

Student & Parent

Handbook

2026-2027



St. Gregory Parish School

140 West Main St. North

East, PA 16428

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ST. GREGORY PARISH SCHOOL STUDENT-PARENT HANDBOOK

School Philosophy:

Saint Gregory School's motto "Where Faith and Knowledge Meet" is supported by academic routines, spiritual rituals, school and community service that mold the school curriculum. In order to foster a positive and productive environment, expectations are set and procedures are established for all students and staff. Attached is the revised school handbook. Please review the information listed, the handbook should be used as a reference to school procedures.

We believe that our students are responsible for helping to create and maintain a Christian environment which is conducive to their learning. We expect them to conduct themselves at all times in a manner that will bring credit to themselves, their parents/guardians, and to St. Gregory Parish School. As a result of this belief, we have established policies and procedures.

Mission Statement—2026-2027 School Year ~
Saint Gregory School – "Where Faith and Knowledge Meet"-
Nurturing Christian Leadership One Student at a Time.

Core Values:

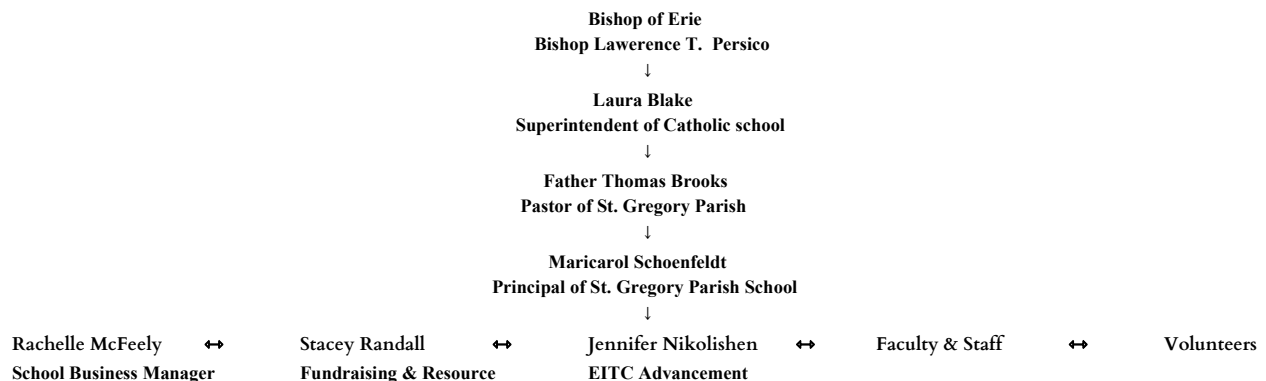
- Showing generosity with our time and talent
- Embracing the mission to serve
- Living by the teachings of Jesus
- Fostering an educational climate that emphasizes empathy and compassion
- Providing child centered instruction which recognizes individual's talents
- Collaborating between home, school and community
- Providing a rigorous academic structure that encourages lifelong learning
- Living our mission outside of our school

Title IX:

While reserving the right to make religious exemptions as provided by law and in accord with Catholic religious belief, the Catholic schools within the Diocese of Erie do not discriminate on the basis of sex. This includes being excluded from participation in, being denied the benefits of, or being subjected to discrimination under any education program or activity on the basis of sex.

Additional Title IX information is available at <https://www.eriercd.org/schools/titleix.html>

Organizational Chart:



Student Expectations: At St. Gregory Parish School, we are committed to fostering an environment that nurtures the spiritual, academic, social, and emotional growth of every student. Rooted in our Catholic faith, we strive to develop young people who live as disciples of Christ—demonstrating compassion, integrity, respect, and service to others.

Students are expected to uphold the values of our school by:

1. Wearing the school uniform appropriately, modestly, and with pride.
2. Demonstrating Christian values through courtesy, kindness, honesty, respect, and moral behavior toward others.
3. Refraining from behaviors that are inconsistent with Catholic teachings and the mission of St. Gregory Parish School, including bullying, harassment, gang-related activity, profanity, vulgar or indecent language, gambling, smoking or vaping, and the possession or use of alcohol, illegal drugs, or other prohibited substances.
4. Respecting themselves, others, school property, and the learning environment while accepting responsibility for their words and actions.

Students are expected to conduct themselves in a manner that reflects the teachings of Jesus Christ and contributes to a safe, respectful, and faith-filled school community.

Safety:

Visitor policy: Entry ways are locked during school hours and all visitors must enter through the main entrance which is under a buzzer and camera operation. All entry ways are continually monitored via cameras during school hours and posted with signs requiring everyone to sign in at the school office. Visitors must sign in upon entry and wear badges; upon exit visitors must sign out and return badges to the school office.

Outdoor Play: Children will be outside unless the **windchill is below 25 degrees Fahrenheit** or severe weather conditions. Temperatures above 90 degrees or high winds and inclement weather such as rain or icy conditions

Building Procedures:

Daily Arrival and Dismissal: School hours are from 8:15 to 3:15 for school age students. The preschool program is 8:15 - 3:00 unless you are enrolled in the preschool enrichment program which ends at 4:30. Busing is provided by the various surrounding school districts. All questions regarding busing should be directed to the school district in which your child resides. For further assistance, please contact the school office.

School Bus: The buses will drop off the students in the front of the school where a staff member will meet them to escort them into the building. Pick up is located at the back of the school.

Arrival: Doors open to students at 7:30 a.m. Announcements and prayer begin at 8:30 a.m. Instruction will begin immediately following. Any students arriving after 8:30a.m. are considered tardy and will need to go to the office for a tardy slip before heading to class. When students consistently arrive late, it is disruptive to the classroom and results in time lost for all involved.

Repeated infractions for being tardy without an excuse will result in the following consequences;

- Anytime after 8:30 a.m. students must report to the office for a tardy slip.
- A written excuse from a parent or doctor/dentist explaining the lateness must be provided immediately upon arrival, or the tardy is logged as unexcused.

- Under PA state law, unexcused tardy minutes are continuously added up. Once they reach the equivalent of a full school day they convert into an unexcused/unlawful absence.
- If accumulated tardy minutes trigger multiple unlawful absences, the school will mandate an Attendance Improvement Plan (AIP) with parents to resolve the drop-off issues before it escalates to legal truancy.

Dismissal: We have a staggered dismissal for students beginning at 3:15 p.m. for our students who ride buses. At 3:20 p.m. the students who are picked up by parents or walkers will be dismissed from the main school entrance. Changes to your child's dismissal arrangements need to be made before 2:00 pm that day for your child's safety. After 3:30 if your child is not picked up they will be escorted to the school office where you can pick them up.

Early Dismissal Day: Occasionally students are dismissed at 1:00 p.m. to allow for staff development. This will not affect the lunch schedule. Early dismissal days are indicated on the school's calendar.

Transportation: Residents of Iroquois, Harborcreek, North East, Ripley, Clymer and Wattsburg are eligible for transportation to St. Gregory Parish School under Pennsylvania and New York State Law. Determination of walkers vs. bus riders for North East residents is made by the district following the same regulations as those that apply to the public-school students. Applications for bus transportation are made by the parents to the school district in which they reside.

Bus passes to ride a different bus will be issued for a legitimate reason by school office personnel upon receipt of a written or faxed request from the student's parents. This permission to ride is dependent upon availability of seats. If a student is detained after school, transportation home becomes the responsibility of the parents.

Riders are expected to follow the directives of the Public School District with regard to appropriate behavior while waiting for or riding the bus. Students are to remain in their seats. Throwing items, littering, loud noises are not acceptable. Students may not bring on the bus items such as glass containers, pets, sticks, or poles of any type. These items could be a potential source of distraction or danger.

The bus driver is responsible for the safe operation of the bus. Any student who insists on misbehaving and violating the code of conduct for riding the bus shall be denied the privilege of riding the bus until such time as the public-school authorities have received assurances of good conduct from both the student and the parent.

