

2019-2020
Student/Parent Handbook

St. Gregory Catholic School
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Table of Contents

Introduction	2
<i>(Mission Statement, Vision Statement, The Three All-School Rules, Schoolwide Learning Expectations, Accreditation, Diocese of Phoenix Code of Ethics, Parental Support)</i>	
Student Policies and Information	4
<i>(Attendance & Tardiness, School Hours, Transportation Drop-off & Pick-Up Procedures, Dismissal Protocol, Health Office, Counseling Services, Wellness Policy, School Birthday Parties, Hall Pass/Agenda Planners, Photographic Releases, Emergency & Crisis Procedures, Uniform Regulations, Hot Lunch, Playground Rules, Bicycles/Skateboards/Scooters/Roller Blades, Spiritual Life, Sportsmanship & CYAA, Extracurricular Activities, Student Accident Insurance, Transfers)</i>	
Academics	14
<i>(Curriculum, Communications, Agenda Planners, RenWeb, Parent-Teacher Conference, Standardized Testing Program, Grading Scale, Special Learning Needs, Student Progress Reports, Awards/Recognition, Academic Improvement Program (AIP) for Grades 5-8, Promotion & Retention,, Classroom Placement, Homework Assignments, Eighth Grade Graduation)</i>	
Student Discipline	19
<i>(Discipline with Purpose {DWP}, DWP, School-wide Rules, Mission Statement Expectations, Discipline Cycle, Disciplinary Probation, Prohibited Activities, Prohibited Items, Parental Expectations, Code of Conduct: Off-Campus and Internet Activities, Cell Phones/ Personal Technology/Wearable Technology, Harassment/Bullying/ Hazing, Social Expectations Policy & Procedures, Academic Dishonesty, Classroom Misbehavior, Violence, Damage or Theft of Property, Grievance Procedure, Principal & Pastor Discretion, Right to Search, Reasonable Contact, Communication with Students)</i>	
Admissions and Financial Obligations	31
<i>(Admissions Policies, Financial Information, Tuition Payments, SMART Tuition Management Plan, Financial/Tuition Assistance, Fees, Extended Day Program/Innovation Learning, Volunteer Hours, Catholic Education Arizona {CEA}, Student Records</i>	
General Information	36
<i>(Arizona’s Child Abuse Reporting Statute, Confidentiality, Custody, Field Trips, School Deliveries, Telephone Calls, Use of School Grounds/Facilities, Visitors, Sports Program, Safety Drills, Crisis Plan, Asbestos Management Plan, Insurance Coverage, National Standards and Benchmarks for Effective Catholic Elementary Schools,Right to Amend)</i>	
Signature Sheet	40

Introduction

Mission Statement

The mission of St. Gregory Catholic School is to teach, practice and promote Christian values and to pursue excellence in education while living our Catholic faith in today's world.

Vision Statement

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

The Three All-School Rules

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

Student Learning Expectations (SLEs)

An Active Faith Follower of Christ

Active Community Participant

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

Knowledge of Catholic faith

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

Spirituality

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

A Critical Thinker

Abstract and critical thinking skills

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

Demonstrates study, research, organizational and technology skills

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

Independent thinker

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

A Self-Disciplined Learner

Takes Initiative

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

Responsibility

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

Discipline with Purpose (DWP) skills

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

An Effective Communicator

Uses communication skills

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

Use of Social skills and manners

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

Use of Expression (verbal and nonverbal) to communicate ideas

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

Accreditation

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

Diocese of Phoenix Code of Ethics

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

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

Diocesan Policy prohibits:

1. Any kind of sexual contact or inappropriate touching of a minor.
2. Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.

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

Parental Support

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

Student Policies and Information

Attendance

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

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

Extended Absences: Families leaving for an extended period must notify the office in writing in advance of the dates of the absence. Teachers are not expected to prepare lessons in advance for extended absences. However, the students must make up work and are allowed the same number of days to complete the work as the number of days missed. If a student is absent more than fifteen (15) days in a quarter, a student may not have enough "seat time" to earn credit for the class and could fail the class or grade level. In this case, a student may be retained.

Tardiness

Being on time is a life-long skill. We ask that parents ensure student's promptness by having children to school before 7:45 a.m. A written explanation of student tardiness from a parent or guardian is required. It is kept on file for one year.

Procedure for Late Students: When a student arrives late to school, he or she will report to the school office to receive a pass to class. Students will not be admitted to class without a pass. A written and dated explanation from a parent or guardian is required. This explanation is kept on file for one year.

Medical and Dental Appointments: It is strongly recommended that doctor and/or dental appointments be scheduled after school hours (especially during testing schedules-MAP, ITBS or other benchmark testing). Please schedule these appointments after 1:00 p.m. on Fridays or other days when school is not in session. **If a child is to leave the school grounds for an appointment, a written notification must be submitted to the respective teacher that morning. Parents/guardians must report to the office to sign the children in and out of class. The student will be released through the school office and will be called to the office after the parent has come to the office. Students will not be released/called out of class after 2:45 p.m.**

School Hours

School hours for grades Pre-K-8 are from 7:50 a.m. until 3:00 p.m. Students arriving after 7:50 a.m. must report to the Office for a tardy slip before being admitted to class. Students are encouraged to arrive by 7:45 a.m. All tardy students are required to bring a written note from a parent/guardian before being admitted to class.

To provide a safe environment for our students, the gates are not opened until 7:30 a.m. Supervision is provided beginning at 7:30 a.m. Extended day service (early bird) is available in the cafeteria at 6:45 a.m. **Students who use this service must be signed in by an adult.** The early bird service is free of charge.

Special Schedule Note: St. Gregory Catholic School will have 1:00 p.m. dismissal for all students during the first week of school, the last week of school, Conference days and Fridays. **Students who are not picked up by 1:15 p.m. will be sent to Extended Day/Innovation Learning (prior registration required) and will be charged the rates associated with that program.**

Any child on campus after 3:15 p.m. must be participating in a supervised after-school activity (e.g. sports, clubs, yearbook, etc.), or accompanied by an adult. Coaches are not responsible for the supervision of unattended siblings. If your child is on campus after 3:15 p.m. and is unaccompanied by an adult and NOT in a school-sanctioned activity, he or she will be sent to the Extended Day/Innovation Learning program (prior registration required) and the family will be charged the rates associated with that program.

Transportation Drop-Off & Pick Up Procedures

The Front Gate is no longer available for drop-off or pick-up due to office renovations.

All students and parents are to follow the directions on the maps for drop off and pick up. Everyone must park in the parking lot across from the school or the parking lot on Osborn Road & 19th Avenue. Please remember to observe the parking laws as posted.

