

# Student & Family Handbook

## 2026-2027



ST GREGORY  
CATHOLIC  
SCHOOL

St. Gregory Catholic School  
3440 N. 18<sup>th</sup> Avenue  
Phoenix, Arizona 85015  
(602) 266-9527

### ***Right to Amend***

*The School Administration (Principal and Assistant Principal, in consultation with the Pastor) reserves the right to modify, delete, change, amend or alter any of the provisions contained in this book at any point in time. Changes and additions will be provided to all parents and students. The Principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion.*

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## **Disclosure and Acknowledgment of Risks of School Participation St. Gregory Catholic Parish/School**

All parents and guardians must understand that there is always some potential for injury and illness inherent in all School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing such recommendations of federal, state and local health authorities as the School administration determines appropriate in light of the unique needs and circumstances of the School community. While these efforts may help lower the risk of exposure and spread of certain diseases during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards inherent in their children's participation in all school activities. All parents and guardians understand that their children will be associating with teachers, administrators, staff, and other children and may be exposed to or in contact with viruses and diseases through their children's participation in activities at school. By allowing their children to attend the School, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire a virus or disease despite the good faith, reasonable efforts of the School administration, and that virus or disease may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities, and acknowledge that the School may not have a medical professional on staff. Parents and guardians agree that they will notify the School and will not send a child to School or School functions if the child develops a fever or other symptoms of a transmissible illness. By allowing their children to attend the School, all parents and guardians are further agreeing that they follow, and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff from illness and injury.

*St. Gregory Catholic School takes all health concerns seriously. We stay diligent of CDC/Diocesan health guidance and will adapt procedures and mitigation accordingly if ever presented a concern which may impact the health and wellbeing of our school community. At this time, St. Gregory Catholic School operates under typical, non-pandemic procedures. If faced with another pandemic outbreak, our school will respond accordingly.*

## Introduction

### Welcome

Welcome and THANK YOU for choosing St. Gregory Catholic School! This is a great place to be, to learn, to laugh, to pray. We are thrilled to partner with you to educate your child(ren) in the Catholic faith! We look forward to a great year and are here to support you and your family in any way we can. God bless!

### Mission Statement

The community of St. Gregory Catholic School strives to be disciples of Jesus, who follow God's call to live our Catholic faith through worship, service and academic greatness.

### Vision Statement

St. Gregory Catholic School appreciates the importance of parents as the primary educators of their children. Faculty and staff will aid parents in the Catholic upbringing of their children, instilling a desire and love for Truth that will foster their spiritual, emotional, intellectual and physical growth. We will strive to direct students to the ultimate goal of their lives, total union with God.

### The Three All-School Rules

1. Respect Yourself, Others and Things
2. Contribute to the Learning Environment
3. Follow School and Classroom Procedures

### Student Learning Expectations

The Student Learning Expectations (SLE's) are skills, values and competencies we anticipate students to have gained by the time they graduate from St. Gregory Catholic School. The SLE's are intended to be understood by all students and are introduced in an age-appropriate manner, and are enhanced and reviewed throughout the student's time at St. Gregory Catholic School.

I am S-T-R-O-N-G in Christ...

*"I can do all things through Christ, who gives me strength" Phil. 4:13*

I am SERVICE-DRIVEN when I:

- Value the needs of others as Jesus did
- Contribute positively to my community
- Actively participate in service opportunities

I am TRUSTWORTHY when I:

- Follow rules as Jesus did
- Act with integrity, compassion and respect
- Am honest, reliable and keep my word

I am a RESPONSIBLE-LEARNER when I:

- Put forth effort in my understanding as Jesus did
- Invest time, energy and focus to develop learning and knowledge
- Think critically, communicate effectively and problem solve

I am OPEN TO GOD'S LOVE when I:

- Open my heart to God's call as Jesus did
- Practice my faith through prayer and the sacraments
- Follow Jesus and form a relationship with God

I am NEIGHBORLY when I:

- Abide by the Golden Rule as Jesus did
- Model kindness, citizenship and manners
- Include and listen to others

I am GRATEFUL when I:

- Give thanks to the Lord as Jesus did
- Focus on what is good in my life and am thankful for it
- Show appreciation to others and am humble

### **Accreditation**

St. Gregory Catholic School is accredited by the Western Catholic Education Association (WCEA). WCEA works to guarantee quality Catholic schools through a process of accreditation which affirms the faith formation of every student, ensures sound academic standards that meet the needs of every student, and promotes excellence in Catholic education. Every Diocesan school is required to have accreditation processes that foster quality, encourage academic excellence, and improve teaching and learning. Our most recent accreditation was completed in February, 2022 and our next in February 2028..

### **Diocese of Phoenix Code of Ethics**

#### **Diocesan Policy requires that all paid staff, coaches, and parent volunteers:**

1. Participate in the training program Safe Environment/Called to Protect and adhere to the Diocese of Phoenix Code of Ethics, and follow all guidelines and procedures mandated by the Diocese of Phoenix, State, and Federal laws.
2. Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program, and parish.
3. Report all first-hand instances or allegations of criminal sexual misconduct with minors to the police and Child Protective Services as well as cooperate fully in any police investigation.
4. After notifying the police as described above, report to the Youth Protective Advocate for the Diocese so that the Sexual Misconduct Policy can be implemented.
5. Advise an adult who reports an allegation of sexual abuse by church personnel with a minor that he or she has the right and responsibility to report this allegation to appropriate law enforcement and social service agencies.
6. Avoid situations of extreme personal self-disclosure. This creates a situation where young people are drawn to personalities rather than the community at-large.

#### **Diocesan Policy prohibits:**

1. Any kind of sexual contact or inappropriate touching of a minor.
2. Any breach of professional trust, which has as its intent sexual contact/activity with minors or adults.
3. Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
4. Having minors (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.
5. Vacations with minors (who are not family members) unless parents or other adults are present.
6. Field trips or other outings involving minors in places/situations where no other adults are present.
7. Travel with minors (who are not family members) without another adult present in the car, van, church bus, car pool or other means of transportation.
8. Behavior including, but not limited to activities that involve excessive physical contact with minors.
9. Wrestling, tickling or other physical "horseplay."
10. Giving out to minors one's personal phone number, pager and personal email address.
11. Taking a minor or group of minors to a restaurant for a meal without another adult present.
12. Giving alcohol and/or drugs to minors or vulnerable adults.

## Parental Support

While recognizing that parents are the primary educators for their children, St. Gregory Catholic School needs, expects, appreciates, and requires honest and consistent cooperation to implement the spirit, as well as the letter, of the Student Handbook's guidelines and rules. When the school administration deems that a parent's actions, attitudes or behavior are in conflict with the school's mission, policies, or any specific directive of the administration, that parent's student's enrollment may be reviewed.

## Student Policies and Information

### School Hours

School hours for grades Pre-K-8 are from 7:50am-3:00pm Monday-Thursday and 7:50am-1:00pm on Fridays. School starts promptly at 7:50am, which means students need to be in classrooms, ready for learning by 7:50am. Therefore, students are asked to arrive by 7:45am, so they can walk to class and be prepared by 7:50am. If arriving after 7:50am, please follow the tardy procedures..

To provide a safe environment for our students, the gates are not opened until 7:30am. However, we will offer Morning Care Supervision, free of charge, in the Cafeteria, starting at 6:45am. This service is available to all Preschool thru 8th grade students and no registration is required...simply use it if/when you need it. **Parent/guardian sign-in to Morning Care is required.** ALL students must report to Morning Care if dropped off prior to 7:30am. No students may loiter outside of campus waiting for gates to open. The school office is not available to supervise students prior to 7:30am.

**Special Schedule Note:** St. Gregory Catholic School will have 12:00 p.m. dismissal for all students during the first week of school, the last week of school, conference days and all special early release days (including, but not limited to, Halloween, the day before Thanksgiving Break, the day/s before Christmas Break, and Holy Thursday). **Students who are not picked up by 12:15pm on these days will go to the office and parents will be called. If aftercare is offered on these days and parents can't be reached and space is available, students will be sent to the Extended Day/Aftercare program and the family will be charged the rates associated with that program.**

Monday-Thursday, any child on campus after 3:15pm must be participating in a supervised after-school activity (e.g. sports, tutoring, yearbook, etc.), or accompanied by an adult. Coaches are not responsible for the supervision of unattended siblings. **If your child is on campus after 3:15pm and is unaccompanied by an adult and NOT in a school-sanctioned activity, parents will be called to pick up or, if space is available, student will be sent to the Extended Day/Aftercare program and the family will be charged the rates associated with that program.** Parents/Guardians who choose to let their children play on the playground after school MUST ACTIVELY supervise their children, keep their children apart from organized groups (Aftercare/Sports), and follow ALL school and campus rules. The school staff & administration reserves the right to ask parents to leave if not following rules.

### Attendance

School attendance is not only a good habit, it is required. Excessive absences and tardies affect student performance, progress, and morale. Prompt and regular attendance is essential for each child's daily school performance. Attendance contracts may be drawn to help maintain acceptable attendance.

A student shall be in class for at least two (2) hours to be considered in attendance for one half day. A student shall be in class for at least four (4) hours for a full day. **Due to significant interruption to end-of-day classroom procedures, requests for students be called out of class during the last 15 minutes of the school day will be reserved for family emergencies only** (does not apply to early release for school sponsored activities, i.e. sports).

Absences are categorized excused or unexcused based on the following:

| Excused Absences/Tardies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unexcused Absences/Tardies                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Illness, injury or medical appointment verified by written note from a medical professional</li><li>• Bereavement (death/funeral of family member) verified by written note from parent/guardian</li><li>• Education therapies (i.e. speech, PT/OT, intervention verified by parents and school administration</li><li>• Class field trips/activities sponsored and verified by school administration</li><li>• Family emergencies verified by written note from parent/guardian</li><li>• Out-of-school suspension verified by school administration</li><li>• Exclusions verified by school nurse (i.e. illness, immunizations, lice, quarantine)</li><li>• School closure due to unforeseen circumstances (i.e. safety or weather)</li></ul> | <ul style="list-style-type: none"><li>• Illness, injury, or medical appointment <b>NOT</b> verified by a medical professional</li><li>• Vacation, trips or family field trips</li><li>• Transportation or traffic issues</li><li>• Childcare issues</li><li>• Inclement weather</li><li>• Family visiting</li><li>• Death of pet or non-family member</li></ul> |

\*Absences and tardies, whether excused or unexcused, impact learning and shall not exceed 10% (18 days) of the instructional days scheduled for the school year.

**Absence:** On the first day of a student's absence from class, parents are to call the school office before **8:30am at (602) 266-9527**. You may leave a message the night before or before the office opens. When the student returns to school, a written and dated explanation of student absences from a parent or guardian is required. This explanation is kept on file for one year.

- A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. Long-term projects are due on the assigned date. It is the responsibility of the student to obtain the assignments from the teacher.
- A student who misses a test must make arrangements for makeup the day of his/her return. The student may be required to take the test the day of his/her return.
- Parents who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship. For example, a business trip or vacation days away from their children.
- In compliance with Arizona law, a child is considered truant after 5 absences within the same school year, and excessively absent if they miss more than 10% of total class time. (ARS 15901)

**Extended Absences:** Families leaving for an extended period must notify the office in writing in advance of the dates of the absence. **Keeping in mind, removing students from school for vacations is contrary to school policy.** Teachers will make a concerted effort, but are not expected to prepare lessons in advance for extended absences. However, the students must make up work and are allowed the same number of school days to complete the work as the number of days missed. Students who are absent 18 (10% of the school year) or more days in the school year may not be promoted to the next grade. Students with these excessive absences may not have enough "seat time" to earn credit for the class and may be retained.

## **Tardiness**

Being on time is a life-long skill. Tardiness is a serious matter since it affects not only the tardy student, but also other students. Tardiness reflects an attitude that is inconsistent with STG's pursuit of excellence and emphasis on the whole child.

We ask that parents ensure student's promptness by having children to school before the start of morning assembly, which starts at 7:50am. *With this said, the gates close at 7:45am to allow teachers and staff time to get to classrooms to escort students to morning assembly. **When tardy, a parent or guardian must escort the student into the office to sign them in or provide a written explanation of student tardiness.*** It is kept on file for one year.

*If a student is tardy more than eighteen (18) days in the school year, a student may not have enough "seat time" to earn credit for the class and could fail the class or grade level. In this case, a student may be retained.*

Attendance Warnings are automatically sent through FACTS Family Portal. Please note the following points of communication may be sent if/when the following instances occur:

- Attendance warning notification is issued from the school to the family upon the 6th absence and/or tardy from school.
- Second attendance warning notification and a conference between the family and the administration will be scheduled upon the 12th absence and/or tardy from school.
- Final attendance warning from the school to family issued upon the 18th absence (10% of school days) and/or tardy from school. Meeting & review of enrollment may occur.

## **Procedure for Late Students:**

**K-8:** When a K-8 student arrives late to school, the student must enter through the school office. The student will be given a pass and will proceed to class from there. Students will not be admitted to class without a pass. If personal parental sign-in is not possible, a written and dated explanation from a parent or guardian is required to be sent in with the child. This explanation is kept on file for one year.

**Preschool or PreKindergarten:** All Preschool and PreKindergarten drop-off and full-day pick-up will be at the Osborn lot. If arriving late to school, the parent/guardian will go to the school office, escort their child in, sign-in and a staff member will escort the student to the appropriate classroom. PER LICENSING REQUIREMENTS, ALL PRESCHOOL STUDENTS MUST BE SIGNED INTO THE ATTENDANCE LOG.

**Medical and Dental Appointments:** It is strongly recommended that doctor and/or dental appointments be scheduled after school hours (especially during testing schedules-MAP, ITBS). Please schedule these appointments after school or on days when school is not in session. If a child is to leave the school grounds for an appointment, notification must be submitted to the respective teacher and/or school office. Parents/guardians will enter the school office and request the student be released from class for an appointment. Upon return, the parent will escort the student into the school office to receive a pass back to class. **In order for medical appointments to be excused, they must be verified by a note from the medical office.**

## **Transportation Drop-Off & Pick Up Procedures**

All students and parents are to follow the directions for drop off and pick up. **Anyone coming to the front office to tend to business must park in the parking lot across from the school.** The parking lot on Osborn Road is for drop-off and pick-up and after school sports only. **Please remember to observe the traffic laws as posted.**

- Pull up along the school on Whitton Avenue or 18th Avenue and have your children exit/enter from the passenger side of your car safely onto the curb.

