

Parent-Student Handbook

2010-2011



*“United in Spirit through Faith in God and
Academic Excellence”*

St. Gregory the Great Catholic School

Parent-Student Handbook

2010-11

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St. Gregory the Great Catholic School

700 Dewhurst Road
San Antonio, Texas 78213
(210) 342-0281
Fax (210) 308-7177
www.stgregorys.net

SCHOOL MOTTO

United in Spirit through Faith in God and Academic Excellence

MISSION STATEMENT

We, the faith community of St. Gregory the Great Catholic School, in keeping with the Catholic Tradition, nurture in our children and one another, spiritual, personal and academic growth through prayer and Christ-like service.

PHILOSOPHY

St. Gregory the Great Catholic School endorses its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accordance with Catholic values. This commitment extends to building Christian community and to fostering Christian service.

We endeavor to promote the development of each child according to his/her spiritual growth and intellectual aptitude. As a Christian community, we take a personal interest in each student's emotional needs, physical needs and cultural background. We partner with the family in the education and formation of the whole child.

Dedicated To A Vision

Archdiocese of San Antonio

“Share The Spirit!” The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus the Christ. His news is one of challenge, love and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We commit to provide inspiring active learning and quality education so that all students Share The Spirit of Catholic Education.

This Vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of San Antonio as we move into the Third Christian Millennium. They are:

Foster A Catholic Identity

We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.

Invest In Community Building

We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education

We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.

Encourage Moral Formation

We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families

We recognize the family as the basic faith community in which all members share as active participants of the parish community.

Support Parish Life

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

Share Governance

We seek support and participation from those who share a common vision, mission, and philosophy.

Seek Equitable Distribution

We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.

OBJECTIVES

In the practical application of this philosophy we, the teachers of St. Gregory's School, working with the home and the Church, endeavor to provide children with the experiences which will develop a character equal to the responsibilities of fundamental Christian living in the American democratic society. We shall attempt to accomplish this ideal objective:

- By providing the child with the firm foundation in the truth of his/her faith and in appreciation of the dignity of the human being, so that he/she may become a worthy citizen of this world and the next.
- By creating in the child a desire to excel mentally, morally, and physically according to his/her potential.
- By making advantageous use of such cultural resources and educational agencies as are available in the local community.
- By preparing the child academically and spiritually for a successful future.

ACCREDITATION

St. Gregory's School is fully accredited by the Texas Catholic Conference (TCC). The Texas Catholic Conference is a federation of all Roman Catholic dioceses with cities located in the state of Texas. The Superintendents' Department of the Division of Education of the TCC is directly concerned with the schools. The Superintendents meet periodically to discuss common issues and make recommendations to the Bishops. They are assisted by the Education Director of the Texas Catholic Conference Education Department (TCCED) who is also the official representative of the dioceses in their relations with the Texas Education Agency (TEA). The TCCED coordinates and supervises the accreditation of all Catholic schools in the State of Texas by the Texas Catholic Conference Accreditation Commission.

ADMISSION POLICY

ADMISSION OF STUDENTS (4101) - Catholic Schools are open to all students regardless of race or ethnic background, but preference must be given to students of the Catholic faith.

ADMISSION REQUIREMENTS (4102) - Parents who seek a Catholic education for their child enter into a contractual agreement between the parent/student and the school and the rules of the school governing all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school. Explicit rules and regulations are included in this Parent-Student Handbook and various school communications. **All new students including siblings of current students must follow the admission requirements.**

Before a student is admitted, the following records are required:

1. Birth record
2. Baptismal certificate
3. Health record
 - a. Immunization data
 - b. Illness record
 - c. Signed Health Questionnaire
4. Official transcript if applicable
5. Grades kindergarten through eighth must submit a completed application, teacher referral, copy of the last report card and standardized test scores. Once the completed application is received, testing will be scheduled and a non-refundable fee of \$25.00 per child will be collected.

Admission for students transferring to St. Gregory the Great in grades Pre-K 4 to 8 may include a conference with the Principal but must include a valid report card or transcript and standardized test scores from the previous school attended. Acceptance will be dependent on evaluation by the administration. Consideration will be given to past performance of the student, (i.e., academic achievement, conduct, payment of financial obligations to previous schools, etc.). The nature of education in the Catholic school setting calls for a holistic growth process involving every aspect of human knowledge, understanding, belief and learning.

Every student entering St. Gregory the Great School for initial enrollment is on probationary status for one year. The principal may, at her discretion, remove a student from probation or extend a probation period.

AGE REQUIREMENTS (4102):

- A child should be three (3) years of age on or before September 1 to be admitted into the 3K program.
Note: A child must be potty trained for the Pre-K 3 program.
- A child should be four (4) years of age on or before September 1 to be admitted into the 4K program.
- A child should be five (5) years of age on or before September 1 to be admitted into the Kindergarten program.
- A child should be six (6) years of age on or before September 1 to be admitted into the first grade. Exceptions may be made in the case of a child who has completed kindergarten in a different state where the entering age is lower, provided there is a written statement from the kindergarten teacher that the child is ready for first grade.

CATHOLIC SCHOOL STUDENTS (4001) - A Catholic School exists primarily for the Catholic student. In schools where room and facilities permit, students of other faiths or traditions may be admitted according to state priorities issued by the local School Council. Preference for Admission:

1. Siblings of Current Students (must follow the new student procedure)
2. Children of Registered In-Parish Families
3. Children of Out-of-Parish Families
4. Children of other faiths or traditions

NON-DISCRIMINATION (4002) - The schools of the Archdiocese admit students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin or gender.

TRANSFERS WITHIN THE ARCHDIOCESE (4501) - The transfer of a student from one Catholic School to another within the Archdiocese can occur only after consultation between the principals of the two schools involved.

TRANSFERS FROM FOREIGN SCHOOLS (4502) - The Principal of the school in which the student is enrolling must determine placement of students transferring from foreign schools.

TRANSFERS FROM PUBLIC AND OTHER NON-PUBLIC SCHOOLS (4503) Placement of students transferring from public and other state approved nonpublic schools is the decision of the Principal based on testing, observation and other means to indicate if it might be in the best interest of the student, and the placement is agreeable to both parents and Principal.

TRANSFERS FROM ANOTHER CATHOLIC SCHOOL (4504) - When a student transfers from a Catholic School, a copy of the permanent record card and the original health record shall be sent to the receiving school when that school applies directly by mail to the sending school. These records will be released without an on site parent's signature, because it is assumed that the receiving school has that signature on file. All special education or psychological test results, which are to be released to a receiving school, must include a parent's release of that information. The student's permanent record card is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

TRANSFERS INTO EIGHTH GRADE - In view of this process, acceptance of students entering into the existing year of eighth grade will be made on an individual basis. Acceptance may be based upon relocation to the area either from out of state or from outside the region or if there is a mutual agreement between the transferring principal and SGS principal.

TRANSFERS TO OR FROM HOME SCHOOLING (4505):

Students entering St. Gregory's from another school or home schooling will be tested in reading and mathematics to determine proper grade placement. Students in grades kindergarten through 8 must present at the time of registration a copy of the following certificates:

1. Official Birth Certificate
2. Baptismal certificate
3. Immunization records
4. Official cumulative record or transcript of previous grade
5. Completed Archdiocesan transfer form (if applicable)

EMERGENCY INFORMATION CARD (4510) - Parents must fill out an Emergency Information Card. This card contains pertinent information in case of an accident or illness. **Parents must send emergency card information changes throughout the school year as they occur.**

ADMISSION OF STUDENTS WITH SPECIAL NEEDS (4103) - The policy of the Archdiocese is that schools will, if able, provide students with special needs with the opportunity for a Catholic education. Should a family apply to a school that is not capable of providing the necessary facilities or services, they will be referred to other schools and programs which have the ability to effectively serve their needs.

TUITION POLICY

All families will pay tuition in accordance with the schedule of rates adopted by the School Council for the year of attendance. No reduction or abatement of tuition will be granted by any individual, group or organization, without that individual or body providing for the payment of such tuition to St. Gregory the Great School. The St. Gregory's School Council following review of the proposed budget for the upcoming year sets tuition and fee rates annually. Tuition rates for "In Parish" and "Out of Parish" families vary, with "In Parish" families paying a reduced rate. An "In Parish" family is any family that is registered as a parishioner at St. Gregory's Church (or any other church that subsidizes the tuition of its parishioners) who also contributes an average of \$30.00 per month (\$360.00 per calendar year) through envelope donations. This definition of an "In Parish" family must be met for a full calendar year prior to registration at St. Gregory's School. Eligibility based on donation status will be verified at the time of registration. Families who do not meet the requirements for "In Parish" status will be registered as "Out of Parish" and pay the higher tuition rate. Any family who registers as "In Parish" but subsequently becomes delinquent in parish donations will immediately be assigned "Out of Parish" status and will be billed retroactively for the higher tuition rate.

In accordance with the Five Year Strategic Plan mandates, the billing of tuition and fees will be outsourced beginning with the 2010-2011 school year. SMART Tuition has been chosen as the billing provider after researching four different companies. All families must enroll with SMART Tuition regardless of the tuition plan or employee status. Families will have the option of having invoices mailed to them or authorizing automatic payment. The enrollment fee for the 2010-2011 school year will be absorbed by St. Gregory the Great Catholic School.

REGISTRATION/OTHER FEES (5404) - The registration fee is used to reserve a place for the student. The School Council shall determine the amount of the registration fee. The *registration fee is nonrefundable*. The registration fee may not be transferred from one Catholic School to another unless the principals of the two Catholic Schools involved in the transfer agree to special arrangements because of the financial needs of the family involved. At the time of registration, standard fees are applied to each student in addition to annual tuition. Each student registered will be assessed an Annual General Fee which is comprised of the following:

- Textbook Fee
- Assessment Fee (nonrefundable for K-8)
- Archdiocesan Insurance Fee (nonrefundable)
- Archdiocesan Student Assessment Fee (nonrefundable)
- Technology Fee

Other fees include:

- PTC Membership Fee (nonrefundable) - Assessed per family, not per student basis. The Registration and PTC Membership Fees must be submitted with the registration application. The remaining fees must be paid in full before June 1 preceding the start of the school year.
- Fundraising fee per child due by Aug 1
- Graduation Fee (8th grade only)

St. Gregory the Great School relies on prompt and complete payment of tuition and fees in order to meet its financial obligations. **No registration will be accepted for an upcoming school year unless ALL tuition and school related fees from the prior year are paid in full at the time of registration.** When registering their children for school, each family is required to sign a contract agreeing to pay their annual balance in full in accordance with the terms of the contract. Payment options are as follows:

Option A - PREPAYMENT. Full annual tuition must be paid no later than July 31st. A discount of 5% of the tuition, excluding fees, will be allowed for selection of this option. If a family registers after July 31st, all tuition and fees must be paid at the time of registration in order to qualify for the discount.

Option B - 10 MONTH PAYMENT. Total annual tuition will be paid in 10 monthly installments beginning in July prior to the school year and running through April of the following year. Any family registering after July 10th who desires this option must bring all payments up to date at the time of registration.

Option C - 12 MONTH PAYMENT. Total annual tuition will be paid in 12 monthly installments beginning in May prior to the school year and running through April of the following year. Any family registering after May 10th who desires this option must bring all payments up to date at the time of registration.

Option D – SEMESTER PAYMENT. Total annual tuition will be divided in half with the fall semester payment due on August 1st and the spring semester due on January 1st of the following year. No discounts off tuition will be given with the semester option.

Proposed alternative payment schedules must be submitted in writing to the Financial Coordinator or Principal for approval.

All tuition and Before/After School payments are due on the 1st of each month. Any payment received after the 5th will be assessed a \$35.00 late fee. Any non-sufficient fund (NSF) check received will be assessed a \$35.00 handling fee in addition to the late fee. Submission of one NSF check in any school year requires further payments by cash or money order only. No postdated checks are accepted.

AUTOMATIC TUITION WITHDRAWAL (ATW) – In order to ensure timely receipt of tuition, St. Gregory the Great School has instituted a program whereby the school will draft from a checking or savings account the payment that is due. This program is optional for families that are in good financial standing with the school. It will, however, be mandatory for a family that has been delinquent in the previous school year or becomes past due twice in the current school year. If the automatic tuition payment is returned by the designated bank, a \$35.00 non-sufficient fund (NSF) fee **and** a \$35.00 late fee will be assessed. If a second automatic tuition payment is returned, the remaining semester tuition must be paid in full for the student to remain enrolled. Failure to remit the remaining semester tuition will result in the student being withdrawn from St. Gregory the Great.

Families who choose to have their tuition/after school care payments automatically withdrawn will have the option of designating their checking or savings account at no additional charge. SMART Tuition does accept MasterCard, Discover, and American Express as payment options. However, there is a fee associated with credit card/debit card payments due to the 2.5% the credit card companies charge for processing the transactions.

Progress reports and report cards will not be issued to any child whose tuition and fees are not up-to-date on the day progress reports or report cards are to be distributed. At the end of the school year, St. Gregory's School will withhold all report cards and school transcript records until all tuition and fees are paid in full.

Any 8th grade student who is not current in tuition will not be allowed to participate in the graduation exercises or receive his/her diploma. All accounts for the family must have a zero (0) balance.

TUITION ASSISTANCE (5403) - In the event that a family experiences financial difficulties, any special tuition arrangements must be made through the Tuition Office with the Financial Coordinator and Principal. Information may be obtained concerning the Archbishop's Crisis Fund Program, Volunteer Association Scholarship Programs, and any other means of financial assistance available.

The Archdiocese of San Antonio has established the Hope for the Future Scholarship Fund to assist families with the cost of school tuition. For information on eligibility and application process please visit the website <http://hopeforfuture.org>.

TUITION REFUNDS - The Tuition Office will give tuition refunds as part of the withdrawal process when a family leaves St. Gregory School. Tuition must be current or in the case of overpayment, a refund will be granted.

STUDENT INSURANCE (4808) – According to Archdiocesan policy, each school must carry the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment is part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic coverage. Claim forms may be obtained in the school office.

FUNDRAISING ACTIVITIES/FEE

In lieu of conducting multiple fundraisers during the school year, it is the policy of St. Gregory the Great School to have one fundraising fee. The fee for the 2010-11 school will be **\$80.00 per child** due by August 1st. All families will also be expected to participate in and support the annual church/school Fiesta de la Familia Springfest in April. This special fundraising activity not only raises funds for school initiatives and projects but it also builds fellowship and community.

FAMILY VOLUNTEER PROGRAM

Volunteerism is vital to the success of the St. Gregory's School community. Therefore, every parent of a St. Gregory's student is required to donate ten hours of volunteer time each year or compensate the school monetarily as mandated in the payment contract. Many volunteer activities are acceptable. Examples include but are not limited to, participation in organized events and activities involving the students directly, including attending field trips, assisting teachers with class projects, organizing class parties or other activities, and presenting career day speeches. Volunteer credit will also be awarded to parents who attend PTC and School Council meetings, and serve as Sponsor Families for Charger Connection.

Each family is required to work a minimum of 1 hour for both of the following events: Halloween Festival and Fiesta de la Familia. A criminal background check must be cleared before volunteering. Each parent is responsible for documenting his or her volunteer time on a regular basis. The PTC is responsible for monitoring the volunteer hours.

Failure to accumulate ten hours of volunteer time for each parent will result in an additional \$50.00 fee per parent payable to the school no later than June 1st. Report cards and school records will not be released if the fee is outstanding.

STUDENT RECORDS

RELEASE OF RECORDS (4404) - All materials in the student's file shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday. (Family Educational Rights and Privacy Act, 1974) A non-custodial parent may also have the right of access to the student's educational records. In this case, St. Gregory's will delete all references in the records to the place of residence of the custodian of the student before releasing copies of the records. (Amendment of Texas Family Code, Section 14.04, 1983)

ACCESS TO RECORDS (4405) - In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by the parents or students should be included in the record. Any parent wishing to review records must notify the school office in writing at least 24 hours in advance.

NON-CUSTODIAL PARENTS (4406) - St. Gregory's School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. We ask that all divorced parents provide the school with a

copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child is to be released to the non-custodial parent.

REQUEST FOR RECORDS (4407) - Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to the sending school. A copy of the student's permanent record card and the original health records shall be transferred. These records will be released without an on site parent's signature, since it is assumed that the receiving school has that signature on file. All special education or psychological test results that are to be released to a receiving school must include a parent's signed release of that information. Records will be released only when any outstanding financial debt owed to St. Gregory's School by the parents has been liquidated. Such debt includes outstanding tuition and fees, as well as unreturned school property. Any student that is not cleared of obligations to St. Gregory School will not be able to enroll in another Catholic School in the Archdiocese until all debts are cleared. In addition, no personal, official copy of either permanent record card or health record can be given to any individual except in the circumstance of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

ATTENDANCE POLICIES

The school day for all students, pre-kinder through eighth grade, begins at **8:00** a.m. Students who arrive prior to 7:45 must go to the Before-School Program in the cafeteria. Students may attend the Before-School Program from 7:30 to 7:45 at no charge. Dismissal times are as follows:

- Pre-K 3, Pre-K 4 and kindergarten 3:00
- Grades 1-3 3:10
- Grades 4 & 5 3:20
- Grades 6-8 3:30

The Texas Education Code (TEC) 25.085 requires students to attend school each school day. The TEC allows for students to be excused for any cause acceptable to the teacher, principal, or superintendent. Acceptable reasons for granting excused absences include personal illness, sickness or death in the family, quarantine, and any other reason acceptable to the administration. Students who leave campus during the school day must be signed out by a parent/guardian. Likewise, if a student returns to campus within the same school day, the parent/guardian must sign the student back in at the office.

