

**St. Gregory the Great Handbook
2011-2012**

PREFACE

This handbook is designed to serve as a reference for parents, students, and faculty of St. Gregory the Great School. It is written to fulfill the needs of those concerned with providing a fine education within our Catholic tradition.

Familiarity with its contents will facilitate the everyday functioning of our school and enable us to ensure the continuation of an excellent education within a Christian atmosphere.

CONTEXT OF ST. GREGORY the GREAT SCHOOL

Catholic parents who choose our school for their child's education have long realized our reputation for excellent academics as well as Faith formation and a fine Athletic Program.

The school offers classes from Nursery/ Pre K to 8th grade. There is morning and afternoon care available for working parents. There are 14 homeroom teachers, part time teachers for Computer Technology, Library, Art, and Spanish. We also have three paraprofessionals serving as aides in our Nursery, Pre-K, and Kindergarten classes. After school programs include the Aquinas Club, the School Band, Student Council, Grade 8 Math enrichment, Resource, Fitness Club, Book Club, Art Club, Glee Club and Peer Tutoring. Some teachers also come in early to remediate students who are falling behind.

Since we offer full day Pre-K and Kindergarten classes, and the added benefits for working parents of a before and after school program, many parents choose to enroll their children here.

POLICY OF NON-DISCRIMINATION

St. Gregory the Great School admits students of either sex or any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

St. Gregory the Great School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, and athletic or other school administered programs.

AQUINAS CLUB

The St. Gregory Aquinas Club is a program designed for the students in the 7th, and 8th grades who demonstrate exceptional performance capabilities in intellectual, creative, and artistic areas, as well as positive leadership qualities. This enrichment program is carefully designed to challenge and build the confidence and self-esteem of these high achieving students. The Aquinas Club will **invite** deserving students who meet the following set of criteria:

- At least a 90% in the National Percentile Total Score on CTB Testing
- At least a 95% total average per trimester with no single grade less than 88
- Student exhibits the qualities of a positive role model

It is a demanding task to obtain the best performance from every student, especially in classrooms with diverse levels of ability. Keeping our high achieving students challenged and learning to their capacity is the goal of this program. Each session will focus on an enrichment experience that will stimulate, challenge, and motivate these students.

ARRIVAL/ DISMISSAL

Students in Grades Pre K-8 should arrive in the hall between 8:00 and 8:15 a.m. Nursery students will enter from the side door at 8:30 a.m.

Nursery & Pre K Half students will be dismissed through the side door at 11 a.m. Pre K & Kindergarten students will be dismissed in the schoolyard at 2:20 p.m. Grades 1- 3 will be dismissed in the schoolyard at 2:25 p.m. Grades 4 - 8 will be dismissed from the schoolyard at 2:30 p.m. Dismissal from the Hall is at the principal's discretion.

RULES FOR SAFETY

87th Avenue – Cars **should not use 87th Avenue** when dropping off or picking up students. Our teachers and staff need 87th Avenue to park their cars and the buses must be able to park in the morning and at dismissal. Parents should use Commonwealth Blvd. or the service road of the parkway. No double parking on the Cross Island Service Road. The students who are Patrol Persons should be respected when they ask you to comply. They represent the administration of our school outside the building.

ATTENDANCE AND LATENESS

School is in session from 8:15 am to 2:30 pm. All children must be in the Hall prior to 8:15 am. A teacher is there to supervise the children in the Hall from 8:00 am to 8:15 am. Children are to be near their line until the bell rings and then proceed in silence with their teacher to their classroom. The school doors will close at 8:15 promptly.

Except for bus problems, all lateness is recorded on the child's report card and permanent record card. **Children in grades 4-8 will serve detention for every 5 times they are late. For children in grades K – 3, a parent must come in and sign their child into the late book.** If lateness becomes a chronic issue, a conference with parents, teacher, principal and in some cases the student, will be held in order to determine the cause of the lateness and arrive at a possible solution to the problem. In some cases it may be necessary to take some disciplinary action if the problem persists. Lateness without just cause may keep a student from the Honor Roll.

A student who is absent must bring a note from his/her parent or guardian stating the date and reason for absence. This note is due on the day of his/her return to school. Legal absences, involve those caused by illness, death in the family, impassible roads, quarantine, religious observance, court attendance and remedial health care. All other absences are illegal. A written note is to be given to the official teacher notifying if a child is leaving school early or not returning for the afternoon. Parents must notify the school office also if the child has a contagious disease e.g., chicken pox.