- **Car Riders:** Car riders can be dropped off in the car lane behind the school building and will be let in by a faculty member between 8:15 a.m. and 8:30 a.m. The door closes at 8:30 a.m.
- **Walkers:** St. Gregory School utilizes the cross walk with parental discretion.. Parents are to remind students of the importance of safety, and the need to cross the street at corners or with the assistance of an adult. Students are NOT permitted to take "shortcuts" through the school parking lots, please utilize the school sidewalks.
- **School Buses:** Bus riders are dropped off in front of the school where a staff member will meet them to escort them into the building. At dismissal, the school buses will pick students up at the back of the school

NE Bus Garage - 11193 Middle Road, North East, PA 16428

Cheryl Orton corton@nesd1.org 725-8671, press #9, #1 - Fax #725-0429

Clymer School District – 8672 East Main Street, Clymer, NY 14724

Theresa Lombardozzi, Main Office – 1-716-355-4444, ext. 2002; Connie Aikens, Bus Driver

Harborcreek School District - 6375 Buffalo Rd., Harborcreek, PA 16421

Krise Bus Services - 899-5681, Fax #897-0396

Iroquois School District—800 Tyndall Ave., Erie, PA 16511
First Student Bus Terminal 899-8848, Fax 898-2099

Ripley School District —12 North State Street, PO Box 688 Ripley, NY 14775
Ripley Bus Garage, Jim Morrison, Supervisor—1-716-736-7614;
Cell 1-716-753-0806 email: jmorrison@ripley.wnyric.org / Pauline Leamer 716-753-0476

Wattsburg School District - 19795 Hill Rd., Wattsburg, PA 16442
Dispatch—814-824-4113 Jessie Davis, Fax 814-825-0929; Transportation—814-824-4114

School closings and Delays: St. Gregory Parish School follows the calendar of North East School District; therefore, in cases of inclement weather, we will typically follow the decisions made by North East School District. If North East is closed or on a delay, then St. Gregory will most likely also be closed or on a delay. If school is closed all school events and after school activities are also canceled for the day. If possible, St. Gregory School will utilize flexible instructional days when weather conditions prevent safe travel. This allows students to receive remote instruction for the day and therefore not have to make-up an additional school day. **For a student to receive credit for remote attendance, they must complete the assignments in their take home packets, for the assigned day, to be registered as present that day.** Please see the flexible learning policy for further instruction located on stgregs.net.

St. Gregory Parish School draws students from many local school districts. If your home district is canceled, students are not required to report to school. Those students who live in the Harborecreek, Wattsburg and NY State School Districts will automatically be legally excused should their district announce closures. This only applies to weather-related closings and delays. For example, if school is canceled in a home district due to a power outage, students are still expected to attend school at our campus.

The decision may be made to postpone school for two hours rather than cancel school should there be reason to believe that conditions may improve. In the event of a two-hour delay, the following schedule will be utilized; the main doors of school will open at 9:30 a.m. Students can be dropped off between 10:1 a.m. and 10:30 a.m. Students should report directly to their classrooms as they normally do. All classes will begin at 10:30 a.m. Saint Gregory will extend Preschool and Pre K for two (2) hours on days where there may be a delay for those students attending half days. Half day Preschool Students would then come from 10:30 a.m. until 3:00 p.m. and are encouraged to bring their lunch.

The decision to close or delay will be (in most cases) made by 6:00 a.m. If the decision is made to postpone, the superintendents of the local school districts will re-evaluate the decision and weather conditions to determine if school will remain open or be canceled. Weather-related closing or delays will be announced through our school broadcast system which is One Call and Dojo. Closings and delays will also be available through television. It is the parent's responsibility to monitor the media to determine the status of school closings and transportation schedules.

Please keep in mind that weather conditions may deteriorate during the course of the day, and the need may arise to dismiss students early. Should an early dismissal occur, students will be sent home via their normal method of transportation. Parents should develop a contingency plan for child care needs in the event of a school delay, closing, or early dismissal. If your contingency plan requires different means of transportation rather than the usual method, please inform the school when the need arises.

It is crucial that you have an emergency number in the system. Please notify the school if you have additional work, cell phone, or other numbers that need to be included.

STUDENT ABSENCES AND TARDINESS

Consistent attendance is vital to your child's academic success. To comply with the policies of the Diocese of Erie and the Pennsylvania Department of Education, please follow these procedures:

Reporting an Absence:

- **Call or Email:** A parent/guardian must telephone or email the school office before **8:15 AM** each day the student is absent.

Submitting an Excuse Note:

- **Written Note Required:** A written, signed excuse note must be turned into the main office on the day the student returns to school.
- **Required Details:** The note must include:
 - Student's full name
 - Date(s) of absence
 - Reason for the absence
 - Parent's signature

Deadline and Unexcused Absences:

- **3-Day Window:** All absences must be excused in writing within **three (3) calendar days** of the student's return.
- **Unexcused Status:** Failure to provide a written note within this 3-day window will result in a permanently unexcused (unlawful) absence.

Legal Implications of Truancy: Under Pennsylvania Compulsory Attendance Laws, students are considered **truant** after accumulating three unexcused absences in a school year. Three or more unexcused absences may prompt the district to initiate legal action. Parents may excuse up to 10 absences per school year; any subsequent absences require a doctor's note for medical verification.

Legal (Excused) Absences & Tardiness

- **Sickness:** Up to 10 days allowed without a doctor's note. However, 3 consecutive days of absences will require a doctor's excuse.
- **Medical Appointments:** Requires an official doctor's excuse.
- **Family Emergencies:** Subject to administration approval.
- **Religious Observances:** Valid for holidays and religious obligations.
- **Funerals:** Covered for attending services.
- **Extreme Weather:** Subject to administration approval.
- **Educational Trips:** Must be pre-approved by the school.

Illegal (Unexcused) Absences & Tardiness

- **Personal Delays:** Waking up late or alarm failures.
- **Transportation Issues:** Missing the bus or chronic car/traffic problems.
- **Family Care:** Stay at home to babysit or attending a sibling's field trip.

- **Errands:** Going shopping or running personal errands.
- **Undocumented Illness:** Sick days beyond the 10-day limit without a doctor's note.
- **Missing Paperwork:** Failure to submit a written excuse within three (3) calendar days.

Attendance Policy Overview: School policies enforce attendance, tardiness, and guardianship documentation to ensure student safety and legal compliance.

Key Requirements:

- **Temporary Guardianship:** Parents must provide written notice identifying temporary guardians if they travel out of town.
- **Doctor's Notes:** Accumulating more than 10 absences in a school year triggers a mandatory medical excuse requirement for all future absences.
- **Truancy Risk:** Failing to provide a doctor's note after 10 absences marks the day as illegal, which leads to truancy penalties.
- **Tardiness Note:** Late arrivals require a physical excuse note signed by a parent or guardian upon entry.
- **Half-Day Absences:** Arriving after 11:00 AM automatically changes the student's status from tardy to absent for a half-day.

*The Commonwealth of Pennsylvania requires that the school be in session for one hundred eighty days of the year.

The Commonwealth of Pennsylvania law and school policy require daily attendance and when absences accumulate, they may ultimately result in academic difficulty of the child. According to Pennsylvania Law a maximum of 10 cumulative lawful absences may be permitted during a school year. Any additional absences will require a written and signed physician's excuse.*

School Lunch Program: Students can bring lunch from home or purchase hot lunches (Tuesdays and Thursdays). They may also purchase milk for the year. Families must process all meal and milk payments through [Zeffy](#). The school office will not accept partial cash payments. **Cash payments for the entire year must be paid by the start of the year.**

Packed School Lunch Expectations: To help ensure a safe, healthy, and positive lunchtime experience, we encourage families to pack *nutritious foods* that provide students with the energy they need to learn and grow throughout the day. Students are encouraged to bring their own necessary utensils, and lunches should be packed in containers and packaging that children can open independently. To minimize distractions and promote healthy habits, please do not pack toys or non-food items in lunch boxes, and limit candy to no more than one piece. **Soft drinks, energy drinks, and other caffeinated/carbonated beverages are not permitted at school.**

Important Reminders:

- **No Appliances:** Students cannot use microwaves or refrigerators.
- **Forgotten Lunches:** If a student forgets lunch, the school provides cereal, an Uncrustable, or mac & cheese. *Parents must repay this cost of \$3.00.*
- **Hot Lunch Policy:** The school **cannot** save lunches or offer refunds for absent students. The office orders and pays for these meals in advance.