- Pull up along the school on Whitton Avenue or 18th Avenue and have your children exit from the passenger side of your car.
- Please do not exit your car! If your child needs extra assistance, please park in the parking lot and walk your children across at the designated crosswalks.
- The gates will be open the following times:
 1. Whitton Gate: 7:30 a.m. - 7:45 a.m. and 3:00 p.m. - 3:15 p.m.
 2. Gordon Hall Gate: 7:30 a.m. - 7:45 a.m. and 3:00 p.m. - 3:15 p.m.
 3. Osborn Gate: 6:45 a.m. - 7:30 a.m. and 3:00 p.m. - 3:15 p.m.

- Remain in your car during pick-up. Do not park along Whitton Avenue & 18th Avenue because this causes congestion.
- Please follow the directions of St. Gregory Staff regarding Drop-off and Pick-Up procedures.
- **Do not use the rectory parking lot for student drop-off/pick-up or parking.**

Dismissal Protocol

- Identification is required from any unknown adult who comes to pick up a child.
- Students who will be walking home must provide a letter signed by a custodial parent.
- Students will not be released to parents/guardians who are perceived to be intoxicated.
- We reserve the right not to release the child to anyone other than the custodial parent.
- Students are not allowed to use the basketball courts, playground, or fields after school.
- Parents picking up a student for an early dismissal must send a note to the teacher ahead of time.
- Students who are staying for after-school sports must be picked up promptly at the end of practices and games.
- Siblings of athletes or other students staying for any after-school program cannot stay on campus without their own parent present.

Health Office

The Health Office is open daily during school hours. Parents are notified immediately if a child is seriously ill, has an accident, or is injured, and the parent's directions are followed. In the interest of the sick child, parents are asked to respond as promptly as possible when a child must be sent home. If a parent cannot be reached within a reasonable amount of time, designated emergency contacts will be called. In case of injuries, no emergency room can treat a child without a parent's permission. Students who do not feel well must go through the Health Office in order to call a parent. Students may not use personal cell phones to contact a parent regarding illness.

The child will be released only to the parent or authorized person. If someone other than a parent or guardian is picking up the child, the adult must present a signed note from the parent/guardian and proof of identity, before the child may be released. The parent/guardian must come into the office and sign the child out of school. A picture ID is required to release the student from school. In case of serious injury when the parents/guardians cannot be reached, the student will be taken to the hospital noted on the emergency card.

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

If a child shows signs of illness, parents should not send them to school. An ill child should remain home until the temperature has been normal (98.6 F or 37.0 C) without medication, such as Tylenol or Advil, for 24 hours.

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

Health records are kept on each student. Arizona School Immunization Law requires the students provide proof of immunizations upon school entry. A completed immunization record must be in the school office before the child is permitted to attend school.

Vision and hearing screening is done early in the school year. The parent/guardian will be notified if a child does not test within the normal range.

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

- Medication must be in the prescription bottle or original container
- A signed medical form from the parent/guardian must accompany each medication in order for school personnel to administer medication.
- The form must include the dates and times to be administered and instructions on dosage.
- Asthma medication including inhalers must be kept in the school office.
- Over-the-counter medications including Tylenol, Advil, Aspirin, Pepto-Bismol, etc. will not be given without a note from the parents.
- Parents are to supply any over-the-counter medications to the Health Office.

Readmission of Students after Illness: A written explanation of student absences and tardiness from a parent or guardian is required, and it is filed for one year.

Lice

Students with live lice are to remain home until treated with a pediculicide (lice treatment) and must be checked prior to returning.

Emergency Cards: Each student must have a completed emergency card as well as an emergency field trip form in the school office. Cards are provided the first week of school. It is the responsibility of the parents to notify the school office of informational changes during the school year. Divorced or legally separated parents are asked to provide written notification regarding which parent has custody of the child and who is authorized to remove or pick-up the child from school. In some cases, parents may be required to provide a court order to determine custody and authorization to pick up a child.

Counseling Services

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

Wellness Policy

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

School Birthday Parties

Parties are not allowed during the school day. Parents wishing to bring nutritious treats for birthdays must request and notify the teacher in advance. No cakes, cupcakes or other sugary treats are allowed on campus due to the Wellness Policy.

Home Parties

Individual home party invitations are not to be given out at school unless the whole class is invited (or all of the girls/all of the boys). An adult should supervise parties given by Junior High students at all times. Please consider inviting the entire class when having a home party.

Hall Pass/Agenda Planners

A student will sign his/her name, date and time on the Hall Pass sign-out sheet located in each classroom. The student must have the class' Hall Pass, usually a lanyard, with them the entire time they are out of the classroom.

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

Students in grades 2-4 receive a daily agenda planner. Its primary function is a means of daily organization and communication between home and school.

Photographic Releases

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

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

Emergency & Crisis Procedures

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

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

Uniform Regulations

St. Gregory Catholic School considers appropriate dress to be an essential part of the overall school philosophy. School uniforms (shirts w/school logo, sweatshirts w/school logo, plaid skirts/skorts, PE uniform) must be purchased at Dennis Uniform. Uniform shorts and pants may be purchased at another store if the items meet the uniform guidelines and there are no visible name brands on the exterior of the clothing. These items must look the same as the items purchased at Dennis Uniform.

- Polo shirts, skirts jumpers, skorts and pants
- Official school uniform shirt for all grades are royal blue, grey, navy, and white. Turquoise is NOT a school color

- All shirts must have the official St. Gregory Catholic School logo (it cannot be replicated by any other source)
- Sweatshirts, sweaters, and windbreakers must be in St. Gregory school colors with no logos.
- **Please LABEL all clothes on the inside tag**

Uniforms-Young Ladies-Grades K-3

- Plaid jumpers and uniform polo shirt, tucked in (**uniform skirts are to be worn only by 4th-8th grade girls**).
- Navy twill school shorts, skorts or pants and uniform polo shirt (no cargo shorts or pants)
- **Girls shorts, skorts and jumpers will be no shorter than 2 inches above the middle of the knee**
- White, gray, black or navy blue tights or ankle length leggings may be worn only from November 1st-February 28th. No lace.

Uniforms-Young Ladies-Grades 4-8

- Plaid skirt and uniform polo shirt, tucked in (4th grade girls have the option of wearing skirts or jumpers)
- Navy twill school shorts, skorts or pants and uniform polo shirt (no cargo shorts or pants)
- Shorts, skorts and skirts must be worn at an appropriate length (**No shorter than 2 inches above the middle of the knee**)
- White, gray, black or navy blue tights or ankle length leggings may be worn only from November 1st-February 28th. No lace.

