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# Saint Gregory School

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Middle States Accredited  
Member NCEA  
Founded in 1911



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**I-MISSION STATEMENT**

Saint Gregory School, as part of the total educational community of Saint Gregory Parish, has as its primary purpose: to create a school climate that is permeated by the Gospel Spirit of freedom

and love. In this spirit of freedom and love, each person is recognized, acknowledged and accepted as a unique and valuable individual.

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

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

## **II-HISTORY**

Since Saint Gregory School was established in January of 1911, it has provided a quality Catholic education to the children of the area. The school presently has students enrolled in grades K through 8. The student body is made up of children from four (4) counties: Allegheny, Beaver, Butler and Lawrence, and from eleven (14) Catholic parishes: Holy Family, Holy Sepulcher, Holy Wisdom, Our Lady of Peace, St. Alphonsus, St. Christopher, St. Ferdinand, St. Fidelis, St. Gregory, St. Kilian, St. Mary's - New Castle, St. Matthias, St. Peter, and Sts John & Paul. We also have several members of various non-catholic churches. Transportation is provided from ten (11) public school districts: Ambridge, Butler, Ellwood City, Freedom, Mars, New Brighton, North Allegheny, Riverside, Rochester, Seneca Valley, and Slippery Rock.

The present staff of St. Gregory is made up of the Pastor, Rev. Robert M. Miller, a full time lay principal, fifteen (15) full time teachers, four (4) aides, a full time secretary, a full time secretary/librarian, a lunch room manager, a day care supervisor and numerous volunteers. All teachers are required to hold state certification in elementary education and diocesan accreditation to teach in a Catholic School in the Diocese of Pittsburgh. Teachers are also required to obtain the state mandated Act 48 hours to keep up dated every five years and all staff members have attended training in "Protecting God's Children" through the Diocese of Pittsburgh and have clearances on file with the school.

The school first received a certificate of accreditation good for ten (10) years from the Middle States Association in April of 1990 after completing an intensive self study involving 'The Vision and Values Program', a long range improvement plan, a three day Middle States team visit and the writing of a self study handbook. In October of 1999 the school was again visited by The Middle States Association of Colleges and Schools and was reaccredited for another 10 years in May of 2000, and most recently in November of 2009. The Middle States Evaluation is an ongoing process requiring submission of updated plans every three years.

## **III-PHILOSOPHY**

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

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

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

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

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

A. GOAL:

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

B. PLAN OF ACTION:

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

C. OBJECTIVES:

1. To keep the Catholic identity of the school as the primary focus in all areas of the curricula.
2. To focus on Jesus' concern and love for all persons and His many deeds of kindness for the forgotten, lonely and outcasts of society.
3. To use the phrase in the Our Father ~ forgive us our trespasses as we forgive those who trespass against us ~ as the primary focus of our prayers.
4. To plan school wide projects, bulletin boards, etc. centered on an awareness of and respect for differences in people.
5. To encourage staff and students to practice taking responsibility for actions and to use various activities throughout the year that remind all of us that we are responsible for

our actions and for the decisions and choices we make, and that we will have to answer to God for any harm that our choices may cause to ourselves or others.

6. To plan service projects for each class as well as school wide projects that will both make the students aware of the needs of others and will provide for those needs through the efforts of the student body.
7. To plan prayer services and place banners throughout the school reminding faculty and students that bullying of any type is wrong in the eyes of God and that we must not only be aware that we shouldn't bully but that failure to stop bullying is also wrong and we will be held accountable for not intervening to prevent bullying by others.

### **V-ADMISSION**

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

School regulations, in regards to admission of pupils, specify that a child entering Kindergarten must be five (5) years of age before September 1. There are no exceptions to this rule.

All students entering Kindergarten must be immunized for Diphtheria and Tetanus (4 or more properly spaced with one on or after the fourth birthday) (usually received as DPT, DtaP, DT, or Td vaccine), Measles (2 properly spaced), Mumps (1), Rubella (1) (The health department recommends that the measles, mumps, and rubella vaccines be administered as MMR#1 and MMR#2), Polio (3 or more properly spaced), Hepatitis B (3 properly spaced) and Varicella (Chicken Pox) (either from vaccination, history of disease or laboratory testing). The student's birth and baptismal certificate (if not baptized at St. Gregory Church) must be presented at initial registration. Verification of these documents will be noted on the student's Permanent Record Card.

