

Saint Gregory School Newsletter –First Day Packet

140 West Main Street, North East, PA 16428

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Volume 49—Issue #1

August 24, 2023



This is your first day packet, please take a few minutes to read all information included. All forms included must be returned by September 1, 2023. If you are receiving your packet via email and cannot print out your forms, please let the office know immediately.

Welcome Back to School Night Thursday, August 24, 2023

INCLUDED IN THIS PACKET:

Student Record Policy (FERPA Notice)
Release of Directory Information
Memorandum of Understanding— **TO BE RETURNED**
Textbook Loan Request Form – **TO BE RETURNED**
Letter regarding Family Survey
Family Survey – **TO BE RETURNED**
Photo Release Authorization – **TO BE RETURNED**
Internet Policy & Form - **Signature page TBR**
Ipad Contract - **TO BE RETURNED**
Emergency Form – **TO BE RETURNED**
Health Room Emergency Form - **TO BE RETURNED**
School Directory Form - **TO BE RETURNED**
Pizza Order Form - **TO BE RETURNED**
Milk Order Form - **TO BE RETURNED**
Hot Lunch Order Form - **TO BE RETURNED**
Health Room Emergency Form - **TO BE RETURNED**

Curriculum Information -

<http://www.eriescd.org/schools.asp>

Child Protection In-service

ALL students, Preschool-Grade 12, are to in serviced annually for Child Protection beginning with the 2007-2008 school year. This in servicing is to be completed by the end of April each year. St. Gregory School will hold our in-service on **Tuesday, September 5, 2023.**

A representative from the Crime Victim Center, Inc. of Erie will be presenting a safe environment program to all students throughout the day beginning at 9:00 am. **If you would prefer that your child not attend this in-service, please contact the school office before that above time or send in a note stating such. If no call or note is received, it will be assumed that your child will participate in the in-service.** You are more than welcome to attend this in-service with your child if you would like.

Information regarding Frequently Asked Questions about Child Abuse and the Child Abuse Policy will be emailed to all families. More information can be obtained through the Diocese of Erie Website at <http://www.eriescd.org> or by contacting diocesan offices at 814-824-1195.

2023-2024 St. Gregory Faculty/Staff

Fr. Thomas Brooks, Pastor

Mrs. Maricarol Schoenfeldt, Principal & L3 & 4 Science

Ms. Leslie Quigley, Office Manager

Mrs. Denise Courtwright, Bookkeeper

Mr. Randy Rossman, Maintenance

Miss Lauren Rogus – PreKindergarten

Mrs. Amy Kloss - Kindergarten, Level 4 Math

Mrs. Sara Hurrell – Level 1 (1 & 2) HR, L3 5th Gr. Math

Miss Emily O'Neil - Level 2 (3 & 4) HR, Technology Support

Mrs. Lori Helffrich– Level 3 (5 & 6) HR, L1-4 Religion,
Grades 1-3 Math

Mrs. Amy Amann – K, L1 & L2 Science, L3-4 Soc. Studies,

Miss Victoria Stocker - Level 4 (7 & 8) HR, L3 & 4

Literature Circles, Phys. Ed PS-L2

Ms. Nancy Pierce – Phys. Ed L3 & L4, L3 6th Gr. Math, L3 & 4 Writing

Mrs. Lisa Braun - Library

Ms. Pamela Verity – Music, Instrument Instruction

Mrs. Melinda Muller – Art

School Calendar *Dates on Calendar are subject to change

Each family will receive a calendar with important dates marked. Also included in the calendar is the Student/Parent Handbook & Link to the Child Protection Policy.

The Calendars are sponsored and printed by C & C Printing and St. Joe's Club.

Calendars can also be viewed on our school website

www.stgregs.net



School Theme

This year our school theme is:
"Better Together"

All Payments to SGPS

We ask that all payments for **different** things such as milk, pizza, hot lunch, etc., that are combined into one check be noted on your check so that proper credit can be given.

Tuition Payments, Registration and FACTS

Tuition Plan

Tuition Contracts and Registration-Technology fees of \$100.00 per student grades K-8 and \$50.00 per student for Preschool & PK were due July 15, 2023. Anyone who has chosen the full payment option, Payment is also now past due. **All new FACTS Agreements and payment arrangements should be made immediately.** A reminder that the FACTS payment system is required by St. Gregory School and the fees for enrollment are as follows: \$44.00 for 3 or more payments and \$10.00 for 2 payments. There is no fee for 1 payment unless you are using a credit card. The credit card fee is 2.85% regardless of how many payments are made.

The FACTS tuition payment processing plan offers quick and easy online enrollment, hassle-free automated payments, an array of payment dates during the month to fit your budget, simple account accessibility and all information that you provide is safe and completely confidential. The enrollment process required just a few minutes of your time and very little information. To enroll, please go to: <https://online.factsmgmt.com/Tmg/pubic/AgreementSignup.aspx?t=3HGXN>. After completion, our bookkeeper, Denise Courtwright, will take care of the remainder of the process. Enrollment is mandatory and the first of ten payments should be scheduled for September (unless late enrollment). You will receive confirmation once your agreement has been finalized. Please contact Denise with any questions or concerns regarding your tuition related matters at bookkeeping@stgregs.net.

