

2022-2023

Student-Parent Handbook



ST GREGORY
CATHOLIC
SCHOOL

St. Gregory Catholic School
3440 N. 18th 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.

Table of Contents

Diocese of Phoenix Disclosure Statement	2
COVID-19 Response/Temporary Procedures	3
Attendance, Student Drop-off & Pick-up Procedures	
Introduction	4
<i>(Welcome, Mission Statement, Vision Statement, The Three All-School Rules, Schoolwide Learning Expectations, Accreditation, Diocese of Phoenix Code of Ethics, Parental Support)</i>	
Student Policies and Information	6
<i>(Attendance & Tardiness, School Hours, Transportation Drop-off & Pick-Up Procedures, Dismissal Protocol, Health Office, Counseling Services, Wellness Policy, School Birthday Parties, Hall Pass/Agenda Planners, Photographic Releases, Emergency & Crisis Procedures, Uniform Regulations, Hot Lunch, Playground Rules, Bicycles/Skateboards/Scooters/Roller Blades, Spiritual Life, Sportsmanship & CYAA, Extracurricular Activities, Student Accident Insurance, Transfers)</i>	
Academics	18
<i>(Curriculum, Communications, RenWeb, Parent-Teacher Conference, Standardized Testing Program, Grading Scale, Special Learning Needs, Student Progress Reports, Awards/Recognition, Promotion & Retention, Classroom Placement, Homework Assignments, Eighth Grade Graduation)</i>	
Student Discipline	23
<i>(School-wide Rules, Mission Statement Expectations, Discipline Cycle, Disciplinary Probation, Prohibited Activities, Prohibited Items, Parental Expectations, Code of Conduct: Off-Campus and Internet Activities, Cell Phones/Personal Technology/Wearable Technology, Harassment/Bullying/Hazing, Social Expectations Policy & Procedures, Academic Dishonesty, Classroom Misbehavior, Violence, Damage or Theft of Property, Grievance Procedure, Principal & Pastor Discretion, Right to Search, Reasonable Contact, Communication with Students)</i>	
Admissions and Financial Obligations	34
<i>(Admissions Policies, Financial Information, Tuition Payments, SMART Tuition Management Plan, Financial/Tuition Assistance, Fees, Extended Day Program/Innovation Learning, Volunteer Hours, Catholic Education Arizona {CEA}, Student Records)</i>	
General Information	39
<i>(Arizona's Child Abuse Reporting Statute, Confidentiality, Custody, Field Trips, School Deliveries, Telephone Calls, Use of School Grounds/Facilities, Visitors, Sports Program, Safety Drills, Crisis Plan, Asbestos Management Plan, Insurance Coverage, National Standards and Benchmarks for Effective Catholic Elementary Schools, Right to Amend)</i>	
Signature Sheet/Digital for 2022/2023	42



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 contract 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.

COVID-19 Response Procedures

- *These procedures and policies may change as CDC/Diocesan COVID-19 guidance evolves.*
- *Details of our COVID-19 response procedures will be communicated as needed.*

Attendance (COVID-19 Response)

In-person/On-campus Attendance is required of all students at this time.

- We will follow all normal attendance procedures described in the handbook
- We will communicate any changes to attendance policies, if the need arises to return to virtual or hybrid learning

There will be no synchronous virtual learning at St. Gregory Catholic School. If a student must quarantine for COVID-19 related reasons (ie: positive COVID test results, direct exposure/close contact to positive COVID-19,) which have been confirmed by a medical advisor, in communication with our school nurse, then parents will coordinate with the teacher for learning materials and will be allowed the number of days absent to make up work.

Student Drop-off & Pick-up Procedures

1. All families (w/ the exception of those attending Morning Care) will be required to use "Drop & Go" for dropping off and picking up students. For dismissal pick-up, K - 8th families are encouraged to place a sign in the front passenger window with the family last name. This will help teachers direct students to the correct car. Parents/drivers are not to exit their cars during drop-off & pick-up.
2. "Drop & Go" process and flow: *Parents may choose the gate of drop-off/pick-up that best suits them. **Parents must communicate gate choice with student(s) to allow the most efficient process.***
 - a. Osborn lot (aka: OSBORN GATE) - Students enter/exit through the gate under the covered court, on the north end of the Osborn parking lot, located off 19th ave/Osborn, behind the church. *This gate is also assigned to Preschool/PreKindergarten & K-8 siblings of PS/PK students, so please be watchful of our little ones.* Drop-off procedures for Preschool/PreKindergarten will be communicated by classroom teachers
 - b. 18th Avenue (aka: GREEN GATE) - students enter/exit through the gate between the school building and Gordon Hall which is the south gate that faces 18th avenue in front of the school.
 - c. Whitton Avenue (aka: YELLOW GATE) - students enter/exit through the gate on the north end of the school building that faces Whitton avenue on the side of the school.
 - d. Flagpole Gate (aka: OFFICE GATE) - neighborhood walkers only - enter any other gate in mornings for drop-off (no student traffic through office in morning) and exit through this gate at dismissal so the office staff can get a count of walkers. If your student(s) will be walking to and from school, please notify the office in writing so we can help monitor their arrival and departure.
3. Aftercare will be available for registered students. Licensing restraints dictate the number of students allowed, so pre-registration is mandatory and will be honored on a first come-first serve basis.
4. Any K- 8th student not picked up by 3:15pm (M-Th) or 1:15pm (F) and not registered for our aftercare program, will be brought to the school office by a staff member and parents will be called. If 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.
5. Screening criteria: parents will keep students home if:
 - your child is experiencing any of the following symptoms: fever, shortness of breath, cough, chills, muscle pain, sore throat, or had a recent loss of taste or smell
 - your child came in close contact with someone who has tested positive for COVID-19 and there is reason to be concerned per current CDC guidance.