There is a one-time only, non-refundable, registration fee of \$50.00. This fee is due at the time of the initial registration. When a student transfers into St. Gregory School, records must be presented and reviewed by the Principal before consideration for a child's admittance to the school will be approved. There is a short probationary period to determine the ability of the child to adjust to the school program and policies. If a child cannot or will not adjust to the school's program and policies within the first report period the child is in attendance, the parents will need to make other arrangements for that child's education within a one month period following notification. All registrations must have the approval of the Pastor before registration is finalized.

### **VI-TUITION**

Each family is expected to contribute a set amount of money to help defray the cost of the total school expense. The financial committee, following the Diocesan guidelines and with the approval of the Pastor, determines the cost per pupil on a yearly basis. A deposit of 10% is due by the 1st of August each year.

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

All checks for tuition should be made payable to St. Gregory School, placed in a sealed envelope, and sent to the school. A monthly statement from the parish accountant keeps parents updated on the tuition account. All tuition must be paid in full by May 31st.

Families may apply for tuition aid through the Diocesan Grant Program and the Scholastic Opportunity Scholarship (SOS) Fund in March of each year or through the parish in September of each year. The form for parish aid is sent home in the first family folder each year and the information on Diocesan Grants and the SOS Fund is sent home each February. If a family does not apply for Diocesan aid or for the SOS Fund, then no aid will be approved at the Parish level unless circumstances have changed during the year.

### **VII-ATTENDANCE**

Tardy Ball	8:45 am (Students are expected to be in the building before 8:40 am.)
Start of Class	8:50 am
Close of Class	3:05 pm
Dismissal	3:10 pm

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

When a pupil is absent the student must submit a **written excuse** to the teacher as required by state law. Excuses must show the date of the absence and a parent or guardian’s signature. Absentee slips will be provided by the school for this purpose. If this excuse is not submitted within three days of a child’s absence, the absence will be classified as **Unexcused**. An excused absence includes cases of illness, death in the family or other grave reasons. Unexcused absences include truancy, a missed bus, or parental neglect.

According to Pennsylvania School Code, Section 1332, “The absence of any pupil who remains out of school with or without parent’s permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as ‘unlawful-unexcused’ for a pupil who is under compulsory attendance age. Section 1333, “Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such

notice is given..., attendance is again violated by the person, such person shall be liable...for referral to the magistrate.” The school has the right to request a doctor’s excuse if a child is absent too often or the reason for the absences is in question.

On days when a child is tardy, the parent/guardian must sign the child in at the office. When the child has been signed in they will receive a pass to get into class and the parent/guardian can then leave. The child will not be permitted to enter the classroom without the pass from the office. Any child coming in tardy and not signed in at the office will be marked absent for the entire day. The office sign-in sheet is the only record we have of a late arrival. Any child arriving after 10:10 will be marked absent for the morning. Children who leave school before 1:40 will be marked absent for the afternoon. Children who leave school after 1:40 but before dismissal will be marked for an early out. Children missing more than 2 periods in the middle of the day will be marked absent for ½ the day.

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

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

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

### **VIII-THE CONTINUOUS PROGRESS PROGRAM**

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

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

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

### **IX-CURRICULUM**

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

- A. *RELIGION* - The introduction of the basic prayers in our Kindergarten religion program starts the children on their Christ-centered journey. In addition to learning their prayers, the kindergarten students learn many Bible stories and basic Catholic traditions & beliefs as part of their instruction. This program prepares the young children to participate more fully in the life of reflection, worship, and commitment to love and service that all members of the Catholic community share.

The Harcourt ©2008 "Call to Faith" religion program used in grades K-8 is a comprehensive program of our Catholic faith presenting the scriptures, doctrines and traditions in lessons that teach the truths of our faith based on a scope and sequence of complete Catholic teachings. In grades 7 and 8 the students also use the Leaflet Missal Company ©1995 "Outlines of the Catholic Faith". Bible study, an understanding of the liturgy and sacraments, is a vital part of the program for grades 7 and 8 as they prepare for the reception of the Sacrament of Confirmation.