Child Find

Parents should report a child's absence by calling the school's child find phone number 718-343-5058 before 8:15 am on the day of the absence. A parent is to leave the following information on the answering machine: **DATE, FAMILY NAME, NAME OF CHILD, ROOM #, AND REASON FOR ABSENCE.**

A parent or designated guardian must pick up and sign out a child when he/she becomes sick in school and must be sent home. No ill or injured child may be released from school to walk home alone. No child will be released from school to the care of a taxi or car service driver.

Unexplained absences (e.g. truancy) will be handled with strict disciplinary action.

CANCELLATION OF SCHOOL

If there is a possibility of school being closed because of weather conditions, please go to the school website at www.stgregorythegreatschool.org or watch the television if:

1. All New York City Public Schools are closed.
2. All schools in the Diocese of Brooklyn and Queens are closed.
3. St. Gregory the Great School is closed.

Please do **NOT** call the school or the parish office. We use School Reach as our Primary service which will also contact you by phone, landline or cellular or email.

LUNCH

Students eat lunch in the Hall from 11:15 a.m. to 12:15 p.m. On days when special activities are taking place in the Hall, they will eat lunch in their classroom. As a general rule, lunch should be brought to school with your child in the morning. If for some reason lunch is left at home, you may bring the lunch to the general office and it will be delivered. This should not be a habit. The lunch room and school yard are supervised by the teachers who are assisted by parents. Any student who disrupts the lunch program or is disrespectful to any teacher or lunch parent will receive demerits and possible detention.

A balanced and nutritious lunch, proper eating habits and good manners are also required in the lunch room. Please remember that good nutrition and a balanced lunch are essential for your child's growth and learning ability in school. In order to promote an overall sense of fairness, parents may **not** bring "Fast Food" (pizza, Burger King, McDonalds, etc.) into school or the classroom on any given day for any children. No Energy drinks are permitted at any time. No glass bottles are permitted. Students may have a drink only from a thermos, water bottle or a juice box. Plastic bags or wax paper may be used. These rules are necessary to comply with New York City recycling laws.

In good weather, students go to the school yard. Students are not permitted to run in the school yard. A game of tag is not an acceptable activity in the yard. Students who do not follow the rules will have to stand by the wall and will not be permitted to play. Students who continue to ignore rules will have to sit outside the office at lunch time.

Please remember to supply your child with a hand sanitizer for lunchtime and proper utensils.

RECYCLING

In accordance with New York City law, recycling containers for paper, plastic, metal, and juice boxes will be available in each classroom, as well as a regular trash container. We expect everyone to use the proper container at all times for disposing of waste. Students who do not comply will be asked to stay after school and perform community service to help improve the school.

BIRTHDAYS

We ask parents to cooperate in celebrating your child's birthday in school by providing a simple treat. This would include finger food only (cupcakes, donuts, cookies, etc.). Students are **NOT** permitted to have fast food (pizza, Burger King, McDonald's, etc.), lollipops, goody-bags, soda, or juice.

BLOGGING

The term **BLOGGING** means the keeping of an online log or journal. All bloggers must be at least 16 years of age; however, there is no way to ensure that persons under the minimum age will not have access. Safety of our students is paramount. They can and will be held responsible for things they write about St. Gregory's that can be detrimental to our reputation. We reserve the right to discipline students for off-school conduct that is untrue about staff and other students.

BOOKS

All books should be covered at all times with neat, clean book covers, and should be carried to and from school in a waterproof carrier of suitable size. Rolling backpacks are not permitted. As a general rule, students are not permitted to make any marks in a textbook. Lost or damaged books must be paid for by the student.

CELL PHONE

Students in all grades are **not** permitted to have a cell phone on their person during school time. The teachers will lock up the cell phones in the beginning of each day and return them at dismissal.

If a cell phone goes off, is found in a student's possession, or is being used in any way, they will be required to serve 2 days detention and their phone will not be returned for 2 weeks. A parent or guardian must come up to get the phone from the principal's office. A separate consent form will be given to parents in grades 5-8.

Cell phones can only be used to call a parent off the school grounds at dismissal time. In extreme emergencies, the student will be able to use the phone to contact you.

TELEPHONE USAGE

Students may only use school telephones with consent of the administration or nurse. They are not permitted to call for forgotten homework, projects, gym uniform, etc. Use of electronic devices and cell phones by students during the school day is not permitted, and they will be confiscated if used at the wrong time (see cell phone section). We will try our best to get the message to your child otherwise.