Snacks: Students in classes with scheduled snack times may bring a morning snack. This supplements breakfast to help students maintain focus and prevent hunger before lunch.

Snacks must be:

Healthy: Focus on nutritious options (fruit, veggies, cheese, pretzels)

Simple: Easy for the student to manage independently.

Dry: No liquids, yogurts, or messy items.

Water Bottles: Students are permitted to carry a **clear water bottle** to stay hydrated throughout the school day. Only plain water with no other substances is permitted inside the bottles (i.e. No Cirkul, powdered flavorings or drop flavorings, etc.). **No other beverages are permitted.**

Refill Stations: Students can refill their bottles at the filling stations

School Health Program:

Accidents and Illness at School: If a child is injured or becomes ill at school, the teacher, staff, and/or school nurse will assess your child and determine if the parent/guardian needs to be notified. If the school nurse is not in the building, they may be called to be consulted. If the parents are not available, then the person designated as the child's emergency contact will be notified. Emergency contacts need to be in our area so their response time does not endanger the child. Be sure to keep the school informed of any changes in telephone numbers, addresses, places of employment, and emergency contacts.

Immunization requirements: All children must be immunized against the following diseases before admission to school.

- Diphtheria ● Tetanus ● Polio ● Measles ● Rubella ● Mumps ● Hepatitis

Screening: Our goal is to assist all children to be as healthy as possible so they may profit the most from being in school. With this goal in mind, the following screenings are completed each fall.

- Vision - All students
- Hearing - Kindergarten through Grade 3
- Height & Weight - All students
- Scoliosis - Grade 6
- Physical - Kindergarten & Grade 6
- Dental - Grade 3

Following the screening, your child will bring home a paper informing you of their participation. The school nurse, following the screening, will retest anyone who does not pass the initial screening. You will be notified at that time if there is a need for any further evaluation. It is recommended that physical and dental examinations be done by the child's private physician and dentist. If they are not done privately, they will be done in school. Parents will be notified and are urged to attend.

Illnesses & Hospitalizations: A confidential health record is kept for each child. Please let the school/nurse know if your child's health status changes or if your child is on any medications. The nurse, teacher, and administration can make necessary adjustments to ensure your child's safety and continued participation in school. St. Gregory School requires that students be kept home from school when the child has a fever of 99°F or higher, or is experiencing vomiting or diarrhea. Parents are not to medicate for a fever and send the child to school. A parent will be required to pick a child up from school should he or she experience such symptoms during the school day.

Medications: Should be administered to students during school hours only when necessary. No medication, including cough drops (neither prescription nor over-the-counter), will be administered to students by school staff unless written authorization including parent/guardian's and physician's signatures is provided. New forms will be required for any change to dosage or frequency. Medication must be provided in the original pharmacy or over-the-counter container properly labeled with the child's name. Medications are kept secured in the school health office or school office. Contact the school office with any questions. Remember the nurse is willing to answer any questions or concerns you may have regarding your child's health. No medications, including over-the-counter as well as prescribed drugs are to be kept in student desks, gym bags, book bags, or pockets

Communicable Diseases: The following are Pennsylvania Department of Health requirements regarding school attendance and communicable diseases. If you suspect your child has any of the following, please consult a physician before

sending him/her to school. If your child has been diagnosed by a physician as having one of the following conditions, your child is to be kept home from school for the indicated period of time. The school, if they suspect one of the following conditions, may require you to obtain a note from the physician before returning to school.

Covid - 19	St. Gregory School will adhere to the most current CDC recommendations
Mumps, Measles & Rubella	Diagnosis and recommendations by physician necessary.
Chicken Pox	Six days from last crop vesicles.
Scarlet Fever	Not less than (7) seven days from the onset or 24 hours from the institution of antibiotic therapy.
Impetigo	Physician diagnosis and treatment indicated. A child may return to school with written notification from the doctor that the condition is no longer contagious.
Tonsillitis or Strep Throat	24 hours from the beginning of antibiotic therapy.
Scabies	24 hours after treatment.
Ringworm	Until judged non-infectious by a physician.
Pediculosis Capitis (head lice)	Students with live lice will be sent home at the end of the day and parents will be notified. They will be readmitted following the first treatment.
Pink Eye	Must be excluded from school until the eye is clear or has been diagnosed by a physician to determine it is no longer contagious.

Volunteers:

Parent Volunteers: St. Gregory Parish School welcomes and appreciates the support of parent volunteers. To ensure the safety and well-being of our students, all volunteers must meet the requirements established by the Diocese of Erie and the Commonwealth of Pennsylvania before participating in any school or classroom activities.

Volunteer Requirements Include:

- Reviewing and signing required Diocese of Erie policies.
- Completing mandatory online training.
- Obtaining the required Pennsylvania volunteer clearances.

Parents who have **not** been residents of Pennsylvania for **10 consecutive years** are also required to obtain fingerprint clearances. There is no cost for the required volunteer clearances, with the exception of fingerprinting, if applicable. Information regarding the volunteer requirements, along with the necessary forms and instructions, is available on the school website at <https://stgregs.net/Clearances.html>. Volunteer packets may also be obtained from the school office.

****Please note that coaches may need additional items to complete.****

Sports and Extracurricular Activities:

Academic Requirement: All athletes must maintain a C average or better in **ALL** subject matters to be eligible to play. We report to the district that the student is playing for on a weekly and/or quarterly basis providing them the academic information.

****See your district's athletic handbook for questions and clarification about requirements****

Communication: Parents are invited and strongly encouraged to initiate communication with the school staff. Parents may contact the school by phone, email or notes. Parents may also request a conference as well. Communication from teachers, administration and school information will most commonly be sent by email or in the students Thursday folders. It is imperative that parents & guardians review the Thursday folder contents. Finally, please follow the Zeffy link for lunch ordering. Lunch must be paid prior to receiving a hot lunch.

****Please contact the school office if you need to update any contact information****

Public School District and Federal Services: St. Gregory School students are eligible for the special services available in the family's school district. For example, if a student's family resides in Wattsburg School District, that student is eligible for Wattsburg services. If the student's family lives in the Harborcreek District, that student is eligible for Harborcreek services, and so on.

Students at St. Gregory Parish School may be eligible for a variety of support services provided through the local public school district and Intermediate Unit 5 (IU5). These services may include transportation, school health services, hearing and dental screenings, part-time nursing services, Title I reading support, and remedial services in math, reading, speech, and language. Title I services are provided by a certified Reading Specialist for students who qualify.

Students are screened on an as needed basis, once referral is present, and the clear need is identified. If qualified, students will be given multiple assessments to determine their academic progress and level of proficiency throughout the year. These assessments align with and support the curriculum of St. Gregory School.

Textbooks and Supplies: Textbooks, library books, paperbacks, and general school supplies are loaned to students. These are the property of St. Gregory School and must be returned in the condition they were loaned, excepting normal use and wear. Students who do not return textbooks, school issued electronic devices or return them damaged will be required to pay for the repair or replacement.

Care of Books: Students are responsible for the condition of the books assigned to them. Textbooks are issued to all students. Some materials are consumable. A textbook contract is part of the first day packet. At the beginning of the school year, a textbook contract is to be signed for each student by their parents. Students in Levels 1-2 will be assigned iPads. Students in Levels 3 – 4 will be assigned Chromebooks. Responsible care of the Pad/Chromebook is expected. Each student along with their parents must sign off on the iPad contract.

Homework/ Projects/Tests:

Homework assignments are necessary to complement each day's work and to help develop habits of work and study. Typically homework is assigned Monday-Thursday. Homework may be assigned over the weekends.

