

St. Gregory the Great Catholic School

Parent – Student Handbook

2022-2023



ST. GREGORY THE GREAT
CATHOLIC CHURCH & SCHOOL

Service Minded. Purpose Driven. Catholic Strong.

Updated July 21, 2022

St. Gregory the Great Catholic School
Parent-Student Handbook
2022-2023

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PARENT-STUDENT HANDBOOK CONTRACT

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ST. GREGORY THE GREAT
CATHOLIC SCHOOL

SCHOOL MOTTO STATEMENT

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

MISSION STATEMENT

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

PHILOSOPHY

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

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

Dedicated to a Vision
Archdiocese of San Antonio

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

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

Foster A Catholic Identity

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

Invest In Community Building

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

Provide Quality Education

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

Encourage Moral Formation

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

Appreciate Families

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

Support Parish Life

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

Share Governance

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

Seek Equitable Distribution

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

Welcome to St. Gregory the Great Catholic School, founded in 1955.

At St. Gregory the Great, we understand that one of the most important decisions a parent/guardian will make is which school will be the best fit for their child. We hope that St. Gregory the Great becomes your home and is a place where your child can thrive. Our mission statement, "We, the faith community of St. Gregory the Great Catholic School, in keeping with the Catholic tradition, nurture in our children and one another, spiritual, personal and academic growth through prayer and Christ-like service," guides our curriculum, activities and interactions with one another. We firmly believe in meeting your child where they are and our commitment is to nurture and develop every facet of your child's life.

We foster an environment that is centered on the development of each child according to his/her spiritual growth and intellectual aptitude. As a Christian community, we take a personal interest in each student's emotional needs, physical needs and cultural background. We partner with the family in the education and foundation of the whole child.

Each child is challenged academically and expectations are set high to help students realize their gifts and talents. Our academic preparation of students continues to garner successful recognition, as evidenced by the successes of our former students. We also pride ourselves in building a foundation of being service minded; so that giving back to the community is second nature.

St. Gregory the Great is fully accredited through the Texas Catholic Conference of Bishops Education Department (TCCB ED) and recognized by the Texas Education Agency (TEA).

We endeavor to partner with parents and/or guardians to shape future leaders and contributors to society. In order to reinforce our partnering with parents, we believe that "community" is the true essence of who we are. It takes a village, and together we can accomplish so much. This community includes the Pastor and Principal, School Council, PTC, Faculty and Staff, Parents/Guardians and Students in the overall goals and success of the school.

Our dedicated staff invites you to visit our campus and "Witness the Difference" that a Catholic education can make for your child(ren)!

Welcome to St. Gregory the Great, where we are "United in Spirit through Faith in God and Academic Excellence."

Ana Cortez
Principal

THE HISTORY OF ST. GREGORY THE GREAT CATHOLIC CHURCH AND SCHOOL

In the beginning, Father Michael J. Holden, who was elevated to the title of Monsignor in 1959, along with Msgr. John L. Morkovsky, accepted the spiritual and financial responsibility of St. Gregory the Great.

After much hard and dedicated work by the 635 families in the new Parish, the Church and school were dedicated on June 12, 1955. There was much work to be done and it was accomplished by many dedicated people. As organizations and ministries were created, an athletic program was established, a choir was formed, landscaping was done, but most importantly, our school was established and staffed by the Presentation Sisters as they carried out the work of their foundress, Nano Nagle. First came Mother M. Magdalen, Mother M. John, and Mother M. Cecilia. Later they were joined by three more Sisters from Ireland—Mother M. Peter, Sister M. Stanislaus and Sister Angela. In 1955, the six Sisters began teaching at St. Gregory the Great.

Enrollment at St. Gregory the Great the first year was 465 children. Tuition was \$3.50 per student, and \$5.00 per month for families with two or more children attending school. Over the years the Pastors, Msgr. Michael J. Holden, Msgr. James Boyle, Msgr. Charles Grahmann, Msgr. Stanley Petru, Msgr. Michael O’Gorman, Fr. Rudy Carrola, and currently Father Miguel Moreno have fully supported the need for Catholic education. St. Gregory the Great will be forever grateful for the dedication of the Presentation Sisters, (especially Sr. Cabrini who currently volunteers at the school and is the hardest working person on campus), and the Pastors who have served the Church. Without God and these amazing individuals, St. Gregory the Great School would not have the GREAT name it has today!

Having the overall responsibility for the operation of the Church and school is our Pastor, Father Miguel Moreno with Mrs. Ana Cortez serving as principal.

Our school has made wonderful strides from those beautiful beginnings, but our commitment to academic excellence, a strong Catholic identity, providing access for all, and establishing an excellent learning environment for our students has remained the same. A special "thank you" to the Presentation Sisters for laying the foundation for our GREAT school. At St. Gregory the Great, we are a family.

GOALS

In the practical application of our school philosophy we, the faculty and staff of St. Gregory the Great Catholic School, working with the home and the Church, endeavor to provide children with the experiences which will develop a character equal to the responsibilities of fundamental Christian living in the American democratic society. We shall attempt to accomplish this ideal objective: By providing the child with a firm foundation in the truth of his/her faith and in appreciation of the dignity of the human being, so that he/she may become a worthy citizen of this world and the next. By creating in the child, a desire to excel mentally, morally, and physically according to his/her potential. By making advantageous use of such cultural resources and educational agencies as are

available in the local community. By preparing the child academically and spiritually for a successful future.

CHRISTIAN FORMATION

In view of the philosophy of St. Gregory the Great School, Religion and all that it implies in the life of the child is of the utmost importance and requires total cooperation on the part of the home. Parents are the first teachers of Religion and form the foundation for their child's faith. At St. Gregory the Great, students are active participants in the Liturgy and assist as altar servers, sacristans, lectors and as members of the liturgical choir.

The Catholicity of our school is a primary focus. Religion is not just a "subject" but is to be infused in all that we do at St. Gregory the Great and integrated throughout our school day.

One formal period each day is devoted to religious instruction. Religion texts are on the USCCB Conformity Listing of Catechetical Texts and Series. The selection of Religion textbooks is the responsibility of the Principal, Vice Principal for Curriculum and Instruction, and in consultation with the faculty (6006). Weekly liturgies and other religious observances are celebrated throughout the school year. Students in grades 3–8 receive the sacrament of Reconciliation during the special seasons of Advent and Lent. The sacrament of First Reconciliation is scheduled for children in second grade. The sacrament of First Eucharist is scheduled for children in third grade. Students who enroll at StG from 2nd grade and beyond, and have not yet received their sacraments, are offered the opportunity to begin preparation, in consultation with their parents/guardians.

ACCREDITATION OF ST. GREGORY THE GREAT

ACCREDITATION AND ASSOCIATIONS (7300) St. Gregory the Great Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department and recognized by the Texas Education Agency. The Texas Catholic Conference Education Department (TCCED), an accrediting agency established by the Bishops of Texas that has been formally recognized by the Texas Education Agency (TEA), therefore, follows the Guide to Quality and Effectiveness as issued by TCCB ED. St. Gregory the Great maintains an institutional membership in the National Catholic Education Association (NCEA), the Association for Supervision and Curriculum Development. Although several teachers at StG hold a Master's Degree, all have a minimum of a Bachelor's Degree, and meet all requirements as set by TCCB ED.

COMMUNITY MEMBER RESPONSIBILITIES

The members of St. Gregory the Great Catholic School must all share in the responsibility of fulfilling our mission and living our vision.

ADMINISTRATOR RESPONSIBILITIES: Administrators have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Share in the responsibility for the moral and spiritual development of students, faculty and staff.
- Promote effective self-discipline of all students.
- Encourage and facilitate parent communication with the school, including participation in required parent/teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.

- Assume responsibility and instructional leadership for all academic programs.
- Ensure that the school is in compliance with all Archdiocesan and TCCB ED requirements.
- Observe and evaluate all professional staff; provide ongoing professional development for all faculty and staff members.
- Work with the Pastor, Business Manager and School Council to plan and implement a responsible budget.

TEACHER RESPONSIBILITIES: Teachers have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Share in the responsibility for the moral and spiritual development of the students.
- Comply with Archdiocesan and school policies, rules, regulations and directives.
- Meet the standards of teaching performance established by the Archdiocese.
- Keep current with professional development.
- Serve as appropriate role models for students in accordance with the standards of the teaching profession.
- Be prepared to perform their duties with appropriate preparation and materials.
- Maintain an orderly classroom atmosphere conducive to learning.
- Use discipline management techniques consistent with school philosophy and policy.
- Ensure good work habits that will lead to student successes and meeting personal goals.
- Teach students to develop and practice self-discipline.
- Establish rapport and effective working relationships with parents, students, and other faculty and staff members.
- Respond to parent calls/notes in a timely manner.

(These responsibilities are addressed more completely in the Archdiocese of San Antonio Teacher Performance Standards and Evidence Indicators for Growth and Evaluation.)

PARENT/GUARDIAN CODE OF RESPONSIBILITY: Parents, legal guardians and persons who have agreed to assume responsibility for their child(ren) enrolled at St. Gregory the Great have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Cooperate with and show respect toward the school faculty and staff.
- Provide for the physical, emotional and spiritual needs of their child(ren).
- See that their child(ren) attends church on Sunday and Holy Days of obligation and receives the appropriate sacraments.
- Teach the child(ren) to listen to teachers and other school personnel and to obey all school rules.
- Be sure that their child(ren) attends school regularly and on time, and promptly report and explain absences and tardies to the school.
- Be sure that their child(ren) attends school tutorials when required or as the need arises.
- Encourage and lead their child(ren) to develop proper study habits at home.
- Be sure their child(ren) is appropriately dressed and groomed at school and school-related functions.
- Keep informed about school policies and events through reading, complying, and responding to school communications, most especially the weekly GREAT WEEK AHEAD.
- Allow their child(ren) to experience the consequences of his/her own actions.

- Discuss report cards, weekly posting of grades and school assignments with their child(ren).
- Sign and return daily and/or weekly behavior and reading folders, as well as all other notices requiring a parent signature.
- Participate in meaningful parent-teacher conferences to discuss their student's school progress and welfare.
- Bring to the attention of the teacher and administration any learning problems or conditions that may relate to their student's education.
- Communicate with the teachers in an appropriate manner by scheduling conference times through proper channels.
- Do not approach teachers to discuss a child or issue when the teachers are "on duty" or with the children.
- Participate in school-related activities.
- Maintain up-to-date work, home and emergency telephone numbers.
- Keep current with all financial obligations.
- Submit a signed statement that the parent/guardian understands and consents to all policies and information in the "Parent/Student Handbook." (Statement included in the Handbook.)

STUDENT RESPONSIBILITIES: It is the expectation and responsibility of each student enrolled at St. Gregory the Great to use his/her God-given talents to enhance spiritual, personal and academic growth through prayer and Christ-like service, as stated in our mission statement. Student responsibilities for maintaining a positive learning environment at school or at school-related activities include:

- Living the Gospel Values.
- Accepting responsibility for his or own educational achievement.
- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly attired according to the uniform policies outlined in the Parent-Student Handbook.
- Exhibiting respect and sensitivity toward others. Personal party invitations may only be distributed in the classroom or anywhere on campus if there is one for all the children in the class, or all the boys or all the girls.
- Conducting himself/herself in a responsible manner.
- Refraining from violations of student behavioral guidelines.
- Cooperating with faculty and staff with regard to disciplinary issues and volunteering information when the student has knowledge relating to a serious offense in the spirit of the best interest of the entire school community.
- Respecting all property of St. Gregory, the Great Catholic School, including books, desks and lockers.
- Promoting good home-school communication by promptly taking home all school work, correspondence, etc. and returning what is required.
- Submitting a signed statement that the student understands and agrees to comply with the policies outlined in the Parent/Student Handbook, and the electronic acceptable use form (Statements included in the Handbook.)

ADMISSION & REGISTRATION POLICIES

Section I

ADMISSION OF STUDENTS NON-DISCRIMINATION (3001) St. Gregory the Great Catholic School admits qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. StG does not discriminate on the basis of race, color, ancestry, national and ethnic origin, or gender, except in the case of single gender schools, in the administration of educational policies, admission policies, and scholarship programs. Preference for admission shall be given to students of the Catholic faith. Every student, Catholic or non-Catholic will be expected to study the Catholic religion as an integral subject at St. Gregory the Great Catholic School. He/she will be expected to attend and participate in Masses, other liturgical services, to participate in religious activities, daily prayer, fulfill service requirements and to demonstrate a Christian attitude.

Reasonable effort will be made to provide Catholic students with a Catholic education. St. Gregory the Great Catholic School and Parish will make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition. In those cases, in which physical space makes it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past.

ADMISSION REQUIREMENTS (3002)

Form: Registration – 3002A

Student Admission Checklist – 3002B

Schools must adhere to the age of admission for K3, K4, kindergarten, and 1st grade established by the Texas Catholic Conference of Bishops Education Department (TCCB ED).

Parents who seek a Catholic education for their child shall enter into a tuition agreement and agree to be bound by the policies and procedures of the school outlined in the school's Parent/Student Handbook. See also Policy 4402 – Tuition Agreements.

The tuition agreement is established between the parent/student and the school and in accordance with the rules of the school governing all areas of the student's development. As part of the contractual agreement, there are explicit and implicit expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the Parent/Student Handbook and various school communications.

AGE REQUIREMENTS

- A student shall be three (3) years of age on or before September 1 of the current school year to be admitted into the 3K program. In order to admit a student younger than 3 years old on or before September 1, a school must have state licensing as a childcare center.
- Students shall be four (4) years of age on or before September 1 of the current school year to be admitted to the 4K program.
- A student must be five (5) years of age on or before September 1 to be admitted to Kindergarten. Please see Section V of the TCCB ED Policy regarding Age Requirements. Participation in a school's 4K program does not ensure acceptance or entrance into Kindergarten. In the process of admitting students to Kindergarten, preference will be given to families who are parishioners, regardless of whether or not their child attended the school's 4K program.

- A student must be six (6) years of age on or before September 1 of the current school year to be admitted into the first grade. Please see Section V of the TCCB ED Policy Age Requirements.. Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade.

A student must be six (6) years of age on or before September 1 of the current school year to be admitted into the first grade. Exceptions may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher stating that the student is ready for first grade.

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

APPLICATION CHECKLIST FOR NEW STUDENTS

Before a student's admission, the following records are required:

1. Official Birth Certificate
2. Baptismal Certificate (if baptized)
3. Official cumulative record or transcript of previous grade
 - a. Including any special education documents including, but not limited to, 504 plan, individualized education program (IEP), special services or testing.
4. Emergency Information Card
5. Health Record
 - a. Immunization record
 - b. Illness record
6. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation
7. Decree (when applicable)
8. I-20, for International Students (when applicable)

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

The nature of education in the Catholic school setting calls for a holistic growth process involving every aspect of human knowledge, understanding, belief and learning.

Every student entering St. Gregory the Great School for initial enrollment is on probationary status for one year. The principal may, at his/her discretion, remove a student from probation or extend a probation period. Failure to perform satisfactorily after having been placed on probation may result in removal from St. Gregory the Great Catholic School.

MISSING CHILDREN PROGRAM (3003) If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, then the school shall notify the Texas Department of Public Safety's missing children and missing persons information clearinghouse of the student's name as shown on the identifying document or records and the name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency. If an official birth certificate is not furnished to the school within 30 days of enrollment, then the school shall notify the police department of the municipality

or sheriff's department of the county in which the school is located and request a determination of whether the child has been reported as missing. A school may accept a child for enrollment without the documentation required by the Admission Requirements Policy if the Department of Protective and Regulatory Services has taken possession of the child under Chapter 262, Family Code. The Department of Protective and Regulatory Services shall ensure that the documentation required in the Admission Requirements Policy is furnished to the school not later than the 30th day after the date the child is enrolled in the school.

ADMISSION OF STUDENTS FROM SCHOOLS WITHIN THE ARCHDIOCESE (3004) The transfer of a student from one Catholic School to another within the Archdiocese can occur only after consultation between the principals of the two schools involved, and all balances owed to the previous school are paid.

ADMISSION OF STUDENTS FROM PUBLIC AND OTHER NON-PUBLIC STATE APPROVED SCHOOLS (3005) Admission of students transferring from public and other state approved nonpublic schools is the decision of the principal/designee based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student, and the placement is agreeable to both parents and principal/designee.

ADMISSION OF STUDENTS FROM HOME SCHOOLING AND NON-ACCREDITED SCHOOLS (3006) Every school in the Archdiocese of San Antonio must have a written policy for admitting students who transfer from non-accredited schools or home schooling. Admission is the decision of the principal and shall be based on testing, observation and/or other assessments. If it is determined that a student does not have sufficient academic records, the school should administer the NWEA MAP Growth Assessment or a similar tool.

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

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

Admission is the decision of the principal/designee and shall be based on testing, observation and/or other assessments.

ADMISSION OF INTERNATIONAL STUDENTS AND EXCHANGE VISITORS (SEVIS)(3007)

Schools who accept international students and exchange visitors must be certified as an approved agent to certify eligibility of non-immigrant students through the Student and Exchange Visitor Program (SEVIS) and comply with all applicable laws and regulations pertaining to their certification. Each school should designate a school official (DSO) for the SEVIS system to be the primary point of contact for all SEVIS related matters and who shall work with the student and parent/guardian, in consultation with the Catholic Schools Office, to complete, process, communicate, update, and verify all information required by SEVIS. Before an I-20 form can be completed, the student must be

formally accepted by the school and in compliance with all of the school's admission requirements. Schools should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process. The acceptance letter should identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student should be kept on file with the school. The school DSO shall work with the student's parent/guardian to complete the computerized I-20 form via the SEVIS system. Schools may use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS (3008) St. Gregory the Great promotes inclusion for all children with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. StG strives to provide the accommodations within the scope of the school's resources for students who are identified as having special learning needs. StG has a process and policy in place for documenting accommodations. Accommodations should be communicated to parents and reviewed, at a minimum, on a yearly basis. Should a family apply to StG and the school is not capable of providing the necessary facilities or services for the child to be successful, they will be referred to other schools and programs, which have the ability to effectively meet their needs. St. Gregory the Great will collaborate with parents/guardians, the public school, and appropriate agency and/or professional when providing services for the child. Prior to admitting a child with diagnosed special needs, a school shall make a determination of its ability to appropriately meet the educational needs of the child. The needs of each child will be considered on an individual basis and the schools must consider the following factors:

- The severity and degree of the need/disability.
- The level of support/special services needed or any special equipment the student may require.
- The school's available resources such as a support staff, accessibility of facilities, class size, etc.
- The school's ability to provide and effectively implement the accommodations, or academic recommendations listed in the child's IEP, (if applicable) or evaluation report.

2022-2023 SCHOOL CALENDAR

Section 2

SCHOOL CALENDAR (7203) Each year the Department of Catholic Schools publishes an academic school year calendar. Schools may request changes from this calendar because of local public school schedules or other serious reasons. Each school's calendar must be submitted and approved by the Superintendent or their specified designee to ensure that Archdiocesan and TCCB ED requirements are being met.

All schools must have 180 teaching days plus 10 in-service days for teachers. During inclement weather, the practice of the local public school district will ordinarily be followed except on certain occasions when the Archdiocesan Superintendent must respond to special situations. Days lost because of inclement weather will be made up at the discretion of the Superintendent of Catholic schools in accordance with TCCED standards.

St. Gregory the Great calendar can be found on our school website:

<http://www.stgregorysa.org/>

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ARRIVAL AND DISMISSAL OF SCHOOL

DAILY SCHEDULE (7201) A school day is a minimum of seven hours in length with a minimum of six hours for instructional time, with exception of full-day Pre-kindergarten and Kindergarten with a minimum of 5 hours, 20 minutes of instructional time. Any time set-aside for lunch, recess, etc. will be in addition to this minimum instructional time. Reduction of the amount of instructional time in the regular school day, apart from the approved calendar, shall be only for serious reasons and requires the prior approval of the Archdiocesan Superintendent. Class schedules are planned according to the time allotments specified by the TCCB ED.

7:45 a.m.	Bell rings - Classrooms open
8:00 a.m.	Tardy Bell
8:03 a.m.	Morning Prayer/Classes Begin
10:45 a.m. – 1:05 p.m.	Student Lunch Periods
3:30 p.m.	PK3-8th grade dismissal

All students who are not enrolled in After School Care must depart the campus no later than 15 minutes after dismissal. This also applies to early dismissal days. Any student on campus 15 minutes after dismissal will be escorted to the After-School Program and a \$10.00 drop-in fee will be charged.

Note: Following school dismissal, the playgrounds are for the exclusive use of the After-School Program from 4:00 p.m. to 6:00 p.m. Students attending athletic events are to remain in the gym during the games and not use the playground equipment. This is also the expectation for students remaining after school for other extracurricular activities.

EXTENDED CARE PROGRAM GENERAL POLICIES The Extended Care Program is available to all enrolled students. We offer four different program options to our parents in order to meet every families' needs: Morning Care, After School Care, Full-Time Care and Drop-In Care.

Students should be registered for the program that best meets their needs. The registration fee of \$25.00 per student is applicable to all program options. This one-time, non-refundable fee is charged when a student is enrolled in any of the program options each school year.

The registration form must be completed and on file in order for a child to participate in Morning Care, After School Care and Full-Time Care Program.

****Any changes to your child's Extended Day Program Billing option must be done before the beginning of the next month. Parents must complete an Extended Day Billing Change Request Form. A \$25 transfer fee will be charged if the request form is not submitted before the next month. (Extended Day Billing Change Form can be found on the St. Gregory Website)***

A "drop-in" is a student who attends either Morning Care or After School Care less than three times a month. If a family plans on utilizing either service more than twice a month, then the student should be registered for Drop-In Care. If a student not enrolled in any program option is found to have

attended either Morning Care or After School Care three or more times within a month, the parent/guardian will be notified of their child's enrollment in the Drop-In Care option and assess the fees accordingly. (See Extended Care Program Fees for more details.)

Once enrolled in any of the program options, it is the responsibility of the parent/guardian to notify the program director in writing by completing the Change of Care Option Form if there is a need to change which program their child is registered with. We must receive this form prior to the billing period in which the change will occur. We will not change the program after billing has occurred. There is no fee assessed for first-time enrollment changes. However, each additional change may incur a fee of \$10.00.

Note: Unless notified in writing, billing will continue as originally set-up.

Students will only be released to authorized adults listed on the child's pick-up list (siblings must be 18 years or older). A picture ID is required and may be asked to be seen by any child care staff.

Authorized adults must sign out each child every day on the sign-out roster. At the time of sign out, the time must be recorded next to the authorized adult's signature or initials.

If a child is being picked up by someone who is not on their Renweb pick-up list, parents must inform the office in writing that morning. We will not release a child to an adult who is not on their pick-up list without consent directly from parent/guardian.

Program fees for Morning Care, After School Care, and Full-Time Care are due on the 1st of the month and will be billed to your FACTS account. Drop-In Care and Drop-In students will be billed weekly and fees are due on the 1st and 15th of the month. Check your account periodically for account balances.

The Extended Care Program is a service provided for the families of St. Gregory the Great Catholic School. Students on campus grounds are the responsibility of the school. It is for the protection of each child that this program exists. Therefore, any student on campus before 7:30 a.m. or 20 minutes after dismissal without direct adult supervision (i.e. coach, sponsor, teacher, parent, etc.) will be placed in Extended Care. There are no exceptions.

Students in After School Care are not allowed to leave the school campus after school unless they have been released to an authorized adult. Should a student leave the program without permission, the student will be subject to disciplinary action.

Students attending encore clubs will meet in the cafeteria and be escorted by their club sponsor to their meeting. There is no charge unless the student is brought back to After School Care.

The Extended Care Program is an extension of the school day. Therefore, all school policies are to be followed including no cell phones or toys. Repeated infractions may be subject to a Student Offense Referral (SOR). Non-compliance by students or parents may result in immediate dismissal from the program.

In order to maintain a safe and harmonious environment, the following consequences will be issued. If the action of a student warrants a Student Offense Report (SOR) it will be immediately noted.

- **First SOR** = 1 day of suspension in After School Care (Student will be under the direct supervision of After School Care personnel.)
- **Second SOR** = 2 week suspension in After School Care (Student remains on campus.)
- **Third SOR** = Parent/Guardian will be required to withdraw the student from After School Care for the remainder of the year.

MORNING / AFTER SCHOOL CARE MONTHLY PROGRAM FEES

We, at St. Gregory the Great, are committed to the safety of all our children. As part of keeping that commitment to our community, the Morning/After School Care program is available to all students enrolled. The Morning care program is provided from 6:45 am until 7:45 am. Our Afternoon Care Program begins as soon as school is let out and ends at 6:00 pm. *A \$5.00 per minute fee after 6:00 pm. Students must be signed out for release: Pre K 3 - Kinder will be signed out in the ECH building Room #5 and grades 1-8 will be signed out from Room D-4. .