- **Please do not exit your car!** If your child needs extra assistance, a supervising teacher will help. If you must exit your car, please park in the parking lot and walk your children across at the designated crosswalks.
- The gates will be open & monitored the following times:
  1. Whitton Gate: 7:30am - 7:45am and 3:00pm - 3:15pm/1:00pm - 1:15pm Fridays
  2. Gordon Hall Gate: 7:30am - 7:45am and 3:00pm - 3:15pm/1:00pm - 1:15pm Fridays
  3. Osborn Gate: 7:30am - 7:45am and 3:00pm - 3:15pm/1:00pm - 1:15pm Fridays

Our focus and intent is to keep all students, staff and community members safe! The rules in place help us to do so. Drop-off and pick-up can be hectic, so we ask for everyone's patience and to model positive behavior. The teachers and staff have a difficult job of maintaining these procedural safety efforts and it is expected they are treated with kindness.

To do your part in maintaining safety, please:

- **Remain in your car during pick-up. Do not park along Whitton Avenue & 18th Avenue** because this causes congestion and is unsafe.
- Please follow the directions of St. Gregory Staff regarding Drop-off and Pick-Up procedures.
- **DO NOT use the rectory parking lot for student drop-off/pick-up or parking. This applies to EVERYONE, even coaches.** This parking lot is for the priests, Adoration Chapel volunteers, church visitors and employees and must remain available for them.
- *Please keep the lines moving swiftly and safely. Avoid going on cell phones so you can stay alert to the movement of the lines.*
- You MUST follow ALL regular traffic laws, including, but not limited to: stop sign procedures, crosswalk procedures, speed limits, u-turn rules, jay-walking rules. Parents who continuously ignore such rules put our students, staff and community in danger and will be asked to meet with the Pastor and Principal and possibly our police liaison.
- **Any parent or driver who harasses or verbally insults our faculty and staff during drop off and pick up will be asked to meet with the Pastor and Principal.**

#### Dismissal Protocol

- Identification is required from any unknown adult who comes to pick up a child.
- Students who will be walking home must inform homeroom teachers and the office staff and provide a letter signed by a custodial parent if requested.
- Students will not be released to parents/guardians who are perceived to be intoxicated/altered.
- We reserve the right not to release the child to anyone other than the custodial parent.
- Parents picking up a student for an early dismissal must notify the teacher/school ahead of time.
- Students who are staying for after-school sports/rehearsals/activities/tutoring must be picked up promptly at the end of those sessions in a location designated by the moderator.
- Siblings of athletes or other students staying for any after-school program cannot stay on campus without their own parent/adult supervision present.

#### Health Office

STG does not have a school nurse this year. The Health Office is open daily during school hours and will be managed by the Office Staff. Parents will be notified immediately if a child is seriously ill, has an accident, or is injured, and the parent's directions are followed. In the interest of the sick child, parents are asked to respond as promptly as possible when a child must be sent home. If a parent cannot be reached within a reasonable amount of time, designated emergency contacts will be called. Students who do not feel well must go through the Office and a staff member will communicate with a parent. ***Students may not use personal cell phones, classroom phones or email to personally contact a parent regarding illness.***

The office staff will do a basic assessment of need and call the parent. The parent/guardian must go to the school office and sign the child out of school. If someone will be picking up your child, who is not on the Emergency Contact Form, please notify the school prior to pick up. A verbal or written consent by a parent or guardian is required. The person signing out your child will need to show proper identification. In case of serious injury when the parents/guardians cannot be reached, the student will be taken to the hospital noted on the emergency card.

The Health Office is not equipped or properly licensed to fully evaluate and/or diagnose any medical conditions. When such problems occur, the Health Office will err on the side of safety and recommend that the student be taken for further evaluation to a facility capable of diagnosing the problem, but the final decision for further treatment will be the sole responsibility of the parents.

**If a child shows ANY signs of illness, parents should not send them to school. An ill child should remain home until the temperature has been normal (98.6 F or 37.0 C) without medication, such as Tylenol or Advil, without diarrhea or vomiting, for 24 hours. Please do not give medication to subside symptoms and send children to school.**

If a child has any physical limitations due to chronic illness or other cause, parents are to inform the health office and teacher. If a student cannot participate in PE/recess/physical activity due to medical reasons, a written note to the health office is necessary and the health office will report to the PE Teacher. The Health Office needs a copy of the note.

Immunization records are kept on each student. Arizona School Immunization Law requires the students provide proof of immunizations upon school entry. A completed immunization record must be in the school office before the child is permitted to attend school. Required boosters are to be updated within 30 days of 5th birthday and 11th birthday.

Vision and hearing screenings are conducted yearly with designated students, following state protocol. The parent/guardian will be notified if a child does not test within the normal range.

**Medications:** If it is necessary for a student to receive a medication at school, the following requirements must be met:

- All medication must be in the prescription bottle or original container
- A signed medication administration form from the parent/guardian must accompany each medication in order for school personnel to administer medication
- Medical Action Plans must be updated every year for emergency medication
- Parents must drop off and pick up all medication
- In general, students may not carry medication on their person
- Students with Asthma may carry prescribed asthma inhalers (for which a self-carry permission form must be completed and signed by the parent)
- Students with Diabetes may carry a bag containing monitoring equipment, insulin, and/or blood sugar regulation snacks. These students have permission at all times to eat/drink to self-regulate blood sugars and will report to the health office for regular monitoring (all diabetic care must be communicated with and monitored by the health office)
- If a student requires over-the-counter medication, it will only be given for three days. After three days, a Dr's order is needed

**Readmission of Students after Illness:** A written (paper or email) explanation of student absences and tardiness from a parent or guardian may be required, and it is filed for one year.

## **Lice**

Students with live lice/nits are to remain home until treated with a pediculicide (lice treatment) and must be checked by the health office prior to returning to class.

## **Emergency Forms**

Each student must have a completed emergency section of the registration packet. **It is the responsibility of the parents to notify the school office of information changes during the school year.** Divorced or legally separated parents are asked to provide written notification regarding which parent has custody of the child and who is authorized to remove or pick-up the child from school. In some cases, parents may be required to provide a court order to determine custody/authorization to pick up a child.

## **Student Accident Insurance**

Any student enrolled in a Diocese of Phoenix school will be provided accident insurance while on school grounds when school is in session, while taking part in a school-sponsored and supervised activity, or while attending school-sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation which will be available in the Health Office.

## **Counseling Services**

Students may be referred to the counselor by the parent, teacher or administrator. The counselor can meet with a student/group, on referral only, one time prior to parental permission if there has been a behavior or academic concern. Parent(s) will be contacted and permission requested if further counseling is recommended and/or needed.

In addition, guidance lessons are taught by the counselor to either a whole class or large groups of students. The classroom teacher or counselor will let parents know what the guidance lesson was about and when the lesson took place. During the fall, the counselor will teach one safe environment lesson to each class. Parents will be notified 1-2 weeks before the students are taught the lesson. It is strongly recommended that your child be in attendance for that lesson as this is a requirement set forth by the Diocese of Phoenix. If your child is absent for this lesson, the counselor will send home instructions on how to make up the class at home and return documentation that it was completed.

## **Wellness Policy**

Please choose a nutritious snack when sharing with a class. Please ask the teacher if there are any allergies in the class before bringing any food to school. Energy drinks, coffee, and soda are not allowed to be consumed by students on campus during school hours. Fast food brought in by family to students on campus during school-hours should be reserved for emergencies only.

## **Student Birthdays**

All student birthdays, including summer birthdays, are recognized during the Morning Assembly on or around their special day. Students may wear out of uniform dress on their birthday or the Friday closest to a weekend birthday. June & July birthdays are celebrated as a "half" birthday in December or January. Birthday parties are not allowed during the school day. However, parents may send ONE, INDIVIDUALLY, NON-PERISHABLE PACKAGED SNACK that can be easily passed out without mess, utensils, plates, etc. (no pizza/meals, no cake/cupcakes, no ice pops/cream, etc.). If parents choose to do so, they must communicate and notify the teacher in advance. As a special occasion, birthday treats can include a sweet treat.

## **Home Parties**

Individual home party invitations are not to be given out at school unless the whole class is invited (or all of the girls/all of the boys). Please consider inviting the entire class when having a home party.

## Hall Pass

All students must have a pass with them the entire time they are out of the classroom. For safety & order:

- Students in K-3 use the buddy system.
- Students in grades 4-8 will follow monitored bathroom pass procedures
- Students in grade 6-8 will follow monitored bathroom pass procedures, including sign in/out of each classroom and assigned passes.
- In order to minimize classroom interruptions and distractions, students should use the restroom and water fountains between classes and refrain during key instruction times.
- A limited number of students will be allowed in the bathroom at one time.
- Students will have the opportunity to leave the class for necessary reasons

## Photographic Releases

Before the use of name, likeness, whether in still or motion picture, audio or video tape, photograph and/or other reproduction of a student, including voice and features with/without name of student for any promotional purposes involving the Diocese, parish or school, news or feature stories in any media or other purpose whatsoever, written permission for publication of information will be secured from parents.

- **Students are not permitted to use cell phones, iPads, cameras or any other devices to take pictures of other students and/or teachers during the school day or while on campus. It is a violation of privacy to place a picture on TikTok, Snapchat, Facebook, Instagram or any other social media or digital platform without permission of a parent or adult.**

## Use of School Campus/Grounds/Facilities

For the safety and order of our school campus and for various legal and insurance-based considerations, St. Gregory Catholic School is a closed campus. Use of school classrooms/grounds needs to be approved by the Principal and the Parish Office Administrator. Only groups who have been granted formal permission, under the parameters of insurance and St. Gregory Catholic School and Parish requirements, producing all required documents, may use the facilities, including building space, field and courts. Please contact the Principal for more information.

## Uniform Regulations

St. Gregory Catholic School considers appropriate dress to be an essential part of the overall school philosophy. The uniform should reflect a positive attitude of pride in self and school. Uniforms are to be laundered, maintained, worn as they are designed to be worn, and all shirts tucked in.

Students must be in proper uniform from the time they arrive on campus until dismissal. Any hairstyle, hair color, mode of dress, or ornamentation that is deemed inappropriate in the judgment of the school administration/faculty will be prohibited, and students may receive a consequence for violation of the dress code policy.

School spirit shirts, class shirts and club shirts may be worn on Friday or at the discretion of the principal. Spirit, class and club shirts must be tucked in. Shirts/outerwear from other schools are not allowed (with the exception of a designated time frame for 8th graders, near graduation, where shirts/outerwear from the high school of their choice may be worn).

School-logoed uniforms (shirts w/ school logo, sweatshirts w/ school logo, plaid skirts/skorts, PE uniform) must be purchased at Anton Uniforms. Uniform shorts, pants and plain school colored sweaters and sweatshirts may be purchased at another store if the items meet the uniform guidelines and there are no glaring, visible name brands on the exterior of the clothing. These items must look the same as the items purchased at Anton Uniform. **Please LABEL tag of all clothes with a student or family name.**

Uniforms include:

- Polo shirts, skirts, jumpers, shorts, skorts and pants
- Official school uniform shirts for all grades are royal blue, gray, navy blue, and white.
- All shirts must have the official St. Gregory Catholic School logo from Anton Uniforms & BE TUCKED IN
- Sweatshirts, sweaters, and windbreakers must be in St. Gregory School colors with no large or blatant logos. Small, discreet logos are permissible.
- Grades 3-8: required to wear their PE uniforms from Anton Uniforms on their scheduled PE days.
- For sun protection, hats may be worn outdoors, but must not be worn inside.

#### **Uniforms: Young Ladies-Grades K-3**

- Plaid jumpers from Anton Uniforms worn with an Anton uniform polo shirt or white collared blouse/shirt.
- Navy Jersey Dress with the school logo, purchased through Anton Uniforms.
- Navy twill school shorts, skorts or pants and uniform polo shirt (no cargo shorts/pants).
- **Uniform skirts are to be worn only by 4th-8th grade girls.**
- **Girls shorts, skorts & jumpers must be modest in length..**
- White, gray, black or navy blue (no lace or print) tights or ankle length leggings may be worn during colder weather.

#### **Uniforms-Young Ladies-Grades 4-8**

- Plaid skirt and uniform polo shirt (4th grade girls have the option of also wearing jumpers)
- Navy twill school shorts, skorts or pants and uniform polo shirt (no cargo shorts or pants)
- **Shorts, skorts and skirts must be modest in length, NO SHORTER THAN A “POST-IT NOTE” LENGTH FROM THE TOP OF-KNEE, and not rolled excessively short. Skirt/short length to be monitored by parents, school staff & administration.**
- White, gray, black or navy blue (no lace or print) tights or ankle length leggings may be worn during colder weather.

#### **Make-up: 8th Grade Girls**

- 8th grade girls only may wear lightly-applied foundation, light mascara and/or clear lip gloss. This is a privilege and it can be revoked on a case-by-case basis if violated. No other make-up, artificial eyelashes, colored nail polish, artificial or gel or polished fingernails are allowed or the privilege may be withdrawn.

#### **Make-up: K-7th Grades**

- **No make-up** including colored nail polish, gel or artificial fingernails or artificial eyelashes.

#### **All Girls**

- 6-8: Belts MUST be worn with navy uniform shorts/pants; K-5: Belts are optional
- Clear nail polish is acceptable (no french manicures).
- Headbands/hair accessories must be school colors and should not be a distraction to the learning environment.
- Eye glasses must be prescription, not an accessory.
- Hair must be clean, tidy and out of the face. Hair color must be natural (no dying or highlights, or colored extensions). Shaved heads with designs, patterns, lines or spikes are not permitted. Hair styles should be modest and not distracting to the learning environment. Hair length determined under the approval of a parent and school administration.
- Students may wear one fine-linked chain necklace or one necklace with a small charm or Catholic medal, one flat ring and one simple bracelet; No ankle jewelry.
- Earrings - studs or tiny hoops that fit snugly around the earlobe only (for safety reasons, no dangling, large hoops that a finger can fit through, or excessive pieces are permissible).

### Uniforms - Young Men

- 6-8: Belts **MUST** be worn with navy uniform shorts/pants; K-5: Belts are optional
- Anton Uniforms school polo with logo.
- Navy twill uniform shorts or pants (no cargo shorts or pants).
- Compression pants/boy leggings are not permissible underneath uniform shorts.
- Shorts and pants may not be sagging, nor rolled excessively short.
- Eye glasses must be prescription, not an accessory.
- Students may wear one fine-linked chain necklace or one necklace with a small charm or Catholic medal, one flat ring and one simple bracelet; No earrings or ankle jewelry.
- Hair must be clean, tidy and out of the face and off the collar. Hair color must be natural (no dying or highlights). Shaved heads with designs, patterns, lines, "mohawk" or "mullet" styles and/or spikes are not permitted. Hair styles should be modest and not distracting to the learning environment. Hair length to be monitored by parents and school administration.
- Facial hair must be clean-shaven. No sideburns, goatee, mustaches, or beards are permitted.

