

*St. Gregory the Great
Catholic School*

Inspiring Faith, Service, and Life-Long Learning

Family Handbook

St. Gregory the Great Catholic School

Family Handbook

Welcome to St. Gregory the Great Catholic School. In choosing our school as the elementary school learning environment for your child, you have demonstrated your desire, support, and commitment to Catholic education. As a school community we work together to nurture a Christ-centered, faith-filled learning experience where students are valued for their uniqueness, and supported in working towards their fullest potential.

The purpose of this handbook is to provide a comprehensive view of St. Gregory the Great Catholic School policies and procedures which enable us to provide the best possible spiritual and academic experience for every student.

(St. Gregory the Great Catholic School reserves the right to add and/or revise school policies and procedures, for the good of the entire school community, as needed.)

May God Bless Us in All our Endeavors.



*Let it be known to all who enter here that
Christ is the reason for this school,
the unseen, but ever-present Teacher in its classrooms
the Model of its faculty,*

MISSION

Our mission is to provide quality Catholic education where gospel values are integrated into the fiber of each school day. The administration, faculty and staff, in partnership with parents, are committed to providing a Christ-centered learning experience that will allow and encourage each child to realize his/her God-given potential and embrace a faith-filled future of leadership, stewardship, and the pursuit of life-long learning.



PHILOSOPHY

St. Gregory the Great, a Catholic elementary school serving Scripps Ranch and the surrounding community, offers a faith-based, Christ-centered learning experience that recognizes and appreciates the uniqueness of each child and supports students in developing their God-given gifts and talents.

Parents, acknowledged as the primary educators of their children, are supported in this role by a dedicated and caring faculty and staff. We believe this partnership facilitates consistency between home and school, and is integral to students embracing a faith-filled lifestyle, infused with Catholic values and morals, and allows them to experience success in meeting challenging academic expectations.

The administration, faculty, and staff at St. Gregory the Great Catholic School are committed to the spiritual, intellectual, personal, and interpersonal development of each child, and encourage students to view learning as a life-long process. We provide a Christian learning environment where students are motivated to recognize, develop, and share their gifts. A strong commitment to academic excellence drives our instructional program, utilizing both traditional and innovative instructional and learning practices with particular emphasis on ethical use of technology in a rapidly changing world.

Our students, the future leaders in a secular society, are challenged and inspired to be conscious of local and global social justice issues. Embracing stewardship as a way of life, our school community is committed to lives of action, where God's gifts are, "received with gratitude, cultivated responsibly, and shared lovingly with others," (Stewardship: a Disciple's Response, USCCB, 2002). Opportunities for Christian service are integrated across the curriculum as our

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Schoolwide Learning Expectations

Students at St. Gregory the Great Catholic School learn in a Christ-centered environment where they are inspired to realize their God-given potential and embrace a faith-filled future of leadership, stewardship, and life-long learning. A St. Gregory the Great Catholic School student, therefore, strives to be a:

A faith-filled Catholic steward who...

1. participates in the liturgy and sacraments of the Church.
2. models gospel values in my daily actions.
3. grows closer to God through prayer.
4. recognizes and uses my gifts and talents to serve others.

A life-long learner who...

5. thinks critically to understand and apply information.
6. exhibits effective organization and study skills.
7. solves problems independently and with others.
8. establishes and works toward goals.

An effective communicator who...

9. expresses ideas clearly in verbal and written form.
10. listens respectfully and is open to the ideas of others.
11. utilizes technology with integrity.
12. displays high standards of courtesy and character.

A globally-aware citizen who...

1. accepts responsibility for my actions.
2. commits to social justice.
3. respects and appreciates diverse cultures and opinions.
4. cares for the Earth.
5. displays leadership qualities.



BRIEF HISTORY

St. Gregory the Great Catholic School was established and opened in September 2009 with students enrolled in kindergarten through grade four. The initial building, one of six buildings outlined on the master plan, housed nine classrooms. The school opened with 48 families, 8 staff members, and 60 students: all committed to the concept and model of Catholic education. One year later, as enrollment almost doubled, the school was blessed and dedicated by Bishop Robert H. Brom on Sunday September 5, 2010, following the Silver Jubilee Mass at St. Gregory the Great parish church. The first anniversary of the school saw the opening of fifth grade. Sixth grade opened in September 2011 as the school community grew to 142 students and over one hundred families. An additional grade will be added annually, culminating with the opening of eighth grade in 2013. The second phase of development on the school campus will begin in October 2011 with the completion of a library/administration building in the summer of 2012.