DAILY SCHEDULE

Preschool and Pre-Kindergarten:

Begin at 8:30 (*drop off at back bus door behind school*) and end at 12:00 (*pick up at the east side parking lot front lawn area*)

Afternoon Session of PS/PK – Begins at 12:30 after lunch and recess and ends at 3:00 (*pick up at the front lawn area*)

Kindergarten-Level 4 Updates:

8:30 School begins

12:00-12:45 1st Lunch and Recess

3:15 Dismissal begins (*Bus riders are dismissed first followed by Kindergarten, L1, L2, L3 & L4 Car Riders through the main door, front lawn area*)

Morning Arrival and Absentees and Tardy's

Our school day begins at 8:30 a.m. and ends at 3:15 p.m. with end of the day prayer and announcements.

If your child or children arrive after 8:30 a.m. he or she will need to sign in at the school office and receive a slip to be admitted into their classroom. They will also need a note explaining their tardiness. If your child leaves before 3:15 p.m., he or she will also need to sign out in the office and someone designated to pick them up must do so in the office. No children will be permitted to wait outside. Tardiness is checked each day.

The State of Pennsylvania requires all students' absences and reasons for their absences to be documented. The excuse should contain the student's full name, date(s) or absence, reason for the absence and Parent/Guardian signature. Without this note, an illegal absence must be recorded on our official documents. A child will be marked absent if she/he misses more than two hours of either session, morning or afternoon. If a student has a medical or dental appointment, a note to that effect must be submitted. ***There is a Diocesan Policy for Chronic Absenteeism.**

End of Day Messages

We do ask that any changes to a student's normal method of departure be sent, in writing, to his or her teacher in the morning. While we understand that there are times when circumstances change and you must get a message to your child at the end of the day, a large volume of these messages creates confusion. The office phone is not to be used by students for non-emergency calls.

One Call Now – Parent Communication System

St. Gregory School uses a Parent Broadcast System through One Call Now. Please make sure that your current phone numbers are on file to receive important messages and reminders as well as school cancellations and delays. If you would like to opt in to receive text message alerts, please **text the word Alert to 22300**

Snow Days

We do observe the same snow days as the North East School District. If North East is closed or delayed then St. Greg's will be closed or delayed. A Parent Broadcast through OneCall Now will be sent to the phone numbers you have provided. Closings and delays will also be posted on local television networks.

First Week Apparel

Uniforms must be worn by all students in grades K-8.

A copy of the Uniform Policy is in your family calendar.

Preschool and Pre-kindergarten students do not have to wear uniforms. However, we ask that they do not wear open-toed shoes and that they wear socks.

Spirit Wear form to order school sweatshirts and other clothing will be sent home in the Thursday Folder on August 31st. They will be due back to the school on Friday, September 8th.

Students will be going outside daily. Please make sure they are dressed for the weather.

Visitor Sign In

All Non-Essential Visitors are not permitted to be in the building.

All entrances to the school are locked throughout the day for safety and security reasons. Please ring the buzzer located by the front main entrance and wait to be buzzed in.

Anyone who enters the building during the school day **must check in** with the office and wear a "Visitor" badge or sticker. This is not only for the safety of our students, but enables us to locate you in case of emergency.

Emergency Forms

Please fill out the 2023-2024 family emergency form **in its entirety**. This information is vital for use during the school year and will be taken along when your child(ren) are out on field trips. All phone numbers (home, work and cell) should always be kept current. Also, please make sure to include the names of any and all people that have your permission to pick up your child(ren) from school. These forms need to be updated annually.

Nurse's Notes:

The School Health Law requires medical examinations for children on original entry (Kinder) into school and in Grades 6 and 11. It also requires dental examinations upon original entry (Kinder) into school and in grades 3 and 7. These grades were selected because they represent critical periods of growth and development in a child's life.

We recommend that these examinations be done by your family physician and dentist since they can best evaluate your child's health and assist you in obtaining necessary treatments and corrections. This would be done at your expense.

Forms for these examinations are available in the school office and must be turned in by **September 1st**; otherwise your child will be scheduled for examination by the school.

Newsletters

Newsletters will be posted monthly on the school website (www.stgregs.net). We will also e-mail it to you. If you do not have an internet connection, please notify the school office for a paper copy.

Thursday Folders

Most communication from school will be email or class dojo so please make sure you have your email on file in the office and the ClassDojo App set up on your phone.

All completed student work, school flyers and other miscellaneous papers will be sent home each Thursday with your child in their "Thursday Folder". Folders are to be returned signed the following day.

Fundraising

Football Lottery

If you haven't received your required 30 tickets yet to sell, please stop into the school office. Ticket stubs and money are to be turned in by September 8th. We will run the lottery as usual. In the event the season is cancelled, there will be a weekly drawing of 4 tickets for the payout. Those tickets will go back into the pool for future drawings.

Auction

The annual "Crusade for Kids" auction date is Saturday, April 27, 2024.

There is an Early Procurement Buyout Option of \$400.00 if paid by September 15, 2023.

All Payments to SGPS

We ask that all payments for different things such as milk, pizza, hot lunch, etc., that are combined into one check be noted on your check so that proper credit can be given.

Medication

All Medicine that students take during the school day will need the proper forms filled out. These forms are available in the school office.

We must have a Doctor's note along with the dispensing instructions for any and all prescription medication sent to school with your child. *All over the counter meds (i.e. Tylenol, Eye Drops, Cough Drops, etc.) may be sent to school clearly marked with your child's name and dispensing instructions. You must also include a signed note stating that you will allow your child to have such medication. All medication will be kept in the nurse's cabinet and should never be kept in the child's possession with the exception of inhalers. Teachers will keep all Epi pens for Bee Stings.