**Remember, the Morning/After School Care Program is an extension of the school day. Therefore, all school policies are in effect.

Activities May Include:

- | | |
|-----------------------|----------------------|
| ● Supervised homework | ● Arts/ Crafts |
| ● Reading Time | ● Board Games |
| ● Outside Play | ● Guided Indoor Play |
| ● Storytelling | ● Snack |

Monthly Fees:

- The registration fee of \$25.00 per child will be charged to your FACTS account.
- Fees are due on the 1st of every month and will be billed to your FACTS account.
- August and December only are billed at 1/2 the program amount except for those in occasional "drop in" program.
- It is important to note that August's half-month charge will be combined and billed with September's full charge.

Costs:

Morning Program: \$40.00 per child

Afternoon Program: \$135.00/ one child
 \$235.00/ two children
 \$305.00/ three children

Full Time Program (both Morning and Afternoon): \$175.00/ one child
 \$315.00/ two children
 \$425.00/ three children

Occasional Drop-In Program: Morning: \$4.00 for each day your child attends
 Afternoon: \$10.00 for each day your child attends

*** If your child attends more than 10 days in the morning it is more economical to enroll in the morning program**

**** If your child attends more than 13 days in the afternoon it is more economical to enroll in the afternoon program.**

Dates to Remember

***Note that after school care will NOT be provided on these dates:

August 15, 2022 - First Day of School

November 18, 2022 - Last Day before the Thanksgiving Break

December 16, 2022 - Last Day before the Christmas Break

April 6, 2023 - Last Day before the Easter Break

June 2, 2023 - Last Day of School

Please make sure that you make an arrangement for your child to be picked up.

After School Care is provided in two locations:

- PK3-Kindergarten students are cared for in the Early Childhood Building (ECH) Room #5.,
- 1st-8th grade students are cared for in Room D4. In the event that we are not able to meet at the regular location, parents will be notified ahead of time.
- After School Care is provided throughout the school year; except for the days noted above.
- After School Care begins at dismissal time, whether it is a regular day or early dismissal day.
- Afterschool Care ends promptly at 6:00 p.m. Any student not picked up by 6:00 p. m. will incur an extra fee. (See Extended Care Program Fees for more details.)
- After School Care provides students supervised study hall, a snack and recreational time on a daily basis.
- Any student found on campus without direct supervision (i.e. coach, sponsor, teacher, parent, etc.) 15 minutes after dismissal will be taken to After School Care. (See Extended Care Program Fees for more details.)
- Students who are normally picked up at dismissal time, but remain on campus to attend athletic events must remain in the gym during games. If students are not picked up immediately after the game, they will be taken to After School Care. (See Extended Care Program Fees for more details.)
- Students participating in extracurricular activities (sports, encore clubs, music, etc.) must be picked up promptly at the conclusion of the activity or they will be sent to After School Care and billed accordingly. (See Extended Care Program Fees for more details.)
- Following school dismissal, playgrounds are for the exclusive use of students in After School Care.
- Full-Time Care encompasses aspects of both Morning Care and After School Care. Therefore, all policies from these two care options are applicable. See the policy sections above for more details.
- Drop-In Care follows the same principal guidelines and policies of both Morning Care and After School Care.
- If a student is not enrolled in Drop-In Care and is found to be utilizing either Morning Care or After School Care services three or more time in a month; the parent/guardian of the student will be notified of their enrollment in Drop-In Care and the registration fee of \$25.00 will be added to their FACTS account.

- The Morning Care fee is \$4.00 per child for each morning attended. The fees are incurred from 6:45 a.m.-7:30 a.m. If your child attends more than 10 mornings, it is more economical to enroll them in the Morning Care Program.
- Students on campus without direct adult supervision before 7:30 a.m. will be placed in Morning Care and assessed the Morning Care fee.
- Students dropped off before 7:20 a.m. will be assessed the Morning Care Fee.
- Students who participate in extracurricular activities (i.e. encore clubs, sports, tutoring etc.) may be brought to After School Care if they are not picked up promptly. If this occurs, students will be checked into After School Care. No fee will be assessed if the student is picked up within fifteen minutes of the time of student arrival.
- Any student found on campus without direct supervision 15 minutes after dismissal will be taken to After School Care and assessed the After School Care fee.
- Billing occurs weekly.
- Extended Care Program Fees: The one-time, non- refundable registration fee of \$25.00 per child will be charged to your FACTS account when you enroll. This registration fee is applicable to all programs.
- Extended Day Program fees are due on the 1st of every month and will be billed to your FACTS account. August and December only are billed at ½ the monthly program amount except for those in the Occasional Drop-In Program. Families enrolled in the Drop-In Care are billed weekly and fees are due on the following 1st or 15th of the month.
- Morning Care monthly fee is \$40.00 per child.
- After School Care monthly fee is \$135 for one child, \$235 for two children, and \$305 for three children.
- Full-time Care monthly fee is \$175 for one child, \$315 for two children and \$425 for three children.

DROP-IN CARE - The morning care fee is \$4.00 per child for each morning the child attends before 7:30 a.m. The after-school care fee is \$10.00 per child for each afternoon the child attends the program. On regular school days charges occur between 3:45 p.m.-6:00 p.m. On early release days, charges are applicable between 12:15 p.m.-6:00 p.m. These are standard fees for any drop-in student regardless if they are registered for the program or not.

LATE PICK-UP FEE - Our After School Care program ends at 6:00 p.m. Any student who is not picked up by 6:00 p.m. will have a fee of \$5.00 for the first minute and \$1.00 for subsequent minutes.

ATTENDANCE

Section 3

STUDENT ATTENDANCE (3101) State law requires students be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered, (per core subject in Upper Unit).

- Students are to attend school in person unless there are valid reasons for absence provided by the parent/guardian. An excused absence does not mean a student will not be marked absent. A student not physically present at a school excused or unexcused, is marked absent. It is the responsibility of the parent(s)/guardian(s) to contact the school to report when the student is absent. Valid reasons, such as sickness or exposure to a contagious virus, are considered excused.
- Invalid reasons, such as extra vacation are considered unexcused.
- In all cases, students are responsible for all work missed. After ten unexcused absences, school administration must give a parent/guardian written notification via Facts email, that their student has accumulated excessive absences. The school shall follow a similar process for excessive tardies.
- If a student is absent the parent/guardian must notify the school office by 8:30 a.m. If no notification is received by 8:30 a.m., the school office will e-mail the parent/guardian to verify the absence. Current e-mail addresses and phone numbers for parents and guardians must be on file at all times. A student who incurs eighteen absences per year may be required to repeat the grade, attend summer school or other consequence. This decision lies with the school administration.

CONSECUTIVE NON-ATTENDANCE DAYS Schools shall contact a student's parents or guardian when a student has been absent ten (10) consecutive school days. If through repeated efforts by school staff (e.g., administration, school counselor, health coordinator, nurse or other administrative staff) there has not been successful contact, then the school may withdraw the student.

ATTENDANCE COMMITTEE When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered then the school may convene an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences. The attendance committee shall be composed of the principal and/or his or her designee, the school counselor and the classroom teacher.

RECORDING ATTENDANCE (3102) The school is required to keep an accurate record of attendance, tardiness, and absences. Daily attendance records must be kept for each student and a daily report must be reviewed by the administration. Every student enrolled in the school must be included in the records and is a member of that school until officially withdrawn. A student is considered absent

unless officially withdrawn. Attendance records are to be maintained by the school office. The attendance record must be kept on file for a minimum of five (5) years.

Written reasons for absences are required on the day the child returns to school. Absences will be excused with

- a doctor's note
- notice of death of a family member
- deployment of a parent.
- incidences where a child must be sent home due to illnesses that may be contagious such as but not limited to fever, or vomiting.
- events approved by administration.

Please submit these notes to the student's teacher or the school front office to be kept in the child's file for appropriate documentation. **All documentation must be received within 10 days.**

If a child is absent 3 or more days and returns without a doctor's note, a parent/guardian must consult with administration before the student is allowed to enter class.

Each student has the responsibility to make up work and/or tests that are missed due to absences. The student must take the initiative to meet with the teachers and schedule a time to make up the work. Students will be allowed a reasonable amount of time to make up the work, and the due dates are to be coordinated with each teacher during the first day back. The ordinary guide to time allowed for make-up work is one day for each day absent.

Upon parental request, homework for an absent student may be picked up from the front desk after dismissal or sent home with a sibling or designated student. Parents may also request that homework be sent to the Extended Day Care Program for pick up after the school day. This request for homework must be made before 9:00 a.m. on the day it is to be picked up.

A student in 4th-8th grade will be required to attend Saturday School (8:30 am-11:30 am) on their 10th unexcused absence.

- Saturday School is at the expense of \$65 to the parent/guardian and is considered a financial obligation. This will be billed automatically via FACTS and must be paid within one month of billing. Refusal to serve Saturday School may result in the student being suspended, expelled and/or denied re-admission for the upcoming year.

Recreational travel is not usually considered necessary and may not be excused. Considering the school calendar, summer vacation, the Christmas holiday, spring break, and Easter weekend, it is requested that parents/guardians make every effort to work around the school calendar.

Absence due to travel where a significant family occasion is scheduled may be excused. The administration is the final arbiter of what constitutes a significant family occasion. Teachers will not be required to honor requests for work prior to a student's planned absence.

Attendance for PK3-5th Grade

- Students absent from school for up to 90 minutes will be marked as $\frac{1}{4}$ (quarter) day absence.

- Students absent from school for between 91 minutes and 3 hours will be marked as ½ (half) day absence.
- Students absent for more than 3 hours will be marked as 1 (one) full day absence.
- Any student who is absent ½ day or more on the day of a planned extracurricular activity or event (including dances, etc.) may NOT attend. Students must be in school by 10:00 a.m. in order to participate.

Attendance for 6th-8th Grade

- Attendance will be taken each period for grades 6th-8th.
- Students need to be present in class for 90% of the class to be counted present
- A student arriving between 8:00 am and 8:15 am will be counted Tardy for 1st period.
- After 8:15 am, but before 2nd period, students will be counted absent for 1st period only.
- A student arriving tardy will need to report to the school office for a tardy slip.
- **3 tardies in one period equals a 1 day absence in that class.**
- Students arriving to a class period late will be marked tardy for that period.
- Any student who is absent ½ day or more on the day of a planned extracurricular activity or event (including dances, etc.) may NOT attend. Students must be in school by 10:00 a.m. to participate.
- **A student who is absent more than 18 times in a class will not earn credit for that class.**

It is the parent/guardian responsibility to monitor the student's attendance and require the student to attend school.

TARDIES (3103) Prompt arrival at school is expected of all students. Tardiness is disruptive to the learning environment. A student who arrives at the classroom door at 8:00am or later is tardy and must obtain a tardy slip from the school office to enter the classroom. Many factors can cause a student to be late for school, most are beyond the control of the students; creating a situation where usual discipline methods may seem unfair. With this in mind, each student is granted 15 "no fault" tardies per school year.

- An email notification will be sent to the family via Parent Web to notify the family that the student is near the tardy limit for the year.
- On the 16th tardy a fine of \$30 will be billed automatically via FACTS.
- Beginning on the 17th tardy and each tardy thereafter, \$10 will be added to the student's FACTS account.
- Tardies are documented on the student's report card.
- Students in 4th – 8th grade will be required to attend Saturday School on campus (8:30am to 11:30am) after 15 tardies have been accrued.
- There is a \$50 fee for Saturday School in addition to the \$10 per tardy after the 16th tardy.
- All fees incurred due to tardiness are part of a family's financial responsibility to the school and must be paid within one month of billing.
- All Tardies will be monitored and billed every 2 weeks.
- The Business Office will bill on the 1st and 15th of every month.

NOTIFICATION NECESSARY FOR RELEASING STUDENTS DURING SCHOOL HOURS (3104) Parents or guardians will be notified by telephone call to make suitable arrangements when it is necessary to send a student home because of illness, exposure to a contagion, disciplinary action, or other reason. **Students must be picked up within 60 minutes of the notification.** Parents/Guardians are asked to create a back-up plan to have their child picked up by someone on the students' pick-up list in Renweb for when they are unable to pick up their child. Documentation of this notification is kept in the school office or the health office. Students may only be released to their parent/guardian or other authorized adult on the student's pick-up list.

APPOINTMENTS WITH A HEALTHCARE PROFESSIONAL Students leaving campus during the school day for appointments must be signed out in the school office by a parent or designated person.

A student will not be released from school during school hours into the custody of any person other than those listed on the Renweb Student Pick up List as authorized to pick the child up.

Identification of the person to whom the student is released must be verified with a valid photo I.D.

A student's absences during any part of the school day due to a doctor/dentist appointment will be excused up to a 90-minute period with a doctor's note presented upon return to school. After 90 minutes the student will be marked $\frac{1}{4}$ day or $\frac{1}{2}$ day absent depending on their time of return/arrival to school.

Students will be given one day to complete absent work for everyday they are absent. (i.e. – If a student is absent for three days, the student will be given three days to complete their absent work.

Parents can call before 9 am to request their child's absent work. All requests will be ready in the office for parents to pick up by 3 pm.

For students 6-8th grade, it is their responsibility to obtain any classwork/homework from the teachers whose class they missed. If a test/quiz was missed during the off-campus appointment, the teacher and student will make arrangements for a time the student can make up a missed test/quiz within a two-day period.

INCLEMENT WEATHER/TARDY WAIVER DAY On days in which road conditions are hazardous for families to arrive on time, the principal may declare an inclement weather tardy waiver up to a reasonable time for everyone to arrive safely. On those days, a tardy caused by road conditions does not count in the calculations of total tardies; however, students must still report to the office first to receive an admit/tardy slip. Depending on the severity, accidents on the freeway usually do not constitute a tardy waiver day, unless approved by administration.

ATTENDANCE AWARDS Attendance awards will be given at the end of each school quarter at the Award Ceremony. Perfect attendance will be awarded for students absent zero days and have less than two tardies in a quarter.

EARLY DISMISSALS St. Gregory the Great School will have early dismissals throughout the year for the purposes of faculty meetings, parent conferences, self-study for accreditation, and holiday dismissals. Please refer to the school calendar for these early dismissal dates and make special

arrangements to pick up your child(ren) at that time. On early dismissal days, twenty minutes after dismissal, all unsupervised children will be escorted to the Extended Day Care program where the Extended Day Care staff will provide supervision. All students who are sent to the Extended Day Care program will be billed on their next tuition invoice. There will be no After-School Care provided on the last day of school.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER (3105) StG and its officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty. Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event. A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

RELEASE OF STUDENTS DURING SCHOOL HOURS--CUSTODIAL/NON-CUSTODIAL A student may be released from school during school hours into the custody only of those persons listed on the student's Emergency Information Card or Renweb pick up list. Identification of the person to whom the student is released must be verified. Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Parents/Guardians must sign out the student in the school office.

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

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

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

WITHDRAWAL FROM SCHOOL If it becomes necessary to withdraw your child(ren) from the school, a parent/guardian is required to complete a withdrawal form located in the school's front office and the form must be signed by an administrator. St. Gregory the Great will release a copy of the student's permanent record and the original health record upon direct request from the receiving school.

EIGHTH GRADE HIGH SCHOOL VISIT Two half days or one whole day will be excused for 8th graders to visit the Catholic High Schools and/or magnet schools. In order to be excused the following must be followed:

- The visits must be scheduled between September 8th and before review days/mid-term exams in December.
- A written letter requesting permission to shadow a Catholic /magnet high must be submitted to the school office at least three days prior to the high school visit date.
- The visit date must be coordinated with the St. Gregory the Great teachers to avoid missing important due dates and/or tests.
- An administrator's signature will either grant or deny the request.
- The student must take the initiative to make up all the work missed either before or immediately after the absence.
- Upon the student's return, written verification must be received from the highschool of the date and time of the visit; the high schools will gladly provide this verification.

STUDENT RECORDS

Section 4

EMERGENCY INFORMATION CARD (3202) Current contact information is vital for the safety and well-being of all students. It is the responsibility of the parents/guardians to maintain current and accurate information on file for their children. All parents/guardians must complete an Emergency Information Card. This card contains pertinent information in case of an accident or illness including address, home/work/cell phone numbers, email address and other emergency contact information. Parents/guardians are required to send emergency card information changes throughout the school year as they occur.

ANNUAL STUDENT HEALTH FORM (8106) Student Health Form – 3202B Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness. The school must request for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Health Form shall be stored within the student's student health file. The Student Health Form must be retained for one (1) year after the information is obsolete or the student leaves the school. The Student Health Form may be kept electronically using the school's data management system (e.g., RenWeb). It is recommended that a paper copy of the Student Health Form for each student be kept on hand in the case of an emergency.

PUBLICATION OF ADDRESS RELEASE (5003) St. Gregory the Great will not publish the addresses or phone numbers of any parents/guardians, students or employees without their written consent.

STUDENT PHOTOGRAPHS/INTERVIEWS (5004) Students' photographs and interviews may not be taken or used without written parental and administrative permission. Schools are to apprise parents of their procedures in the school's registration packet and/or handbook.

PERMANENT RECORD (3201) A permanent record is maintained for each student at St. Gregory the Great. Each student's official file contains only these items: permanent record and academic testing. Only the contents of the official file will be forwarded to a new school, (if transferring to another Catholic School, tuition debt will be shared with the school and registration at the new school will not be allowed until the debt is settled). A copy of the permanent record is retained by St. Gregory the Great when a student transfers or graduates.

ACCESS TO RECORDS (3203) In 1975, the Buckley Amendment, also known as the Family Educational Right allows parents the right to view their child's permanent record in the office. This record should also include academic transcripts. Academic testing and testing results from outside testers if submitted to the school by the parents are kept in the counselor's office and health records are kept in the Health Coordinator's file as well as any emergency information. Any parent wishing to review records must notify the school office in writing at least 24 hours in advance.

RELEASE OF RECORDS (3204) All materials in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday. (Family Educational Rights and Privacy Act, 1974).

REQUEST FOR AND TRANSFER OF STUDENT RECORDS (3205) Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to the sending school. If a student is transferring to another Catholic School, all tuition and fees must be cleared before registration at the receiving school is allowed. Tuition debt information will be shared with the receiving school. A release form signed by the parent or legal guardian must be obtained by the requesting school. If the student is transferring to a Catholic school within the Archdiocese, the original permanent record card and health records shall be transferred. A copy will be retained for the school's records. If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred. All special education or psychological test results, which are to be released to a receiving school, must include a parent or legal guardian signed release of that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for transfer.

WITHHOLDING SCHOOL RECORDS (3206) Schools shall not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access any and all student records related to their children. Consequently, in no case shall the withholding of transcripts, report cards or other records of student's work be used for the enforcement of collection.

NON-CUSTODIAL PARENTS' ACCESS TO RECORDS St. Gregory the Great abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, St. Gregory the Great will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the case of a custody dispute, the custodial parent is required to provide the school with a copy of the entire divorce decree with the judge's signature. If a child is not to be released to a particular individual at any time, it is the responsibility of the parents to provide the school with official documentation to this effect. We ask that all divorced parents provide the school with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child is to be released to the non-custodial parent.

CONDUCT AND DISCIPLINE

Section 5

CODE OF CONDUCT (3301) Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. St. Gregory the Great joins the parents in accepting responsibility for teaching children to learn to control their own behavior and to be responsible for their own words and actions. Children are guided toward this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the student may jeopardize the present and future enrollment of a student. Additionally, it is important for parents to understand that the Administration reserves the right to modify and/or add new directives and consequences to the discipline policy, as individual circumstances require. All employees of St. Gregory's the Great will work together, along with parents and students to live by the four guiding principles for discipline based on respect for God, respect for self, respect for others and respect for property.

Respect for God: Students are encouraged to practice the Catholic faith through:

- Active participation in liturgies
- Sharing oneself through community activities
- Reverence of God through their actions, including exhibiting reverence in church and prayer

Respect for Self: Each individual is a child of God. Each student's behavior reflects this self-respect through:

- Propriety in dress
- Use of proper body language, including posture and facial expressions
- Fulfillment of all student responsibilities

Respect for Others: Each student, parent, teacher, staff member, and visitor are treated as a child of God. Each student's behavior reflects this respect for others through:

- Cooperation with students, parents, teachers, staff members, and visitors
- Treatment of others with kindness in word and actions, a no "bullying" expectation
- Modulation of one's voice
- Preservation of privacy of others
- Preservation of other's personal spaces, a "hands-off requirement"

Respect for Property: Students are expected to use facilities and material properly through:

- Use of school property and equipment in that manner for which they were intended
- Preservation of all these areas of the church and school campus by keeping them clean, neat, and tidy.

BULLYING PREVENTION (3302) Each school must have a bullying prevention policy and bullying prevention plan. Each year the school must publish the approved bullying prevention policy and plan in the parent/student handbook and employee handbook. The school must publish their procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, on the school website. The bullying prevention policy and bullying prevention plan shall be submitted annually to the Department of Catholic Schools for review and approval.

It is the responsibility of all Catholic school leaders to ensure that a safe, positive and productive educational environment be established in each school, where no student shall be subjected to bullying, discrimination/harassment, cyber-bullying, or retaliation. The principal of each school and designated staff members (e.g., school counselor, lead teacher) with the oversight of the pastor, are collectively responsible for the implementation of bullying prevention, intervention and reporting procedures. The prohibition against acts of bullying, discrimination/harassment, cyber-bullying, or retaliation applies to all people engaged in all school related activities, which includes but is not limited to all students, regular or temporary, part-time or full-time employees; volunteers, instructors, and consultants.

The three-part bullying prevention plan must include the following components:

1. Prevention of Bullying through the promotion of kindness, respect, empathy, and acceptance
2. Reporting and Investigation Protocol
3. Response and Intervention Protocol

Each school's policy and bullying prevention plan should also include the following:

- Definitions
- Statement of prohibition of bullying
- Prohibition of and procedures for addressing retaliation against any person who reports or provides information about an incident of bullying
- Procedures and obligations for providing notice of an incident of bullying to (a) parent(s) or guardian(s) of alleged victim on or before third business day after the incident is reported, (b) parent(s) or guardian(s) of the alleged bully within a reasonable amount of time after the incident and (c) other school or law enforcement officials
- Actions a student should take to obtain assistance and intervention in response to bullying
- Procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred
- Determination of disciplinary actions
- Prohibition on imposing disciplinary measures on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying
- Available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying
- Instructional and support services for students
- Professional development and staff training
- Communication and collaboration with parents and families

Violations of each school's bullying policy shall be addressed in conformance with each school's existing disciplinary policy.

All reporting, timely investigation and responses shall be consistent with local, state and federal law regarding the anti-discrimination and the protection of civil and human rights.

Definitions:

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
4. Includes cyberbullying.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool

Harassment is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

All St. Gregory's students are expected to represent themselves, their parents, and St. Gregory's at all times with respect, pride, integrity, moral character and as a child of God. Therefore, bullying that occurs off-campus between St. Gregory the Great students will not be tolerated and if brought to the attention of the administration, will be handled accordingly.

TYPES OF BULLYING-PERSISTENT OR OTHER EXTENUATING CIRCUMSTANCES

- Physical bullying is physical acts of aggression such as hitting, slapping, pinching, scratching, kicking, tripping, or pushing.
- Emotional bullying is causing harm to someone's self-esteem or feeling of safety.
- Relational/Social bullying is spreading rumors, intentional exclusions of others, passing harmful notes about another person.
- Verbal bullying is threats of physical bullying, name-calling or other insults, such as making faces or obscene gestures, graffiti on bathroom walls, picking on or making fun of.
- Internet (Cyber) bullying is spreading harmful information or lies about others through emails, social media apps, chats, text messages, online blogs, cell phones, and cameras. This

includes but is not limited to: Facebook, Instagram, Snapchat, Whatsapp, and using another student's password/account.

- Sexual bullying is unwanted touching or comments made about a person's body, body type or physical features including wedgies, bra snapping, and obscene gestures.

PROHIBITION AGAINST BULLYING AND HARASSMENT As defined by the above-mentioned behaviors, bullying behavior is strictly prohibited, and such conduct will result in disciplinary action.

EXAMPLES OF BULLYING Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands of money, destruction of property, theft of valued possessions, name calling, making fun of, picking on, rumor spreading, or ostracism.

RETALIATION St. Gregory the Great prohibits retaliation by a student or employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES OF RETALIATION Examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM A student, who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the school's ability to investigate and address the prohibited conduct.