Make-up-8th Grade Girls

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

K-7th Grades

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

All Girls

- Grades 3-8: Belts are required
- Berets, headbands (not to be worn on the forehead), and bows worn in hair should match school uniform and not be distracting
- Eye glasses must be prescription strength
- No highlights in hair
- Students may wear one necklace with a small medal with religious significance and one ring.
- One simple bracelet is allowed (must be appropriate); No ankle jewelry
- Earrings- studs only (no dangling, hoops or excessive pieces)

Uniforms - Young Men

- Grades 3-8: Belts are required
- Navy twill uniform shorts or pants (no cargo shorts or pants)
- Shorts and pants may not be sagging
- Uniform polo shirt
- Eye glasses must be prescription strength
- No highlights in hair
- Hair must be above the uniform collar, above the ears, and out of the eyes, in a traditional haircut

All Students

Outerwear:

- St. Gregory Catholic School sweatshirts/sweaters/windbreakers should be purchased from Dennis Uniform. Outerwear must be solid school colors (blue, grey and/or white) to be worn inside and outside the classroom
- Outerwear may not bear a visible team or designer logo

PE Uniform:

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

Scouting Uniform:

- Scouting uniforms may be worn on days of meetings or on those days recognized for scouting special events.

Footwear:

- **ALL students must wear athletic shoes for safety reasons.** No other shoe type is acceptable.
- Socks must be worn and visible (no higher than the knee) and will be solid white, navy, blue or black.
- Shoelaces must be solid, must match the shoe, and must be tied at all times
- No boots, ballet style shoes, flip-flops, jellies, sandals, thongs, military-style boots, heelies, shoes with spinners, or open-back shoes may be worn
- No heels or platform shoes may be worn

General Dress Code Rules

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

- Students may wear a silent watch, no wearable technology
- Girls may wear one tasteful **stud** earring in the lobe of each ear (no hoops or dangling earrings)
- Boys may NOT wear earrings of ANY type.
- Other than earrings for girls, no body-piercing jewelry is permitted
- Fingernail polish, gel and artificial nails are not allowed
- Caps may not be worn on campus unless actively engaged in sport. Caps may not be worn in the classroom.
- All shirts must be tucked into the waistband. Please ensure that your child's shirts are long enough to be tucked in. Boys-Shirts must be tucked in enough that the belt can be seen all-around the waistband. Girls-Shirts must be tucked in enough that the waistband on the skirt is visible all-around the waist. A one-inch "pull-out" is acceptable for comfort.
- Pants or shorts may be worn year-round at the parent's discretion
- Oversized and/or sagging clothing is prohibited
- Royal blue or grey long sleeve shirts may be worn under school polo shirts for warmth
- Grades 3-8: Belts must be worn (boys and girls) to keep shorts/pants at the natural waist. Belts must be solid black, brown or navy blue without designs

Out-of-Uniform Dress Days

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

- Jeans are ok but cannot be ripped or torn.
- Jean shorts are ok but cannot be ripped, torn or too short
- Shorts are ok but cannot be too short or distracting
- No pants or shorts that slouch or sag and shorts must be appropriate length
- No pajama pants or pajamas
- No yoga pants/tight running pants
- Shirts must have sleeves
- Clothing must be conservative/modest in nature (shirts and blouses may not be sleeveless)
- Shirts may have pictures or words on them that are appropriate for our school
- Athletic shoes only
- No boots, flip-flops, jellies, sandals, thongs, military-style boots, hee-lies, shoes with spinners, or open-toe or open-back shoes

Grooming

- Hair must be neat, clean, well-groomed, and styled as to not attract undue attention
- **Young men must wear their hair off the uniform collar, above the ears, and out of their eyes, in a traditional haircut**

Students may **not**:

- Change the natural color of their hair. No color dye, highlighting, weaving, etc.
- Wear fad/mod haircuts, i.e. tails, designs, shaved heads, fauxhawks, etc.
- Have their hair styled so that it obstructs their vision.
- Have tapered bowl type cuts with logos, words, or designs (tapered bowl-type cuts are allowed without logos).
- Have facial hair or sideburns longer than mid-ear.

Hot Lunch

The caterer for the 2019-2020 school year is St. Vincent de Paul. The cost is \$4.00 for meal and drink (this price is subject to change). Orders are placed monthly and paid in advance. Students may bring a sack lunch. The school does not have the capacity to heat lunches, so please provide lunches that **do not** need to be heated. Please be sure the sack lunch is a nutritious meal (sandwich, fruit, vegetables, and milk or juice). **Candy, cakes, soda, junk food and energy drinks (Red Bull, Monster, Rock Star, etc.) are strictly prohibited.** The purchasing of fast food and delivering it to school is also prohibited. The eating of fast food while on campus during school-hours is against the Wellness Policy. Please honor this policy to keep all students healthy.

If your child forgets his/her lunch, the school will provide your child with an emergency lunch. Starting with the fourth emergency lunch the family account will be charged \$4.00 for each and every emergency lunch thereafter.

Playground Rules

Students must respect and follow the directions of all playground staff and volunteers. At the end of recess, all activities should stop when the whistle is blown. Students should line up as directed by their teachers and tuck in shirts.

Bicycles/Skateboards/Scooters/Roller Blades

Students bringing bicycles, skateboards, scooters, or roller blades to school must walk or carry equipment while on the parish and/or school grounds. The school is not responsible for equipment that is stolen or vandalized. Bicycles should be locked during the school day. All other equipment must be left in the classroom. Violation will lead to loss of privileges. Shoes with wheels are not permitted on school campus (See Uniform Regulations).

Spiritual Life

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

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

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

Reconciliation: Students receive the Sacrament of Reconciliation during Advent and Lent.

Service to Others: Students in grades 6-8 are required to complete **10** hours of community service per semester. Additional hours do not rollover to the next semester. This community service requirement is a part of the students quarterly Religion grade. Community service hours must be documented and handed in to the student's Religion teacher quarterly. There are many opportunities within the community to acquire community service hours. Please contact the parish office, school office, and/or your child's Religion teacher for ideas for community service, if necessary.

Sacramental Preparation: Students are prepared for sacraments either through the School Sacramental or Parish Sacramental Preparation Program.

- 2nd grade students prepare for First Reconciliation/Confession with their classroom teacher. The Sacrament of Reconciliation is typically held in the Fall.
- 3rd grade students prepare and receive First Eucharist and Confirmation with their classroom teacher.
- The sacraments of First Eucharist and Confirmation are typically made during the Spring.
- New Catholic students who enroll in grades 4-8 and who have not received their sacraments may participate in a preparation process through the parish.

All other students who require instruction for Reconciliation/Confession, First Eucharist or Confirmation should contact Mrs. Lupe Ornelas, Director of Religious Education Office, at 602-266-7118 to inquire about these classes.

Sportsmanship & CYAA

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

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

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

Scholastic: Students must have a “C” average and no failing grades in order to participate in a sport. Students who have not met the above-stated requirement will be suspended from attending or participating in all club or team activities until they bring their grades back to a “C” average with no failing grades.

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

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

Attendance: Due to health and safety concerns, students must attend a full-day of school the day of a sporting event to participate in the event or any other extracurricular activity. Students who are absent more than half a day may neither participate in nor attend a sports activity or extracurricular activity the day of the illness. Arrival at school after 11:00 a.m. constitutes a half-day absence.