STEWARDSHIP

St. Gregory the Great Catholic School is a community committed Stewardship as a model for life. The United States Conference of Catholic Bishops offers the following thoughts on stewardship for children.

What is STEWARDSHIP?

- Receiving the gifts of God with gratitude
- Cultivating the gifts responsibly
- Sharing gifts lovingly in justice with others
- Standing before the Lord in a spirit of accountability

What are our GIFTS?

- Our faith, hope, love and joy
- Our family love and relationships with others
- Our intelligence, talents, and skills
- Our imagination, compassion, and vision
- Creation in all its splendor

Who is a CHRISTIAN STEWARD?

A Christian Steward is one who receives God's gifts gratefully, cherishes and tends them in a responsible and accountable manner, shares them in justice and love with others, and returns them with increase to the Lord.

Catholic Elementary Education in the Diocese of San Diego

The Diocese of San Diego affirms the rights and responsibilities of parents as the primary educators of their children and recognizes Catholic schools as an effective means of assisting parents in their educational task. Central to the character of elementary schools in the Diocese is their commitment to teaching Catholic doctrine, to build a community of faith, and to begin to prepare students to live lives of faith and service in their communities.

“The Catholic school has had a clear identity, not only as a presence of the Church in society, but also as a genuine and proper instrument of the Church. The Catholic school finds its true justification in the mission of the Church; it is based on an educational philosophy in which faith, culture, and life are brought into harmony.” (Religious Dimension of Education in a Catholic School, 1998)

Parents, in mutual respect and shared commitment, realize their role in the education of their children and recognize, affirm, and support the mission of Catholic schools by entrusting their children to the elementary schools in the Diocese of San Diego.

Catholic schools in the Diocese of San Diego:

- Possess a school climate that encourages students to develop morals and values consistent with the Catholic faith, enabling them to live as responsible contributors to the Church and to society.
- Encourage student participation in the liturgy for the development of spiritual identity and the building of community.
- Provide quality educational programs which enhance the student’s ability to learn, to solve problems, and to make responsible decisions while challenging students to use their individual talents to achieve their full potential.
- Stress the spiritual, moral, academic, social, physical, and cultural development of each student by integrating the Catholic faith in teaching learning, and living.
- Present the teaching of the Catholic Church.
- Develop the students’ social skills and knowledge of their religion, enabling them to live lives of faith in their communities.

Elementary Schools in the Diocese of San Diego, faithful to educational mission of the Catholic Church, provide a setting where the Catholic faith can grow. The Office for Schools provides services to Catholic schools to enable each to carry out the educational mission of the diocese.

Diocese of San Diego Office for Schools
08/04





St. Gregory the Great Catholic School

STUDENT CODE

Students at St. Gregory the Great Catholic School shall:

- † Live the Gospel message by interacting with all members of the community in a caring, courteous, and respectful manner.
- † Demonstrate stewardship by recognizing, cultivating, and sharing their God-given gifts and talents with others.
- † Reach out to others in a spirit of Christian service.
- † ● Exhibit honesty and integrity in their interactions with others.
- † Resolve conflict in a peaceful manner.
- † Support the school's learning environment by being prepared for class, demonstrating a cooperative attitude and desire to work toward their fullest potential.
- † Represent St. Gregory the Great Catholic School with pride by adhering to the uniform policy and displaying the highest standards of behavior and character, both at school and in the community at large.



Rights and Responsibilities of Students

I have the right and responsibility to learn in a Catholic atmosphere.

- I am responsible for my own learning and I allow others to learn.
- I will do my best at all times.
- I will come to class prepared with necessary books and materials.
- I will do my homework.
- I will arrive on time for school.
- I will be respectful during prayer, liturgy, religious celebrations and school activities.
- I will bring home all school information for my parents.

I have the right to be respected and to be treated with dignity and the responsibility to treat others in a similar manner.

- I will treat everyone kindly and with respect.
- I will speak to others in an appropriate and polite manner.
- I will listen respectfully when others speak.
- I will respect other people's space and belongings.
- I will work so that other students can work.

I have the right to be safe and the responsibility to permit others to feel safe.