ABSENCES – If a student is absent the parent/guardian must notify the **attendance clerk** by 8:30 a.m. If **NO** notification is received by 8:30 a.m, the attendance clerk will make an attempt to reach the parent/guardian by phone to verify the absence. Otherwise the student may be considered truant. **CURRENT PHONE NUMBERS MUST BE ON FILE IN THE SCHOOL OFFICE AT ALL TIMES.**

Texas State Law and St. Gregory's require that a student attend 90% of the teaching days per school year or be required to repeat the grade. Therefore, **eighteen (18) absences may result in the student being retained.** When a student has accrued 9 absences, the parent/guardian will be contacted by the vice principal.

Written reasons for absences are required on the day the child returns to school. Absences will be excused with 1) a doctor's note 2) notice of death of a family member 3) events approved by administration. Please submit these to the student's teacher; the teacher will keep it in the student's personal file for appropriate documentation. If a child is absent 3 or more days and returns without a doctor's note, parent/guardian must consult with administration before the student is allowed to enter class.

- Each student has the responsibility to make up work and/or tests that are missed due to absences. The student must take the initiative to meet with the teachers and schedule a time to make up the work.
- Students will be allowed a reasonable amount of time to make up the work, and the due dates are to be coordinated with each teacher during the first week back. The ordinary guide to time allowed for make up work is one day for each day absent.
- If an assignment, a long-term project, or a test was assigned during the absence, it will be due as scheduled or on the first day back, whichever is later. The teacher may approve exceptions.

- Upon parental request, homework for an absent student may be picked up at the front office after dismissal or sent home with a sibling or designated student. Parents may also request that homework be sent to the After-Care office for after hours pick up. This request for homework must be made before **9:00 a.m.** on the day it is to be picked up.
- Assignments for excused absences for one or two days may be requested from the teacher when the student returns to school.
- **All family vacation plans should be coordinated with the school calendar so children can benefit from the 180 days of schooling, barring illness. Exceptions to this must be under extraordinary circumstances and approved in advance by the administration. Teachers are not obligated to prepare work in advance to give to the student.**

TARDINESS – Prompt arrival at school is expected of all students. A student who arrives after **8:00 a.m.** is tardy and must obtain a tardy slip from the school office to enter the classroom. Tardiness is disruptive to the student, teacher, and the other members of the class. The following consequences will be issued:

- Tardies will be documented on the student’s report card.
- On the eleventh tardy during the school year a fine of \$30.00 will be added to the tuition bill.
- Twenty or more tardies will require a family support team meeting with the school counselor and an administrator as well as a fine of \$10.00 for each tardy there after.

HALF-DAY ATTENDANCE - A student arriving after 10:00 a.m. or leaving before 2:00 p.m. is marked absent for half a day. Any student who is absent a half-day or more on the day of a planned extracurricular activity or event may not participate without permission from the administration.

ON-TIME CLUB - This is a monthly club comprised of children who arrive on time every day of a given month. The names are put into a drawing for a prize.

LATE (TARDY) TO CLASS - All students are expected to move quickly and quietly when changing classes. Upper-unit students who arrive late to individual classes without an authorized excuse will be subject to a signature on their “Conduct/Responsibility Sheet” in their Assignment Book.

SPECIAL SCHOOL EVENT; SIBLING ATTENDANCE - During a special school event, i.e. play, awards, graduation, if a parent or guardian wishes for a sibling to be present, the parent must sign the child out in the front office; office personnel will call for the student. The student should return to class as soon as the event is over. The parent is responsible for notifying the school office that the child is returning to the classroom.

TRUANCY - A student who is absent from school without the consent of his/her parent/guardian is truant. Truant behavior is unexcused, and a parent or guardian must accompany the student before being readmitted to school.

ATTENDANCE AWARDS - Any student who has no absences and no more than 1 tardy will be given an attendance award. The awards are given on a quarterly basis. A student who has received a Perfect Attendance Award for each nine-week period will receive an all-year Perfect Attendance Award.

SCHOOL CALENDAR

The Catholic Schools Office publishes an annual school calendar that governs Catholic schools in the diocese of San Antonio. Catholic schools may deviate from this calendar because of local public school schedules or for other reasons. All schools must have 180 teaching days plus 10 in-service days for teachers. According to the Archdiocesan school calendar, there are five (5) in-service days during orientation (opening of school), one (1) Archdiocesan-wide in-service day, and six (6) days or forty-two (42) clock hours of additional in-service days throughout the year.

During inclement weather, the practice of the local public school district will ordinarily be followed except on certain occasions when the Archdiocesan Superintendent must respond to special situations. Days lost because of inclement weather must be made up in one of the following ways:

1. holding classes on a scheduled holiday
2. lengthening the school term
3. adding extra time to the teaching day for a specified period of time

DAILY SCHEDULE

SCHOOL SCHEDULE - A school day is seven hours in length and a minimum of six hours, which must be instructional time. Any time set-aside for lunch, recess, etc. will be in addition to this minimum instructional time. Reduction of the amount of instruction time in the regular school day, apart from the approved calendar, shall be only for serious reasons and requires the prior approval of the Archdiocesan Superintendent. Class schedules are planned according to the time allotments specified by the TCCED.

7:45 a.m.	Bell rings - Classrooms open
8:00 a.m.	Tardy Bell
	Morning Prayer/Classes Begin
10:35 a.m. - 12:57 p.m.	Student Lunch Periods
3:00 p.m.	PK (3), PK (4), Kindergarten dismissal
3:10 p.m.	Grades 1-3 dismissal
3:30 p.m.	Grades 4&5 dismissal
3:30 p.m.	Grades 6-8 dismissal (change for homeroom, 3:22)

All students are to be off the campus no later than 20 minutes after dismissal. This also applies to early dismissal days. Any student on campus 20 minutes after dismissal will be sent to the After-School Program and a \$10.00 drop-in fee will be charged. (See Before/After School Program)

Note: Following school dismissal, the playgrounds are for the exclusive use of the After-School Program until 6:00 p.m. Students attending athletic events are to remain in the gym during the games and not use the playground equipment. This also holds for students remaining after school for other extracurricular activities.

EARLY WITHDRAWAL - Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification is kept in the school office or the health office. Students may only be released through the sign-out procedure in the school office. Once at school and for reasons other than illness, no student may leave the school premises without a written note from the parent or guardian. Only parents or guardians, or persons authorized in writing by the parents or guardians (designated person), may remove a child from the campus. Any student present for at least two hours of instruction in the morning or the afternoon will be given credit for a half day of instruction.

Parents who need to pick up a student during the school day should send an explanatory note at the beginning of the day with the student stating the time the student will be leaving and if the student will be returning for the day. The parent or designated person must sign the student out in the school office. Students in grades 1–8 will be called to the school office once the parent/designated person has arrived and signed the student out. **A student will not be released from school during school hours into the custody of any person other than those listed on the *Emergency Information Card* for the student. Identification of the person to whom the student is released must be verified.** Students are not allowed to miss class to wait for the parent/designated person. Only students in the Early Childhood building may be picked up by the parent/designated person at the classroom. Should the student return to school after an appointment or other valid reason, the student must be signed back into school at the school office.

APPOINTMENTS - Medical and dental appointments should be scheduled around school hours. If this is not possible, a parent or guardian must send a note to the teacher on the morning of the appointment stating the time the student will be picked up. A parent/guardian must sign the student out in the school office.

EARLY DISMISSALS - St. Gregory the Great School will have early dismissals throughout the year for the purposes of faculty meetings, parent conferences and early holiday dismissals. Please refer to the school calendar for these early dismissal dates and make special arrangements to pick up your child(ren) at that time. On early dismissal days, twenty minutes after dismissal, all unsupervised children will be taken to the After-School Program facility where the After-School staff will provide supervision. All students who are sent to the After-School Program will be billed on their next tuition invoice. There are three early dismissal days with no After-School care provided: the first day of school, the last day of school before the Christmas holiday and the last day of school.

Early Release Dismissal times:

Pre-K3-3rd: 12:10, 4th-5th: 12:20, 6th-8th:12:30

EMERGENCY DISMISSAL/SCHOOL CLOSURE - In case of inclement weather, San Antonio television and radio stations broadcast the status of the school day. St. Gregory the Great School follows the same status as Northeast Independent School District (NEISD) for cancellation. Because St. Gregory School does not have a bus transportation system, the school will open at the regular time, even if NEISD has a delayed opening. The SGS website will be updated to provide current information regarding school schedule changes due to inclement weather or other extraordinary circumstances.

RELEASE OF STUDENTS TO POLICE (4304) - The following procedures must be observed when students are released to police.

1. Ask for identification to verify that the person is a police officer. The officer is not required to present a warrant to speak with a student, but will be required to wait until parents are notified and given reasonable time to come to school.
2. Contact and ask the parents or guardians to come to the school to be present with the student during the interview. If a parent or guardian cannot come to school, the Principal or his or her designee will sit in for the interview in loco parentis.
3. A warrant for arrest must be presented by a police officer before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus, or while the police officer is present, the Principal will contact the parent or guardian to come to the school.
4. If the parent or guardian cannot come, the Principal or designee will accompany the student to the police station.
5. The Principal or designee will contact the Superintendent immediately if a student is arrested.

SCHOOL VISITORS ON A NON-SPECIAL EVENT DAY

For the protection and safety of our students, any parent or other adult family member who wishes to observe or visit a classroom (does not refer to lunch visits) is required to call the school office at least 24 hours in advance of the visit to make appropriate arrangements. Any visitor to the school who wishes to visit may do so as an *observer* only not a participant in any activity unless otherwise invited by the teacher/s.

An observer may not interfere with the instruction or distract the children from the teacher. An observer may not interact with children other than his/her own and may not take pictures/video of other children anywhere on campus barring a special event when all parents are invited.

A parent/guardian or other family member wishing to have lunch with a child is invited to do so but must sit with his/her child only; other children may not join them.

All visitors must sign in at the school office and obtain a Visitor's Pass.

EIGHTH GRADE HIGH SCHOOL VISITS

Two half days or one whole day will be excused for 8th graders to visit the **Catholic** High Schools of their choice. In order to be excused the following must be followed:

- The visits must be scheduled between September 10 and the Christmas holiday.
- The scheduled date/s must be coordinated with the St. Gregory School teachers to avoid important due dates and/or tests; the student must take the initiative to make up all the work missed either before or immediately after the absence.
- Written notice of the request must be submitted to the St. Gregory School administration for approval at least **three days** prior to the visit.
- Upon the student's return, written verification must be received from the high school/s of the date and time of the visit; the high schools will gladly provide this verification.

MEDICATION POLICY (4802)

Every student enrolled at St. Gregory's School will be required to have an Emergency Card on file in the school office. This card will contain information on persons to be notified in case of emergency, family physicians, etc. Parents must update emergency information changes throughout the school year as they occur.

Children with special medical conditions that prevent participation in any school activity will be excused from that activity upon request, in writing, from a doctor.

If a child does not feel well in the morning, parents are **NOT** to send the child to school. The child must be fever free **without medication** for 24 hours before returning to school. If a child has a temperature of 99.9 degrees or above, the child should be kept at home.

The St. Gregory's School Health Care Coordinator is the designated person on campus to dispense medication during school hours, **upon written request, from the parent/guardian and physician. All medication must be brought directly to the Health Care Coordinator's office by the parent(s). No medication will be kept in the classroom or on the child's person, nor may the child give himself/herself medication. The only exception is that, by physician direction, a student may be allowed to carry and self-administer inhaler medication.**

In the event of a field trip or extracurricular activity, if the student must have his/her medication, the parent will be required to accompany the student in order to provide the medication.

Only prescription medication may be given at school, and only from the original pharmacy-labeled container. No medication received in an envelope, foil, or mislabeled container will be given. No non-prescription medication (aspirin, Tylenol, cough drops, antihistamines, home remedies) is permitted. Physician's samples may be given only if a doctor's note accompanies the medication.

Parents are allowed to personally administer prescription and/or non-prescription medication to their children in the Health Care Coordinator's Office.

All medication, including prescription, to be administered at school must be accompanied by a signed *Medication Permission Request Form*, available in the Health Care Coordinator's office. The name on the medication (bottle, inhaler, etc.) must match the name on the *Medication Permission Request Form*. A copy of this form is included in the appendix of this *Handbook* and may be reproduced as necessary.

To avoid the possibility of loss or breakage of medication containers, it is requested that the pharmacy provide a small container for medication to be brought to school. Parents must bring and pick up all medicine that will be given at school. Medications will not be administered if parents and the physician do not sign a medication permission form. **No exceptions will be made.**

Directions on medication bottles, boxes will be followed (example: Twice a day). Meds are given at home, not at school, unless the Doctor specifies a specific time for the medication to be administered. Inhalers will also be given according to directions on prescriptions (example: 2 puffs as needed every 4-6 hours). All instructions are to be followed unless the Doctor sends a note to change the instructions.

The following table indicates exclusion guidelines the Health Care Coordinator follows to exclude students from school. The policy is strictly enforced.

HEALTH GUIDELINES FOR EXCLUDING STUDENTS FROM SCHOOL

Texas Catholic Conference Education Department

Exclusion Guidelines	Return to School Guidelines
Oral Temperatures of 99.9 degrees or above	Fever free for 24 hours (without medication)
Vomiting, nausea or severe abdominal pain	Symptom free
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free

Red, inflamed, or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and physician diagnosed as non-infectious
Earache	Symptom free
Pediculosis (head lice)	Nit free
Other symptoms suggestive of acute illness	Written physician release

When a parent/guardian is called to pick up a child that is sick, it is respectfully requested that the child be picked up from school AS SOON AS POSSIBLE.

HEALTH POLICY

Health File (4403) - A health file will be maintained on each student which will include a record of immunization, vision, hearing, scoliosis and Acanthosis Nigricans screenings, pertinent medical information and doctor’s name. Health records are treated as confidential. They are available to the Principal, Health Care Coordinator, and the professional staff. The student’s original Health Record is given to the receiving school when the student transfers to another school. A copy of the Health Record is kept as part of the permanent record.

Each student will be required to show proof of current immunization records in accordance with Texas State law (4801A). Students needing up-dated immunization will be notified by the Health Care Coordinator and be given a specific time limit to obtain the needed immunization. Failure to obtain the immunization may result in temporary withdrawal from school until such time as proof of the immunization needed is presented to the Health Care Coordinator. As mandated by the State of Texas, the following screenings will occur during the school year:

- Hearing and vision screening will be conducted annually for all students in Grades Pre-K - 8.
- Students in Grades 5 - 8 will be screened annually for scoliosis.
- Students in Grades 1, 3, 5, and 7 will be screened for Acanthosis Nigricans.
- Students in Grades PK-K - 8 will be measured for height and weight each year.
- A health record will be maintained on each student in all grades.

In accordance with Texas State law, there is an exemption of immunization for medical reasons (4801B). Exclusion will be considered if a parent/guardian presents a written request to the school principal with the appropriate documentation. The principal, in consultation with the local school administration, will make the final decision.

In accordance with state law, the parent/guardian must present a statement signed by the child’s physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician’s opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the child will be vaccinated as soon as the medical condition improves and the child’s physician judges that it is safe to do so.

WELLNESS POLICY (4810)

The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices through healthy eating habits and physical activity. In compliance with the Wellness Policy 4810, St. Gregory the Great will establish a Wellness Committee at the beginning of the school year to determine acceptable USDA approved dietary food items that can be brought to school for birthday and other celebrations. An addendum with guidelines will follow as they are developed.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Catholic Schools, as well as other private institutions are required by the Federal Occupational Safety and Health Administration (OSHA) to comply with standards for control of Blood borne Pathogens under the Code of federal regulations [CFR] Part 1910.1030, Subpart Z. The purpose of the requirement is to reduce the occupational transmission of infections caused by microorganisms sometimes found in human and other body fluids, primarily Hepatitis B and HIV/AIDS. Because of this requirement, each year the faculty and staff receive training on Bloodborne Pathogens.

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HTLV-III/LAV which attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses that debilitate the body resulting in a substantially high mortality rate within three years after diagnosis. The spread of the virus has occurred through the exchange of body fluids (blood, blood by-products, or semen) between individuals, and no evidence exists to indicate the spread of the virus through casual contact.

Recognition of a student or employee with AIDS is not reason alone for exclusion from school. Each person should be evaluated as an individual case, and exclusion from the school environment should be based upon the person's physical limitations, psychosocial activity patterns, and the opinion of a panel of responsible persons designated by the Superintendent of Schools. If a child/student has been diagnosed as having AIDS and has any of the following conditions, he/she shall be excluded from attending school:

- Vomiting
- Lack of toilet training
- Tendency to bite
- Open sores
- Other medical conditions conducive to spreading the virus.

If a child/student has been diagnosed as having HIV/AIDS, it is by law, the parent's choice to notify the school. The parents may choose to keep this information confidential. If the parent wishes to notify the school, it is St. Gregory's School policy to make the information known on an as needed basis after consultation with the parent, administration, and physician.

CHILD ABUSE POLICY (4910)

The Archdiocesan School Council and the St. Gregory's School Council is committed to the physical, emotional, spiritual, intellectual, and social well-being of students and to the promotion of Christian family life concepts. Therefore, it is the policy of our school to pursue all reasonable measures to assist maltreated children and their families. The school will:

- Comply with the requirements of Texas Statutes Family Code, Chapter 261 – *Investigation of Report of Child Abuse or Neglect*
- Cooperate with official Child Protective Agencies in identification and reporting of suspected child abuse and neglect.
- Provide Child Abuse Awareness in-service education, including legal requirements, for school personnel.
- Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.
- Provide guidelines for reporting and follow up by school personnel.