### All Students

#### Outerwear:

- St. Gregory Catholic School sweatshirts/sweaters/sweatpants with the school logo must be purchased from Anton Uniforms. Outerwear, without school logo, may be purchased elsewhere, but must be solid school colors (royal or navy blue, gray, black and/or white or off-white).
- Outerwear is designed to be worn during cold/cooler weather and may be worn both in and outside classrooms.
- If sweatshirts or outwear are worn during warmer weather, during excessive heat warnings, and/or students display signs of overheating (red/blotchy skin, excessive sweating, dizziness, etc.) the staff reserves the right to ask students to remove sweatshirts in efforts to keep students safe. This may particularly be true during recess and PE when students are outside in the heat.
- Students may wear Anton Uniforms sweatpants anyday, during cold/cooler weather.
- Outerwear may not bear a visible team or blatant designer logo. Small, discreet logos are permissible.
- Blankets and "wearable" blankets (Snugglies) are not allowed.
- Hoods are not to be worn inside. Weather permitting - hoods may be worn outside, but as a sign of respect are required to be removed during pledge and prayer.

#### PE Uniform:

- Grades K-2: have the option to purchase and wear PE uniforms from Anton Uniforms on their scheduled PE day.
- Grades 3-8: required to wear their PE uniforms from Anton Uniforms on their scheduled PE days. Students may wear this uniform all day. Shirts must be tucked in.
- **PE shorts must be modest in length, NO SHORTER THAN A "POST-IT NOTE" LENGTH FROM THE TOP OF KNEE, and not rolled excessively short.**
- Grades 6-8: have the option to purchase and wear the royal blue Dad's Club t-shirt on scheduled PE days.

### Event/Club/Athletic Team/Class Jerseys & Shirts:

Special events (ie. Jog-a-thon), Student Council, athletic team, club and/or class shirts/jerseys may be worn on Fridays and days designated by the principal.

### Body Art

- No tattoos or henna/temporary tattoos.
- Students may not draw on themselves or others

### **Footwear:**

We ask our parents to demonstrate good judgment when buying school shoes for their children. For safety and health purposes, athletic shoes and socks must be worn daily. *These regulations will be enforced for both uniform and non-uniform days.*

- **ALL students must wear athletic shoes for safety reasons.**
- Athletic shoes may be any color with only appropriate designs.
- Plain white, navy, black, or gray socks must be worn. Small, discreet logos are permissible.
- Shoelaces must be solid and must be tied at all times.
- Shoes need to be in good condition
- No crocs, boots, ballet style shoes, slippers, slides, flip-flops, jellies, sandals, military-style boots, heellies, shoes with lights/spinners, heels, platforms or open-back shoes may be worn.

### **General Dress Code Rules**

**Uniforms must be worn appropriately at all times (before, during, and after school) regardless of day, time or event while on St. Gregory Catholic School/Church grounds.**

- Students may wear a silent watch, no wearable technology or "smartwatches".
- Boys may NOT wear earrings of ANY type.
- Other than earrings for girls, no body-piercing jewelry is permitted .
- Fingernail polish, gel and artificial nails are not allowed.
- Hats/caps/beanies may be worn on campus outdoors to protect from inclement weather. Hats/caps/beanies may not be worn in the classroom.
- All shirts must be tucked into the waistband. Please ensure that your child's shirts are long enough to be tucked in. A one to two inch "pull-out" is acceptable for comfort.
- Pants or shorts may be worn year-round at the parent's discretion.
- Oversized and/or sagging clothing is prohibited.
- Royal or navy blue, black, white or gray long sleeve shirts may be worn under shirts for warmth.
- Grades 6-8: Belts are required (boys and girls) to keep shorts/pants at the natural waist & shirts tucked in. Belts must be solid black, brown, gray, royal or navy blue without designs.

### **Out-of-Uniform/Free Dress Days**

Non-uniform days are a privilege for STG students. On non-uniform days, students must still follow a dress code. As always, modesty is expected. The administration and faculty reserve the right to determine what is appropriate and safe. If the non-uniform dress is considered inappropriate, infractions may result in loss of the non-uniform privilege for a specified time period, and parent(s)/guardian(s) will be called to bring in a uniform. The student may not be allowed in class until in compliance with the code.

The code for Out-of-Uniform Dress Days is clothing that is casual, neat, clean and not a distraction or disruption to the learning environment. The general dress code rules regarding length and appearance of uniforms apply on Out-of-Uniform Dress Days. Parents will be notified of Out-of-Uniform Dress Days.

- Clothing should be clean, worn as intended and free of inappropriate slogans, etc.
- Clothing must be conservative/modest in nature and not be skin tight
- Jeans are ok, but cannot be ripped, torn in a way that shows too much skin
- Shorts must be no shorter than mid-thigh
- No pants or shorts that slouch or sag
- No pajama pants or pajamas (unless specified "pajama day")
- Leggings/yoga pants/tight running pants need to have a longer shirt to cover the bottom (without having to pull the shirt down)
- Shirts must have sleeves and not bear the midriff
- Shirts may have pictures or words on them that are appropriate for our school
- Athletic shoes only (unless specified, ie. "croc" day, in which strap must be behind ankle)

**Lunch:**

All students are given lunchtime, where they are expected to eat something to help sustain them for the busy school day. Having the nourishment to fuel their academic, physical and social output is important. **If students are required to pack their own lunch, it is the responsibility of the parent/guardian to ensure that a lunch is indeed packed and brought to school.**

STG contracts our hot lunch program through a third-party vendor. The STG hot lunch program is completely optional. Hot lunches are ordered and paid for through the third-party vendor, directly by parents. Hot lunch meals are offered Monday - Thursday on days school is open, unless stated otherwise. The cost of hot lunches vary based on the meal ordered. Information on our hot lunch vendor and ordering is on our school website, [www.stgphx.org](http://www.stgphx.org).

Drink options are offered by STG at lunch and available to anyone. Milk or juice may be purchased at lunch time. *Pre-paid milk/juice is non-refundable if students are absent.*

Fridays, during the school year, are reserved for lunches offered for sale to help a fundraising group or cause. Parents may order the lunch and pay in the school office for these lunches as offered throughout the school year.

Students should bring a sack lunch if no other lunch has been ordered. The school does not have the capacity to heat lunches, so please provide lunches that **do not** need to be heated. Please be sure the sack lunch is a nutritious meal and sufficient for your child. **Soda, coffee, and energy drinks (Prime Energy, Red Bull, Monster, Rock Star, etc.) are prohibited.** The purchasing of fast food and delivering it to school is restricted to "emergencies" only.

**\*\*\*Food delivery services, such as DoorDash, Uber Eats, GrubHub, etc., ARE NOT ALLOWED for students under any circumstances.**

**In limited emergency circumstances - If a lunch needs to be delivered by a caretaker, it must be brought to the office and will be permitted only during these exceptional occasions. Lunches are expected to be brought by the student daily if not pre-ordered through the school lunch program.**

*If your child forgets his/her lunch, or chooses not to bring one, your child will be provided with an emergency lunch. Starting with the third emergency lunch, parents will be charged a fee for every emergency lunch thereafter. Students cannot "opt" out of eating lunch. If your child regularly does not have lunch, a meeting with administration will be held.*

**After School Program**

**Extended Day:** The Extended Day Program at St. Gregory Catholic School is certified and approved by the Arizona Department of Health Services. The extended daycare director and principal oversee this program. We offer this program to assist working parents with the care of their children. There is a separate registration form to sign up for the use of after care services throughout the year. Students may not attend the extended daycare program until the registration form is completed and the Extended Day Program family registration fee has been paid. The yearly registration fee is \$40 per family/child.

Each month, the family chooses the days they will use this service and prepays for those days. The calendar will be released on or around the 3<sup>rd</sup> Monday of the month prior to service. A link will be emailed to parents to sign up for days of service for the upcoming month. The link will be live through the end of the month of service and parents can sign up, if spots are available, as needed. The link is also posted on the school website. Parents should call the front office if signing up on the day of service to have the

office inform his/her child to attend after care. Each day is capped at 26 children in order to stay in compliance with DES rules.

The program operates from 3:00 pm - 5:00 pm Monday –Thursday, and 1:00 pm-3:00 pm on Fridays - when Extended Care is offered. Please refer to the school calendar for dates when this service is not provided.

**Students are not allowed to leave without a parent signing the student out. We ask that parents continue to give their support to the teachers involved in the program.**

#### **Extended Day Program Charges**

\$10 per child, per day – regardless of the amount of time in aftercare; includes a snack per child

**Billing = PREPAY ONLY.** Parents will pay per day to reserve spots for the students – spots are not reserved until payment is made prior to service. Parents pay online through the emailed link.

**NO REFUNDS** – Since you are confirming your child’s spot and other students may be denied a spot once the program is full, no refunds will be issued. The month will be planned out and employees will be scheduled. This includes the instance of illness or absence for any reason.

**One time family registration fee = \$40.00.** Parents may not sign up a child for daily service without being registered first with the school office. If a child is signed up for after school care and the family is not registered, the spot(s) will be forfeited to another child.

**Late Pick-up/fees** – We realize that situations occur and emergencies happen, but we do need to be respectful of our employee’s time as well. In the event a child has not been picked up, an attempt will be made to call the parents, followed by emergency contacts. If no contact is made and a child is not picked up, the police may be called. Students who are picked up past 5:00 on Mondays – Thursdays and/or past 3:00 on Fridays will be charged a late fee. The fee will need to be paid in cash at time of pick up or through a payment link that can be emailed to the family. The late fee is \$15.00 per child. After 3 incidences of late pickups for a family, aftercare will no longer be an option. Pick-up arrangements for normal dismissal hours will need to be made for the students and the family will no longer be allowed to use the Extended Day Program.

**Extended Day is not open on days when school is closed or on the Friday of a holiday weekend when there is no school on Monday. Sometimes, situations arise when Extended Day needs to be cancelled.** All scheduled Extended Day closures and cancellations will be communicated and parents are expected to make alternative arrangements for pick-up or child care. If students are not picked up by dismissal on a “no Extended Care day,” parents will be charged \$50.00/hour.

**Extended Care Behavior:** Students are expected to follow the school’s behavior code, conducting themselves in a respectful manner, in order to participate in the Extended Day Program. Consequences result when the rules are not followed and administration notified. **STUDENTS NOT ENROLLED** in Extended Day (ie. Snack Shack helpers, Sports/Theatre/Tutoring/Extra Curricular Participants **MAY NOT** be in attendance in extended Care, including but not limited to loitering, visiting, “hanging out/cooling off”.

**Extended Care Cell Phone Use:** Student phones must remain in the student’s backpack and only used for necessary parent communication, under the supervision of the Extended Care Staff. If this rule is broken, phones will be confiscated and released to parents.

## Playground Rules

Students must respect and follow the directions of all playground staff and volunteers. At the end of recess, all activities should stop when the whistle is blown. Students should line up as directed by their teachers and tuck in shirts. For sun protection, hats may be worn outdoors, but must not be worn inside.

## Bicycles/Skateboards/Scooters/Roller Blades

Students bringing bicycles, skateboards, scooters, or roller blades to school must walk or carry equipment while on the parish and/or school grounds. Violation may lead to loss of privileges. The school is not responsible for equipment that is stolen or vandalized. Bicycles should be locked during the school day. All other equipment (i.e. helmet) should be secured in backpacks, lockers or in the classroom.

## Spiritual Life

**Daily Prayer:** The school begins and ends with school-wide prayer. Teachers provide many other opportunities throughout the school day for students to pray.

**Devotions:** Students participate in various Catholic devotions throughout the year such as Eucharistic Adoration, Rosary, Advent Wreath, Stations of the Cross, Devotions to Mary, etc.

**Eucharistic Celebrations:** As an essential aspect of the regular program of faith formation, students and staff attend Mass weekly as a school. Homerooms rotate in preparing and celebrating Mass, assisting with the readings, petitions, and gifts, etc. At school masses, the Holy Eucharist is delivered directly on the tongue for all those receiving.

**Reconciliation:** Prepared students receive the Sacrament of Reconciliation during Advent and Lent.

**Service to Others:** As a Catholic community, we recognize the importance of community service. Students in all grades will participate in some form of age-appropriate community service throughout the year. STG hosts various parish, school and class service projects, which will be communicated to families.

Every class participates in a form of service project(s). Community and/or regular service engagements are a part of the 6-8 grade students' Religion/Theology/Discipleship formation. Details will be provided by the Religion teacher, in conjunction with administration approval & homeroom teacher partnership..

**Sacramental Preparation:** Sacramental Preparation is an integral part of our student faith formation and road to discipleship. Students are prepared for sacraments either through the School Sacramental or Parish Sacramental Preparation Program.

- 2nd grade students prepare for First Reconciliation/Confession with their classroom teacher. The scheduling of the Sacrament of Reconciliation will be communicated to families.
- 3rd grade students prepare and receive First Eucharist and Confirmation with their classroom teacher. The scheduling of the sacraments of First Eucharist/Confirmation will be communicated to families.
- New Catholic students, who enroll in grades 4-8 and who have not received their sacraments, may participate in a preparation process in partnership with our 2nd or 3rd grade teachers or through the parish. Please notify your child's teacher or the school/parish office for more information.

All other students who require instruction for Reconciliation/Confession, First Eucharist or Confirmation should contact the Parish Office at 602-266-7118 or email at parishemail@stgphx.org to inquire about these classes.

## Transfers

When students transfer to another school during the school year, the teacher and principal should be informed at least one week in advance. All records are forwarded to the new school, upon request from that school, when it is ascertained that all school property has been returned and financial obligations

have been met. All Diocesan schools communicate when students transfer from one Catholic school to another.

## Academics

St. Gregory Catholic School meets all Diocesan, state, and Western Catholic Education Association standards. Besides all areas of the basic curriculum, students receive daily instruction in the Catholic faith. **Parents are expected to be involved in the academic life of their child.**

The academic program at St. Gregory Catholic School has been developed to help each learner work toward his/her fullest potential. Consistent efforts are made each year to provide a quality education for the whole child. Our curriculum is based on a comprehensive course of studies for each subject and grade level.