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

Extracurricular Activities

National Junior Honor Society (NJHS): Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a student. An invitation to the NJHS is a privilege not a right. NJHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. No student is inducted simply because of high academic average. Our chapter, along with more than 6,000 chapters in schools across the nation, strive to give practical meaning to the Society’s standards of scholarship (3.85 GPA or above with no “C’s), leadership, service, citizenship, and character. The National Junior Honor Society strives to recognize the total student-one who excels in all of these areas.

Seventh and eighth grade students who are invited may apply and applications are reviewed by the Faculty Committee as part of the selection process to determine membership.

Once a student is accepted to the NJHS, every member is expected to uphold all Five Pillars of Excellence at all times. Failure to do so may result in probation, suspension, and/or dismissal from NJHS.

Student Council: Running for Student Council is a privilege not a right.

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

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

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

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

Student Accident Insurance

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

Transfers

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

Academics

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

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

Our Christ-centered curriculum includes: Religion, Computer Literacy, Art, Music, English Language Arts, Mathematics, Physical Education, Science, Social Studies, Advanced Math (7-8 grade) and Honors Language Arts (7-8 grade).

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

- A full day Pre-Kindergarten
 - A full day Kindergarten
- Student Council
Title I assistance (Reading)

- Discipline with Purpose skills
 - “Extended Day” Child Care (Before and After School)
 - Competitive sports programs beginning at 5th grade
 - Technology Instruction
 - Academic Improvement Program
- Brophy Loyola Program
Counseling
Katzin Classical Music Program (K-6)

Communications

Parent-Teacher communication is essential for student success. The school makes every effort possible to communicate with families as much as possible. The school uses RenWeb school database that allows parents to check on their children’s academic progress, grades, and homework.

The school will publish a weekly newsletter from the principal that is emailed home. In addition, each grade level and junior high will send a weekly newsletter starting the second full week of school. The yearly school calendar will be sent at the beginning of the year and lunch menus are available on RenWeb.

Communication begins with the teacher. An appointment is encouraged as it guarantees the appropriate parties are present and can give parents their fullest attention. Please note that emails sent to teachers after 4:30 p.m. on Friday will be answered at the start of the next school week. The order for parent communication is as follows:

1. Teacher and Student
2. Teacher and Student with Counselor or Director of Special Education/Assistant Principal
3. Teacher, Student and Principal

Agenda Planner

Students in 2nd through 4th grade will be given an agenda book. At the beginning of the year, teachers will explain the use of the agenda books. Students will be responsible for all agenda entries (homework assignments, tests, projects, announcements). Parents are expected to review the agenda book each day with their child, checking that assignments are complete. Parents should encourage their child to fulfill their responsibility in completing their agenda each day. Parents are also encouraged to sign or initial the agenda book noting their review of their child’s work progress. Teachers may check agenda books but the responsibility still remains with the student to complete all entries.

RenWeb

RenWeb is the school’s database management system. Each parent/student is given a RenWeb account from which you can locate reports on your child’s grades, assignments and homework, through internet access. Information will be provided to you early in the school year in regards to your account and how to access this information. All parent contact information must be updated (phone, address and emails) when there is a change.

Parent-Teacher Conferences

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

Standardized Testing Programs

The Iowa Test of Basic Skills (ITBS) and Measures of Academic Progress (MAP) are given to students each year. The exact dates will be published in the monthly calendar. Please do not make appointments

during this important time. It is hoped that students will be particularly careful to rest and eat well so they perform optimally during the testing periods. ITBS is given once per year and MAP benchmark testing is given three times per year.

Grading Scale

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

<u>Percent</u>	<u>Grade</u>	<u>Grades K-1st will use the following:</u>
94-100	A	E=Excellent
85-93	B	S=Satisfactory
75-84	C	N=Needs Improvement
65-74	D	U=Unsatisfactory

Behavior Grades are recorded for grades K-8 as follows:

E=Excellent

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Special Learning Needs

Accommodations for students with special academic or physical needs can be made only within the limits of our resources, on a case-by-case basis. If a student develops an academic or physical need while enrolled at St. Gregory Catholic School, the staff will take steps to identify the need and to seek services if needed. If the need cannot be met within the limited resources, school personnel will assist the family in finding an appropriate learning environment that can address the student's needs.

Grades and Report Cards

Grades are posted on RenWeb. Grades are updated at least once every two weeks. Report Cards are posted each quarter as noted in the school calendar. Report Cards must be printed out at home, signed and returned to the classroom within the date specified by the teacher, each quarter. 4th quarter Report Cards are given on the last day of school.

Awards/Recognition

One student per class, per month, will be recognized as Spartan of the Month. Students in grades 3-8 are eligible for Honor Roll and receive recognition for effort, quarterly. Recognition will also be given to students (PreK-8th grade) for Perfect Attendance and Principal Award, quarterly. Awards are given based on the following criteria:

Perfect Attendance: Perfect attendance is defined as a student's presence in the classroom from 7:50 a.m. to 3:00 p.m. A student arriving to school late or leaving early, regardless of reason, is unable to earn a perfect attendance award. Students leaving campus for special education services, as defined by the administration, are not considered absent.

Spartan of the Month: The student will:

- Keep all rules (no forgetting, no reminders, no detentions)
- Be respectful towards students and all adults
- Return homework on the due date
- Participate in school activities (Mass, Special Area classes)
- Be punctual for school by arriving by 7:50 a.m. and dismissing at 3:00 p.m.

Principal's Award:

- Meet the criteria for Student of the Month

- Meet the criteria for 1st or 2nd Honors
- Apply Catholic teachings to everyday life-Hope, Love and Compassion

President's Award for Educational Excellence: The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, students at the elementary level must earn a grade point average of 3.5 on a 4.0 scale, from 6th grade through fall semester of 8th grade; this is awarded at 8th grade graduation.

First and Second Honors

- A quarterly GPA of 4.0 to 3.5 for First Honors
- A quarterly GPA of 3.0 to 3.4 for Second Honors
- No "D" or "F" on Report Card
- A behavior grade of a "U" disqualifies a student from earning Honors
- A student who receives a detention will be disqualified from Honors that quarter

School-wide Learning Expectations (SLEs) Award and the Virtue Awards are given to those students who exemplify the SLEs and the Virtues for each quarter.

8th Grade Graduation Awards

Academic Excellence Awards are given to students in the following categories: art, computers, language arts, literature, mathematics, physical education, religion, science, social studies and two sportsmanship awards (boy & girl). One student per category is selected based on overall GPA in that particular category. A student may be disqualified from receiving an Academic Excellence Award if the student has not been a good example to other students (DWP skills and SLEs) and/or followed/embraced the mission of the school.

Principal Award for Exceptional Achievement is awarded to two students, selected by the principal, who have been exceptional examples of promoting Christian values and pursuing excellence in education.