SCHOOL UNIFORM REGULATIONS

St. Gregory's School has a standard uniform dress for all students except Pre-K3 and Pre-K4. It is important that parents and students alike keep in mind that while in uniform both on and off campus, students represent St. Gregory's School. The term "uniform" connotes that all dress is standard. All prescribed articles of clothing must be worn. No substitutions will be allowed. **Uniforms must be purchased from the St. Gregory's Co-op located on the school grounds. School shoes (select styles) must be purchased from School Shoes Unlimited.**

UNIFORM DRESS CODE (required for grades K5 – 8):

BOYS: **SGS Hunter green uniform pants**--required on Fridays and all Mass days.
SGS Hunter green walking shorts (all grades)-- must be no shorter than 3 inches from the center of the knee; may be worn for P.E.
Note: Pants/ shorts must be worn at the waist at all times; sagging of pants or shorts is not allowed.
SGS white jersey shirt (8th grade boys are required to wear the white jersey shirt with green trimmed collar.)
SGS long sleeved white button down oxford shirt with SGS tie on Liturgy days and additional days designated by administration.
SGS Lightening Bolt t-shirt or a plain white "T"-- the only undershirts allowed; school "Spirit" shirts may be worn on Wednesdays.
Note: All shirts must be tucked in at all times. The boys' shirt must be size appropriate for age of child.
Belts--brown or black required with the dress pants and walking shorts; *no special, ornamental belt buckles are allowed.*
Socks--solid white/black crew socks, no stripes or sports logo (must cover ankles-no "no shows").
Shoes--Black leather oxford or black athletic tie (all grades) **or black penny loafer** (*optional for grades 6-8 only*)--select styles provided by School Shoes Unlimited.

GIRLS: **SGS Plaid jumper** (*grades kindergarten through 4**) or **SGS Plaid skirt** (*grades 4-8**)--required on Fridays and all Mass days; *skirts and jumpers may be NO SHORTER than the top of the knee; shorts may not be longer than the length of the skirts or jumpers.*
SGS green gym shorts -- must be worn by grades K-8 under skirt or jumper.
SGS Hunter green walking shorts (all grades)--must be no shorter than 3 inches from the center of the knee; may be worn for P.E. and under the uniform jumper or skirt.
SGS Hunter green dress uniform pants (all grades)--may be worn in cooler weather; may be worn for P.E.; may be worn for Mass *only* when the temperature is below 40 degrees.
SGS Middy blouse--worn with all uniforms (*jumper, skirts and shorts*).
SGS Lightning Bolt t-shirt or a plain white "T"-- the only undershirts allowed; school "Spirit" shirts may be worn on Wednesdays.

Note: All t-shirts must be tucked in at all times. The girls' shirt must be size appropriate for the age of the child. When wearing the t-shirt, if the shorts and/or slacks have belt loops, a brown or black belt must be worn.

SGS Plaid tie (8th grade girls are required to wear the *solid* green tie); to be tied at all times.

Belts--brown or black required when wearing a shirt tucked in and belt loops are present on the shorts or slacks; *no special, ornamental belt buckles are allowed.*

Socks--solid white/black crew or knee socks, no lace, no designs, no sports logos; solid white tights may be worn with/without the socks during the winter months; NO "no shows"/ankle socks or allowed.

Shoes--Black and white saddle oxfords or white athletic tie (all grades) **or black penny loafer** (*optional for grades 6-8 only*)--select styles provided by School Shoes Unlimited.

***Note:** ONLY grade 4 girls may wear the jumper or skirt.

P.E./HEALTH and FITNESS DRESS CODE (required for grades K5 - 8)

- **SGS Hunter green jersey shorts (girls) or black jersey shorts (boys)** may be worn under the uniform for the health and fitness class (grade 8).
- **White or black bikers** must be worn under the jersey shorts for the health and fitness class (grade 8).
- **Hunter green uniform shorts or SGS jersey shorts must be worn for P.E. August – September and April – June**

- **Any St. Gregory the Great logo t-shirt (including Lightening Bolt) or white “T”** must be worn for health and fitness class.
 - **ONLY Athletic shoes--** must be worn; the uniform athletic shoe may be worn for PE and health and fitness class.
- Note: All P.E. and health and fitness attire must be size appropriate; no sagging of shorts allowed.*

OUTER WEAR:

In cooler weather, **only** the following may be worn in the classroom, the library, the cafeteria, and the church:

- Hunter green “uniform” cardigan sweater
- Hunter green St. Gregory School spirit jacket
- Hunter green St. Gregory School sweatshirt
- SGS Athletic sweatshirts **are not allowed. No SGS sweatshirts should be worn during school hours unless the temperature is below 70 degrees.**
- Solid white, long sleeved knit shirt/turtleneck may be worn under the uniform shirt

A parent/guardian request for an exception to the school uniform code must be made in writing and be approved by the administration. Students not in proper uniform will be subject to disciplinary action.

FREE DRESS, WEDNESDAY, AND SPIRIT DAY DRESS CODE (all grade levels):

- Free Dress Day (approved by the Principal) attire will consist of appropriate school dress.
- Pants/shorts and shirts cannot be oversized; pant waist must be worn at the waist.
- T-shirts with gang, drug, rock group, skull(s), or violent designs are not allowed.
- Shorts that are no shorter than 3 inches from the center of the knee, slacks, jeans, or capri pants may be worn; no holes or slits in the jeans or pants.
- No sleeveless, tank top, off-the-shoulder, low cut or spaghetti strap attire is allowed.
- Blouses/shirts must be long enough to cover the midriff and/or the back when arm is raised or student bends forward.
- The length of dresses and skirts must follow the uniform code--no shorter than the top of the knee. Shorts must be worn under the skirt, but may not be longer than the skirt; skirts with leggings are acceptable 3rd grade and below but skirt must be 3 inches above the knee.
- Tennis shoes/athletic shoes are allowed on Free Dress days; heelys are not permitted.
- Clogs, flip-flops, heels, or backless shoes are not permitted; sandals with back straps are permitted for grades K-8.
- St. Gregory the Great School fund-raiser “Spirit” T-shirts may be worn on Wednesday/Spirit Day in place of the uniform shirt.
- If the shorts or slacks have belt loops, a belt must be worn.
- SGS Grooming Code must be followed.

Note: If a student forgets free dress day, he/she may **not** call home or receive a delivery from home to change at school.

GROOMING (Applicable for all grade levels with uniform *and* for Free Dress/Spirit days):

- Cleanliness is expected of each student.
- **Make-up:** No make-up is to be worn on school days. Only clear nail polish may be worn (no glitter). Sculptured nails are not allowed due to the possibility of injury to self or others during P.E./aerobics.
- **Jewelry:** Earrings may only be worn for pierced ears on the earlobe. Only stud earrings may be worn and may not extend below the earlobe. Minimal jewelry, one pair of earrings (one earring in each earlobe), one ring, one bracelet, one watch, and one necklace with a religious charm appropriate to the age/size of the student only may be worn to avoid distraction (boys may wear necklace with religious charm). **NO** chokers are allowed. Only religious pins and school organization pins may be worn on school attire. Students will be instructed to remove excess jewelry; the teacher or administration will determine when it will be returned to the student. Boys are not allowed to wear earrings or other type of body piercing. *The school is not responsible for lost, stolen or damaged jewelry.*
- **Hair Accessories:** Only St. Gregory's **solid colors** --hunter green, yellow, black, white, dark red, or with the exception of the school uniform plaid are allowed for hair accessories (ribbons, bows, barrettes...). No accessories are to be excessive in size or length.

- **Hair:** No fad haircuts or hairstyles are allowed; a spiked haircut may not be longer than a half inch. Hair may not be artificially streaked, highlighted or colored. Haircuts, hairstyles, or hair color that is deemed inappropriate by the administration will be subject to an immediate required change. Boys' hair must be above the eyebrows; not over the ears and not touching the collar; girls' hair may not cover the eyes. Hair must be kept neatly combed or brushed at all times. The administration will be the final judge of what hairstyles will be acceptable. Facial hair such as a mustache is not permitted. Students with facial hair are expected to be clean-shaven.
- **NO WRITING/DRAWING** will be allowed on any part of the person or any part of the school uniform, including footwear, except on the field day tee shirt on field day.

The Dress Code and Grooming Code are applicable to the Before- and After-School programs, co-curricular and extracurricular events, unless otherwise noted.

ALL DRESS AND GROOMING CODE ISSUES REST WITH THE JUDGMENT OF THE ADMINISTRATION AND MAY NOT BE APPEALED.

PRE-K 3 AND PRE-K 4 DRESS CODE:

- Follow the GROOMING and FREE DRESS AND SPIRIT DAY Dress Codes (for K5–grade 8)--*see above*.
- Students may wear the St. Gregory the Great School uniform.
- Tennis shoes/athletic shoes are strongly advised; Velcro or slide-in shoes are ideal for these grade levels; sandals may not be worn.
- Belts are not required due to restroom constraints.
- St. Gregory the Great School "Spirit" shirts are worn for field trips.

SAFETY POLICY

VISITORS AND/OR UNAUTHORIZED PERSONNEL (6106) - During school hours, St. Gregory's School is a closed campus. **All visitors must report to the School office immediately upon arrival to sign in and receive a Visitor's Badge.** All teachers will require parents to check in at the school office before releasing a child. Unauthorized persons will be asked to leave campus immediately. Police intervention will be used when necessary. Parents eating lunch with their child are required to obtain a Visitor's Badge. For the safety of the children, the doors to the Parish Hall (cafeteria) will be locked during school hours.

TRAFFIC SAFETY PLAN

The following Safety Traffic Plan will be implemented this school year as established by the St. Gregory's Parking Lot Committee:

- No climbing through the gate in the faculty/staff parking lot.
- No parking is allowed in the Dewhurst Road parking lot. All vehicles must be parked in the Beryl Street church parking lot. Parking lots on the school grounds will be closed. The Dewhurst Parking lot will be open for pick-up and drop-off only on days of heavy rain. Absolutely no parking on either side of Beryl Street or Dewhurst Street curb. Parents picking up children on Beryl Street should use the church parking lot. Parents and students must refrain from climbing over or crawling through/under the gates of the Dewhurst Street lot.
- Drivers must observe Patrol Signs when picking up children in the school area and parking lots. Always wait until the patrols have taken in the signs before proceeding. All pedestrians, children and adults, must cross with the safety patrols whenever they are on duty. **Always look for vehicles when walking; always proceed SLOWLY (5 miles per hour while on school property) and cautiously when driving. Please refrain from cell phone activity while driving on or near the school.**
- No bicycles, roller blades or skateboards will be allowed in parking areas. Bicycles are to be walked along the edge of the parking areas not between cars. State law allows only one rider per bicycle. Any safety hazards noticed on school property must be reported to the school office.
- The Pre-K and Kinder drive through is the same for a.m. drop off and p.m. pick up. This drive through process occurs at the rear of the early childhood building (near the field). **There is NO parking in the SFA building parking lot. This area is strictly for drive through only.** Parents who wish to walk their child to class must park in the main Church lot adjacent to Beryl Street.

- The parking lot in front of the school (between the administration building and the gym) remains closed except in inclement weather. There is no parking in the spaces by the Rectory, and this area may not be used for drop off or pick up. This area is for people attending the 8:00 a.m. liturgy.
- **The main Church parking lot adjacent to Beryl Street will be utilized as a Drop Off/Pick Up Area. However, if it is 32 degrees or lower and/or raining, the front gate in the Dewhurst parking lot will be open for drop off and or pick up.**
- In the church parking lot, adjacent to Beryl Street, the first row of parking is designated as a No Parking/Safety Zone during the school days and during school hours.
- An *Entrance Only* sign will designate the upper corner of the lot and traffic will flow to the driver's right.
- Entrance Only and Exit Only lanes will mark the lower corner drive of the lot. Traffic flow will be to the driver's right.

MORNING DROP-OFF PROCEDURES

Pre-K 3 – Kinder:

- The pre-k 3 – kinder children are dropped off at the rear of the early childhood building.
- The child exiting the vehicle should do so on the passenger side only; children may NOT exit the car unless they are escorted by a parent, teacher, instructional assistant or patrol; attention will be given to one car at a time.
- Children and/or guardians are responsible for buckling and unbuckling seatbelts and/or car restraints.
- Children should have all items at hand so that disembarking from the vehicle can take place in a reasonable amount of time.
- Children may be dropped off beginning at **7:45**; doors close promptly at **8:00**. **After the doors have been closed, the parent/guardian must accompany the children to the school office for a tardy slip.**
- **Parents of children who are upset and will not easily exit the car must park the car away from the building and escort their child to the classroom.**
- **Cautionary speed, 5 mph, should be observed at all times** as children may unexpectedly walk from behind buildings or in between cars. Children cannot be seen when in back of SUVs.

Grades 1-8:

Parents will drive their vehicles in the church parking lot to the front of the Safety Zone at the crosswalk area. Parents must escort their child to the crosswalk. The Safety Patrol will cross the child over to the St. Gregory's School campus. No child may walk from a parked car to the crosswalk or Safety Zone unattended.

AFTERNOON PICK UP PROCEDURES

Pre-K 3 – Kinder:

- The morning drop-off procedure is applicable to the afternoon pick-up.
- Parents are asked to display the nametag on the passenger side sun visor; this allows teachers to prepare the student for departure.
- Students will be placed in the cars on the passenger side by the instructional assistants.
- The afternoon pick-up is **3:00**; pick-up remains open until **3:20**. After this time, any child who has not been picked up will be escorted to the After-School Program.
- Parents walking to the early childhood building can pick up their child at the classroom backdoor; after 3:10, the child may be picked up at the side door of room 22; after 3:20, the children are escorted to the After-School Care Program.

Grades 1-8:

There is no drive through pick up in the afternoon. Parents are asked to park in the main church parking lot; each grade level teacher will escort the students from their classroom to the Safety Zone in the parking lot. Parents will walk to the Safety Zone and escort their child back to their parked vehicle. No child will be allowed to walk unattended to a parked car. Questions about the Safety Traffic Plan may be addressed to the St. Gregory's School Administrative office at 342-0281.

EMERGENCY PROCEDURES

CRISIS MANAGEMENT PLAN (6202) - Crisis Management requires planning, practice, and clear thinking. No school can be fully prepared for everything that might occur at school or school-related activities; however, implementing a plan helps faculty and students prepare for sudden occurrences and deal with them in a safe, professional manner. Consequently, crisis drills will be conducted at various times during the school year. Should the school have to be evacuated for a major emergency; students will be escorted to Dellview Elementary School until it is safe to return to the campus. Usually emergencies requiring evacuation involve the police and/or fire department, which will issue directives as to how the situation will be handled.

During any CRISIS DRILL, a LOCKDOWN procedure is followed:

- Door windows are covered, blinds/curtains are closed.
- Students are instructed by the teacher to take a duck-and-cover position in the classroom out of sight of anyone who might be looking into windows or doors.
- Students are expected to remain *silent* until an all-clear signal is given.

BOMB THREAT (6203) - If the school receives a telephoned or written bomb threat, the following procedures will be observed:

- The school is evacuated as for a fire drill.
- The police are immediately informed. This is a police matter. Once the police arrive, their decision as to the course of action to be taken must be followed.
- The Pastor and Superintendent are informed immediately.

FIRE DRILLS (6204) - Monthly fire drills are conducted as a precautionary measure for the safety of the students for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of emergency alarm; and (2) to teach self-control and composure in emergency situations. Fire drills will be held in accordance with the rules of the local Fire Department and in cooperation with the State Organization for Fire Prevention. Fire Drill Plans, which include evacuation routes and safety zones, are posted in all classrooms and offices. When the fire alarm sounds, students *silently* and *rapidly* leave the building in an *orderly* manner, under supervision of the teachers, to the designated safety zones, leaving all personal belongings behind. Lights need to be turned off and doors to the classroom closed. If the fire signal sounds while students are in the cafeteria, on the playground or anywhere other than the classroom, they will go to the nearest safety zone under the supervision of the teacher in charge. An all-clear signal is given to allow students to return to class.

TORNADO DRILLS (6205) - To help protect students in case of a tornado or other storm with extremely high winds, tornado drills are held within the school year. When the tornado signal is given (seven bells followed by another seven bells), students leave their classrooms *silently*, *rapidly* and *orderly*. Ordinarily, the students are sent to the following sites: Early Childhood students remain in their building in the hallway with all classrooms and outside doors closed; grades 1–5 proceed to the Church where they take positions beneath the pews and away from the windows; grades 6–8 move to the library and administration hallway. If the tornado signal sounds while students are in the cafeteria, on the playground or anywhere other than the classroom, they will go to the nearest safety zone under the supervision of the teacher in charge. An all-clear signal is given to allow students to return to class.

LIBRARY SERVICES

St. Gregory the Great School library provides a variety of reading materials. The collection is accessed with the Winnebago Spectrum on-line catalog. There are several computers and a printer available to our teachers, staff, and students. These computers provide access to the Internet. A certified librarian and an experienced library assistant provide answers and assistance in finding materials to accommodate requests of teachers and students.

The *Accelerated Reader* reading comprehension program of books and accompanying quizzes are available for individual student use. All students are encouraged to utilize the services and programs of the library.

Grades Pre-K 3 through 5 are scheduled for library classes once a week to borrow and return books, to learn library skills and to acquire knowledge of various authors and Dewey subjects. Teachers remain with their classes to encourage the

students to choose books that will match their reading ability and interests. Pre-K 4 through 5th grade students may borrow books for one week and may renew the book for another week. If a book is not returned on time, another book may not be checked out.

Upper-level students (grades 6, 7 and 8) may visit the library throughout the school day under the supervision of their teacher. Assistance is provided to accommodate individual requests. Upper-unit teachers may bring their entire class to the library to enhance specific topics. All upper-level students are personally responsible for returning books on or before the due date. The upper-level student may borrow books for a two-week period and may renew for another two weeks, if necessary. If a book is not returned on time, another book may not be checked out.

If a book is lost, the full cost of replacement is required. The students will be given a computer printout reminder for late books on Progress Report and Report Card day. Report cards will be held at the end of the school year until all books or the cost of lost books is paid.