Our Christ-centered curriculum includes: Religion/Faith Formation, English Language Arts, Mathematics, Science, Social Studies, Art, Music, and Physical Education.

Along with a comprehensive curriculum, St. Gregory Catholic School provides:

- A full day Preschool/PreK/Kindergarten
- Enrichment Programs (vary by age group, ie. Theatre, Spanish)
- Sports/Student Council for 5th-8th graders
- Title I assistance (for qualifying students)
- Counseling
- Before & After School Child Care

## Communications

Parent-Teacher communication is essential for student success. The school makes every effort possible to communicate with families as much as possible. The school uses FACTS Family Portal school database (with the teacher optional addition of Google Classroom or Canvas) which allows parents to check on their children's academic progress, grades, homework and classroom information.

The school website [www.stgphx.org](http://www.stgphx.org) is our information hub. In addition, the school sends frequent emails, text alerts, as well as periodic newsletters. **Parents are responsible for reading all communication.**

Open communication is encouraged. Appointments are recommended, as it guarantees the appropriate parties are present and can give parents the fullest attention. Please note that emails sent to teachers late in the afternoons may be answered at the start of the next school day. The order for parent communication is as follows:

1. Teacher and Student (if age appropriate)
2. Teacher and Student (if age appropriate) with Counselor and/or Assistant Principal
3. Teacher, Student (if age appropriate) and Principal
4. Pastor involvement when deemed necessary/appropriate by the Principal.

## FACTS Management

The FACTS Family Portal is the school's database management system. Each parent/student must create a FACTS Family account from which you can locate reports on your child's grades through internet access. **All parent contact information must be updated (i.e. phone, address, email, emergency contacts) when there is a change.**

## Parent-Teacher Conferences

Parent-Teacher conferences are scheduled after the first quarter. Conferences are also held during the third quarter of the school year, if needed. A parent or teacher may request a conference at any time during the academic year.

### Standardized Testing Programs

The Iowa Test of Basic Skills (ITBS) and Measures of Academic Progress (MAP) are given to students each year. The exact dates will be published in the monthly calendar. **Please do not make appointments or plan vacation during this important time.** It is expected that students will be particularly careful to rest and eat well so they perform optimally during the testing periods. ITBS is given once per year and MAP benchmark testing is given two to three times per year.

### Grading Scale

St. Gregory Catholic School follows the Diocese of Phoenix suggested grade scale, which may be as follows, depending on grade level:

|           |   |               |     |                   |
|-----------|---|---------------|-----|-------------------|
| 90 – 100% | A | Excellent     | E   | Excellent         |
| 80 – 89%  | B | Above Average | S   | Satisfactory      |
| 70 – 79%  | C | Average       | I   | Improving         |
| 60 – 69%  | D | Below Average | N   | Needs Improvement |
| 0 – 59%   | F | Failing       | U   | Unsatisfactory    |
|           |   |               | BGL | Below Grade Level |

Additional Grade Marking Possibilities:

AA = Almost Always, PT = Part of the Time, NY = Not Yet, AP = Acceptable Progress,

X = Additional Time/Help Needed, NE = Not Evaluated at this time, IN = Incomplete, PA = Passing

### Special Learning Needs

St. Gregory Catholic School is open to educate all students, within our means, and only in beneficial service to the student. Accommodations for students with special academic or physical needs can be made only within the limits of our resources, teacher ability and on a case-by-case basis. If a student develops an academic or physical need while enrolled at St. Gregory Catholic School, parents are required to take the necessary steps to identify the need and to seek services. If the need cannot be met within the limited resources, school personnel, in partnership with the local education agencies, St. Gregory Catholic School will assist the family in finding an appropriate learning environment that can address the student's needs. We make these decisions with a tremendous amount of care.

### Grades, Progress Reports and Report Cards

Grades are posted on FACTS Family Portal. Grades are updated regularly and progress reports made available intermittently. Report Cards are posted each quarter as noted in the school calendar. Report Cards are sent electronically and may require an electronic acceptance indicator sent by classroom teachers. A hard copy of Final Report Cards are given on the last day of school.

### Awards/Recognition

One to two students per homeroom, per month, may be recognized as Spartan of the Month. Students in grades 3-8 are eligible for Honor Roll, quarterly. Recognition may be given to students Pre K – 8<sup>th</sup> grade for Outstanding Attendance and Principal Award, quarterly. Awards are based on the following criteria:

#### Outstanding Attendance:

Outstanding attendance is defined as a student's regular presence on campus during school hours. Students with periodic, excused absences/tardies can still be considered for this award.

#### First & Second Honors:

1. First Honors: quarterly GPA of 4.0 to 3.5
2. Second Honors: quarterly GPA of 3.4 to 3.0
3. No "D" or "F" on report card

4. A behavior grade of a "U" disqualifies a student from earning Honors.
5. No more than one (1) detention during the quarter.

**Spartan of the Month:**

1. Character - displays initiative, honesty, respect, responsibility, compassion
2. Effort - works hard and is persistent
3. Academics - shows progress, class participation, motivated to improve
4. Social Relationships - shows leadership, willingness to help peers
5. Behavior - consistent positive, respectful behavior
6. Attendance - good daily attendance and no excessive tardies or absences

**Principal's Award:**

1. Meet the criteria for 1<sup>st</sup> or 2<sup>nd</sup> Honors.
2. Meets the criteria for Spartan of the Month.
3. Apply Catholic teachings to everyday life - Faith, Hope, Charity and Love

**SLE Awards:**

Once a month, a student from each homeroom will be chosen to receive an SLE award. Students will be selected by their homeroom teacher with specific SLE traits acknowledged. The qualities listed on the SLE description page will serve as the guidelines.

**Virtue Awards:**

Students will be honored throughout the school year for living the theological virtues of faith, hope, and charity, plus the virtue of love. The students will be nominated by homeroom teachers and approved by the principal.

**After-school Tutorial Sessions and Homework Help**

A student may be recommended to attend after school tutoring (AT) by a teacher if there is evidence that the student is struggling academically and will benefit from extra support to improve his/her understanding. When a student is participating in AT, they are given the time, space, and resources to improve their academic performance. The AT can be scheduled with one or multiple students with the individual teachers, in conjunction with parent permission. Students who are not picked up directly after the tutoring session may not attend Extended Care if they are not signed up. Communication will be made if this service is necessary and available for your student.

The Brophy Loyola Project is a homework help program available for a limited number of K-4 students, twice a week. Teachers recommend students who would benefit from this service, academically and/or socially, keeping in mind help is provided by untrained, high school students. Students who are a behavior concern, do not attend regularly, or do not come with prepared work to complete, will no longer be eligible for this service. Communication will be made if this service is necessary and available for your student.

**Promotion and Retention Promotion:**

A student is promoted each year based on academic achievement recommendation from the teacher and principal. When making an evaluation of each student's progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student. (Diocesan Policy 4.08)

**Retention:** Retention in a grade level for a second year requires careful consideration. A student is retained on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher will consider the academic development as well as the social, emotional, physical and moral development of the student.

If a student is in danger of not being promoted to the next grade, parents will be notified in writing. A conference will be scheduled with the parents, teacher, and principal. At this conference, the teacher will share the data supporting the recommendation to retain. The discussion will focus on the strategies, interventions, and outcomes used and recorded during the school year. The parents, teacher, and principal will work cooperatively to make a decision that is best for the academic, emotional, and social success of the student. Although it is hoped that such a decision will be made cooperatively, the principal, with the teacher, will have the final decision. A written summary is to be kept in the student file.

If, in contrast to the recommendation of the teacher, parents request in writing that their child be placed in the next higher grade, the principal will consider this request. If the request is honored, the student will be transferred to the next higher grade. Progress of the student will be monitored during the first semester of the next school year to ascertain if this is a proper placement or if additional evaluation is required. The original parent request should be kept on file. (Diocesan Policy 4.06)

### **Classroom Placement**

The decision for classroom placement is made through teacher and administration collaboration, by taking into consideration students' learning style, relationships between and among students, number of girls and boys, the prior year's homeroom split, and learning aptitude, as well as other parameters. Parents may not request specific teachers. Parents may advocate with administration if there are any special considerations regarding the success of their child. The final decision for classroom placement is made in the best interests of all children in the learning environment.

### **Home Assignments**

Homework is a part of the school's instructional program and is intended to reinforce learning and foster habits of independent study. While students' ability and concentration time may vary, general suggested time allotments for homework in the elementary schools are as follows:

- Grades K-2: 15-30 minutes per day, including 10-20 minutes of reading time
- Grades 3-6: 30-60 minutes per day, including 20-25 minutes of reading time
- Grades 7-8: 60-90 minutes per day, including 25-30 minutes of reading time

**Students will be successful in completing homework if parents are supportive and involved in the process.** Parents are asked to routinely check assignments and encourage study at home. Each grade level has a standard for acceptable homework. Homework standards will be reviewed on Curriculum Night. If a student is spending an excessive or insufficient amount of time on homework, a conference should be arranged. In order to develop self-disciplined and responsible students, St. Gregory Catholic School does not condone late or incomplete work. The student may earn a grade/point/percentage deduction on late or incomplete work. If homework requires an unreasonable amount of help from parents and/or completion time is excessively more than suggested time, please consult with the teacher.

### **Eighth Grade Graduation**

Graduation is a school-sponsored ceremony. The function of the graduation is to recognize the scholarly endeavors of the students. Participation in graduation is a privilege, not a right. Students may participate in graduation activities if all educational, disciplinary, and financial obligations to the school are met.

A student may be excluded from participation in the graduation exercises, for reasonable cause or consequence, as deemed by the principal. Serious behavior infractions may result in the loss of privileges to engage in end of the year activities, including the 8th grade field trip and/or walking at graduation. Serious violations of the rules and spirit, frequent absences, tardies, and incomplete coursework are also causes for exclusion from the graduation ceremony or end-of-year activities.

At the discretion of the principal, a student who has not made satisfactory academic progress, and is placed in rather than promoted to 9th grade, may receive a certificate of participation in the program of

study versus a certificate of successful completion of 8th grade as prescribed by St. Gregory Catholic School and the Diocese of Phoenix at graduation.

## **Extracurricular Activities**

### **School Sports/CYAA**

Catholic sport allows for the integral formation of body and soul, to work toward the fulfillment of building teamwork, communication, leadership and resilience. Participating in sports is an important component in social, emotional, physical and mental development. Research has shown that physical activity may also improve learning potential and boost academic performance.

All students are expected to engage in good sportsmanship at all times. This includes classroom-based competitions, physical education classes, recess play, school-sponsored sports, and recreation league sports on the school campus.

Athletic opportunities are offered in grades 5-8 through the Catholic Youth Athletic Association (CYAA), whose "main objectives...should be that of developing qualities of leadership, good sportsmanship, and promoting a Christian atmosphere in which students will grow in respect and concern for others..." CYAA offers football, basketball and baseball for boys and volleyball, softball and basketball for girls. CYAA also offers a soccer tournament for boys and girls grades 7-8, a fall cross country meet for boys and girls grades 5-8 and flag football for girls in grades 7-8.

Participation in sports is a privilege; scholastic, behavioral, and attendance eligibility are as follows:

**Scholastic:** All students will have the opportunity to participate in a sport(s) of their choice, despite academic ability. As part of our whole-child approach to education and child development, STG believes all students, with good effort and attitude towards their education, should have the opportunity to participate in school sports. With this said, students with D's & F's, who are not showing good effort and/or attitude towards their education may be removed from practices, games, tournaments and/or the team, as deemed appropriate by the athletic director and/or principal. *Parents reserve the right to withhold their child(ren) from participation in sports due to family grade expectations, with prompt and clear communication with the Athletic Director (AD) and coaches.*

**Behavioral:** Students are expected to follow the school's behavior code in order to participate in the school's sports programs. Satisfactory conduct must be consistently maintained in all classes and at lunch/recess in order to participate in the school's sports programs.

- Upon receipt of a behavior referral to the office, the student will conference with the AD.
- Upon receipt of a second behavior referral in the same sporting season, the student will conference with the AD and Administration and be suspended from participation in a determined scheduled activity (club activity and/or sporting event or practice).
- Upon receipt of a third behavior referral in the same sporting season, the student will be removed off the team for the remainder of the season.

**Attendance:** Due to health and safety concerns, students must attend a full-day (4 or more hours) of school the day of a sporting event to participate in the event or any other extracurricular activity. Students who leave during a school day due to illness, may not participate in any sporting or extracurricular event during that day. Students who are absent more than half a day may neither participate in nor attend a sports activity or extracurricular activity the day of the illness.

*The school administration is the final authority for any issues regarding a student's eligibility.*

The school follows the CYAA regulations regarding minimum playing time for players; however, irregular attendance at practice may affect the amount of an individual's playing time in games above and beyond the minimum playing time.

The after-school sports program is optional for students, both boys and girls, in the 5th through 8th grades. The available are:

- Boys: Flag Football (Fall), Basketball (Winter), and Baseball (Spring)
- Girls: Volleyball (Fall), Softball (Winter), and Basketball (Spring)
- Boys/Girls Soccer (7th/8th) & Cross Country (5th-8th) & Girls Flag Football (7th/8th) - tournament-only style, fees prorated.
- The sports physical and packet is due by the first practice.
- The sports fee is \$125.00/sport and is due by the first practice.

### **Student Council (StuCo)**

Student Council is a student-based organization designed to help promote school spirit and leadership among students. The Student Council is elected to represent the interests and concerns of the student population. Council members will demonstrate leadership qualities by serving as good examples of behavior through their words and actions.

All Student Council members will be expected to participate in approved activities, which will serve to enhance the quality of the school environment.

The purpose of Student Council is:

- To help strengthen the Catholic Identity of the student body.
- To develop positive relations and to practice good citizenship.
- To improve student/faculty relationships.
- To improve school morale and general welfare.
- To provide a forum for student expression.
- To plan special events or projects.

Benefits of being involved in Student Council include: opportunity to build leadership skills, improve reading and writing skills, gain experience in public speaking, and learn how to make a positive impact on school and community environment. The Student Council is composed of Officers and Representatives.

**Officers & Representatives:** Student Council elections are held at the end of each school year. Students in grades 5-7 may run for Student Council officer positions, during the last quarter of the school year. Eligibility to run for StuCo is determined by the middle school faculty moderators and administrators. To be eligible and to retain positions, students must maintain strong academic effort in all subjects and model good behavior and Schoolwide Learning Expectations. The available elected positions (which are subject to change each year) are: President, Vice President, Secretary, Treasurer, and Commissioner(s) of Hospitality, Religious Affairs, Ecology and Sports.