Parents give valuable assistance to the school when they insist that a definite study time in a quiet atmosphere form part of the child's evening schedule. We suggest regular scheduled times when conversation is

carried on at low tone or in another room; when the television, radio, computer, or any other influence or distraction is eliminated. The child should be able to do his/her homework alone, but the parent may see that the work is done neatly and completely. Homework is not to be completed by the parent.

Report Cards: Report cards are issued four times per year at the end of each nine-week grading period.

Parent-Teacher Conferences: Parent-teacher conferences for all students are held in the fall on designated conference days (see the school calendar). The parent and teacher must schedule any other conferences. Parents are invited, and strongly encouraged, to contact their child's teacher or the administration for any reason. **Parents are reminded to speak to the classroom teacher first to resolve classroom problems.**

Grade Scale: Letter grades are assigned to numerical grade averages based on the following scale:

A = 93-100

B = 85-92

C = 76-84

D = 69-75

E = 68 or lower

Quarter grades are calculated using a mixed method:

- Teachers record assignment grades as points.
- The assignment's maximum points determine its value. Larger assignments will have larger point values.
- Assignments are divided into categories. Teachers will communicate if they weight categories.
- The quarter grade calculates in two steps:
 - First, the total points earned is divided by total possible points within each category.
 - Next, category grades are then averaged according to their weight.

Homework: Often assigned to reinforce classroom learning, provide additional practice, and support students' academic growth. At St. Gregory School, teachers are expected to assign homework that is meaningful and appropriate. When planning assignments, teachers will take into consideration the age and developmental level of the student, the amount of work a student can reasonably complete independently, and their access to necessary materials outside of school.

We encourage parents to:

- Establish homework as a top priority for their children
- Make sure children do homework in a quiet environment
- Establish a daily homework time
- Provide supportive feedback when homework is completed

When students neglect to complete their homework, they miss valuable opportunities to practice important skills and concepts. Over time, this can negatively impact their overall academic performance. Consistently failing to complete homework does not only affect them academically—it also reflects a lack of responsibility and disregard for teacher expectations. Students who repeatedly choose not to complete their homework are choosing to disobey reasonable and clearly communicated academic expectations. Teachers and staff may implement appropriate consequences for repeated failure to complete homework. These may include, but are not limited to: notes or calls home, demerits, lunch detentions, or other interventions deemed necessary to encourage accountability and support student success.

Missed Classwork: If a student is absent from school because of illness, requests for assignments will be accepted. The request must be made before 9:00 a.m. to allow teachers enough time to gather the classwork and homework, which can be picked up in the office at the end of the day or arranged to be sent home with a sibling. Teachers will only send home assignments (while a student remains absent) at the request of the parent. Though we understand not wanting to fall behind academically, recovery from illness should be the priority while a student is absent. When a student returns from being absent, they will work with their classroom teacher to make-up any missing assignments. If a student is absent due to educational travel, work will be provided upon students' return.

Academic Dishonesty/Plagiarism: Plagiarism—using someone else’s words or ideas and pretending they are your own—is dishonest and wrong. At St. Gregory School, we believe that all students should do their best work with honesty and integrity. *Plagiarism goes against the Eighth Commandment, which calls us not to bear false witness, and it also breaks the Seventh Commandment by taking something that doesn’t belong to us. Jesus teaches us to be truthful, to respect others, and to act with love and fairness. When we plagiarize, we are not only being unfair to others but also missing the chance to learn and grow.* As a Catholic school, we believe in doing what is right, even when it's hard, and trusting that God will bless our honest efforts.

If a student is found to plagiarize or cheat on a test or assignment, consequences (i.e. detention, getting a zero for the assignment) will be decided on a case by case basis by the teacher/school administration in the lower grades. In grades 3-8, students will receive consequences according to the demerit system. Plagiarism includes the unauthorized use of AI (artificial intelligence) software such as ChatGPT on assignments

Field Trips: Field trips provide educational enrichment and are sought when there is opportunity to extend the learning experience. Parent permission forms will be sent home and secured for all trips. Students will only be allowed to go on a trip if the parent has completed the permission form and it has been returned to the school. A student’s eligibility to attend a field trip may be impacted by poor academic performance, missing assignments, or repeated behavioral concerns. Teachers and administrators will review student conduct and academic standing when determining eligibility for each trip.

Curricula: St. Gregory School uses the Diocese of Erie curriculum guides and approved textbooks. The Erie Diocese curriculum is available at <https://www.eriercd.org/schools/academics.html>. All effort is made to align instruction to the Pennsylvania State Academic Standards.

Standardized Assessments: The Diocese of Erie has developed a philosophy of assessment in order to prioritize the needs of all learners, adjust instruction, guide planning, and inform students, parents, educators, and other stakeholders of academic performance.

Schools within the Diocese utilize NWEA MAP Growth assessment to measure student learning at various points throughout the school year. Below is a summary of the tests administered and their frequency.

Grades	Test	Frequency
K - 2	NWEA Maps Growth Reading & Math	Triannually (September, January & May)
3 - 8	NWEA Maps Growth: Reading, Math, Language & Science	

Tests are administered electronically using student Chromebooks and iPads. Teachers and administration will share individual student data with parents.

They will also use the data in their classrooms to:

- Set classroom goals
- individually goal set with students
- adjust lesson planning and time
- identify small groups of students based on instructional needs

Religion and Ethics Education: St. Gregory School provides regular instruction in the Catholic faith and encourages all students to grow spiritually through prayer, reflection, and service. Students attend Mass regularly, and school liturgies are typically held in the gym. The study of Catholicism—and religion in general—is considered an academic subject at St. Gregory School and is part of each student’s core curriculum. Religion classes include learning about scripture, church teachings, moral development, and faith traditions.

As a Catholic school, we integrate faith into daily school life—not only in religion class but throughout all subjects and routines—by fostering compassion, respect, a strong sense of social responsibility, and classroom prayer.

Students of all faith backgrounds are welcome at St. Gregory School. While non-Catholic students are expected to participate respectfully in religious instruction and attend mass with their classmates, they are also encouraged to share their own religious traditions and may be invited to make age-appropriate presentations about their beliefs. Our school community values mutual understanding, reverence, and the shared pursuit of truth and goodness.

Non-Academic Information:

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.

Religious Participation by Non-Catholic Students: Children who are not Catholic are warmly welcomed at St. Gregory School. In order to strengthen the partnership between home and school (the only true formula for educational excellence), we established a policy regarding participation in religious activities and classes by our students who are not Catholic.

The foundation of our school is its religious identity. It is that identity and commitment to religious ideals and values that makes our school distinct from other, non-religious, schools. We believe that it is very important to the continued success and identity of our school that all of our students understand and respect these basic values. For that reason, it is our policy that all students will take part in the regular religious programs of our school.

Having stated that, we also wish to affirm our respect for the individuality and faith commitment of our non-Catholic students. Ecumenism is not an option for us; it is a requirement. No attempt will ever be made to “convert” anyone to the Catholic faith nor shall any non-Catholic student be required to do more than be present with his or her classmates in a respectful manner during any Catholic religious service.

There are many more likenesses than differences among the major faiths, especially regarding moral values. We believe that by the participation of all class members in religion classes and activities, every child will be enriched through each child’s unique contribution. We believe that such participation will promote harmony among and respect for the various faith traditions and will in no way endanger the beliefs of any child (especially since many studies have shown that home and parent example has far greater impact on religious beliefs and practices than does school).

Library: The school library exists as a support service to enhance the intellectual, personal, and social development of our students. Students in all grades have a scheduled weekly library period and are encouraged to check out books. Students with overdue books will not be permitted to check out new books until the overdue books are returned. Students will be asked to pay for any damaged or lost library books.

Academic Honors: Students are recognized for outstanding academic achievement at the end of the year beginning in the third grade. The following criteria is used for the honors designations:

Principal's List:

1. Students must achieve "A's" in all major subjects: religion, science, social studies, English, math, reading/literature, and spelling.
2. Students must achieve "A's" or "B's" or "I's" or "2's" in all minor subjects: physical education, health, music, and art

Honor Roll:

1. Students must achieve at least "B's" in all major subjects: religion, math, social studies, science, English, reading/literature, and spelling.
2. Students must achieve "A's" or "B's" or "I's" or "2's" in all minor subjects: physical education, health, music, and art.