The library is open from 7:30 a.m. until 4:00 p.m. daily. The library is for student use only. At all times, students must be supervised by teachers or other school personnel while using the library. Volunteers to assist are always welcome.

SCHOOL TELEPHONE

Students will be permitted to use the office telephone for emergencies only and with a note from a teacher or the administration. Any communication between students and persons off campus (including family members) must be conducted through the school office. Parents should not be called to deliver homework or other assignments to school. **No pagers or cellular phones are allowed in the possession of a student during the school day.** *If a student MUST have a cell phone or pager, a permission slip will need to be signed by the parent and the student allowing the student to bring it to campus. The item must be dropped off at the school office or given to the homeroom teacher and picked up in the afternoon. This permission slip will be kept in the Vice-Principal's office. A student will not be allowed to bring a cell phone or pager to campus if they have not turned in a permission slip. Any student possessing a cell phone during school hours will be subject to disciplinary action.*

LOCKERS

Lockers are provided for grades 6 - 8 to facilitate the storage of books and personal items during class changes. Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others. Searches of lockers, as directed by the Principal, may be conducted at any time there is reasonable cause to do so whether students are present or not.

VARIA (forbidden items)

Radios, tape recorders, electronic games, laser beam instruments, "fancy" electronic watches or handheld games, beepers and Discmans, CD's, Ipods, MP3 players, aerosol sprays, toys, and all types of trading cards are not allowed in school and/or After School Care without the permission of the teacher. The teacher has the right to confiscate any items that create a distraction in the learning environment and deliver them to the administration. A parent must obtain the item(s) from the administration.

LOST AND FOUND

The school will maintain only one lost and found location on campus. The staff will monitor the location. All items must be labeled appropriately for identification. All items that are properly labeled will be given back to the perspective homeroom teacher to return to the students. The students will be allowed to speak to a designated staff member to try to locate a lost or missing item. Only items that are properly labeled or identified will be returned to the requesting student or parent.

CAFETERIA SERVICE

SCHOOL LUNCH AND MILK PROGRAM (6005) - The National School Lunch and the National School Breakfast Programs provide cash and commodity assistance to schools that serve meals that meet dietary requirements of the state. Through this program, St. Gregory's School provides free and reduced-price meals to these students who qualify under the poverty guidelines of the program, which are adjusted for family size. Other children may purchase meals at cost.

The application for Food Programs is available in the school office and is sent to all families in the first handout packet of each school year.

A cafeteria type lunch will be available and all students are encouraged to take advantage of this service. A menu will be provided at the beginning of each month.

The cafeteria uses the CAFSF Computer System for keeping track of student lunches. Students or parents may make full and reduced-price meal payments in advance on a daily, weekly, or monthly basis. A verbal identifier (student number) is used on the serving line in exchange for the meal.

Charging of meals is not allowed. However, if children forget their money or lunch, the following will apply:

- Only 3 meal charges are allowed. **No exceptions.**
- No child will go hungry. After the third charge, a sandwich plus milk will be provided at a cost of 75 cents. Parents/guardians will be billed for the three charges plus 75 cents for each sandwich/milk. **This alternate lunch meets the Federal Lunch Program requirements.**

According to the Texas Department of Agriculture that monitors our National Lunch Program, soft drinks are in a category of Foods of Minimal Nutritional Value and are highly discouraged during the times that the National Lunch Program (breakfast and lunch) is in effect. In order to stay in good standing with the program, we must provide an atmosphere that encourages good nutrition. **Please do not send soft drinks in your child's lunches.** The cafeteria will try to offer alternative, acceptable drink items in addition to milk. Please note that this does not keep a parent from bringing lunch to his/her child as long as the parent sits and eats lunch with his/her child (only).

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origins, sex, age, or disability. To file a complaint to discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD), USDA is an equal opportunity and employer.

SCHOOL PUBLICATIONS (6105)

School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastor, and the parish community at large. Articles of Archdiocesan interest shall be sent to the editor of the Archdiocesan newspaper for publication. All publications must be approved and reviewed by the Administration. All fund-raiser notices and bulletins are included in this policy.

BEFORE- AND AFTER-SCHOOL PROGRAM

GENERAL POLICIES:

1. The Before- and After-School Programs are held in the cafeteria. For After-School Care, signs will be posted on the front and back doors of the main building indicating the location (classrooms or playground) of the children at any given time. The front entrance of the school offices will be open until 6:00 pm to allow for business to be handled with the Before- and After-School Program director.
2. Students may be registered for one or both of the programs. The registration fee of \$25.00 is assessed the first time the program is used on a full-time, part-time or drop-in basis. The \$25.00 fee covers registration for the

Before- and After-School Programs. The Before- and After-School Program Registration Card must be completed and be on file before a child is allowed to participate in the program.

3. Once enrolled as a full-time, part-time or drop-in student in the Before- or After-School Program, it is the responsibility of the parents to notify, IN WRITING of any change in enrollment status. Unless notified in writing, billing will continue as originally set up.
4. Students will be released to authorized adults only. **A parent, guardian, or other authorized adult must sign out his/her child every day on the sign-out roster. When signing out the child, the time must be recorded next to the parent's or guardian's signature. If someone other than the parent or guardian is to pick up the child, the office must be notified in writing that morning.** No student will be allowed to go out to a "honking" car/truck. Children who are not checked out properly will be asked not to participate in the program.
5. Tuition for the Before- and After-School Programs is due on the 1st of every month. Statements will be mailed during the third week of the month. Payments not received by the 5th of the month are assessed a \$35.00 late fee. Post-dated checks are not accepted. A \$35.00 fee is assessed for all returned checks. Please DO NOT include tuition, music lessons, lunch tickets, etc. in your Before- or After-School Program payment.
6. Students are not supervised before 6:45 a.m. or after 6:00 p.m.
7. In the Before- and After-School programs, students are not allowed to leave the school campus after school unless they have been released to an authorized adult. Should a student leave of his/her own accord, disciplinary action will be taken by the school administration.
8. The SGS Dress Code is applicable during the Before- and After-School Programs.
9. Our Before- and After-School Programs are strictly a service for the families of St. Gregory School. Be advised that students on the school grounds are the responsibility of the school. It is for your convenience, and the protection of your children, that this program exists. ***Student-Parent Handbook* regulations apply during these programs.** Students may be temporarily suspended or dismissed from the programs if the Code of Conduct of St. Gregory the Great School and/or the Before- or After-School Program policies are not followed.
10. In order to maintain a safe and harmonious environment, the following consequences will be issued if the action of a student warrants a Student Offense Report (SOR):
 - First SOR = 1 day suspension in After School Care (child remains on campus under the supervision of After-School Care personnel; usually in the director's office)
 - Second SOR = 2-week suspension in After-School Care (child remains on campus)
 - Third SOR = Parent/Guardian will be required to withdraw the child from the After-School Care Program for the remainder of the school year or until further notice.

BEFORE-SCHOOL PROGRAM POLICIES :

1. Before-School care begins at 6:45 a.m. and ends at 7:40 a.m. An additional charge will be assessed for students arriving before 6:45 a.m. or left past 6:00 p.m.
2. All students on the campus BEFORE 7:30 a.m. will be placed in the Before-School Program and will be charged a \$4.00 drop-in fee. Students arriving between 7:30 a.m. and 7:40 a.m. are not charged.
3. Breakfast items may be purchased from the cafeteria, but are not included in the monthly cost.
4. Parents who want their child to eat breakfast only (and their child is not attending the Before-School Program) must remain in the cafeteria with the child; otherwise, a fee of \$4.00 will be assessed.

AFTER-SCHOOL PROGRAM POLICIES:

1. The After School Program begins at dismissal time, whether it is a regular or early dismissal day, and always ends at 6:00 pm. **A late fee of \$1.00 per minute will be charged per child for any child not picked up by 6:00 pm. Late fees will increase to \$5.00 per minute for those individuals who are habitually late in picking up their children. Any student that is remaining on St. Gregory's campus without direct supervision (i.e. coach, sponsor, teacher, etc.) 20 minutes after dismissal time will be automatically placed in the After-School Program. There are NO EXCEPTIONS; and, a \$10.00 drop-in fee will be charged. Regardless of the amount of time a child stays, the full \$10.00 drop-in fee will be charged.**
2. The After-School Program is not responsible for fees incurred as a result of cancellation of an activity. Fees assessed are the responsibility of the parent. Any conflict with this assessment of fees must be resolved between the parent and the individual responsible for cancellation of the function.
3. In the After-School Program students are provided with a snack, supervised study hall, and a recreation period on a daily basis.

Gregory's School and the Archdiocesan system as a whole with sufficient data for making realistic decisions about future goals of the system, St. Gregory's School, and individual students. For specific test interpretations, the parent is encouraged to discuss his/her child's scores with the student's teacher and/or school counselor.

Students in grades 5 and 8 are also administered the National Catholic Association Education (NCEA) *Assessment of Catechesis Religious Education* (ACRE), also in accordance with the Archdiocesan policies, in the spring of the school year. The ACRE tests faith knowledge and students' beliefs, attitudes, practices, and perceptions.

As part of the *Success for All (SFA) Reading Program*, the *Gates MacGinitie* diagnostic reading assessment is given at various times during the school year to students in 2nd – 8th grade. An individual reading assessment is administered to 1st grade students on an eight week basis and kindergarten students at the end of the school year.

CURRICULUM AND INSTRUCTION

CURRICULUM OBJECTIVES (8001) - The distinct purpose of the Catholic school is to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, priests, parents and students experience what it means to live a life of prayer in the following ways: community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect. To achieve this purpose, St. Gregory the Great School organizes its curriculum, its staff, and its physical facilities in order to:

- Make known to all students the person and message of Christ and help students develop a spirit of prayer and worship.
- Assist the students in developing an understanding of Christ's Church, its community growth and world dimensions.
- Develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity.
- Provide for all students educational opportunities and experiences related to their heritage, and their responsibilities to family, local community, and the larger society.
- Enable students to acquire basic skills, especially in the art of communication, quantitative and qualitative thinking, and the sciences.
- Help students develop the power to think constructively, solve problems, reason independently, and accept responsibility for self-evaluation and self-instruction.
- See that all students have available experiences to develop a sense of wonder and an appreciation for beauty and culture as their knowledge of human development expands.
- Help students to develop and foster physical and mental health and constructively manage the psychological tensions inherent in change and adaptation.

The curriculum followed at St. Gregory the Great School is in accordance with the Archdiocesan Curriculum and Instruction Policy (8001) and is aligned with national and state standards.

CURRICULUM GUIDES (8003) - Curriculum implementation follows the *Curriculum Guides of the Archdiocese of San Antonio* which incorporate the *Texas Essential Knowledge and Skills (TEKS)*. An essential and integral part of the curriculum is the integration of Gospel values and the teachings of the Catholic faith. The *Success for All (SFA)* curriculum is used for reading, Pre-k 3 through fifth grade.

COPYRIGHT (8005) - All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may not copy print or non-print materials allowed by:

1. Copyright law
2. Fair use guidelines
3. Specific licenses or contractual agreements
4. Other types of permission

CHRISTIAN FORMATION

In view of the philosophy of St. Gregory's School, Religion and all that it implies in the life of the child is of the utmost importance and requires total cooperation on the part of the home.

One period each day is devoted to religious instruction as well as religion lessons being incorporated throughout the teaching day. Religion texts used are of a recent adoption and are approved by the Archdiocesan School Office. Weekly liturgies and other religious observances are celebrated throughout the school year. Students in grades 3–8 receive the sacrament of Reconciliation during the special seasons of Advent and Lent. At various grade levels, students participate in meaningful retreats. The sacrament of First Reconciliation is scheduled for children in second grade. The sacrament of First Eucharist is scheduled for children in third grade.

Catechesis in Human Sexuality and Sexual Morality (7007) - St. Gregory the Great Catholic School uses the *Benziger Family Life* program for Kindergarten through grade 6. Parental permission is required annually for a child to participate in the *Family Life* Program. The scope and sequence of the program and the permission slip are sent home to parents before the program begins.

School Prayer - In order to promote the spirit of Catholic education, prayer in the classroom environment is encouraged. Prayer starting and ending each class is desirable. Each school day begins with school-wide prayer. Attendance at Mass every Friday and holy days are an integral part of the school's religion program. The liturgy is adapted to the level of the students. Parents are encouraged to attend the school liturgies; those that attend the liturgies are asked to sit with their child on the left-hand side of the church by the tabernacle.

ENRICHMENT PROGRAM

The Enrichment Program serves the dual purpose of assisting in the identification of academically talented learners as well as developing higher-level thinking skills in students of all abilities. In the fall semester, the entire class is given the opportunity to experience the challenge of higher-level thinking skills. Based on teacher observation and student performance, a small group of students is then given the opportunity to explore the thinking skill in a variety of in-depth activities in the areas of convergent thinking, divergent thinking, visual perception and evaluative thinking. In the spring, students who demonstrate an academic strength as indicated by standardized tests, classroom performance, and higher-level thinking skills, will participate in weekly classes focusing on interdisciplinary units of study designed to challenge and enhance his or her academic development. These students are required to demonstrate a strong commitment and a high level of participation to remain in the Enrichment Program.

PHYSICAL EDUCATION OBJECTIVES

The aim of physical education class is to provide students with the following objectives, within the limit of each individual student, and opportunity to:

- Attain maximum motor development
- Move with ease, confidence and a sense of well-being
- Develop and maintain a high level of physical fitness (Wellness Policy 4810)
- Attain desirable social growth stimulating a sense of cooperation and competitive sportsmanship
- Utilize acquired movements and motor skills in worthwhile leisure and competitive activities

P.E./HEALTH and FITNESS DRESS CODE (required for grades K5 - 8)

- SGS Hunter green jersey shorts (girls) or black jersey shorts (boys) may be worn under the uniform for the health and fitness class (grade 8).
- White or black bikers must be worn under the jersey shorts for the health and fitness class (grade 8).
- Hunter green uniform shorts or SGS jersey shorts must be worn for P.E. August – September and April – June
- Any St. Gregory the Great logo t-shirt (including Lightening Bolt) or white “T” must be worn for health and fitness class.
- ONLY Athletic shoes-- must be worn; the uniform athletic shoe may be worn for PE and health and fitness class.

Note: All P.E. and health and fitness attire must be size appropriate; no sagging of shorts allowed.

Gym Rules: School discipline policies will be followed during physical education. In addition to these guidelines, certain rules that apply to gym class will be posted and explained to all students during class.

GRADING POLICY

Individual assessment of a student's academic progress is a vital part of the educational system. St. Gregory the Great Catholic School follows the grading policy set forth in the *Handbook of Policies and Regulations for the Archdiocese of San Antonio* (8104).

ACADEMIC GRADING - All schools are on a quarterly (nine weeks) grading period schedule.

The following evaluation keys are used for 3K, 4K, 5K, and grade 1:

	<u>Grade 1 Equivalencies</u>
E = Exceptional Progress	E 94 - 100
V = Very Good Progress	V 85 - 93
G = Good Progress	G 75 - 84
G- = Minimal Progress	G- 70 - 74
L = Limited Progress	L below 70

Numerical grades are used from second grade through eighth grade. The following evaluation key is used:

94 - 100	(A) Exceptionally High Achievement
85 - 93	(B) High Achievement
75 - 84	(C) Average Achievement
70 - 74	(D) Low Achievement
Below 70	(F) Failure to Master Material

ROTATION SUBJECTS AND CONDUCT/RESPONSIBILITY GRADES are indicated in the following manner:

O = Outstanding
S = Satisfactory
S- = Minimal Expectation
I = Improvement Needed
U = Unsatisfactory

HONOR ROLL (Grades 4 - 8):

High Honors 94-100 in all subjects with letter grades of "S" or higher in rotation subjects.

Honors 85-100 in all subjects with letter grades of "S" or higher in rotation subjects.

For High Honors or Honors, students must earn an S- or better in their Christian Growth/Conduct Responsibility/Work Study Skills grade in order to receive this honor.

Eligibility for Honor Roll is by quarter. However, at the upper-unit, if a student fails three or more mid-term or final exams, he/she will not be eligible for Honors for the second or fourth quarter, respectively. A student who has been issued two *Student Offense Reports* (SOR) within the quarter grading period will receive a conduct/responsibility grade of "T" or lower on the report card. A student who earns an off campus suspension automatically earns a "U" in conduct. The conduct/responsibility grade for a student who has been issued an Off-Campus Suspension (part of a day, one- or two-day) will be at the discretion of the administration in consultation with the teacher/s. A student with a conduct/responsibility/ grade of "T" or "U" will not be considered for the Honor Roll for that grading period. For eligibility with regard to extracurricular activities, see "Student Organizations and Extracurricular Activities Eligibility," page 39.

HOMEWORK/CLASSROOM ASSIGNMENTS

Homework will be assigned as deemed necessary by the individual teacher (pre-kinder – 8th grade). Homework/classroom assignments primarily reinforce class instruction and, secondly, help the student form good study and work habits. Keeping these two positive aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and provide suitable conditions for home study. Each student will be responsible for turning in all assignments on time. This may differ according to age level; each grade level will specify appropriate consequences. In the case of an absence, the student remains responsible for assignments due during that period. It is the student's responsibility to see that all assignments, class work and homework, are completed and submitted to the teacher within the ordinarily allowed one-day grace for each day absence. If not turned in during this time, the assignment(s) will be handled as late work. An administrator may be consulted for any exceptions due to extraordinary or extenuating circumstances.

PROMOTION POLICY (8105)

There are no social promotions in the schools in the Archdiocese. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion for various grade levels:

- 3K-4K Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.
- 5K - 1 Students must have at least a "G" (*Good Progress*) final average in Reading and Mathematics.
- 2 - 5 A student must have at least a "70" final average in Religion, Reading, Language Arts, Mathematics, Science and Social Studies. A student who fails Reading and Mathematics is not promoted.
- 6 – 8 A student must have at least a "70" final average in each core and major subject. The core subjects are: Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. Spanish is a major subject in grades 6-8. A student who fails two or more **core** subjects is not promoted.