Participation in Student Council is a privilege; scholastic, behavioral, and attendance eligibility are as follows:

**Scholastic:** All students will have the opportunity to run for Student Council positions of their choice, despite academic ability. As part of our whole-child approach to education and child development, STG believes all students, with good effort and attitude towards their education, should have the opportunity to run for Student Council. With this said, students with D's & F's, who are not showing good effort and/or attitude towards their education may be removed from events, privileges and/or the Student Council all together, as deemed appropriate by the Student Council Moderator and/or Principal. *Parents reserve the right to withhold their child(ren) from participation in Student Council due to family grade expectations, with prompt and clear communication with the Student Council Moderator.*

**Behavioral:** Students are expected to follow the school's behavior code in order to participate in the Student Council. Satisfactory conduct must be consistently maintained in all classes and at lunch/recess in order to participate in this extracurricular activity:

- Upon receipt of a behavior referral to the office, the student will conference with the Student Council Moderator.
- Upon receipt of a second behavior referral in the same quarter, the student will conference with the Student Council Moderator and Administration and be suspended from participation in a determined scheduled activity.
- Upon receipt of a third behavior referral in the same quarter, the student will be removed from the Student Council for the remainder of the school year.

**Attendance:** Due to health and safety concerns, students must attend a full-day (4 or more hours) of school the day of a Student Council event to participate in the event or any other extracurricular activity. Students who are absent more than half a day may neither participate in nor attend a Student Council activity or extracurricular activity the day of the illness.

### **Theatre**

An after school theatre program will be available for students in 5th-8th or 4-8th grade (depending on activity). All details, including the cost, attendance/academic/behavior expectations, and schedule, will be communicated by our Theatre Director.

*The school administration is the final authority for any issues regarding a student's eligibility for all extracurricular activities.*

## **Student Discipline**

### **Mission Statement Expectations**

Students are expected to behave in a way that is consistent with our mission statement:

*The community of St. Gregory Catholic School strives to be disciples of Jesus, who follow God's call to live our Catholic faith through worship, service and academic greatness.*

### **Discipline Philosophy**

Teachers and Staff must treat all students with equality, dignity and respect in a pastoral way and help students learn from their mistakes. The goal is to help students be responsible and accountable for their personal behavior and ultimately lead them to self-disciplined discipleship. This positive approach to discipline is based on the developmental level of the student.

The intention of this discipline philosophy is to maintain a safe and orderly learning environment and to identify, teach, and practice the skills necessary to be a self-disciplined disciple of Jesus. Discipline is an integration of character, education, and Christian social living. It is an honor and privilege to attend St. Gregory Catholic School. St. Gregory Catholic School faculty and staff partner with parents in their child's education. All students are expected to abide by the school-wide rules and are 100% responsible for their own behavior. With this in mind, discipline is not punishment, but rather an opportunity to teach a skill that is not yet developed.

Students are expected to treat students and teachers with respect and conduct themselves in a manner that is becoming of a Catholic student and exhibit self-disciplined behavior at all times, on or off campus, in conformity with the norms of this handbook. Consequences result when the rules are not followed. The classroom teacher generally handles discipline problems and consequences are based on grade-level standards. Administration is the final recourse in all disciplinary situations.

## **Schoolwide Rules/Code of Conduct**

### **1. Respect yourself, others, and things**

- Be courteous and show respect to teachers and classmates
- Respect school and church property and the property of others
- Do not engage in harassment or bullying of any kind against students or teachers
- Assume responsibility for one's own actions
- Use appropriate language in speech and writing
- Refrain from engaging in rumors and gossip
- Do not engage in inappropriate physical contact of any kind
- Clean up after yourself

### **2. Contribute to the learning environment**

- Arrive to class prepared and on time
- Participate in a meaningful way in class discussions and activities
- Persevere toward mastery of material
- Complete all assignments with effort and integrity
- Set aside meaningful and productive time for studying
- Follow directions as they are given
- Be responsible for having parents sign all parent communications

### **3. Follow school and classroom procedures**

- Abide by all policies in the handbook
- Follow the uniform policy
- Walk bikes on the school grounds and park in the designated area
- Enter classrooms only when teachers are present
- Follow all lunch and playground rules and procedures
- Do not chew gum on school grounds
- Behave in a safe and orderly manner at all times, in all places

These rules apply to all school activities including after school care, athletics, school buses and field trips. Each classroom teacher works with students to make sure the rules are understood and the reasons for the rules are taught. Students learn that when a procedure becomes so important that the membership of the group depends upon everyone following the procedures, it becomes a rule. Students may be assessed orally and in writing to ensure that they know and understand how rules safeguard each person.

Procedures of St. Gregory Catholic School include, but are not limited to:

- Bikes will be walked on the school grounds and parked at the bike rack.
- It is necessary to be on time for class.
- Gum is not permitted on school grounds.
- Only designated areas may be used during recess and before school in the morning.
- Rough play and throwing objects at each other are not permitted.
- Running in the classroom, courtyard, breezeways, or cafeteria is not permitted.
- A proper dress code is to be followed on all school days.
- Students must get permission before leaving supervised areas.
- Academic dishonesty will not be tolerated including cheating, forgery, copying, and plagiarism.
- Physical, sexual, emotional bullying, or harassment will not be tolerated.
- The following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, vaping materials, drugs, alcohol, and obscene or offensive material.
- **Cell phones are to be turned into the teacher upon arrival to class, remain in the class cellphone case and be turned off at all times during the school day, unless given specific permission by a teacher. At no time should students hide cellphones, keep cellphones in their own possession or use cell phones during school hours for calling, texting, internet**

**surfing, social media or photographing classmates. There is no text messaging or email by students during the school day, including contact with family members.**

- School email is to be used for school-related work only. Students shall not utilize their emails to contact parents and/or parties outside of campus during the course of the school day.
- Students are not to enter an unoccupied classroom.
- In the instance if a teacher leaves a room for an emergency, students are required to stay seated, remain quiet, and work on the assignment, sending class rep to contact the school office.

### **Discipline Cycle**

Teachers use infractions of school rules and policy as an opportunity to teach students about life lessons and skills. However, when behavioral infractions become repetitive and/or threaten the learning environment or safety of others, disciplinary action is taken. The Discipline Cycle represents the school's due process afforded to all students. Using the SLE's and building upon the principle of being "strong in Christ" St. Gregory Catholic School understands discipline as care of a person and a "teachable moment".

The school employs a restorative justice model to discipline with the ultimate goal of forming students and disciples who are self-disciplined, as they learn and grow into being kids for others. The main principles of restorative justice practices are valuing and restoring relationships, reflection, and repairing the harm done. Discipline matters are confidential as to respect the dignity of all those involved, including the student being disciplined. *Parents will only be given information regarding their own child's behavior and discipline, not of any other students or discipline plans.*

\*Our school counselor may be called in anytime to participate or facilitate the conflict resolution process to foster healthy relationships and positive encounters. Any discipline infractions will be decided by school administration.

Under the restorative justice model, we ask:

- What happened?
- How did it happen?
- What part did you play in it?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?
- How can you repair the harm done?

Essential to the implementation of restorative justice practices is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it causes
- Understand what could have been done differently in the same situation
- Take responsibility for their actions
- Make reparations and or restitution to repair the harm done
- Be given the opportunity to learn strategies/skills to use in the future
- Understand that more punitive consequences may be imposed if the behavior reoccurs.

Consequences and disciplinary action, when necessary, will be fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary consequences, school personnel impose disciplinary consequences which take into consideration, the student's age, the nature of the offense and circumstances that led to the offense, and the student's prior disciplinary record.

Communication to parents will also be shared with pertinent team members, so we can best care for the student. As a general rule, discipline will be progressive in regards to the discipline cycle below. However,

based on the severity of the infraction and the student's prior discipline history, school administration may escalate to higher steps on the discipline cycle and subsequent consequences.

**STEP 1:** Verbal reminder to student to correct behavior; may repeat for minor infractions.

**STEP 2:** One-on-one discussion with teacher; may repeat for minor infractions. Communication to parents.

**STEP 3:** Teacher proctored lunch consequence, including written reflection. Documentation in FACTS Family Portal with parent communication (including the reflection).

**STEP 4:** Office/Principal referral. The principal/office administrator may assign a written reflection, action plan to support behavior improvement, and a consequence that exhibits restorative justice and gives back to the recipient of the behavior and/or the school. Documentation in FACTS Family Portal with parent communication (including the reflection) and the classroom teacher who sent office referral. \*Please refer to the impact of behavior on participation in extracurricular activities.

**STEP 5:** Behavior Contract. After three violations or if deemed appropriate by the school principal/school administration, the student may be placed on a behavior contract in order to help the student become self-disciplined. A meeting with the student, the parent, and the administration will occur to review the terms of the behavior contract and discuss strategies to help the student improve.

**Please note: Depending on the infraction, students may receive an Office/Principal Referral immediately regardless of prior steps taken.**

Repetitive Behavior Reports is an indicator of a behavior problem. Parents and teachers should conference to investigate why the student is habitually not following the rules and/or expectations of the school. Repetitive Behavior Reports can lead to suspension or required withdrawal from the school.

**STEP 6:** Suspension: In-school or out-of-school suspension may be used when it is necessary to remove a student from his/her classroom. A suspension is invoked when a student demonstrates a serious disregard for St. Gregory Catholic School guidelines. The student's parents will be informed that their child has been suspended. Suspensions may not be appealed (Diocese of Phoenix School Policies 1.15D). A suspension is generally served for one to three school days. Serious offenses resulting in suspension will be dealt with confidentiality and individually on the basis of a student's history and age. A suspended student will not be allowed to attend or participate in any school sponsored social or athletic event during the period of suspension. Parents will be contacted by in person, phone and/or through a written communication sent from the administration indicating the day(s) of suspension.

#### **Immediate Suspension from School**

**Any verbal or physical threat will be taken seriously and may result in suspension and/or required withdrawal and will be noted in the student file. Police will be called when necessary.**

The principal and pastor have the authority to place any student on immediate suspension for serious violations including but not limited to:

- Unethical Behavior
- Academic Dishonesty
- Harassment/Bullying/Hazing
- Failure of past disciplinary actions to effect improved conduct
- Destruction of school or parish property
- Serious violation of the school's technology user's agreement

- Use or possession of drugs, alcohol, tobacco, weapons, illegal paraphernalia, vaping paraphernalia, obscene or offensive material
- Through attitude, oration, demonstrating serious disrespect for a teacher, administrator, staff member, fellow student, adult/volunteer, and/or disrupting the orderly process of learning
- Endangerment of other students, faculty, staff, or self; including physically harming, or potentially harming another student, as well as physically or psychologically threatening them
- Any other serious infractions of the school rules or behavior code at the discretion of the school administration

**STEP 7:** Probation: After suspension or other serious misconduct, including excessive behavior reports, or at the recommendation of the administration, a student may be placed on disciplinary probation/behavior plan. The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation. It may be suggested that the family visit with a counselor or other specialist. A student who violates the conditions of his/her probation is liable for required withdrawal.

**STEP 8:** Required Withdrawal: Conduct that is in conflict with the values for which our Catholic community stands for may be grounds for dismissal from St. Gregory Catholic School. A required withdrawal is not the same as expulsion and allows students and families better access and opportunities for new school enrollment.

School administration reserves the right to require withdrawal of a student. Examples of behaviors that may result in required withdrawal include but are not limited to:

- Harassment, assault or violence directed at staff members, adults/volunteers or other students
- Any use, possession, distribution or sale of illegal smoking materials (including vaping materials), drugs, or alcohol
- Possession or threat of any weapon
- Leaving campus without permission
- Repeated suspensions without significant positive change in behavior
- A demonstrated disregard for the Catholic values as taught by our Church
- Parental disregard to school rules and administration authority

There are three general guidelines for consideration for required withdrawal:

- When the moral, spiritual, or physical welfare of individual students, staff, or the student body is gravely and/or continuously endangered
- When there is prolonged or open disregard for school authority or the student violates probation
- When a student is on probation for more than two quarters

### **Reasons for Required Withdrawal**

Conduct that is in conflict with the values for which our Catholic community stands is grounds for dismissal. The reasons for immediate dismissal includes, but is not limited to, these serious infractions:

- Harassment/Bullying/Hazing
- Repeated incidents of academic dishonesty
- Further misconduct after being placed on disciplinary probation
- Open and persistent defiance of the authority of the school
- Sexual misconduct
- Violation of the St. Gregory Catholic School Technology User's Agreement
- Assault or any threat of force or violence directed against a staff member, adult/volunteer, student
- Theft or malicious damage to parish property or the personal property of teachers or students
- Possessing, using, selling, distributing, or being under the influence of drugs, alcohol, tobacco, vape or narcotics on or near the school premises or at a school sponsored activity
- Threat, possession, or use of a weapon or anything that may be reasonably considered to be a weapon on or near school premises or at a school sponsored activity

- Any other action deemed serious by administration

**Immediate Referral to Administration:** A student will be immediately referred to the administration for the following behaviors. The administration will determine the appropriate consequence, which could include, but is not limited to suspension or required withdrawal.

- Abusive behavior (verbal, physical, sexual) in tone or gesture toward a teacher, adult or student (threat, racial slur, fight, bullying behavior, harassment, any physical aggressiveness, etc.)
- Possession, distribution, and/or use of drugs, alcohol, tobacco
- Refusal to turn in cell phone daily
- The use of the word “kill” directed towards another at any time or in any manner is strictly prohibited. The police can be contacted in all instances (*D.P. 4.22*)
- Repeated and/or disruptive behavior in class and/or a student is unable to maintain self-control
- Theft, cheating, forgery or defacing school property
- Promoting or advertising (including drawings) drug use, gang activity or signs affiliated with gangs
- Leaving campus during school hours without permission
- Repeated refusal to follow school guidelines

### **Prohibited Activities**

Students, Parents and Staff are expected to act in a Christ-like manner at all times. The following behaviors are not acceptable and age appropriate consequences will be issued:

- Behavior that relates to romantic involvement (i.e. hugging, kissing, holding hands, etc.)
- Write, pass or show personal notes or letters in school
- Stop at any store to or from school without a parent’s permission
- Sleeping in class or on campus
- Leave and return to campus without adult supervision
- Be unsupervised while on-campus after school

### **Prohibited Items**

- Weapons of any kind and the mention or threat of bringing a weapon on campus
- Tobacco/Alcohol/Vaping paraphernalia
- Drugs (prescription drugs and over-the-counter drugs must be given to the nurse)
- Energy drinks (Red Bull, Monster, Rock Star, etc.)
- White out liquid
- Permanent markers & spray paint
- Portable entertainment equipment and/or electronic devices (Ipods, I pads, video games, etc.)
- Cellular phones/personal technology/wearable technology-to be turned off and turned into homeroom teacher at the start of the day, will be returned at dismissal
- AirPods, headphones, earbuds are not allowed during school hours, unless permitted by teachers for the purpose of contributing to the learning environment.
- Gum, candy, sunflower seeds
- Aerosol/spray cans/bottles/tubes (i.e., hair spray, perfume/cologne, mouth fresheners, deodorants, scented lotions, and body spray)

**Serious infractions of school rules and/or student expectations could result in immediate probation, suspension, or required withdrawal. In behavior that threatens or has the potential to threaten the safety and order of the STG environment (including, but not limited to students, teachers, staff, campus and/or community), a psychological evaluation of a student's ability to return safely to school and not pose a threat may be required.**

### **Parental Expectations**

Parental support of the authority of teachers and school staff members is expected to successfully implement the discipline program. All students are expected to follow the behaviors outlined in this

handbook while on campus, while attending any school-sponsored functions (sports, dances, field trips, etc.) and anywhere while wearing a St. Gregory Catholic School uniform.