CRISIS MANAGEMENT PLAN

St. Gregory the Great has in place a "Crisis Management Plan" for extreme emergencies. From time to time, the students, faculty, and staff will practice these important safety precautions during the school day. Misbehaving during these drills is a serious infraction.

CUSTODY ISSUES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor custodial arrangements without proper documentation in the student's file. This information can not be given verbally to anyone in the office. It must be in writing.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is very important that every student's records be kept up-to-date regarding address, telephone number (cell, home and work), and person to contact in **case of emergency**. Please notify the school **immediately** of any changes during the school year.

CONFERENCES

Parents or guardians must attend the general class meeting held in September where the teacher explains class procedures and expectations. At the end of the first and second trimesters, individual conferences will be arranged for the teacher to report on the child's progress. Parents must contact the teacher with a brief note to arrange a conference at any other time during the school year. The principal will not meet with any parent unless the parent has first met with the teacher. A conference will then be arranged with the parent, teacher, and principal.

Teachers will email you when necessary – only through the school's email login at www.StGregorytheGreatSchool.org.

DISCIPLINE

Any behavior, which is viewed by the school administration as detrimental to the educational process, to the safety of other persons, or to the reputation of St. Gregory the Great School, could be considered grounds for serious disciplinary action and may result in suspension or expulsion. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her discretion.

Every student has a right to be in a calm learning atmosphere and feel safe, secure, and happy in school. Students will come into the building quietly and continue in good order on the stairs and in the halls. Once the hand bell has been rung in the hall all students are expected to be silent. Failure to adhere to the above rules will result in detention. Please be advised that St. Gregory the Great adheres to a "zero tolerance" policy for violence of any kind. **Any** harmful physical contact or hurtful verbal abuse (including written offenses) will not be tolerated! Bullying, which means hurting another person repeatedly, either physically or through verbal threats, insults, and embarrassment or by systematically ignoring another person will not be tolerated! Students should report a bullying situation to the classroom teacher so that students exhibiting demeaning behaviors receive immediate correction. The use of any electronic devices during school hours to text, cheat on a test or assignment, or otherwise communicate with others will be grounds for suspension. Cheating on tests, forging a signature, etc. are serious violations. A repeated serious infraction could result in suspension from school. Suspension will be given at the discretion of the teacher and principal. Parents must meet with the principal before a student can be reinstated in school. As a last resort after other means of motivation and correction have failed, a student may be expelled. If a student brings a razor, box cutter, knife or sharp instrument to school s/he will be subject to expulsion.

For students in Grades 4 - 8, Demerits will be issued for infractions of school rules. Five Demerits equal an after-school detention until 4:00 p.m. Demerits may keep a student from a class trip.

Pupils must show respect for adults, children, and property. Restitution should be made for items lost, stolen, or defaced. **Pupils are not to chew gum in school or on school grounds.** Pupils are not to wear a hat in the school building. Girl's skirts are to be worn at the knee and not rolled at the waist. All shirts and blouses must be tucked in. (The Jr. High girls are not required to do this). Boys hair should not be in their eyes and should be above shirt collars, no mohawks. Girls hair should not be in their eyes. No one should have dyed or bleached. Absolutely no make-up is permitted, including dress down days for any girl. Nail polish should be a pastel shade (light pink or clear). A simple necklace or watch is permitted. Girls and boys are not to wear necklaces that are cumbersome or give occasion for anyone to yank at them. Small earrings are acceptable for the girls. Large dangling earrings and hoops are not permitted. Absolutely no jewelry is to be worn on gym day, including watches.

Certain days during the school year will be "Dress Up" or "Dress Down" days. On "Dress Up" days, students are required to wear dress clothes -- no jeans, sneakers, or t-shirts. On "Dress Down" days, students may wear jeans or stretch pants that are not too tight, sneakers, and t-shirts. **Students are never permitted to wear short-shorts, skirts that are more than 3" above the knee, short shirts, tank tops, off the shoulder blouses or midriff style shirts that are inappropriate or display offensive language or pictures or shoes (flip flops) that may be dangerous for safety reasons. Parents will be called to bring a change of clothes or the school will give the child appropriate clothes.**

DRUGS AND ALCOHOL ABUSE

As members of a Christian faith community, we cannot accept the use of alcohol and drugs. The most important responsibility of our community is to support and encourage human life. Therefore, we take the following position: "We consider any student's use, possession of drugs or alcohol at school or school sponsored events as an abuse that will not be tolerated. If any student enters the building under the influence, or in possession of drugs or alcohol, or is suspected of the same, it is the responsibility of the principal to investigate the matter and initiate a course of action which could result in suspension and/or expulsion.