Academic Improvement Program (AIP) for 5th-8th grades

A student may be mandated to attend the AIP by the administration if there is evidence that the student will benefit from and take advantage of the program to improve his/her grades. When a student is participating in the AIP they are given time, space and resources to improve their academic performance. The AIP includes a daily (Monday-Thursday), mandatory, after school tutoring session, with a host teacher. Students are to bring homework and other study materials to help them improve their grades. A student may not participate in any after-school enrichment activity (sports, yearbook, student council, etc.) while on AIP. A student will advance from the AIP when during the next grading cycle or eligibility period the student must earn grades of "C" or higher in all academic areas. Any student (5th-8th grade) may attend the AIP on a voluntary basis with administration approval.

Students in the Honors program in 6th-8th grade must maintain a "B" average or above to remain in the Honors program. Students who do not maintain this grade will be moved into the grade level program.

Promotion and Retention

Promotion: A student is promoted each year based on academic achievement recommendation from the teacher and principal. When making an evaluation of each student's progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student. (Diocesan Policy 4.04)

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

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

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

Classroom Placement

The decision for classroom placement is made by the administration; taking into consideration the child's learning style, relationships between and among students, number of girls and boys, the prior year's homeroom split, and learning aptitude. Parents may not request specific teachers. The final decision for classroom placement is made in the best interests of all children in the learning environment.

Home Assignments

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

- Grades K-2: 15-30 minutes per day plus 10-20 minutes of reading time
- Grades 3-6: 30-60 minutes per day plus 20-30 minutes of reading time
- Grades 7-8: 60-90 minutes per day plus 30-40 minutes of reading time

Students will be successful in completing homework if parents are supportive and involved in the process. Checking assignments and signing agendas/assignment books are just two ways parents can help to encourage study at home. Each grade level has a standard for acceptable homework. Homework standards will be reviewed on Curriculum Night. If a student is spending an excessive or insufficient amount of time on homework, a conference should be arranged.

In order to develop self-disciplined and responsible students, St. Gregory Catholic School does not condone late or incomplete work. The student will earn 80% or less on late or incomplete work.

Eighth Grade Graduation

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

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

At the discretion of the principal, a student who has not made satisfactory academic progress, and is placed in rather than promoted to 9th grade, may receive a certificate of participation in the program of study versus a certificate of successful completion of 8th grade as prescribed by St. Gregory Catholic School and the Diocese of Phoenix at graduation.

Student Discipline

Mission Statement Expectations

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

The mission of St. Gregory Catholic School is to teach, practice and promote Christian values and pursue excellence in education while living our Catholic faith in today's world.

Discipline With Purpose

St. Gregory Catholic School utilizes a developmental approach to teaching self-discipline called *Discipline with Purpose* (DWP). Teachers formally teach, model, and reinforce 15 self-directing skills that promote an objective standard of personal behavior. The goal is to lead children to self-discipline and ultimately to discipleship. *What is self-discipline? It is a person's ability to wait. While you wait you think and process and decide how to act. Waiting is the master skill that helps people delay impulsive behavior.* This positive approach to discipline is based on the developmental level of the student.

The two goals of discipline, according to DWP philosophy, are to maintain safety and order within the community, and to identify, teach, and practice the skills necessary to be self-disciplined. With this in mind, discipline is not punishment, but rather an opportunity to teach a skill that is not yet developed.

Students are expected to conduct themselves in a manner that is becoming of a Catholic student and exhibit self-disciplined behavior at all times, on or off campus, in conformity with the norms of this handbook.

DWP Schoolwide Rules

According to DWP, all student rules in this handbook, in classrooms, on the playground, and during extra-curricular activities fall into the following three broad categories, with some examples listed under each:

1. Respect yourself, others, and things

- Use Discipline with Purpose skills
- Live the Schoolwide Learning Expectations
- Respect teachers, classmates, and the Catholic culture of the school community
- Respect school and church property and the property of others
- Be honest at all times
- Assume responsibility for one's own actions
- Refrain from engaging in rumors and gossip
- Do not engage in inappropriate physical contact of any kind

2. Contribute to the learning environment

- Arrive to class prepared and on time
- Persevere toward mastery of material
- Complete all assignments with effort and integrity
- Set aside meaningful and productive time for studying
- Do not drink beverages other than water in the classroom
- Be responsible for having parents sign all parent communications, including behavior reports

3. Follow all classroom and school procedures and rules

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

- Enter classrooms only when teachers are present
- Follow all lunch and playground rules and procedures
- Do not chew gum on school grounds
- Rollerskates/blades, skateboards, and motorized scooters are not permitted on school grounds
- Behave in a safe and orderly manner in the classroom, cafeteria, playground, bus and on field trips

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

The 15 DWP skills are as follows:

Basic

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing: Time, Space, People & Things
5. Exhibiting Social Skills

Constructive

6. Cooperating with Others
7. Understanding the Reasons for Rules
8. Independently Completing a Task
9. Exhibiting Leadership
10. Communicating

Generative

11. Organizing: Time, Space, People & Things
12. Resolving Mutual Problems
13. Taking the Initiative in Problem Solving
14. Distinguishing Fact from Feelings
15. Sacrificing/Serving Others

Discipline Cycle

STEP 1: Verbal reminder to student to correct behavior

STEP 2: Communication about behavior recorded in Agenda Planner or in RenWeb to inform parents of a potential problem. The entry includes a description of the infraction, teacher, student & parent signatures. Students must have the entry signed by the parent/guardian before the next day of school. Failure to get a parent/guardian signature will result in another consequence to be determined by the teacher.

STEP 3: Upon the 3rd behavior event in a quarter, the student will receive a Behavior Report which describes the three Communication entries, the DWP skills which need to be improved, and a student consequence (lunch detention, environment clean-up, warning to student and parent notification, administrative intervention, etc.) as determined by the teacher. **Students must have the Behavior Report signed by parent/guardian before the next day of school and returned to the issuing teacher.**

Please note: Depending on the infraction, students may receive a Behavior Report immediately regardless of the number of Communication entries.

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

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

STEP 4: Suspension: In-school or out-of-school suspension may be used when it is necessary to remove a student from his/her classroom. A suspension is invoked when a student demonstrates a serious disregard for St. Gregory Catholic School guidelines. The student's parents will be informed that their child has been suspended. Suspensions may not be appealed (Diocese of Phoenix School Policies 1.15D). A suspension is generally served for one to five school days. Serious offenses resulting in suspension will be dealt with confidentially and individually on the basis of a student's history and age. A suspended student will not be allowed to attend or participate in any school sponsored social or athletic event during the period of suspension. Parents will be contacted by phone and/or through a written communication sent from the administration indicating the day(s) of suspension.