Each text is enriched with prayers, scripture, lives of the saints, tests and lessons on the liturgical year that help reinforce our philosophy that through continuous progress learning, each child will become a democratic faith-filled agent of tomorrow and make a difference in our changing world. Grades 5-8 are also presented with five (5) classes per year on the Catholic view of family, marriage, and human sexuality. These lessons are part of the Catholic Vision of Love from the Diocese of Pittsburgh.

All teachers are certified through special diocesan courses to teach religion. In addition, one class per week is taught by Father Bob to the Middle Grade students when Father is available.

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

Textbooks used in language arts include McGraw Hill ©1997 “Spotlight on Literature” for Grades 6-8 as well as Glencoe ©2001 “Writer’s Choice Grammar & Composition”. The Scholastic ©1996 “Literacy Place” series is used in grades 1-5. This program includes separate text for spelling and grammar. The students in grades 1 through 5 also use the Houghton Mifflin English ©2005 for additional grammar support. Grades K through 5 also have the additional assistance of “Teach Me Writing” Kits ©2003. The Abrams and Company Inc., ©1999 “Letter People” program is used for Kindergarten. In addition to these basic texts each teacher makes use of many supplemental materials in each language arts class.

- C. *MATHEMATICS* - Houghton-Mifflin ©2002 "Mathematics" offers active learning involving problem solving and connections to daily life for students in grades K-5. This curriculum presents opportunities for students to use math skills in every day situations. This subject range permeates problem solving in real life situations. Supplementary materials include problem solving computer software, calculators, math games and manipulatives. “Prentice Hall Mathematics Course I” ©2004 is used in grade 6 as a transition from mathematics to pre-algebra. Prentice Hall “Pre-Algebra” and “Algebra” ©2007 is used in grades 7 and 8. These programs highlight applications and integrate statistics, probability and geometry. With the textbooks for grades 6 through 8, each student also has available an interactive Text CD Rom for use at home.
- D. *SCIENCE* - The science curriculum encompasses concept formation and processes expressed in behavioral objectives. The teacher permeates content and process with Christian values. The primary goal of this subject is to have students realize the sacredness of life, the establishment of peace in the world, the never ending work for justice and the responsibility to be co-creators in the continuing progress of our lives. Students are encouraged to construct science concepts for themselves through inquiry and investigation. Experiments are a part of the curriculum at all grade levels giving students a chance to plan, conduct, write conclusions and share knowledge on experiments.

Health classes are also included as part of the science curriculum at every grade level. The new science lab, opened in April of 2006, is available for every class to use for a lab period once a week.

Holt Science & Technology short-Course Series ©2005 is used by the middle school students in grades 6 through 8. The series is composed of 5 courses for Life Science, 5 courses for Earth Science and 5 courses for Physical Science and provides an excellent foundation for high school science. Included with each course is a kit with all supplies necessary for experiments in the lab.

Scott Foresman Science ©2006 is used for grades 3-5. This includes all activity kits containing the materials needed for all experiments mentioned in the textbooks.

Macmillan/McGraw Hill © 2000 science series is used in Grades K- 2. Additional material is obtained for grades K through 2 by use of the Weekly Reader magazine which provides both science and social studies topics.

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

- E. *SOCIAL STUDIES* - Glencoe ©1999 “American History: The Modern Era Since 1865” is used in grade 8. This program depicts the history of the United States from the post Civil War era to today. Primary source documents are integrated with an inspiring narrative that brings the students an up close view of the events that have shaped their lives. Prentice Hall ©2003 “World Geography Building a Global Perspective” is the present textbook for grade 7. Grade 6 is presently using Macmillan/McGraw-Hill © 2003 “Our World” which is a part of the Adventure in Time and Place series. Another part of this same series is used in grades 5 and 4. Grade 5 uses “United States” © 2001 and Grade 4 uses “Regions” © 2001. Macmillan/McGraw Hill ©1995 “The World Around Us” is used in grades 1-3.

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

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

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

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

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

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

- a tool for developing general thinking and problem solving (computer based instruction)

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

The recently completed elementary computer guidelines from the Diocese of Pittsburgh are implemented in our school. A new computer room was recently opened as part of the new school which was dedicated in January of 2006. The computer room is equipped with 33 PCs and a SmartBoard.