*When clarification of a disciplinary action is necessary, the administration asks that the parent(s) first consult with the teacher. If further clarification is needed, the parent(s) should then contact the Assistant Principal and if further clarification is still needed, the Principal. The final action is to contact the Pastor.*

## **Code of Conduct: Off-Campus and Internet Activities**

### **Off-Campus**

At St. Gregory Catholic School (STG), we expect our students to demonstrate responsible, social behavior on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. **STG cannot police violations that occur off campus, and will not be held legally responsible or financially liable for the behavior of our students off campus.** With this said, students are expected to conduct themselves as representatives of the STG community at all times.

Generally, our Code of Conduct prohibits misconduct on school premises, at school-sponsored events and activities off-campus, and at any location where a student is engaged in an official school activity or in any activity that is sponsored by STG, chaperoned by STG officials, or in any way connected to STG (such as a field trip, athletic contest, club activity, dance, etc.). We reserve the right to review any occurrence of student behavior off-campus, even if that behavior does not occur in or is not related to a school activity, and we reserve the right to discipline the student, if the behavior egregiously violates our Code of Conduct and directly impacts the school's integrity or reputation.

As such, any off-campus violation(s) by a STG student of a criminal law or the Code of Conduct that brings the school into disrepute, that adversely affects the school's educational mission, objectives, and/or interests of the STG community, or that seriously affects the ability of our school to continue its normal activities, will be subject to school and/or authoritative review and discipline.

STG students are subject to all city, state, and federal laws and shall be accountable to our courts for any violations of such laws. If we become aware of a charge alleging that a STG student has violated, while on campus or off campus, a city, state or federal law, we may institute a school investigation into that conduct, and that student may be subject to disciplinary proceedings.

### **Internet Activities**

For the protection of our students, teachers and officials, and for reasons related to school safety and school reputation, we expect our students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the internet, whether on or off campus. As a result, if we become aware that a St. Gregory Catholic School (STG) student has posted or displayed information on the internet or any social networking site or other website or platform (such as, but not limited to: Instagram, Snapchat, Twitter, Facebook, You Tube, Discord, etc.) that involves inappropriate behavior including but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, unauthorized pictures, harassment/hazing/bullying, illegal activities or promoting violence, we will investigate that activity, and that student may be subject to appropriate school disciplinary procedures, up to and including dismissal.

Students are also prohibited from posting any materials on the internet or any social networking site, or any other website, and are prohibited from sending information via electronic transmission that is associated or linked to STG, its students, faculty or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of STG students, teachers or officials that are taken on campus or at STG-sponsored events. Any violation of this policy will be subject to appropriate school disciplinary procedures, up to and including dismissal. All students and parents are to sign the acceptable use policy form for internet activities before being allowed online.

Upon receipt of a complaint alleging off-campus student misconduct, the Principal and/or another school assigned representative will, in their sole discretion, review the allegations to determine the school's jurisdiction over such conduct and determine the appropriate course of action to take against that student.

Students are not allowed to identify the school, including through the use of the school logo or school uniform, for any purpose outside the school without written consent from the school principal including photos posted electronically on any social media sites. Violation of this policy may result in suspension or required withdrawal.

#### **Technology: School Devices/Cell phones/Personal//Wearable Technology/Airpods/Headphones**

Students will have access to Chromebooks, within educational settings, to perform school related activities. Students should not wear or use personal technology devices on campus, except with permission of the teacher or administrator for a project, assignment, or individual health & wellness accommodation [carrying a cell phone to meet the individual health and wellness needs of a student (i.e. insulin dependent diabetic, students on a medical accommodation plan)].

If a parent feels it is absolutely necessary for the student to bring a cell phone to school, then when the student arrives on campus, the student's cell phone must be turned off and placed in the student's backpack. Once the student is in the classroom, all cell phones will be collected by the homeroom teacher where it will be placed in a storage container at the beginning of the school day and will be returned to the student at dismissal.

If the phone or any other technology is not turned in, it will be confiscated and turned into office/administration to be picked up (first offense student can pick up at the end of the day, second offense will result in parent/guardian pick up at the end of the week). All students who disregard the turning in of cell phones will be referred to the office and parents will be notified. After the second offense, the student may lose the privilege of bringing their cell phones for the duration of the quarter or school year. Administration reserves the right to exercise discretion and make all final decisions regarding cell phones.

In the event that a teacher allows students to use electronic devices for a class project, the student must have express permission from the teacher for this one-time use during the school day. Any abuse of this permission will result in confiscation of the electronic device. The school is not responsible for lost or stolen items.

When using cell phones or other electronic devices outside of school, we expect our students to demonstrate the characteristics of a Catholic student, inclusive of responsible social behavior. All students are expected to conduct themselves as good citizens when using the internet, whether on campus or off campus. As a result, if we become aware that a St. Gregory Catholic School student has posted or displayed information on the internet or on any social networking site or other websites that involve inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, vaping, sexual behavior, harassment/hazing/bullying, illegal activities or promoting violence, we will investigate that activity, and that student may be subject to appropriate school disciplinary procedures, up to and including required withdrawal.

Students are also prohibited from posting any materials on the internet, on any social networking site, or any other website, and are prohibited from sending information via electronic transmission that is associated or linked to St. Gregory Catholic School, its students, faculty, or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of St. Gregory Catholic School students, teachers, or officials that are taken on campus or at St. Gregory Catholic School sponsored events. Any violation of this policy will be subject to appropriate school disciplinary procedures, up to and including required withdrawal.

**St. Gregory Catholic School/Parish, nor any of its employees, are responsible for any costs or monetary losses due to confiscation or any technological loss at school.**

**Fidgets:** St. Gregory Catholic School recognizes that some students need devices to help with focus and attention. This need is typically outlined in student service plans, adapted from either a school assessment or doctor evaluation. In general, only students who have appropriate documentation will be permitted to use fidgets or toys that are labeled as such. However, need may be determined on an individual basis and fidgets may be assigned by teachers, as a learning tool, to improve and increase student focus, attention, behavior and/or learning.

### **Harassment/Bullying/Hazing**

St. Gregory Catholic School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents and school volunteers will not be tolerated.

The aim and goal of the school's harassment policy is as follows:

- To promote a Catholic educational environment in which harassment is not tolerated
- To take positive action to prevent harassment from occurring through a well-communicated and clear policy
- To inform students, parents, faculty and staff of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment

**Harassment defined:** Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim equality.

Harassment can occur any time during school or during school-related activities. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to the following:

**Verbal Harassment:** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;

**Visual Harassment:** Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

**Physical Harassment:** Physical contact such as assault, unwanted touching, blocking normal movement or interfering with work, study or play;

**Sexual Harassment:** Threats and demands to submit to sexual requests for certain benefits, unwelcome sexual advances.

Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior. Certain egregious behaviors need only to occur one time to be considered harassment.

The student is responsible for conducting himself/herself in a manner that fosters a positive school environment. She or he should refrain from behavior that may be considered discriminatory, intimidating, or harassing. If a student has been warned of harassing behavior, he or she should cease the discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported in writing directly to the school administration. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of

harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

St. Gregory Catholic School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, political views, national origin, ancestry, and disability), whether verbal, physical or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

**Bullying Defined:** A student is being bullied or victimized when he or she is exposed, repeatedly and over time to negative actions on the part of one or more other students. *Mean behavior does not constitute bullying and parents should be aware of the difference (see further definitions below).*

**Cyber Bullying** is using information, technology, and/or AI to torment, threaten, embarrass and/or humiliate a person. Tools of Cyber Bullying can be email, texting, and social networking sites (such as Facebook, Instagram, Snapchat, Twitter, You Tube, Discord etc.), and other methods.

**Sexting** is sending sexual, lewd, suggestive, or naked pictures of someone or yourself to others using information and/or technology (usually done by mobile phone). Due to the age of the person or people involved in this act (under 18 years old) it is considered child pornography and is a felony. Police will be called.

**Harassment and/or Bullying behavior by a St. Gregory Catholic School student will be considered a violation of the school's behavioral guidelines, regardless of when, where, or whom as determined by administration. Students may be required to withdraw and/or law enforcement may be contacted depending on the content and type of bullying and/or harassment.**

**All students are expected to act in accordance with the mission and philosophy of St. Gregory Catholic School at all times. Students who violate civil or criminal law, regardless of date, time, and location may be expelled from St. Gregory Catholic School at the discretion of the school administration.**

**Hazing Defined:** Hazing is defined as any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- a. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with a school.
- b. The act contributes to a substantial risk of, or causes physical injury, mental/emotional harm or degradation.

Individuals cannot consent to being hazed.

All allegations of hazing should be reported to the teacher, coach, staff member or administrator directly involved with the activity. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of hazing does in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action.

St. Gregory Catholic School strongly opposes and prohibits all forms of hazing. Any person who violates this policy will be subject to disciplinary action, up to and including expulsion for students.

### **Social Expectations, Policy and Procedures**

At St. Gregory Catholic School we believe that all people have dignity because they are created in God's image and have infinite value. As a community of Jesus' disciples, we are called to love and respect all

God's people in the same way Jesus did. This is the way we can have a physically and emotionally safe environment for everyone.

Positive social behaviors reflect our care and respect for others and are the expectations for all members of our school community. Furthermore, any form of bullying directed toward any member of our school community by another member of the community is contrary to our Mission Statement and is not acceptable at any time.

### **Social Behaviors Defined**

Social behaviors fall on a continuum from positive behaviors to bullying behaviors.

Positive Behaviors - Neutral Behaviors - Normal Ups & Downs - Mean & Rude Behaviors - Bullying

Social behaviors also typically fall into one or more of the following categories:

**Physical** - interacting with others by using your body toward their bodies or things

**Verbal** - interacting with others by using words that are spoken, written, or typed

**Relational** - interacting with others through friendships and relationships

**Positive Social Behaviors** - Interacting with others in positive ways, consistent with our school mission statement, that build others up, rather than tear them down. This includes but is not limited to helping each other, holding a door for someone, greeting others by name, giving sincere compliments, including everyone in playground games.

**Neutral Social Behaviors** - Interacting with others in normal and expected everyday ways that are not considered positive or negative, such as following classroom routines together.

**Normal Ups & Downs** - There will always be times when we bother one another in different ways. We need to be accepting of and patient with one another through the normal ups and downs of being together.

**Mean & Rude Behaviors** - Mean and rude behavior will happen, but it breaks down our community and creates a problem that needs to be addressed and fixed. Age-appropriate interventions, skills, and consequences may be used to address mean and rude behavior among members of our community.

Mean or rude behavior can be identified as one or more of the following:

**Physical Meanness** - *Using your body to hurt or disrupt another person's body or their things.*

This includes but is not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, blocking, holding, hostile gestures, making faces, staring, giving the evil eye, eye-rolling, interfering with another person's belongings, taking or breaking possessions.

**Verbal Meanness** - *Using words that are spoken, written, or typed to hurt another person or their reputation.* This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing, gossiping, spreading rumors, posting embarrassing pictures and personal information about others on social networking sites, forwarding to others a private email or text message that was meant for a single individual, and spreading hurtful rumors online.

**Relational Meanness** - *Using friendships and relationships to hurt another person or interfere with their relationships.* This includes but is not limited to deliberate exclusion, retaliation, giving the silent treatment, ostracizing, and scapegoating.

**Bullying Behavior** - Mean or rude behaviors (physical, verbal, and relational) are considered bullying behavior if one or more of the following conditions are present:

- Intentional - The behavior is done on purpose, not by accident
- Targeted - The behavior is targeted at a specific person(s)

- Repeated - The same or different behaviors are repeated toward the same or different person(s)
- Power difference - There is a power difference between the people involved including but not limited to age, size, numbers, ability and social status.

Bullying can occur any time during school, during school-related activities, or after school when students are off-campus. Bullying can occur whether the intended victim is present or not.

### **Procedures for Social Behavior Concerns**

All members of the St. Gregory Catholic School community have the right and responsibility to report incidents concerning negative social behaviors and bullying, so that together we can maintain a safe environment for all. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed. Students and parents are encouraged to report social behavior concerns to teachers or administration by way of a verbal report, a written note, an email, or by completing a concern report form. Student-generated reports may be given to their teacher, counselor, or administration. Teachers and staff will report to the school administration all bullying concerns and incidents that come to their attention through either direct observation or reports from others. School administration can also initiate a process to address an observed concern or incident. All reports will be taken seriously and will be promptly investigated in a confidential manner. A report itself does not in itself presuppose wrongdoing.

### **Intervention Procedures**

The school will treat any reports of concerning social behaviors seriously. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. The investigation will determine if the concern reflects normal social ups and downs, mean or rude behavior that may require intervention and/or disciplinary action, or actual bullying that will require intervention and disciplinary action up to and including required withdrawal.

Intervention in social concerns may occur with the help of the teachers, instructional aides, guidance counselor, or administration. Intervention may also involve consultation with parents when needed.

Intervention in social concerns, like all disciplinary matters at St. Gregory Catholic School, will be addressed with the schoolwide discipline goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter. The school administration will maintain records of all reports and outcomes.