Visitors:

Visitors are permitted on campus to complete business in the front office, attend scheduled meetings with teachers, attend Morning Assembly when their student's class is leading assembly, 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. ***Visitor permissions may be adjusted per Diocesan and/or CDC COVID guidance.***

Mitigation:

Masks are optional, not required, at this time. Any change of this mitigation plan will be communicated as needed.

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

Schoolwide Learning Expectations (SLEs)**An Active Faith Follower of Christ**Active Community Participant

- Actively participates in Church Mass, including serving. Attends Mass on Sundays. Takes leadership roles in organizing service projects.

Knowledge of Catholic faith

- Knows the teachings of the Church. Articulates and explains the teachings of the Church to others. Seeks to understand the mysteries of the faith. Apply the teachings of the Church to practical daily decisions.

Spirituality

- Actively seeks to understand and be guided by the particular purpose of their lives given by God. Strives to love God above all things and their neighbor as themselves. Participates in opportunities to grow in spiritual life.

A Critical Thinker

Abstract and critical thinking skills

- Uses higher order thinking skills; leads others to use problem-solving skills; applies learned information to everyday situations. Designs solutions and defends solutions. Can perform above grade level multi-step problems.

Demonstrates study, research, organizational and technology skills

- Performs skills at above grade level. Shows the ability and understanding of study, research, organizational and technology skills and methodology. Has good time management skills and uses agenda daily.

Independent thinker

- Initiates new ideas about subject matter; questions and shows comprehension of subject matter; consistently resolves tasks on their own; consistently makes good decisions and choices; is a positive role model to other students.

A Self-Disciplined Learner

Takes Initiative

- Participates in class and stimulates conversations about topics. Hands in all work complete and on time. Consistently comes prepared to class with required materials. Helps other students.

Responsibility

- Takes full responsibility for schoolwork, homework, and behavior.

Discipline with Purpose (DWP) skills

- Is a positive role model to other students and demonstrates a superior knowledge of DWP skills and consistently uses them.

An Effective Communicator

Uses communication skills

- Demonstrates effective integration of written, oral, and technological communication. Is able to command the attention of the audience and is knowledgeable of the topic. Provides information in a logical and sequential format.

Use of Social skills and manners

- Consistently practices the use of social skills and manners as taught in primary grades; uses proper social etiquette. Listens to the speaker, does not interrupt, and raises hand when appropriate. Makes eye contact when talking and being talked to. Can communicate to others in a socially sensitive and culturally acceptable manner.

Use of Expression (verbal and nonverbal) to communicate ideas

- Consistently initiates new ideas and opinions regarding classroom topics. Works to create an environment where it is safe to express diverse points of view. Always respects other people's points of view. Is actively aware of body language and uses it properly.

Accreditation

St. Gregory Catholic School is accredited by the Western Catholic Education Association (WCEA) and AdvancEd. WCEA works to guarantee quality Catholic schools through a process of accreditation. In this process, WCEA affirms the faith formation of every student, ensures sound academic standards that meet the needs of every student enrolled in a Catholic school, and promotes excellence in Catholic education. The purpose of AdvancEd is to require members to have accreditation processes that foster quality, encourage academic excellence, and improve teaching and learning. Our most recent accreditation was completed in February, 2022.

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

Attendance (regular, non-COVID restricted attendance)

School attendance is not only a good habit, it is required. Every person who has custody of a child (at least six years of age) shall make sure the child attends school for the full time school is in session, unless able to attend due to illness or another legitimate reason. Prompt and regular attendance is essential for each child's daily school performance. Absence from school interferes greatly with student progress.

Absence: On the first day of a student's absence from class, parents are to call the school office before **8:30am**. You may leave a message the night before or before the office opens by calling: **(602) 266-9527**. 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.

Extended Absences: Families leaving for an extended period must notify the office in writing in advance of the dates of the absence. 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 days to complete the work as the number of days missed. *If a student is absent 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.*

Tardiness

Being on time is a life-long skill. 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.* A written explanation of student tardiness from a parent or guardian is required. It is kept on file for one year.

Procedure for Late Students:

K-8: When a K-8 student arrives late to school, the parent will escort the student into 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. A written and dated explanation from a parent or guardian is required. This explanation is kept on file for one year.

Preschool or PreKindergarten: All Preschool and PreKindergarten drop-off and 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.

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 or other benchmark testing). Please schedule these appointments after 3:00pm 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 that morning. 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. **Due to significant interruption to end-of-day classroom procedures, every effort should be made not to request students be called out of class after 2:45pm.**

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 above.

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. **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.**

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.
- **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 the following times:
 1. Whitton Gate: 7:30am - 7:45am and 3:00pm - 3:15pm
 2. Gordon Hall Gate: 7:30am - 7:45am and 3:00pm - 3:15pm
 3. Osborn Gate: 7:30am - 7:45am and 3:00pm - 3:15pm (or later for sports events)

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 and frustrating, 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, visitors and employees of the Rectory 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 and possibly our Diocesan liaison.**

Dismissal Protocol

- Identification is required from any unknown adult who comes to pick up a child.
- Students who will be walking home must provide a letter signed by a custodial parent.