- I. *FOREIGN LANGUAGE* - Children in grades K-5 are given an introduction to Spanish. During these classes the children learn simple conversations as well as prayers and a long list of sight words that will provide a good foundation for the future of a foreign language. Wright Group Espanol para ti © 2001 is used with students in grades K-5 while students in grades 6-8 use Scott Foresman ©1999 “Paso A Paso”. This is a two (2) part series which divides material into small chunks of learning and offers many projects and group activities. The use of video materials gives the children an opportunity to learn about the cultural background of people in Spanish speaking countries.
- J. *PHYSICAL EDUCATION* - Experience proves that a gym program of movement abilities and activities helps young children learn to use their bodies more efficiently and effectively. Our program not only enhances motor perceptual abilities through diagnostic and instructional help, but also builds in other areas of team play that go far beyond the playground. The health issues taught in science classes as well as good eating habits are also reinforced during physical education time. With the opening of the new gymnasium in April of 2006, the physical education program is being expanded to include more games and more movement with the additional space.
- K. *LIBRARY* - All students in grades K-5 have a weekly library period. Books of interest may be borrowed on a weekly basis. Books must be returned on or before the due date. All books should be placed in the crate provided in each room. If a book is lost, then the child is responsible for the cost of a new book. Children also have an opportunity to use the reference section of the library for research assignments and/or school projects.

### **X-HOMEWORK**

Home assignments are an outgrowth or a reinforcement of school work. A teacher has the right to assign homework. The basic objective of home assignment activities is to help the child develop a sense of responsibility and independence. Homework includes written work and home study. Once a teacher has presented a given lesson, theoretically her responsibility of presenting

a concept is covered. Often, class time is not sufficient time for a child to master the skill or concept of a given lesson. Therefore, outside home study is an essential factor in the learning process of a child. A quiet room free of distraction and interruptions is a necessary part of studying. If a child does not have written homework, then the child should be encouraged to study for an upcoming test, read over a chapter in a text book or just read a good book. There will be no homework assignments given over the week-end. A child may be working on a long range project that he/she wants to do over a week-end, but assignments will not be given on a Friday to be due the following Monday. A **recommended** time schedule for home assignment according to grade level is:

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

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

Intermediate and Middle School Department Homework Policy:

All homework is expected to be...

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

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

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

If work is still not completed and turned in the day after it was due...

- parents will be notified
- the grade given will be no higher than 70%

If the work is not handed in after 5 days, the student will receive a zero for the assignment.

Legitimate excuses will be accepted if a note is sent in by the parent, but the work will still have to be made up. Parents will be notified through RVS Gradebook on a weekly basis.

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

### **XI-TESTING**

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

Standardized testing is given yearly at Saint Gregory School following the Diocese of Pittsburgh's testing schedule and recommendations. Levels 2-8 are given standardized tests each year. Following testing, a parent's report is given to each parent and a total school report is shared with the parents.

The fifth grade class is administered a Writing Assessment Test in March which is also part of the standardized testing program. This test gives the teachers a standard way of assessing the students' writing skills.

Students in grades 5 and 8 are annually given the ACRE test which checks their understanding of our Religion, its liturgies and Doctrine.

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

Testing standards may vary according to a child's ability. A child with an advanced ability may be required to do more or to give more detailed, in-depth answers than a child who has a learning disability. Teachers are encouraged to use essay questions as a part of most testing. This better prepares the children for real life situations. Real life seldom involves fill in the blank or multiple choice questions. All students are given guidance on how to answer essay questions and how to improve upon answers by including important details or by better summarizing answers. The main purpose is to learn how to write good explanations and to communicate your thoughts and not just to get a good grade on a particular test.

Please keep in mind that all grades, not just test grades, are part of the report card grades. Remember also that if curriculum is adjusted for a child with special learning needs, that child is graded on the curriculum being presented to him or her. After careful review of a child's academic performance, it may be recommended that the curriculum and testing procedure be adapted. These adaptations may be in all or select subject areas. Adaptations may include some small group instruction as well as adaptations within the regular classroom setting. A full time teacher with dual certification in elementary education and special education works daily with students in need of special adaptation. Parental permission is received for all long term adaptations.

## **XII – MATH & SCIENCE PLACEMENT**

In considering placement for Math & Science, the following criteria were used:

- Teacher recommendation

- Math & Science grades from the previous years
- Terra Nova test scores in Math & Science
- Diocesan Benchmark Tests (to be used starting in the 2011-2012 school year)

Movement from one group to another can occur within the first nine weeks, if the teacher deems it necessary. The teacher, principal and parents will be involved in this discussion.