SMOKING

Smoking is forbidden on school property. Students are also forbidden to carry or use fireworks or firecrackers on school property.

RESPECT

Respect is a quality we aspire to and want to instill in our children. This continues to be our theme for this school year. We believe as teachers and as parents we need to set good examples of mutual respect in school relationships both at home and in school. We ask parents to make an appointment with your child's teacher if there is a problem or disagreement. If a teacher's conference either by phone or in person does not offer resolution, a further meeting with the parent, teacher and principal will take place.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. A **note** must be sent to the teacher in the morning by the student asking permission for the student to be signed out early. The parent must sign the early dismissal book when picking up the student.

MEDICATION

If a student needs to take medication during school hours, the nurse must be notified. Medication cannot be administered UNLESS the nurse has a completed 504 Form on file. The 504 Form must be completed by your child's physician and signed by the parent. No medication will be accepted or stored in the school without the proper paperwork. Please note that medication cannot be given for episodic illnesses, such as a 10-day course of antibiotics. Medications are dispensed for chronic illnesses only. Please contact the school nurse should you need the 504 Form. (718 343-2143). A new form must be submitted every year. Every effort should be made to dispense medication before the child comes to school and/or after the child returns home. Students are **not** permitted to carry medicine such as Tylenol or any prescription medication in their lunch box, school bag or on their person.

FIELD TRIPS

Field trips are planned in order to enrich the learning experience of the children and is an extension of the educational learning process. Students can be denied participation in a field trip if he/she fails to meet academic or behavior requirements. A schedule (date, departure time, return time, and cost) will be sent home prior to the trip. Each student must have a signed permission slip from his/her parent in order to participate in the class field trip. Verbal permission from a parent is unacceptable. The only acceptable permission slip is the one printed below. If you misplace the one sent home by the teacher, copy this and send it in with your child prior to the day of the trip.

It is up to the teacher to choose the chaperones for the trip. We make every reasonable effort to give all parents the same opportunity to chaperone. It is impossible to accommodate everyone.

Permission Slip to be Copied is at the end of the handbook.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. No running or talking will be permitted during the fire drill. No one is to return to the building until the signal is given. Misbehaving during a fire drill is a serious infraction.

HOMEWORK

Homework is given four (4) nights a week and at the teacher's discretion on weekends. Homework may not be done in school. Each student, in grades 1-8, will receive a planner in September to use throughout the year. All other students should have a durable assignment pad or notebook to copy down homework, and parents should check the planner or assignment pad each night. Frequently, the teachers will use the planner as a means of communication to the parent.

Homework assignments are on the website. The information on the web site is not failsafe. The child is still responsible to copy his or her homework on a daily basis.

The length of time spent on homework each night (including studying every night) should be as follows:

Grades 1 - 3 30 - 45 minutes
Grades 4 - 6 45 - 90 minutes
Grades 7 - 8 90 - 120 minutes

The heading on the homework should read as follows:

Name of Child	Date
Name of School	Grade

Acceptable assignments are neat and carefully completed. Parents should not correct the work or improve it in any way. Projects should be written or typed according to the directions given by the teacher using the student's own vocabulary. Plagiarism, either from a book or computer program, is not acceptable. It is the responsibility of the parent to check notebooks and workbooks weekly.

MARKING CODE

An explanation of the marking code is given on the Report Card. In general, it can be summarized as follows:

A+ = 97-100
A = 93-96
B+ = 89-92
B = 85-88
C+ = 81-84
C = 77-80
D+ = 74-76
D = 70-73
F = Below 70 is a failing grade

Principal's List	Average 95 – 100 no grade lower than 94%
First Honors	Average 90 - 94 no grade lower than 89%
Second Honors	Average 85 - 89 no grade lower than 84%
Recognition	Excellent Effort and Work Habits

INTERIM REPORTS

Midway through the first and second trimesters, a report is sent home to parents of students in Grades K – 8 to indicate your child's strength or weakness in each subject area.

PROMOTION AND RETENTION

The principal, teacher, and parent, will discuss all promotions and retentions. The final decision is based upon a total evaluation of the student's growth in all areas of development.