- Students will not be released to parents/guardians who are perceived to be intoxicated.
- We reserve the right not to release the child to anyone other than the custodial parent.
- Students are not allowed to use the basketball courts, playground, or fields after school.
- 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 must be picked up promptly at the end of practices and games.
- 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

The Health Office is open daily during school hours. Parents are 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. In case of injuries, no emergency room can treat a child without a parent's permission. Students who do not feel well must go through the Health Office in order to call a parent. Students may not use personal cell phones to contact a parent regarding illness.

The child will be released only to the parent or authorized person. If someone will be picking up your child who is not on the Emergency Contact Form, please notify the school prior to dismissal time. A verbal or written consent by a parent or guardian is required. The person signing out your child will need to show proper identification. The parent/guardian must go to the school office and sign the child out of school. A picture ID may be requested to release the student from school. 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 screening is done early in the school year. 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 (OTC 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 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 form. Cards are provided in the registration packet. **It is the responsibility of the parents to notify the school office of informational 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 and authorization to pick up a child.

Counseling Services

Students may be referred to the counselor by the parent, teacher or administrator. The counselor will see a student/group one time if there has been a behavior or academic concern. Parent(s) will be contacted if further counseling is needed.

Wellness Policy

Please choose a nutritious snack when sharing with the class or ask the teacher for some suggestions. Also, please ask the teacher if there are any allergies in the class before bringing anything to school. Cakes, candy, energy drinks, fast food and soda are not allowed on campus during school hours. The eating of fast food while on campus during school-hours is against the Wellness Policy.

Student Birthdays

All student birthdays, including summer birthdays, are recognized during the Morning Assembly of or around their special day. Birthday parties are not allowed during the school day. However, if parents wish to send an easy to serve treat for their child's birthday, they must request 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). An adult should supervise all parties, at all times. Please consider inviting the entire class when having a home party.

Hall Pass

All students must have a Pass, usually a lanyard of some sort, with them the entire time they are out of the classroom. 6-8 grade students will sign his/her name, date and time on a sign-out sheet located in each classroom.

- In order to minimize classroom interruptions and distractions, students may use the restroom and water fountains between classes.
- One student may be excused from a classroom at a time in grades 4-8. Students in K-3 use the buddy system. This system places a great deal of responsibility on the student. Students will have the opportunity to leave the class for necessary reasons; however, they will have to make good decisions regarding when it is truly necessary to leave the classroom.

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 or 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 this information will be secured from the parents.

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

Emergency & Crisis Procedures

St. Gregory Catholic School has a Safety Procedures Manual for all safety and emergency situations. Each staff member has a copy of these guidelines. Emergency drills are practiced at St. Gregory Catholic School on a regular basis. These include fire, evacuation and lockdown drills.

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

Uniform Regulations

St. Gregory Catholic School considers appropriate dress to be an essential part of the overall school philosophy. School uniforms (shirts w/ school logo, sweatshirts w/ school logo, plaid skirts/skorts, PE uniform) must be purchased at Dennis Uniform. 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 Dennis Uniform.

- Polo shirts, skirts jumpers, skorts and pants
- Official school uniform shirts for all grades are royal blue, gray, navy blue, and white. Turquoise is NOT a school color.
- All shirts must have the official St. Gregory Catholic School logo (it cannot be replicated by any other source). ALL shirts must be tucked in.
- Sweatshirts, sweaters, and windbreakers must be in St. Gregory school colors with no large or blatant logos.
- **Please LABEL all clothes on the inside tag with a student or family name.**

Uniforms-Young Ladies-Grades K-3

- Plaid jumpers and uniform polo shirt, tucked in (**uniform skirts are to be worn only by 4th-8th grade girls**).
- Navy twill school shorts, skorts or pants and uniform polo shirt (no cargo shorts or pants)
- **Girls shorts, skorts and jumpers will be no shorter than 3 inches above the top of the knee**
- White, gray, black or navy blue tights (no lace or print) or ankle length leggings may be worn during colder weather.

Uniforms-Young Ladies-Grades 4-8

- Plaid skirt and uniform polo shirt, tucked in (4th grade girls have the option of wearing skirts or jumpers)
- Navy twill school shorts, skorts or pants and uniform polo shirt (no cargo shorts or pants)
- Shorts, skorts and skirts must be worn at an appropriate length (**No shorter than 3 inches above the top of the knee**)
- White, gray, black or navy blue tights (no lace or print) or ankle length leggings may be worn during colder weather.

Make-up-8th Grade Girls

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

K-7th Grades

- **No make-up** including foundation, lipstick, lip gloss, blush, eye shadow, eyeliner, mascara, tattoos, face paint, glitter, nail polish, gel or artificial fingernails or artificial eyelashes.

All Girls

- Grades 6-8: Belts are required when wearing uniform shorts or pants
- Barrettes, headbands (not to be worn on the forehead), and bows worn in hair should match school uniform and not be distracting
- Eye glasses must be prescription strength
- Hair must be clean, tidy and out of the face. Hair color must be natural (no dying or highlights). 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.
- Students may wear one plain, chain necklace or one necklace with a small charm or Catholic medal and one ring.
- One simple bracelet is allowed (must be appropriate); No ankle jewelry
- Earrings- studs or tiny hoops that fit snugly around the earlobe only (no dangling, large hoops that a finger can fit in, or excessive pieces)

Uniforms - Young Men

- Grades 6-8: Belts are required when wearing uniform shorts or pants
- 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
- Uniform polo shirt
- Eye glasses must be prescription strength
- Hair must be clean, tidy and out of the face. Hair color must be natural (no dying or highlights). 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.