- I will obey all school and classroom rules.
- I will avoid games that promote violence or that could hurt others.
- I will not bully or tease others.
- I will report any bullying or teasing to a supervising adult.
- I will tell an adult if someone is hurt or doing something dangerous.
- I will listen to the playground supervisor.
- I will use school equipment in a safe and respectful manner.
- I will play safely on the playground equipment and only when it is my turn.

I have the right to learn in a clean environment and the responsibility to do my part in helping to keep our school environment clean.

- I will keep my desk and classroom neat and tidy.
- I will clean up after myself after recess snack and lunch.
- I will keep the restroom clean.
- I will throw litter in the trash.
- I will cooperate in keeping our school yard clean.
- I will recycle as much as possible.

As a member of my Catholic school community, I pledge to:

Resolve problems in a peaceful way. Set the example by being a caring and compassionate person. Use kind words, and not to tease others. Never let my words or actions hurt others. Always be part of the solution and encourage others to do the same.

ADMISSIONS

Notice of Non-Discriminatory Policy (Diocesan Policy 351)

St. Gregory the Great Catholic School, mindful of its mission to be witnesses to the love of Christ for all, admits students of any race, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. St. Gregory the Great Catholic School does not discriminate on the basis of race, national and/or ethnic origin in administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

(California Catholic Conference March 1994; Revised January 1997)

ADMISSION GUIDELINES

Priority of Admission (Diocesan Policy 502)



Priority of admissions is as follows:

1. Children of supporting parishioners at St. Gregory the Great Parish.
A supporting parishioner is defined as a registered parishioner at St. Gregory the Great parish who contributes a minimum donation in the weekly envelope as determined by the pastor. (All information is subject to verification by the Parish Office).
2. Siblings of students already enrolled in the school.
3. Children of supporting parishioners at another parish in the Diocese of San Diego. (Documentation required, along with letter from the pastor of that parish).
4. Children of non-supporting families.

Prospective students (K-8) will undergo placement screening to determine academic readiness and compatibility with the school program. Prior to admission all new parents will attend a meeting with the principal at which time the school philosophy is presented and discussed. In the case of applicants for grades 6-8, the attendance of prospective students is also required. Parents are required to subscribe and agree with the tenets of the school Philosophy, Agreement of Cooperation and Support and requirements of the Parent Stewardship Program.

Re-Registration

Students will be evaluated annually for re-registration. The criteria for readmission, in accordance with the school mission and philosophy, are student conduct and effort, and parent cooperation and involvement. All financial obligations contained in the St. Gregory the Great Catholic School Tuition Policy & Agreement and Parent Stewardship Program, must be satisfied to ensure re-registration. Re-registration must be complete by the designated date to secure enrollment for the following school year.

Immunization & Health Screening (Diocesan Policy 373, 376)

California law requires specific health screening procedures for all children entering school for the first time. A CHDP (California Health and Disability Prevention) physical examination is required before entry to kindergarten and grade one. This includes updated immunizations, usually DPT and polio booster and measles revaccination as needed. A child shall not be admitted to school without compliance. Evidence of compliance is a completed *Certification of Examination for Entry into Grade One*. This form must be completed within ninety days of the opening of school. Screenings may be done by personal physician or any local health clinic. The *Waiver of Health Checkup for School Entry For First Graders* may be completed by a parent or guardian who does not want his/her child to receive this checkup. However, it does not excuse the child from receiving the immunizations required by California law.

Transfer students are given one month to supply proof of compliance.

All students entering kindergarten must present documentation of varicella (chickenpox) immunization. All students entering kindergarten must submit proof of an oral health assessment performed by a licensed dentist or registered dental health professional (EC 49452.8).

All students entering kindergarten and transfer students are required to present documentation of Hepatitis B immunization. Required documentation is an immunization card indicating that three doses of Hepatitis B vaccine have been received by the student.

Students who lack the required immunizations have two weeks to begin immunization.

The California School Immunization Law allows a child to be exempted from immunization requirements if the latter is contrary to personal beliefs or for medical reasons.



Pertussis (Whooping Cough) Vaccination (California Department of Education)

Assembly Bill 354 was signed into law in September 2010. As a result, students entering or advancing to grades seven through twelve in the 2011–12 school year are required to show proof of immunization with a pertussis (whooping cough) vaccine booster called tetanus toxoid, reduced diphtheria toxoid and acellular pertussis vaccine (Tdap).