***Any child with a fever or elevated temp over 100.4 must stay home. The office will not be distributing over the counter medicines.**

Wellness Policy

All Schools in the Diocese of Erie have a wellness policy that encourages increased fitness activities as well as increasing healthy food choices. Snacks at all school events as well as those sent into school should be low in sugar and high in fiber.

Birthday Party Treats:

All treats must be individually wrapped and in an unopened container.



Lunch

Students must bring a packed lunch each day unless they order Hot Lunch on Tuesdays and Thursdays.

Milk is available but must be preordered and prepaid. Understandably, students may occasionally forget their lunch. We will continue to offer cereal, fruit and crackers to them.

***Students must pack their own utensils**

***There will be NO use of microwaves**

***Parents may not eat lunch with their children**

***No dropping off fast food**

Pizza - Pizza will be offered on specific Tuesdays of the week starting on September 5th for the cost of \$2.00 per slice. Order forms are included in this packet. The slices are a fairly good size (1/4 of a pizza) and usually one slice is sufficient for each child. Unless your child is an extremely healthy eater, please start out ordering him/her one slice we hate to see food go wasted along with your money. Pizza this year is being supplied by Little Caesars.

Subway Lunches will be \$5.00 for a 6" Ham, Turkey or Cold Cut Combo Sub with Chips

Taco Tuesday Lunch will be \$4.00

Hot Lunch – Thursday Hot lunch will be made by St. Joe's Club. The price is \$4.00 per lunch.

All food is purchased ahead of time so please note the order dates.

Milk – Order forms are attached for all those that wish to purchase milk. Milk comes in ½ pint sizes of either low fat white, strawberry or chocolate.

****Applications for the free milk program are available in the school office for all those who would like to apply. Please contact Leslie Quigley for more information.**

Saint Gregory School
140 West Main St.
North East, PA 16428

STUDENT RECORD POLICY
Notification of Rights under FERPA for Elementary and Secondary Schools

In order to operate our educational program, we must keep records of the objective information that parents and eighteen year old and older students give us permission to acquire. The following statement constitutes our *"annual notification of rights"* disclosure to these parents.

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including intermediate unit staff, health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. It is the policy of the school to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

A school/system may disclose Personally Identifiable Information (PII) from the education records of a student without obtaining prior written consent of the parents or the eligible students to appropriate officials in connection with a health or safety emergency, subject to CFR § 99.31(a)(10), § 99.36.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, US Department of Education,
600 Independence Ave., SW Washington DC 20202-4605.

RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that schools, with certain exceptions, obtain written consent from parents/guardians prior to the disclosure of personally identifiable information from their child's education records. However, schools may disclose appropriately designated "directory information" without written consent, unless parents/guardians have advised the school to the contrary. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If a parent does not want the school to disclose directory information from his/her child's education records without his/her prior written consent, he/she must notify the school in writing by September 15th. The following information has been designated as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major Field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503 (c)

2023-2024 St. Gregory School Volunteer Form – Please return by 9/1/23

Family Name: _____

Email Address: _____

Phone Number: _____ Cell Number: _____

Volunteer: **(please volunteer for at least 2 activities or events)**

_____ Room Parent/ Grade: _____ (responsible for communicating with teacher or what is needed)

_____ Classroom / Recess or Office Aide

_____ Hot Lunch Team _____ Cook, Serve & clean up Taco Tuesday (once a month from 10:30-1:00)

_____ Serve & Clean up St. Joe's Prepared Lunch on Thursdays from 11:30-1:00)

_____ Fall Fest & Trunk or Treat (10/14/23)

_____ Pizza with Santa (12/2/23)

_____ Assist with Santa's Secret Shop (12/12, 12/13 & 12/14/2023)

_____ Purse Bingo (tbd) / Family Bingo (tbd)

_____ Cash Bash (2/3/24)

_____ Crusade for Kids—Auction (4/27/24) **Required for K-8 Families**

Please circle which Auction Committee you would like:

Procurement Team / Publicity & Ticket Sales / Class Projects / Set Up and Decorating / Silent Auction Worker / Clean Up / Other _____

_____ Football Lottery (Stuff & Seal Envelopes in May/Sell tickets at church, etc. (June-August)

_____ Day Camp Program—Camp Notre Dame - L2/L3 Overnight 5/23/24 – All School Day 5/25/24

_____ Uniform Exchange (monthly cleaning and sorting)

Interested in Serving on a Committee or Board: (please consider volunteering on one of the committees below)

_____ Advisory Board – assisting with making decision for the school

_____ Advancement – advancing the mission of the school, school promotions

_____ PTO (Parent/Teacher Organization)

_____ Sports – Cross Country, Basketball, Soccer (Coaching or assisting)

_____ Fundraising

Comments: _____

***ALL CLEARANCE AND REQUIRED FORMS MUST BE TURN IN BEFORE VOLUNTEERING**

St. Gregory School Volunteer Requirements 2023-2024

Volunteer Clearances

Hello!

Thank you for your interest in volunteering at St. Gregory School. We hope you will find the answers to any questions you may have about volunteering here.

As St. Gregory School strives to ensure a safe environment for all our students, we created this page to review the requirements that are **mandatory** for all our volunteers. There has been some confusion related to the volunteer requirements, so we want to clarify what is required for our St. Gregory school volunteers.