All Students

Outerwear:

- St. Gregory Catholic School sweatshirts/sweaters/sweatpants with school logo must be purchased from Dennis Uniform. Outerwear, without school logo, may be purchased elsewhere, but must be solid school colors (royal or navy blue, gray, black and/or white).
- Students may wear Dennis uniform sweatpants anyday, during cold weather.
- Outerwear may not bear a visible team or blatant designer logo

PE Uniform:

- Grades K-2: have the option to purchase and wear their PE uniform on their scheduled PE day.
- Grades 3-8: required to wear their PE uniforms from Dennis Uniform on their scheduled PE days. Students may wear this uniform all day. Shirts must be tucked in.

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 days designated by the Principal.

Footwear:

- **ALL students must wear athletic shoes for safety reasons.** No other shoe type is acceptable.
- Athletic shoes may be any color with only appropriate designs.
- Socks must be worn and visible (no higher than the knee) and will be solid white, gray, royal or navy blue or black.
- Shoelaces must be solid and must be tied at all times.
- No boots, ballet style shoes, slippers, slides, flip-flops, jellies, sandals, thongs, military-style boots, heellies, shoes with spinners, or open-back shoes may be worn.
- No heels or platform 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.
- 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.
- Caps/beanies may not be worn on campus unless actively engaged in sport. 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 school polo shirts for warmth.
- Grades 6-8: Belts must be worn (boys and girls) to keep shorts/pants at the natural waist. Belts must be solid black, brown, gray, royal or navy blue without designs.

Out-of-Uniform Dress Days

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.

- Jean shorts are ok, but cannot be ripped, torn in a way that shows skin or too short
- Shorts are ok, but cannot be too short or distracting
- No pants or shorts that slouch or sag and shorts must be appropriate length
- No pajama pants or pajamas
- No yoga pants/tight running pants

- Leggings need to have a longer shirt so to cover the bottom
- Shirts must have sleeves
- Clothing must be conservative/modest in nature (shirts and blouses may not be sleeveless, reveal the belly or be skin tight)
- Shirts may have pictures or words on them that are appropriate for our school
- Athletic shoes only
- No boots, flip-flops, slippers, slides, jellies, sandals, thongs, military-style boots, hee-lies, shoes with spinners, or open-toe or open-back shoes

Lunch: Campus Cuisine (www.campuscuisine.net)

Hot lunches are ordered and paid for through Campus Cuisine, directly by parents. Campus Cuisine meals are offered Monday - Thursday on days school is open, unless stated otherwise. The cost of hot lunches vary based on the meal and drink ordered. Go to <https://www.campuscuisine.net> and click register, enter access code SGS602 and sign up.

You may order lunches in advance for as many days or weeks as you like through Campus Cuisine. The deadline to order or cancel lunches for the next day is 9:00 AM the day before.

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. **Candy, soda, and energy drinks (Red Bull, Monster, Rock Star, etc.) are prohibited.** The purchasing of fast food and delivering it to school is also not permitted per the Diocesan wellness policy. The serving of fast food, during school-hours, is intermittently permitted for pre-approved events and will be communicated to parents. Please honor this policy.

If your child forgets his/her lunch, your child may be provided with an emergency lunch, if available. Starting with the third emergency lunch, parents will be charged a fee for each and every emergency lunch thereafter.

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 registration fee is \$35 per family/child for the school year.

Each month, the family chooses the days they will use this service and prepays for those days. The calendar will be released on the 3rd 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. 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.

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 = \$35.00. Parents may not sign up a child 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 fees – We realize that situations occur and emergencies happen, but we do need to be respectful of our employee’s time as well. 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. The late fee is \$35.00 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. When students are not picked up by dismissal on a “no aftercare day,” parents will be charged \$50.00/hour.

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.

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. The school is not responsible for equipment that is stolen or vandalized. Bicycles should be locked during the school day. All other equipment must be left in the classroom. Violation will lead to loss of privileges. Shoes with wheels are not permitted on school campus (See Uniform Regulations).

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, May Altars, etc.

Eucharistic Celebrations: As an essential aspect of the regular program of religion, students and staff attend Mass weekly as a school. Homerooms rotate in assisting with the readings, petitions, and gifts.

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

Service to Others: Students in grades 6-8 are required to complete **5** hours of community service per quarter. Additional hours do not rollover to the next semester, but are encouraged to apply to other Christian Service Scholarships. This community service requirement is a part of the students quarterly Religion grade. Community service hours must be documented and handed in to the student's Religion teacher quarterly. 2 of the 5 service hours per quarter may be served in the home and/or family environment. The remaining 3 of 5 service hours should be completed within your community or parent-approved organization. There are many opportunities within the community to acquire community service hours. Please contact the parish office, school office, and/or your child's Religion teacher for ideas for community service, if necessary. *Volunteer opportunities may be impacted by COVID restrictions.

Sacramental Preparation: 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 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.

Sportsmanship & CYAA

All students are expected to engage in good sportsmanship all the time. 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 fall cross country meet for boys and girls grades 5-8, as well as a 2 week double elimination soccer tournament for boys and girls grades 7-8.