Parents or students may report such behavior through our school website or the App, which allows information to be sent anonymously and with supporting documentation if applicable.

STUDENT REPORTING PROCEDURES To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, nurse, principal or other administrators.

EMPLOYEE REPORTING PROCEDURES Any employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

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

- The person may first choose to tell the individual causing the bullying/harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, or if the person feels uncomfortable talking directly to the individual causing the bullying/harassing, then the person must report the behavior to the teacher or administrator.

However, the person alleging the harassment will not be required to present a complaint to a person who is the subject of the complaint.

- Reporting any type of Bullying complaint may also be done anonymously through:
 - StG app on any cellular device
 - School Website (this also allows individuals to upload any supporting documentation such as photos, letters, screen shots, and text messages.)
- If the complaint is against the principal, the person must report the incident to the pastor or the superintendent of the Catholic schools.
- The person alleging the harassment will be asked to complete a formal, written complaint. The
- Principal or designee will promptly investigate the claim thoroughly and impartially, involving all necessary parties. The principal or designee will meet with the alleged person. A written report of the investigation shall be kept on file by the school. The confidentiality of such a report will be maintained to the fullest extent possible.
- Once facts have been gathered, the Principal or designee, in consultation with the pastor and/or superintendent, will decide what, if any corrective action is warranted. Once the school determines through its investigation that harassment has taken place, immediate and appropriate action will be taken.
- To be considered is the type, frequency, and duration of the offensive conduct, i.e. there is a pattern or practice of sustained harassment. A series of incidents at the school, not involving the same student but different students, when taken together, could create a hostile environment.
- If the complaint is against a non-employee, such as a parent, vendor, or volunteer, the school will investigate and take appropriate corrective action within its authority.
- The school considers harassment by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.
- If the school determines that sexual harassment by a student has occurred, it should take timely, age appropriate, and effective correction action, including steps tailored to the specific situation.
- Corrective action, such as changing seat assignment, changing schedules, or suspending the offender, is expected to minimize the burden on the student who has been harassed. Consequences of serious and/or repeated harassment will be cause for expulsion.

INVESTIGATION OF REPORT The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of the investigation, if appropriate.

CONCLUDING THE INVESTIGATIONS Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

NOTICE TO PARENTS If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

COUNSELING The principal or designee shall notify the victim, the student engaged in bullying, and any other students who witnessed the bullying of available counseling services.

CONFIDENTIALITY To the greatest extent possible, St. Gregory the Great shall respect the privacy of the complainant, persons against who a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. Due to privacy laws, the principal cannot discuss disciplinary actions taken however, the principal will follow-up with all parties involved at the conclusion of the investigation.

DISCIPLINE MANAGEMENT PROGRAM St. Gregory the Great Catholic School administration, faculty and staff will use the school's discipline policy when determining consequences for reported bullying and harassment behavior. When determining the consequence for bullying, the following will be considered:

- age of the child,
- development and understanding of the child,
- nature of the offense,
- the context in which the alleged incident occurred.

PROCEDURES FOR ADDRESSING BULLYING

The following procedures will be used for reports of bullying and/or harassment:

1. Both parties shall be separated while not discriminating against either party.
2. Notification of bullying or harassment will be communicated in a timely manner to a teacher, counselor, principal, or administrator. This notification will note the time, location, potential witnesses, and offending party.
3. An investigation will then be conducted by the principal or designee. Upon completion of this investigation a disciplinary action will be implemented, the disciplinary action could result in expulsion.
4. The affected party will be informed that a discipline action was taken. The specifics will not be shared. Follow up will continue to ensure that the offending action has stopped.

SCHOOL UNIFORM REGULATION

DRESS CODE (3303) St. Gregory the Great School has a standard uniform dress for all students, which will promote dignity, cleanliness, unity, respectfulness, and good health. It is important that parents and students alike keep in mind that while in uniform, both on and off campus, students represent St. Gregory the Great School. School uniforms serve the family in three ways: it assures equality in dress and it reduces the cost of clothing for children who are at a rapid stage of growth. Our school uniforms also unite us with a sense of pride for our school. However, as the term “uniform” denotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. All uniforms must be sized appropriately; oversized uniform clothing may not be worn. Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities.

St. Gregory the Great uniform company is

**Risse Brothers
4452 Beltway Dr.
Addison, TX 75001
(972) 231-2903**

(NOTE: Risse Brothers Company has several other stores in Texas, but the Addison store is the only store that has the StG Uniforms.)

Students not in compliance with the uniform code will be addressed by the teachers and will be expected to correct the infraction. Students who do not follow the uniform policies will be issued a responsibility signature. Flagrant or continual infractions will be addressed by the Principal or designee.

UNIFORM DRESS CODE (required for Grades PreK3-8)

BOYS:

- StG Khaki uniform pants-(all grades)--required on all Mass days. (usually Wednesday, with the exception of certain Holy Days of Obligation).
- StG Khaki uniform walking shorts (all-grades) --must be no shorter than 3 inches from the center of the knee; may be worn for P.E.
- StG Navy Blue polo (Pre K3 and Pre K4)
- StG green or white polo “pique” or “jersey” material (K-8th); available in short and long sleeves—can be worn on regular uniform dress days.
- StG long or short sleeved white button-down oxford shirt (K-8) with StG straight or bow tie (8th grade StG logo tie) on Mass days and additional days designated by administration.
- Shirt sleeves are to stay buttoned at the cuff.
- StG Spirit Shirt – Students who purchase the official 2022-2023 Spirit Shirt may wear it every Friday with their uniform bottoms, tucked in with a belt if applicable.
- Belts--brown or black required with the pants and shorts; no special, ornamental belt buckles are allowed. Not required for Pre K3 and Pre K4.

- Socks-- Boys' socks must be crew socks in black, white or StG green. NO Show socks or ankle socks are not allowed.
- Shoes-- **ALL** black athletic shoes with laces. The sole of the shoe and laces must also be black. Pk3-Pk4 shoes must have Velcro, not laces.
- Writing is not allowed on shoes.
- Undershirts may be worn -white only.

*Note:

- All uniform shirts and t-shirts must be tucked in at all times.
- All uniform pieces must be size appropriate for the age of the child.
- Pants/shorts must be worn at the waist at all times; sagging pants and shorts is not allowed.
- Torn or ripped clothing must be replaced in a timely manner.

GIRLS:

- StG solid Navy Blue polo dress (PK-3 & PK4) – to be worn on all Mass days.
- StG plaid jumper, skort, or skirt (K- 8th Grade)- required on all Mass days – no shorter than 3 inches from the center of the knee.
- StG Navy Blue polo (Pre K3 and Pre K4) with uniform pants or shorts.
- StG Green gym shorts -- must be worn by grades K-8 under skirt or jumper.
- StG Khaki walking shorts (all grades) --must be NO SHORTER than 3 inches from the center of the knee; may be worn for P.E. and under the uniform jumper or skirt.
- StG Khaki dress uniform pants (all grades) --may be worn in cooler weather; may be worn for P.E.; may be worn for Mass only when the temperature is below 40 degrees.
- StG Middy blouse—required on all Mass days but may be worn with all uniforms (jumper, skirts and shorts). Undergarments must be white or beige.
- StG White or Green “pique” or “jersey” polo-(Kindergarten-8th grade) can be worn on all regular uniform dress days. Girls may wear unisex polo or girls' style cut. Also available in short and long sleeves.
- Girls' unisex polo needs to be tucked in.
- Girl's polo shirts in “girl cut” do not have to be tucked in.
- StG Spirit Shirt- Students who purchase the official 2022-2023 Spirit Shirt may wear it every Friday with their uniform bottoms, tucked in and with a belt if applicable.
- StG Plaid tie-(grades kindergarten -7th grade); to be worn with white middy blouse, to be tied at all times.
- StG Solid tie-(8th grade girls only); to be tied at all times.
- Belts—For 1st -8th grade) a brown or black belt is required when wearing a shirt tucked in and belt loops are present on the shorts or pants; no special, ornamental belt buckles are allowed.
- Socks--solid white crew, green or white knee socks, or StG green or white logo socks (no designs, no sport logos); solid white or black tights may be worn with/without the socks during the winter months.
- Shoes—navy blue or green and white saddle oxfords or white athletic shoe with laces (2nd-8th grade) or black penny loafer (optional for grades 4-8th grade only).
- Grades PK3 & PK 4 are required to purchase the white/black athletic shoe with Velcro tie.
- Undershirts may be worn - White or nude color only.
- On cold days, black or white tights are allowed under shirts, jumpers, and skorts.

P.E./HEALTH and FITNESS DRESS CODE

- PK3-5th do not change uniforms for P.E. Girls who wear jumpers or skirts are required to wear Hunter green, black or StG jersey shorts under their jumpers and skirts.
- Students in 6th through 8th grade are required to change and wear the StG gray P.E. uniform t-shirt with any appropriate athletic shorts (black, forest green, or gray).
- White or black biker shorts must be worn under athletic running shorts (for girls) for the health and fitness class.
- Only athletic shoes must be worn; the uniform athletic shoe may be worn for PE and health and fitness class.

Note:

- All P.E. and health and fitness attire must be size appropriate; no sagging of shorts allowed.
- Items of clothing should be boldly labeled with the student's first and last name.

COLD WEATHER OUTERWEAR

Parent choice for outside and playground in extreme cold, however StG outerwear is preferred. In cooler weather, only the following may be worn in the classroom, the library, the cafeteria, labs, gymnasium, and the church:

- Hunter green uniform V-neck pullover sweater; ONLY the StG V-neck pullover sweater is allowed in Church for Liturgy. Sweatshirts are NOT allowed.
- Hunter green St. Gregory School spirit jacket.
- Gray or navy blue St. Gregory School sweatshirt/hoodie.
- Any outerwear that is NOT part of the StG approved uniform will NOT BE ALLOWED.
- Solid white or StG green, long sleeved knit shirt or turtleneck may be worn under the uniform shirt.
- Girls may wear black or white tights on cold days.
- **NO LEGGINGS.**

Note: Please label all outerwear with the **STUDENTS FULL NAME**.

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

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

Free Dress Day (approved by the Principal or Dean of Students) attire will consist of appropriate school dress.

- Pants/shorts and shirts should be correctly sized; pants waist must be worn at the waist.
- Athletic pants or warm-up are not allowed unless prior approval given by the principal.
- T-shirts with gang, drug, rock group, skull(s), inappropriate, or violent designs are not allowed.
- Shorts must be no shorter than 3 inches from the center of the knee; slacks, jeans, or capri pants may be worn; no holes or slits in the jeans or pants that are open to the skin; skin tight leggings or pants are not allowed for 4th through 8th grade.
- No sleeveless, tank top, off-the-shoulder, low cut or spaghetti strap attire is allowed.
- Blouses/shirts must be long enough to cover the midriff and/or the back when the arm is raised or the student bends forward.

- Pajamas are only allowed to be worn to school on “pajama day” if applicable.
- The length of dresses and skirts must follow the uniform code--no shorter than three inches from the middle of the knee. Shorts must be worn under the skirt, but may not be longer than the skirt.
- Tennis shoes/athletic shoes are allowed on Free Dress days; heels are not permitted.
- Crocs, clogs, flip-flops or backless shoes are not permitted; sandals with back straps are permitted for grades K-8.
- A belt must be worn with slacks or shorts that have belt loops. (boys)

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

STG SPECIAL EVENTS AND CEREMONIES (all grade levels)

For special StG events and ceremonies, such as Athletic Banquets, the NJHS Inductions Ceremony, etc., the dress code restrictions are:

- Girls' dresses cannot be off the shoulder, strapless, or have thin straps. If so, the student must wear a sweater or some type of covering.
- Girls' dresses cannot be cropped topped or show any of the abdominal area.
- Girls' dresses cannot be shorter than 3 inches from the top of the knee.
- Girls can wear appropriate size heels - No athletic shoes, crocs shoes, or flip-flops.
- Girls cannot wear make-up or have sculptured nails.
- Boys' pants should be dress pants/slacks – No jeans.
- Boys' shirts should be collared button-down shirts – No t-shirts.
- Boys' shoes should be dress/casual shoes – No athletic shoes, crocs shoes, or flip-flops.
- Boys can wear a tie, bow tie, and/or a dress jacket.

GROOMING CODE

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

- Neatness and cleanliness are expected of each student.

MAKE-UP:

- NO make-up is to be worn on school days or to school sponsored activities.
- Sculptured nails or nail polish are not allowed.
- Students wearing make-up will be sent to the nurse to remove the make-up and a signature will be given.

JEWELRY: (Girls Only)

- Earrings may only be worn for pierced ears on the earlobe. Only stud earrings may be worn and may not extend below the earlobe (one earring in each earlobe).

Jewelry: (Boys and Girls)

- One watch may be worn (not Smart Watches or other watches with internet capabilities).
- One necklace may be worn.
- One religious pin and/or school organization pin may be worn on school attire.
- One ring per hand may be worn.
- One bracelet per arm may be worn.

- Eighth grade students may wear their retreat cross necklace.
- Boys are not allowed to wear earrings or other types of body piercing.
- The school is not responsible for lost, stolen or damaged jewelry.

***Should items of jewelry become distractions from the learning process, teachers may ask students to not wear them to school. *** No other jewelry will be permitted.

HAIR ACCESSORIES: (GIRLS ONLY)

- Only St. Gregory's plaid or solid colors from the plaid are allowed for hair accessories (ribbons, bows, barrettes, headbands).
- No accessories are to be excessive in size or length and no flowers, metallic, ears, horns, or sparkly decorations allowed.

HAIR: (BOYS AND GIRLS)

- Fad haircuts or hairstyles are NOT allowed;
- Spiked haircut may not be longer than a half inch.
- Hair may not be higher than 1 inch from the top of the scalp
- The differentiation between sections of hair should not be more than 2 clipper lengths.
- **Hair may not be artificially streaked, highlighted or colored.**
- No feathers or hair weaves are allowed.
- Haircuts, hairstyles, or hair color that is deemed inappropriate by the Administration will be subject to an immediate required change.
- Boys' hair must be above the eyebrows; over the ears, and above the collar.
- Girls' hair may not cover their eyes.
- Hair must be kept clean, neatly combed or brushed at all times.
- The Principal or designee will be the final judge of what hairstyles will be acceptable.

FACIAL HAIR (7th & 8th grade Boys) such as a mustache or sideburns is not permitted. Students with facial hair are expected to be clean-shaven.

Writing and drawing will not be allowed on any part of the person or any part of the school uniform, including footwear, except on the Field Day t-shirt on field day.

The dress code and grooming code are applicable to the Extended Day care programs, co-curricular, and extracurricular events, unless otherwise noted. The administration is the final arbiter of uniform policies.

FOR QUESTIONS ABOUT THE UNIFORMS and/or DRESS CODES, Please contact the Principal or Dean of Students for clarification.

DISCIPLINARY ACTION (3401) The following guidelines are utilized by all St. Gregory the Great Catholic School faculty and staff for establishing appropriate disciplinary action:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Emphasis should be placed on positive reinforcement rather than on punishment.
- In dealing with student behavior, respect for the personal dignity of the student should be evident.

- Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be logged and kept on file by the teacher or staff member via discipline/behavior folders, and or Renweb.
- Conferences are typically held with the teacher first regarding disciplinary incidents or concerns.
- St. Gregory the Great administration, faculty and staff implement the Code of Conduct and Disciplinary Action in a fair, just, and loving manner with all students. Parent partnership, communication and support is imperative throughout this process. Discussions regarding the consequences of a student other than a parent's own child is prohibited.

It takes both home and school, working together, to nurture in a child a sense of responsibility, the importance of good choices, and Christian values and morals. It is believed that daily communication between home and school greatly facilitates this cooperative effort. In order to realize this objective, student discipline and accountability at St. Gregory the Great School is in the form of a teacher signature or folder mark system implemented throughout the grades. It is imperative that parents/guardians be kept informed of their child's progress, whatever the grade level, with regard to conduct and work habits. Parents and guardians are strongly encouraged to check their child's folder (grades Pre-K 3 through 3rd grade). An email is sent to parents through RenWeb indicating conduct/responsibility infractions (grades 4th through 8th).

Every choice and every action has a consequence. Students respond better when the consequences for making improper choices are made clear to them from the beginning. With knowledge of the developmental level of the children, the teacher clearly conveys to the class his/her expectations in order to optimize learning for the individual and for all the students in the class. When expectations are not met, a teacher's signature in the take-home folder (or other form of immediate communication such as Renweb or email) or student assignment book indicates the student's infraction. **For more serious infractions, more serious consequences follow such as but not limited to a Student Office Report (SOR) and one of the following:**

Loss of Privileges

1. **Detention**-If a teacher or administrator issues a detention, the student will serve the detention after school.
 - a. The 4th-5th grades serve detention on Tuesday, Wednesday, and Thursday from 3:45-4:30pm.
 - b. The Upper Unit will serve detention on Tuesday and Thursday, 3:45 to 4:45pm.
2. **Saturday School**-Saturday school is from 8:30 a.m. to 11:30 a.m. on a designated Saturday.
 - a. For students who receive a Saturday school, a \$65.00 fee is assessed via FACTS. Students must wear their school uniform and bring school work to complete. Saturday School is scheduled as needed.
3. **Off-Campus Suspension**-See Off-Campus Suspension
4. **Student Offense Report - (SOR)**- One or a series of infractions earns a Student Offense Report (SOR).
 - a. The SOR serves as notification to parents of significant misconduct.
 - b. The misconduct and its consequence/s are noted on the SOR.

- c. The SOR is to be signed by the parent/guardian and returned the following school day to the homeroom teacher or an administrator; parents should keep their copy of the SOR.
- d. Parent support in talking with their child and using their judgment in imposing their own consequences at home will greatly influence their child and increase the effectiveness of modifying the behavior.

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

A student may be issued a Responsibility signature for:

- Missing or incomplete assignments
- Failure to be prepared for class
- Failure to write homework assignments in their assignment notebook daily or as directed by the teacher(s)
- Uniform violations
- Grooming violations

A student may be issued a Discipline signature for:

- Failure to follow directions when given (verbal or written)
- Chewing gum
- Desecration of the assignment notebook (a new assignment notebook will be required to be purchased)
- Disrespecting one's own or another student's books, supplies or property
- Excessive talking in class or church
- Inappropriate/Disrespectful behavior
- Passing notes in class (depending on the content this may be more serious than a signature)
- Disrespectful or disruptive behavior (this may be more serious than a signature)
- Inappropriate language (verbal or written), drawings or gestures (consequence depends on severity and context; could result in an automatic SOR)
- Mistreating or making fun of others (consequence depends on severity and context; could result in an automatic SOR)
- Speaking in a disrespectful manner to an adult
- Cheating (consequence depends on severity and context; could result in an automatic SOR)

EARLY CHILDHOOD AND EARLY ELEMENTARY

GRADES PK3 THROUGH 2ND GRADE DISCIPLINE PROCESS

Parents of students in grades PK3 through 2nd grade receive a report in the child's take-home folder (or by another form of communication, i.e. telephone, email, Renweb) of any significant infraction that has occurred during the school day. Consequences are commensurate with the infractions. Teachers will make every effort to modify unacceptable behavior in the classroom.

- Behavior that is disruptive or may injure or hurt another person is serious and may result in a loss of privilege, and a visit to the Administration office accompanied by a Student Offense Report or even suspension. (consequence depends on severity and context)

- If a student is physically aggressive, the student will be sent home for the remainder of the day.
- The second SOR will result in a required conference with the parents/guardians to determine an effective plan of action.
- Three SORs for aggressive behavior may result in the child being withdrawn from school. Academic progress, conduct, and social behavior are noted on the report card.

1ST & 2ND GRADE DISCIPLINE PROCESS

A first or second grader's behavior will be written on monthly calendars. A green mark is for a student who cooperates all day. If redirection is required, a class verbal warning will be issued (example: *Thank you for working with your team*). Individual redirection will be issued for continued behaviors. The first redirection will result in the student's behavior folder being turned in. The second a yellow mark will be written on the calendar and the third correction will result in a red mark. Parents are to initial the calendars daily.

Green – Happy face – student draws a picture

Verbal warning (entire class)

1 - Individual redirection – folders turned in

2 - Individual correction – yellow mark

3 - Individual correction – red mark

Behavior marks will be written on the students' calendars

Parents are to initial the calendar daily.

3RD -8TH GRADE DISCIPLINE PROCESS

Students in grades 3rd -8th grade receive signatures for inappropriate conduct and lack of responsibility. Signatures for Conduct and Responsibility will be kept separately.

- Conduct Grades will only be impacted from Conduct signatures and SOR's given for Conduct.
- Students who receive Signatures for responsibility only will not have their Conduct grade impacted.
- Teachers indicate misconduct or lack of responsibility on the Conduct/Responsibility Log via RenWeb.

3RD GRADE SIGNATURE PROCESS (PER QUARTER)

- A student earning five (5) signatures in Conduct or 5 signatures in Responsibility will be sent to the Administration office for a conference.
- Earning five (5) additional signatures (total of 10) in Conduct or Responsibility, results in a visit to the Administration office and a phone call to parents.
- Earning five (5) additional signatures (total of 15) in Conduct or Responsibility results in the student earning a SOR and a Family Support Meeting.

4TH AND 5TH GRADE SIGNATURE PROCESS (PER QUARTER)

- A student earning 4 signatures in Conduct or 4 signatures in Responsibility will be issued a detention; detentions are served on Tuesday, Wednesday or Thursday from 3:45 pm -4:30 pm under the supervision of the teacher.

- Any changes to the date of detention will require advanced approval of the Administration.
- Any student who misses a detention without prior permission will serve two detentions.
- Students may participate in extracurricular activities on the day of the detention.
- Earning four (4) additional signatures (total of 8) in Conduct or 4 additional signatures in Responsibility, results in 2nd detention and an SOR.
- Earning four (4) additional signatures (total of 12) in Conduct or 4 additional signatures in Responsibility results in the student earning a SOR and a Saturday School.
- Earning four (4) additional signatures (total of 16) in Conduct or 4 additional signatures for Responsibility results in an SOR, Saturday School (SS) and a parent meeting with the Administration.

FOR 3RD - 5TH GRADE:

- The signature count will start over each quarter, however SOR's will remain a consideration throughout the year.
- Two or more SORs for either conduct or responsibility will result in a Family Support Meeting with the student, parents and the administration.

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

UPPER-UNIT 6TH, 7TH AND 8TH GRADE DISCIPLINE PROCESS

At this level, the discipline process, signatures and consequences are more structured as the challenges for the older students are greater. Administration and faculty log in all discipline information in the RenWeb program. Parents have this tool of communication readily available to review their child's attitude, conduct, and responsibility. It is imperative that parents/guardians be kept informed of their child's progress with regard to conduct and work habits by accessing the RenWeb program on a regular basis.

The signatures recorded on RenWeb are cumulative only during the semester in which they occur (August through December and January through June). In other words, students "start fresh" in August and January, however SOR's will remain a consideration factor throughout the school year.

6TH, 7TH, & 8TH GRADE SIGNATURE PROCESS (PER QUARTER)

- A student earning three (3) signatures in Responsibility or three (3) signatures in Conduct will result in an after-school detention.
 - After school detentions are held on Tuesdays & Thursdays. Parents will receive notice via Renweb. After-school detentions are served from 3:45 pm - 4:45 pm under the supervision of an upper-unit teacher. Students will be required to work with the assigned teacher in "clean up" activities around the campus.
 - Any student missing or late for a detention without making prior arrangements with an administrator will earn two detentions, one for the original infraction and the other for the missed or late detention.

- The student may attend any extracurricular activity on the day the detention is served.
- However, it is at the discretion of the Coach and/or sponsor to determine if the student may participate or play that day.
- Six (6) signatures in Responsibility or 6 signatures in Conduct will result in another after-school detention.
- Nine (9) signatures in the area of Responsibility or 9 signatures in Conduct will result in a Student Offense Report (SOR), Saturday School and a Family Support Meeting.
- Twelve (12) signatures in Responsibility or twelve (12) Signatures in Conduct will result in a Saturday School, a 2nd SOR and a parent meeting with the Administration in which a behavior contract will be issued.
- Thirteen or more (13+) Signatures in Responsibility or thirteen or more (13+) Signatures in Conduct will be handled at the Discretion of the Administration.
- **Grooming/Dress Code infractions are given a responsibility signature. If the same infractions occur twice, each additional infraction will be treated as a CONDUCT signature.**

The following Conduct Grade Rubric is used for Upper Unit students:

0 – 1	Conduct Signature	O
2 – 5	Conduct Signatures	S
6 – 8	Conduct Signatures (1 SOR)	S-
9 – 14	Conduct Signatures (2 SORs)	I
15 +	Conduct Signatures (3 SORs)	U

The loss or destruction of an Assignment Book is serious. Students are responsible for locating the lost book or purchasing a new one within two school days. Depending on the student's record of conduct and responsibility, a signature may be issued for a lost Assignment Book. This will be at the discretion of the administrator.