### **Academic Dishonesty**

St. Gregory Catholic School's Academic Dishonesty Policy covers all school-related tests, quizzes, reports, essays, class assignments, homework, projects and any other academic work assigned by a teacher, both in and out of class. St. Gregory Catholic School expects students to do their own homework, to test without using unauthorized help, to submit original work for all assignments, and to deny requests to "borrow," look at, copy, reference, and/or write down any information from their classwork, homework, and tests. **Academic dishonesty-including bribery, cheating, deception, fabrication, plagiarism, AI plagiarism (i.e. ChatGPT), sabotage, or any unauthorized communication between students for the purpose of gaining or providing advantage-is strictly prohibited.**

The consequences for academic dishonesty for all parties involved are as follows:

Verbal warning/one-on-one conversation between teacher and student, if appropriate

1st offense: Re-do assignment & parent communication; possible reduced credit & disciplinary referral

2nd offense: Behavior report, re-do assignment, reduced credit, disciplinary referral, possible suspension

3rd offense: Zero credit, suspension and re-evaluation of student's continued enrollment at STG.

*Administration reserves the right to alter the consequences dependent on the severity of the infraction.*

\*More detailed AI guidance is being developed by the Diocese of Phoenix and will be communicated once available.

### **Classroom Misbehavior**

Students who continually disrupt the classroom environment take away from the learning experience of others. Students will be given an opportunity to rectify misbehavior and guided to alternative choices to improve outcomes. When repeated offenses show no improvement, further action will ensue.

### **Violence**

Threats or acts of violence are never tolerated, and will result in immediate referral to the administration.

### **Damage or Theft of Property**

Damage or theft of property by a student, whether malicious or accidental, will be paid for by the students/parents. This includes damage, theft, or loss of textbooks and educational materials, iPads, computers, and athletic equipment. Students are responsible for the proper care of all equipment and for any costs resulting from inappropriate use or damage. Technology & bathroom vandalism is wrong and expensive. Students who participate in the vandalizing or damage of our school technology devices or bathrooms will be responsible for all clean-up and cost.

### **Grievance Procedure**

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective view by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication, and the strengthening of the community of faith, the following general guidelines shall be followed:

- In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
- If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the principal.
- If the principal is believed to be acting contrary to diocesan or local school policy, then a parent may have recourse to the pastor.
- The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.

### **Principal's and Pastor's Discretion**

The principal and the pastor of St. Gregory Catholic School may waive any and all regulations for just cause at their own discretion.

### **Right to Search**

St. Gregory Catholic School reserves the right to search and inspect desks, lockers, backpacks, pockets, etc. when those in authority deem it necessary to do so.

### **Reasonable Contact**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort or otherwise use such non-harmful, physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- Committing a criminal offense
- Causing personal injury to, or damage to the property of, any person (including the student him/herself)

- Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior

### **Communication with Students**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and welfare of the school community, administration and staff do not need parental consent to speak with students at will and can speak and meet with students without parents present. Parents will be notified when deemed necessary and appropriate by administration. With that said, most communication and interaction between administration and staff are just normal conversations that are not deemed necessary to communicate with parents..

## **Admissions and Financial Obligations**

### **Admission Policies**

St. Gregory Catholic School will not refuse admission to a student because of race, color, creed, national origin, or gender. Registration for each school year will take place early in the calendar year. All students currently enrolled in school will receive a form to declare registration intention for the next school year.

Admissions priority is given to applicants in the following order:

1. Current enrolled students
2. Students with siblings already attending St. Gregory Catholic School
3. Active parishioners of St. Gregory Catholic Church
4. Active parishioners of another Catholic parish
5. Other faiths

Final enrollment is not accepted until all fees from the current school year are paid in full and the registration fee for the upcoming school year is paid in full. Every new applicant will be assessed before admission is granted and in order to ensure proper placement. There is a fee of \$35.00 per child when the appointment for assessment is made. This fee is payable before the instrument is administered. An interview with the parent and student may be required. The following documents are to be completed and received by the school office prior to applicant assessment:

- Signed record request form for all academic records (report cards, testing data, etc.)
- The official birth certificate
- Baptismal certificate
- The student's immunization record
  - \*These forms are provided in the Registration Packet

**Please note: New students are on academic and behavioral performance probation for the first semester. Students may be asked to leave if requirements are not met.**

**Pre-School/Kindergarten Admissions:** St. Gregory Pre-Kindergarten admits students of any race, nationality, origin, or religion. The directive of the State Department of Health Services and the policies of the Diocese of Phoenix are followed. This is a full or part-day program that follows the school calendar. A certified copy of the student's birth certificate, a Baptismal certificate for all baptized Catholic students, and a verifiable immunization record against listed communicable diseases are required for registration and admissions. Students requesting admission must meet age and potty-training requirements.

**Kindergarten Admissions:** All students requesting admission to St. Gregory Catholic School's Kindergarten program must be five years of age by midnight of August 31st. No exceptions are granted to the kindergarten age entrance requirement. (Refer to D.P. 4.01). Each student must successfully complete the Gesell Screening Instrument, before admission is granted. There is a fee of \$35.00 per child for the screening and this fee is payable before the instrument is administered. The administrator of the assessment, in communication with administration, may recommend the "gift of time", allowing the student to be fully developmentally prepared to begin kindergarten.

### **International Student Admissions:**

St. Gregory Catholic School is authorized under Federal Law to enroll nonimmigrant, alien students. The parent/guardian grants permission to the school to access personal, federal information for the sole purpose of complying with federal requirements for international students.

### **Financial Information**

St. Gregory Catholic School offers and provides a tuition-based education. The entire operation of our school depends on student tuition. We believe that tuition payments are an investment in your child's education and religious formation. Therefore, St. Gregory Catholic School Administration accepts responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. It is the responsibility of the Pastor and Principal to ensure that adequate financial resources are available for the school, and that enrollment is available and affordable as possible to all families.

All families are required to have a FACTS Tuition Account - even if tuition will be fully covered through tax credit scholarships or ESA funding. Tuition and most fees will be paid directly through this account - the school office will not take FACTS payments from parents, unless exceptional circumstances occur and permission is granted by the Principal and/or Finance Director. Parents must pay through their FACTS accounts for any billed charges. FACTS Tuition Accounts must remain in ACTIVE status throughout the school year - this means the financial payment information must be current and accurate. If FACTS Management flags an account and marks it "inactive" because of financial payment information, the parent must correct this issue as soon as possible. Inactive accounts are grounds for student removal from classes and/or required student withdrawal. Scholarship payments and Class Wallet payments sent directly to the school will be credited to FACTS accounts accordingly. Sports fees are paid in the school office or through a link sent through Payment Forms and must be paid before the child may participate in the sport.

Parents are responsible for monitoring their FACTS account, knowing monthly payments that are due, and the due dates of payments. Late fees are assessed that cannot be reversed by the school. All late fees on FACTS are the responsibility of the parent/owner of the account. This includes payments anticipated from ESA funds through Class Wallet. ESA account holders must send the payments to the school in a timely manner - plenty of time is given each quarter for payments to be processed to the school.

St. Gregory Catholic School will not get involved with disputes between separated/divorced parents. Tuition and fees need to be paid for each child and at least one parent must take financial responsibility. Official court documents will be considered when splitting costs, however, if one parent does not pay his/her portion, the account will be considered delinquent and protocols will be followed accordingly.

### **Tuition Payments**

All families shall be expected to make tuition payments on a monthly basis (10 month payment plans), or quarterly ESA payments. The family's preferred manner of payment must be submitted each year, at the time of student registration. All payments must be submitted using the FACTS Tuition Management Plan.

- **St. Gregory Catholic Parish & School Family and Faith Participation:** Families who are actively participating Catholics and registered members of St. Gregory Catholic Church or any Diocese of Phoenix Parish with children enrolled at St. Gregory Catholic School shall receive the benefit of a discount to reduce the rates of tuition after all scholarship awards are applied. The discount amount is based on the cost to educate the individual student and is determined annually by the School Principal, with the approval of the Pastor. Participation means firstly living the sacramental life Jesus has given us, especially the Mass on the Lord's Day. It also includes

our prayer and, when possible, our time, talent, and treasure within the family's means. Families may be required to have a short check-in meeting with the Pastor or Associate Pastor in order to get the participation form signed. This meeting is only designed to offer each family pastoral support and build relationships.

**Monthly Payment Plan:** Under this plan, the entire amount of tuition is paid in equal monthly payments.. The family authorizes the bank to transfer the tuition payment from a credit card, checking or savings account on either the 3rd, 10th, 15th, 20th or last day of the month. Tuition is divided over ten months from August through May. All tuition is to be paid in full by May 30th of the current school year. Families with 8th grade students must have tuition paid in full one week prior to graduation.

If a student receives a scholarship award, this will be added to the 10 month payment plan and divided equally among all 10 months - thus lowering the monthly payments.

**ESA Quarterly Payment Plan:** Families who have signed an ESA contract with the state of Arizona will be given the quarterly payment plan. **PAYMENTS ARE NOT automatically sent to the school - St. Gregory Catholic School has no connection or authorization on parent Class Wallet accounts (ESA funding).** Payments must be made quarterly - parents must submit invoices to Class Wallet well in advance of the school's quarterly due date. Any remaining balances after the ESA payment is the responsibility of the parents to pay quarterly. Late fees will be added to accounts if not paid on time. A payment option must be added to this agreement and if ESA funds do not reach the school by the quarterly due date, the amount owed will be charged to your account. As soon as your child is funded with ESA disbursements each quarter, please submit for payment through your Class Wallet account. **Late fees will be assessed if you miss your quarterly payments and/or payments are rejected for insufficient funds.**

#### **Financial/Tuition Assistance**

A limited amount of tuition assistance is available for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Principal of their need whenever it may arise during the year. For the sake of your family's security and peace of mind, and for the general stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

#### **Catholic Education Arizona (CEA)**

**We require that all low-income families apply to CEA to be considered for tuition assistance. CEA is a tuition tax credit program, which enables participants to direct their tax dollars to St. Gregory Catholic School families. Participants receive a dollar-for-dollar tax credit on their Arizona taxes.**

**In addition, families who have financial struggles are expected to apply to a minimum of five (5) scholarships beginning in January for the upcoming school year.** All information will be held in strict confidence.

- **Arizona Tax Credits:** Tuition assistance may be available from Catholic Education Arizona (CEA) and/or Brophy Foundation. All families must complete a FAIR or FACTS application form. A committee within the FAIR or Brophy organization makes awards. Further information may be obtained from the Finance Director or school office.
- **List of Scholarship Organizations:** Student Tuition Organizations (STOs) also have financial assistance available. Families must apply directly to these organizations. A list of STOs is available with the registration packet.

## Empowerment Scholarship (ESA)

Every child who resides in the state of Arizona qualifies for ESA funding (Universal ESA). Families who are not low-income and who will not receive full funding from scholarships are encouraged to apply for ESA funding. See the state of Arizona's website for more information and the guidelines. STG has to follow the ESA guidelines and restrictions and cannot reimburse if a payment is made before scholarships come in.

Parents who have signed a contract with the state of Arizona to receive ESA scholarship funds - MUST ensure that payments are made to the school through their personal Class Wallet account. St. Gregory Catholic School is a vendor of Class Wallet - the school does not have authorization or access to parent funds. Parents should notify the financial director to ensure the FACTS tuition account is set up into quarterly payments - ESA payment plan - before the first day of school.

Quarterly ESA scholarship disbursements will be deposited directly to parents in their personal Class Wallet account. Parent responsibilities are as follows to ensure funds get to St. Gregory Catholic School from these personal accounts:

1. Follow directions provided by the school on how to access an invoice on your FACTS account.
2. Log into your personal Class Wallet account and use the "pay vendor" option.
3. Upload the invoice from FACTS account to show proof of the amount owed to the school on your Class Wallet account.
4. The school can only give credit for actual funds received - Class Wallet fees are at the cost of families and reduce the amount sent to the school.
5. Continue to check the status of your order and make any necessary adjustments or corrections if needed.

ESA Quarterly disbursements - can be found in your ESA Parent Handbook. ESA families need to reference this handbook, provided by the state of Arizona.

### St. Gregory Catholic School - quarterly due dates for ESA families on FACTS accounts

Quarter 1 - September 15

Quarter 2 - December 15

Quarter 3 - March 15

Quarter 4 - May 15

It is highly recommended that as soon as a family is funded by ESA in their Class Wallet that parents submit a vendor payment request in their personal Class Wallet account. Class Wallet can take up to 30 days to get a payment to the vendor - this means that it will take a while to get the funds to STG. Late fees will incur if payments are late arriving at the school. St. Gregory Catholic School may take up to 5 business days to apply a payment received in Class Wallet to your FACTS tuition account. **Due to the high amount of students on the ESA scholarship plan - parents must access tuition invoices through their FACTS accounts. The school will not provide individualized invoices for families each quarter - the FACTS tuition account is already set up in the manner needed for ESA quarterly payment proof.**

In addition, ESA families are responsible for making sure the entire quarterly amount is paid in full by the due date on FACTS accounts. If ESA funds do not fully cover the quarterly charge, parents must pay out of pocket for the additional tuition or fees owed by the quarterly due date (see dates listed above). St. Gregory School operates on a ten month budget and quarterly payments are extended as a courtesy to ESA families. It is expected that the quarterly charges are paid in full with ESA funds and/or personal payments.

**FACTS accounts: Delinquency****Non-Sufficient Funds (NSF):**

School families who miss a monthly or quarterly payment due to insufficient funds, are automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date. If an emergency has occurred, suitable arrangements must be made with the Finance Director, **at least 7 business days before the electronic transfer of funds.**

In addition, school families who are 45 days in arrears will meet with the Principal, school Finance Director and Pastor and will be informed that their child/children will not be allowed to attend school according to the "Non-Admission" specifications of this policy beginning the next quarter if alternative arrangements cannot be made.

**Non-admission of Students Due to Tuition Delinquency:** School families failing to pay tuition according to the agreement which they have made with the school, or who have been unwilling to make suitable alternative arrangements with the school, will be informed that their child/children **will not be allowed to return to St. Gregory Catholic School.**

**Tuition policy for 8th graders:** Mid year check- FACTS tuition accounts must be current by January 1st in order for 8th grade transcripts to be sent to high schools. End of year check: Tuition and fees for 8th grade students must be paid in full one week prior to 8th grade graduation. 8th graders who have a balance due will not receive their diploma until the charges are paid. In addition, students will not be able to participate in end of year 8th grade activities, which may include graduation ceremony, dances, and other culminating events. Students will receive "incomplete" on report cards and transcripts until FACTS accounts are cleared. Incompletes on these documents may have an effect on high school admission.