In the past, we utilized the *Occasional Volunteer* requirements for someone who volunteered once per month or less in the school. However, this did not take into account the *type of contact* the volunteer would have with our children. Because of the nature of the volunteering opportunities in our schools, it is almost impossible to ensure that a volunteer does not provide “care, supervision, guidance or control of children and routinely interact with them.” Such contact with our students is considered “direct volunteer contact” and falls under the definition of a *Regular Volunteer*, not an *Occasional Volunteer*. To better protect our volunteers and our students, it is necessary that we acknowledge the direct volunteer contact that occurs in our buildings, and to require all of our volunteers to fulfill the *Regular Volunteer* requirements going forward.

If you still have questions after reading through this page, feel free to reach out to our school's office at 814-725-4571.

Leslie Quigley

[Read the Policy for the Protection for Children](#)

1. [Volunteer Application for Working with Children](#)

Frequency: once upon start; please make sure to specify the names of two personal references.

2. [Statement of Intent for Compliance](#)

Frequency: once upon start, and as required upon future policy releases.

3. [Mandated Reporter Compliance Document](#)

Frequency: Annually

4. [Federal Criminal History Record](#)

Frequency: Every 5 years

If you have lived in Pennsylvania for the past 10 continuous years then you can complete this:

[Affidavit \(Disclosure Statement Application\)](#)

Otherwise, you must complete this:

[Federal Criminal History \(fingerprinting\)](#) using Service Code **1KG6Y3**

5. [PA State Police Criminal Record Check](#)

Frequency: Every 5 years

6. [PA Child Abuse History Certification](#)

Frequency: Every 5 years

7. VIDEO: [Pennsylvania Mandated Reporter Training](#)

Frequency: Every 5 years

8. VIDEO: [Diocesan Creating a Safe Environment Inservice \(online\)](#)

Frequency: Every 5 years

9. [Confidentiality Agreement](#)

Frequency: Annually

Coaches

Additional requirements for coaches:

10. VIDEO: [Sudden Cardiac Arrest Training](#)

Frequency: Every year

Take the sudden cardiac arrest course (20 min.) and print the certificate – certificate is to be kept on file at your parish or school.

11. VIDEO: [Video: Concussion in Sports Training](#)

Frequency: Every year

Take the concussion course (20 min.) and print the certificate – certificate is to be kept on file at your parish or school.

Drivers

Volunteer drivers must be at least 21 years of age. They must also provide the item below as well as **all items for the Regular Volunteer listed above.**

12. [Volunteer Driver Information Sheet](#)

Frequency: Once upon start

13. Copy of valid Pennsylvania driver's license.

Frequency: Upon driver's license renewal

14. Proof of insurance

Frequency: Upon policy renewal

There is an additional clearance required for all volunteers from the Office for the Protection of Children and Youth; however, the school office will request this directly.

Frequently Asked Questions (FAQ)

This is my first time volunteering. What do I need?

Please see above for the list of clearances for regular volunteers.

I only volunteer two or three times a year and have always been considered an Occasional Volunteer. Why do I have to get the extra items required as a Regular Volunteer?

In the past, parents, guardians and friends of the school have often registered and obtained the clearances for an Occasional Volunteer. Our first priority remains the safety of our children. The additional safeguards required of Regular Volunteers are required by the state and the Diocese to help screen out any potential risk to our children. We support any such measure that increases the safety of our children. St. Gregory School is also concerned about the protection of the volunteers themselves as well as having a heightened awareness of the legal responsibilities of the School System. As noted above, it is our experience that nearly all our volunteers may be put into situations where they provide for the “care, supervision, guidance or control of children” and routinely interact with them.

If engaged as an Occasional Volunteer, many people are not aware of the limitations it brings. It happens very quickly that they may be asked to supervise a child or to accompany them outside the presence of a regular volunteer or school staff, e.g., for a trip to the bathroom. It is difficult to distinguish Occasional Volunteers from Regular Volunteers. Finally, having a two-tiered volunteer system where some volunteers can help only in certain capacities or having to deny someone’s assistance because they don’t have the necessary clearances can cause hurt and misunderstanding.

Therefore, St. Gregory School now requires registering and obtaining the clearances as a Regular Volunteer to help in our schools.

Are chaperones for field trips required to have clearances?

Yes. Chaperones are considered regular volunteers and must have all documentation necessary for that classification.

Are parents attending weekly mass required to have clearances?

If the parent is attending mass, No. However, if the parent will be taking on a role of supervision with the students, then Yes, clearances would be required.

What are the requirements when parents are asked to transport students?

The driver must:

- be at least 21 years old,
- complete the Regular Volunteer Clearances, and
- complete the diocesan [*Volunteer Driving Information Sheet*](#).

Additionally, if it is an official school function—parents must have their own child in the vehicle with other children OR they must have another adult in the vehicle when none of the children are their own. (This is not the same as a coach driving school van to competitions.)

What is the difference between a Volunteer and a School Visitor?

School visitors are non-recurring visitors that are never to be unaccompanied in the school building or classroom or during a school event; school personnel must always be present. Some examples are Service Workers, Assembly Presenters, Classroom Guest Presenter, Classroom Guest reader and Parents or Guardians sharing a Birthday Lunch with their child. Visitors should never be in a position of care, supervision, guidance or control of children.