Perfect Attendance: Students are recognized for perfect attendance for the entire school year.

Failure/Retention: Student promotion and retention decisions are based on the individual academic, social, emotional, and developmental needs of each child. A student who is not demonstrating satisfactory progress toward grade-level expectations may be considered for retention. No single factor, including grades, test scores, or attendance, will solely determine a retention decision.

Retention decisions are made on an individual basis through collaboration between the classroom teacher, school administration, parents/guardians, and, when appropriate, other educational support personnel. The school will consider multiple measures of student performance, including classroom assessments, academic progress, work habits, attendance, developmental readiness, and any interventions that have been implemented.

For students with identified disabilities or those receiving educational support services, retention decisions will be made in accordance with the student's service plan, and with careful consideration of the student's unique learning needs and documented progress. The goal of every promotion or retention decision is to provide the educational placement that best supports the student's long-term academic success and overall well-being.

Student Records: Parents and students over the age of 18 have the right to inspect their records upon written request. The federal mandate Family Educational Rights and Privacy Act (FERPA) requires that parents/guardians be informed of this mandate every school year. Notification is issued at the beginning of every school year. Records may be reviewed by making an appointment with the principal.

Search and Seizure: (New Jersey vs. T.L.O., Case #83-172)

The case cited above allows “a teacher or other school official” to search a student when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the laws or rules of the school.”

Prior to property searches, students shall be notified and given an opportunity to be present. If reasonable suspicion exists, school authorities may search cubbies and desks without prior warning. Illegal or prohibited materials seized during a student search may be used against the student in a school disciplinary proceeding. Possessions are considered personal possessions of the student, without regard to ownership, if the items are in the possession or control of the student. Personal possessions, including backpacks, can be searched if there is reasonable suspicion of a threat to health, safety or welfare of the school community or that the items to be searched contain contraband or other items not permitted on school property. The search must be limited in scope to the suspected material.

If a student refuses to comply with the directives of a search that is conducted consistent with the provisions of this Policy, that student may be charged with disorderly conduct or insubordination, subject to disciplinary consequences ranging from suspension up to referral to alternative education. The North East Police may be called if a student refuses to be searched.

Disciplinary Measures: Each member of the St. Gregory School community is expected to accept responsibility for his/her conduct. We recognize some students will need help and encouragement to change their behavior. The following guidelines have been developed to help students grow in their understanding of responsible behavior. Our discipline program is meant to be an opportunity for learning. As such, this discipline code applies to all school-related activities as well as in the classroom.

In addition to the student commitment outlined in the school-parent-student compact, the following is a list of **positive behaviors expected** of students at St. Gregory School:

- Display a Christian attitude in words and actions.
- Make moral choices and judgments.
- Respect yourself and others.
- Practice self-discipline and self-control.
- Demonstrate respect for the rights and property of others.
- Resolve differences peacefully.
- Be honest when speaking and writing.
- Be attentive and complete assignments.
- Be on time.
- Dress appropriately.
- Demonstrate responsibility for the welfare of others.

Classroom teachers will develop their own system for behavior management and in their classrooms. This could include clip-charts, token economies, daily behavioral journals, etc. It is expected that teachers clearly communicate their policies and procedures to both students and parents. They should also identify an effective and consistent method for two-way communication between parents and teachers regarding student behavior.

The following **consequences** to enforce violations of school rules will be used at the teacher's or principal's discretion. NOTE: The order of listing does not necessarily represent the order of consequence.

- Warning
- Apology
- Parent Conferences
- Work Assignments
- Removal from Class
- Limited Privileges
- Behavior Contracts
- Payment for Damages
- After School Detention
- In School Suspension
- Out of School Suspension
- Suspension of Bus Privileges
- Parent Conference with Administration
- Expulsion
- Other Consequences Deemed Appropriate

Students are expected to act in a respectful and appropriate manner including physical displays of affection. Inappropriate contact is not allowed in a school environment. We are asking you as parents to reinforce this at Students are reminded that they are to be young ladies and gentlemen. home when the situation arises. Students who do not abide by this rule will be given an after school detention. Should the behavior continue, the students risk detention and/or an in school suspension as a consequence.

Demerit System: In addition to the classroom teachers behavior management system, students in grades 3* through 8 will utilize a demerit system. A demerit serves as a written notice to both students and their parents of violation of school rules. The cumulation of three (3) demerits over an academic quarter will result in a lunch detention. The accumulation of five (5) demerits in a quarter will result in an after school detention.

*3rd Grade will transition to this system in the second semester. Demerits will be sent home and they are to be signed by the parent and returned back to school the next day.

Offenses Carrying A Demerit:

- Disruptive behavior in or out of the classroom
- Gum chewing
- Irreverent behavior in mass
- Three (3) missed homework assignments
- Obscenity or profanity
- Defiance or disrespect
- Horseplay
- Failure to comply with any directive of a teacher, staff member or administrator
- Inappropriate public displays of affection
- Throwing snowballs or other objects on school property
- Dress Code Violations
- Academic Dishonesty—First Offense

Offenses Carrying Automatic Afterschool Detention:

- Theft (first offense)
- Fighting (first offense)
- Intimidation, bullying or cyberbullying, first offense (see “Anti-Bullying Policy”).)
- Possession of personal electronic devices, second offense (see “Policy for Personal Electronic Devices”)
- Violation of the Acceptable Use and Internet Safety Policy, first offense
- Academic Dishonestly—Second Offense

Offenses Carrying Automatic Suspension: Please note: should a student be found to have committed any of the following offenses, the school will contact the parents to retrieve the student immediately. The student will remain in out-of-school suspension until the student, parents, and principal meet to develop an action plan.

Options include but are not limited to mandatory counseling, detention, in-school suspension, and dismissal from St. Gregory School.

- Intimidation, bullying or cyber-bullying, second offense (see “Anti-Bullying Policy”).)
- Vandalism on school property
- Theft (2nd offense)
- Fighting (2nd offense)
- Possession or use of alcohol, tobacco or any controlled substance
- Possession of drug paraphernalia
- Violation of the Anti-Hazing Policy, second offense
- Academic Dishonesty—3rd

Offenses Carrying Automatic Dismissal:

- Intimidation, bullying or cyberbullying, third offense
- Violation of the Anti-Hazing Policy, second offense
- Possession or use of weapons on school property
- Vandalism of the Chapel or desecration of the Eucharist

Bullying, Cyberbullying, Harassment, and School Violence Prevention Policy: St. Gregory Parish School is committed to providing a safe, caring, respectful, and Christ-centered learning environment where every student is treated with dignity and compassion. Bullying, cyberbullying, harassment, intimidation, threats, and acts of violence are contrary to our Catholic values and will not be tolerated.

Every member of the St. Gregory Parish School community shares the responsibility of promoting kindness, respect, inclusion, and personal accountability. Students are expected to demonstrate Christian behavior by treating others with dignity and by speaking up when they become aware of conduct that may place another person at risk.

Definition of Bullying Consistent with research by Dr. Dan Olweus: "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and has difficulty defending himself or herself."

Bullying is intentional written, verbal, physical, social, or electronic behavior directed toward another individual or group that causes physical, emotional, social, or educational harm.

Bullying generally involves three characteristics:

- Intentional aggressive behavior
- A pattern of repeated behavior over time
- An actual or perceived imbalance of power or strength

While repeated behavior is a common characteristic of bullying, St. Gregory Parish School reserves the right to address a single serious incident that substantially disrupts the learning environment or threatens the safety or well-being of any student or staff member.

Cyberbullying:

Cyberbullying is bullying that occurs through electronic means, including but not limited to:

- Cell phones and text messaging
- Email
- Social media platforms
- Online gaming
- Websites or blogs
- Artificial intelligence or digitally created content
- Messaging applications
- Any other electronic or digital communication

Cyberbullying that originates off campus may still be subject to school discipline when it substantially disrupts the educational environment, impacts the safety or well-being of students or staff, or interferes with the orderly operation of the school.