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

Scholastic: Students must receive no grade(s) lower than a "C-" and a behavior grade not lower than "satisfactory" to maintain eligibility. Student-Athlete eligibility will be reported to the Athletic Director by the student's homeroom teacher and then will be communicated to the parents by email. Student-Athlete grade checks will take place every two weeks from the start of practice for the duration of the season and will take place on Fridays. If a student receives a grade lower than a "C-" (no D's or no F's), he or she will be considered ineligible to play and will be suspended from all team activities until the next grade check (2 weeks). If the student-athlete continues to fall below eligibility standards, then the student-athlete's suspension will continue until the following academic grade check.

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

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

Attendance: Due to health and safety concerns, students must attend a full-day of school the day of a sporting 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 sports activity or extracurricular activity the day of the illness. Arrival at school after 11:00 a.m. constitutes a half-day absence.

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.

Sports Program- *Subject to change based on current COVID-19 prevention measures*

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 mini Soccer (7th/8th) and Cross Country (5th-8th) season (Fall/Winter)
- The sports physical and packet is due by the first practice.
- The sports fee is \$70.00/sport and is due by the first practice.

The ability to participate in the after-school sports program is a privilege and not a guaranteed right. Parents and participants must monitor the student's academic and behavior progress with the appropriate teacher(s) to ensure the student's eligibility.

Student-Athlete eligibility will be reported to the Athletic Director by the student's homeroom teacher and then will be communicated to the parents by email. Student-Athlete grade checks will take place every two weeks from the start of practice for the duration of the season and will take place on Fridays. If a student receives a grade lower than a "C-" (no D's or no F's), he or she will be considered ineligible to play and will be suspended from all team activities until the next grade check (2 weeks). If the student-athlete continues to fall below eligibility standards, then the student-athlete's suspension will continue until the following academic grade check.

If there is a game on that day, the players are allowed to play for that day ONLY. This will alleviate any last minute changes to teams and schedules. Any student who is deemed ineligible may not practice with the team and may not play in any games until eligibility has been reinstated. If a student continues to fall below eligibility standards, removal from the team will be STRONGLY considered after consultation with their teacher, coach, and parent/guardian. *The school administration is the final authority for any issues regarding a student's eligibility.*

Extracurricular Activities

Student Council: Running for Student Council is a privilege not a right. Student Council Officers run and are voted on at the end of each school year. Class representatives are determined by each homeroom at the beginning of each school year.

Representatives: Each homeroom in grades 4-8 will elect one student council representative. To be eligible and to retain positions, students must maintain a "C" average in all subjects for all quarters and model good behavior and Schoolwide Learning Expectations.

Officers: Students in the last quarter of grades 6 and 7 may run for Student Council officer positions. Eligibility to run for office is determined by the middle school faculty moderators, and the administration based upon academic and behavioral criteria. Students must have a “B” average with no grade lower than a “C” in every subject for all quarters, and model the Schoolwide Learning Expectations.

Removal of Officers: Officers who fail to meet the academic qualifications for office at the time of an extracurricular eligibility grade check will be inactive until their grades are brought up to a “B” average with no grade lower than a “C.” Once the grades meet the academic qualifications, the officer will return to active status, but will remain on probation through the end of the current quarter. If grades have not improved to the standard at the end of the quarter, as recorded on the report card, the officer will be permanently removed from office.

An officer who receives a behavior referral will be inactive for a period of two weeks. An officer with a second behavior referral will be permanently removed from office. An officer will also be permanently removed from office in cases of serious behavior infractions, even if there has been no previous behavior referral.

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.

Transfers

When students are being transferred 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.

Academics

St. Gregory Catholic School meets all Diocesan, state, North Central 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, Art, Music, English Language Arts, Mathematics, Physical Education, Science, and Social Studies.

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

- A full day Preschool/PreKindergarten
- A full day Kindergarten
- Student Council
- Title I assistance (for qualifying students)
- Counseling
- Before & After School Child Care
- Competitive sports programs for 5th-8th grades
- Academic Improvement Program

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 RenWeb school database and/or Google Classroom which allows parents to check on their children's academic progress, grades, homework and classroom information.

The school website www.stgphx.org will be our information hub. In addition, the school will publish periodic newsletters from the principal that is emailed home. We are currently working on developing Flocknotes, which would be another communication tool.

Open communication is encouraged. Appointments are recommended, as it guarantees the appropriate parties are present and can give parents their fullest attention. Please note that emails sent to teachers after late in the afternoons will 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 is the last resort or when deemed necessary/appropriate by the Principal.

RenWeb/FACTS

RenWeb is the school's database management system. Each parent/student must create a RenWeb account from which you can locate reports on your child's grades through internet access. All parent contact information must be updated (phone, address and emails) when there is a change.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled at the end of the first quarter. Conferences are also held during the third quarter of the school year, if needed. A parent 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 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 three times per year.

Grading Scale

St. Gregory Catholic School follows the Diocese of Phoenix suggested grade scale which is as follows:

94 – 100%	A	Excellent	E	Excellent
85 – 93%	B	Above Average	S	Satisfactory
75 – 84%	C	Average	I	Improving
65 – 74%	D	Below Average	N	Needs Improvement
0 – 64%	F	Failing	U	Unsatisfactory
			BGL	Below Grade Level

Additional Grade Marking Possibilities:

AA = Almost Always, P = Part of the Time, N = Not Yet, AP = Acceptable Progress,

X = Additional Time/Help Needed, NE = Not Evaluated at this time

Special Learning Needs

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, will assist the family in finding an appropriate learning environment that can address the student's needs.