**DIOCESE OF ERIE
CATHOLIC MISSION
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 teachings of the Catholic Church.
2. Catholic schools are distinctive religious educational 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 activities (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:

St. Gregory Parish School 2023-2024

Date: _____

THIS FORM IS TO BE INCLUDED WITH EACH CHILD'S PERMANENT RECORD FOLDER AND UPDATED ANNUALLY AT THE START OF EACH SCHOOL YEAR.

ONE FORM PER STUDENT – DUE BY 9/01/23

Saint Gregory Parish School
140 West Main Street, North East, PA 16428
(814) 725-4571

August 24, 2023

Dear Parent/Guardian:

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in non-public and private schools. Our school is now in the process of requesting specific textbooks, materials, and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the non-public or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Very Truly Yours,
Maricarol Schoenfeldt, Principal

CERTIFICATE OF INDIVIDUAL REQUEST
FOR LOAN OF TEXTBOOKS
AND INSTRUCTIONAL MATERIAL
2023-2024 School Year

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania School Code of 1949 for my child(ren):

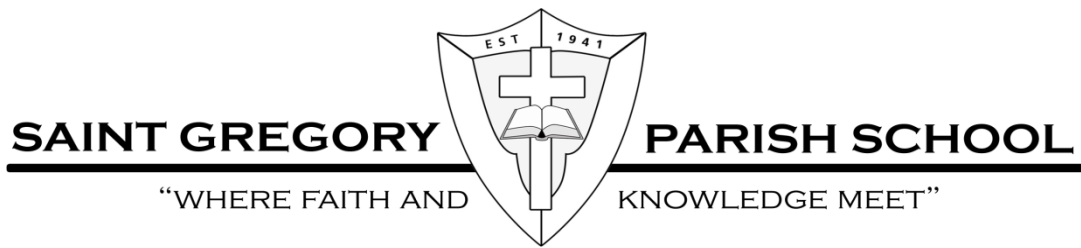
1. _____	2. _____
3. _____	4. _____

Attending St. Gregory Parish School.

Date: _____ (signed) _____
(Parent or Guardian)

This Program is available only to Pennsylvania residents.

(This form is to remain on file at the school and is to be updated annually)
Please sign and return by September 1, 2023



August 24, 2023

Dear Parents:

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

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

Please return the attached form by **September 1, 2023.** Don't hesitate to call if you have any questions about the survey.

Thank you for your assistance!

Sincerely,

Maricarol Schoenfeldt, Principal

FAMILY SURVEY 2023-2024

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

INCOME CHART			
Family Size	Annual Income	Monthly Income	Weekly Income
1*	\$26,973	\$2,248	\$518
2	\$36,482	\$3,041	\$702
3	\$45,991	\$3,833	\$885
4	\$55,500	\$4,625	\$1,068
5	\$65,009	\$5,418	\$1,251
6	\$74,518	\$6,210	\$1,434
7	\$84,027	\$7,003	\$1,616
8	\$93,536	\$7,795	\$1,799
For each additional family member add	+\$9,509	+\$793	+\$183

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

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

- A) Is your annual income less than this amount? Yes_____ No_____
- Is your family eligible for food stamps? Yes_____ No_____
- B) Are you receiving **TANF** Cash Assistance? Yes_____ No_____
- (Temporary Assistance for Needy Families, formerly AFDC or Public Assistance)
- C) Are any of your children eligible to receive medical assistance under the **Medicaid** program? Yes_____ No_____
- D) **Please** check “yes” if you do not wish to share this information in writing. Yes_____

Family Name (**please print**): _____

Address (Street, City, Zip Code): _____

Public school district attendance area in which you reside: _____

Name of School Building(s) your child(ren) would attend in the public school _____

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

**Authorization Form
For Use of Child/Youth Name, Likeness, Photographic and/or Video Image**

This authorization form shall serve as parental permission for the use of name, likeness, photographic, and/or video image of a child/youth where such permission is required.

I grant permission to **St. Gregory Parish School** to use my child's/youth's
☐ **first name only** ☐ **first & last name (*check only one*)**,
likeness, photographic, and/or video image in the production of the following:

1. Above-named entity's official Publications, Brochures, Programs, Newsletters and other printed publications administered by the named entity.
2. Above-named entity's official Website, Facebook page, Instagram, Twitter and other social networking sites administered by the named entity.
3. Above-named entity's official postings on online video communities such as YouTube
4. www.eriercd.org The official website of the Diocese of Erie
5. Other: North East News Journal, Erie Times News, Faith Life Magazine

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the above-named entity **in writing**, all references to my child/youth (i.e.: name, likeness, photographic, and/or video image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the above-named entity is not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e.: name, likeness, photographic, and/or video image). I further understand that my child's/youth's name, likeness, photographic, and/or video image may continue to be used in any publications already printed or published prior to my revocation of consent provided herein.

I also understand that adult supervisors, coaches and/or activities sponsors may take photographic or video images of my child/youth during athletic, and/or program or extracurricular activities, for purposes of newsworthiness, post-secondary athletic or academic grants or scholarships, and for which I provide my consent. I understand that no financial or other compensation will be paid for any photo, video or work product used.

Additionally, other parents, adults, and third parties may attend and take photographs and/or video of public events and activities. Finally, I understand that such parties are not within the control of the above-named entity to direct or limit the use of any photographic or video image taken or obtained by them which may include images of my child/youth.