Prohibited Conduct:

Prohibited behaviors include, but are not limited to:

- Physical intimidation or assault
- Threats or acts of violence
- Verbal abuse or repeated name-calling
- Teasing intended to embarrass, humiliate, or demean
- Social exclusion or deliberate isolation
- Stalking or intimidating behavior
- Spreading rumors or false information
- Extortion or coercion
- Hazing
- Damage to personal property
- Cyberbullying
- Sexual harassment or inappropriate sexual conduct
- Retaliation against anyone reporting concerns
- Encouraging or assisting others in bullying behavior

These behaviors are prohibited whether they occur:

- On school property
- During school hours
- On school buses or at bus stops

- During school-sponsored events or activities
- While participating in school programs
- Through school technology
- Through personal technology when the conduct impacts the school environment
- School Violence and Threat Reporting

Maintaining a safe school requires the cooperation of every member of our community.

One of the greatest barriers to school safety is the "code of silence," which discourages students from reporting concerning behavior. At St. Gregory Parish School, reporting safety concerns is an act of courage, responsibility, and care for others—not "telling."

Students, parents, staff, and community members are strongly encouraged to report any behavior involving:

- Threats of violence
- Weapons
- Physical assaults
- Self-harm concerns
- Bullying or harassment
- Suspicious or dangerous behavior
- Any action that may place another person at risk

Anyone believed to be in immediate danger should notify school administration immediately. Law enforcement will be contacted whenever necessary to protect the safety of students, staff, and visitors.

Reporting Procedures:

Reports may be made by:

- The student involved
- Parents or guardians
- Students witnessing the behavior
- Faculty or staff members
- Volunteers or visitors

Reports may be made directly to any teacher, staff member, counselor, or school administrator. Anonymous reports will also be accepted; however, disciplinary action will be based upon verified information obtained during the investigation. No student or adult shall experience retaliation for making a report in good faith or for participating honestly in an investigation.

Investigation Procedures:

Every report of bullying, harassment, or school violence will be taken seriously.

The administration will:

- Document the report.
- Assess the level of risk and determine whether immediate intervention is necessary.
- Notify parents or guardians as appropriate.

- Conduct a prompt and impartial investigation by interviewing involved parties and witnesses.
- Review available evidence, including written statements, electronic communications, photographs, videos, or other documentation.
- Determine whether the reported conduct violates school policy.
- Communicate findings, as appropriate, to those involved.
- Implement disciplinary and/or supportive measures when warranted.

During an investigation, temporary safety measures may be implemented, including adjustments to student schedules, supervision plans, or temporary removal from campus if necessary to protect those involved.

Consequences: Students who violate this policy are subject to disciplinary action appropriate to the severity, frequency, and circumstances of the offense.

Consequences may include, but are not limited to:

- Student conference
- Parent conference
- Written warning
- Restorative practices
- Behavioral contract
- Counseling referral
- Loss of privileges
- Detention
- Removal from extracurricular activities
- In-school suspension
- Out-of-school suspension
- Expulsion
- Referral to law enforcement or child protective authorities when required by law

Retaliation against any individual who reports bullying or participates in an investigation will result in disciplinary action.

Student Support: St. Gregory Parish School recognizes that bullying affects everyone involved.

When appropriate, support services, counseling, behavioral interventions, restorative practices, and other educational supports may be provided to students impacted by bullying, including both those harmed and those responsible for the behavior.

Our goal is not only to address misconduct but also to promote growth, accountability, reconciliation, and healthier relationships whenever appropriate.

Curriculum Information

Curriculum Information can be obtained at: <http://www.eriescd.org/schools.asp>

Internet, Technology, and Social Media:

Students are expected to use technology responsibly and in a manner consistent with Christian values.

Students may not use electronic devices, social media, messaging platforms, websites, blogs, artificial intelligence, or other digital communication to:

- Bully, harass, intimidate, or threaten another person
- Share inappropriate photographs, videos, or recordings
- Spread rumors or defamatory statements
- Impersonate another individual
- Post material that substantially disrupts the school environment
- Make threats toward students, employees, or the school community

Parents, guardians, and school employees are likewise expected to communicate respectfully regarding students, staff, and the school community.

Violations occurring outside of school may result in school disciplinary action when they substantially interfere with the educational environment or the safety and well-being of members of the school community.

Calendars:

Annual School Calendar: At the beginning of each school year, St. Gregory School provides each family with the annual school calendar. Because many students rely on public school transportation, the calendar generally follows the North East School District's calendar. School calendars are also available on the school website.

Monthly School Calendar: Before or at the beginning of each month, the school office issues a monthly calendar to each family. The calendar lists a variety of school-related events and their scheduled times, such as athletic events, meetings, concerts, field trips, days when students attend Mass, days when school is not in session, etc. Parents are always invited and encouraged to join us for any event. Monthly school calendars are also available on the school website.

Demographics:

Changes in information such as phone numbers, email and postal addresses: This is the responsibility of parents to inform the school of any changes to any information or contact information. This ensures we have the most accurate information in case of emergency.

Child Custody Issues: It is the responsibility of parents to provide the school with the current copy of any court orders involving students. The school will make a copy of your current court order to be placed in the students file for reference.

Phone Calls: Students' use of the school phone will be limited to emergencies only. If a student forgets an item at home, permission may be granted to call under supervised conditions. However, this is not guaranteed and will be considered on a case by case basis. Students are expected to come to a school prepared each day with the necessary materials, supplies, assignments and lunches.

Classes will not be disrupted for incoming phone calls. If you need to leave a message for a teacher, please utilize email or class dojo for communication.

Uniforms:

Students in Kindergarten through Level 4 wear uniforms during the entire school year with the exception of a few designated days. Notification of these occasions will be sent out by means of the Parent Broadcast System, or through the newsletter. Failure to adhere to uniform code will be given appropriate consequences.

Uniform Dress Code: All Students (Kindergarten through Level 4):

- Navy or Khaki dress pants (no leggings, stretch or cargo pants) Belts* must be worn if the pants have belt loops.
 - *Exceptions made in Kindergarten regarding belts
- Navy or Khaki shorts that MUST be knee length
 - (No shorts are to be worn October 15th through May 1st)
- Navy, Yellow or White polo-style shirts, button down, turtle necks, and collared shirts
- Navy or Khaki skirts MUST be knee length
- Solid navy, black, or white socks

Shoes:

- Any style of flat dress shoe is acceptable, no heels of any kind.
- Sneakers are permitted for daily wear. Sneakers MUST be worn on gym days!!
- No open toe or open back shoes are permitted (NO Crocs or sandals are permitted.)
- Boots, or a change of shoes, are to be worn for the snowy winter months. All students must change their boots upon entering the classroom once the snow starts to fall. This is a precaution against slippery floors in the classroom, as well as damaging the hallway carpet.

Sweatshirts and Sweaters:

- Students are **ONLY** permitted to wear school logo sweatshirts and solid white or navy cardigans.

Hair:

- **Color Restrictions:** Hair must remain a natural human shade. Unnatural neon colors are banned.
- **Regulations for Boys:** Hair must be kept short or pulled back.
- **Regulations for Girls:** Hair must be kept out of the face. Hair accessories (like headbands or scrunchies) must be simple, functional and kept to a minimum.

Jewelry:

- One simple necklace may be worn.
- Facial jewelry, body piercings (other than one pair of earrings in the earlobes), gauges, and visible body adornments are not permitted.
- The administration reserves the right to determine whether jewelry is appropriate and may require students to remove items that do not comply with this policy.