### **XIII-TEXT BOOKS**

The Commonwealth of Pennsylvania has been providing text books, instructional materials and services to the students of non-public schools within the state since the General Assembly of 1972 passed the first Non-Public School Acts. Currently, through Act 195 and 90, non-public school students may be supplied with text books and instructional materials (\$83.50 per student). Forms are signed by the parents for the loan of text books and instructional material.

This parish supplies all needed textbooks and instructional materials, as well as all school supplies that are not covered by government monies. Therefore, books are either the property of the state or the property of the parish school. A reasonable amount of wear and tear may be expected with normal use, but books destroyed, damaged or lost must be replaced by the student. Books must be carried home in a tote bag, plastic bag or gym bag. All hardback books must have covers on them at all times and paperback books are to be kept in a folder. Students will be given book covers at the beginning of each report period as needed. Parents are asked to cover the books for the students. If a student needs to replace a book-cover in the middle of a report period without good reason, they will be charged twenty five (25) cents for a new book-cover. Any student found with an uncovered book will be given a demerit and charged for a new cover. Book covers are not to be taped to the inside of the books. This causes damage to the books when the covers are removed.

### **XIV-REPORT CARDS**

One of the responsibilities that a teacher has to a parent is to keep them informed of the academic progress of their child. Our report card, following the guidelines of the Continuous Progress Program, shows that a child has made continual educational progress that is equal to his/her God-given talents.

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

### **XV-PROMOTION POLICY**

According to the Continuous Progress Program, a child advances educationally at his/her own rate of speed. However, if a teacher deems it necessary to retain a child in a given grade, the

issue will be discussed in detail with the parent. The final decision will be determined according to what is deemed best for the child by all concerned.

### **XVI-FAMILY FOLDERS**

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

The tentative dates for the family folders are listed on the yearly calendar. If your child does not bring a folder home on the date listed, check to see if he or she received the folder and forgot to give it to you. Through the years, we have found this to be a very good way to get information back and forth between home and school. The first family folder of the year will contain many forms which will need to be returned. It is vital that all forms from this first family folder be returned to the school within a few days. Even if all information is the same as the previous year, forms must still be returned.

### **XVII-PLAYGROUND**

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

### **XVIII-CAFETERIA**

St. Gregory School provides a hot lunch each day and has the responsibility of providing free and reduced price meals to eligible children. The price of meals is \$11.25 for a strip of 5 tickets. If a student pays cash daily for meals the cost is \$2.25 per lunch. An extra drink is \$.50. Students are welcome to purchase snacks items after eating lunch.

Students in grades 6 through 8 are able to order additional main items each morning provided the items are eaten and not thrown away by the students.

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

We have one (1) full-time cafeteria manager and a staff of dedicated volunteers who help make this a smooth operation. All families are expected to pay a \$70.00 cafeteria fee. This fee is included on your monthly tuition statement. If you volunteer in the cafeteria at least 7 days in a year you will receive this fee back.

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

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

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

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

### **XIX-FIELD TRIPS**

In the event that a class plans a field trip, a parent must return a signed permission slip to the teacher. These permission slips are kept on file until after the trip. These signed permission slips are necessary any time a child is to be taken off of the school premises by the school staff. All students are required to wear their blue Saint Gregory Shirt for field trips.

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

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

### **XX-SCHOOL SUPPLIES**

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

Many of the necessary supplies are purchased by the school out of a paper fee included with the

tuition. These provided supplies include handwriting paper, four (4) pencils per year, scissors, crayons, glue, art supplies, folders, book covers, and Kleenex. Students in grades 2-8 are also provided with an assignment notebook out of this fee. All other necessary supplies are the responsibility of the individual student. Large binders and large boxes of crayons or markers are **NOT** to be brought to school. They are too big to fit in the desks. This is also true of large pencil cases.

### **XXI-SCHOOL EQUIPMENT AND PROPERTY**

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

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

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

The fee for these services will be \$3.50 per hour for the first child and \$2.50 per hour for a second child. (\$1.75 per half hour for the first child and \$1.25 per half hour for a second child.) Any part of a half hour will be billed at the half hour rate. Bills for Day Care will be sent home in the family folders each month. A \$10.00 late fee will be added to any bill not paid by the due date.