Name of Child (please print)

Date of Birth

Signature of Parent or Legal Guardian

Date

Definitions:

Child/Youth – anyone under the age of 18

Adult – anyone who has reached the age of 18 and older

Above-named entity/named entity – Institution named on the Letterhead of the Authorization Form

ONE FORM PER STUDENT DUE BY 9/1/23

St. Gregory Parish School
Acceptable Use and Internet Safety Policy - Parental Consent Agreement
**Policy is included in your 2023-2024 School Calendar*

St. Gregory Parish School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that neither the School nor the Diocese of Erie has total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, we support and respect each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use and Internet Safety Policy ("the policy") and I have either explained it to my child/ward (student) or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at St. Gregory Parish School.

2. **Check one:**

☐ I hereby consent to the student having access to, and use of, the telecommunications resources at St. Gregory Parish School, I also hereby indemnify and hold harmless the Diocese of Erie and St. Gregory Parish School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

☐ I do not consent to the student having access to, or use of, the telecommunications resources at St. Gregory Parish School

Parent's/Guardian's Signature Date

Name of Parent/Guardian (Please Print)

Name of Student (Please Print) Grade

Home Street Address

City/State/Zip

Home Phone Office Phone

Acceptable Use and Internet Safety Policy - Student Agreement

I have read the Acceptable Use and Internet Safety Policy. I understand its importance, and I agree to willingly follow all terms and conditions of it. I further understand that violation of this agreement would be wrong and might even be a criminal offense. Should I choose to violate this agreement, my privileges will be taken away and disciplinary action, and/or appropriate legal action may be taken.

Student Signature Date

Name of Student (Please Print) Grade

Name of Parent/Guardian (Please Print)

Home Street Address

City/State/Zip

Home Phone Parent's/Guardian's Office Phone

ONE FORM PER STUDENT DUE BY 9/1/23

IPad and Chromebook Contract and Rules
Saint Gregory Parish School
2023– 2024

Preschool – Grade 4 – iPad
Grades 5-8 - Chromebook

1. I will only use the iPad or Chromebook to work on assigned class work as directed by the teacher. I will not use the iPad when a teacher or another student is speaking.
2. I will not change the background or wallpaper on the iPad or Chromebook.
3. Damage to iPads or Chromebooks could result in fines, administrator action, involvement of the police, and replacement cost at \$500.
4. I will not visit any social media sites.
5. I will not use the iPad or Chromebook to access information that violates school policy and/or not school appropriate.
6. I will take proper care of the iPad or Chromebook when it is in my possession. I will not remove any iPads from the computer lab with direction from the teacher.

After reading the expectations listed above by signing this document you are agreeing to follow all of these rules. You will NOT be assigned an iPad or a Chromebook until this form is returned to St. Gregory School. Failure to follow these rules may result in iPad or Chromebook privileges for the day, week, semester, or even the rest of the year. Using iPads and Chromebooks is a privilege, not a right.

Student signature _____ Date _____

Parent Signature _____ Date _____

Ms. Emily O'Neil, Technology Coordinator _____ Date _____

ONE FORM PER STUDENT DUE BY 9/1/23

STUDENT EMERGENCY DATA FORM

School Name Saint Gregory School School Year 2023-2024

NAME OF STUDENTS IN THIS SCHOOL

Oldest to Youngest: M/F Grade/Rm List any handicaps, drug allergies, etc.

Child's Last Name First Name _____ _____ _____

Child's Last Name First Name _____ _____ _____

Child's Last Name First Name _____ _____ _____

Child's Last Name First Name _____ _____ _____

Child's Last Name First Name _____ _____ _____

Family Last Name Address Home Phone _____

City/Township/Borough County State Zip _____

Family E-mail Parish _____

Child Lives With Both Parents Father Mother Grandparents Guardian Other _____

Father's Name Employer Work Phone _____

Father's Cell Phone Father's Address (if different) Work E-mail _____

Mother's Name Employer Work Phone _____

Mother's Cell Phone Mother's Address (if different) Work E-Mail _____

In the event your child becomes ill and neither parent can be contacted, we will contact a relative or friend designated by you. We must have at least three names listed below.

Name Relationship Telephone (home/work/cell)

1st _____ h w c _____

2nd _____ h w c _____

3rd _____ h w c _____

In case of a serious accident or illness, to which hospital do you want your child sent: _____

In case of a serious accident or illness, which physician do you wish called for your child:

Primary Care Physician Phone _____

Parent/Guardian Signature Date _____

HEALTH ROOM EMERGENCY INFORMATION

NAME: _____ DOB ____/____/____ GRADE _____

Address _____ Primary Phone # _____

Health Insurance? Yes No Carrier: _____

Any Unusual Health Concerns? Yes ___ No ___ Please Specify _____

Is student up to date with immunizations? Yes ___ No ___

Students Health Care Provider: _____

Any Routine Medication? Yes _____ No _____ If Yes, please list: _____

Check all that apply

<input type="checkbox"/> Asthma, Inhaler (Y/N)	<input type="checkbox"/> Seizures	<input type="checkbox"/> Sight Impairment	<input type="checkbox"/> Arthritis
<input type="checkbox"/> Deafness	<input type="checkbox"/> Wears glasses/contacts	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Heart Problems
<input type="checkbox"/> Bee Sting Allergy (EpiPen Y/N)	<input type="checkbox"/> Surgeries, please list _____	<input type="checkbox"/> Kidney Problems	(Mild/Severe)
	<input type="checkbox"/> Other Allergy, please list _____		

Physical Handicap, please describe _____

The school has standing orders, which includes a list of approved treatments and medications recommended by our physician.