Cosmetics:

- Natural Makeup is acceptable
- Nails are to be natural and not interfere with daily function

Non-Uniform Dress Code:

- Every student is permitted to wear their Saint Gregory School theme shirts with either school logo sweat pants, or school uniform bottoms **ONLY**.
- There are days that students may dress down for special events. The specific details will be announced for these occasions.
- **Non-uniform pass descriptions:**
 - **Uniform Pass-**
 - Uniform passes allow jeans with tshirt or sweat shirt-OR- sweats from School Spirit orders.
 - This does NOT allow for leggings, pajamas, or sweatpants not purchased through SGS Spirit Wear.

- Uniform passes may NOT be redeemed on Liturgy days.
- ***1-Week uniform pass:***
 - MUST be used within 1 calendar week, if no school or liturgy falls during this week, the day will NOT carry over.
 - Uniform passes allow jeans with tshirt or sweat shirt-OR- sweats from School Spirit orders.
 - This does NOT allow for leggings, pajamas, or sweatpants not purchased through SGS Spirit Wear.
 - Uniform passes may NOT be redeemed on Liturgy days.
- ***Pajama pass:***
 - This does NOT allow for leggings.
 - Shorts must be finger tip length; tops must have sleeves
 - May NOT be redeemed on Liturgy days
 - Shoes MUST be school appropriate; NO slippers

Finances and Tuition

Tuition policy: St. Gregory Parish School is supported through tuition, parish subsidy, fundraising, and charitable donations. Tuition is required for all students enrolled at St. Gregory Parish School. Separate tuition agreements are used for the Preschool/Prekindergarten Program and the Kindergarten through Grade 8 Program. Tuition may be paid in full by July 15 or through the FACTS Tuition Management Program. Please refer to the Tuition Payments and the FACTS Tuition Plan section of this handbook for additional information.

Tuition rates for the upcoming school year are established no later than April. Signed tuition agreements for the following school year must be submitted by May 15th. All tuition balances must be paid in full by June 30th of the current school year. St. Gregory Parish School recognizes that circumstances may arise that create financial hardship for families. No student will be denied the opportunity to receive a Catholic education solely because of an inability to pay tuition. Families who anticipate difficulty meeting their tuition obligation should contact the school office as soon as possible. Information regarding the school & tuition assistance program and other available financial aid opportunities for the upcoming school year is distributed to families during the school year, allowing sufficient time to complete the application process.

It is the sole responsibility of the parent(s)/guardian(s) to complete and submit all required financial aid applications and supporting documentation directly to the appropriate organization(s) by the published deadlines. Failure to submit the required application(s) by the deadline may result in the family being ineligible for tuition assistance.

Tuition Payments and FACTS Tuition Plan

Payment Options:

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

A. Full Payment - Under this plan the entire amount of tuition is paid on or before July 15th. This payment is made directly to the school office. A fee of \$35.00 will be assessed for any returned checks for one-time payments only.

B. Quarterly/Monthly/Bi-Weekly Payments - This plan is an automatic payment plan made through your checking or savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on the date you select. There are various fees based on which payment plan you choose. Payments may be made with MasterCard/Visa or Discover through the FACTS program. A credit card fee does apply.

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.

You may make additional payments or pay your account in full at any time. The enrollment process required just a few minutes of your time and very little information.

To enroll, please go to: <https://online.factsmtg.com/signin/4FWY8>. After completion, our Accounting Manager, will take care of the remainder of the process. Enrollment is mandatory and the first payment will be scheduled for August (unless late enrollment). You will receive confirmation once your agreement has been finalized.

Late Registrations:

A. Families registering after July 15th shall be expected to fulfill their tuition obligations according to the tuition policy stated above.

B. Tuition for students registering after the first day of school may be prorated over the number of school days they will be in attendance according to a formula established by the Advisory Board.

Late Payments: It shall be the responsibility of each school family to keep the Pastor, Principal or School Accountant informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

Full Payment: If payment is not received on or before July 15, the family will be contacted within five (5) days by the school accountant concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.

Payment Plans through FACTS: School families who choose the payment plan option and miss a payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) may not be re-admitted to school according to the specifications of this policy.

Non-Admission of Students due to Tuition Delinquency: School families failing to pay tuition according to this agreement or who have been unwilling to make suitable alternative arrangements with the school may be informed that their child(ren) will not be readmitted to our school. **All families must be current in their payment of tuition by June 30th.**

Students with unpaid balances, will not receive their report cards and/or their permanent records will not be released. Students still having an unpaid balance by August 1 st , will not be admitted on the first day of school. Any unpaid balances remaining on the account may be sent to a collection's agency and weekly service charges may be applied from St. Gregory School.

Tuition Refunds: Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to the formula established by the Advisory Board. Any outstanding balances will be deducted from the tuition refund to make the account current and paid in full.

Tuition Assistance: Families may be eligible for tuition assistance to help offset the cost of annual tuition. While many tuition assistance programs are based on financial need and income guidelines, eligibility requirements vary by program. Information regarding all available tuition assistance opportunities will be communicated to families throughout the school year for the upcoming academic year through email, student folders, social media, and other school communications.

It is the responsibility of the parent or guardian to complete all required applications, provide the necessary supporting documentation, and submit all materials directly to the appropriate funding organization by the published deadline. St. Gregory Parish School cannot complete or submit applications on behalf of families, and applications received after the established deadlines may not be considered.

Once the school receives notification of tuition assistance awards from the funding organizations, families will be informed of the amount awarded.

Preschool Enrichment Program: St. Gregory Parish School offers a Preschool Enrichment Program exclusively for students enrolled in the Preschool and Pre-K programs. This optional program extends the regular school day, which runs from 8:30 AM to 3:00 PM. The enrichment program runs additional time after the typical school day. Participation in the Preschool Enrichment Program requires a signed enrollment agreement and weekly payment, which is separate from Preschool and Pre-K tuition.

Fundraising: Fundraising is essential to the financial health of St. Gregory Parish School and helps keep tuition affordable while supporting the daily operation of our school. As outlined in each family's tuition contract, participation in our two mandatory fundraisers—the Annual Auction and the Football Lottery—is a condition of enrollment. These events are critical to meeting the school's operating budget. Throughout the year, additional fundraising opportunities will be presented to support the school's General Fund, which helps cover facility maintenance, educational programs, classroom resources, technology, and the everyday operating expenses. While these fundraisers are not mandatory, they are vital to the continued success and growth of our school, and we encourage every family to participate.

Technology: St. Gregory Parish School recognizes that technology plays an increasingly vital role in education, communication and the modern world. To prepare our students for this, we provide them with access and education for the digital age. We have multiple opportunities in the classroom for the students in grades K through 8th to learn and apply computer skills. We encourage them to become lifelong responsible digital citizens.

St. Gregory school is a 1:1 campus where each student is provided with either a Chromebook or iPad for school related use. The technology policies can be found on our website at stgregs.net.

*All technology use is governed by the Diocese of Erie's Acceptable Use and Internet Safety Policy. All students and parents **must** review this policy and sign the consent agreement and return to school.*

Cell Phones and Personal Electronic Devices: Students are not permitted to use cell phones or other personal electronic devices during the school day. If a student must carry a cell phone, personal computer or other personal electronic device it must be turned in to their homeroom teacher. Wearable technology such as iWatches and Fitbits with 2-way communication are also prohibited. The school is not responsible for any lost, broken, stolen or damaged cell phones or devices. The first offense for violation of the cell phone and personal electronic device usage policy will result in the phone or device being confiscated and the student's parents or guardian must come to the office to retrieve it and the student will receive detention.

General School Information and Policies:

Birthday Parties: Birthdays are a special day. Students who celebrate a birthday may bring in a healthy snack for their homeroom class. The Erie Catholic Diocese Schools Wellness Policy recommends that a birthday snack is a healthy one.

Fire Drills: Fire Drills will be conducted on a regular basis. Students are directed to leave the building quickly and quietly, even in inclement weather. Students are instructed to walk and stand in single file during the drill; there is NO talking permitted. Windows may be closed if time is not lost doing so. The last person out of the room, generally the teacher, is to close the door. Fire exits signs are posted in each classroom by the door.

Gum: Chewing gum or any other candy is NOT permitted within the school.