The new requirement goes into effect July 1, 2011, for one year and affects all students—current, new, and transfers—in public and private schools.

On July 1, 2012, AB 354 will require only students who are entering or advancing into grade seven to twelve show proof of immunization a pertussis booster vaccine (on or after the seventh birthday). Immunization with Tdap can protect students who have not yet been immunized against the ongoing risk of pertussis and meet the forthcoming requirement for the 2011–12 school year.

Ages of Admission (Diocesan Policy 505)

Eligibility for our kindergarten program requires that the child be five years of age by September 1. A child must be six years of age by September 1 to be admitted to our first grade program.

Admissions Documentation

The following documents must be on file in the school office prior to admission:

- Birth Certificate
- Sacramental Certificate (Baptism, First Reconciliation, First Communion)
- Immunization Record
- Report Card or Preschool Evaluation
- Standardized Test Scores (Gr.1-8)
- Completed Registration Packet with Registration Fees

Probation for New Students

All new students entering grades K-8 at St. Gregory the Great Catholic School are automatically placed on probation (academic and behavioral) for the duration of the first quarter of the school year. The latter period is considered a time of transition when students become familiar with the school environment, academic, and behavioral expectations.

Procedure:

Throughout the first quarter of the school year, the teacher will meet with the principal, parents, and student, to discuss and evaluate the following:

- Extent of student's involvement in his/her own learning (class participation, homework and study habits, attitude, effort, ability to meet deadlines).
- Student's organization and study skills.
- Social integration.
- Academic effort and on-going progress.
- Responsible behavior, peer relationships.
- Any other pertinent areas.

Parents will receive written notification indicating probationary status with the student's first report card. Probation will be discontinued if the student is meeting academic and social expectations. Should probation be continued the principal will request a conference with the student, parents, and the teacher. An action plan will be devised to address strategies for improvement in areas of need.

At the end of the first quarter one or more of the following will occur:

- Probation will be discontinued (written notification).
- Probation will continue, independent certified tutoring will be required, closer home supervision will be requested; progress at school will continue to be closely monitored.
- Testing, psychological and/or academic, may be recommended and must be initiated within 30 days. The principal will assist parents in discerning what is in the best interest of the child.

- If it is evident that the instructional program is unable to meet the student's special needs, the principal will assist the parents in locating an academic environment more suited to the student, where he/she can fulfill their potential.

Probation for Currently Enrolled Students

Any student currently enrolled at St. Gregory the Great Catholic School may be placed on probation (academic or behavioral) if they are consistently unsuccessful in meeting the grade-level standards required of all students.

Students are evaluated according to the following criteria:

- Extent of student's involvement in his/her own learning (class participation, attitude, effort, completion of assignments).
- Student's organization and study skills.
- Academic effort and level of progress.
- Responsible behavior, attitude, cooperation, peer relationships and any other pertinent areas of concern.

Should a student consistently experience difficulty in any of the above areas, the teacher will meet with the student and parents to counsel them on strategies to remedy the problem. Lack of improvement will lead to a conference with the student, teacher, parents, and principal, at which time a future course of action will be discussed. An action plan will be devised to address strategies for improvement in areas of need. Should the student's level of improvement be unsatisfactory by the next report card, he/she will be placed on probation. The teacher will closely monitor the student during the probationary period, frequently conferencing with the parents. At the close of the quarter, the end of the probationary period, written notification of the student's status will accompany the report card. Should the report be satisfactory, probation will be discontinued. If progress is unsatisfactory, the principal will request a conference with all parties.

If probation continues for a second quarter, independent tutoring will be required. The student's progress in school will continue to be closely monitored, and testing (academic and/or psychological) will be mandated. The principal will assist parents in discerning what is in the best interest of the child.

A student may remain on probation for two report card periods (quarters). If it is evident that our school program is unable to meet the student's needs, the principal will assist the parents in locating an academic environment better suited to the student, where he/she can reach his/her full potential.

SCHOOL OFFICE PROCEDURES

Office & School Hours

The school office is open from 7:00 A.M. to 3:00 P.M. Monday through Friday.

School office phone: (858) 397-1290

Fax: (858) 397-1294

E-mail: office@stggcs.org

Website: www.stggcs.org



The school day begins at 7:45 A.M. and ends at 2:30 P.M.

The first bell will ring at 7:40 A.M. signaling students to line up for class. The school day begins with Morning Assembly, which is composed of community prayer, flag salute, announcements, and other acknowledgements. Students will be seated in the classroom by 8:00 A.M.