STUDENT OFFENSE REPORTS (SOR), IN-SCHOOL SUSPENSIONS, AND OFF-CAMPUS SUSPENSIONS (3402)

Student Offense Report (SOR) Process and Policy:

- A Student Offense Report (SOR) is earned by one, or a series of infractions. It serves as notification to parents of a significant infraction. The infraction and its consequence(s) are noted on the SOR.
- SOR's for conduct only will affect the conduct grade.
- Two or more (2+) SOR's will result in a parent conference and or a family support to discuss students' attitude, behavior and/or lack of academic achievement.
- Three SORs will result in a conference with the parents, administration, pastor, and school counselor to determine the best option for the student.

IN-SCHOOL SUSPENSION (ISS) PROCESS AND POLICY (3402)

In-School Suspension (ISS) will be given for serious infractions at the discretion of the Administration.

- The student is removed from the classroom for the day and placed in an on-campus setting with a supervisor.

- The student is expected to complete all assignments and any scheduled tests that the teacher sends to the ISS supervisor.
- There is a \$80.00 ISS fee added to FACTS tuition the day the student serves the ISS, and must be paid within 2 weeks of billing.
- The process remains the same for the second ISS.
- During the course of the school year, any student who earns a third ISS, will automatically receive an Off-Campus Suspension and will be placed on probation for the remainder of the school year with a behavior contract; **NO extracurricular activities or events unless otherwise specified. A parent conference with the counselor and an administrator will be required and the status of continued enrollment will be in jeopardy.**

OFF-CAMPUS SUSPENSION (OCS) PROCESS AND POLICY & OFF-CAMPUS SUSPENSION (OCS)

may be issued to a student for one serious infraction, for repeated infractions, or for two In-School Suspensions.

- Parents/guardians will be notified of any OCS via the SOR and phone call and/or in-person conference.
- An OCS requires that the student be picked up from school for the remainder of the day or the student may be issued a full one-day or two-day suspension depending on the severity of the infraction.
- An all-day suspension (one or two days) requires a meeting with a parent upon the student returning to school.
- The student will be ineligible for extracurricular activities during the days the OCS was served and will receive a "U" in Conduct on the report card.
- The student is responsible for completing all class and homework assignments on the due date.
- A student serving a two-day off campus suspension will be placed on probation for the remainder of the school year. **The student may not participate in extracurricular activities.**
- If a student has served a two-day OCS and earns another OCS while on probation, a meeting must be scheduled with the student, parent/guardian, administrator, and pastor. Expulsion may be necessary in the best interest of the student and student body.
- If a student shows no marked improvement or gives the impression that he/she has no intention of improving behavior or attitude, through his/her actions, the principal may ask the parent to remove the child from the school. If the parent refuses to remove the child from school, the Administration can expel the student.
- The OCS process and policies apply to all students in grade PreK3 through 8th grade.

BEHAVIOR CONTRACTS

Students with repeated discipline issues may be placed on a Behavior Contract. A Behavior Contract is an agreement between the student, the parent/guardian, and the school to help the student become more aware of the issues that are causing problems, and ways to help the child move away from such behaviors. Behavior Contracts state that should a student not abide by the contract, and work on correcting the disruptive behavior, they may be denied the privilege of attending StG for the remainder of the school year, and/or the following school year.

SERIOUS INFRACTIONS

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

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

- **FORBIDDEN ITEMS** - bringing to school any non-school supply or item that is inappropriate or can harm another without specific permission from the teacher or administrator. These include but are not limited to
 - laser beam instruments,
 - aerosol sprays,
 - Weapons (or anything that resembles a real weapon)
 - drugs,
 - cigarettes/cigars
 - vape pens,
 - electronic games,
 - handheld games,
 - Smart watches,
 - fidget items such as spinners, blocks, or any other similar item (unless pre-approved by the counselor) etc.

Any faculty or staff member has the right to confiscate such items and deliver them to the Principal or Dean of Students. Items collected will only be given back to the parent.

CHEATING/DISHONESTY- giving or receiving any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates in cheating and/or dishonesty. The student(s) will then be subject to disciplinary action.

PLAGIARISM - taking someone else's work and claiming it as one's own, such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying and pasting articles from an encyclopedia or website.

BULLYING – A single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal aggression, engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property; or
- Is sufficiently, severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education and substantially disrupts the operation of a school.
- Harassment: Is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive to the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates and intimidating, threatening, hostile, or offensive educational environment; Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

PHYSICAL AGGRESSION OR HORSE PLAYING - may or may not be malicious but is an act which can result in a child being hurt, i.e. *pushing, pinching, kicking, wrestling holds, tripping, tackling, biting, slapping, punching, throwing rocks or other objects.*

DISRESPECT – any insulting actions, gestures, drawings, and/or language (verbal or written) directed at any student, parent, faculty, or staff member. This includes any posting on any social media or social networks.

VANDALISM/DAMAGING OF SCHOOL OR SOMEONE'S BELONGINGS- damaging, destroying or misusing school equipment or school property in any manner. Parents will assume the cost of repair or replacement of any school property damaged by the student. Any taking or damaging of another person's property will require replacement of such stolen or damaged items.

GRAFFITI - any defacing of school property or the property of a student or teacher.

FORGERY - signing a parent's or guardian's signature (by the student or any other unauthorized person) to a note, test, or other materials; ***a parent or guardian may not give their child permission to sign the parent's or guardian's name.***

GAMBLING - betting in any form will not be permitted on the school campus or any place at which a school contest or activity is taking place.

SUBSTANCE ABUSE - using, possessing, or distributing any type of controlled substance including alcohol-based hand sanitizer (*if misused).

THEFT - taking or possessing any article of value that belongs to another person.

PUBLIC DISPLAY OF AFFECTION (PDA) - any public display of affection to include kissing, hand holding, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature is prohibited. Disciplinary action will be applied.

CELL PHONES MISUSE – use of cell phones during school hours is prohibited unless is requested by the teacher for part of lesson (includes Before School Care and After School Care).

SMART WATCHES- use of any type of smart watch during school hours is prohibited (includes Before School Care and After School Care). i.e. Apple watch, Samsung Galaxy watches, fossil, and any watch with cell phone functions.

CHRONIC DISRUPTIVE BEHAVIOR - Behavior that repeatedly disrupts the flow of instruction and/or the teacher's efforts to maintain a harmonious classroom environment that is conducive to learning.

CELL PHONES & SMART WATCHES Students are permitted to have cell phones on campus, however, they must be turned off and turned into their homeroom's **Cell Phone Parking Lot** by the 8:00am bell unless the teacher permits use for instructional purposes.

- Confiscated phones will be turned into Administration and will only be returned to a parent or guardian and a fine will be added to the student's FACTS account and must be paid immediately in order to take possession of the phone.
- Smart Watches are prohibited and will be confiscated and turned into the Administration office and will only be returned to the parent or guardian.
- Students will receive disciplinary consequences for failure to follow cell phone/smart watch policy.
- Cell phones may not be used during extra-curricular events nor be used by participants.

- The use of a camera or video function on a cell phone is prohibited on campus at all times, (unless requested by a teacher for educational purposes).
 - Violation of this policy will result in disciplinary consequences.

St. Gregory the Great employees shall confiscate any cell phone/smart watch from students who violate this policy. Once a student commits a third violation to this policy in a school year, the privilege of possessing a cellular phone on campus shall be revoked for the remainder of the school year.

St. Gregory the Great Catholic School is not responsible for lost, damaged, or stolen cell phones.

1st Offense

- Student will receive a warning and documentation in Renweb.

2nd Offense

- Student will receive a cell phone violation signature. (Conduct)
- Parent must pick up cell phone or smartwatch from Administration between the hours of 7:30 a.m. – 4:00 p.m.
- \$15 fee must be paid to the finance office before the phone is returned to the parent.

3rd Offense

- Student will receive an SOR.
- The student will no longer be allowed to have a phone on campus for the remainder of the year.
- Parent must pick up cell phone or smart watch from Administration between the hours of 7:30 a.m. – 4:00 p.m.
- Parent must pick up cell phone or smart watch from Administration between the hours of 7:30 a.m. – 4:00 p.m.
- \$25 fee must be paid to the finance office before the phone is returned to the parent.

Any student possessing a cell phone on campus must have a cell phone contract on file with the Administration office.

EXPULSION (3403) A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious infractions and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Expulsion is a serious matter and implemented only as a last resort. Normally it will follow a grave offense or a series of chronic offenses indicating a basically hostile attitude. When such a serious case arises, the following procedures will be followed:

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

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

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

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

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

SUBSTANCE ABUSE POLICY (3311) No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action, including expulsion.

Definitions

A **prohibited substance** is defined as:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content;
3. Alcohol or any alcoholic beverage;
4. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or
5. Any other intoxicant or drug, legal or illegal that is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior or alertness.

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Under the influence means a student's faculties are noticeably impaired. The student need not be legally intoxicated.

VIOLENCE AND WEAPONS (2025) The Archdiocese is concerned with providing a safe and productive work environment for all employees. The Archdiocese prohibits any and all acts or threats of violence by any employee, parishioner, vendor, or visitor to archdiocesan facilities. In addition, the Archdiocese prohibits the possession or use of any and all weapons including handguns and those licensed by the State of Texas on diocesan premises by any employee, parishioner, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible, with the exception of peace officers. Premises include but are not limited to main facilities of schools and parishes, entrances, exits, and break areas, etc. Employees are further prohibited from the possession or use of any and all weapons while conducting business on behalf of the Archdiocese off premises.

The Archdiocese reserves the right to conduct searches of archdiocesan premises and property at any time and intends to search such areas when, in the opinion of management, there is a reasonable cause to believe that the search is necessary and appropriate to business security or workplace safety issues and/or to monitor compliance with this and other archdiocesan policies and procedures.

SEARCH AND SEIZURE (3312) The legal relationship between St. Gregory the Great School and the student [or the student's parent(s) or guardian(s)] is one of contract law. The principal, and/or designee may search student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession at any time.

VIOLENCE-THREATENED AND/OR ACTED (2025 & 3302) See pages 31-35, & 51.

INTERNET/USE OF ELECTRONIC COMMUNICATION

Section 6

USE OF ELECTRONIC COMMUNICATION (3307) A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions, which violate the privacy, safety, or good name of others, are inconsistent with that goal. Whether occurring within or outside of school, during or after school, when a student's use of electronic communication jeopardizes the safe or harmonious school environment or is contrary to Gospel values, he/she can be subject to the full range of disciplinary consequences, including expulsion.

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

St. Gregory the Great reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus or at school sponsored events including, but not limited to, laptops, iPad, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

THE ACCEPTABLE USE AGREEMENT FOR NETWORK AND INTERNET ACCESS (3309)

ACCEPTABLE USE:

- Members of the school community are encouraged to use the computers, software packages, electronic mail (e-mail), google classroom outside the school network for educational or school related activities and to facilitate the efficient exchange of useful information.
- All use of the network must be in support of education or research and consistent with the mission of St. Gregory the Great Catholic School.
- The user must abide by the acceptable use rules of any network being used/accessed.
- Any use of the Internet to facilitate illegal activity is prohibited.
- Unauthorized use of copyrighted material is prohibited.
- Network accounts are to be used by the authorized owners of the account for authorized purposes.
- Downloading or copying information or research, public domain or copyrighted, and submitting it as one's own original material will be considered plagiarism with the resulting consequences.
- Headphone/earbuds: Students are not allowed to use headphones/earbuds unless approved by the teacher for classroom use.

BRING YOUR OWN DEVICE (BYOD)

St. Gregory the Great Catholic School strives to provide appropriate and adequate technology to support instructional purposes. An important component of BYOD will be education about appropriate online behaviors. StG will instruct and review cyber-safety rules with students at the beginning of the school year, and frequently throughout the course of the school year, offering reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices, both on and off campus, both with our network or personal connectivity. The use of technology is not a right, but a privilege. When misused, privileges may be withdrawn.

Device Types:

For the purpose of this program, the word “devices” will include: laptops, netbooks, ipads, tablets, and phones. Please note that Nintendo DS (and/or other gaming devices with internet access) are not permissible at this time.

Guidelines:

- Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, Acceptable Use Policy and all Archdiocesan Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission for educational purposes.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls, listening to music, watching movies, taking pictures, text messaging or any other social media postings).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- St. Gregory the Great Catholic School is authorized to collect and examine any device connected to the school network at any time.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices must be fully charged prior to school and run on battery power while at school. Charging of devices will not be permitted unless at a dedicated charge station.
- Lost, Stolen, or Damaged Devices:

- Each user is responsible for his/her own device and should use it responsibly and appropriately. St. Gregory the Great Catholic School takes no responsibility for stolen, lost,
- or damaged devices, including lost or corrupted data on those devices. While school faculty and staff will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.
- Usage Charges:
- St. Gregory the Great Catholic School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

- Users should strive to maintain appropriate bandwidth for school-related work and communications.
- All users will use the “SGTG Student WiFi” wireless network to access the internet. StG does not guarantee connectivity or the quality of the connection with personal devices.
- St. Gregory the Great Catholic School Technology department (WiseGuys IT) is not responsible for maintaining or troubleshooting student tech devices, unless they were purchased through the school and under warranty.
- During the course of the school year, additional rules regarding the use of personal devices may be added and enforced.

ELECTRONIC COMMUNICATIONS DEFINITIONS

Electronic communication includes, but is not limited to, the following: communications or depictions through e-mails, text messages, direct messages, private messaging, website posting, or social media whether they occur through the school's equipment, connectivity resources (e.g. WiFi) or using a personal device.)

Professional Electronic Communication is a work-related activity that addresses instructional, educational, or extra-curricular program matters.

Personal Electronic Communication use is a non-work related activity.

Social Media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr.

Additional Social media may be developed in the future that will be covered in this policy.

CYBER BULLYING (3302/3309)

Internet (Cyber) bullying is spreading harmful information or lies about others through emails, social media apps, chats, text messages, online blogs, cell phones, and cameras. This includes but is not limited to: Facebook, Instagram, Snapchat, Whatsapp, and using another student's password/account.

Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

TYPES OF CYBER-BULLYING.

- Emotional bullying is causing harm to someone's self-esteem or feeling of safety.
- Relational/Social bullying is spreading rumors, intentional exclusions of others, harmful notes about another person through the use of social media, emails, blogs, or any other internet media.

ELECTRONIC TRANSMISSION OF A SEXUAL IMAGE (3310) Schools have a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting). The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties: • the Department of Child Protective Services (CPS), or • local law enforcement agency, and • to the guardians' of all responsible and/or depicted parties, and, • the Superintendent of Catholic Schools. If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), then the school must follow their investigation protocol in addition to complying with the school's obligations to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed. Definition: Minors means a person younger than 18 years of age.

STUDENT ACCESS TO SCHOOL EMAIL Access to the school e-mail and similar electronic communications systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of the policy.

- Unauthorized attempts to access another person's Email or similar electronic communications or to use another student's name, E-mail or computer address, laptop, iPad, phone, or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential, as a matter of law, should not be communicated over Email.
- St. Gregory the Great reserves the right to access E-mail, to retrieve school information and records, to engage in routine computer maintenance and inspection, to carry out internal investigations or to disclose messages, data or files to law enforcement authorities.
- Any information contained on the school computer's hard drive, or memory, which were purchased by the school, is considered property of the school.

This policy applies to stand alone units such as laptops or iPad as well as units connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Gregory the Great regarding inappropriate use of technology or telecommunication resources is final.

Unacceptable communications (deemed unacceptable by the administration) that in any way diminish the reputation or threaten any person or persons at St. Gregory the Great Catholic School or church will be subject to one or more of the following:

- Suspension from school for a minimum of two days; disciplinary probation for the remainder of the school year; no extracurricular activities.
- Expulsion or invitation to withdraw from St. Gregory the Great School.
- Legal action to the fullest extent for any violation that warrants it.
- Monetary compensation will be sought for damage necessitating repair or replacement of equipment.

All sponsors of any extracurricular activity, including teachers, and staff, may not publish first and last names of students on the school website unless a parent has signed the Student Acceptable Use Policy (AUP) Form and the Media Consent and Release Form. For the safety of all our students, we discourage parents and students from publishing photos and full names of students on personal websites and social media without specific permission from the students who are involved.

NETIQUETTE

- Users shall be polite.
- Users shall not use inappropriate, vulgar or obscene language.
- Users shall not intentionally send information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
- All communications and information accessible via the Internet should be assumed to be property of the school.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

PERSONAL SAFETY

- The student shall not give out personal information such as home address, telephone number, or the name and location of the school without explicit permission from a teacher or administrator.
- The student shall not send his/her picture or anything else without first checking with the teacher.
- The student shall inform the teacher immediately if information is accessed that makes him/her feel uncomfortable or is not in agreement with this policy.
- The student shall not reply to any messages that are offensive or in any way make him/her feel uncomfortable, and seek assistance from a teacher or administrator.

VANDALISM/HARASSMENT

- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.
- Vandalizing the data of other users is prohibited.
- Hate mail, harassment, discriminatory, or disparaging remarks and other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software for use on school computers, or laptops required for school is prohibited.

- Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.

PENALTIES

- Any user violating these policies is subject to loss of Internet privileges.
- Loss of Internet privileges may affect the student's grade due to his/her inability to complete assignments.
- The Parent/Student Handbook of School Policies, which governs everyday behavior, will also be applied to the use of computers.
- The supervising teacher will make the initial decision regarding inappropriate use, as well as the initial consequence, as soon as it occurs.
- The principal or designee will make the final determination as to what constitutes unacceptable use, the length of the loss of privilege, and the student action needed to restore the privilege. The decision of the principal or designee is final.

SCHOOL RESPONSIBILITIES

- St. Gregory the Great School will make determinations on whether specific use of the Internet is consistent with the acceptable use policy.
- St. Gregory the Great School reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.
- St. Gregory the Great School reserves the right to bar access to the Internet in order to prevent unauthorized activity.
- St. Gregory the Great School will not be responsible for the accuracy or quality of information obtained through the Internet.
- St. Gregory the Great School will follow the state and federal laws regarding the use of filters on computers connected to the Internet.
- All communications and information accessible via the Internet should be assumed to be private property of the school.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

MORALITY

Section 7

CHASTITY (3304) All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are generally not permitted at school.

SEXUAL ORIENTATION AND GENDER (3305) The Catechism of the Catholic Church states:

CCC 1704: The human person participates in the light and power of the divine Spirit. By his reason, he is capable of understanding the order of things established by the Creator. By free will, he is capable of directing himself toward his true good.

He finds his perfection “in seeking and loving what is true and good.” (emphasis added)

Students may not advocate (i.e., school clubs, organizations, etc.), celebrate (i.e., special interest school events), or express sexual orientation in such a way as to cause disruption in the context of Catholic school classes, activities, events.

Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school athletics, school-sponsored dances, overnight trips, dress and uniform policies, use of changing facilities, showers, locker rooms, bathrooms, titles, names, pronouns, and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

MATERNITY/PATERNITY ISSUES (3306) A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

- When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian.
- The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:

- The principal of that school must meet with him and his parent or guardian.
- The father-to-be must be involved in a counseling program similar to that provided by the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program.

If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate.

If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider.

The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

ABORTION (3307) Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of an unborn child must be treated with compassion and respect.

MARRIAGE AND COHABITATION (3308) If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

PARENTS AS PARTNERS

Section 8

PARENTAL COOPERATION AND BEHAVIOR (3701) In the Archdiocese of San Antonio, all members of the school community, including parents and family members, are expected to comply with all rules and policies while on campus and in communications with the school. Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior which disrupts the orderly administration of the school. Any community member's failure to meet these expectations detracts from the mission of our Catholic schools and may jeopardize a student's continued participation in the school community.

DUE PROCESS/APPEALS

Section 9

GRIEVANCE PROCEDURES FOR STUDENT EXPULSION (3404) This policy and procedure shall apply only to instances of student expulsion.

PROCEDURE

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

1. A written statement of the complaint including a brief summary of the initial conference must be prepared and filed with the School Council Secretary within (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council ("LGC"), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within (10) school days of its receipt of the grievance.
3. If the aggrieved party is not satisfied with the decision of the Grievance Council, an appeal may be made to the pastor within (3) school days of the decision of the Grievance Council. The pastor will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor's receipt of such an appeal. The pastor will then render his decision within five (5) days.
4. The LGC's findings are a mere recommendation to the parties on how they might resolve their differences. Notwithstanding the recommendation, the pastor/authorized agent retains the right to abate the expulsion or not, in his or her sole discretion.
5. If the aggrieved party remains unsatisfied with the decision of the pastor/authorized agent, they may contact the Superintendent of Catholic Schools.

LOCAL GRIEVANCE COUNCIL – COMPOSITION

1. The Local Grievance Council shall be composed of three (3) to five (5) members appointed by the St. Gregory the Great School Council.
2. Individuals appointed to this council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment of the Local Grievance Council is for one year and is renewable.

LOCAL GRIEVANCE COUNCIL – DUTIES AND PROCESS

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the LGC is to uphold the principal's decision, then the process moves to No. 8. (LGC renders its recommendation in writing to both parties involved).
3. If the decision of the LGC is such that it feels that an additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who will act as an observer/advisor. The observer/advisor need not be an attorney.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations.
7. The LGC may recall both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

GRIEVANCE FOR NON-EXPULSION (3405) All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level.

St. Gregory the Great will provide an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group.

Students, in the presence of their parents/guardians, will present student complaints. The primary aim of any local procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees.

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

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

Step 1: The complainant(s) will submit a written grievance to the school principal including a brief summary of the outcome of the initial conference with the other party involved. If the complaint involves the principal, the written grievance should be submitted directly to the president of the St. Gregory the Great School Council and start the process with Step 3.

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

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

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

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

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

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

At times it may be impractical to arrange meetings within the specified time limits of this procedure. In these circumstances, the pastor, principal and/or school council president may make modifications to the procedure as necessary.

COUNSELING OPPORTUNITIES AND EXPECTATIONS

Section 10

COUNSELING OPPORTUNITIES AND EXPECTATIONS (8501) Per TCCB-ED, The Counseling and Guidance Program at St. Gregory the Great follows the Comprehensive School Counseling Model for Catholic Schools. This is made up of four components:

- Guidance Curriculum,
- Responsive Services,
- Individual Planning,
- System Support.

Our purpose is to deliver a comprehensive, developmentally appropriate counseling and guidance program that addresses the spiritual, personal/social, academic/educational, and career/occupational needs of all students.

- I. Guidance Curriculum content is provided in a systematic way to all students.
- II. The curriculum promotes healthy academic, social, emotional, behavioral, physical, and spiritual development of all students. Guidance is provided in the classroom to students once per month by the counselor.
- III. Responsive Services -The counselor addresses the immediate needs of students whose personal concerns or challenges put their continued personal, social, career, and/or educational development at risk. It involves direct counseling services to the students (i.e. individual counseling, small group counseling and crisis counseling) as well as consultation services to the parents/guardians. The counselor utilizes effective theories and techniques to provide counseling services to address these concerns.
- IV. Individual Planning -The counselor provides advisement activities to guide students to plan, monitor, and manage their own educational, career, and personal-social development. The counselor works with students to set educational, career, and personal goals. Guidance lessons may also be used to aid students in planning and achieving short, intermediate, or long-term goals. The individual planning component is also essential in managing transitions from one school level to the next.
- V. System Support - This component includes management activities and other services which indirectly benefit students. The purpose is to provide overall school support. Services include consultation with teachers and administrators on behalf of students, support for parent education, management of guidance program activities, on-going counselor professional development, development of appropriate written policies and guidelines, participation in campus-based school improvement plans and goals, and collection and interpretation of data related to direct and indirect counseling services.
- VI. Parent/Student/Teacher Requests: A parent may send an email, written note, or place a phone call to arrange for a meeting with the counselor or to request that the counselor visit with his/her child.
- VII. A student can be referred to the counselor by a teacher, the school nurse or an administrator. A student may also initiate a visit with the counselor during the school day.
- VIII. The American School Counselor Association's Ethical Standards for School Counselors is available at:

<https://www.schoolcounselor.org/get/media/fo41cbdo-7004-47a5-bao1-3a5d657c6743/Ethical-Standar d.pdf>

EXTRACURRICULAR ACTIVITIES

Section 11

STUDENT ORGANIZATIONS and EXTRA CURRICULAR ACTIVITIES ELIGIBILITY (3500) The school principal must approve all social events scheduled at St. Gregory the Great School. These functions must have a sufficient number of adults in attendance as chaperones. Students who fail to conduct themselves properly at any social function will be asked to leave (parents/guardians will be called to pick up the student) and will be subject to disciplinary action by the principal or designee. All extracurricular activities, sponsored by or held in the school, are considered to be learning experiences and must be supervised by school personnel. Students must have a permission slip signed by parents/guardians to attend a dance. Written permission from a parent/guardian must be given to a teacher/chaperone in order for a student to leave with another student.