Parents not picking their child/ren up by 6:00 pm will be charged a late fee of \$1.00 per minute. If a parent is continually late to pick up 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.

The normal schedule for after school care is as follows:

3:15 – 4:00	Quiet Time (Homework, Coloring, Puzzles or Reading)
4:00 – 4:30	Snack
4:30 – 6:00	Play Time / Miscellaneous

### **XXIII-DRESS CODE POLICY**

- A. SAINT GREGORY SHIRTS - All students (*grades K - 8*) are required to have an official Saint Gregory shirt. These are the royal blue shirts with the St. Gregory name or logo on

them. Orders for these shirts are taken 2-3 times each year through the school or can be purchased at any time at the T-Shirt Loft (*located on Main Street in Zelienople*).

Students MUST wear these Saint Gregory shirts on Mass days and for all field trips. On these occasions the St. Gregory Shirt must be visible and not hidden under a sweater or sweatshirt. A turtleneck or other long sleeve shirt may be worn UNDER the St. Gregory shirt for warmth.

Students in grades 7 & 8 must have a Saint Gregory Polo Shirt for the annual trip to Washington D.C. in the spring.

*Please put your child's initials or your family name in all St. Gregory clothing items so that they do not end up lost.*

- B. COLD WEATHER - Please make sure that your child has a dress code appropriate sweater or sweatshirt to keep at school when the weather is cold. They will not be permitted to wear a jacket or hoodie (with the exception of a St. Gregory hoodie) in the building. If your child, like most, prefers to wear a hoodie, then please be sure to purchase a St. Gregory hoodie. You can even order a St. Gregory *zipper* hoodie through the T-Shirt Loft.
- C. DRESS CODE - Good grooming sets the tone for the general atmosphere of the school. A student's style of dress should create a wholesome and healthy attitude towards learning. Those students in grades not required to wear the uniform, must follow the dress code.

PANTS: Solid colored dress pants must be worn during school. This includes Docker's style khaki's, corduroys and dress slacks. Pants must fit properly. NO tight fitting stretch pants, blue jeans, excessively loose fitting pants, etc. Pants should not be so long that they are being walked on.

SHORTS: Solid colored *Dockers* style walking shorts are permitted. Shorts must be no shorter than 3" above the knee when standing. (No other shorts such as basketball or other gym shorts are permitted.)

SKIRTS: Solid colored or plaid skirts are permitted. Skirts must be no shorter than 3" above the knee when standing. The same applies to skorts, culottes, and jumpers.

TOPS: Solid colored or striped pullovers, button shirts, polo shirts, turtlenecks, vests, sweaters or sweatshirts (not hoodies) are permitted during school. St. Gregory shirts are always permitted. T-Shirts from school activities such as Challenge of Champions, Sporting Events, & D.A.R.E. are permitted. NO Under Armour, plaids, prints, graphics or writing on shirts. NO tying shirts up or layering with skimpy shirts being visible.

HOODIES: Students are not permitted to wear hoodies in school except for the St. Gregory hoodies. This includes lunch time and indoor recess.

SHOES: Students should wear shoes that are comfortable and easy to move around in. Backless shoes, large platforms, skinny heels, flip flops, Crocs and Heely's are not permitted. No heel is allowed to be over 2" high. Students wearing winter boots to school must have shoes to change into. Tennis shoes are permitted any day but are required on gym days.

PHYSICAL EDUCATION: Students are permitted to wear solid dark blue or black sweat pants or regular dress code pants with a dress code appropriate shirt on gym days. Tennis shoes are required on gym days. No other gym pants are permitted. This includes, but is not limited to warm-up pants, wind pants, break away pants, basketball pants, etc.

D. VIOLATIONS - Inappropriate items for the school day include but are not exclusive of the following:

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

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

#### XXIV-VISITORS

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

#### XXV-PARENT TEACHER GUILD

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

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

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

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

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

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

### **XXVI-CHURCH FUNCTIONS**

Students are expected to fulfill their obligations by attending Mass each Sunday in their respective parish church. School Masses are celebrated each Friday at 9:00am. All children in grades K-8 participate in these planned liturgies. Opportunities for the reception of the Sacrament of Reconciliation are provided during the course of the year. Stations of the Cross are scheduled on a weekly basis during Lent.