Extended Day Program is available before school (from 7- 7:30 A.M.) and after school (from 2:45-6 P.M.) This program is offered to families of enrolled students only, and is billed as a separate entity. (*See Extended Day Program Handbook*)

Appointment Procedures

The principal is available for conferences by appointment, scheduled through the school office. Conferences may be scheduled with teachers directly, through voice message, or through the school office. Voice messages and/or emails will be addressed within twenty-four hours. Conferences with teachers should be scheduled before or after school hours, as mutually agreed.

Change of Address/Phone/E-Mail

Parents are requested to promptly inform the school office of any changes in address, phone number, or e-mail. The phone number on the student Emergency Card MUST be current and active. The School Directory is published annually. Information included therein may not be used for solicitation or commercial purposes, and is provided solely to enhance communication among families currently enrolled at St. Gregory the Great Catholic School.

Signing Out Students

Students who are being released from school during the school day (illness, medical, dental appointments) must be signed out at the school office by a parent/guardian. The office will notify the teacher, who will direct the student to the office for



dismissal. Parents are required to sign the student “in” at the office, if the student is returning to school the same day.

Visitors (Diocesan Policy 140, 581)

All persons (parents, visitors, volunteers, deliveries etc.) entering the school MUST first go to the school office to obtain proper authorization (sign in/out, wear identifying badge) to be on school grounds. In order to minimize disruption of the academic learning environment, parents will communicate specific needs/requests directly to the school office.



Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal. The principal will cooperate with all lawful authorities.

Release of Student Records to Schools or Parents (Diocesan Policy 368)

Official student records are released to requesting schools by mail only. Parent/Guardian signature is required before records are sent.

Release of School Directory Information (Diocesan Policy 367)

School Directory information may include: parent’s name, address, phone listing and email. Directory information is published (with parent consent) annually to be used for school related activities only. The School Directory is for use by families of students currently enrolled at St. Gregory the Great Catholic School ONLY, and may not be used for the purpose of solicitation.

Access to Student Records (Diocesan Policy 365)

Parents of currently enrolled or former students have an absolute right of access to any and all student records related to their children.



Lost and Found

Uniform clothing, along with personal belongings of students, should be clearly labeled with the student’s name. Lost/abandoned items will be available for pick up in the school office. Parents are asked to be proactive in encouraging their children to check the *Lost & Found* area for missing items. Unclaimed items will be donated to charity at the end of each quarter.

Emergency Information (Diocesan Policy 364)

A completed family Emergency Card and Earthquake Disaster/Release Record is kept on file in the school office. These documents are updated annually as part of the registration/re-registration process.

Medications (Diocesan Policy 371)

Any and all student medications must be stored in the school office, accompanied with a signed Medication Administration Form (available in the school office). School staff may not dispense medication of any kind and students must be able to self-administer medication. Cleaning a wound and applying a band aid is the legal extent to which school personnel can offer medical assistance.

Accidents (Diocesan Policy 390)

Accidents occurring on school grounds or during school related activities are reported immediately to the school office. Parents are promptly informed, an incident report is completed by the school representative, and an insurance claim form is offered to the parent in the event of an injury.

Telephone Privileges



School phones are for official use only. Student phone calls to request parent delivery of forgotten items (homework, lunches, PE clothes etc.), arrange for after school social activities, and/or any other unnecessary requests will NOT be permitted.

ATTENDANCE

California Law provides for compulsory school attendance of all students between the ages of six and sixteen. (EC48200). Punctual and regular attendance is required.

Absence (Diocesan Policy 362, 511)

A telephone call to the school office by 8:00 A.M. on each day of absence is necessary. A written excuse, signed by the parent or guardian is required upon the student's return to school. If a student is absent for fifteen or more days during a quarter marking period, for any reason, official grades may be withheld until missing assignments are completed and submitted.

Students who manifest a temperature exceeding 100 degrees, persistent vomiting or diarrhea, have been diagnosed with a contagious disease, or appear too ill to participate in normal school activities should be excluded from school.

Parents are encouraged to schedule medical/dental appointments for their students outside school hours, if possible. A written request to the teacher is required for a student to be excused for an appointment during the school day. The student will be picked up by the parent/guardian at the school office. If such appointments occur during school hours, the absence will be excused ONLY if official documentation from the medical/dental office is filed with the school office.