For any core or major subject below "70" the student must demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned with a required number of hours for tutoring. At the conclusion of summer school or tutoring, the student will be assessed to determine whether or not he/she will be promoted to the next grade level.

TEXTBOOKS

The texts used are those adopted by the Archdiocese. The texts fill the requirements established by the Texas Catholic Conference. Textbooks are the property of St. Gregory's School. Parents will ensure that students take proper care of textbooks. All textbooks are required to have book covers at all times to preserve them. Students will be fined or required to pay the replacement cost of damaged or lost books provided by the school.

FIELD TRIPS (8108)

Field trips of an educational or curriculum related nature may be taken. All field trips must be approved by the school administration. With some exception, all field trips will be limited to approximately 2 1/2 to 3 hours in length. Non school-approved trips that involve students will not be promoted or organized within the school. The following policies govern all school-sponsored field trips:

1. A teacher/sponsor will be in charge of and in control of all school field trips. Parents/guardians may be asked to serve as a chaperone. Chaperones make a commitment to supervise and are expected to be with their assigned group at all times and to follow the teacher's guidelines. A criminal background check (cleared through the Archdiocese of San Antonio and is good for up to 3 years) must be on file for all parents/guardians wanting to chaperone. Parents are responsible to pay the \$6 processing fee.
2. The teacher/sponsor will verify that each student has submitted the formal Permission Form signed by the parent or guardian prior to leaving on the trip. NO TELEPHONE REQUESTS WILL BE HONORED. If the parent/guardian does not provide the required permission, the student will not be permitted to participate. (A copy of the Field Trip form is located in the Appendix of this *Handbook*.) It is respectfully requested that Permission Slips be submitted **on time** to prevent undue stress on the part of the student, teacher and parent in attempting to collect the form on the morning of the field trip.
3. Transportation will be approved by the school administration. Chartered or school buses will be used. Any student who rides to an event in an assigned bus will ride the same bus back to school.
4. Parents/guardians who provide their own transportation for their child (only) take full responsibility for that child to and from the field trip as well as during the field trip activities; the child must be signed out and in at the school office. All parents are required to pay the transportation fee even if the parent transports the child.
5. Teachers will provide students and parents with a written permission form for the trip which shall include:
 - place, date, and, time of departure and return and the name of the teacher/sponsor
 - the method of transportation
 - a list of items needed by the student while on the trip

6. Teachers and chaperones will support and enforce the rules and regulations as outlined in this *Handbook* during all field trips. Infractions of the rules and regulations set down by the teacher/chaperone may become the basis for excluding students from future trips and activities.
7. All field trips will be scheduled through the Principal's office.
8. St. Gregory's Dress and Grooming Codes are enforced during field trips, unless the Principal directs otherwise.
9. Any student who is absent a half-day or more from school the day of the field trip will not be allowed to participate upon arrival at school or the field trip site.
10. Any parent who does not allow his/her child to attend a class field trip will be responsible for keeping the child at home or finding alternative care. No refunds will be given to any child not attending the field trip.
11. No siblings (younger or older) will be allowed to attend a field trip.
12. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

For more information on the "Transportation Policy for Field Trips and Extracurricular Activities" see page 44.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic School. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions, which violate the privacy, safety, or good name of others, are inconsistent with that goal. Whether occurring within or outside of school, if a student jeopardizes the safe or harmonious school environment or acts contrary to Gospel values, he/she can be subject to disciplinary action by the school.

This policy applies to communications or depictions through email, text/sexting messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass a member of the school community or; 3) in the principal's discretion, cause harm to the school or the school community. This conduct shall be subject to the full range of disciplinary consequences.

Unacceptable communications on school or in any way diminish the reputation or threaten ANY person or persons at St. Gregory the Great School or Parish, administration, teacher, staff or student, will be subject to one or more of the following:

- Suspension from school for a minimum of two days; disciplinary probation for the remainder of the school year; no extracurricular activities.
- Expulsion or invitation to withdraw from St. Gregory the Great School.
- Legal action to the fullest extent for any violation that warrants it.

ALL sponsors of any extracurricular activity, including teachers, staff, and parents, may NOT publish names of students on the school website. For the safety of all our students, we discourage parents and students from publishing photos and names of students on personal websites without specific permission from the students who are involved.

THE ACCEPTABLE USE POLICY FOR INTERNET TERMS, CONDITIONS, AND REGULATIONS (8107): Internet and related technologies by all employees, volunteers, and students is set forth below. Access privileges may be revoked and school disciplinary action may be taken and/or appropriate legal action taken for any violations which are unethical and may constitute a criminal offense.

Acceptable Use - The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the school. Use of other organization networks or computing resources must comply with the rules appropriate for those networks.

Unacceptable Use - Transmission of any material in violation of any Federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized chat, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letter, etc. Acts of vandalism are

prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, uploading or creating computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

Privileges - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use. (*Internet Use Agreement* sample form in appendix of this *Handbook*.)

PARENT/TEACHER COMMUNICATION

One parent conference is scheduled on the school calendar for October. Parents are required to attend the conference in order to obtain their child's report card. A conference in February is scheduled on an "as needed" basis. These conferences will facilitate communication between teachers and parents for the benefit of the students. In the event parents would like additional conferences, they are to call the school office and request a conference with the individual teacher through the school secretary or by written note to the teacher or school office. No unscheduled conferences will be held before, during, or after school in order that teachers may use this time for their assigned duties.

TEACHER/STUDENT COMMUNICATION

Students who desire to discuss their academic progress or an individual personal problem must schedule a conference time with the individual teacher. A conference time will be established at a convenient time for the teacher during the school day. Because classroom time is considered instructional time, there may not be adequate time to discuss an individual problem during a specific class.

CODE OF CONDUCT (4601)

The St. Gregory's School community believes discipline is the key to understanding God and the world around us. Learning respect for oneself and others begins at an early age and continues into adulthood. Through rules of behavior, St. Gregory's students are expected to conduct themselves according to a Catholic code of humility, understanding, respect for all life, and above all, a persevering spirit of community and reconciliation.

St. Gregory's administration, faculty, and staff are dedicated to the enlightenment of the child to understand, in a broad sense, the effects of his or her own words and deeds. It is believed that the child attends St. Gregory's for a purpose and that he/she is an integral blessing to the school community. It is believed that through discipline, the home and school share the responsibility of engaging the child as an active member of God's greater community.

The classroom teacher is a powerful influence in creating a positive school climate. The teacher-student relationship is paramount for good discipline. Each teacher creates classroom rules (often **with** the students) which are thoroughly explained to the students. The classroom rules are appropriate for the specific grade level. The specific steps/consequences for each grade may be obtained from the student's teacher. Classroom rules are posted in the classroom.

DISCIPLINARY ACTION (4602)

The following guidelines are utilized by all St. Gregory the Great Catholic School faculty and staff for establishing appropriate disciplinary action:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Emphasis should be placed on positive reinforcement rather than on punishment.
- In dealing with student behavior, respect for the personal dignity of the student should be evident.
- Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be logged and kept on file by the teacher or staff member.
- Conferences are typically held with the teacher first regarding disciplinary incidents or concerns.

- St. Gregory the Great administration, faculty and staff implement the Code of Conduct and Disciplinary Action in a fair, just, and loving manner with **all** students. **Parent partnership, communication and support is imperative throughout this process.** Discussions regarding the consequences of a student other than a parent's own child are prohibited.

It takes both home and school, working together, to nurture in a child a sense of responsibility, the importance of good choices, and Christian values and morals. It is believed that daily communication between home and school greatly facilitates this cooperative effort. In order to realize this objective, student discipline and accountability at St. Gregory the Great School is in the form of a **teacher signature system** which is implemented throughout the grades. It is imperative that parent's/guardian's be kept informed of their child's progress, whatever the grade level, with regard to conduct and work habits by checking their child's *Folder* (grades pre-k through 3) or *Assignment Book* (grades 4 through 8) **DAILY. THIS CANNOT BE STRESSED ENOUGH!**

Every choice and every action has a consequence. Students respond better when the consequences for making improper choices are made clear to them from the beginning. With knowledge of the developmental level of the children, the teacher clearly conveys to the class his/her expectations in order to optimize learning for the individual and for **all** the students in the class. When expectations are not met, a teacher's signature in the *take-home folder* (or other form of immediate communication) or *Student Assignment Book* indicates the student's infraction. For greater more serious infractions, more serious consequences follow. A *Student Offense Report (SOR)* is earned by one, or a series of, infractions. **The SOR serves as notification to parents of significant misconduct** (sample of *SOR* in Appendix of this *Handbook*). The misconduct and its consequence/s are noted on the *SOR*. The *SOR* is to be signed by the parent/guardian and returned the following school day to the homeroom teacher or an administrator; parents should keep their copy of the *SOR*. Parent support in talking with their child and using their judgment in imposing their own consequences at home will greatly influence their child and increase the effectiveness of modifying the behavior.

Note: A parent's refusal to sign a disciplinary report (detention, SOR, etc.) will not negate the report or the consequence.

Early Childhood and Early Elementary Grades Pre-K through 3 Discipline Process

Parents of students in **grades Pre-K 3 through 3** receive a report in the child's *take-home folder* (or other form of communication, i.e. telephone, email) of any significant infraction that has taken place during the school day. Consequences are commensurate with the infractions. Teachers will make every effort to modify unacceptable behavior in the classroom, however, behavior that is disruptive or may injure or hurt another is serious and may result in a *Student Offense Report (SOR)*, a time-out or sending the child home. An accumulation of *SORs* will result in a required conference with the parents/guardians to determine an effective plan of action. Three *SORs* for aggressive behavior may result in the child being withdrawn from school. Academic progress, conduct, and social behavior are noted on the report card.

Grade 4 Discipline Process

Students in **grade 4** receive signatures for inappropriate behavior and lack of responsibility.

- Teachers indicate less serious misconduct or lack of responsibility on the *Christian Growth and Work Study Skills Log* located in the front of the Student's Assignment Book and a new one is provided each quarter. (parents are encouraged to check this **daily**).
- A student earning 5 signatures on the *Christian Growth or Work Study Skills Log* is issued a detention; detentions are served on Thursdays from 3:15-4:00 under the supervision of the teacher. Earning 4 additional signatures (total of 9) in either *Christian Growth* or *Work Study Skills*, results in another detention AND a *Student Offense Report (SOR)*.
- Earning 4 more signatures (total of 13) in either *Christian Growth or Work Study Skills* results in the student earning a second *SOR* and a one day *In School Suspension (ISS)*.
- Several *SORs* (6 or more) will result in a conference with the student, parents and the administration to discuss whether or not the child's enrollment at St. Gregory the Great School is a good placement in meeting the needs of the child.
- Eligibility requirements for extracurricular activities and Honor Roll apply (pages 25 and 39).

Grade 5 Discipline Process

Students in **grade 5** receive signatures for inappropriate behavior and lack of responsibility.

- Teachers indicate less serious misconduct or lack of responsibility on the *Christian Growth and Work Study Skills Log* located in the front of the *Student's Assignment Book* and a new one is provided each quarter. Parents are encouraged to check this log **daily**.
- A student earning 4 signatures on the *Christian Growth and Work Study Skills Log* for either behavior or responsibility is issued a detention; detentions are served on Mondays, Tuesdays, or Thursdays, from 3:15–4:20 under the supervision of a teacher. Earning 4 additional signatures (total of 8) in either conduct or responsibility, results in another detention AND a *Student Offense Report (SOR)*.
- Earning 4 more signatures (total of 12) in either *Christian Growth or Work Study Skills* results in the student earning a second *SOR* and a one-day *In-School Suspension (ISS)*.
- Several *SORs* (6 or more) will result in a conference with the student, parents and the administration to discuss whether or not the child's enrollment at St. Gregory the Great School is a good placement in meeting the needs of the child.
- Eligibility requirements for extracurricular activities and Honor Roll apply (pages 25 and 39).

This process regarding discipline prepares the intermediate level student for the challenges of the upper-unit. Appropriate behavior, a sense of responsibility, and good work and study habits will establish a foundation for better moral choices, academic success, good citizenship, and preparation for grades 6, 7 and 8, and beyond.

Upper-Unit Grades 6, 7 and 8 Discipline Process

At this level, the Discipline Process, Signatures and Consequences are more structured as the challenges for the older students are greater. The *Assignment Book* is a required item that every student is expected to carry to each class daily. The *Conduct/Responsibility Sheet* in the *Assignment Book* serves as an immediate communication tool between home and school and an easy-access record of the student's attitude, conduct, and responsibility. It is imperative that parent's/guardian's be kept informed of their child's progress with regard to conduct and work habits by checking the *Conduct/Responsibility Sheet* in the *Assignment Book* **daily**.

The signatures received in the *Assignment Book* are cumulative only during the semester, first or second, in which they occur (August through December and January through May). In other words, students "start fresh" in August and January. Students who receive **two or less signatures** and **no Student Offense Report** during the course of the school year will be recognized at the end of the year for their efforts.

A student may be given a signature for:

- Missing or incomplete assignments
- Failure to follow directions when given (verbal or written)
- Being tardy to class
- Being unprepared for class
- Non-compliance with uniform or grooming code
- Chewing gum
- Eating outside the cafeteria without permission
- Disrespecting one's own or another student's books, supplies or property
- Passing notes in class (depending on the content this may be more serious than a signature)
- Disrespectful or disruptive behavior (this may be more serious than a signature)
- Inappropriate language (verbal or written), drawings or gestures (this may be more serious than a signature)

The loss or destruction of an *Assignment Book* is **serious**. A student may be given a temporary *Conduct/Responsibility Sheet* for one or two days but will be responsible for finding the lost book or purchasing a new one within the two-day designated time period. Depending on the student's record of conduct and responsibility, an *SOR* for a lost *Assignment Book* may or may not be issued. This will be at the discretion of the administrator.

Consequences for Signatures:

1. Three signatures result in an after-school detention on either Tuesday or Thursday, whichever is closest but allowing for a one-day notice to parents. After-school detentions are served from **3:45-5:00** under the supervision

of an upper-unit teacher. Completing homework during detention is not an option; it is a reflective period to think about the infraction/s and how it can be avoided in the future; this time may be used for service to the school.

- Any student missing or late for a detention without making prior arrangements with an administrator or teacher, will be issued **two** detentions, one for the original infraction and the other for the missed or late detention.
 - The student may not attend any extracurricular activity on the day of the detention.
2. Six signatures result in a *Student Offense Report (SOR)* and an after-school detention.
 3. Every ninth signature results in an *SOR* and an *In-School Suspension (ISS)*.
 4. After the ninth signature, the process repeats itself beginning with Step 1.

Excessive Signatures - If a student serves excessive detentions and ISSs, it would be evident that the consequences were not effective in modifying the behavior and/or responsibility of the student. Therefore, after three ISSs (27 signatures or the equivalent) during one semester, all subsequent detentions for that student will be served on a **Wednesday morning, 7:00–7:45 and a behavior contract may be created in collaboration with teachers, parents, counselor, and administration.** Any student who is late for a morning detention will be issued another morning detention; any student who does not attend, will be issued 2 morning detentions. If these detentions are not served, a meeting with the principal or vice principal will be required.

Students receiving 0 or 1 signature will be acknowledged each quarter.

Student Offense Reports, In-School Suspensions, and Off-Campus Suspensions:

An upper-unit student will be issued a *Student Offense Report (SOR)* for six signatures resulting from a series of infractions (conduct or responsibility) or may be issued an *SOR* for one serious infraction. During the course of a semester, an *SOR* is issued after nine signatures and is accompanied by an automatic *In-School Suspension (ISS)*. An immediate *SOR*, due to one serious infraction, may be accompanied by an *ISS* or an *Off-Campus Suspension (OCS)* for part of the school day, one full day or two full days.

Student Offense Report (SOR) Process and Policy:

A *Student Offense Report (SOR)* is earned by one, or a series of, infraction/s. It serves as notification to parents of a significant infraction. The infraction and its consequence are noted on the *SOR*.

- One *SOR* during a quarter results in an **S-** in the Conduct/Responsibility grade on the report card.
- The second *SOR* during the course of a quarter results in an *In-School Suspension*, an I or U in Conduct/Responsibility on the report card; immediate ineligibility* for extracurricular activities for two weeks; and, ineligibility for Honor Roll.
- Three or more *SORs* during the quarter result in a two-week ineligibility period with each *SOR*; and, a parent conference and or a family support to discuss the pattern of offenses and any issues affecting the student's progress. For excessive *SORs*, the status of continued enrollment will be an issue.

In-School Suspension (ISS) Process and Policy (4604):

The student earns an *In-School Suspension (ISS)* for every nine signatures or one serious infraction.

- The student is removed from the classroom for the day and placed in an on-campus setting with a supervisor. The student is expected to complete all assignments and any scheduled tests that the teacher sends to the ISS supervisor.
- There is a \$25.00 ISS fee to be paid at the time it is served or it is added to the tuition.
- The process remains the same for the second through fourth **ISS**.
- During the course of the school year, any student who serves five **ISSs**, will automatically receive an *Off-Campus Suspension* and will be placed on probation for the remainder of the school year; **NO** extracurricular activities or events unless otherwise specified. A parent conference with an administrator will be required; the status of continued enrollment will be an issue.

Off-Campus Suspension (OCS) Process and Policy (4604):

An *Off-Campus Suspension (OCS)* may be issued to a student for one serious infraction, for repeated infractions, or for five *In-School Suspensions*.

- Parents/guardians will be notified of any **OCS** via the *SOR* and phone call and/or in-person conference.