**General financial policies:** All families must be current in their payment of tuition **by December 15th**. When a family is not current, students are not admitted on the first day of school for the second semester. If families are in arrears, and have not contacted the principal **by May 1st**, their child will receive Incompletes on the final report card. Students will not be allowed to register for the next school term.

**Withdrawal/Tuition Refunds for Full Semester Payments:** Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition (not including registration fees), if it has been paid for the current school year. After the first day of school, tuition refunds shall be issued for payments made beyond the current month. Refunds will not be prorated. Scholarship funds or ESA funds will be returned to the correct organization, not to a parent directly.

**Late Registration:** Families registering after July 1st shall be expected to fulfill their tuition obligations according to the tuition policy stated previously. Tuition for students registering on or after the first day of school may be prorated over the number of months they will be in attendance, if deemed reasonable by the school administration.

**Replacement Costs:** Parents/guardians are financially responsible for replacing any damaged school books or school property that has been damaged or lost by their child.

**Annual Fees**

**Registration Fees:** A separate, non-refundable registration fee is paid to the school at enrollment time each year. In addition, other fees may include Fundraising, Sports, 8th Grade Graduation (due by Dec. 30) and Retreats. Scholarship funds do not cover fees per law. All fees are not refundable. Please see the tuition sheet for more information.

**Technology Fees:** To meet technology needs of the time, St. Gregory Catholic School invested in the purchase of enough Chromebooks to provide 1:1 device rental to 6th-8th graders, in-class sets to grades 3-5, and small group sets to K-2nd grades. In order to cover the cost to complete necessary repair and replacement, we charge a Technology fee.

This separate, non-refundable Technology fee is paid to the school at designated time and is charged as follows:

- 6th-8th grade students: \$75
- 3rd-5th grade students: \$50
- K-2nd grade students: \$25

Scholarship funds (STOs) do not cover fees per law. All fees are not refundable. These fees are due no later than October of the current school year. FACTS will divide the fee into equal payments from August - October or parents may pay the fee in full. If a family is delinquent on paying the technology fee and damage to a device occurs, the parents are responsible for paying the full cost of repair and/or replacement.

### **Early Drop-off Program**

There is school supervised morning/before school care offered, free of charge, Monday-Friday, 6:45am-7:30am. No registration is necessary, but student sign-in by a family member/care taker is required. Students may not be dropped off at any time before 7:30 am to wait for gates to open - this includes even a short amount of time waiting unsupervised.

### **Volunteer Hours**

Parent involvement is an important part of our educational philosophy and builds strong relationships within the St. Gregory community. Research has also shown parent/school involvement is positively correlated to academic performance. As a Catholic school, with limited resources, we count on the volunteerism of our parents and families.

Families are asked to contribute twenty (20) hours of volunteer service for the year.

A list of opportunities will be provided throughout the school year for opportunities to acquire parent volunteer hours. Parents are asked and needed to work at the major fundraisers: Fall Festival, Jog-a-thon, Spring Dinner/Auction, Water Day and more.

These are some of the ways in which you can become involved:

- |                                                 |                              |
|-------------------------------------------------|------------------------------|
| • After School Sports Coaching & Transportation | • Fall Festival              |
| • Spartan Moms & Dads Club                      | • Class Parent               |
| • Lunch & Recess Monitor                        | • School & Class pictures    |
| • Classroom Projects                            | • Water Day- SRC Celebration |
| • Hearing/Vision Screenings                     | • CEA Sunday                 |
| • Reading Aide/Book Fair                        | • Jog-A-Thon                 |
| • Campus Clean-up                               | • Spring Auction             |
| • Catholic Schools Week Activities              | • Open House                 |
|                                                 | • Used Uniform Sales         |

**All volunteers must complete the Safe Environment/Called to Protect program before volunteering on campus or on field trips. This program is offered through the Diocese of Phoenix.**

**New parents to St. Gregory Catholic School must attend the Foundation class. Parents who have already taken the Foundation class must take the annual renewal classes.** The renewal class can

be taken over the internet by accessing the Diocese of Phoenix Safe Environment website. For certain volunteer positions, we need fingerprint identification and compliance on a driving class video.

Safe Environment website: <https://phoenix.cmgconnect.org/>

Catholic Mutual website: <https://www.catholicmutual.org/>

## **Student Records**

### **Transcripts**

When a student transfers to another school, parents must notify the school office. A copy of the student's official records shall be sent at the written request of the parent. It is morally responsible for all financial obligations to have been met, before requesting transfers of school records. Transcripts will not be sent if there is an outstanding balance. **Official transcripts are not to be given to the student or to the parent.**

### **Access to Student Records and Information**

Parents, as the primary educators, shall have the right to inspect and review the official record of their child. Parents shall make this request in writing.

A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child. In order to establish visitation rights, the custodial parent must provide a notarized copy of the most recent court order.

No personal information concerning a student, including behavior conduct or consequences, may be given to any person unless authorized by the parent or guardian. Some authorizations may require written consent by the parent or guardian.

The procedure for the release of student information to a parent(s) and/or legal guardian is completed as follows:

- Written statement of request for review of student records is received from parent or guardian.
- Legal proof of the relationship to the student is determined.
- An appointment to meet with appropriate school personnel at a time mutually convenient for the purpose of the record review is arranged.
- The school representative will meet with the parent/guardian during the review of the materials.

## **General Information**

### **Arizona's Child Abuse Reporting Statute**

Arizona's Child Abuse Reporting Statute requires the mandatory reporting of child abuse by any school employee who reasonably believes that a minor is or has been the victim of physical injury (even incidents in which children injure each other while on school grounds), abuse as defined in SS8-201, child abuse as defined in SS13-3623, and a reportable offense as defined and listed in SS13-3620(P)(4), neglect as defined in SS8-20.

All school personnel are required by law to report suspected child abuse. The Principal and/or Counselor is required to make such a report to the Department of Child Safety. Informing parents that a report has been filed is not required by law. Parent support of our obligation to report is expected.

### **Counseling Confidentiality**

With certain exceptions, any and all information regarding your child's and family's counseling guidance at St. Gregory Catholic School is kept strictly confidential. Any information regarding sexual behavior or the use, possession or distribution of drugs/alcohol becomes known, information will be shared with the parent/guardian of the student. Under certain circumstances, we may be required or allowed to reveal information obtained in guidance sessions, on a need-to-know basis, without parent's prior consent.

Confidentiality cannot be guaranteed under the following circumstances: threats of suicide or serious physical harm to self or others; court order to release records or other information about your child's school guidance, including test results, evaluations, attendance and progress; referral to another professional, e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional; any behavior or situation where disclosure of information is required by applicable law (i.e. abuse, bullying, sexting, child pornography, use of illegal substance).

*Active threats of suicide or suicidal thoughts may be discussed with the Mobile Crisis Team to help determine next steps. Parents will be notified per direction of the Mobile Crisis Team. Once the Mobile Crisis Team is called, they direct the conversations and safety recommendations.*

Please note that we are mandatory reporters and also rely on the expertise of the Diocese of Phoenix. Every decision is made with great care, diligence, confidentiality and in the best interest of the child.

### **Custody**

St. Gregory Catholic School will only support the documented decisions of the courts in matters relating to custody and access. Parents must have most recent court documents on file with the school. Parental disagreements will be forwarded to the police and diocesan lawyers. St. Gregory Catholic School will not take sides in shared custody disputes. Although the school and personnel will make reasonable attempts to accommodate shared custody requests, we will not fulfill unreasonable requests (deemed so by school administration), provide personal accounts to support custody decisions, be used as leverage or part of parents disputes. St. Gregory Catholic School reserves the right to make decisions that best serve the educational needs of the students while in our care..

### **Field Trips**

Field trips allow students to explore God's creation, collaborate with their peers, explore new environments, make connections, problem solve, develop trust and empathy, learn outside of the everyday classroom setting and have fun!. Field trips vary for grades K-8 and will be communicated from the classroom teacher. Fundraising and transportation may need to be provided with parent support. **All volunteers must complete the Safe Environment/Called to Protect program before chaperoning on field trips.**

### **School Deliveries**

No food deliveries, such as DoorDash or UberEats, or celebratory deliveries, such as flowers and/or balloons, should be sent to the school for students as they are disruptive to the school environment.

### **Telephone Calls**

Teachers and students may not be called from their classes to receive phone calls. In case of an emergency, a message may be left with the school office at 602-266-9527, and proper communication will be relayed. You may also contact the teacher via email. Teachers will return your calls promptly, most often within 24 hours. Students may be permitted to call home with the permission of the teacher/office staff for reasons including, but not limited to, athletic schedule changes or other school related activities.

### **Visitors**

Visitors are permitted on campus to complete business in the front office, attend scheduled meetings with teachers, attend Morning Assembly, attend Mass, volunteer for on-campus events and attend after school sporting events. Parents & volunteers will only be permitted in classrooms or on campus during school hours if their Safe Environment Training/Called to Protect is up-to-date and it is scheduled with the teacher and approved by administration.

All visitors are expected to uphold behavior supported by St. Gregory Catholic School and the Diocese of Phoenix at all times. St. Gregory Catholic School reserves the right to ask visitors to leave if behavior breaks our Code of Ethics.

Due to liability, animals/pets are not allowed on campus, before, during, or after school, except for educational or service purposes and approved by the principal.

### **Spartan Moms/Dads Club**

These parent associations are organizations of school parents and guardians. The aim of the organizations is to support the school community activities. They consult with the Pastor and Principal to recommend how funds raised through parent association activities should be allocated. All funds collected from these groups must be deposited through the school office.

### **Emergency/Safety/Crisis Drills & Procedures**

St. Gregory Catholic School has safety procedures in place for all safety and emergency situations and upholds all safety guidelines outlined by the Diocese of Phoenix, Phoenix Fire and Police Departments. Safety protocols are communicated with staff and students and reviewed throughout the year. Emergency drills are practiced on a regular basis, these include fire, evacuation and lockdown drills. Parent communication is made swiftly and regularly regarding any safety concerns.

Volunteers and visitors who are on campus during emergency drills are expected to follow the school's emergency procedures. St. Gregory Catholic School has a Crisis Plan that dictates procedures to be followed in the event of a crisis. Parents will be contacted in the event of a campus emergency situation or when a campus evacuation is necessary.

In the case of an evacuation, staff will escort students to:

- St. Gregory Catholic Church for an on campus evacuation
- Phoenix Christian High School (1751 W. Indian School Rd.) for first attempt evacuation site
- Metro Tech High School (1900 W. Thomas Rd.) for second attempt evacuation site

Students will be accompanied and supervised by our staff. In the case of a Lockdown situation when picking up a child, go directly to the Church and remain there until an administrator comes to let you know that it is safe and the lockdown has been lifted.

### **Crisis Plan**

Faculty/Staff are trained in basic crisis management. A safety plan is completed each year and updated as needed. Crisis plans are available in every classroom.

St. Gregory Catholic School completes annual fire and gas inspections and maintains all compliance.

### **Asbestos Management**

It is important to us at St. Gregory Catholic School to emphasize our compliance with the procedures established in the "Asbestos Management Plan."

In 1987, the Federal Government mandated by law that all elementary and secondary schools, provide provisions that protect students, staff and other occupants of school facilities against health hazards that might arise from the presence of building materials that contain asbestos, should their condition of age, wear and tear, or use, or abuse cause release of airborne fibers.

St. Gregory Catholic School is an asbestos-free school. The campus will continue to be inspected to insure that there has been no change in building materials and to assure us that there is not a health hazard present.

**Insurance Coverage**

St. Gregory Catholic School is insured by  
The Catholic Mutual of Omaha  
4223 Center Street  
Omaha, Nebraska 68150

**National Standards and Benchmarks for Catholic Elementary Schools ([ncea.org/NSBECS](http://ncea.org/NSBECS))**

"The publication of these standards gives the entire Catholic community a common framework of universal characteristics of Catholic Identity and agreed upon criteria for Catholic school excellence. With this framework, we can and must hold ourselves accountable for the excellence and rigor, faith and nurturance that have been the hallmark of Catholic education, and which we must now guarantee for future generations." -Lorraine A. Ozar, PhD., Director of the Center for Catholic School Effectiveness.

There are standards which deal with the following:

- Mission and Catholic Identity
- Governance and Leadership
- Academic Excellence
- Operational Vitality

***Right to Amend***

*The School Administration (Principal and Assistant Principal, in consultation with the Pastor) reserves the right to modify, delete, change, amend or alter any of the provisions contained in this book at any point in time. Changes and additions will be provided to all parents and students. The principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion.*

**St. Gregory Catholic School  
2026-2027 Handbook  
Student-Family Contract**

***Digital Signature Sheet - Student/Family Handbook***

**A Digital Acknowledgement Form will be emailed and required to submit, acknowledging parent and student understanding and support of our school's handbook rules, procedures and expectations.**

The student and the parent must “sign” the digital form to acknowledge their receipt of the handbook and their agreement to abide by the guidelines and rules set forth in it. By signing, you are agreeing to:

**Student Responsibilities**

1. Conduct yourself in a Christ-like manner at all times
2. Follow all rules outlined in the Student-Family Handbook
3. Follow the Schoolwide Learning Expectations
4. Be safe, responsible and respectful to yourself and others
5. Follow directions the first time given
6. Keep your hands, feet, and objects to yourself
7. Treat property with respect
8. Be prepared for class/activities
9. Contribute to the learning environment
10. Uphold uniform, technology and cell phone rules

**Parent Responsibilities**

1. Conduct yourself in a Christ-like manner at all times
2. Support and respect administration, faculty, staff and abide by the Student-Family Handbook
3. Be supportive of decisions made by the administration and teachers concerning students' academic success and conduct
4. Be supportive of decisions made by the administration and teachers concerning all safety protocols
5. Participate in our school community by attending Mass, volunteering your time and talents
6. Ensure student safety by abiding by established drop-off/pick-up rules
7. Ensure students arrive to school on time and are picked up from school and/or activities at the appropriate time
8. Monitor student's study habits and assignments
9. Encourage the Schoolwide Learning Expectations
10. Maintain a current tuition/fee balance & communicate openly with administration

Acknowledgement of the Digital Acknowledgement Form indicates an agreement to abide by the guidelines and rules in the St. Gregory Catholic School Student-Family Handbook. Failure to sign this agreement does not dismiss you from compliance and refusal to sign will result in required withdrawal.

**\*\*Please note, registering your child at St. Gregory Catholic School automatically confirms your agreement to uphold all school & Diocesan handbook guidelines, procedures, protocols and expectations and no one is exempt from this agreement.\*\***