Immediate Suspension from School

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

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

- Unethical Behavior
- Academic Dishonesty
- Harassment/Bullying/Hazing
- Failure of past disciplinary actions to effect improved conduct
- Destruction of school or parish property
- Serious violation of the school's technology user's agreement
- Use or possession of drugs, alcohol, tobacco, weapons, illegal paraphernalia, vaping paraphernalia, obscene or offensive material
- Through attitude, oration, demonstrating serious disrespect for a teacher, administrator, staff member, fellow student, adult/volunteer, and/or disrupting the orderly process of learning
- Endangerment of other students, faculty, staff, or self; including physically harming, or potentially harming another student, as well as physically or psychologically threatening them
- Any other serious infractions of the school rules or behavior code at the discretion of the school administration

STEP 5: Withdrawal: School administration reserves the right to require withdrawal of a student.

Examples of behaviors that may result in required withdrawal include but are not limited to:

- Assault or violence directed at staff members, adults/volunteers or other students
- Any use, possession, distribution or sale of illegal smoking materials (including vaping materials), drugs, or alcohol

- Possession or threat of any weapon
- Harassment
- Leaving campus without permission
- Repeated suspensions without significant positive change in behavior
- A demonstrated disregard for the Catholic values as taught by our Church

Expulsion

There are three general guidelines for consideration for expulsion:

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

Reasons for Expulsion

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

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

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

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

Disciplinary Probation

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

Prohibited Activities

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

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

Prohibited Items

- Weapons of any kind and the mention or threat of bringing a weapon on campus
- Tobacco/Alcohol
- Drugs (prescription drugs and over-the-counter drugs must be given to the nurse)
- Energy drinks (Red Bull, Monster, Rock Star, etc.)
- White out liquid
- Permanent markers
- Portable entertainment equipment and/or electronic devices (Ipods, Ipads, video games, etc.)
- Cellular phones/personal technology/wearable technology-to be turned off and turned into homeroom teacher at the start of the day, will be returned at dismissal
- Gum, candy, sunflower seeds
- Aerosol cans/bottles/tubes (i.e., hair spray, perfume/cologne, mouth fresheners, deodorants, scented lotions, and body spray)

Serious infractions of school rules and/or student expectations could result in immediate probation, suspension or withdrawal.

Parental Expectations

Parental support of the authority of teachers and school staff members is expected to successfully implement the discipline program. All students are expected to follow the behaviors outlined in this handbook while on campus or while attending any school-sponsored functions (sports, dances, field trips, etc.).

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

Code of Conduct: Off-Campus and Internet Activities

Off-Campus

At St. Gregory Catholic School (STG), we expect our students to demonstrate responsible social behavior on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. While we cannot police every violation that occurs off campus, and while STG will not be held legally responsible or financially liable for the behavior of our students off campus, the school's Code of Conduct will remain in effect at all times, when school is in session and when school is not in session, and students and student groups are expected to conduct themselves as representatives of the STG community at all times, whether on campus or off campus, and whether they are in uniform or not.

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

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

STG students are subject to all city, state, and federal laws and shall be accountable to our courts for any violations of such laws. If we become aware of a charge alleging that a STG student has violated, while on campus or off campus, a city, state or federal law, we may institute a school investigation into that conduct, and that student may be subject to disciplinary proceedings, without regard to the pendency of any civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place.

Internet Activities

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

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

to appropriate school disciplinary procedures, up to and including dismissal. All students and parents are to sign the acceptable use policy form for internet activities before being allowed online.

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

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

Technology: Cell phones/Personal technology/Wearable technology

Students should not wear or use personal technology devices on campus, except with permission of the teacher for a project or assignment. If a parent feels it is absolutely necessary for the student to carry a cell phone, then when the student arrives on campus the student's cell phone must be turned off and placed in the student's backpack. Once the student is in the classroom, (or Morning Care), all cell phones will be collected by the homeroom teacher where it will be placed in a storage container at the beginning of the school day and will be returned to the student at dismissal. If the phone or any other technology is not turned in, it will be confiscated and turned into administration and will be returned to the parent after school.

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

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

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

- **If a cell phone or other personal or wearable technology is confiscated a second time from the same student, the phone/watch/tech will not be given back to the parent until the end of the week. St. Gregory Catholic School/Parish or any of its employees are not**

responsible for any costs or monetary losses due to confiscation or any technological loss at school.

- **All students and parents must sign the Acceptable Use Policy for Technology.** Students demonstrating consistent issues with the technology policy at St. Gregory Catholic School will have their continued enrollment reviewed.

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

Harassment/Bullying/Hazing

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

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

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

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

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

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

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

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

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

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

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

All allegations of harassment should be reported in writing directly to the school administration. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

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

Bullying Defined: A student is being bullied or victimized when he or she is exposed, repeatedly and over time to negative actions on the part of one or more other students (Olewus 1986 & 1991).

Cyber Bullying is using information and/or technology to torment, threaten, embarrass and/or humiliate a person. Tools of Cyber Bullying can be email, texting, and social networking sites (such as Facebook, Instagram, Snapchat, Twitter, You Tube, etc.), and other methods. **Sexting** is sending sexual, lewd, suggestive, or naked pictures of someone or yourself to others using information and/or technology (usually done by mobile phone). Due to the age of the person or people involved in this act (under 18 years old) it is considered child pornography and is a felony. Police will be called.

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

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

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

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

Individuals cannot consent to being hazed.

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

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

Social Expectations, Policy and Procedures

At St. Gregory Catholic School we believe that all people have dignity because they are created in God's image and have infinite value. As a community of Jesus' disciples we are called to love and respect all God's people in the same way Jesus did. This is the way we can have a physically and emotionally safe environment for everyone.

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

Social Behaviors Defined

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

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

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

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

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

Relational - interacting with others through friendships and relationships

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

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

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

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

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

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

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

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

forwarding to others a private email or text message that was meant for a single individual, and spreading hurtful rumors online.

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

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

- Intentional - The behavior is done on purpose, not by accident
- Targeted - The behavior is targeted at a specific person(s)
- Repeated - The same or different behaviors are repeated toward the same or different person(s)
- Power difference - There is a power difference between the people involved including but not limited to age, size, numbers, ability and social status.