Enrichment of student life at St. Gregory the Great School is offered in a variety of ways. Clubs and organizations appeal to the interest of many and are offered for the purpose of making the student's life more meaningful and enjoyable. Students are encouraged to seek out a club or clubs in which to share their particular interests and talents. However, no student will be permitted to participate in extracurricular clubs, cheerleading squads, or organizations, if more than one subject grade falls below "70" or the grade in any rotation subject is an "S-" or lower at the time of progress reports or report cards. (National Junior Honor Society members and Student Council officers have different standards; see next page.) At this time, every student's academic and conduct status will be checked to make sure school and/or league eligibility standards are met. If a student does not meet these standards, he/she will be ineligible for participation and will be placed on inactive status until the next progress report or report card. No failing grade will be recomputed for eligibility purposes after the initial grade check has been made until the next scheduled report card is issued. NO exceptions. If the student is still ineligible at the following reporting period, the student will be removed from the organization or team. Students who are academically ineligible during athletic or cheerleading try-outs may try out for the team or squad. Ineligibility does not usually apply to religious activities or religious events.

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

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

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

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

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

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

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

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

ACTIVITIES PROGRAM (3501) The activities program, including sports, is the responsibility of the principal and must be under her/his general supervision. Any activity or program held during the school day should meet the needs, interests and abilities of the students and must not interfere with the normal routine of the school.

ACADEMIC ACTIVITIES Eligibility criteria applies to the following organizations:

STUDENT COUNCIL The Student Council is open to grades 4-8. The student body in 4th-7th grade shall elect the officers and representatives. (See above for requirements.) The Student Council Advisor, in consultation with the school administration, shall decide the time and guidelines to be followed in the election. The president is an 8th grade student. The Student Council will:

1. Be responsible for Field Day each year.
2. Promote the welfare of the student body
3. Represent the student body
4. Promote better student-teacher relationships
5. Furnish citizenship training
6. Develop interest in civic affairs through school spirit
7. Encourage better discipline
8. Furnish mentoring for incoming members

NATIONAL JUNIOR HONOR SOCIETY: Grades 6th, 7th, and 8th - The aims and purposes of the NJHS are to further develop to the fullest extent possible the five qualifications on which a student is judged in order to become a member of this organization. Membership criteria include:

1. Scholarship: Grade point average of 90% or higher in the seven major subjects
2. Leadership: Demonstrates leadership, influences peers in upholding school ideals, contributes to civic life of school
3. Character: Consistently exemplifies desirable qualities of behavior, courtesy, honesty and respect for others
4. Service: Must demonstrate continuous efforts of service; must meet at least the minimum service hour expectation in Apostolic Service Program and Tutor Time requirements from the school organization.
5. Citizenship: Understands importance of civic involvement and demonstrates mature participation in activities and events of the school.

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

Students will be considered for memberships who exemplify the five pillars of the society:

1. Scholarship, Leadership, Citizenship, Character, Service and who have been recommended by at least 4 of their upper unit teachers.
2. Recommended students will receive an information packet and upon submission the packet will be reviewed by a faculty review committee.
3. Students who have been inducted at the end of their 6th grade year are eligible to run for office at the end of their 7th grade year.
4. Any of the eligible members must have completed their required service hours in addition they must complete their required commitment to Tutor Time (five hours).

CATHOLIC ARTS AND ACADEMIC COMPETITION (CAAC): Students in grades 1-8 may participate in different areas of competition. CAAC competitive events include:

- Sing at the Cross
- Cheer for Christ
- Bible Storytelling
- Music Memory
- Art Memory
- Catholic Heroes
- Spelling
- Rube Goldberg
- Innovate Create and Discover
- Knowing My Faith
- Math
- Witness to the Word
- Creative Arts

SCHOOL SPONSORED ACADEMIC EVENTS St. Gregory the Great School encourages participation in other academic events which are normally held outside of school hours and in which transportation is normally provided by the participants' parents. Examples of these events are CAAC, Speech Tournaments, Spelling Bees, History/Science Fairs, etc. The rules for participation in these events are provided specifically for each event. Since other schools normally sponsor these events, all students and parents will abide by the special rules of the sponsoring school or organization.

STUDENT ENRICHMENT PROGRAMS (3601)

St. Gregory the Great is committed to creating a culture of authentic, individualized learning that promotes and values higher level thinking, creative and intellectual pursuits. Supplemental activities that are both related to the standard curriculum and appropriate to the students' needs are integrated into the school day, before and after school.

St. Gregory the Great Catholic School provides ENCORE Programs such as Flamenco/Folklorico Dancing, Webby Dance (Tap, Jazz, Ballet), Gardening, Mini Cheer, and Lego Clubs.

ARCHDIOCESAN INTERSCHOLASTIC ATHLETIC LEAGUE (3504) Membership in the Archdiocesan Interscholastic Athletic League (AIAL) is available to any Catholic school in the Archdiocese of San Antonio in accordance with league constitution and by-laws. St. Gregory the Great Catholic School is a member of AIAL and follows the AIAL League Constitution and all AIAL By-Laws.

SCHOOL ATHLETICS ACTIVITIES (3502) Eligibility criteria applies to the following organizations: Activities are planned and directed by the Athletic Director and school coaches with the approval of the Principal. Students who are interested in trying out for a sport should contact the head coach for that sport. League contests and all sports activities are governed by the rules and regulations of the Archdiocese Interscholastic Athletic League (AIAL) and the Archdiocesan School Office of which St. Gregory the Great is a member. Grade eligibility for teams is as follows:

- Boys in grades 6th and 7th comprise the "B" Team.
- Boys in grades 7th and 8th comprise the Varsity "A" Team.
- Girls in grades 6th and 7th comprise the "B" Team.
- Girls in grades 7th and 8th comprise the Varsity "A" Team.
 - Students in 6th grade with exceptional athletic ability may be placed on a Varsity team with AIAL approval.
 - Students in 5th grade are eligible to participate in middle school sports if players are needed and with AIAL approval. This is NOT available for all sports.

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

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

Families must be current on all tuition and fees for a student to be eligible to try out for or be a part of any athletic team. An athletic fee per sport will be assessed to the family and must be paid in FACTS within one week starting with the first day of try-outs/practice. If the fee is not paid after the one-week period, the athlete will not be able to continue to practice or play until the fee is paid. Please see the Athletic Fee Chart below for fees:

Fall Sports:

- Cross Country (Co-ed) \$90.00
- Football & Cross Country (Co-ed) \$200.00
 - Students playing Football are required to participate in Cross Country.
- Volleyball (girls only) \$120.00

Winter Sports:

- Basketball (Boys & Girls) \$120.00
- Soccer (Co-ed) \$120.00

Spring Sports:

- Track (Co-ed) \$90.00
- Baseball (Boys) \$170.00
 - Students playing Baseball are required to participate in Track.
- Softball (Girls) \$170.00
 - Students playing Softball are required to participate in Track.

CHEERLEADERS: Grades 5th -8th - Cheerleading is a spirit-based organization, with try-outs open to girls and boys from 6th to 8th grade. It is affiliated with the St. Gregory Athletic Department and follows all AIAL guidelines. The activities of this organization include providing spirit leadership through pep rallies and attendance for home football, basketball, volleyball and soccer games as time permits. Community service is encouraged and events will be scheduled throughout the cheer year at the discretion of the sponsor. Cheerleaders are involved in the spiritual development of the school by participating in cheerleading retreats and celebrating liturgy. Participation in this organization is an on-going process. All cheerleaders must maintain high standards academically and behaviorally, and current on tuition and fees. Questions should be referred to the faculty sponsor or the vice-principal.

***Cheerleading** – Since cheerleading is a year-round sport, the athletic fees are paid monthly instead per sport. Monthly fees will be assessed to the family and must be paid in FACTS. If the fee is not paid with-in the month, the athlete will not be able to continue to practice or play until the fee is paid.

Parents are not allowed to be the Head Coach of any team in which their child is a participant.

In addition to the fee, the parent/guardian is required to serve at least 2 shifts working the admission gate or concession stand during a season game. If the parent/guardian does not show up for their work shift, a cost of \$20.00 will be billed to the parent/guardian per shift.

- If a student receives **In-School Suspension or Out of School Suspension**, he/she may not participate in any extracurricular activity on the day the School Suspension is served.

- Any student who is **absent a half-day** (must be in school before 10 am.) or more from school on the day of the athletic event (game, practice, tournament, meet, etc.) will not be allowed to participate upon arrival at school or at the event site without specific permission from the administration.

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

ATHLETICS ACADEMIC ELIGIBILITY/INELIGIBILITY:

A student athlete enrolled at St. Gregory the Great that is in good and regular standing is permitted to participate in any sport. A student may not be failing more than one subject nor receive less than a 70% overall grade point average on his/her mid-quarter progress report or end of quarter report card. A student will remain ineligible until the next mid-quarter progress report or end of quarter report card has been distributed and the academic deficiency has been removed.

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

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

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

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

TRANSPORTATION POLICY FOR FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

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

- Students who ride the car/bus will be expected to conduct themselves in a courteous manner.

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

SERVICE LEARNING (6008) St. Gregory the Great has developed a service program that is developmentally appropriate for students, rooted in and growing from real-life situations and regularly evaluated in the light of Gospel values. Each grade level Pre-K 3 through 8th grade adopts a charity or organization that the class prays for on a daily basis throughout the school year. In addition, the homeroom teacher works with the students to provide a service to this charity or organization on a quarterly basis.

STUDENT SERVICE HOURS (6th-8th) In addition to the Service Learning Program, St. Gregory the Great Catholic School requires that all Upper Unit students, (whether on campus or distance learners) complete a designated number of service hours throughout the year. Students in the sixth grade must earn a minimum of ten service hours; students in the seventh grade must earn a minimum of fifteen service hours; students in the eighth grade must earn a minimum of twenty service hours. Upper Unit students are required to complete these hours at a non-profit organization or charity.

A few suggestions include but are not limited to the San Antonio Food Bank, Habitat for Humanity, Humane Society, service projects completed with Boy/Girl Scouts, Kinetic Kids, and St. Gregory the Great Catholic Church and/or School.

Service Hour Guidelines

- Students are required to submit a completed service hour form to the Service Hour Coordinator within a month of their completion.
- One half of the Service Hour requirement is due by the fall deadline and the remainder is due by the spring deadline.
- **Fall deadline is Friday, December 9, 2022**

- **8th grade spring deadline is Friday, May 5, 2023**
- **Spring deadline is Friday in May 12, 2023**
- Service Hours should be completed at a non-profit organization.
- Family babysitting and chores are not acceptable service hours.
- Grade level service projects may not be counted toward service hours.
- Required club, organization, or team activities may not count toward service hours.
- Service during the school day is not accepted towards the required hours. Only service given outside of school hours is considered service that will count towards the required hours.
- Failure to perform service hours and failure to meet deadlines will result in the following consequences:
 - Conference with the Service Hour Coordinator;
 - Not being eligible for National Junior Honor Society membership invitation;
 - Not being allowed to participate in school extracurricular activities to include Field Day, athletics, field trips, clubs and organizations until the service hour requirement has been met;
 - **8th Grade students will not be eligible to participate in the 8th grade trip, 8th grade luncheon nor graduation until the service hour requirements are met.**

RETREATS St. Gregory the Gregory Catholic School provides each grade level a minimum of one spiritual retreat each year. There are, also, two retreats each year for Faculty and Staff. These retreats are created and facilitated by the Campus Ministry Coordinator and grade-level teachers. Other than the grade level retreats, StG provides retreats for the following;

For the Sacrament of Reconciliation (Grade 2 students)

For the Sacrament of Eucharist (Grade 3 students and parents)

For Leadership Team Building in October at Camp Tecaboca (Grade 8 students)

Beginning of the Year (Faculty and Staff)

Holy Thursday Retreat (Faculty and Staff)

HEALTH AND WELLNESS

Section 12

TEXAS CATHOLIC CONFERENCE EDUCATION DEPARTMENT SCHOOL HEALTH MANUAL (8001)

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

ROLE OF PRINCIPAL (8002) The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school's health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health regulations.

ROLE OF SCHOOL NURSE (8003) A registered nurse or a licensed vocational nurse, whether employed or volunteering to act in the capacity of the school nurse, is subject to the Nurse Practice Act of the Board of Nurse Examiners, State of Texas, and may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license. A registered nurse or licensed vocational nurse, trained and certified in screening procedures and emergency response, may perform screenings, emergency response procedures, immunization surveillance and other non-nursing procedures without physician supervision. The Texas Board of Nurse Examiners performs verification of licensure.

ROLE OF SCHOOL HEALTH COORDINATOR (8004) The Health Coordinator is appointed by the principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service-related duties for which they are trained.

ROLE OF HEALTH SCREENER (8005) A health screener is a person who is certified by the State of Texas to perform required screenings, which includes vision, hearing, acanthosis nigricans and spinal screenings. The Health Screener may assist in recording and documenting screening and follow up findings on student's health records. Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health Services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

ROLE OF TEACHER (8006) The teacher shall refer suspicious symptoms to the school nurse, health coordinator or principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

ROLE OF COUNSELOR (8007) A counselor is a professional with a master's degree in a mental health field. The counselor supports the academic, social, emotional, and behavioral needs of all students. The counselor will deliver a comprehensive school counseling program that will be delivered through the four components of (1) Guidance Curriculum, (2) Responsive Services, (3) Individual Planning, and (4) System Support.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If no counselor is available, report immediately to the principal. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation.

MEDICATION POLICY (8201) Each student enrolled at St. Gregory's School will be required to have an Emergency Card on file in the school office. This card will contain information on persons to be notified in case of an emergency. Parents must update emergency information changes throughout the school year as they occur.

- Students are not allowed to carry medication, including non-prescription medication, on their person.
- At the direction of the student's physician, an exemption may be made in cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.
- Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The **Medication Permission Form** (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, sunscreen and bug spray), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

- Medication must be brought to the office by a parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.
- Prescription medication must be in its original container and clearly labeled with the following information:
 - Student Name**
 - Physician/Dentist Name**
 - Date**
 - Name of Medication**
 - Dosage, Directions/Route of administration and Duration of administration**
- Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

- Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

MEDICATION ADMINISTRATION OFF SCHOOL GROUNDS (8203) Daily rescue medications (i.e., asthma, allergy, diabetic, and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled according to policy 8201 and be accompanied by a copy of the signed medication permission form. The field trip's organizer must carry a cell phone on their person at all times during the field trip in case of an emergency.

ALLERGIES (8301) It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the school principal, the student's teacher, school nurse, health coordinator and all other personnel who regularly supervise the student of their child's allergy. It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan shall include an individual treatment protocol that is established by the child's allergist. The school does not assume responsibility for treatment in the absence of such a protocol. The original Food Allergy & Anaphylaxis Action Plan should remain with the school nurse or health coordinator and a copy should be distributed to the student's teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and emergency protocols for these students. Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form to the school nurse or health coordinator for use in case of an emergency. Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

ASTHMA (8303) It is the responsibility of the asthmatic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and any other personnel who regularly supervise the student of their child's asthma. The diagnosis of asthma should be noted on the student's Student Health Form and within their Health Record. It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator an Asthma Action Plan that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Asthma Action Plan is meant for parents, physicians, teachers and other relevant staff to coordinate information, methods of management, and define an emergency plan. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the action plan. The action plan should be reviewed and updated by the parents at least annually or after an acute episode.

DIABETES (8304) It is the responsibility of the diabetic student's parents to inform the school principal of their child's diagnosis. Immediately following a child's enrollment or diagnosis, and before the child begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan and how the school shall respond to a diabetic crisis during the school day. The meeting must include the student's parents/guardian, the school principal, teacher(s), school nurse or health coordinator and other staff who would supervise the student (e.g., before/after school care, coaches, etc.). All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the Diabetic Care Plan. The Diabetic Care Plan should be reviewed and updated by the

parents at least annually and signed by a licensed physician or health care provider. The student's physician or health care provider and the parent/guardian cannot be the same person.

The school nurse, health coordinator or any other school staff member (e.g., the student's teacher) who assists the student as they read, calculate or dose for their insulin, should document the diabetic student's levels using either the student data management system (e.g., RenWeb).

STUDENT HEALTH FORM (3202) Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness. The school must arrange for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form must be retained for one (1) year after the information is superseded or the student leaves the school.

IMMUNIZATION (8102) Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the foregoing requirement is medical exemption signed by a licensed physical (M.D. or D.O.) authorized to practice in the State of Texas, including the physician's license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.

STUDENT CUMULATIVE HEALTH CARD (8105) StG Health Coordinator maintains for each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The Student Cumulative Record Card is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Cumulative Record Card shall be stored within the student's student health file. The student's original cumulative card record is given to the receiving school when the student transfers to another school. The Student Cumulative Record Card may be kept electronically using the school's data management system (e.g., RenWeb). If kept electronically and upon transfer or graduation, a paper copy shall be included in the student's file. The student's parent/guardian must sign a release of records for student health records to be transferred to another school. The release must define the method of transmission, (i.e., fax, scan, email, regular mail or hand-delivery to parent/guardian). Documentation shall be maintained in the student's file. The student's original cumulative card record is given to the receiving school when the student transfers to another Catholic school.

THE USE OF INSECT REPELLENTS AT SCHOOL (8109) School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

SUNSCREEN AT SCHOOL (8202) Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

ANNUAL STUDENT HEALTH FORM Form (8106) Student Health Form – 3202B Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness. The school must request for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Health Form shall be stored within the student's student health file. The Student Health Form must be retained for one (1) year after the information is obsolete or the student leaves the school. The Student Health Form may be kept electronically using the school's data management system (e.g., RenWeb). It is recommended that a paper copy of the Student Health Form for each student be kept on hand in the case of an emergency.

CHILD ABUSE POLICY (8601)

Link: Texas Department of Family and Protective Services (DFPS)

<http://www.tdprs.state.tx.us> ; <http://www.txabusehotline.org>

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. St. Gregory the Great Catholic School will:

- Require that all Catholic schools comply with the requirements of Texas Statutes
- Family Code Chapter 261—Investigation of Report of Child Abuse or Neglect.
- Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
- Cooperate with official child protective agencies if officials seek to interview a child at school.
- Provide child abuse awareness in-service education, including legal requirements, for school personnel.
- Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

STUDENT INSURANCE (8104) St. Gregory the Great provides the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries (with the exception of spring or summer training or off season workouts) or school-sponsored overnight activities.

STUDENT TRANSPORTATION (8602) If a school or parish is responsible for the operation of a school vehicle (e.g., bus), it is expected that all state regulations regarding licensing, insurance, safety and other legalities be observed. Any driver transporting students in an archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio. The National Transportation

Safety Board has determined that 15-passenger vans are unsafe and, therefore, are not to be used to transport students.

WELLNESS (8701) The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students' health and the ability to learn by supporting healthy eating and physical activity, St. Gregory the Great will:

- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- Plain, unflavored water will be allowed anytime during the day for students in all grades.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school needs.
- Students may keep a refillable water bottle with them at all times. Students may not bring any other drinks into the classrooms, (ex: Starbucks, McDonalds, etc.) These drinks and breakfast must be finished outside of the classroom before the 8am school bell.

PEDICULOSIS (HEAD LICE) (8401) Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school.

School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized. The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parents/guardians of student(s) with lice and classmates are available in the TCCED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention. Students found to have lice are to be treated with lice shampoo and returned to school with proof of treatment. A parent/guardian shall accompany the student. The student may remain at school only if they are found to be lice and nit free.

REPORTING ABUSE OR NEGLECT A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report. The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect. Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: www.tdprs.state.tx.us. On-line reporting can be done at

www.txabusehotline.org. If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

REPORTING SEXUAL ABUSE Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves school personnel, then the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

TRAINING StG facilitates annual training for school employees regarding child abuse awareness, prevention and reporting.

SCHOOL LUNCH PROGRAM

Section 13

FEDERAL PROGRAMS (7601) All schools that participate in programs funded by the government are expected to maintain accurate records. The Principal must keep accurate and current lists of the names and addresses of all students who are eligible to participate in the various programs. All equipment and materials provided by federal funds must be clearly labeled, carefully inventoried, and made easily available to all eligible teachers and students. To ensure that students, teachers, and other personnel have every opportunity to participate in federal education programs for which they are eligible, Catholic school administrators should contact their local public school district for consultation and equitable participation.

SCHOOL LUNCH (3510) St. Gregory the Great School provides reduced-price meals to students who qualify under the poverty guidelines of the program, which are adjusted for family size (proof of income will be required to qualify).



St. Gregory the Great has partnered with **Crave-it Nutrition** to provide you a secure, fast, and easy-to-use ordering system that allows you to view the monthly lunch menu, order, prepay, and manage your child's lunch from a smartphone, tablet, or computer.

Registration and ordering:

- Go to: <http://craveit.boonli.com> (Bookmark this page)
- Click on Create an Account: StG School password: **stgreg18**
- Enter information and click SUBMIT
- Enter information for your student(s). Add Profile. Repeat for any additional students.
- Click I'm Done and Sign In.

Program Information:

- **FOOD or POLICY** (Missed /late orders, credits, and changes/cancellations): email info@craveitnutrition.com and they will get back to you right away.
- **TECHNICAL SUPPORT:** email info@craveitnutrition.com
- **PAYMENT INFORMATION:** The program accepts payments by Debit Card or Credit Card: Visa, MasterCard & Discover.

ORDERING INFORMATION:

- **Click the "Order Lunch" button** and begin selecting the meal items you want for each child on each day.
- **Be sure to proceed to the checkout and process your payment.** Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.
- **PROCESSING FEE:** A normal processing fee is charged so that payments and ordering can be online.

Crave-it Nutrition will also have snacks, drinks, dessert, and extra positions available for students to purchase. Students will need to have additional funds to purchase additional items.

- Lunch is on a Prepaid basis ONLY.
- There is a no refund policy. Please contact **Crave-it Nutrition** directly for billing questions. Email info@craveitnutrition.com
- **Crave-it Nutrition LLC.** will appear on your Bank Statement.

Students may bring lunches from home. Soft drinks are in a category of Foods of Minimal Nutritional Value and are highly discouraged during the times that the National Lunch Program (breakfast and lunch) is in effect. In order to stay in good standing with the program, St. Gregory the Great must provide an atmosphere that encourages good nutrition. **Canned or bottled sodas are not permitted to be packed in the student's lunch. Highly caffeinated energy drinks are not permitted in the St. Gregory the Great School cafeteria.**

WELLNESS (8701)

Appendix: Wellness Policy: Guidelines for Implementation – 8701A

Form: Wellness Policy Compliance Evaluation – 8701A

The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. Schools shall establish a local wellness policy.

A school that participates in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) is required by the Texas Department of Agriculture to establish a local school wellness policy. Please see www.squaremeals.org for additional information.

Schools will implement a wellness policy by developing local school goals based on the Guidelines for Implementing the Wellness Policy issued by the Department of Catholic Schools (Appendix 8701A). In order to protect students' health and ability to learn by supporting healthy eating and physical activity, schools will:

Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.

- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- Appoint a Wellness Committee to annually evaluate compliance with the wellness policy and local school goals. At each school, a local Wellness Committee will annually evaluate compliance with the school's wellness policy and goals (Form 8701A)

SHARING FOOD Each student has a unique health and allergy history. For the safety of each child, students are not permitted to bring lunch for other students, nor are they permitted to share lunch or snacks with other students.

Parents may drop off lunches in the school office only. Parents may not eat lunch with their child in the cafeteria.

Parents are only allowed to bring lunch to school for their own child/children.

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

ASBESTOS NOTIFICATION

Section 14

The current Asbestos Notification letter can be found on the school website.

FINANCIAL POLICIES

Section 15

All families will pay tuition in accordance with the schedule of rates adopted by the School Council for the year of attendance. The School Council approves annual tuition rates, registration fees and general fees in conjunction with the Principal and the Pastor.

No reduction or forgiveness of tuition will be granted to any individual, or family, without the consent of the School Principal.

HOUSE BILL 1881 House Bill 1881 was passed in the Texas Senate in May 2015, allowing Pre-K thru 12th grade private schools to no longer absorb the cost incurred with processing fees for tuition paid with a credit or debit card. StG parents will incur a processing fee when using a credit or debit card for payments made to FACTS or in the Business Office.