- An OCS requires that the student be picked up from school for the remainder of the day or the student may be issued a full one-day or two-day suspension depending on the severity of the infraction. An all-day suspension (one or two days) requires a meeting with a parent upon the student returning to school.
- The student may be ineligible* for extracurricular activities and may receive an I or U in Conduct/Responsibility on the report card depending on the severity of the infraction or the number of infractions.
- The student is responsible for completing all class and homework assignments on the due date.
- **A student serving a two-day off campus suspension will be placed on probation for the remainder of the school year; no extracurricular activities.**
- If a student who has served a two-day OCS, earns another OCS while on probation, a meeting must be scheduled with the student, parent/guardian, administrator and pastor and may result in expulsion.
- If a student shows no marked improvement or gives the impression that he/she has no intention of improving behavior or attitude, the Principal may ask the parent to remove the child from the school. If the parent refuses to remove the child from school, the Principal or Vice Principal can expel the student.

***Ineligibility – A student is ineligible for extracurricular activities for two weeks without delay following the second (and each subsequent) SOR during the course of the semester; this takes effect the day following the issuance of the SOR in order to provide notification to the parents/guardians. During an extended school holiday, each day of the activity is counted toward one day of the two-week period. Students who are ineligible may not be present at the activity or event (if after school) and may not play any role in the activity or event.**

A student is ineligible for Honor Roll if he/she receives an I or U on the report card in the Conduct/Responsibility/grade less than an S in any rotation subject.

Ineligibility will *usually* not apply to religious activities or events, i.e. Catholic Schools Week activities, Advent or Lent activities, liturgy or liturgical choir, altar servers, Stations of the Cross, or other religious activities specified by the administration.

Serious Infractions

For any infraction, it is the judgment of the Principal or Vice Principal to invoke a severity clause. The consequences based on the severity of the action will be at the discretion of the Principal, Vice Principal, and/or Pastor, and may result in a School Offense Report, In-School Suspension, Off-Campus Suspension, and/or Expulsion.

The following are examples of, but not limited to, the types of behaviors that are not tolerated at St. Gregory the Great Catholic School at any time:

- **Forbidden Items** - bringing to school any non-school supply or item that is inappropriate or can harm another without specific permission from the teacher or administrator (pages 20 and 34).
- **Cheating** - **giving or receiving** information on a test or submitting duplicate work for class or outside assignments. A grade of zero shall be given on the work of any student who participates in cheating. The student(s) will then be subject to disciplinary action.
- **Plagiarism** - taking someone else's work and claiming it as one's own, such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying and pasting articles from an encyclopedia or website.
- **Bullying** - repeated aggressive/hurtful behavior, either verbal, psychological or physical, by an individual or group against others.
- **Physical Aggression or Horse playing** - may or may not be malicious but is an act which can result in a child being hurt, i.e. pushing, pinching, tackling, biting, slapping, punching, throwing rocks or other objects.
- **Disrespect** – any insulting actions, gestures, drawings, and/or language directed at any individual, student, parent, faculty, or staff. This includes any posting on any social networks (not limited to) Facebook, Myspace...
- **Vandalism** - damaging, destroying or misusing school equipment or school property in any manner. Parents will assume the cost of repair or replacement of any school property damaged by the student. Any taking or damaging of another person's property will require replacement of such stolen or damaged items.
- **Graffiti** - any defacing of school property.

- Forgery - signing a parent's or guardian's signature (by the student or any other unauthorized person) to a note, test, or other materials; a parent or guardian may not give their child permission to sign the parent's or guardian's name.
- Gambling - betting in any form will not be permitted on the school campus or any place at which a school contest or activity is taking place.
- Substance Abuse - using, possessing, or distributing any type of controlled substance.
- Theft - taking or possessing any article of value that belongs to another person.
- Immoral Behavior - any public display of affection, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual or profane in nature, will be subject to immediate disciplinary action.
- Cell phones – use of cell phones during school hours is prohibited (includes After School Care).
- Chronic Disruptive Behavior - Any behavior which repeatedly disrupts the flow of instruction and/or the teacher's efforts to maintain a harmonious classroom environment that is conducive to learning.
- Assaulting or Threatening to Assault any Individual, Student/Parent/Faculty/Staff:
 - It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon on or within 1,000 feet of school property, bus or at any school sponsored athletic, social, or any curricular activities. The person who does this will be immediately reported to the police. The Principal will notify the parents of any student who is arrested for violation of this statute.
 - Specifically, a student may not knowingly possess, handle, or transmit any object that can be considered a weapon on school grounds at any time or off school grounds at any school activity, function or event. Violation of this by a student will subject the student to any penalty including dismissal from school and/or legal action.

EXPULSION (4605) - A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious infractions and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion is a serious matter and implemented only as a last resort. Normally it will follow a grave offense or a series of chronic offenses indicating a basically hostile attitude. When such a serious case arises, the following procedures will be followed:

- There will be a documented conference of the Principal, teacher and student. If the problem cannot be resolved, the student receives a suspension.
- This is followed by a documented conference of the Principal, teacher and parents. If no solution is reached, another conference is held with the Pastor present.
- The Principal and Pastor then decide either to readmit or expel the student. If readmitted, the student is on probation for the remainder of the school year. If the decision is for expulsion, the Archdiocesan Superintendent of Catholic Schools is notified and given a brief explanation of reasons for the expulsion in writing.

IMMEDIATE EXPULSION - A student will be subject to immediate expulsion when he/she:

- Participates in disruptive activities by a group such as a gang.
- Arson, starting a fire or causing an explosion with the intent to destroy or cause damage.
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or during school-sponsored activities.
- Smokes or uses any tobacco product on school property or at a school-related activity.
- Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity.
- Threatens any student/parent/faculty/staff with bodily injury or harm.
- Assaults a student, parent or any school personnel.
- Vandalizes school property or the property of others.
- Engages in chronic or repeated misbehavior that disrupts the learning environment.
- Behaves in any manner inside or outside of school that would negatively impact the reputation of the school in a significant way that includes but is not limited to sexting, sexual behavior, pornography, promiscuous behavior.

In imposing discipline, the Principal and Vice Principal will consider the seriousness of the offense, the student's age and grade level, the student's attitude, and the potential effect of the misconduct on the school environment.

READMISSION POLICY - Once expulsion has occurred or a student has been asked to withdraw for disciplinary purposes, readmission will not be permitted within the same school year or the following school year. Under special circumstances, admission may be allowed in subsequent years after review and approval by the Pastor and the administration of the school.

SEARCH AND SEIZURE (4606)

The legal relationship between St. Gregory's School and the student [or the student's parent(s) or guardian(s)] is one of contract law. The Principal and/or Vice Principal may search student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession at any time.

SUBSTANCE ABUSE POLICY (4603)

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school time or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen stimulant depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any volatile chemical substance for inhalation such as glue or aerosol paints.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Note: Any parent, faculty or staff member chaperoning any school-sponsored event is bound by the above policy.

Definitions:

- "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.
- "Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.
- Students who violate this policy shall be subject to disciplinary action including expulsion.
- A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use and who has given this medication with a written request to the Health Care Coordinator shall not be considered to have violated this policy.
- The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this school. Students involved in such actions shall be expelled from school.
- Any student who has knowledge of the occurrence of any of the above infractions, which may be harmful to the perpetrator of the offense or other persons, has the responsibility to call the incident to the attention of school authorities. Failure to do so may be defined as involvement and will also be subject to disciplinary action.

ANTI-HARASSMENT ENVIRONMENT (4607)

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Verbal harassment includes derogatory remarks, jokes, or slurs, and includes belligerent or threatening words spoken to another.
- Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

It is the responsibility of the student to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the Principal and/or Vice Principal. If he/she is not available, report incidents to the school counselor or other school personnel.
- If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING AND INVESTIGATING PROCEDURES - The following procedures must be followed for filing and investigating a harassment claim:

- The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop.
- If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
- If the complaint is against the Principal, the person must report the incident to the Pastor or the Superintendent of Schools.
- As soon as the verbal report has been given, the school personnel must report the incident to the Parent and Superintendent.
- The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
- Once the facts of the case have been gathered, the Principal, in consultation with the Pastor and Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion/dismissal.
- If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school must take steps within its power to investigate and eliminate the problem.

PREGNANCY (4701), ABORTION (4702), MARRIAGE AND CO-HABITATION (4703)

St. Gregory the Great Catholic School will follow the policy concerning these issues as stated in the *“Handbook of Policies and Regulations for Catholic Schools”* of the Archdiocese of San Antonio.

GRIEVANCE PROCEDURES FOR STUDENT EXPULSION AND EMPLOYEE TERMINATION (6301)

This policy and procedure shall apply only to instances of student expulsion and employee termination.

PROCEDURE:

Prior to the initiation of a formal grievance parents who seek redress for their expelled child or an employee who has been terminated must first confer directly with the principal (“conference”) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint including a brief summary of the initial conference must be prepared and filed with the School Council Secretary within (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within (10) school days of its receipt of the grievance.
3. If the aggrieved party is not satisfied with the decision of the Grievance Council, an appeal may be made to the Pastor within (3) school days of the decision of the Grievance Council. The Pastor will review all documentation of the

grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of such an appeal. The Pastor will then render his decision within five (5) days.

4. If the aggrieved party remains unsatisfied with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the Pastor's decision.
5. Pending outcome of the formal grievance, only the Principal or Pastor may, with or without condition, abate the expulsion or the termination.

LOCAL GRIEVANCE COUNCIL – COMPOSITION:

1. The Local Grievance Council shall be composed of three members appointed by the St. Gregory's School Council.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members have no direct relationship to the school.
4. The appointment to the Local Grievance Council is for one year and is renewable.

LOCAL GRIEVANCE COUNCIL - DUTIES AND PROCESS:

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.
2. If the decision of the council is to uphold the Principal's decision, then the process moves to No. 8.
3. If the decision of the Council is such that it feels that an additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.
5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the Council. The aggrieved party will make the first presentation. **AT NO TIME IS THERE TO BE CROSS-EXAMINATION OR DIRECT DISCUSSION BETWEEN PARTIES OF THE GRIEVANCE.**
6. After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.
7. The Council may recall, together, both parties of the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The Grievance Council will render its decision in writing according to the prescribed Grievance Procedure.

REDRESS FOR NON-EXPULSION/NON-TERMINATION (6302)

All grievances that do **not** result student expulsion or employee termination will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Council of Conciliation will hear these matters.

St. Gregory the Great Catholic School recognizes that misunderstandings or conflicts can arise in the course of managing a school. While most issues are able to be resolved, there are times when an individual may want a specific policy, action or decision reviewed.

St Gregory the Great Catholic School provides all individuals an opportunity to be heard and redress any issues regarding policies, regulations, or decisions that are perceived to be unfair to any individual or group. The "Parent-Student Handbook" is the official source for student conduct and disciplinary policies.

In case of disagreement of an interpretation of the Handbook or actions taken by the school, the following steps need to be taken: Prior to initiating a formal grievance, parents who seek redress for their children in matters of policy, regulation, or discipline must first confer directly (either face-to-face or by telephone) with the teacher, staff member, or administrator whom the parent disagrees with to discuss a resolution of the situation.

If a satisfactory resolution is not reached after both parties have conferred, the complainant(s) may file a formal grievance using the following steps, procedures and timelines:

Step 1: The complainant(s) will submit a written grievance to the School Principal including a brief summary of the outcome of the initial conference with the other party involved.

If the complaint involves the Principal, the written grievance should be submitted directly to the President of the St. Gregory the Great School Council and start the process with Step 3.

Step 2: The Principal will contact and meet with the complainant(s) within **3 school days** of receipt of the written grievance. In cases involving student grievances, the parent(s) and child will be required to attend this meeting.

Step 3: If the complainant(s) and the Principal are unable to reach a satisfactory resolution, the complainant(s) will have **3 school days** from the date they met with the Principal to submit a written grievance to the School Council President for further review.

Step 4: The School Council President will have **up to 10 school days** from receipt of the written grievance to assemble a School Council Redress Committee (consisting of 3 members of the School Council) to review the grievance, conduct a thorough investigation of the facts, policies and procedures, hear testimonies if appropriate, and render a written decision to the complainant(s).

Step 5: If the complainant(s) is/are not satisfied with the decision of the School Council Redress Committee, a written Appeal may be made to the Pastor within **3 school days** from receipt of the written decision from the School Council Redress Committee.

Step 6: The Pastor will review the grievance, meet with all appropriate parties, and render a decision within **10 school days** from the date of receipt of the written appeal. The Pastor's decision is final.

This policy is intended to ensure that conflicts and issues are reviewed and handled promptly. The process is arranged in a logical sequence, and the complainant(s) must complete each level in order before proceeding to the next. The process ends whenever the complainant(s) initiating the grievance accepts a decision or with the Pastor's decision.

At times it may be impractical to arrange meetings within the specified time limits of this procedure. In these circumstances, the Pastor, Principal and/or School Council President may make modifications to the procedure as necessary.

EXTRACURRICULAR ACTIVITIES (4200)

An extracurricular activity is any school activity, on or off campus, exclusive of the regular academic courses and scheduled field trips. These activities include the following: dance programs, clubs, school parties, fundraising events, school dances, student organization events and athletics. Athletics is the responsibility of the Principal and is under his/her general supervision.

St. Gregory the Great Catholic School constantly strives to provide a quality educationally based extracurricular program to all students by preparing individuals to develop to their fullest potential to live in and, ultimately, contribute to society. Eligible students may participate in extracurricular activities on or off campus, only if specific rules, regulations and requirements are followed.

Any student who is absent a half-day (arriving after 10:00 a.m. or leaving before 2:00 p.m.) or more on the day of a planned extracurricular activity or event may not be allowed to participate without the permission of the administration.

PARTIES AND FUNDRAISERS - The following is a list of officially approved parties that may be held by the different grades in the homerooms with teacher approval:

1. Christmas – Pre-K3 through 8th grade
2. Valentine's Day – Pre-K3 through 4th grade

3. End-of-Year Party – Pre-K3 through 8th grade
Birthday Celebrations - during lunchtime only. Edible treats will be limited to items in compliance with the USDA Dietary Guidelines, Wellness Policy 4810 (page 13).
4. Invitations to private parties will only be distributed if the entire homeroom, or all girls/all boys are invited. Any invitations outside the child's homeroom class must be delivered off school premises.

Note: Balloons, flowers, etc. must be delivered to the school office. These will not be delivered to the student until the end of the school day. There is no fundraising for any parties. All fund raising activities/programs must be approved by the school administration.

USE OF SCHOOL GROUNDS - The Principal and/or Pastor must approve the use of the school grounds and/or school facilities. The schedule/availability of facility use is the responsibility of the Pastor's Secretary at the Church Office.

SCHOOL SPONSORED ACADEMIC EVENTS - St. Gregory's School encourages participation in other academic events which are normally held outside of school hours and in which transportation is normally provided by the participants' parents. Examples of these events are PSIA, Speech Tournaments, Spelling Bees, Science Fairs, etc. The rules for participation in these events are generally the same as for field trips. Since other schools normally sponsor these events, all students and parents will abide by the special rules of the sponsoring school or organization.

STUDENT ORGANIZATIONS and EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Enrichment of student life at St. Gregory School is offered in a variety of ways. Clubs, organizations, and athletic teams appeal to the interest of many and are offered for the purpose of making the student's life more meaningful and enjoyable. Students are encouraged to seek out a club or clubs in which to share their particular interests and talents. However, no student will be permitted to participate in extracurricular clubs, athletic teams, cheerleading squad, or organizations, if any subject grade falls below "70" and/or the average of core subject grades falls below "75" and/or the grade in any Rotation Subject is an "S-" or lower at the time of mid-quarter checks or report cards. (National Junior Honor Society members and Student Council officers have different standards; see next page.) At these intervals (progress report or report card), every student will be checked to make sure school and/or league eligibility standards are met. If a student does not meet these standards, he/she will be ineligible for participation and will be placed on inactive status until the next progress or reporting period. No failing grade will be recomputed for eligibility purposes after a report has been issued until the next scheduled report period; NO exceptions. **If the student is still ineligible due to grades at the following report period, the student will be removed from the organization or team. Students who are academically ineligible during athletic or cheerleading try-outs may try out for the team or squad.** An upper-unit student who fails three or more mid-term or final exams is ineligible to participate in extracurricular activities until the next report period indicating acceptable performance as stated above.

A student is also ineligible for extracurricular activities/events if he/she receives a 2nd (or subsequent) Student Offense Report during the semester; each SOR results in an immediate two-week ineligibility period. During an extended holiday, each day of the activity counts toward one of the 14 days. Students who are ineligible may not be present at the activity or event (if after-school) and may not play any role in the activity or event. Ineligibility does not *usually* apply to religious activities or religious events.

Eligibility for holding student organization office is open to all qualified students. In order to qualify, a student must meet scholastic standards and also be current in all tuition and fee obligations. Students running for such office will follow the procedures established by the Constitution and By-Laws for that specific club or organization. Any student who holds a student office will be automatically removed from that office should the student be placed on academic or disciplinary probation or be suspended from school.

The following are requirements for all candidates for the Student Council Executive Board:

- Be passing all core subject and rotation classes.
- Have conduct grade of satisfactory or outstanding.
- May not have received an ISS or OCS in the current quarter
- May not be on academic or disciplinary probation.
- Possess citizenship and leadership qualities.
- Be current on all tuition and fee obligations.

A student earning an “I” or “U” in Conduct/Responsibility and/or a failing grade in any subject on the report card, will be suspended from his/her duties as an officer of the Student Council.

To be eligible and to maintain **National Junior Honor Society** status, a student must:

- Be in good standing academically (progress reports and report cards) and behaviorally (report card periods):
 - Maintain a grade point average of 90% or higher in all major subjects; S or better in rotation subjects
 - Maintain an S or better in Conduct/Responsibility on the report card; no SOR, ISS or OCS.
- Demonstrate the qualities and requirements of Leadership, Character, Service, and Citizenship as stated below.