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

### **XXVII-TRANSPORTATION**

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

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

All car-pool children are to be picked up in the lower parking area beginning at 3:10 pm. All walkers are permitted to leave the classroom at 3:10 pm. All after school care children will be in the cafeteria. Any car-pool child not picked up by 3:15 pm will be sent to the after school care program and the parents will be billed for that time.

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

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

### **XXVIII-WEATHER EMERGENCIES**

The Seneca Valley school calendar for required school days is followed at St. Gregory School as much as possible. In the case of inclement weather, emergencies, etc., notices for any school closings will be heard over any major radio station. St. Gregory School closings will be included in the Seneca Valley School closings. St. Gregory School closings or delays will be announced by name on KDKA only. Although Saint Gregory School will follow Seneca Valley for delays, early dismissals and closings, those students not residing in the Seneca Valley School District will need to follow some guidelines from their school district.

- If Seneca Valley closes, there is no school at Saint Gregory's even if your district is in session. Keep your child/ren home.
- If Seneca Valley has a delay but your school district doesn't, you may send your child/ren on the regular bus. Someone will be at the school at the normal time to watch your child/ren.
- If your school district has a delay but Seneca Valley does not, Saint Gregory School will start on time. You may still send your child/ren in on the bus. Although your child/ren may arrive late, it is better than missing the whole day.
- If an early dismissal is called by any school district that services Saint Gregory School, the children from that district will be dismissed early.

- If your school district announces a one (1) hour delay, then your child/ren's bus should arrive at their stop one (1) hour later than normal. If there is a two (2) hour delay called by your school district then your child/ren should get the bus at their stop two (2) hours later than normal.

If you make use of the Before School Care, please listen to KDKA to see if this service is canceled during inclement weather. Before School Care will be available during school delays on most days, however, if the roads are too bad and the possibility of a cancellation is eminent, then Before School Care may be delayed or canceled. If this is the case, it will be announced on KDKA. Please do not ever leave the school property until you see your child safely into the building. Do not assume that someone is here to open the doors until you see someone responsible letting your child into the building. Even if the weather is fine, there could be another type of emergency that might necessitate a closing.

### **XXIX-AUXILIARY SERVICES**

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

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

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

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

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

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

Written parental consent will be obtained for those students who are recommended by the classroom teacher to participate in this program. Recommendations are based upon standardized test scores, classroom performance, and report card grades. An initial

assessment will be done to determine students' skill levels. Progress assessment reports will be distributed along with school report cards.

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

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

#### C. SCHOOL NURSE

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

### **XXX-DISCIPLINE AND BEHAVIOR**

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

A Christ-centered school environment fosters the following behaviors:

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

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

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

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

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

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

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

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

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

#### GRADES KINDERGARTEN THROUGH THIRD:

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

#### GRADES FOUR THROUGH EIGHT:

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

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

Teacher Disciplinary Options/Responses:

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

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

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

**XXXI-STUDENT RESPONSIBILITIES & FACULTY RIGHTS**

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

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

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

**XXXII-INVITATIONS & COMMUNICATIONS**

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

All communication must be approved by the office before it may be distributed to students. Any communication to a faculty member by email is to be sent to the school's email and will be given to the involved faculty members. Please do not request a teacher's home email address.

### **XXXIII-ALCOHOL POLICY**

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

No alcoholic beverages should ever be stored on school property.

### **XXXIV-SUBSTANCE ABUSE POLICY**

Policy Statement: The schools of the Diocese of Pittsburgh and the Intermediate Unit Consortium, recognizing that chemical abuse is a serious problem, adopt the position that students must be chemically free to develop in the most productive manner. It is, therefore, the intent of this policy to prevent and to prohibit the possession, use, sale, distribution and/or intent to distribute any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at all school sponsored events. Violations of this policy may result in the following consequences:

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

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

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

### **XXXV-WEAPONS POLICY**

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

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

A person in possession of a weapon on school property violates state criminal statutes and school regulations and shall be subject to the following discipline and penalty:

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

### **XXXVI-EXPULSION POLICY**

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

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

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

### **XXXVII-INTERNET USE POLICY**

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

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

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

- Information and news from a wide variety of sources and research institutions
- Public domain and shareware software of all types
- Discussion groups
- Access to any educational institutions and libraries

Etiquette

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

The following actions, which are not inclusive, are considered unacceptable actions by the administration of Saint Gregory School:

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

### **XXXVIII-ELECTRONIC ITEMS**

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

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

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

### **XXXIX-ATHLETIC ASSOCIATION**

All sports programs are the responsibility of the Pastor/Principal. The Athletic Director is accountable to the Pastor/Principal. Coaches are selected by the Athletic Director with Pastor/Principal approval and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic School Sports programs guides the policies.