Grades, Progress Reports and Report Cards

Grades are posted on RenWeb. 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-two students per homeroom class, per month, will be recognized as Spartan of the Month. Students in grades 3-8 are eligible for Honor Roll and receive recognition for effort, quarterly. Recognition will also be given to students Pre K – 8th grade for Perfect Attendance and Principal Award, quarterly.

Awards are given based on the following criteria:

Perfect Attendance:

Perfect attendance is defined as a student's presence in the class from 7:50am to 3:00pm. A student arriving at school late or leaving school early, regardless of reason, is unable to earn a perfect attendance award. Students leaving campus for special education services, as defined by administration, are not considered absent, and can earn the 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 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-no documented office referrals
6. Attendance-good daily attendance and no excessive tardies or absences

Principal's Award:

1. Meet the criteria for 1st or 2nd Honors.
2. Meets the criteria for Spartan of the Month.
3. Apply Catholic teachings to everyday life—Hope, Love & Compassion

SLE Awards:

Once a quarter, students from each homeroom will be chosen to receive an SLE award.

- 1st quarter will honor students who exemplify “Active Faith Follower of Christ.”
- 2nd quarter will honor students who exemplify “Critical Thinker.”
- 3rd quarter will honor students who exemplify “Self-disciplined Learner.”
- 4th quarter will honor students who exemplify “Effective Communicator.”

Students will be nominated by their homeroom teacher and approved by the principal. The qualities found on the SLE rubrics will serve as the guidelines for each quarter.

Virtue Awards:

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

President’s Award for Educational Excellence:

The purpose of this award is to recognize academic success in the classroom. To be eligible for the President’s Award for Educational Excellence, students at the elementary education level must earn a grade point average of 3.5 on a 4.0 scale, from 4th grade through the fall semester of 8th grade; to be awarded at eighth grade graduation.

8th Grade Graduation Awards

Academic Excellence Awards are given to students in the following categories: art, music, language arts, literature, mathematics, physical education, religion, science, social studies and two sportsmanship awards (boy & girl). One student per category is selected based on overall GPA in that particular category. A student may be disqualified from receiving an Academic Excellence Award if the student has not been a good example to other students (SLEs) and/or followed/embraced the mission of the school. Principal Award for Exceptional Achievement is awarded to two students, selected by the principal, who have been exceptional examples of promoting Christian values and pursuing excellence in education.

Academic Improvement Plan (AIP) for grades 5th thru 8th

A student may be recommended to attend the AIP by the administration or by a teacher if there is evidence that the student will benefit from and take advantage of the program to improve his/her grades. When a student is participating in the AIP, they are given the time, space, and resources to improve their academic performance. The AIP includes after school tutoring sessions, 4 days a week Monday thru Thursday from 3:15-4:00, with a host teacher. Students are to be picked up at the Osborn Gate no later than 4:00pm and will not be allowed to attend aftercare if they are not signed up. Students are to bring homework and other study materials to help them improve their grades. A student may not participate in any after-school enrichment activity (sports, yearbook, student council, etc.) while on AIP. A student will graduate from the AIP when during the next grading cycle (progress report or report card) the student must earn grades of “C” or higher in all academic areas. Any student (5th-8th grade) is eligible to attend the AIP with teacher recommendation and administration approval.

We will use a two week revolving schedule starting September 12th. Please see the schedule below:

Week 1

Monday	Tuesday	Wednesday	Thursday
Mrs. Ferguson RM 21	Ms. Lucero RM 12	Mrs. Gavina RM 16	Mrs. Navarro RM 18

Week 2

Monday	Tuesday	Wednesday	Thursday
Mrs. Gavina RM 16	Mrs. Baker RM 22	Ms. Gallas RM 10	Mrs. Waldman RM17

6-8 Honors Program

Students in the Honors program in 6th-8th grade must maintain a competitive grade point average and work ethic to remain in the Honors program. Students who do not maintain these expectations will be moved out of the honors program.

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 4.04)

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, in the teacher's judgment, retention is probable, documentation must be discussed with the principal and arrangements made for a conference with the parent.

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 is 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. The final decision for classroom placement is made in the best interests of all children in the learning environment.

Home Assignments

Homework is an integral 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 exercises is a privilege, not a right. Students may not participate in graduation activities until their educational, disciplinary, and financial obligations to the school are completely 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 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.

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 two goals of this discipline philosophy are to maintain safety and order within the community, and to identify, teach, and practice the skills necessary to be self-disciplined. 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 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. Administration is the final recourse in all disciplinary situations.

Schoolwide Rules

1. Respect yourself, others, and things

- Treat others how you want to be treated
- Live the Schoolwide Learning Expectations
- Respect teachers, classmates, and the Catholic culture of the school community
- Respect school and church property and the property of others
- Be honest at all times
- Assume responsibility for one's own actions
- Refrain from engaging in rumors and gossip
- Do not engage in inappropriate physical contact of any kind

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
- Do not drink beverages other than water in the classroom
- Be responsible for having parents sign all parent communications, including behavior reports

3. Follow school and classroom procedures

- Abide by all policies in the handbook
- Remain in supervised areas of school grounds during school hours
- Walk bikes on the school grounds and park in the designated area
- Eat and drink in designated areas and at designated times
- 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.

Discipline Cycle

STEP 1: Verbal reminder to student to correct behavior

STEP 2: Communication about behavior sent to parents via email/phone call to inform parents of the disciplinary concern. Parents may be asked to sign or indicate receipt of communication before the next day of school.