A student is placed on probation from NJHS for academic ineligibility or for receiving an SOR, ISS, or OCS (which would result in an S-, I, or U on the report card). He/she is immediately suspended from all meetings, activities and events sponsored by NJHS until the next report card period when the appropriate improvements are noted. If the necessary improvements are not made or the student receives a second SOR during the school year, he/she will be suspended as an NJHS member and will not be invited to reapply for membership. These standards are commensurate with the National Standards for membership in NJHS.

It is the responsibility of the sponsor to check regularly on these criteria in order for students to remain eligible for each organization. A sponsor may remove a child from a specific organization or activity if the behavior choices of the child negatively affect the group or activity.

SPECIFIC ACTIVITIES

Eligibility criteria applies to the following organizations:

1. **STUDENT COUNCIL** - The Student Council is open to grades 4-8. The student body in 4th-7th grade shall elect the officers and representatives. (See above for requirements.) The Student Council Advisor, in consultation with the school administration, shall decide the time and guidelines to be followed in the election. The president is to be an 8th grade student. The Student Council will:
 - The Student Council is responsible for Field Day each year.
 - Promote the welfare of the student body
 - Represent the student body
 - Promote better student-teacher relationships
 - Furnish citizenship training
 - Develop interest in civic affairs through school spirit
 - Encourage better discipline
 - Furnish mentoring for incoming members
2. **NATIONAL JUNIOR HONOR SOCIETY**, Grades 7 and 8 - The aims and purposes of the NJHS are to further develop to the fullest extent possible the five qualifications on which a student is judged in order to become a member of this organization. Membership criteria include:
 - **Scholarship** - Grade point average of 90% or higher in the seven major subjects
 - **Leadership** - Demonstrates leadership, influences peers in upholding school ideals, contributes to civic life of school
 - **Character** - Consistently exemplifies desirable qualities of behavior, courtesy, honesty and respect for others
 - **Service** – Must demonstrate continuous efforts of service; must meet at least the minimum service hour expectation in Apostolic Service Program and Tutor Time requirements from the school organization.
 - **Citizenship** - Understands importance of civic involvement and demonstrates mature participation in activities and events of the school.

Being elected to be a member of NJHS is one of the highest honors a student may receive. The school administration shall decide the time of the nomination, induction and election of officers. The criteria for membership are specified in this “*Handbook*” and the “*Chapter Constitution*” which are commensurate with the National standards.

3. **RELIGION CLUB** – The Religion Club promotes spiritual growth among our peers and assists various charitable organizations. The students work on projects and activities that will be given to the elderly, finding solutions to campus or community problems, promote spiritual growth, and pray for special intentions.
4. **SAFETY PATROLS** - Students in grades 4-8, selected on the basis of academic grades, character, and citizenship, have the privilege of becoming Safety Patrols. Their duties are from 7:30 a.m. until 8:00 a.m. for morning patrol and from 3:15 p.m. until 3:50 p.m. for afternoon patrol. In order for students to serve on Safety Patrols, the school must have a signed permission slip from the parent/guardian. The student must make a commitment to take this service to the school seriously; he/she must be reliable, dependable and maintain all Satisfactory grades in Conduct and Responsibility (no more than 1 SOR during a quarter). For upper-unit, Safety Patrol Service Hours for the Apostolic Service Program are limited to no more than half the required number of hours.
5. **CHEERLEADERS** – Cheerleading is a spirit-based organization, with try-outs open to girls and boys from 6th to 8th grade. It is affiliated with the St. Gregory Athletic Department and follows all AIAL guidelines. The activities of this organization include competing at local, state and national levels; providing spirit leadership through pep rallies, attendance for home basketball, volleyball and soccer games as time permits. Community service is encouraged and events will be scheduled throughout the cheer year at the discretion of the sponsor. Cheerleaders are involved in the spiritual development of the school by participating in Cheerleading Retreats and celebrating liturgy. Participation in this organization is an on-going process. All cheerleaders must maintain high standards academically and behaviorally.
6. **DRAMA CLUB** - The Drama Club is open to all 6th, 7th, and 8th graders who are interested in the theater and being a part of a yearly live drama production. Members will learn about public speaking, teamwork, and how to produce a theater show. Attendance at meetings throughout the year is required to be a part of any drama club production. Eligibility requirements apply.
7. **SPANISH CLUB** – Membership in the Spanish Club will be limited to those students currently in grades 6-8. Members are required to have a passing grade in Spanish. Members are responsible for Dia de los Muertos Altar, Virgen de Guadalupe, and cultural events.
8. **CHESS CLUB** – The purpose of the Chess Club is to help students learn and master the game of chess. The experienced students will learn strategies to help further their knowledge. This learning will take place in a positive and fun atmosphere fostering sportsmanship and respect. The club will be open to any student 1st grade and above. No prior knowledge of the game is necessary to join. The club meets after school until 5:00 p.m. once a month.
9. **MATH CLUB** – The Math Club is an organization for students in grades 1-5 who are interested in math activities, such as math logic, problem solving, word problems, and estimation. The purpose of the club is to encourage mathematical thinking. Parent and family involvement is also encouraged in many of the club's activities. Meetings are held after school once a month.
10. **YOUNG ASTRONOMERS** – The St. Gregory School Young Astronomers is an organization for those students who are interested in Astronomy, Space and Related Technology. Through monthly meetings and special activities, the Young Astronomers Program strives to inspire youth to improve their grades in Mathematics, Science and related subjects while participating in various activities such as chapter meetings, serving on committees, earning rank, model rocket launches, star parties, super trips and ecology projects. All these activities are designed to build teamwork, leadership, resourcefulness, school pride, patriotism, environmental responsibility and, most of all, respect for God and love for our fellow man. The Young Astronomers are expected to be good citizens of the community, maintain high moral and behavior standards, and support school and club-sponsored activities.

Three chapters are available for grades 1-8 and are divided in the following manner: **Star Gazers** (Gr.1-3), **Star Discoverers** (Gr. 4-6), and **Star Explorers** (Gr. 7-8). Each chapter has three different ranks that can be earned. Meetings are generally held on the third Wednesday of each month after school in the cafeteria until 4:30.

11. **SOCIAL EVENTS** - the school Principal must approve all social events scheduled at St. Gregory's School. These functions must have a sufficient number of adults in attendance as chaperones. Students who fail to conduct themselves properly at any social function will be asked to leave (parents/guardians will be called to pick up the student) and will be subject to disciplinary action by the Principal. All extracurricular activities, sponsored by or held in the school, are considered to be learning experiences and must be supervised by school personnel.

12. **SPORTS PROGRAM (4320)** - Activities are planned and directed by the Athletic Director and school coaches with the approval of the school Principal. Students who are interested in trying out for a sport should contact the Head Coach for that sport. League contests and all sports activities are governed by the rules and regulations of the Archdiocese Interscholastic Athletic League (AIAL) and the Archdiocesan School Office of which St. Gregory's is a member. Grade eligibility for teams is as follows:

- Boys in grades 6th and 7th comprise the "B" Team.
- Boys in grades 7th and 8th comprise the Varsity "A" Team.
- Girls in grades 6th and 7th comprise the "B" Team.
- Girls in grades 7th and 8th comprise the Varsity "A" Team.
- Students in 6th grade with exceptional athletic ability may be placed on a Varsity team with AIAL approval.

Sports offered each year will depend on student interest and will include, volleyball, soccer, basketball, baseball, softball, tennis, golf, and track and field.

All participants in extracurricular sports are covered by the insurance required through the school at the beginning of the year. Eligible students who wish to participate in athletics must first secure parent/guardian permission. Blank forms for physician's permission may be obtained from the coach. After the proper signatures are recorded, these properly executed forms are to be returned to the coach. A medical release form for emergency treatment must be signed by a parent/guardian and must be returned to the coach. Students' must pass their physical in order to participate in the Sports Program.

If a student receives a detention, he/she may not participate in any extracurricular activity on the day the detention is served. Any student who is absent a half-day or more from school on the day of the athletic event (game, practice, tournament, meet, etc.) will not be allowed to participate upon arrival at school or at the event site without specific permission from the administration.

The parents of the athlete must arrange transportation and supervision of younger brothers and sisters of the athlete. The school does not assume this responsibility. Transportation for an off-campus athletic event should be provided by the parents of each athlete. However, a note to the coach and the school office, dated and signed, MUST be provided by a parent or guardian if a student is to carpool with another parent to any off-campus event.

Athletics Eligibility/Ineligibility:

Eligibility is based on a week to week basis. Athletes who do not maintain a 70 in any subject are placed on an ineligibility list for a one week period. The athlete may practice during his/her first week of ineligibility but will not be allowed to play/perform. A second week of not maintaining a 70 in any subject will result in the athletic not being able to practice/play/perform that week. A third week of not maintaining a 70 in any subject will result in the athlete being removed from the team for the remainder of the season. The weeks do not need to be in consecutive order. If the athlete is on the ineligible list for any subject for the three consecutive weeks prior to tryouts, he/she may not try out.

Eligibility Criteria does not apply to the following activities/organizations:

11. **PRIVATE SCHOOL INTERCOLLEGIATE ASSOCIATION (PSIA)** – Students in grades 1-8 may participate in different areas of competition. Meetings are scheduled by the sponsors of the various competitions.
12. **LITURGICAL CHOIR** – The choir consists of students in grades 3-8. Membership is open to children who desire to share their musical talent. Rehearsals are held after school until 4:30 p.m. (day and place to be announced).
13. **IRISH DANCE** – Students in grades 1-8 may participate in Irish dancing. The class meets after school once a week until 5:15 p.m. (day and place to be announced.) There is an additional charge for this program.

14. **GUITAR LESSONS** – Students may take private or small group guitar lessons after school. Days and fees to be announced.
15. **BOY SCOUTS** – Boys in grades 1-8 are invited to join scouting.
16. **GIRL SCOUTS** – Girls in Kindergarten through 8th grade may join the scouting program.

Note: Eligibility requirements do not *usually* apply to religious activities or events.

ETHICAL CODE OF CONDUCT FOR ALL MEMBERS OF THE SCHOOL COMMUNITY AT ALL TIMES ON SCHOOL GROUNDS AND AT ALL SCHOOL EVENTS

Parents and all family members are role models to all persons, most particularly the children. The way in which one conducts oneself sends a message to all in the school and parish community. As a Catholic/Christian community, all persons should be aware of how to conduct themselves and all should refrain from any behavior, actions, language, or gestures that are unbecoming to a Christian person. ANY person acting in an abusive manner toward anyone on campus or at any school-sponsored event will be asked to leave or, if necessary, be removed from the premises. Attending St. Gregory the Great is a privilege, not a right. Anyone who is removed and wishes to return for any reason must contact the pastor and/or principal before returning to school.

During athletic events, both participants and spectators, including parents, will abide by the following rules:

- Decisions of the officials must be respected.
- Respect must be shown for coaches and players of both teams.
- Stand for prayer.
- Any image or model of a school mascot should be displayed before home fans only; it should not be paraded in front of the opposing team or their spectators.
- Signs may be displayed for identification or for developing school spirit. No one will display a derogatory sign at any athletic event.

NOTE: WARNING!!! A school may be disciplined for the offensive behavior of its fans or participants. Such an offense could impose a penalty on the entire athletic program at St. Gregory the Great School. Students and parents are asked to solicit the cooperation of the spectators in order to protect the reputation of the school. What an individual may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for St. Gregory the Great School community to exhibit poor sportsmanship. Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the field/gym.

ATHLETIC BOOSTER CLUB - The purpose of this club is to provide for the fellowship of the athletes and associated individuals at St. Gregory the Great School. In addition, the club provides the parents with an avenue of service to the athletic program whereby they may serve God, their church and community in a Christian-like manner. Only those parents/guardians whose child has participated or is participating in a sport and/or cheerleading is eligible.

A Booster Club fee is required for each athlete per sport payable to the St. Gregory's School Athletic Booster Club. Once a parent/guardian has paid the child's booster club fee, the parent/guardian is automatically a member of the Booster Club. The booster club fee must be paid no later than two weeks into the sports' season or the athlete will be ineligible. Along with the fee the parent/guardian is required to serve 2 hours working the admission gate or concession stand during a season game. If the parent/guardian does not show up for their work shift a cost of \$15.00 will be billed to the parent/guardian. All fees must be paid before the athlete is eligible to try out for the next season's sport.

TRANSPORTATION POLICY FOR FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

School administration must approve all transportation. **For field trips, the school administration will authorize the use of a chartered or school bus. As a general rule, transportation is provided by the parents/guardians of the students for extracurricular activities.**

- Students who ride the car/bus will be expected to conduct themselves in a courteous manner. Any student who cannot abide by the transportation rules of conduct will be subject to disciplinary actions.
- Students will wait in an orderly line before boarding the car/bus.

- Students will board the car/bus carefully and courteously with no shoving or pushing.
- Students must remain seated at all times while the car/bus is in motion.
- Students must not throw, pitch, or shoot articles within the vehicle, out of the windows or at any other vehicle.
- Excessive noise such as loud talking, screaming, whistling, etc., is not permitted.
- Possession or consumption of intoxicating beverages or drugs aboard the car/bus is prohibited.
- Unacceptable language, gestures or actions are not permitted.
- Fighting in the car/bus will not be tolerated.
- Behavior that in any manner may jeopardize the safe operation of the car/bus will not be tolerated.
- Parents who provide transportation for students must have proof of valid driver's license and valid insurance on file in the school office. Parents who provide transportation do so at their own risk.
- Parents or guardians of students who are driving with classmates, teammates, or friends to an extracurricular activity or event are required to provide a note to the appropriate teacher or coach AND a note to the school office requesting that the child be released to the other parent. For the safety of all our students, NO EXCEPTIONS will be made.

PARENT ORGANIZATIONS

SCHOOL COUNCIL - The School Council serves in an advisory capacity to the administration to determine improvements, establish needs, and ensure fiscal viability for the continued smooth operation of the school. The School Council plays an integral role in the implementation of the school's Strategic Plan as each Council Member is a chairperson for a designated committee. Meetings are regularly scheduled for the third Wednesday of each month. The School Council meetings are open to all interested parties. The right of visitors to address the School Council is limited to those whose petition has been presented in writing to the School Council President at least one (1) day in advance of the regular meeting and has been approved for the agenda. Visitors may not be in attendance during the Executive Session of the Council.

PARENT-TEACHER CLUB - The Parent-Teacher Club (PTC) serves in assisting the administration, faculty and staff of the school in the spiritual and educational development of the St. Gregory the Great families. The PTC actively promotes the welfare of St. Gregory the Great School by strengthening the relationship between home and school; promoting parental rights in education by providing and coordinating legislative action on behalf of St. Gregory the Great; providing educational programs for the parents; serving as a conduit of information to the public at large regarding St. Gregory the Great; and, serving as a resource for fundraising opportunities. Four General meetings are held for the school community during the school year providing both spiritual and educational topics.

HOMEROOM PARENTS

Homeroom parents are under the jurisdiction of the PTC. They assist with special classroom events as well as help in any other manner agreed upon by the classroom teacher and the homeroom parent. A cooperative partnership between the teacher and head homeroom parent, as well as other homeroom parents, greatly benefits the children and the community.

TEXAS CATHOLIC CONFERENCE EDUCATION DEPARTMENT GOALS FOR CATHOLIC EDUCATION IN TEXAS

I. THE CATHOLIC SCHOOL PROMOTES A COMMUNITY OF BELIEVERS, LEARNERS, AND ACTIVE DOERS IN THE SPIRIT OF JESUS CHRIST AS EXPERIENCED IN THE CATHOLIC CHURCH AND LIVED AS ACTIVE CITIZENS IN TODAY'S SOCIETY. THE SCHOOL FOSTERS:

- A. A clear understanding of its purpose and goals of education by staff, parents, and students.
- B. A Catholic identity through the religious atmosphere, which permeates the total instructional program. The Gospel values as modeled in the school procedures and in the actions of staff and students.
- C. A faith community expressed through religious experiences that include formal classes for teaching Catholic Doctrine according to Vatican II and the religious spirit of the diocese, programs for personal spiritual formations, opportunities for worship, expression of belief through service to others, appropriate sacramental catechizes, the sponsoring adult programs and active participation of students in their parish community.

- D. Active interaction between school and parish families in various functions when school is attached to a parish.
- E. Active participation of laity on boards and in school organizations.
- F. The formation of behavioral patterns with Christian social standards.
- G. A sensitivity and responsiveness to the demands of social and economic justice.
- H. Knowledge and skills that lead to the development of Christian attitudes towards life, human sexuality and the family.
- I. The formation of students: to set goals and find ways to attain them, to see persons responsible, responsive, compassionate and empathetic to the feelings and needs of others, to recognize and build on personal strengths and to respect the individual differences present to others.

II. THE CATHOLIC SCHOOL PROVIDES INSTRUCTIONAL LEADERSHIP AND MAINTAINS AN EFFECTIVE AND EFFICIENT PROGRAM OF STUDIES. THE ADMINISTRATION AND STAFF HAVE THE RESPONSIBILITY TO:

- A. Be visible and accessible to the school and civic community to insure interaction and involvement in the educational process.
- B. Communicate on a regular basis regarding school activities and general accomplishments.
- C. Provide systematic reporting to the parents regarding student's progress. Communicate expectations for student academic performance to parents and students.
- D. Organize the school and business community to advise and support the school.
- E. Provide a safe and orderly environment with a clear discipline code.
- F. Inform its constituency of school policies and regulations with specific attention given to: rights and responsibilities of staff, students and parents: grievance procedures; discipline code; school policies; grading system; and compliance with local, state, federal laws and regulations.