The school presently sponsors Cross County, Basketball and Cheerleading Teams. All coaches are volunteers and must obtain clearances and attend training before taking charge of a team. No team is permitted to have more than three events in any one week during the school year. If they have two meets/games scheduled then only one practice may be scheduled or if they have two

practices then only one meet/game may be scheduled. This is to help ensure that sports do not take away from the students' academic progress. No events may be scheduled over a long weekend or when school is not in session without previous permission. Every member of a team must be given a fair amount of playing time in each game. No child will sit out a game unless it is the consequence of a detention or disrespectful conduct to a coach, referee or a member of a team.

Parents and family members are asked to refrain from yelling at players or coaches during a game. They are also asked to conduct themselves in a Christian manner while at any school sporting event. They are representing Saint Gregory School and will be asked to leave if their conduct is inappropriate. No one is permitted to be on the stage or ramp area during, before or after games. Food and drink are to be kept in the concession area.

Basketball coaches, with permission, may sign teams up to participate in a total of 2 (two) tournaments in a year. If they wish to participate in an additional tournament, they may make arrangements to host a tournament at Saint Gregory's providing they have enough help to run the concession stand and control the crowds. No tournament should run over 4 (four) days unless special permission is given ahead of time.

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

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

## **THE EDUCATOR'S OATH**

I solemnly pledge to dedicate my life to the science of teaching.  
I will give to those who are or have been my teachers,  
the respect and gratitude which is their due.  
I will practice my profession with conscience and dignity:  
the well-being of my students will be my primary concern always.  
I will honor the position of parents and uphold public trust.  
I will maintain by all the means in my power, the honor of my profession.  
I will respect the privacy of students:  
I will teach toward meeting the individual needs and abilities of students.  
I will accept all engaged in education and regard all as my colleagues;  
I will not permit considerations of religion, nationality, race,  
party politics, social standing, or the monetary rewards received  
from my labors to intervene between my duty and my students.  
I will maintain utmost respect for human dignity and human values,  
and I will hold human caring and consideration as the fundamental value in the student-teacher  
relationship.  
I make this promise solemnly, freely, and upon my oath for as long  
as I am engaged in education.

Robert L. DeBruyn  
Author: The MASTER Teacher

## **PARENTS' PRAYER**

Most loving Father, the example of parenthood, You have entrusted Your children to us to bring  
them up for You and prepare them for everlasting life.  
Assist us with Your grace, that we may fulfill this sacred duty  
with competence and love.  
Teach us what to give and what to withhold.  
Show us when to reprove, when to praise and when to be silent.  
Make us gentle and considerate, yet firm and watchful.  
Keep us from the weakness of indulgence and the excess of severity.  
Give us the courage to be disliked sometimes by Your children, when we must do necessary  
things which are displeasing in their eyes.  
Give us the imagination to enter their world in order to understand and guide them.  
Grant us all the virtues we need to lead them by word and example  
in the ways of wisdom and piety.  
One day, with them, may we enter into the joys of our true and lasting home with You in heaven.  
Amen.

## COMMONLY USED PRAYERS

### THE SIGN OF THE CROSS

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

### APOSTLES' CREED

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

### HAIL MARY

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

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

### OUR FATHER

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

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

### GLORY BE

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

### ACT OF CONTRITION

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

### MEMORARE

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

### PRAYER TO MY GUARDIAN ANGEL

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

### **MORNING OFFERING**

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

### **SIMPLE MORNING OFFERING**

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

### **BLESSING BEFORE MEALS**

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

### **BLESSING AFTER MEALS**

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

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

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

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

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

### **ACT OF HOPE**

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

### **ACT OF LOVE**

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

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

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

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

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

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

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

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

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

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

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

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

### **HAIL, HOLY QUEEN**

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

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

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

O clement, O loving, O sweet Virgin Mary!

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

Let us pray:

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