Specific criteria for retention are as follows:

1. The student has failed to pass the major subjects on his/her grade level. (2 or 3)
2. The student has failed to achieve satisfactory scores on a standardized test in reading, mathematics, and language arts.
3. The student has not demonstrated acceptable effort in achieving academic success. The type of behavior that would indicate unacceptable effort might be failure to complete school homework assignments and projects, consistent inattention to classroom instruction, and lack of preparedness for school assignments. Parents will be notified in March if there is a possibility of their child being retained.

IMMUNIZATION

No child will be admitted to any school in New York City unless the child has received proper immunizations. When new children apply, verification of immunizations for measles, mumps, rubella (MMR), diphtheria, polio, HIB, HepB, and Varicella is required, along with dates and results of TB(Mantoux) and lead screening tests. All children born after January 1, 1994 are required to receive the Tdap immunization upon entering 6th grade.

INSURANCE

School accident insurance is paid for by the school at the beginning of the school year. The insurance protects pupils traveling to and from school, on school sponsored and supervised trips and while in gym class. The coverage is from September 15, 2011 to September 15, 2012. Parents are encouraged to check their policies for children's coverage and take advantage of a voluntary 24 hour coverage plan. If interested call Willis Insurance Company at (212) 915-8067.

PHYSICAL EDUCATION

Physical education classes are mandated by State Law. Attendance is compulsory unless a doctor's note certifying disability is presented to the principal. St. Gregory the Great School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health.

We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Students must wear the uniform prescribed for gym classes. Boys and girls wear sneakers (with the exception of hee-lies or extra wide sneakers) and the regulation gym shorts and t-shirts only purchased from Marlou. Students wear their gym uniforms to school on gym days. In cooler weather, school sweatshirts and sweatpants only purchased at Marlou can be worn. No other St. Gregory Association t-shirts are allowed.

No student will be admitted to class or be allowed to participate in gym class unless he/she is in proper uniform. We recommend that the student's last name be placed in large letters inside all gym clothes, especially the sweatshirt.

RELEASE OF RECORDS

The school maintains academic and attendance records on all students. Information included in these records may not be released without written parental consent, except in response to a notice of transfer to another school or to send records on to high school.

No records will be released if all financial obligations are not paid in full.

UNIFORM

Students will dress neatly and be well-groomed. The school uniform must be worn each day. In order for a student to be admitted to class, they must wear the complete uniform required for that day. The uniform consists of the following:

Nursery, Pre K & Kindergarten : Students wear their gym uniform, and sneakers.

SUMMER UNIFORM

Summer Uniform is to be worn from September through October 15th; weather permitting and May 1st through June.

GRADES 1 – 6 GIRLS & GRADES 1- 8 BOYS

Khaki shorts (only purchased at Marlou, Marlou emblem must be visible on the shorts).
Polo shirt with St. Gregory's emblem – short sleeve.
Crew white socks.
White sneakers ONLY.

GRADES 7 – 8 GIRLS SUMMER UNIFORM

Khaki shorts (only purchased at Marlou, Marlou emblem must be visible on the shorts).
Polo shirt with banded bottom.
Crew white socks.
White sneakers only.

WINTER UNIFORM

Boy's Uniform The polo shirt with St. Gregory's emblem (long and short sleeve).
Green slacks with black belt and solid black loafer or oxford style shoe.
No black sneakers.

Girl's Uniform **Grades 1-6**
Plaid jumper with Peter Pan collar blouse with tie.
Green or white socks or tights with a black Mary Jane style shoe.
Grades 7 -8
Plaid skirt with white polo shirt with emblem; long or short sleeve.
Green or white socks or tights with a black Mary Jane style shoe.

For colder days, the fleece jacket is the **only** outer garment of choice. Sweatshirts are to be worn on gym days only (not in the classroom when it is not a gym day).

VACATIONS

Parents are asked not to take children out of school for family vacations. Please check the school calendar you receive in September and schedule vacations for the long periods of time when school is closed. If an extreme family emergency arises that necessitates an absence from school, please **inform us in writing** as soon as possible. A yearly tentative calendar is posted on the school website for your convenience.

VISITORS TO SCHOOL

Class time is very important to both students and teachers. Therefore, interruptions should be seldom and only with proper notice. As you enter the school, all visitors must stop in the school office. The principal will determine whether or not an individual will be given permission to visit a classroom. Appointments with teachers can be arranged by writing to the teacher so that they can be scheduled at a mutually convenient time.