APOSTOLIC SERVICE PROGRAM

GRADES 6 – 8

2010-2011

“Our Lord Himself came not to be served, but to serve.” Matthew 20:28

St. Gregory the Great School has an Apostolic Service Program for the Upper-Unit (Grades 6-8). The following are important program requirements:

- Each student is required to perform service hours each year while enrolled at St. Gregory the Great School. Mid-year transfer students will be expected to serve a percentage of the yearly required hours depending on date of transfer.
- Students may not be paid for service rendered.
- No more than five (5) service hours may be performed for one’s immediate family.
- **Documented hours must be recorded on the “Apostolic Service Program” form and must be submitted to the homeroom teacher no later than April 21, 2010; forms submitted late may not be credited and/or not acknowledged with a Service Certificate.**
- Students will be recognized at the end of each academic year for service rendered.

The number of service hours required for each grade level are:

Grade 6 – 10 hours

Grade 7 – 15 hours

Grade 8 – 20 hours

Some service possibilities are:

Altar serving on Saturdays or Sundays

Safety Patrol (no more than half the required hours may be applied to safety patrol service)

Visiting with the sick or elderly

Running errands for the sick or elderly

Mowing the lawn for a neighbor, sick or elderly person

Peer tutoring

Babysitting (no more than five hours may be applied to immediate family babysitting)

Assisting parent(s) in volunteer work

Assisting teachers in the classroom

Volunteering at an organization such as the animal shelter, day care, home parish, etc.

Making cards for/writing letters to the sick or elderly (no more than 30 minutes credit will be given per card/letter)

Upper-Unit students will bring home a form at the beginning of the year asking the parent and student to sign off that they understand the Apostolic Service Program.

Appendices

*The following pages include **samples** of forms that students and parents are required (or have the option) to sign and return to school on or before **Friday, August 27, 2010**. The forms will be sent home the first week of school.*

Parents will receive the following forms to sign and return:

- *Parent-Student Handbook Contract (required from every student)*
- *School Internet Use Policy (required before student is permitted to use the Internet)*
- *Student Photo and Videotaping Policy (required from every student)*
- *Medication Permission Request Form (if needed)*

Notice of Asbestos

School: St. Gregory the Great Catholic School

Address: 700 Dewhurst Rd., San Antonio, Texas 78213

Date: July 1, 2010

Dear Parents, Faculty, and Staff:


This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the Principal's office.

In May 2010, we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of these are conducted by **ASTEX ENVIRONMENTAL SERVICES**. The results of these inspections and surveillances are recorded in the Management Plan. The contact person for ASTEX is Ron Greenberg, License #10-5162. He can be reached by contacting (210) 734-2620 ext. 252.

(If applicable, mention any asbestos abatement carried out during vacation and/ or any other work that is planned or in progress.)

N/A

Sincerely,


Martha Gomez
Principal

St. Gregory The Great Catholic School
STUDENT OFFENSE REPORT

STUDENT: _____	GRADE: _____
HOMEROOM TEACHER: _____	TIME OF INCIDENT: _____ DATE: _____

STUDENT INFRACTIONS		
<input type="checkbox"/> Disobedient / Not following class rules	<input type="checkbox"/> Disrespectful Toward Authority	<input type="checkbox"/> Dishonesty
<input type="checkbox"/> Verbal Abuse / Name calling	<input type="checkbox"/> Conflict with Another Student	<input type="checkbox"/> Dress / Grooming Code Violation
<input type="checkbox"/> Profanity / Obscene Gestures	<input type="checkbox"/> Physical Aggression	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disrupting School Environment	<input type="checkbox"/> Signatures	_____
<input type="checkbox"/> Damaging School / Student Property	<input type="checkbox"/> Cheating	_____

DESCRIPTION OF INCIDENT / COMMENTS

PRIOR ACTION (S) BY TEACHER		
<input type="checkbox"/> Verbal Correction	<input type="checkbox"/> Loss of Privileges	<input type="checkbox"/> Behavior Contract
<input type="checkbox"/> Student Conference	<input type="checkbox"/> Consult w/Administration	<input type="checkbox"/> Parent Conference
<input type="checkbox"/> Change Seating Assignment	<input type="checkbox"/> Parent Telephone Contact	<input type="checkbox"/> Counselor Referral
<input type="checkbox"/> Time-out	<input type="checkbox"/> Progress Report to Parent	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Table for one		_____

ACTION (S) TAKEN BY ADMINISTRATION		
<input type="checkbox"/> Student Conference	<input type="checkbox"/> Table for One	<input type="checkbox"/> Assigned In-School Suspension on _____
<input type="checkbox"/> Time-out	<input type="checkbox"/> Parent Phone Contact	<input type="checkbox"/> Off-Campus Suspension on _____
<input type="checkbox"/> Withdrawal of Privileges	Time Called: _____	<input type="checkbox"/> Counselor Conference
<input type="checkbox"/> Parent Conference	<input type="checkbox"/> Behavior Contract	<input type="checkbox"/> Other _____

First SOR _____	More than one SOR* _____
<p>*Ineligible for extracurricular activities from: _____</p> <p>The first SOR results in an S- in Conduct /Responsibility on the report card. The second results in the student serving an In-School Suspension, receiving an I in Conduct / Responsibility on the report card (barring a student from Honor Roll), and an immediate two-week ineligibility period for extracurricular activities. Each additional SOR results in an immediate two-week ineligibility period and an I or U in Conduct /Responsibility on the report card depending on the severity of the infractions. For more detail, see <i>Parent-Student Handbook</i>.</p> <p>*Ineligibility means that a student may not participate or be present (if the activity is after school) at the activity or fulfill any role for the activity /event.</p>	

 ISSUING TEACHER SIGNATURE

 ADMINISTRATOR SIGNATURE / DATE

 STUDENT SIGNATURE

 PARENT SIGNATURE / DATE

ORIGINAL COPY - Administration

YELLOW COPY - Parent

PINK COPY - Teacher

ST. GREGORY THE GREAT CATHOLIC SCHOOL

REPORTING TO PARENTS, DISCIPLINE PROCEDURES AND CONSEQUENCES IN BRIEF

CLASSROOM DISCIPLINE PLAN: In order to maintain an optimum atmosphere conducive to learning, each classroom teacher has developed a *Classroom Discipline Plan* that affords every student the opportunity to manage her/his own behavior. If a student chooses to repeatedly break a rule or commits one serious infraction, the classroom teacher will complete a *Student Offense Report (SOR)*. Offenses such as these are brought to the immediate attention of the administration and parent/s. For lesser infractions, a teacher's signature will be recorded on the *Behavior Sheet*. For grades pre-k – 3, a daily *Behavior Sheet* goes home with the student. In grade 4, a log is kept by the teacher; parents are notified when there is an accumulation of signatures. In grade 5, notable behavior is indicated in the student's *Assignment Notebook* on the *Conduct and Responsibility Log*. In grades 6, 7 and 8, infractions are noted on the *Conduct/Responsibility Sheet* which is located in the student's *Assignment Book*. Parents are responsible for checking the *Assignment Book* of their children daily to keep abreast of their child's behavior and responsibility.

In grades pre-k through 3, students may receive a *Student Offense Report* for a serious infraction or for a repeated infraction/s. In grade 4, the teachers keep a signature log of the students' infractions; four signatures result in an *SOR*. In grade 5, four signatures or one serious infraction results in a *detention*; eight signatures for either behavior or responsibility result in a *detention* and an *SOR*; twelve signatures result in an *SOR* and an *In-School Suspension (ISS)*. These signatures are noted on the *Conduct and Responsibility Log* which is in the student's *Assignment Notebook*. For students in grades 6, 7 and 8, three signatures result in a *detention*; six signatures result in a *detention* and an *SOR*; nine signatures result in an *SOR* and an *In-School Suspension (ISS)*. The second and subsequent *SORs* issued during one semester (August through December or January through May) result in an immediate two-week ineligibility period for extracurricular activities/events. Two or more *SORs* in one grading period result in an I or U in Conduct/Responsibility on the report card. An I or U on the report card disqualifies a student from Honor Roll. See "Code of Conduct" and "Discipline Policy" for more detail, pages 29-34; see "Student Organizations and Extracurricular Activity Eligibility", page 39.

STUDENT OFFENSE REPORT: After the teacher or staff completes a *Student Offense Report*, she/he will follow the procedure below:

1. Staff informs administrative office.
2. Student is sent with an escort to the administrative office.
3. An administrator reviews the *Student Offense Report* and issues appropriate consequences. The following are possible disciplinary actions that can be taken by the administration:
 - * Student Conference
 - * Time-Out
 - * Withdrawal of Privileges
 - * Parent Conference
 - * Parent Phone Contact
 - * School Service hours
 - * In-School Suspension (ISS)
 - * Off-Campus Suspension (OCS)
 - * Behavior Contract
 - * Counselor Conference
 - * Table for one (to be served during lunch)
 - * Detention
4. Parents are notified about the infraction via the *Student Offense Report*; depending on the severity or complexity of the incident, an administrator may call the parent. Parents are encouraged to review the *SOR* with their child. **The *SOR* must be signed by the student and parent and returned the next school day to the homeroom teacher or an administrator. A parent's refusal to sign an *SOR* does not negate the *SOR* or the consequence. Parents are invited to write a note and attach it to the *SOR* if they wish; it will be given consideration and kept on file.**

An *In-School Suspension (ISS)* is an on-campus setting for students who commit disciplinary or numerous responsibility infractions. The classroom teacher sends any work that needs to be completed to the *ISS* supervisor. The student is supervised and expected to complete all work in all courses missed to the extent possible. **There is a fee of \$25.00 each time a student serves an *ISS*; this fee is to be paid at the time the student serves the *ISS* or it will be added to the tuition.**

SERIOUS OFFENSES

An administrator may issue an *Off-Campus Suspension (OCS)* after reviewing any one serious or repeated infraction by a student (pages 29-34). Students serving a two- or more days *Off-Campus Suspension* will be placed on Probationary Status for the remainder of the school year (NO extracurricular activities or events). A Parent Conference is required after a one- or two- day off-campus suspension before the student is permitted to return to class. A second *Off-Campus Suspension* will likely result in a meeting with the student, parent, administrator and pastor, and may result in expulsion.

ST. GREGORY THE GREAT CATHOLIC SCHOOL
SCHOOL INTERNET USE POLICY
(Grades 2 – 8)

Legal and ethical considerations make it imperative that all students who access the Internet from a school-sponsored account understand and agree to abide by the school’s Internet Use Policy as detailed below. Please review it with your son or daughter to be sure that you both understand it.

Acceptable Uses of School-Sponsored Internet Accounts:

- Research for school assignments
- Personal research on appropriate school topics
- Communications through e-mail for school assignments

Unacceptable Uses of School-Sponsored Internet Accounts:

- Acquiring a faculty or staff members’ user name and/or password to access the computer.
- Uploading to the Information Superhighway material that is copyrighted, obscene, offensive, or defamatory, that advocates or condones illegal activity, or that contains a computer virus
- Downloading from the Information Superhighway material that is copyrighted, obscene, offensive, or defamatory, that advocates or condones illegal activity, or that contains a computer virus
- Engaging in any unethical behavior, including but not limited to invasions of privacy. This would include gaining unauthorized access to any computer systems, records, or correspondence
- Endangering the personal safety of any member of the school staff or student body by publicizing any of the following: picture, name, phone number, street address or email address; providing any information which would allow them to be traced
- Writing any inappropriate or defamatory statements about any person or persons at St. Gregory the Great School or Parish that would threaten, discredit, malign, disparage, or embarrass them (page 26)
- Monopolizing time and bandwidth by accessing the Information Superhighway from a school account to conduct personal business, play games, use M.U.D., My Space, Twitter, Facebook, YouTube, or chat lines, or to send or receive personal messages

I understand and agree to abide by the School’s Internet Use Policy as stated above.

I understand the school’s Internet Use Policy as stated above. I will ensure that my daughter/son adheres to it.

Student’s Name (Please Print)

Parent or Guardian’s Name (Please Print)

Student’s Signature

Parent or Guardian’s Signature

Date

Date

Please sign and return this contract to the homeroom teacher as soon as possible. Students may not use the computers until this contract is received.

Permission to print by Patrick Lewis & Allen Armstrand

**STUDENT PHOTO AND VIDEOTAPING FOR MEDIA
AND/OR MARKETING MATERIALS**

Dear Parent or Guardian:

We are very proud of the successes and achievements of our students at St. Gregory the Great Catholic School. Consequently, we frequently photograph students and their accomplishments for presentations in the SGS Newsletters or Catholic newspapers. Occasionally, the school will prepare a marketing or informational brochure, an ad or flier. Additionally, someone from the media may contact the school about a feature story. It is important that we know before the media arrives if you have any objection to your child/ren being included in these stories. **Please complete and return this release**, we will keep it on file for the coming school year. If the form is not returned, your child/ren will automatically be excluded from any media or marketing situations.

If you do **not** want your child to be photographed or videotaped, please inform him/her before the first day of school. Please be aware that if your child is involved in extracurricular activities (such as sports, cheerleading, etc.), it will not be possible to keep him/her from being photographed or videotaped by other participants in the event.

**PHOTOGRAPHING AND VIDEOTAPING STUDENTS
BY THE SCHOOL OR MEDIA**

All Parents or Guardians must complete this form and return it to the school office. A form must be completed for each individual student.

Parent Name: _____
Last First

Student Name: _____
Last First

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Work: _____

As the parent or legal guardian, **I give my consent** for the picture of the above named student to appear in the media or any marketing materials.

As the parent or legal guardian, **I do not give my consent** for the picture of the above named student to appear in any media or marketing materials. I do not want my child to be photographed or their picture used in any form of media.

I understand that it is my responsibility to inform my child of my wishes in this regard and to request that he/she assist school authorities in meeting those wishes.

Signature of Parent or Legal Guardian

Date

**Archdiocese of San Antonio
Catholic Schools Office
MEDICATION PERMISSION REQUEST FORM**

According to the policies of the Archdiocese of San Antonio, students are not allowed to carry medication on their person, including non-prescription medications. (The only exception is that, by physician direction, a student may be permitted to carry and self-administer inhaler medication.) Medications will be maintained and dispensed by appointed school health coordinators. The following steps must be taken before a student is allowed to take medication at school:

- Parent/guardian must present this completed consent form to the school
- Parent/guardian must bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.

Medication may be given by school personnel provided that the prescribing health care provider completes this form.

Name of Student: _____ Homeroom: _____

Date of Birth: _____ School: _____

TO BE COMPLETED BY HEALTH CARE PROVIDER

Medication #1 _____

Name	Strength	Dose	Time (at school)	Route
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Medication #2 _____

Name	Strength	Dose	Time (at school)	Route
------	----------	------	------------------	-------

Medication #3 _____

Name	Strength	Dose	Time (at school)	Route
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Allergies: _____

Special instructions: _____

Print Name of Health Care Provider Signature of Health Care Provider Date

TO BE COMPLETED BY PARENT/GUARDIAN

I, _____, request that my child be given the above medication as directed.

Signature of Parent/Guardian: _____ Date: _____

Telephone: (home) _____ (work) _____ (cell) _____

- I understand that the medication(s) will be administered by a person who is not medically trained.
- I agree to hold the school harmless for the proper (according to above directions) administration of the medication provided by the parent/guardian and for adverse drug reactions or side effects.
- I agree to be responsible for maintaining an adequate supply of medication at the school to meet the child's needs.

**Archdiocese of San Antonio
St. Gregory the Great Catholic School
Field Trip Form**

Your son/daughter, _____, is eligible to participate in a school-sponsored activity that requires permission. This activity will take place under the guidance and supervision of employees/volunteers from St. Gregory the Great School. A brief description of the Field Trip is as follows:

Description of Activity: _____

Date of Activity: _____ *Please note that no siblings, older or younger, are allowed.*

Time Leaving: _____ Time Returning: _____

Purpose of Field Trip: _____

Student will need: _____

Method of Transportation: _____

Student Cost: _____

Teacher: _____ Principal: _____

I desire that my child participate in this field trip. As parent or legal guardian, I agree to defend and fully indemnify St. Gregory the Great School against any claim which may result from any personal actions taken by my child. As parent or legal guardian, I further agree to fully indemnify and hold harmless St. Gregory the Great School against any claim or cause of action whatsoever brought against St. Gregory the Great School which took place during the above identified activity, which is related to that activity, if that claim or cause of action is brought by my child or their parent/legal guardian.

I hereby consent to participation by my above named child in the activity described above. I certify that I have an understanding of this agreement and the activity described above that my child would be participating in. I further understand that I had the opportunity to fully discuss the above named activity and this agreement with a representative of the school to clarify any concerns or questions about the activity or this agreement that I may have had.

In the event of an emergency, I give permission to transport my child to a hospital for emergency medical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me, please contact one of the other designated contacts listed below (*required information*).

Medical information about my child which may be pertinent to his/her participation in the above identified activity is as follows: _____

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Other Designated Contact: _____ Phone: _____

Other Designated Contact: _____ Phone: _____

Signature of Parent/Guardian: _____ Date: _____

**St. Gregory the Great Catholic School
Cell Phone Permission Slip Form
2010-2011**

My son/daughter, _____, has my permission to take a cell phone to school.

Student's Homeroom Teacher: _____

Student's Cell Phone Number: _____

I understand that my son/daughter must drop off their cell phone at the school office upon arrival or give to their homeroom teacher in the morning to keep secure during the day. My son/daughter may pick it up at the end of the day. I understand that my child must have this form on file with the Vice Principal and a copy will be provided to my son/daughter's homeroom before my child can take their cell phone to school. If my child uses the cell phone without permission during the school day and/or without permission during the extended day (practice for sports, After School Care...) the cell phone will be picked up given to the Vice Principal and earn an automatic SOR. *There may be special events during the school year when students will be given permission to carry cell phones; students will be notified.*

Student's Signature: _____ *Date:* _____

Parent's Signature: _____ *Date:* _____

Parent's Contact Number: _____