STEP 3: Upon the 3rd behavior event in a quarter, the student will receive a RenWeb Behavior Report which describes the disciplinary infraction(s), the SLE skills which need to be improved, and a student consequence (lunch detention, environment clean-up, warning to student and parent notification, administrative intervention, etc.) as determined by the teacher or administration. **Students must have the Behavior Report signed by parent/guardian before the next day of school and returned to the issuing teacher. Please note: Depending on the infraction, students may receive a Behavior Report immediately regardless of the number of Communication entries.**

Any student-athlete who receives a Behavior Report is automatically ineligible to play in their next game. If the game is on the same day that the student has received the Behavior Report, the student may play in that game, but must not play in the next scheduled game. The student should notify his/her coach that he/she cannot play in the next game.

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 expulsion from the school.

STEP 4: 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 five 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 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 expulsion and will be noted in the student file. Police will be called when necessary.

The principal has 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 5: Withdrawal: 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:

- 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
- Harassment
- 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

Expulsion

There are three general guidelines for consideration for expulsion:

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

Reasons for Expulsion

Conduct of any kind 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
- 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 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: The 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 withdrawal.

- Abusive behavior (verbal, physical, sexual) in tone or gesture toward a teacher, adult or students (threat, racial slur or put down, fight, bullying behavior, harassment, any physical aggressiveness, etc.)
- Possession, distribution, and/or use of drugs, alcohol, tobacco
- The use of the word “kill” at any time or in any manner is strictly prohibited. The police will 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
- Promoting or advertising (including drawings) drug use, gang activity, or signs affiliated with gangs
- Defacing school property
- Leaving campus during school hours without permission
- Repeated refusal to follow school guidelines

Disciplinary 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 expulsion.

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 (hugging, kissing, holding hands)
- 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
- Skip lunch without written parental permission
- 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, Ipads, 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
- Gum, candy, sunflower seeds

- Aerosol 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 withdrawal.

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 or while attending any school-sponsored functions (sports, dances, field trips, etc.).

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 choice 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. While we cannot police every violation that occurs off campus, and while STG will not be held legally responsible or financially liable for the behavior of our students off campus, the school's Code of Conduct will remain in effect at all times, when school is in session and when school is not in session, and students and student groups are expected to conduct themselves as representatives of the STG community at all times, whether on campus or off campus, and whether they are in uniform or not.

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.). In addition to that, however, 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 violates our Code of Conduct and if it directly impacts the school or has or may have a negative effect upon the school's 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 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, without regard to the pendency of any civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place.

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 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, harassment/hazing/bullying, unauthorized pictures, 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 expulsion.

Technology: Cell phones/Personal technology/Wearable technology

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 accommodation. If a parent feels it is absolutely necessary for the student to carry a cell phone, 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 administration and will be returned to the parent after school.

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 expulsion.

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 expulsion.

- **If a cell phone or other personal or wearable technology is confiscated a second time from the same student, the phone/watch/tech will not be given back to the parent until the end of the week. St. Gregory Catholic School/Parish or any of its employees are not responsible for any costs or monetary losses due to confiscation or any technological loss at school.**
- **All students and parents must sign the Acceptable Use Policy for Technology.** Students demonstrating consistent issues with the technology policy at St. Gregory Catholic School will have their continued enrollment reviewed.

Fidgets: St. Gregory Catholic School recognizes that some students with service plans need devices to help with focus and attention. These service plans are adapted from either a school assessment or doctor evaluation. Students who do not have appropriate documentation will not be permitted to use fidgets or toys that are labeled as such. An example of these are “pop-its”

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 and/or technology 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, 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 expelled 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 expulsion.

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,**

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:

1st offense: Behavior report, re-doing assignment w/ possible reduced/zero credit & disciplinary referral

2nd offense: Behavior report, re-doing assignment, zero 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.

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, a parent/student conference will take place to determine future action.

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 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.

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.

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 beginning early in the calendar year. All students currently enrolled in school will receive a form to declare whether or not he/she will register for the fall.

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. 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
- 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-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.

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 will successfully complete the Gesell Screening Instrument, before admission is granted. There is a fee of \$35.00 per child when the appointment for screening is made. This fee is payable before the instrument is administered.

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 Board 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 credits or ESA. 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. Sports fees are paid in the school office and must be paid before the child may participate in the sport. Parents are responsible for monitoring their FACTS account, knowing monthly payments due, and 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.

Tuition Payments

All families shall be expected to make tuition payments on a monthly basis or to pay in full by August 1st of each calendar year. 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.

- **Active Registered St. Gregory's Parishioner/Diocese of Phoenix Churches:** Families who are registered, active, and contributing 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. Active and contributing is defined as families who are officially registered in the parish for at least three months, support the parish through time, talent and/or almsgiving, and regularly participate in liturgy at St. Gregory Catholic Church. *The pastor may meet with parents/families to discuss what "active & contributing" means for each individual family.*

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. Parents may choose either the 10 month payment plan or to pay in full the first 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.

School families who miss a monthly 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.**

St. Gregory Catholic School recognizes that scholarships are awarded throughout the school year. However, St. Gregory Catholic School operates on a 12 month budget and even though payment on FACTS can be adjusted, partial payments are necessary monthly. We ask that families make monthly payments even if families are waiting on scholarships.

In addition, school families who are 45 days in arrears will meet with the Principal and school Finance Director 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.

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.