COLLECTION OF TUITION AND OTHER FEES (4402/4403) FACTS Management (FACTS) is the billing provider for, and not limited to:

- Tuition
- Registration Fees
- General Fee
- Cafeteria Accounts
- Extended Day Care
- Encore and Tutoring
- Sports Programs
- Extra-Curricular Activities
- Student Organizations
- Family Volunteer Program
- Fundraiser/Raffle Fees
- Library Fees
- Student Planners
- Service Hours
- Field Trips
- Health & Wellness Fee

Families should pay their tuition and incidentals online with FACTS. The School's business office discourages families from making "in school" payments in lieu of using the FACTS online systems. Additionally, the business office will not accept credit cards or debit cards for tuition and/or incidentals.

TUITION RATE (4401)

2022-2023 Tuition and Fees

TUITION RATES

Pre-K 3 – Pre-K 4	\$7,500
Kindergarten – 8th Grade, First Child	\$6,700
Kindergarten – 8th Grade, Second/Third Child	\$6,030
Kindergarten – 8th Grade, Fourth Child	\$3,350

Registration Fee

EARLY REGISTRATION: February 1, 2022 – March 31, 2022	\$250
REGULAR REGISTRATION: Effective April 1, 2022	\$325

Pre-K through 8th Grade Fees

GENERAL FEE:	\$550
BUILDING MAINTENANCE FEE:	\$100
HEALTH & WELLNESS FEE:	\$100
8th GRADE FEE: 8th grade students only – due October 31, 2022	\$100

All fees are per student and non-refundable.

FACTS: Families are required to set up automatic payment plans with FACTS and are charged an annual fee of \$50.00 for monthly payment plans or \$20.00 for one/two payment plans. The fee is automatically withdrawn upon setup of the payment plan.

TUITION AND FEES are due by the 1st or 15th of the month payable through FACTS (unless selecting the bi-weekly plan).

Payment Plan Options:

- 12 month plan: 1st payment due on 6/01/22 or 6/15/22 and monthly thereafter, with a final payment on 5/01/23 or 5/15/23.
- 10 month plan: 1st payment due on 8/01/22 or 08/15/22 and monthly thereafter, with a final payment on 5/01/23 or 5/15/23.
- Bi-Weekly Plan: Payments every two weeks on a designated day beginning in June or August.
- 2 month plan: 1st payment due on 8/15/22, and a 2nd payment due on 1/15/23.
- 1 month plan: payment due on 8/15/22, with a 5% discount off of the full tuition amount (only).

REGISTRATION FEE (4406) The registration fee is used to reserve a place for the student. The School Council shall determine the amount of the annual registration fee. The registration fee is nonrefundable; and may not be transferred from one Catholic School to another, except for extenuating circumstances regarding a families' financial needs. A registration fee of \$325.00 per student is due in full at registration.

BUILDING MAINTENANCE FEE Each student PRE-K3 through 8th Grade will be assessed an annual building maintenance fee of \$100.00, which will be billed along with your tuition.

HEALTH & WELLNESS FEE Each student PRE-K3 through 8th Grade will be assessed an annual Health & Wellness Fee of \$100.00, which will be billed along with your tuition.

GENERAL FEE Each student is assessed an annual General Fee of \$550.00 per child and comprises the following:

- Textbook Fee
- Assessment Fee
- Archdiocesan Insurance Fee
- Archdiocesan Student Assessment Fee
- Technology Fee
- TCCB ED Accreditation Fee
- PTC Fee

Unlike the registration fee, the general fee can be paid in full; or coincide with the monthly tuition payment (families can choose a 10 month or a 12 month tuition plan).

St. Gregory the Great School relies on prompt and complete payment of tuition and fees in order to meet its financial obligations. Tuition and school related fees from the prior year are to be paid in full at the time of registration, except for extenuating circumstances regarding a families' financial needs. In this case, the family must establish a repayment plan with the School's Business Office Manager, and approved by the School Principal, before registering for the new school year.

ALL TUITION and FEES MUST BE PAID IN FULL BY MAY 15TH OF THE RESPECTIVE SCHOOL YEAR.

AUTOMATIC TUITION DEDUCTION (ATD) – Families are required to participate in the FACTS Tuition Management Program. FACTS does not charge a fee for automatic deduction of payments through a bank checking or saving account. A 2.85% processing fee is charged with the use of a credit card or debit card. Tuition deductions are processed on the 1st or 15th of the month. FACTS applies a \$25 late payment fee/follow-up fee.

Any check returned by the bank for non-sufficient funds (NSF) will be charged a \$30 fee and if applicable a \$30 late payment fee/follow-up fee. A second NSF infraction requires that the remaining semester tuition or fees be paid in full by cash or money order.

Failure to remit the remaining semester tuition or fees could result in a student being withdrawn from St. Gregory the Great School. All outstanding non-payment of NSF infractions may be submitted to the Check Division of the Bexar County Criminal District Attorney. Tuition and fees

which remain unpaid at the end of the school year are subject to be turned over to the collection agency and reported to the credit rating bureau.

Any 8th grade student who is not current in tuition and incidentals by May 1st of the current school year may not be allowed to participate in the 8th grade trips, luncheon, nor graduation exercises. This applies to end of year activities for pre-kinder and kindergarten students as well, and could jeopardize participation in the recognition and graduation exercises.

TUITION REFUNDS The business office will give pro-rata tuition (only) refunds as part of the withdrawal process when a family leaves St. Gregory the Great Catholic School. Tuition must be current or in the case of overpayment, a refund will be granted.

DELINQUENT ACCOUNTS (4405): SARMA - St. Gregory the Great Catholic School is partnering with Sarma, a financial institution which will serve as an extension to the StG business office. Sarma will support the business office in multiple areas including debt-collections. Accounts which are past-due will be sent to Sarma for review and support. Please contact Paul Canales, Parish/School Administrator if you have any questions 210-342-0281 or at paul.canales@stgregorys.net.

The school is also a business, which relies on prompt and on time payment of all tuition, fees, extended day care, library fines, cafeteria bills, in order to meet the school's financial obligations. At the discretion of the School Principal, any family account which becomes severely delinquent during the school year could result in the withdrawal of the child(ren). The child(ren) may re-enroll when the remaining semester tuition is paid in full; however, repeat delinquent occurrences in subsequent semesters could possibly mandate the permanent withdrawal of the child(ren).

TUITION ASSISTANCE (4404) In the event a family experiences financial difficulties, any special tuition arrangements must be made through the business office, in consultation with the Review Board. St. Gregory the Great has in-house tuition assistance available to all St. Gregory the Great families. Families may contact the Advancement school office for more information.

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

SERVICE DISCOUNTS

St. Gregory the Great honors the following discounts:

First Responders - 10%

Active Military - 10%

City of Balcones Heights Employees - 10%

Employees of the Archdiocese of San Antonio - For this discount, please contact Principal Ana Cortez.

FUNDRAISING ACTIVITIES (4409) All fundraising activities/programs must be approved by the school administration. Parents/Guardians are NOT allowed to sell items on campus for personal gain.

EMERGENCY PROCEDURES

Section 16

CRISIS MANAGEMENT PLAN (5202) Crisis Management requires planning, practice, and clear thinking. No school can be fully prepared for everything that might occur at school or school-related activities; however, implementing a plan helps faculty, staff and students prepare for sudden occurrences and deal with them in a safe, professional manner. Consequently, crisis drills will be conducted at various times during the school year. Should the school have to be evacuated for a major emergency; students will be escorted to Dellview Elementary School until it is safe to return to the campus. Usually emergencies requiring evacuation involve the police and/or fire department, which will issue directives as to how the situation will be handled.

Our Stg campus utilizes a video/audio camera system as part of our safety and security plan. In addition to emergency fire pull handles, emergency Police pull down handles have been installed throughout campus to be activated in an emergency. (Blue Point System)

BUILDING SAFETY PROGRAMS (5201) St. Gregory the Great School meets all safety standards according to city ordinance and Archdiocesan Risk Management Programs.

BOMB THREAT (5203) If the school receives a telephoned or written bomb threat, the following procedures will be observed:

- The school is evacuated for a fire drill.
- The police are immediately informed. This is a police matter. The police will determine the course of action.
- The pastor and superintendent are informed immediately.

FIRE DRILLS (5204) Monthly fire drills are conducted as a precautionary measure for the safety of the students for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of emergency alarm; and (2) to teach self-control and composure in emergency situations. Fire drills will be held in accordance with the rules of the local Fire Department and in cooperation with the State Organization for Fire Prevention. Fire Drill Plans, which include evacuation routes and safety zones, are posted in all classrooms and offices. When the fire alarm sounds, students silently and rapidly leave the building in an orderly manner, under supervision of the teachers, to the designated safety zones, leaving all personal belongings behind. Lights need to be turned off and doors to the classroom closed. If the fire signal sounds while students are in the cafeteria, on the playground, or anywhere other than the classroom, they will go to the nearest safety zone under the supervision of the teacher in charge. An all-clear signal is given to allow students to return to class.

StG complies with the state Fire Marshal's mandatory school fire exit drills that requires that campuses conduct at least one fire drill each month that has ten (10) or more instructional days. This includes summer school programs. Each fire drill should be slightly different, some obstructed and some unobstructed. The principal/vice principal must record and file the date and time of each fire drill and other emergency evacuation drill. School personnel shall be trained in the use of fire extinguishers and fire safety equipment. A warning system different from the fire alarm and not dependent on the electrical system of the school shall be established to alert school personnel in

case an emergency condition arises during the school day. (For example, use of the PA System, Blue Point Alarm System).

The fire drill/response plan included in the StG's crisis response plan includes:

- The designation of places where students will be taken (i.e., reunification site).
- The supervision of practice drills at regular but unscheduled intervals.
- If there is a fire, the Pastor/authorized agent and Superintendent are to be notified immediately.

TORNADO DRILLS (5205) To help protect students in case of a tornado or other storm with extremely high winds, tornado drills are held within the school year. The Tornado Warning Signal will consist of 1 long continuous bell tone followed by an all-call announcement "A tornado warning has been issued for our area—Please seek Shelter." Students should be kept inside, away from windows/glass and preferably near an interior hallway. Students who are in the ECH building should move to an interior hall and presume the protective position. Students in the Music building will move to the ECH building (interior hallway). Students in the gym should remain in the gym and move to the restroom area. Classes in the large computer lab, Collaboratorium, and should move to nearest classroom. Learning Lab Class will move to the library (away from the back doors). All those in the Church will remain in the church and assume the tornado safety position. All those on the playground or in passing period will move to the nearest designated space (see above). Students who are in the restrooms (Not ECH) will remain in the restroom and assume the tornado safety position. At the conclusion of the drill, a bell will beep 3 times and an all-call will go out to give the "All Clear."

CRISIS DRILL / LOCKDOWN (5206) During a crisis drill/lockdown procedure is followed:

- Door windows are covered and blinds/curtains are closed.
- Students are instructed by the teacher to take a duck-and-cover position in the classroom out of sight of anyone who might be looking into windows or doors.
- Teachers will barricade doors if necessary.
- Students are expected to remain silent until an all-clear signal is given.
- During a lock-down, all school lines need to remain clear for emergency personnel. Updates will be sent out via Facebook and text alerts.

ACTIVE SHOOTER TRAINING (5207) All employees must be trained in civilian response to an active shooter event. All employees must receive updated training every three (3) years based on the date of their first training. Employee training must be provided by a law enforcement officer or agency that is both Advanced Law Enforcement Rapid Response Training (ALERRT) level 1 trained and Civilian Response to Active Shooter Events (CRASE) certified. At the start of each school year, Principals should review with staff the active shooter protocols and the schools Crisis Management Plan. Schools shall ensure all employees are in compliance with this policy. Employee training must be documented and documentation shall be retained in the employee's personnel file for three (3) years from the date on which the training occurred.

SCHOOLS AS WEAPON FREE ZONES (5208) It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person

who does this will be escorted off campus or away from the place of the school-sponsored athletic, social, or extracurricular event and will be immediately reported to the police.

In the event the person does not comply with school officials, local authorities will be called in to assist in removing the person from campus or school-sponsored events.

If this occurs, the principal and pastor will meet to discuss additional legal procedures.

The Principal will notify the parents/guardians of any student who is arrested for violation of this statute. 18 U.S. Code § 922 (q)(2)(A).

PARENTS AND COMMUNITY RELATIONS

Section 17

PARTICIPATION IN COMMUNITY LIFE (5103) Good public relations demand harmonious and friendly cooperation with the local public school system, Northeast Independent School District, and its officials. St. Gregory the Great will make efforts to participate in activities of Balcones Heights and to assist civic officials in projects aimed at the common good.

SCHOOL PUBLICATIONS (5105) School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastor, and the parish community at large. Articles of Archdiocesan interest shall be sent to the editor of the Archdiocesan newspaper for publication. All publications must be approved and reviewed by the administration. All fund-raiser notices and bulletins are included in this policy.

VISITORS AND/OR UNAUTHORIZED PERSONNEL (5005) St. Gregory the Great is a closed campus. Visitors are not allowed on campus unless prior permission is given by the Pastor or Principal. All visitors must report to the school office immediately upon arrival. A driver's license or other form of identification must be presented. All faculty and staff will require parents/guardians to check in at the school office before releasing a child. Unauthorized persons will be asked to leave campus immediately. St. Gregory the Great is a NO TRESPASSING campus. Police intervention will be used when necessary.

SCHOOL COUNCIL (1401) The school council serves in an advisory capacity to the pastor and principal to determine improvements, establish needs, and ensure fiscal viability for the continued smooth operation of the school. The school council plays an integral role in the implementation of the school's strategic plan as each council member is a chairperson for a designated committee. Meetings are regularly scheduled for the second Tuesday of each month. The school council meetings are open to all interested parties. The right of visitors to address the school council is limited to those whose petition has been presented in writing to the school council president at least one week (seven school days) in advance of the regular meeting and has been approved for the agenda. Visitors may not be in attendance during the executive session of the council. The Executive Board meets on a monthly basis.

For a list of current School Council Members, please refer to page 123.

PARENT-TEACHER CLUB (PTC) (1403) The St. Gregory the Great Parent-Teacher Club (PTC) serves in assisting the administration, faculty and staff of the school in the spiritual and educational development of the St. Gregory the Great families. The PTC actively promotes the welfare of St. Gregory the Great School by strengthening the relationship between home and school by promoting parental rights in education. The PTC also is responsible for providing and coordinating legislative action on behalf of St. Gregory the Great; providing educational programs for the parents; serving as a conduit of information to the public at large regarding St. Gregory the Great; and serving as a resource for fundraising opportunities. Four General meetings are held for the school

community during the school year providing both spiritual and educational topics. The Executive Board meets on a monthly basis.

For a list of current PTC Members, please refer to page 125.

HOMEROOM PARENTS Homeroom parents are under the jurisdiction of the PTC. They assist with special classroom events as well as help in any other manner agreed upon by the classroom teacher and the homeroom parent. A cooperative partnership between the teacher and head homeroom parent, as well as other homeroom parents, greatly benefits the children and the community. All classroom events should be supportive of the values and messages we wish to send our children. Simplicity and prudence in gifts the children are given as a class at any time during the school year should exemplify the St. Gregory the Great School mission and philosophy; they should be meaningful but not excessive. The time, effort, and love of the homeroom parents to make the school year memorable and fun for the children is greatly appreciated.

EIGHTH GRADE FAMILY RESPONSIBILITIES

All 8th grade families are expected to fulfill their responsibilities for 8th grade fundraising. In addition, 8th grade students are required to fulfill their 8th grade service hours to participate in all end of the year 8th grade activities by the final due date (May 5, 2023). 8th grade required activities include but are not limited to:

- 8th grade Fall parent meetings for Halloween Festival, and other fundraising activities decided upon by the 8th grade class parents.
- Halloween Festival (Haunted House and/or Hay Ride)
- Sell the designated amount of tickets for the Catholic Schools BBQ Fundraiser. **Unsold tickets will be billed to the parent's FACTS account on Monday, January 30, 2023.**
- 8th grade Catholic Schools BBQ Fundraiser. 8th grade parents must give 4 hours of the required 15 hours to the Catholic School Week BBQ fundraiser, or will be billed for the hours. Friends and other family members are allowed to earn service credits for a family.
- 8th grade Spring parent meetings for Fiesta de la Familia, and other fundraising activities decided upon by the 8th grade class parents.

8th grade families must sell all of their luncheon tickets, or will be billed for them. BBQ tickets CAN NOT BE RETURNED.

FAMILY VOLUNTEER PROGRAM (Service Hours): Volunteerism is vital to the success of the St. Gregory the Great community. Therefore, each family of a St. Gregory the Great student is required to donate a minimum of fifteen volunteer credits (1 credit = 1 hour) each school year or compensate the school monetarily (\$25 per uncompleted credit). Families who enroll later in the year will have their credits prorated. The school encourages and applauds a family's support of the community at large; however, all acceptable service credits must come from service to St. Gregory the Great School/Parish. In addition, each parent is required to contribute a minimum of 1.5 hours for each of the following events: Halloween Festival and Fiesta de la Familia.

HOW TO EARN CREDITS

15 credits per family – 1 credit = 1 hour of participation

8th grade parents must give 4 hours of the required 15 hours to the Catholic School Week (CSW) lunch fundraiser, or will be billed for the hours. (*if applicable)

Many volunteer activities are acceptable. Examples include but are not limited to, participation in organized events, attending field trips, assisting teachers with class projects, assisting with class parties or other activities, presenting career day speeches, assisting with parking lot duty, etc. Volunteer credit will also be awarded to parents who serve on the many school committees, the PTC board, and the School Council. Refer to the list of activities below for maximum credits earned and for a list of activities that are not eligible to earn credits. You may contact ptc@stgregorys.net with questions.

In order to create an equitable balance of service, parents/guardians will earn a set number of credits for participation in the following activities for the school year.

- School council member – 5 credits for total of executive & general meetings held throughout the year.
- PTC board member – 5 credits for total of all executive & general meetings held throughout the year.
- Pastoral Council member – 5 credits for the total of all meetings held throughout the year
- Connection Host Family – 5 credits per family
- Head Room Parent – 5 credits per classroom for being the head room parent. This includes head room parent meetings and time for planning and attending parties. Additional credits can be earned for participating in other school events that require the attendance of the head room parent (i.e. running class festival booths, or volunteering for PTC events).
- Alumni Committee – 5 credits total for being on the committee and attending committee meetings held throughout the year. Additional credits may be earned for participating at various alumni events held throughout the year.
- All strategic plan committees – 5 credits total for all meetings and planning activities
- CYO Board Member – 5 credits total for the entire year.
- CYO - Coach/Team Parent – 5 credits total for the entire year regardless of the number of sports coached by the individual. Must turn in proof that you are a certified coach. If the parent was not the head coach, the individual must have his/her form signed by the head coach verifying that the parent was an assistant or team parent the entire season.
- StG School Sports – Team Parents – 5 credits total for the entire year regardless of the number of sports the child participates in. Volunteer forms must be signed by the school coach or Booster Club Representative. (This is inclusive of ALL team sports and cheerleading squad.) (Parents may not be Head Coach of a team that their own child is on).
- StG School Clubs – Club Parents – 5 credits total for the entire year per club.
- Volunteer form must be signed by the club sponsor. (ex. NJHS parents, Astronomy club, etc.)
- Concession Stand Duty/Ticket Taking for SCHOOL SPORTS and/or CYO SPORTS – 1 credit per hour worked with a maximum earning potential of 5 hours per school year.
- Field Trips/Classroom Parties – Maximum number of hours as determined by the teacher per field trip/party will be accepted. Parent volunteer sheet must be signed by the teacher.
- Scout Leader – 5 credits total for the entire year. Must be the leader or assistant. If an assistant, the Leader must sign the volunteer form verifying that the individual assisted the entire year.

- Scouting – parent helpers – 5 Credits total will be accepted for projects that directly assist the school or parish (i.e. planting or helping with St. Vincent De Paul.) Parents will not receive credit for attending meetings or outings.
- StG Volunteer Association – 5 credits per participant for the year. Each participant must work 4 events that benefit the school in order to receive the credits.
- PTC meetings – maximum of 3 credits per parent for the year. Must sign in to receive credit.

Attending/working at the following events WILL NOT be accepted for credit:

- Unit nights
- Science Fair
- Awards assemblies
- Prayer services
- Parent teacher conference
- School programs

SERVICE HOURS SHOULD BE LOGGED ON RENWEB BY PARENTS/GUARDIANS AS COMPLETED.

The St. Gregory the Great Catholic School Administration is responsible for monitoring and counting the volunteer credits. Service hours should be logged on RENWEB by parents/guardians as they are completed. Failure to accumulate, properly document, and submit fifteen credits for each family by the due dates will result in an additional fee of \$25.00 per hour that is not completed. Fees will be assessed within two weeks of the due date.

Services completed for faculty or staff members: Volunteers must have their sheets signed by the faculty or staff member. This includes but is not limited to health screenings, tutoring, paper cutting, sharpening pencils, office help, parking lot help, NJHS snack sales, booster club functions (making goodie bags etc.) setup of Science Fairs, assisting with after school club activities, classroom parties, field trips, etc.

Credits earned at school events where families are required to sign in and out for credit will not require supporting documentation/signatures. However, if parents do not sign in and out at these events, parents may not receive credit for participating.

Credits earned at events that do not support the sign in/sign out process – Volunteers at these types of events (work days, 8th grade activities, raffle ticket projects, etc.) must have volunteer sheets signed by the organizers of these events. Event coordinators must sign the total hours or each time the parent provides volunteer services.

Note: In order to volunteer for any activity that encompasses the day to day activities of the school or where a volunteer will be in direct contact with the children, a criminal background check is required, and sexual misconduct policy must be read and acknowledged. Completed criminal background check forms must be submitted in a timely manner prior to a scheduled school event. Forms are on file for 3 years.

REQUIREMENTS FOR VOLUNTEERS

SCHOOL BUS DRIVERS (2115) School bus drivers whether an employee or volunteer of the school must be qualified in accordance with archdiocesan policy and all applicable state and federal safety regulations. Schools are solely responsible for ensuring compliance with state or federal regulations

pertaining to bus operations at their location. Preferably, schools should utilize experienced bus drivers.

VOLUNTEERS (2116) Any volunteer serving in a position where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment, and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements. Volunteers and employees in Catholic schools must be 18 years of age or older if they are in any position where there may be regular contact with children or young people. Volunteers and employees in a high school and in a position with regular contact with high school students should be 25 years of age or older. The Principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason. Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools.

BACKGROUND INVESTIGATIONS (2106) In compliance with the Fair Credit Reporting Act (FCRA), the Archdiocese of San Antonio and the Catholic school will conduct background checks on all personnel to include all individuals whom perform work or volunteer on behalf of the archdiocese.

Any employee who is hired to collect, record, and/or dispense monies (i.e., bookkeeper, cafeteria manager, etc.) must undergo a credit report investigation prior to hiring. Credit information will be reviewed in relation to the position for which the applicant has applied.

Prior to performing work on behalf of the Archdiocese of San Antonio or Catholic schools, employees, potential employees and volunteers will be required to submit to a criminal background check. A prior criminal conviction is not an absolute bar to employment, and all relevant factors will be considered in accordance with the law and the policies of the Archdiocese of San Antonio and the Department of Catholic Schools.

All background checks will be conducted in accordance with local, state, federal and canon law where applicable, including the provision of appropriate notices to unsuccessful applicants, as required by law or regulation. All personnel are responsible for notifying Human Resources of any criminal convictions while employed with the Archdiocese of San Antonio or a Catholic school. All personnel will be required to renew and authorize a criminal background check every 3 years.

No employee or volunteer may begin work until a clearance is issued. No employment agreement will be considered valid until the background investigation is completed.

SAFE ENVIRONMENT TRAINING (2107) Per the Code of Conduct for Church Personnel within the Archdiocese of San Antonio, all employees must receive Adult Safe Environment Training within 30 days from their hire date. Training must be renewed every three (3) years based on the date of the first training. All volunteers must receive Adult Safe Environment Training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first

training. The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

SEXUAL HARASSMENT TRAINING (2108) Per the Code of Conduct for Church Personnel within the Archdiocese of San Antonio, all employees must receive Sexual Harassment Training within 30 days from their hire date. Training must be renewed every three (3) years based on the date of the first training. All volunteers must receive Sexual Harassment Training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio uses the training program developed by VIRTUS.