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

Procedures for Social Behavior Concerns

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

Intervention Procedures

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

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

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

Academic Dishonesty

St. Gregory Catholic School's Academic Dishonesty Policy covers all school-related tests, quizzes, reports, essays, class assignments, homework, projects and any other academic work assigned by a teacher, both in and out of class. St. Gregory Catholic School expects students to do their own homework, to test without using unauthorized help, to submit original work for all assignments, and to deny requests to "borrow," look at, copy, reference, and/or write down any information from their classwork, homework, and tests. **Academic dishonesty-including bribery, cheating, deception, fabrication, plagiarism, sabotage, or any unauthorized communication between students for the purpose of gaining or providing advantage-is strictly prohibited.** This policy includes, but is not limited to, copying the work of another or allowing another to copy your work, giving assignment or test answers for money, attempting to give or obtain assistance in an academic exercise without due acknowledgment, providing false information to a teacher concerning academic work, giving a false excuse for missing a deadline or falsely claiming to have submitted work, falsification of data, information or citations in an academic exercise, adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment, stealing and/or selling copies of exams, and acting to prevent others from completing their work by destroying resources or willfully disrupting the work of others. (Adapted from: http://en.wikipedia.org/wiki/Academic_dishonesty, <http://www.adamsmiddle.org/honestypolicy>, http://www.jfkcougars.org/academic_integrity_policy.jsp)

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

1st offense: Behavior report, zero credit, disciplinary referral, re-doing assignment

2nd offense: 1-day suspension

3rd offense: Re-evaluation of student's continued enrollment at STG

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

Classroom Misbehavior

Students who continually disrupt the classroom environment take away from the learning experience of others. Students will be given an opportunity to rectify misbehavior and guided to alternative choices to improve outcomes. When repeated offenses show no improvement, a parent/student conference will take place to determine future action.

Violence

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

Damage or Theft of Property

Damage or theft of property by a student, whether malicious or accidental, will be paid for by the parents. This includes damage, theft, or loss of textbooks and educational materials, iPads, computers, and athletic equipment. Students are responsible for the proper care of all equipment and for any costs resulting from inappropriate use or damage.

Grievance Procedure

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

In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.

If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the principal.

If the principal is believed to be acting contrary to diocesan or local school policy, then a parent may have recourse to the pastor.

The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.

Principal's and Pastor's Discretion

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

Right to Search

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

Reasonable Contact

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

- Committing a criminal offense;
- Causing personal injury to, or damage to the property of, any person (including the student him/herself);
- Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior

Communication with Students

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and welfare of the school community, administration and staff do not need parental consent to speak with students at will.

Admissions and Financial Obligations

Admission Policies

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

Admissions priority is given to applicants in the following order:

1. Current enrolled students
2. Students with siblings already attending St. Gregory Catholic School
3. Active parishioners of St. Gregory Catholic Church

4. Active parishioners of another Catholic parish
5. Other faiths

Final enrollment is not accepted until all fees from the current school year are paid in full. Every new applicant will be assessed in order to insure proper placement. An interview with the parent and student may be required. The following documents are to be completed and received by the school office prior to applicant assessment:

- Signed record request form for all academic records
- The official birth certificate
- Baptismal certificate
- The student's immunization record
 - *These forms are provided in the Registration Packet

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

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

Kindergarten Admissions: All students requesting admission to St. Gregory Catholic School's Kindergarten program must be five years of age by midnight of August 31st. No exceptions are granted to the kindergarten age entrance requirement. (Refer to D.P. 4.01). Each student will successfully complete the Gesell Screening Instrument, before admission is granted. There is a fee of \$35.00 per child when the appointment for screening is made. This fee is payable before the instrument is administered.

Financial Information

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

Tuition Payments

All families shall be expected to make tuition payments on a monthly basis or to pay in full by August 1st of each calendar year. The family's preferred manner of payment must be submitted each year, at the time of student registration. All payments must be submitted using the SMART Tuition Management Plan.

- **Active Registered St. Gregory's Parishioner/Diocese of Phoenix Churches:** Families who are registered, active, and contributing members of St. Gregory Catholic Church or any Diocese of Phoenix Parish with children enrolled at St. Gregory Catholic School shall receive the benefit of a scholarship rate to reduce the rates of tuition. The scholarship amount is based on the cost to educate the individual student and is determined annually by the School Principal, with the approval of the Pastor. Active and contributing is defined as families who are officially registered

in the parish for at least three months, support the parish financially through the envelope system (\$500 minimum per year), and participate in liturgy at St. Gregory Catholic Church.

Smart Tuition Management Plan : (SMART)

Full Payment: A tuition reduction of 3% is applied to the tuition balance if full payment has been made by August 1st.

Monthly Payment Plan: Under this plan the entire amount of tuition is paid monthly. The family authorizes the bank to transfer the tuition payment from a checking or savings account on either the 10th, 15th, 20th or 30th day of the month (28th in February). The family pays an annual fee to SMART. Tuition is divided over ten months from August through May. All tuition is to be paid in full by May 30th.

School families who miss a monthly payment due to insufficient funds, are automatically charged a \$50.00 missed payment fee by SMART and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by SMART, the missed payment will be re-attempted on the next available payment date. If an emergency has occurred, suitable arrangements must be made with the Finance Director, **at least 7 business days before the electronic transfer of funds.**

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

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

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

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

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

Financial/Tuition Assistance

A limited amount of tuition assistance is available for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Principal of their need whenever it may arise during the year. For the sake of your family's security and peace of mind, and for the general stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties. **We require that all families apply to CEA to be considered for tuition assistance. In addition, families who have financial struggles are expected to apply to a minimum of five (5) scholarships beginning in January for the upcoming school year.** All information will be held in strict confidence.

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

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

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

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

Tuition Refunds for Full Semester Payments: Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition, if it has been paid for the current school year. After the first day of school, tuition refunds shall be issued for payments made beyond the current month. Refunds will not be prorated.

Fees

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

Early Drop-off & Innovation Learning After-School Program

Supervised care is available in the cafeteria each morning from 6:45 a.m. - 7:30 a.m. Parents are to enter through the Osborn gate and escort their children to the cafeteria and sign-in, there is no cost.

Innovation Learning will be providing an after-school program including some STEM activities. It will be available from dismissal until 6:00 p.m. Please go to www.innovationlearning.com for costs and more information.

Volunteer Hours

Families sign an agreement, with the tuition contract, to contribute twenty (20) hours of volunteer service for the year. Parent involvement is an important part of our educational philosophy and builds strong relationships within the St. Gregory community. Research has also shown parent/school involvement is positively correlated to academic performance.

A list of opportunities will be provided throughout the school year for opportunities to acquire parent volunteer hours. Parents are asked and needed to work at the four (4) major fundraisers: Golf Tournament, Fall Festival, Jog-a-thon, and the Spring Dinner/Auction.

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

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

- After School Sports Transportation
- Dads Club
- Moms Club
- Campus Clean-up
- Fall Festival
- Water Day- SRC Celebration
- Jog-A-Thon
- Open House
- After School Sports Coaches
- Boy Scout Dad
- Reading Aide
- Catholic Schools Week Activities
- School & Class pictures
- CEA Sunday
- Spring Auction

All volunteers must complete the Safe Environment/Called to Protect program before volunteering on campus. This program will be offered at St. Gregory's and other locations throughout the Diocese. New parents to St. Gregory's must attend the Foundation class. Parents who have already taken the Foundation class must take the annual renewal classes that are offered every year online. The renewal class can be taken over the internet by accessing the Diocese of Phoenix Safe Environment website. For certain volunteer positions, we need fingerprint identification and compliance on a driving class video.