Please circle the following items that you give permission to the school nurses to administer to your student while in school:

Ibuprofen (only 6th-12th grade)

Tylenol (only 6th-12th grade)

I hereby give my permission for my child to receive a **physical exam** as per PA Public Health Code section 1402, which requires all students receive a health exam upon entry into school, in the 6th grade and again in the 11th grade years.

Signature: _____

I hereby give my permission for my child to receive a **dental exam** as per PA School Health Code section 1403, which requires all students to receive a dental exam upon entry into school, in the 3rd grade and again in the 7th grade years.

Signature: _____

I hereby give my permission for my child to have his/her back screened for **scoliosis** per PA School Health Code Chapter 23, section 10. This screening is required during the 6th and 7th grade years, which are during the period of critical developmental growth.

Signature _____

Signature _____

Date _____

St. Gregory Parish School 2023-2024 Directory Form
Please fill out this form and return to school office by September 1, 2023

Last Name: _____

Parent(s) Name(s): _____

Child(ren)'s Names and Level: _____

Address: _____

Phone: _____

Cell Phone: _____

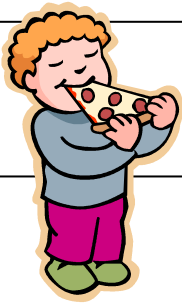
E-mail: _____

_____ **OK to publish in school directory**

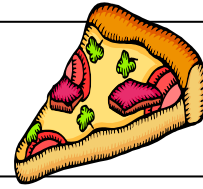
_____ **Please DO NOT publish in school directory**

_____ **Please publish only the information provided above.**

Information published in the school directory is for personal use by school families and coaches only. Please, no solicitation or sharing of this listing.



Pizza ~ Dates for 2023-2024
(TUESDAY'S) – Price is \$2.00 per slice



September 5				March 12	
September 19	Due 9/1/23	December 12	Due 12/01/23	March 26	Due 3/01/24
October 3		January 2		April 16	
October 17		January 16		April 30	Due 3/22/24
October 31	Due 9/29/23	January 30	Due 12/22/23		
November 14		February 13		May 14	
November 28	Due 10/27/23	February 27	Due 1/25/24	May 28	
				June 4	Due 4/26/24

*Orders will be accepted by the year or month only. **Not on a weekly basis.** Cost per slice is \$2.00. Orders paid for by the month must be turned in no later than the date marked above. **No late orders can be accepted.** Pizza for Tuesday is ordered on the first day of the week back to school following a weekend therefore we have to have our total number in by that day.

Please keep this half of the form to hang on your refrigerator for your own reference

PIZZA ORDER FORM 2023-2024 (PLEASE RETURN TO SCHOOL)

Please circle which dates you are ordering and number of slices ordered **(\$2.00 per slice or \$40.00 for the year)**

**** Also, please choose "C" for plain cheese or "P" for pepperoni pizza.**

SEPTEMBER	5	19		#slices_____	C or P	\$_____
OCTOBER	3	17	31	#slices_____	C or P	\$_____
NOVEMBER	14	28		#slices_____	C or P	\$_____
DECEMBER	12			#slices_____	C or P	\$_____
JANUARY	2	16	30	#slices_____	C or P	\$_____
FEBRUARY	13	27		#slices_____	C or P	\$_____
MARCH	12	26		#slices_____	C or P	\$_____
APRIL	16	30		#slices_____	C or P	\$_____
MAY	4	28		#slices_____	C or P	\$_____
JUNE	4			# slices_____	C or P	\$_____

Total Slices @ \$2.00 each = \$_____

NAME: _____ GRADE: _____



SUBWAY ~ Dates for 2023-2024

(TUESDAY'S) – Price is \$5.00 – Includes a 6" Sub & Chips

Choose 6" Sub & Bread (Lettuce, Tomato & Mayo on the side)

September 12, 2023 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

October 10, 2023 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

November 7, 2023 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

December 5, 2023 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

January 9, 2024 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

February 6, 2024 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

March 5, 2024 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

April 9, 2024 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

May 7, 2024 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

June 4, 2024 _____ Ham _____ Turkey _____ Cold Cut Combo _____ White _____ Wheat
of subs ordered _____ x \$5.00 each = Total Due \$ _____

Student Name: _____

Amount Paid: _____





TACO TUESDAY BAR ~ Dates for 2023-2024 ~ Price is \$4.00

September 26, 2023 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

October 24, 2023 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

November 21, 2023 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

December 19, 2023 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

January 23, 2024 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

February 20, 2024 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

March 26, 2024 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

April 23, 2024 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

May 21, 2024 _____ # Lunches Ordered x \$4.00 = Total Due \$ _____

Amount Enclosed\$ _____

Student Name(s): _____

Grade(s): _____

*All Orders must be prepaid by the First Friday of Every Month for Purchase of Food Items