ANTI-HARASSMENT ENVIRONMENT FOR EMPLOYEES/VOLUNTEERS (2007) See also Code of Conduct for Church Personnel within the Archdiocese of San Antonio Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, sex, marital status, pregnancy, age, disability, results of genetic testing, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the Archdiocese of San Antonio and Department of Catholic Schools policy to provide a work environment free of sexual and other harassment. To that end, harassment of employees by management, supervisors, coworkers, or nonemployees who are in the workplace is prohibited. Any violations will be reported to law enforcement authorities as appropriate or required by law.

Definition of Harassment – Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Definition of Sexual Harassment – "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances whether intended or not, that has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers. Sexual harassment may also include requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions. A common example is quid pro quo – occurs when a job benefit is directly tied to an employee submitting to unwelcomed sexual advances.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Complaint Procedure –Employees should immediately inform the harasser that the conduct is unwelcome and needs to stop. If the employee is uncomfortable addressing the alleged harasser the employee should report the incident to their immediate supervisor. If the complaint is against their immediate supervisor, employees should report to their next level of management and/or Human Resources. Any employee who has witnessed any form of harassment is to make a complaint. All reported incidents will be investigated by Human Resources in accordance with the Code of

Conduct and will be treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis.

Employees may also contact Archdiocesan Misconduct Hotline (AMH). If you are aware of any Church Personnel involved in Misconduct within the Archdiocese of San Antonio, contact the Archdiocesan Misconduct Hotline (AMH) at (844) 709-1169 or make a report via the internet by following the links at www.archsa.org.

Consequences – If the investigation confirms a violation of any part of the harassment policy, the Archdiocese of San Antonio and the Catholic school will take immediate, appropriate and corrective action, including discipline, which may include immediate termination. Any violations will be reported to law enforcement authorities as appropriate or required by law.

Complaint Procedure for Religious/Clergy: When an allegation of sexual misconduct is made, the following steps must be taken: Notification to the Archbishop- Any employee or volunteer who believes they have been the victim of sexual misconduct should immediately report such abuse to the Archbishop. His office telephone number is (210) 734-2620. If he is unavailable or cannot be contacted for any reason, or if the victim prefers, such abuse may be reported to any of the following individuals, preference being in the order listed:

1. An Auxiliary Bishop
2. Vicar General
3. Chancellor
4. Any Priest serving in the Archdiocese; School Principal; or Agency Supervisor

Any person receiving such a report shall immediately contact the Archbishop, or if he is for any reason unavailable, to an Auxiliary Bishop, the Vicar General, or the Chancellor. For more detailed information, please refer to the booklet entitled "Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio."

Retaliation – The Archdiocese of San Antonio and the Department of Catholic schools prohibits any act of retaliation against anyone who reports discrimination or harassment or who cooperates in an investigation of a complaint. The archdiocese will preserve confidentiality to the extent the needs of the investigation permit. Any person found to have engaged in retaliatory conduct against any person reporting a violation of this Code of Conduct or civil law or any Church Personnel who does not fully cooperate with an investigation of a complaint will be subject to discipline, up to and including termination of employment or removal from ministry/service. Any violations will be reported to law enforcement authorities as appropriate or required by law.

CUSTODY ISSUES

ADMISSION REQUIREMENTS (3002) See page 15

RELEASE OF RECORDS (3204) See page 29

USE OF SCHOOL GROUNDS The principal and/or pastor must approve the use of the school grounds and/or school facilities for any time that school is not in session.

SCHOOL PUBLICATIONS (5105) School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastor, and the parish community at large. Articles of Archdiocesan interest shall be sent to the editor of the Archdiocesan newspaper for publication. All publications must be approved and reviewed by the administration. All fund-raiser notices and bulletins are included in this policy.

SCHOOL WEBSITE (5106) St. Gregory School maintains a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed <https://www.stgregorysa.org/>

SCHOOL SPONSORED SOCIAL MEDIA (5107) StG maintains an official school social media accounts to promote the school and provide information to enrolled families, prospective parents and the wider community on Facebook and Instagram. The school social media accounts are under the authority of the school and the school Principal. The Principal must designate a person who is responsible for monitoring and updating the school's social media accounts. Schools shall have written authorization from the parent/guardian before posting photos or videos of students. Definitions - Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that will be covered by this policy.

MEDIA (5108) Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid identification. School administration shall notify the superintendent if members of the media arrive on school property. The school administration shall approve communication with the media prior to any information being released.

SCHOOL TO HOME COMMUNICATION Each weekend, the Great Week Ahead is sent to all families via email. All families should take time to read this information as this is the main line of communication between school and home. Our school website, www.stgregorysa.org, has many of the school forms and all pertinent information. Text alerts or pre-recorded messages will also be sent periodically via RenWeb.

PARENT-TEACHER CONFERENCES To bring about closer cooperation between home and school, formal parent-teacher conferences will be scheduled after the first grading period in October for parents of students in grades Pre-Kindergarten through 8th grade. Conferences are held in person. These conferences provide an opportunity for the teacher and parent to converse about the academic, physical, emotional, and spiritual needs of the child. If parents wish to meet with a teacher, they may do so by scheduling an appointment. It is recommended that parents contact their child's teacher via email whenever there is a question or concern. However, it is important to respect teachers' schedules and privacy by scheduling conferences in advance whenever possible.

Teachers should not be contacted at home unless the teacher has specifically invited parents to do so. All faculty and staff e-mail addresses are posted on our website.

No parent/guardian should enter a classroom for the purpose of meeting with a teacher or student without explicit permission from the school office.

Classroom issues or concerns should not be brought to the attention of the administration until after discussing it with the teacher or staff member concerned and seeking resolution at that level. Any situation which cannot be satisfactorily resolved through direct contact with the teacher or staff member should be brought to the attention of the principal/vice principal.

FAMILY SUPPORT MEETINGS Family Support meetings will be held when a student is at risk of failing one or more classes, is having difficulty in the classroom, or to review student information. These will be scheduled by the school counselor.

STUDENT PHOTOGRAPHS/INTERVIEWS (5004) Students' photographs and interviews may not be taken or used without written parental and administrative permission.

COMMUNICATION

EMPLOYEE USE OF ELECTRONIC COMMUNICATION (2014)

Appendix: Sample Acceptable Use Agreement – 2014A

St. Gregory the Great Catholic School Administration, Faculty, Staff, and volunteers will conduct themselves in an ethical manner consistent with the moral teachings of the Roman Catholic Church while using the school's computers and connectivity (e.g., WiFi) in regard to electronic communication and internet browsing. Users of the school's equipment or connectivity resources should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files. School employees and volunteers must all sign the school's Acceptable Use Agreement stating they have read, understood and agree to the school's employee use of electronic communication policy and acceptable use policy before they are given access to the school's network. Copies of signed acceptable use agreements shall be collected by the school.

While on campus, during school hours or school related activities, employee use of electronic communication shall be reserved for educational topics that are included in the instruction of the students or for professional development. Occasional personal use of telephone, email, the internet, or social media is acceptable as long as it is not in the presence of students, excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the school, parish or the Archdiocese of San Antonio. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities.

Prohibited electronic communications are: (1) of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; (3) any action that violates the school's existing behavioral standards covered by the school's employee handbook; or (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

Access privileges may be revoked, disciplinary and/or appropriate legal action may be taken for any violation that is unethical, contrary to Gospel values, a violation of the school's employee handbook or may constitute a criminal offense, regardless of whether the communication occurs within or outside of school property, during school hours or outside.

Schools must follow the state and federal laws regarding the use of filters on computers connected to the Internet.

The school's local acceptable use policy must include the following components:

- Communication between teacher and student
 - Must be professional and should only be used to address instructional, educational, and extra-curricular program issues.
 - Personal electronic communication with students is prohibited until the student has graduated and is over 18 years of age.
- Communication among adults, for example with parents or between teachers
- Maintaining separate professional and personal email accounts.
- Each school's local acceptable use policy should include the following:
 - Definitions
 - Digital citizenship
 - Process for reporting to the principal information learned from social media that could affect someone's health, life and/or safety
 - Professional development and staff training
 - Communication and collaboration with parents and families

Definitions

Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, website postings, or social media whether they occur through the school's equipment, connectivity resources (e.g., WiFi) or using a personal device.

1. Professional electronic communication is a work-related activity that is school based and addresses instructional, educational, or extra-curricular program matters.
2. Personal electronic communication use is a non-work-related activity.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+, and Flickr. Additional social media platforms developed in the future are also covered by this policy.

USE OF ELECTRONIC COMMUNICATION (3307) See page 49

CONFIDENTIALITY To the greatest extent possible, St. Gregory the Great shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. Due to privacy laws, the principal cannot discuss disciplinary actions taken however, the principal will follow-up with all parties involved at the conclusion of the investigation.

PRINCIPLE OF SUBSIDIARITY – In the matter of a confidentiality issue/concern, the StG Principal and/or Pastor will investigate and review the grievance along with the guidance of the Archdiocese Catholic Schools' Office.

PROCEDURES FOR CONTACTING SCHOOL PERSONNEL – A StG administration, faculty, and staff can be contacted via the school phone system *210-342-0281* or by email. A complete list of StG employees' email can be found on the StG website: *stgregorysa.org* under Staff Directory.

PARENT ELECTRONIC PORTALS – St. Gregory the Great Catholic School uses the Parent Portal RENWEB. Parents can create an account on the FACTS Renweb website to view their child's/children's grades, progress report, the teacher's lesson plans, log in family service hours, pay tuition, and add money to their child's account. Please see page 124 for more information for setting up the FACTS Renweb Parent Portal.

ACADEMIC POLICIES

Section 18

The curriculum followed at St. Gregory the Great School is in accordance with the Archdiocesan Curriculum and Instruction Policy (8001) and is aligned with National and State Standards.

STUDENT RESPONSIBILITIES: It is the expectation and responsibility of each student enrolled at St. Gregory the Great to use his/her God-given talents to enhance spiritual, personal and academic growth through prayer and Christ-like service, as stated in our mission statement. Student responsibilities for maintaining a positive learning environment at school or at school-related activities include:

- Living the Gospel Values.
- Accepting responsibility for his or own educational achievement.
- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly attired according to the uniform policies outlined in the Parent-Student Handbook.
- Exhibiting respect and sensitivity toward others. Personal party invitations may only be distributed in the classroom or anywhere on campus if there is one for all the children in the class, or all the boys or all the girls.
- Conducting himself/herself in a responsible manner.
- Refraining from violations of student behavioral guidelines.
- Cooperating with faculty and staff with regard to disciplinary issues and volunteering information when the student has knowledge relating to a serious offense in the spirit of the best interest of the entire school community.
- Respecting all property of St. Gregory, the Great Catholic School, including books, desks and lockers.
- Promoting good home-school communication by promptly taking home all school work, correspondence, etc. and returning what is required.
- Submitting a signed statement that the student understands and agrees to comply with the policies outlined in the Parent/Student Handbook, and the electronic acceptable use form (Statements included in the Handbook.)

CURRICULUM DOCUMENTS (7001) St. Gregory the Great has curriculum documents, which at a minimum utilize the Texas Essential Knowledge and Skills (TEKS) and Archdiocesan Standards, in place for use in instructional planning as well as a process for assessing and documenting student mastery of curricular objectives.

CURRICULUM OBJECTIVES (7002) The distinct purpose of the Catholic school is to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, priests, parents and students experience what it means to live a life of prayer in the following ways: community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect. To achieve this purpose, St. Gregory the Great School organizes its curriculum, its staff, and its physical facilities in order to:

- Make known to all students the person and message of Christ and help students develop a

spirit of prayer and worship.

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

Curriculum implementation at StG follows the standards of the Archdiocese of San Antonio that are developed using the Texas Essential Knowledge and Skills (TEKS) and aligned with national curriculum standards with the integration of Gospel values and the teachings of the Catholic Church. Special programs and courses outside of TCCB ED standards may be established by schools in consultation with and an approved waiver issued by the Superintendent.

St. Gregory the Great Catholic School offers a balanced curriculum of Religion, Reading/Literature, Language Arts, Mathematics, Social Studies, Science, Spanish, Health, Physical Education, Fine Arts, and Technology Integration. Spanish is taught to pre-kindergarten through 5th grade as a rotation class and in 6th, 7th and 8th grade as a core subject. Our PK-3 curriculum is "Frogstreet". The research-based *Success for All (SFA)* Reading curriculum is used for Pre-K 4 through fifth grade. A vertical alignment in Math connects skills throughout all grade levels, 1st grade through 8th grade. *Reveal Math* is a researched-based curriculum that includes a digital platform. Literature and English courses are combined in Upper Unit to form a complete ELAR program which prepares students for high school and beyond.

CURRICULUM REQUIREMENTS (7003) St. Gregory the Great maintains a balanced curriculum including religion, language arts (english- grammar and composition, reading, vocabulary, spelling, handwriting), science, mathematics, social studies, fine arts, health, guidance, physical education, technology applications and foreign language. StG follows the TCCB ED requirements.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS (3008) (See page 17)

BUILDING STRONG FOUNDATIONS (7103) St. Gregory the Great recognizes the academic success of each student as an important goal and therefore utilizes a positive solution based process titled Family Support Meetings. St. Gregory the Great has in place a multi-tiered system of support (Building Strong Foundations) as a systematic data driven process of identifying and supporting students with academic, social-emotional, or behavioral needs. The goal of Building Strong Foundations is to identify students who are at risk for not meeting grade-level standards and

to intervene early. StG's implementation of Building Strong Foundations includes, to the best of the school's abilities: a system for early identification of at-risk students, a system of identifying and documenting interventions/accommodations, a process for monitoring and evaluation of student progress in response to interventions, methods for using these measures of progress to make educational decisions, and a process for parent collaboration. The process for intervention (i.e., Building Strong Foundations) at the campus level shall have a clearly defined system of confidential documentation outlining and monitoring the available accommodations for each student. The Family Support Team Meeting can be initiated by the parent or guardian, school counselor, Academic Interventionist, Administration or teacher. Parents/guardians, the student's teachers, interventionist, vice-principal and the school counselor are present to discuss academic or behavioral concerns and develop solutions. These meetings are held for any student who has demonstrated the need for assistance and for those students who are on contract for admission. If documentation of progress of a student shows that a student continues to struggle academically, additional tutoring outside academic support may be required for a student to remain enrolled. If a student is not making adequate progress, the Administration and the Academic Team may determine that a student shall not enroll for the following school year. If the decision is made, St. Gregory the Great will assist the family in finding a school which appropriately meets their needs.

EVALUATING AND REPORTING (7104) The academic progress of each student is an important goal of StG. Family Support Meetings are to assist students in preventing academic failure by the use of the school's resources and staff by helping the student in their learning needs. The process shall include systemic procedures in analyzing and monitoring the student behavioral and/or academic struggles during and after interventions. StG uses the grading scale provided by the Department of Catholic Schools.

ACADEMIC ASSESSMENTS Teacher constructed or publisher-supplied tests (such as weekly, chapter, or unit tests) will be administered as deemed necessary by the teacher. Students can expect to be assessed on academic subjects as well as some elective courses. Students must be prepared for any such tests. Prior to a scheduled test, the teacher will provide adequate notification to the student. It is the parent's responsibility to be aware of his/her child's performance by reviewing, on a regular basis, the graded work of their child and by checking Renweb. Teachers will return graded work on a regular, timely basis.

REPORT CARDS (7105) Individual assessment of a student's academic progress is a vital part of the educational system. St. Gregory the Great Catholic School follows the grading policy set forth in the Handbook of Policies and Regulations for the Archdiocese of San Antonio. Report cards are issued four times a year based on a nine-week grading period. The report card is an evaluation of the student's performance in school. Grades are determined by the student's performance on tests, projects, quizzes, class work, homework and participation. The conduct grade is based on the student's adherence to the behavioral guidelines, attitude and personal responsibility.

GRADING PERIOD, PROGRESS REPORTS, AND REPORT CARDS St. Gregory the Great school year is divided into four quarters. In each quarter, after the fifth week, progress reports are issued. Both progress reports and report cards are generated through FACT Renweb and are emailed to parents and to students in grades 4th through 8th grade. Parents and students are encouraged to login into their Renweb Portal to view current grades and lesson plans.

Numerical grades are used from second (2) grade through 8th grade.

Academic Honor Roll is defined in the following manner (StG may include other qualifications in addition to these minimum standards).

- High Honor Roll (4th-8th): 94-100 Average in all core subjects, with S or higher in Rotation classes.
- Honor Roll (4th-8th): 85-93 Average in all core subjects, with S or higher in Rotation classes.

Core subjects include: Religion, English, Reading/Literature, Social Studies, Science and Mathematics.

ELEMENTARY/MIDDLE SCHOOL (GRADES PK3 – 8):

For PK3 through grade 1, the following Evaluation Key is used:

E = Excellent

S = Satisfactory

P = Progress

N = Needs Improvement

N/A = Not Applicable

FOR GRADES 2 THROUGH 8, THE FOLLOWING EVALUATION KEY IS USED:

94-100 = Exceptionally High Achievement

85-93 = High Achievement

75-84 = Average Achievement

70-74 = Low Achievement

0-69 = Failure to Master Material

SR = Summer School Required

SE = Summer School Enrichment

FOR ELEMENTARY ELECTIVES SUCH AS PHYSICAL EDUCATION, ART, MUSIC, TECHNOLOGY, AND FOREIGN LANGUAGE, THE FOLLOWING EVALUATION KEY IS USED:

E = Excellent

S = Satisfactory

P = Progress

N = Needs Improvement

N/A = Not Applicable

FOR PK3 THROUGH GRADE 8, CONDUCT GRADES ARE INDICATED IN THE FOLLOWING MANNER:

O = Outstanding Effort

S = Satisfactory Effort

I = Improvement Needed

U = Unsatisfactory Effort

N = Not Observed

PROMOTION POLICY (7106) Per TCCB ED, social promotions and skipping grade levels are prohibited. Students are promoted to the next grade level based on their academic achievement. Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. A student's parent or guardian shall be given appropriate notice and warning of their child being at risk for retention. Factors leading to the decision made by the superintendent and principal, in consultation with the parent, include the following:

- age of student
- maturity of student
- degree of deficiency in the student's learning as per grade level requirements
- achievement and instructional data
- review of academic interventions
- any other special circumstances that have hindered academic progress for the student.

The following are the specific regulations for promotion for various grade levels:

- 3K-4K: Promotion at this level is determined by the teacher and principal/vice principal in consultation with the parent/guardian.
- 5K-1st Grade: A student must have at least a "P" final average in Reading and Mathematics.
- 2nd -5th Grade: A student must have at least a "70" final average in Religion, Reading, English, Science, Social Studies, and Mathematics. A student who fails Reading and Mathematics is not promoted.
- 6th -8th Grade: A student must have at least a "70" final average in all core subjects – Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.
- For each core subject below "70" a student must demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned and the student will be tested prior to advancement to the next grade level.
- The Superintendent is informed in writing of the availability of summer school programs.

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

AWARDING COURSE CREDIT (GRADES 9 – 12) (7107) Not Applicable

HOMEWORK (7108) Homework assignments are meaningful and fit the intellectual needs of the students. The amount assigned should be reasonable and based on material that has been taught. Homework is assigned primarily to reinforce class instruction and, secondly, help the student form good study and work habits. Keeping these two positive aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and provide suitable conditions for home study. Each student will be responsible for submitting all assignments on time. This may vary according to age level. Each grade level will specify appropriate consequences. In the case of an absence, the student remains responsible for assignments due during that period. It is the student's responsibility to see that all assignments, class work and homework, are completed and submitted

to the teacher within the ordinarily allowed one-day grace for each day of absence. If not turned in during this time, the assignment(s) will be recorded as late work. An administrator may be consulted for any exceptions due to extraordinary or extenuating circumstances.

Individual study/homework times will vary from student to student. The following time allotments are recommended:

- Kinder 20 minutes
- First grade 30 minutes
- Second grade 40 minutes
- Third grade 50 minutes
- Fourth grade 1 hour
- Fifth grade 1 ½ hours or more
- Sixth, Seventh, Eighth grade 2 hours or more

Remember that these times are approximate times. Occasionally, assignments will take longer due to the difficulty of the topic, etc. At various times, teachers assign special projects that extend over several days or weeks. Homework will also take longer to complete if students do not begin long-term projects as soon as they are assigned and pace themselves.

RELIGION ASSESSMENT (6010) The required archdiocesan assessment program includes a standardized test of religion programs. The Assessment of Religious Knowledge (ARK) is a religion program assessment that measures religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools. This test is required for all students in grades 5, 8, and 11 and is optional for all students in grades 2-12. St. Gregory the Great Catholic School administers the ARK Religion Assessment to grades 5th and 8th in May.

ARCHDIOCESAN TESTING PROGRAM (7401) St. Gregory the Great will test according to the guidelines established by the Department of Catholic Schools. The Archdiocesan testing program includes standardized tests of general achievement and scholastic ability. In accordance with the National Standard and Benchmarks for Effective Elementary and Secondary Schools (NSBECS), schools shall use school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional strategies. The required archdiocesan testing program includes a standardized test of religion programs. NCEA ACRE (Assessment of Catechesis/Religious Education) is a religion program assessment, given in grades 5, 8 and 11. It measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools. A school that wishes to administer an alternative comprehensive assessment which is based on the Catechism of the Catholic Church must seek approval from the Superintendent.

NWEA is the standardized assessment that students K-8th will take 3 to 4 times a year.

COPYRIGHT (7005) All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by: 1. copyright law, 2. fair use guidelines, 3. specific licenses or contractual agreements, and 4. other types of

permission. Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability

FILM REVIEW (7007) Movies and other media, regardless of the students' grade level or whether the movie, film or program is in a theater, downloaded or streamed, are to be age appropriate and used for the purpose of furthering the curriculum. Teachers should make explicit connections between movies/media used and their connections to student learning. Any movie or program that is not rated "G" or "TV-G" must be previewed by the faculty member wishing to show the movie or program and receive prior approval from the school administrator. There are no exceptions to this policy unless granted by the principal and pastor.

FIELD TRIPS (7109) Field trips of an educational or curriculum related nature may occur. All field trips must be approved by the school administration. With some exception, all field trips will be limited to approximately 2 1/2 to 3 hours in length. Non-school approved trips that involve students will not be promoted or organized within the school. The following policies govern all school-sponsored field trips:

- A teacher/sponsor will lead and organize all school field trips. Parents/guardians may be asked to serve as a chaperone. Chaperones make a commitment to supervise and are expected to remain with their assigned group at all times and to follow the teacher's guidelines.
- Supervising adults and employees must review and acknowledge the Archdiocesan Sexual Misconduct Policy as well as have a background check cleared by the Archdiocese. through the Archdiocese of San Antonio (valid for 3 years)
- The teacher/sponsor will verify that each student has submitted the formal permission form signed by the parent or guardian prior to departure on the trip.
- **NO TELEPHONE REQUESTS WILL BE HONORED.**
- If the parent/guardian does not provide the required permission, the student will not be permitted to participate. It is respectfully requested that the permission form be submitted on time to prevent undue stress on the part of the student, teacher and parent.
- Transportation will be approved by the school administration. Chartered or school buses will be used. Any student who rides to an event in an assigned bus is expected to ride the same bus back to school.
- Parents/guardians who provide their own transportation for their child (only) take full responsibility for that child to and from the field trip as well as during the field trip activities; the child must be signed out and in at the school office. All parents are required to pay the transportation fee even if the parent transports the child.
- Teachers will provide students and parents with a written permission form for the trip which shall include:
 - place, date, time of departure and return, and the name of the teacher/sponsor
 - the method of transportation
 - a list of items needed by the student while on the trip
- Teachers and chaperones will support and enforce the rules and regulations as outlined in the StG Parent – Student Handbook during all field trips. Infractions of the rules and regulations established by the teacher/chaperone may become the rationale for excluding students from future trips and activities.
- All field trips will be scheduled through the Principal's office.

- St. Gregory the Great dress and grooming codes are enforced during field trips, unless the Principal directs otherwise.
- Any student who is absent a half-day or more from school the day of the field trip will not be allowed to participate upon arrival at school or at the site.
- Any parent who does not allow his/her child to attend a class field trip will be responsible for keeping the child at home or securing alternative care.
- **No siblings (younger or older) will be allowed to attend a field trip.**
- Any student with 2 or more SOR's will need to be accompanied by a parent in order to attend the field trip.
- **No refunds will be provided to any parent whose child does not attend the field trip, regardless of the reason.**

LIBRARY SERVICES St. Gregory the Great School library provides a variety of reading materials. The collection is accessed with the Follett Destiny operating system. The StG Library provides access to the Internet to search our inventory, do educational research, read E-books, or take Accelerated Reader quizzes through a set of iPad exclusively for the Library. The librarian provides answers and assistance in finding materials to accommodate requests of teachers and students. The librarian shows students how to easily access our collection of E-books from the library iPad, or anywhere our students have access to the internet.

