling	(Audrey 2, Henry 4)	724-316-6000	<a href="mailto:jbelsterling@yahoo.com">jbelsterling@yahoo.com</a>
Kelly Lee DeCaria	(Dante 1, Nico K)	724-462-8862	<a href="mailto:kelly-lee.decaria@chp.edu">kelly-lee.decaria@chp.edu</a>
Jen Harmanos	(Joe 7, Emily 2)	724-272-9814	<a href="mailto:harmanosj@zoominternet.net">harmanosj@zoominternet.net</a>
Katie Kovacic	(Luke K)	724-553-6532	<a href="mailto:katie.kovacic@yahoo.com">katie.kovacic@yahoo.com</a>
Michelle Long	(Molly Bissell 6)	724-996-4730	<a href="mailto:mlong@hustongroup.com">mlong@hustongroup.com</a>
Lynn Mainolfi	(Lucy 2, Joshua K, Elias P3)	412-498-4277	<a href="mailto:lynnmainolfi@gmail.com">lynnmainolfi@gmail.com</a>
Julie Mardis	(Callie 4, Brody K)	724-473-0051	<a href="mailto:julescm78@gmail.com">julescm78@gmail.com</a>
Chris McClellan	(Abby 2, Connor K)	724-316-5787	<a href="mailto:christopher.mcclellan@emerson.com">christopher.mcclellan@emerson.com</a>
Jessica Osterrieder	(Emma Lechner 5, Ella K)	724-448-9570	<a href="mailto:osterrieder@hotmail.com">osterrieder@hotmail.com</a>
Natalie Ross	(Ruby 5, Max K)	412-589-7170	<a href="mailto:natandjohn@zoominternet.net">natandjohn@zoominternet.net</a>
Miranda Sparacino	(Ava 2, Dylan K)	412-951-6982	<a href="mailto:mirandasparacino@hotmail.com">mirandasparacino@hotmail.com</a>
Jamie Thompson	(Emily K, Sadie P4)	724-900-0211	<a href="mailto:fitmomma@me.com">fitmomma@me.com</a>
Joni Witter	(Isaiah 2)	724-814-6217	<a href="mailto:joniwitter@yahoo.com">joniwitter@yahoo.com</a>
Chanin Woods	(Athena 6, Violet 3)	412-512-8280	<a href="mailto:chanin03@yahoo.com">chanin03@yahoo.com</a>

---

The purpose of the P.T.G. (Parent/Teacher Guild) is to assist St. Gregory School by providing financial support through various programs and fundraisers, and by organizing student and adult P.T.G. functions.  
The P.T.G. Board is not responsible for academic and/or managerial school concerns. Such issues need to be addressed by making an appointment with the Principal and/or Pastor.

### DIOCESE OF PITTSBURGH BASIC FUNDING FORMULA FOR CATHOLIC ELEMENTARY SCHOOLS

<u>Tuition Yield</u>	<u>Fund Raising</u>	<u>Parish Subsidy</u>	<u>Other</u>
60%	10%	25%	5%

## **Athletic News**

Cross Country and Girls Volleyball are in full swing. Keep an eye on the athletic calendar (on the school web-site) for game/meet schedules throughout the year and come out and cheer on our kids!

Save the Dates:

Great Pumpkin Race – Save the date now! Our annual Great Pumpkin Race 5K and 1 Mile Fun Run will take place on Sunday, October 29<sup>th</sup>. More details to follow!

Cold Turkey Shoot-Out – Save the dates! Our annual basketball tournament is scheduled for November 16-19.

Monday Madness – We will kick off the start of the Basketball & Cheer season with Monday Madness on October 16<sup>th</sup>. You won't want to miss it!

## **PTG News**

Please don't feel overwhelmed with the several fundraisers that came home with you today. Keep in mind that there are several fundraising options throughout the year. Please choose which ones may work the best for your family. We don't expect everyone to support every fundraiser.

Please include a separate check for each of the separate fundraisers.

## **KidsStuff Coupon Savings Book**

We're selling KidStuff Coupon Books to raise money for our school! Books are \$25 and we earn 50% profit! Save lots of \$\$\$ with hundreds of coupons for shopping, activities and food! Watch for the book to come home with your child. Please share our KidStuff Sale with family, friends and coworkers. Your family earns 1 FREE book for every 5 books you sell!

Orders and Payment are due in the classroom by Friday, September 15<sup>th</sup>. Please make checks payable to St. Gregory P.T.G. and mark "Kids Stuff" in the memo line.

## **Anderson Candy Bars**

Every family should have brought home a bag of Anderson Candy Bars. If anyone is interested in extra candy bars (or trading flavors) we have extra in the office.

Each bag should contain 40 bars at \$1.00. Your payment of \$40 is due in the school office by Friday, September 29<sup>th</sup>. Please make check payable to St. Gregory P.T.G. and mark "Candy Bars" in the memo line.

## **Yankee Candles**

Yankee Candle information is included in your family folder. Orders and payment are due Tuesday, September 26<sup>th</sup>. Please make checks payable to St. Gregory P.T.G. and mark "Yankee" in the memo line.



# ITEMS TO SAVE FOR SAINT GREGORY SCHOOL

## Big G Box Tops

Cut out Box Tops Logos from participating products and turn them into cash for the school. A complete list of eligible products is available at [www.boxtops4education.com](http://www.boxtops4education.com).



## Campbell's Labels

Save Labels, Jar Lids and UPC Codes off of Campbell's products and the school can redeem them for valuable school equipment. Please be sure to keep the UPC code and the "Labels for Education" symbol intact when you cut off your labels. A complete list of eligible products is available at [www.labelsforeducation.com](http://www.labelsforeducation.com).



## Giant Eagle Advantage Card Points

Register your Giant Eagle Advantage Card and every time you shop using the card, Saint Gregory's get points for your purchases. To register your card, call 1-800-474-4777 or go to [www.gianteagle.com](http://www.gianteagle.com) and click on the "Apples for the Students" link. If the link is not up you can type "apples for the students" in the search box. You will need to give the school's ID # which is 1075. We currently have 179 participants registered for St. Gregory's. If you have an advantage card and haven't registered our school, please do so.



## Chick-fil-A

If you eat at Chick-fil-A in Cranberry, save your receipts and turn them in to St. Gregory School. Chick-fil-A donates a percentage back to the school in store credit. We are working toward a whole school lunch for the children.





115 Pine Street  
Zelienople, PA 16063  
phone 724-452-9731  
fax 724-452-4064  
email schooloffice@stgregzelie.org  
www.stgregzelie.org

Dear Parents,

State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in non-public schools. Act 90 authorizes the loan of instructional materials to be loaned to your child/ren. The law requires, however, that a parent of each child attending the non-public school, individually request a loan of textbooks & materials. We are asking you to sign the following statement form, date it, and return it to school.

Thank you for your cooperation.

Sincerely,

Mrs. Erin Harris  
Principal

**CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF  
TEXTBOOKS AND MATERIALS.**

I hereby request the loan of textbooks and instructional materials  
in accordance with Pennsylvania Act 195 and Act 90 for my  
child/ren attending Saint Gregory School, Zelienople, PA.

This law is applicable to PA residents only.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian (PRINT)

\_\_\_\_\_

Parent or Guardian (SIGNATURE)