Hot Lunch Order Form 2023-2024

Name: _____

Grade: _____

9/7/23	Pasta, Salad, Roll	_____	
9/14/23	Chicken Tenders, Mashed Potatoes, Veggie	_____	
9/21/23	Sloppy Joe, Tater Tots, Veggie	_____	
9/28/23	Hot Ham & Cheese Sandwich, Vegetable Soup, Fruit	_____	
	Orders Due 9/1/23		Total # _____ X \$4.00 = _____
10/5/23	Macaroni & Cheese, Veggie, Roll	_____	
10/12/23	Meatloaf, Mashed Potatoes, Veggie	_____	
10/19/23	Antipasta Salad, Soup, Fruit	_____	
10/26/23	Burger, Chips, Fruit	_____	
	Orders Due 9/29/23		Total # _____ X \$4.00 = _____
11/2/23	Pasta, Salad, Roll	_____	
11/9/23	Chicken Tenders, Mashed Potatoes, Veggie	_____	
11/16/23	Sloppy Joe, Tater Tots, Veggie	_____	
11/30/23	Hot Ham & Cheese Sandwich, Vegetable Soup, Fruit	_____	
	Orders Due 10/27/23		Total # _____ X \$4.00 = _____
12/7/23	Macaroni & Cheese, Veggie, Roll	_____	
12/14/23	Meatloaf, Mashed Potatoes, Veggie	_____	
12/21/23	Pasta, Salad, Roll	_____	
	Orders Due 12/1/23		Total # _____ X \$4.00 = _____
1/4/24	Antipasta Salad, Soup, Fruit	_____	
1/11/24	Burger, Chips, Fruit	_____	
1/18/24	Pasta, Salad, Roll	_____	
1/25/24	Chicken Tenders, Mashed Potatoes, Veggie	_____	
	Orders Due 12/22/23		Total # _____ X \$4.00 = _____
2/1/24	Souper Bowl - ALL STUDENTS FREE	XXXX	
2/8/24	Sloppy Joe, Tater Tots, Veggie	_____	
2/15/24	Cheese Pizza, Chips and Salad	_____	
2/22/24	Hot Ham & Cheese Sandwich, Vegetable Soup, Fruit	_____	
2/29/24	Macaroni & Cheese, Veggie, Roll	_____	
	Orders Due 1/25/24		Total # _____ X \$4.00 = _____
3/7/24	Meatloaf, Mashed Potatoes, Veggie	_____	
3/14/24	Antipasta Salad, Soup, Fruit	_____	
3/21/24	Burger, Chips, Fruit	_____	
	Orders Due 3/1/24		Total # _____ X \$4.00 = _____
4/11/24	Pasta, Salad, Roll	_____	
4/18/24	Chicken Tenders, Mashed Potatoes, Veggie	_____	
4/25/24	Sloppy Joe, Tater Tots, Veggie	_____	
	Orders Due 3/22/24		Total # _____ X \$4.00 = _____
5/2/24	Hot Ham & Cheese Sandwich, Vegetable Soup, Fruit	_____	
5/9/24	Meatloaf, Mashed Potatoes, Veggie	_____	
5/16/24	Macaroni & Cheese, Veggie, Roll	_____	(L4 Trip)
5/23/24	Burger, Chips, Fruit	_____	(L2 & 3 Camp Notre Dame)
5/30/24	Pizza, Wings, Salad - ALL STUDENTS FREE	XXXX	
	Orders Due 4/26/24		Total # _____ X \$4.00 = _____

Number of Lunches Ordered _____

Total Amount Enclosed: _____

The cost of lunch will be \$4.00 per lunch or \$132.00 for the year per student.

*If you are ordering by the month, please be aware of the due dates that orders must be turned in by. These dates are set so that purchasing and ordering can be done. Lunches will be prepared by St. Joe's Club and served by parent volunteers.



St. Gregory School Milk Order Form 2023-2024

PRESCHOOL AND PREKINDER AFTERNOON STUDENTS STAYING FOR LUNCH

ONLY: (PLEASE PAY BY THE YEAR DUE 9/1/23)

Attendance (*Days your child will attend milk is based on .1297 cents per day*):

Mondays (31) =	\$4.03 total for year	Day 1 Total \$ _____
Tuesdays (39) =	\$5.07 total for year	Day 1 Total \$ _____
Wednesdays (37) =	\$4.80 total for year	Day 1 Total \$ _____
Thursdays (37) =	\$4.80 total for year	Day 1 Total \$ _____
Fridays (33) =	\$4.30 total for year	Day 1 Total \$ _____

Total Due for Year \$ _____ by 9/1/23

KINDER THROUGH 8TH GRADE:

Milk will be received from August 29, 2023- June 6, 2024 (177 student days). Students have a choice of 1% White, Strawberry, Vanilla or Fat Free Chocolate Milk. The cost listed below is for one (1) half pint each. If your student would like more, please double your payment.

Total for Year K-8 **\$23.00** each due by 9/1/23

Please check:

_____ I am paying for the entire year now

_____ I have applied for the free milk program and am awaiting notification of acceptance.

Name of Student: _____ Grade: _____ Amt. Paid: _____

Name of Student: _____ Grade: _____ Amt. Paid: _____

Name of Student: _____ Grade: _____ Amt. Paid: _____

Name of Student: _____ Grade: _____ Amt. Paid: _____

Total Amount Enclosed: _____ Check # _____ Cash _____

FREE MILK PROGRAM: Forms to apply are available in the school office

If you are applying for free milk, please turn in your order stating such without a payment. When a determination has been made, we will notify you. If you are approved, you will owe nothing. If you are denied, you will be given the option to purchase milk at the regular cost stated above.

*we do not accept payments on a daily basis