Non-Sufficient Funds (NSF) Checks: The school will assess a \$30.00 charge for any check returned for insufficient funds. Upon receipt of the 2nd NSF check the school will require money order payments only.

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.

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. **We require that all families apply to CEA to be considered for tuition assistance. 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.

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.**

8th grade students who owe tuition will not receive their diploma and high school admission will be affected. St. Gregory's will not forward records to Catholic high schools until all funds are paid. 8th grade tuition must be current by January 1 in order for transcripts to be released to high schools.

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.

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 are instituting 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: \$60
- 3rd-5th grade students: \$30
- K-2nd grade students: \$10

Scholarship funds 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 parent sign-in is required.

Volunteer Hours

Families sign an agreement, with the tuition contract, to contribute twenty (20) hours of volunteer service for the year. 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. *Requirement may vary depending on COVID restrictions

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 and more.

The record keeping for service hours is required to be input on RenWeb. Each time you volunteer you are asked to record the time in the Service Hour tab on RenWeb.

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

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

All volunteers must complete the Safe Environment/Called to Protect program before volunteering on campus. This program is offered through the Diocese of Phoenix. New parents to St. Gregory's must attend the Foundation class (in-person or online depending on COVID protocols). 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/>

Catholic Education Arizona (CEA)

Families and friends are encouraged to participate in the CEA 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.

Student Records

Transcripts

When a student transfers to another school, 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 to the principal.

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 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.

Confidentiality

With certain exceptions, any and all information regarding your child's and family's 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.

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.

Field Trips

Field trips may be possible during the 2022-23 school year, depending on current COVID-19 status and necessary prevention measures. Field trips vary for grades K-8.

School Deliveries

No deliveries of items such as food, flowers and/or balloons may be sent to the school for students because they are disruptive to the learning 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 secretary at 602-266-9527, 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 written permission of the teacher for reasons including, but not limited to, athletic schedule changes or other school related activities.

Use of School Grounds/Facilities

Use of a school classroom, other than during class time, needs to be approved by the Principal and the Parish Office Administrator. Please contact the Principal for more information.

Visitors

Visitors are permitted on campus to complete business in the front office, attend scheduled meetings with teachers, attend Morning Assembly when their student's class is leading assembly, 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, it is scheduled with the teacher and approved by administration. **Visitor permissions may be adjusted per CDC/Diocesan COVID guidance.**

Animals are not allowed on campus, before, during, or after school, except for educational purposes approved by the principal.

Sports Program- **Subject to change based on current COVID-19 prevention measures**

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 mini Soccer and Cross Country season (Fall/Winter)
- **The sports physical and packet is due by the first practice.**
- **The sports fee is \$70.00/sport and is due by the first practice.**

The ability to participate in the after-school sports program is a privilege and not a guaranteed right. Parents and participants must monitor the student's academic and behavior progress with the appropriate teacher(s) to ensure the student's eligibility.

Student athletes must maintain at least a "C-" or 75% grade point average in order to retain eligibility. Additionally, student athletes must receive no failing grades (F's) or behavior grade lower than "Satisfactory," to maintain eligibility. Students will be notified of their ineligibility status on Grade Check day, which is every two weeks, after the start of games. Grade checks will be on a Friday. If students can submit missing or unsatisfying work by the following Monday, they will receive immediate dismissal from ineligibility. If it is not possible, they will be on the ineligibility list for 2 weeks.

Student athletes who become ineligible will remain so until the next grade check (2-week period). Ineligibility becomes effective the next day immediately following the issuance of grades. If there is a game on that day, the players are allowed to play for that day **ONLY**. This will alleviate any last minute changes to teams and schedules. Any student who is deemed ineligible may not practice with the team and may not play in any games until eligibility has been reinstated. If a student continues to receive a grade in a core subject below "C-" or 75%, they will be removed from the team after consultation with their teacher, coach, and parent/guardian. **The school administration is the final authority for any issues regarding a student's eligibility.**

Safety Drills

Fire drills are held on a monthly basis. Lockdown drills are practiced with the students quarterly. Students are monitored to ensure all safety rules are followed. In the case of an evacuation of the school, students will walk to the church. In the case of an evacuation of the entire St. Gregory campus, students will walk to Phoenix Christian on 18th Avenue and Indian School or Metro Tech at 19th Avenue and Thomas. 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 crisis management. Crisis plans are available in every classroom.

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)

“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
2022-2023 Handbook
Student-Parent Contract

Digital Signature Sheet - Student/Parent Handbook

Please sign & submit Digital Acknowledgement Form attached to this email.

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. **Please complete & submit the digital acknowledgement form by Wednesday, August 24, 2022.** By signing, you are agreeing to:

Student Responsibilities

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

Parent Responsibilities

1. Support and respect administration, faculty, staff and abide by the Student-Parent Handbook
2. Be supportive of decisions made by the administration and teachers concerning students' academic success and conduct
3. Be supportive of decisions made by the administration and teachers concerning all COVID-19 protocols
4. Participate in our school community by attending Mass, volunteering your time and talents
5. Ensure student safety by abiding by established drop-off/pick-up rules
6. Ensure students arrive to school on time and are picked up from school and/or activities at the appropriate time
7. Monitor student's study habits and assignments
8. Encourage the Schoolwide Learning Expectations
9. Maintain a current tuition/fee balance

My acknowledgment and submission of the Digital Acknowledgement Form indicates that I agree to abide by the guidelines and rules in the Student-Teacher Handbook.