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

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

Catholic Education Arizona (CEA)

Families and friends are encouraged to participate in the CEA tuition tax credit program, which enables participants to direct their tax dollars to St. Gregory Catholic School families. Participants receive a dollar-for-dollar tax credit on their Arizona taxes.

Student Records

Transcripts

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

- **Official transcripts are not to be given to the student or to the parent.**

Access to Student Records and Information

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

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

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

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

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

General Information

Arizona's Child Abuse Reporting Statute

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

All school personnel are required by law to report suspected child abuse. The principal is required to make such a report to the Department of Child Safety. Informing parents that a report has been filed is not required by law.

Confidentiality

With certain exceptions, any and all information regarding your child's and family's guidance at St. Gregory Catholic School is kept strictly confidential. Any information regarding sexual behavior or the use, possession or distribution of drugs/alcohol becomes known, information will be shared with the parent/guardian of the student. Under certain circumstances, we may be required or allowed to reveal information obtained in guidance sessions, on a need-to-know basis, without parent's prior consent. Confidentiality cannot be guaranteed under the following circumstances: threats of suicide or serious physical harm to self or others; court order to release records or other information about your child's school guidance, including test results, evaluations, attendance and progress; referral to another professional, e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional; any behavior or situation where disclosure of information is required by applicable law (i.e. abuse, bullying, sexting, child pornography, use of illegal substance).

Custody

St. Gregory Catholic School will only support the documented decisions of the courts in matters relating to custody and access. Parents must have most recent court documents on file with the school. Parental disagreements will be forwarded to the police and diocesan lawyers.

Field Trips

Field Trips of educational and cultural value are encouraged and prepared for by classroom teachers. Parents are sometimes needed as chaperones and drivers who are Safe Environment compliant to help make these trips possible. Parents will be notified in writing when their children will be leaving campus for a field trip. No child will be allowed to go on a field trip without an official permission slip signed by the parent/guardian. **Phone calls are not accepted in lieu of the written permission form.**

Drivers for Field Trips

It is mandatory that all drivers for any school event including sports must:

- Have a good driving record and have viewed the Catholic Mutual driving video.
- Have signed the Diocese of Phoenix information form verifying insurance coverage. This form must be on file before the group leaves the property. The Diocese of Phoenix requires an insurance policy, with a minimum liability level of coverage of \$100,000 - \$300,000 when transporting students. This requirement must be met to transport students.
- Attend the mandatory Diocesan Safe Environment Training
- Not take medication that may affect their driving.
- Supervise students that are riding in their car and report any problems to the teacher as soon as possible.
- Assist the teacher as much as possible during the field trips, so that it can be a learning experience for the students.*
- Remain at the site of the field trip for the duration of the trip*
- Require students to use seat belts.
- Require students to sit in the back seat, when riding in cars with air bags.
- Do not make any unassigned stops.
- Enforce school rules.
- Are asked to not allow snacking in the vehicle.
- Not smoke while students are in the vehicle.

* Does not apply to sporting events.

Note: Siblings and other children are not allowed on school-sponsored field trips.

School Deliveries

No deliveries of items such as food, flowers and/or balloons may be sent to the school because they are disruptive to the learning environment.

Telephone Calls

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

Use of School Grounds/Facilities

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

Visitors

Visitors are welcome at St. Gregory Catholic School. All visitors, including those helping a teacher or accompanying a class on a field trip, must participate in the Safe Environment Training program. Visitors are required to sign in at the school office **before** entering the campus or classrooms. Please park in the lot on 18th Avenue and enter the gate at the school office. Visitors must wear a visitor's nametag during their visit. All classroom visitors are asked to contact the teacher at least one school day before the visit. Visitors must sign out when they leave.

Under no circumstances can a parent or volunteer enter a classroom or interrupt a class without express permission from the office. Parents are not permitted to walk students to their classrooms after 7:50 a.m.

Animals are not allowed on campus, before, during, or after school.

Sports Program

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

- Boys: Flag Football (Fall), Basketball (Winter), and Baseball (Spring)
- Girls: Volleyball (Fall), Softball (Winter), and Basketball (Spring)
- The sports fee is \$70.00/sport and is due by the first practice.

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

Student athletes must maintain at least a 2.0 grade point average in order to retain eligibility. Additionally, student athletes must receive no grades lower than a "C-" and behavior grade not lower than "Satisfactory," to maintain eligibility. Students will be notified of their ineligibility status on Grade Check day, which is every two weeks.

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

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

Safety Drills

Fire drills are held on a monthly basis. Lockdown drills are practiced with the students quarterly. Students are monitored to ensure all safety rules are followed. In the case of an evacuation of the school, students will walk to the church. In the case of an evacuation of the entire St. Gregory campus, students will walk to Metro Tech at 19th Avenue and Thomas. Students will be accompanied and supervised by our staff. In the case of a Lockdown situation when picking up a child, go directly to the Church and remain there until an administrator comes to let you know that it is safe and the lockdown has been lifted.

Crisis Plan

Faculty/Staff are trained in crisis management. Crisis plans are available in every classroom.

Asbestos Management

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

In 1987, the Federal Government mandated by law that all elementary and secondary schools, provide provisions that protect students, staff and other occupants of school facilities against health hazards that

might arise from the presence of building materials that contain asbestos, should their condition of age, wear and tear, or use, or abuse cause release of airborne fibers.

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

Insurance Coverage

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

National Standards and Benchmarks for Catholic Elementary Schools

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

There are 13 standards which deal with the following:

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

The website is: http://www.catholicschoolstandards.org/files/Catholic_School_Standards_03-12pdf to read more details on the benchmarks.

Right to Amend

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

Signature Sheet - Student/Parent Handbook

St. Gregory Catholic School 2019-2020 Handbook Student-Parent Contract

The student and the parent must sign this form to acknowledge their receipt of the handbook and their agreement to abide by the guidelines and rules set forth in it. **Please print and return this form to your child's homeroom teacher by Wednesday, August 28, 2019.**

Student Responsibilities

1. Have respect for yourself and others
2. Follow directions the first time given
3. Keep your hands, feet, and objects to yourself
4. Treat property with respect
5. Be prepared for class/activities
6. Contribute to the learning environment
7. Follow the Schoolwide Learning Expectations

Parent Responsibilities

1. Support and respect administration, faculty, staff and abide by the Student-Parent Handbook
2. Be supportive of decisions made by the administration and teachers concerning students' conduct and study habits
3. Participate in our school community by volunteering your time and talents
4. Ensure student safety by abiding by established parking lot rules
5. Ensure students arrive to school on time and are picked up from school and/or activities at the appropriate time
6. Monitor student's study habits and assignments
7. Encourage the Schoolwide Learning Expectations

My signature indicates that I agree to abide by the guidelines and rules in the Student-Teacher Handbook.

Print Student Name

Date

Student Signature

Print Parent/Guardian Name

Date

Parent/Guardian Signature