<http://StGlibrary@follettdestiny.com>.

The Mother Mary Magdalen Book Club honors the first principal of St. Gregory the Great and is offered to all families at St. Gregory the Great who wish to donate a book to the school library in honor of a birthday, and/or special occasion.

Pre-K 3 through 5th grade are scheduled for 30 minute library classes once a week. During this time, the students borrow and return books, learn library skills and acquire knowledge of various genres, authors, and the Dewey Decimal System. The librarian encourages the students to choose books that will match their reading ability and interests. Students may borrow books for one week and may renew the book for another week. If a book is not returned on time, another book may not be checked out.

6th through 8th grade classes visit the library every other week. Assistance is provided to accommodate individual requests. 6th through 8th grade students may borrow books for a two-week period and may renew for another two weeks, if necessary. If a book is not returned on time, another book may not be checked out.

If a book is lost, the full cost of replacement is required. The students will be given a computer printout reminder for late books on progress report and report card day and parent/guardian will receive an email. After reminders, replacement costs for books overdue by one month will be added to a student's FACTS account. After the account has been charged, there will be NO REFUNDS. If a family chooses to purchase a book and give it to the library as a replacement for a lost or damaged book, there will be a \$2.00 processing fee assessed. Fees for damage to books will incur as well. These fees will be added to student's FACTS accounts and must be paid within one month of billing.

The library is open from 8:00 a.m. until 4:00 p.m. daily. The library is for student use only. The library is closed to visitors if there is a class in the library. Students must be supervised by teachers or other school personnel while using the library at all times.

CLASSROOM ENVIRONMENT AND OBSERVANCES

PRAYER DURING THE SCHOOL DAY (7501) Prayers will be said throughout the school day as appropriate. This practice should impress on students the need for prayer and reliance on God and help form the habit of prayer in their lives. In order to promote the spirit of Catholic education, prayer in the classroom environment is encouraged. Beginning and ending each class is desirable. Each school day begins with school-wide prayer. Attendance at Liturgy every Wednesday and holy days are an integral part of the school's religion program. The liturgy is adapted to the level of the students. *Liturgy may be attended in person by students or streamed virtually to the classrooms. *Parents are encouraged to attend the school liturgies; those that attend the liturgies are asked to sit with their child(ren) on the left-hand side of the church by the tabernacle. The same reverence and behavior is expected of students whether they sit with their class or with their parents.

DISPLAY OF RELIGIOUS ARTICLES (7502) At StG, a crucifix is displayed prominently in each classroom. Blessed Virgin Mary is also displayed. Each classroom includes a sacred space for devotional items relevant to the Catholic identity of the school, as well as images of our Blessed Virgin Mary.

FLAG DISPLAY (7503) The United States flag will be displayed throughout the school. Students should recite the Pledge of Allegiance to the United States flag daily.

THE NATIONAL ANTHEM (7504) When the national anthem is played, students shall stand and be encouraged to sing the words.

TEXTBOOKS All textbooks and Tech books used at StG are those adopted by the Department of Catholic Schools and meet the requirements established by the Texas Catholic Conference Education Department. Textbooks are the sole property of St. Gregory the Great School.

- Each student is responsible for the set of books issued for his/her use.
- All hard-bound textbooks are to be neatly covered throughout the school year; textbook covers are not to be taped to the inside binding of books.
- Students may not write or deface textbooks in any way.
- Textbooks which are damaged or lost must be paid for by the student's parent/guardian within one month of billing.

LOCKERS Lockers are used for students in the Intermediate & Upper Unit for books and personal belongings.

- Homeroom teachers assign lockers on the first day of school.
- Locker use is a privilege and may be suspended if abused.
- Our counselor and teachers assist students with organizational skills with regards to their school work, backpacks, and lockers.
- Lockers will be checked periodically to ensure proper care is taken by students.

- Inappropriate or permanent materials are not to be attached, glued, or painted on or in lockers.

TELEPHONE AND OTHER OFFICE EQUIPMENT Students may be permitted to use the office telephone with a pass from their teacher, in an emergency only. Students with cell phones may use them on school grounds only with specific permission from a teacher or administrator. Students are not permitted to receive faxes or to have copies made in the office.

MESSAGES/DELIVERIES Parents may deliver lunches or any items their child might need for the day to the front office. The student will be notified and allowed to come to the office to pick up their items in between classes or at their lunch time. Any messages to students should be limited to emergency situations only (ie: change in pickup time or person). Balloons, flowers, etc. should be delivered to the school office. Students will be notified and may pick these up at the end of the day.

CELL PHONES Students are permitted to have cell phones on campus; however, **they must be turned off and turned into their homeroom's Cell Phone Parking Lot by the 8:00am bell unless the teacher permits use for instructional purposes.** Parents must complete a CELL PHONE PERMISSION SLIP form. This form can be completed on-line as part of the registration process or the form can be found on the school website.

PARTIES The following is a list of officially approved parties *(dependent on safety protocols at the time) that may be held by the different grades in the homerooms with teacher approval:

- Friendsgiving - Pre-K3 through 8th grade
- Christmas – Pre-K3 through 8th grade
- Valentine's Day – Pre-K 3 through 3rd grade
- End-of-Year Party – Pre-K3 through 8th grade
- Birthday Celebrations may occur in the classroom at the end of the school day in the classroom at the discretion of the teacher. Edible treats (store bought and individually packaged) will be limited to items in compliance with the USDA Dietary Guidelines, Wellness Policy (4810).
- All parties will only consist of store bought, individually wrapped treats/snacks.
- Full meals will not be permitted.

LOST AND FOUND The school will maintain only one lost and found area on campus located in the closet in the cafeteria, near the stage. The lost and found is cleaned out monthly on the last Friday of the month and all unclaimed items are donated or placed in the used uniform inventory in the clinic. All items must be labeled clearly and appropriately with students' first and last names for identification. All items that are properly labeled will be returned to the respective homeroom teacher to return to the students.

PARENT & COMMUNITY RELATIONS

Section 17

Ethical Code of Conduct for All Members of the School Community

A great advantage Catholic schools benefit from is the high degree of shared values, morals, and faith among the families who choose a Catholic school for their children and a faculty and staff who also share those values. When both home and school work together, the impact on the life of the child is immeasurable. In order for St. Gregory the Great Catholic School to serve in the best interest of all families who attend, cooperation between home and school is crucial.

In cases of anything other than routine classroom management, parents will be informed regarding the disciplinary process. It is essential that the authority of the school and the faculty and staff be recognized and respected by the students who attend St. Gregory the Great Catholic School and by their parents/guardians.

In matters of school discipline, the administration and the school faculty will be the final arbiters of student conduct that occurs during school hours and all school-sponsored activities.

Parental involvement in the life of the school is both desirable and encouraged. Parents and guardians are invited to seek clarification in matters of both school work and of student discipline. The tone for such inquiry, however, should always be in the spirit of cooperation and mutual respect.

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

Although all persons at St. Gregory the Great Catholic School hope that the home life of a child would reflect the faith and values that are nurtured at school, the reality is that this is not always the case. Therefore, the school will not be responsible for any activity or event that is not officially sanctioned by the school administration whether or not it takes place on school premises.

CRIMINAL BACKGROUND CHECKS (2108) In compliance with the Fair Credit Reporting Act (FCRA), the Archdiocese of San Antonio and the Catholic school will conduct background checks on all personnel to include all individuals whom perform work or volunteer on behalf of the archdiocese. Any employee who is hired to collect, record, and/or dispense monies (i.e., bookkeeper, cafeteria manager, etc.) must undergo a credit report investigation prior to hiring. Credit information will be reviewed in relation to the position for which the applicant has applied. Prior to performing work on behalf of the Archdiocese of San Antonio or Catholic schools, employees, potential employees and volunteers will be required to submit to a criminal background check. A prior criminal conviction is not an absolute bar to employment, and all relevant factors will be considered in accordance with the law and the policies of the Archdiocese of San Antonio and the

Department of Catholic Schools. All background checks will be conducted in accordance with local, state, federal and canon law where applicable, including the provision of appropriate notices to unsuccessful applicants, as required by law or regulation. All personnel are responsible for notifying Human Resources of any criminal convictions while employed with the Archdiocese of San Antonio or a Catholic school. All personnel will be required to renew and authorize a criminal background check every 3 years.

No employee or volunteer may begin work until a clearance is issued. No employment agreement will be considered valid until the background investigation is completed. The Archdiocese requires that every school conduct a criminal background check on all volunteers, this includes chaperones for field trips. No volunteer may work with students until a clearance is issued. To complete the Criminal Background Check and the three safety modules, parents/volunteers will need to log on to <https://www.virtusonline.org/virtus/> and create an account. There are three safety training modules that must be completed BEFORE the criminal background check can be completed. Parents/volunteers will need to take the three following modules: *Protecting God's Children Online Awareness Session 3.0*, *Sexual Harassment Online Module 1.0*, and *Vulnerable Adult Training Module*. Parents and guardians are encouraged to complete these modules online at the start of the year as it may take a few weeks for clearance. The background check is valid for three years.

ARCHDIOCESAN SEXUAL MISCONDUCT POLICY (2106) In compliance with the Fair Credit Reporting Act (FCRA), the Archdiocese of San Antonio and the Catholic school will conduct background checks on all personnel to include all individuals whom perform work or volunteer on behalf of the archdiocese.

Any employee who is hired to collect, record, and/or dispense monies (i.e., bookkeeper, cafeteria manager, etc.) must undergo a credit report investigation prior to hiring. Credit information will be reviewed in relation to the position for which the applicant has applied.

Prior to performing work on behalf of the Archdiocese of San Antonio or Catholic schools, employees, potential employees and volunteers will be required to submit to a criminal background check. A prior criminal conviction is not an absolute bar to employment, and all relevant factors will be considered in accordance with the law and the policies of the Archdiocese of San Antonio and the Department of Catholic Schools.

All background checks will be conducted in accordance with local, state, federal and canon law where applicable, including the provision of appropriate notices to unsuccessful applicants, as required by law or regulation. All personnel are responsible for notifying Human Resources of any criminal convictions while employed with the Archdiocese of San Antonio or a Catholic school. All personnel will be required to renew and authorize a criminal background check every 3 years. No employee or volunteer may begin work until a clearance is issued. No employment agreement will be considered valid until the background investigation is completed.

SAFE ENVIRONMENT TRAINING (2109)

Per the Code of Conduct for Church Personnel within the Archdiocese of San Antonio, all employees must receive Adult Safe Environment Training within 30 days from their hire date. Training must be renewed every three (3) years based on the date of the first training.

All volunteers must receive Adult Safe Environment Training prior to beginning their

volunteer work. Training must be renewed every three (3) years based on the date of the first training.

The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

SEXUAL HARASSMENT TRAINING (2110) Per the Code of Conduct for Church Personnel within the Archdiocese of San Antonio, all employees must receive Sexual Harassment Training within 30 days from their hire date. Training must be renewed every three (3) years based on the date of the first training. All volunteers must receive Sexual Harassment Training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first training.

The Archdiocese of San Antonio uses the training program developed by VIRTUS.

TRAFFIC SAFETY PLAN

*****PARKING ALONG NEIGHBORHOOD STREETS OR
IN THE ADORATION/RECTORY PARKING LOT ARE NOT ALLOWED*****

This is a request from our Pastor and Balcones Heights Police Department in respect for our neighbors and parishioners attending Adoration.

The church parking lot is designated as a “park and walk” area and will be used ONLY for parents/guardians who choose to escort their child(ren) to morning care (before 7:45 am) and to pick them up in after school care after 3:45pm.

*****All Drop off before 7:45am must be at the front cafeteria doors on Beryl.*****

BEFORE SCHOOL CARE Before School Care begins at 6:45 a.m. All children arriving before 7:44 a.m. must be escorted to the cafeteria doors by their parent or guardian, or dropped off at the front cafeteria doors on Beryl.

- All children in PK3 through 8th grade may eat breakfast on campus and utilize Before School Care.
- Children in Before School Care will be escorted to their classrooms at 7:45 a.m by school representatives.
- There is no Before School Care fee assessed for students who arrive at 7:30 a.m. or later.
- Students who arrive before that time will be assessed a drop-in fee or can be registered and enrolled in full time Before School Care.

STUDENT DROP OFF & PICK UP PROCEDURES

NO CELL PHONE USAGE IN CAR LINE FOR THE SAFETY OF ALL STUDENTS

All StG families will receive a “Dashboard” card with family information. The cards will contain the family name and the names of each child in the family along with each child’s grade level. These cards should be displayed on the dashboard to assist with drop-off and pick-up. We ask each family to make duplicate copies for all parties which will be involved with the drop- off and pick-up process.

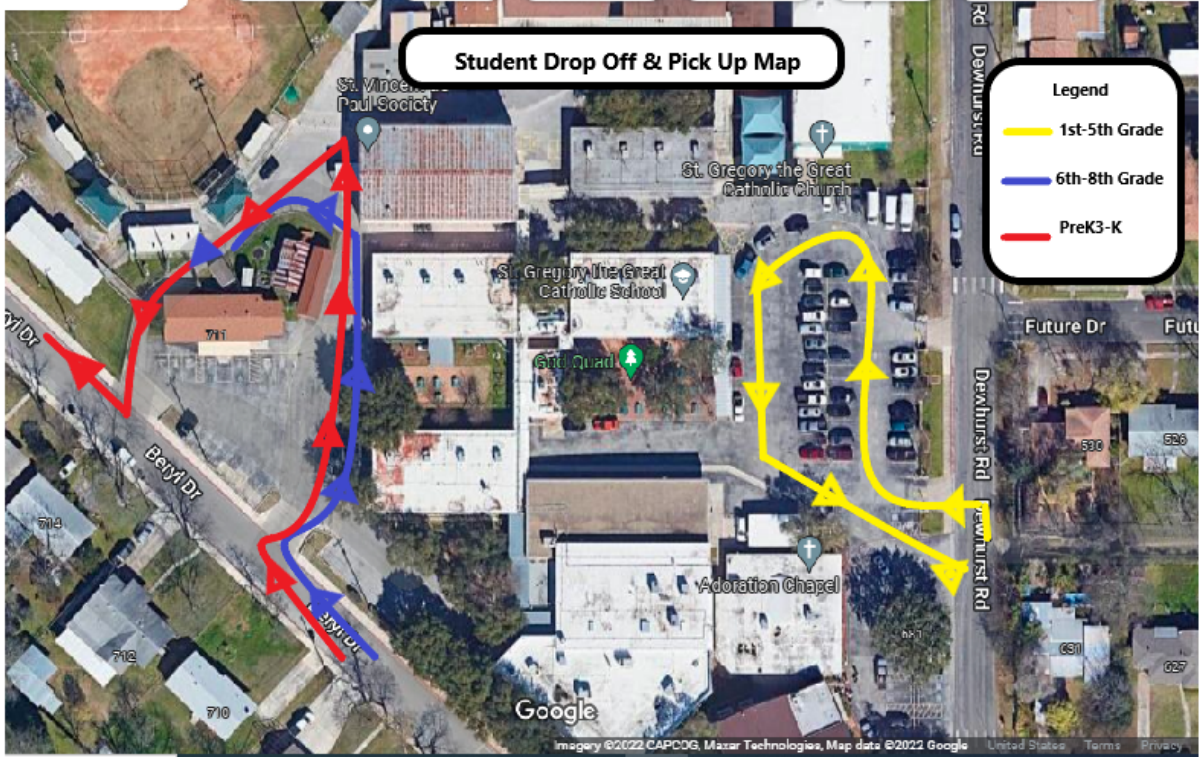
- Drop off to the Early Childhood Building site begins at 7:45am.
- Pick-up for all grade levels begins at 3:30 pm.
- The Early Childhood car line to enter will form on the church side of Beryl Drive.
- Cars will not be permitted to enter the car line from the side of the baseball field.
- Children must exit on the passenger’s side and will not be permitted to exit on the driver’s side.
- Children should be prepared with a backpack, lunchbox, etc. in hand to exit the vehicle and prevent delay in order to allow the car line to move efficiently.
- After 8:00 a.m., parents must send their child to the front office for a tardy slip.
- Parents/Guardians are asked to pull forward and buckle seat belts for all students before proceeding through the lot.
- Morning Drop-off and Pick-up Procedures if YOUNGEST child is in 1st through 8th grade and dropping off between 7:45 a.m. and 7:55 a.m. (See Map)
- Beginning at 7:45 a.m. parents may begin to line up for drop-off in the car line of the Faculty/Staff parking lot site. Students dropped off before 7:45am must be dropped off at the front cafeteria doors on Beryl and admitted to Morning Care (free of charge from 7:30am to 7:45am)

- Afternoon Pick-Up, cars will be able to enter the faculty/staff parking lot drop-off and pick-up site at 3:00 p.m.
- Children must exit on the passenger side and will not be permitted to exit on the driver's side.
- Children must enter the vehicle on the passenger's side.
- Children should be prepared with a backpack, lunchbox, etc. in hand to exit the vehicle and prevent delay in order to allow the car line to move efficiently.
- Students dropped off in the car line between 7:45 a.m. and 8:00 a.m. may exit the car and walk directly to their respective classroom.
- All cars will be allowed to enter the car line until 8:00 a.m.
- Students will be counted tardy if they do not reach the classroom door by 8:00 a.m.
- ALL cars will continue around the faculty/staff parking lot site and will turn right to exit onto Dewhurst Road. No left turns will be permitted.
- Cars will not be allowed to park in the Faculty/Staff parking lot site.
- Families with children in PK3 - Kinder, please plan to pick up these children first at their pick up location and then travel to the faculty/staff parking lot site.
- Under advisement from Balcones Heights Police Department, StG Faculty, Staff and Administration will control the flow of traffic. Please follow directions given to ensure safety for all.
- All cars must enter through the marked lane.
- If a child is not ready for pick-up, a family will be asked to circle back around to allow the car line flow to continue.
- Families with multiple children should use the youngest child's drop off location.

FOR PARENTS WHO CHOOSE TO ESCORT THEIR CHILD(REN) TO THE CAMPUS:

- Parents are welcome to park in either the church parking lot or the baseball field parking lot and walk their child to the campus.
- NO PARKING and walking from any neighborhood streets is allowed, unless a resident of those streets, for the safety of our StG families and respect for our neighbors.
- Walking through car lines in either the faculty/staff parking lot drop off and pick-up site or the Early Childhood Building drop-off and pick-up site will not be permitted.
- The Faculty/Staff parking lot will be used as a drop off and pick up area by parents and guardians. Faculty and staff will continue to use this lot for parking.
- Texas law requires children under age 8 to ride in an appropriate car seat or booster seat unless they are 4'9" tall. StG Faculty/Staff will not allow a child into a vehicle that does not have the proper safety equipment.
- **Parking spaces in the Beryl parking lot facing the street are reserved for Charger Tot Parents only.**

Diagram - Drop-off and Pick-Up



PRIVACY STATEMENT St. Gregory the Great Catholic Church & School respects the privacy of all personal information collected and does not, under any circumstances, rent or sell personal information to any outside third party. Personal information that is submitted to the school will be used only for the purpose for which it was asked (for example, information submitted for admission will be used for admission purposes). Aggregate, non-personally identifying information may be both used internally and shared externally. The School is committed to upholding our students' and parents' right to privacy. Should you have any questions or suspect a breach of these policies, we encourage you to contact the School's Office.

SCHOOL FORMS

PARENT-STUDENT HANDBOOK CONTRACT

Parent-Student Handbook Contract may be printed from this electronic handbook and turned in on the 1st day of school, or will be sent home for signature as a hard copy to be returned to homeroom teacher by Friday, August 26, 2022.

STUDENT HEALTH FORM

This will be sent home on light blue cardstock to be filled out and returned to homeroom teacher by Friday, August 26, 2022 will be kept in Nurse Cruz' office)

ACCEPTABLE USE POLICY FORM

(Signed by both parent/guardian and student)

This may be printed from this electronic handbook, or will be sent home for signature as a hard copy on the 1st day of school – to be returned to homeroom teacher by Friday, August 26, 2022.

ELECTRONIC COMMUNICATION PERMISSION FORM

(completed on-line as a part of the registration and re-registration process)

CELL PHONE PERMISSION SLIP FORM

(completed on-line as a part of registration and re-registration process)

PHOTOGRAPH AND MEDIA PERMISSION FORM

(completed on-line as a part of registration and re-registration process)

PARENT-STUDENT HANDBOOK CONTRACT 2022-2023

I have read and agree to uphold and be governed by the policies and procedures of the St. Gregory the Great Catholic School and Church Parent-Student Handbook and updates for the school year 2022-2023. My failure or my child's failure to cooperate with the administration and staff in all educational and disciplinary matters may jeopardize my child's continued enrollment at St. Gregory the Great Catholic School.

I understand this handbook is subject to change at any time and will become effective immediately. Any circumstance or occurrence not explicitly described in this handbook will be addressed at the discretion of the principal.

Print Student Name

Homeroom Teacher

Grade

Signature of Parent/Guardian

Date

Student Signature (Grade 1-8)

Date

A Parent Student Handbook Contract must be signed for each child enrolled in St. Gregory the Great Catholic School.

Due to the homeroom teacher by Friday, August 26, 2022

ACCEPTABLE USE POLICY 2022-2023

As a user of St. Gregory, the Great Catholic School's electronic devices, my BYOD device and network, and as a representative of the school's mission and values on and off campus; I agree to comply with the rules, guidelines, and policies stated in the Parent-Student Handbook. I will conduct myself within or outside of school property, during or after school hours, on the school's network or any other network, in a manner that does not jeopardize the safe environment of the school or is contrary to Gospel values. My failure or my child's failure to cooperate with the administration, faculty, and staff in all educational and disciplinary matters regarding electronic communication and connectivity may jeopardize my child's computer and network privilege, and continued enrollment at St. Gregory the Great Catholic School.

I understand the rules and policies are subject to change at any time and will become effective immediately. Any circumstance or occurrence not explicitly described in this handbook will be addressed at the discretion of the principal.

Print Student Name

Homeroom Teacher

Grade

Signature of Parent/Guardian

Date

Student Signature (Grade 1-8)

Date

The Acceptable Use Policy Form must be signed for each child enrolled in St. Gregory the Great Catholic School.

Due to the homeroom teacher by Friday, August 26, 2022

ST. GREGORY THE GREAT SCHOOL COUNCIL

Father Miguel Moreno
Ana Cortez
Paul Canales
Belinda Lopez
Suzette Gimbel
TBD
Michael LaVanway
Gabby Becerra
Ron Alvarado
Marie Lifschultz
Carrie Davis
Griselda Martinez

Pastor
Principal
Authorizing Agent
Finance
Faculty Representative
President
Vice-President
Secretary
Member
Member
Member
Member

ST. GREGORY THE GREAT PTC COMMITTEE

Amanda Baum
Gayle Medina
Rhiannon Ytuarte
Margaret Cerna
Analissa Canamar

President
Treasurer
Secretary
Member
Member

Renweb Parent Login Instructions

To sign up for your ParentsWeb account:

1. Go to **www.renweb.com**
2. In the bar at the top of the screen, scroll your mouse over “logins” and select “ParentsWeb Login.”
3. Click on “Create New ParentsWeb Account” in the box on the left of the screen, under the login section.
4. Make sure that the “District Code” is entered as “**SG-TX**”
5. Enter the email that StG has on file as your primary email address.

NOTE: This is the only way we can link you to your student’s profile in our database, so it is important that you use only the email we have for you. Once you have set up an account, you can change the email we use as your primary email if you would like to use another. If you have questions about which email address we have on file for you, or if you can no longer access that email address, call us and we will happily look it up/ change it for you.

After submitting the district code and email address, RenWeb will send you an email with instructions about how to create a ParentsWeb Username and Password. In this email, click on the link at the bottom that says, “Click to create your ParentsWeb login”.

6. You will then be directed to a web page that lists your name and a “Person ID”.
 - a. Next to your name, input what you would like to use as your user name (we suggest that you simply use your first and last name without a space. For example, John Smith would type in the username “JohnSmith”).
 - b. In the next box, type in a password that you will remember. RenWeb will require that this password used both Letters and Numbers
 - c. In the final box, re-type the password that you just entered.
 - d. Click the button at the end of the line that says “Save Username and/or Password.”
7. Return to *www.RenWeb.com* and once again go to the logins menu in the bar at the top of the screen and select “*ParentsWeb Login.*”
8. On the left side of the screen, you can now log in to the ParentsWeb portal
 - Enter District Code **SG-TX**
 - Enter your user name (i.e. JohnSmith)
 - Enter your password
 - Make sure “Parent” is selected (as opposed to “student” or “staff”).
 - Click the “login” button.
9. You are now in the ParentsWeb