Lost and Found : Items that are found in school are turned in to the office and an announcement will be made asking for the owner to claim their item. A “Lost and Found” table is kept in the front hallway. Items are kept for 30 days. Not claimed items will be donated to the Uniform Exchange or the Thrift Store.

Enrollment at St. Gregory Parish School:

Preschool & Pre-K: Accepts children ages 3-5yrs old and fully potty trained.

Kindergarten: Children must be 5years old on or before October 1st of the enrolling school year.

These requirements help ensure students are placed in classrooms that best supports their academic, social, and development growth.

Transfer: A student transferring into St. Gregory Parish School must present official school records from the previous school, auxiliary services (e.g. Title 1, Speech Therapy, Act 89), Report from Special Programs, Learning Support, Remedial, Wrap-around, Individual Educational Plan (IEP), and Standardized Testing Results. There will be no distinction made as to race, creed, or nationality; however, the student will be officially enrolled only after records and admission is approved.

Withdrawal: If a student withdraws for any reason, he/she will need to fill out an exit form to be placed in their file. The records will be forwarded to the school that student will be attending for the next school year as long as their tuition is paid up to date.

Permanent Record File: St. Gregory Parish School complies with the local and national requirements in that it keeps a permanent record file for each student. Since the information we keep there is so vitally important to you and your child (ren) we ask that you can help us keep it current. Access to these files is limited to school professionals, staff, and parents. No one else may examine a student’s file unless he/she has written consent of the parents. If parents wish to examine their child’s file, they should call the school office for an appointment.

National Tests: The Diocese of Erie is administering the NWEA Map Growth Assessment for students in grades 3 through 8 at a time tbd. Results of standardized testing are used to improve practices, curriculum, and programs for the students and test results will be shared with parents once received.

Records Request: Requests for student records must be submitted in writing by a parent or legal guardian, or by an authorized school or agency in accordance with applicable state and federal laws. Please allow up to five (5) business days

for records to be processed. St. Gregory Parish School may release only those records that are owned and maintained by the school. Records, evaluations, reports, or assessments created by outside agencies or organizations (such as the Intermediate Unit, therapists, psychologists, physicians, or other service providers) cannot legally be copied or released by the school. Those documents must be requested directly from the agency or organization that created and maintains the original records. Records can only be released if tuition is up to date.

School Services:

Title 1: Is a federally funded program designed to provide additional academic support to eligible students in reading and mathematics. Students who may benefit from these services are identified through a screening and evaluation process conducted by the Northwest Tri-County Intermediate Unit (IU5). Once eligibility is determined, specialized services are provided by qualified professionals to help students strengthen essential skills, build confidence, and achieve academic success. Our goal is to ensure every child receives the support they need to reach their fullest potential.

Act 89: State-funded program that provides supplemental educational services to eligible students attending nonpublic schools. Through this program, students may receive additional support in areas such as reading, mathematics, speech and language, counseling, and other specialized instructional services when appropriate. Eligibility is determined through a screening and evaluation process conducted by the Northwest Tri-County Intermediate Unit (IU5). These services are provided by qualified professionals at no cost to families, helping students strengthen academic skills, overcome learning challenges, and achieve success in the classroom.

Speech Therapist: Students of St. Gregory Parish School have the service of the speech therapist provided by the State through the Intermediate Unit. Students are screened in September, and services are available.

Psychologist Testing: Is made available through the Pupil Services Office of the Department of Education, Diocese of Erie. These services are funded by the State of Pennsylvania. Parental permission is required for all testing. A conference with the psychologist, principal, parents, and teacher will be held to discuss testing results and tailor a program to meet the needs of the student.

Rationale (SOM4): In an effort to enable students to participate and succeed in classrooms in the Catholic Schools in the Diocese of Erie and to fairly assess their competence, effort, and progress, it is sometimes necessary to make certain accommodations in curriculum and/or instruction. These measures are taken according to guidelines available by contacting the school.

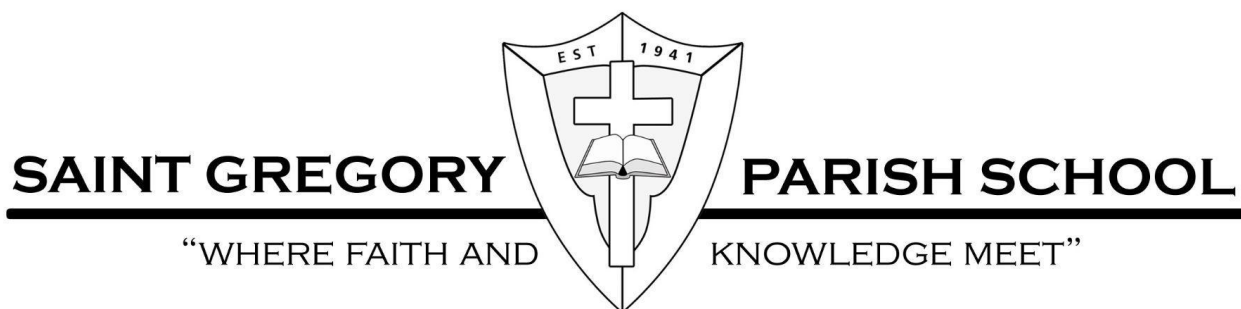
Remediation and Enrichment: This is a State funded program administered by the Intermediate Unit. The service of a reading /mathematics specialist is available for all students recommended by their teachers.

Resource Room: The Resource Room at St. Gregory Parish School provides individualized academic, behavioral, and social-emotional support to help students reach their full potential. Working collaboratively with teachers, families, and outside service providers, the Resource Teacher offers targeted interventions, instructional accommodations, organizational and executive functioning support, behavior coaching, and strategies that promote student success. The Resource Room also serves as a safe, supportive environment where students can receive short-term assistance, develop self-advocacy skills, build confidence, and strengthen the academic and personal skills needed to succeed both in and out of the classroom.

Evaluation and Referral Process: Testing and evaluations for support services through local school districts are coordinated collaboratively between parents, the Resource Teacher, the student's resident school district, and the Northwest Tri-County Intermediate Unit (IU5). This collaborative process helps ensure equitable participation in available educational services while supporting each student's individual learning needs. Our shared goal is to provide students with the resources and interventions they need to increase academic success and thrive within the private school setting.

Diocesan Policy for the Protection of Children – Please go to

<https://www.eriercd.org/childprotection/policyupdatenotice.html> for the updated Child protection policy.



SCHOOL–PARENT–STUDENTCOMPACT

A Compact is a commitment to sharing responsibility for student learning. This document explains what families and schools can do to help children reach high academic standards of excellence. This agreement outlines the goals, expectations and shared responsibilities of the school and parent as equal partners for student learning.

Mission Statement of St. Gregory School

Faithful to the Roman Catholic tradition, St. Gregory School, will educate children to be people of faith and service guided by the teachings of Jesus Christ and the Church. We will prepare students to be critical thinkers and to lead lives of integrity.

St. Gregory School's Commitment

St. Gregory School understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Provide opportunities each day to pray and grow closer to God.
- Address the importance of communication between teachers and parents on an ongoing basis.
- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of a child and school.
- Provide a safe, positive and healthy learning environment with a visible presence of our Catholic mission.
- Assure that the school staff communicates clear expectations for performance and behavior to both students and parents

Principal Signature

Date

Parent's Commitment

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Volunteering to further support the mission of St. Gregory School (parent partnership hours)
- Supporting their child's learning and faith development. St. Gregory School Building a foundation for lifelong achievement. Preschool- 8th Grade
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.
- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.
- Attend school functions and conferences.
- Encourage their child to show respect for all members of the school community and school property.
- Review all school communications and respond promptly.
- Read and review all policies outlined in the student-parent handbook.

Parent Signature(s)

Parent Signature(s)

Student's Commitment

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day.
- Develop a positive attitude toward school.
- Be responsible for completing assignments and homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.
- Read and review all policies outlined in the student-parent handbook.

Student Signature(s)

Student Signature(s)

Student Signature(s)

Student Signature(s)