St. Gregory The Great School
244-44 87TH AVENUE
BELLEROSE, NEW YORK 11426

Joanne Aldoriso
Principal

voice: (718) 343-5053
fax: (718) 347-1142

September 2011

Dear Parents,

Attached is a copy of our 2011-2012 St. Gregory the Great Parent-Student Handbook. Please read it and discuss the rules and regulations with your child (children). We hope it will prove helpful to all. **Please return the tear-off form below by Monday, September 19th.** Thank you for your cooperation.

Sincerely,

Ms. Joanne Aldoriso
Principal

Handbook
Family Name _____

Grade of oldest child in St. Gregory the Great School _____

We have read and agree to be governed by the 2011-2012 St. Gregory the Great Parent/Student Handbook and will support the policies of the school.

Signature of Parent(s) _____ **Date** _____

Signature of Child (children) _____ **Class** _____

_____ **Class** _____

St. Gregory The Great School
244-44 87TH AVENUE
BELLEROSE, NEW YORK 11426

Joanne Aldoriso
Principal

voice: (718) 343-5053
fax: (718) 347-1142

Consent to Photograph
(Due Sept. 19th from all families)

September 2011

In accordance with the freedom of information legislation: (check one of the following)

___ I consent to have ___ I Do Not consent to have

My photograph _____
(print name)

___ I consent to have ___ I Do Not consent to have

My child's (children's) photograph _____
(print name) _____

used in the newspapers, internet, classrooms, halls, and school functions.

(Parent/guardian signature)

Date

St. Gregory The Great School
244-44 87TH AVENUE
BELLEROSE, NEW YORK 11426

Joanne Aldoriso
Principal

voice: (718) 343-5053
fax: (718) 347-1142

September 2011

Dear Parents,

CELL PHONE POLICY

Students in all grades are not permitted to have a cell phone on their person during school time. The teachers will lock up the cell phones in the beginning of each day and return them at dismissal.

If a cell phone goes off or is found in a student's possession, they will be required to serve 2 days detention and their phone will not be returned for 2 weeks. A parent or guardian must come up to get the phone from the principal's office.

Cell phones can only be used to call a parent off the school grounds at dismissal time.

Please make sure that you and your child have read this together. Sign and return the bottom half of this agreement on September 19th for 5th - 8th grades.

Sincerely,

Ms. Joanne Aldoriso
Principal

Child's (children's) Name _____ Class _____

Name _____ Class _____

Parent's signature _____ Date _____

Child's (children's) signature _____ Date _____

Child's (children's) signature _____ Date _____

St. Gregory The Great School
244-44 87TH AVENUE
BELLEROSE, NEW YORK 11426

Joanne Aldoriso
Principal

voice: (718) 343-5053
fax: (718) 347-1142

Re: Permission Slip for Class Trip

The students in grade(s) _____ will be going on a class trip to _____ on _____.

The cost of admission and/or transportation is \$ _____. Please make checks payable to St. Gregory the Great School.

Students will leave St. Gregory's at _____ and return at approximately _____.

Students are to bring their _____ for this class trip.

The permission slip and student fee must be returned to school no later than _____.

STUDENTS ARE NOT PERMITTED TO PURCHASE SOUVENIRS ON THE CLASS TRIP.

CUT AND RETURN

Yes, my child _____ in grade _____ has my permission to go on the class trip to _____ on date _____.

Enclosed is the amount of \$ _____ to cover the expenses. I understand that all fees are based on the number planning to attend the trip.

I have instructed by child to be on his/her best behavior and to obey all adults supervising the trip. I release the teacher, principal and school from all liability and waive any claims against them.

DATE _____ PARENT/GUARDIAN SIGNATURE _____

Telephone number where parent/guardian can be reached during the trip _____

Please check one of the following:

_____ I will be able to chaperone _____ I will not be able to chaperone

Please check if you have chaperoned in the past:

_____ I have chaperoned in the past

Emergency Contact Phone Number _____

St. Gregory the Great School

ABSENCE NOTE

Child's Name _____ Class _____

Official Teacher _____

Date (s) of Absence _____

Reason for Absence (s) _____

Signature of Parent/Guardian _____

ABSENCE NOTE

Child's Name _____ Class _____

Official Teacher _____

Date (s) of Absence _____

Reason for Absence (s) _____

Signature of Parent/Guardian _____

ABSENCE NOTE

Child's Name _____ Class _____

Official Teacher _____

Date (s) of Absence _____

Reason for Absence (s) _____

Signature of Parent/Guardian _____

ABSENCE NOTE

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Child's Name _____ Class _____

Official Teacher _____

Date (s) of Absence _____

Reason for Absence (s) _____

Signature of Parent/Guardian _____