Tardiness (Diocesan Policy 512)



Any student arriving at school after the 7:45 A.M. bell is considered tardy. Student must be in line by the 7:45 A.M. bell. Tardies are recorded in the school office and classroom daily attendance register.

Truancy (*Diocesan Policy 513*)

Any student who is absent from school without a valid excuse more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in a school year, is truant, and can be reported to the attendance officer of the local public school district.

COMMUNICATION

St. Gregory the Great Catholic School philosophy acknowledges parents as the primary educators of their children. The administration, faculty, and staff support parents in this role through frequent, open, and respectful communication on student progress. Respectful communication and cooperation, that facilitates a partnership between home and school, is integral to the success of each individual student.

Monday Messenger

General school information is communicated weekly to parents in the *Monday Messenger* envelope, which contains information and updates on school events and activities that may require signature. It is the responsibility of the oldest student in the family to bring home the *Monday Messenger* envelope, deliver it to the parent(s), and return the signed envelope to the school office by Wednesday of the same week.

In fulfillment of our desire to be good stewards of ecology, St. Gregory the Great Catholic School commits to a *Go Green Policy* by minimizing the use of paper communication whenever possible. Therefore, calendar updates, seasonal flyers, along with long term information on school policy and procedures, will be posted on the school website. Parents are encouraged to check the school and classroom websites on a regularly.



School Website

The school website may be accessed at www.stggcs.org. Along with general school information, calendar, forms, services, religion and academic programs, and extracurricular activities, the website also offers information on classroom specific procedures. Teachers maintain a dedicated classroom website which contains information on homework, classroom policies and announcements, supply list, etc., and are updated on a regular basis. All classroom websites are password protected for the safety and security of our students.

Parents as Partners

During the formative years in elementary school the child needs constant support from parents, teachers, and the entire school community in order to develop to his/her fullest potential. While our philosophy acknowledges parents are the primary educators of their child, the theme of partnership serves to scaffold student success. In this spirit of commitment to educational partnership, parents are asked to:

*Life's greatest treasures
come from the
heart...*

- Support and cooperate with the administration, faculty, staff, and all policies set forth by St. Gregory the Great Catholic School.
- Acknowledge the importance of teaching Catholic/Christian values by word and example and actively cooperate with St. Gregory the Great Catholic School in maintaining a Catholic school community which teaches and reinforces Catholic/Christian values and habits.
- Recognize that positive and open communication between home and school is in the best interest of the school community, and is vital in creating a healthy climate conducive to good education.
- Treat all members of the school community with respect and courtesy in discussing school and/or student related concerns.
- Respond to communications from the school in a respectful and timely manner.

Parent- Teacher Conferences (Diocesan Policy 531)

Formal parent-teacher conferences are scheduled annually in November, at the end of the first quarter, to discuss the student's academic progress, behavior, study habits, and overall attitude to learning. Frequent communication between parents and teachers is encouraged and additional conferencing opportunities can be scheduled throughout the school year. To accommodate privacy, and allow for quality communication, parents are asked to contact the teacher directly, or through the school office, to schedule a conference; and to refrain from conferencing on student-related issues on the playground, parking lot, hallways. Parents are asked to bear in mind that teachers often have additional duties and responsibilities outside the classroom, and are not always available for impromptu conversations.

Parent Concerns/Comments

There may be occasions when parents have concerns or comments they wish to share with the teacher. In order to ensure that concerns, issues, or problems are addressed and resolved in a timely manner, the classroom teacher should be the first point of contact. In the spirit of mutual respect and Christian fellowship, there are no issues that cannot be resolved in a timely and satisfactory manner. If resolution cannot be reached at the parent-teacher level, an additional conference may be scheduled to include the principal in the dialogue. Confidentiality is of the utmost importance and parents are requested to bring concerns ONLY to the appropriate parties involved. Parents are asked to refrain from exposing their child to conversations or discussions in the home that may undermine the teacher's authority in the classroom. Resolving concerns and issues, in this respectful manner, models appropriate and important problem-solving life lessons for our children.

Parent feedback may also be offered through the T.H.I.N.K. Tank (**T**houghts: **H**elp: **I**nquiry: **N**eeds: **K**udos) located in the school office. The PTSG Executive Board monitors this feedback forum.

Back-to-School Orientation

Back to School Orientation is scheduled annually during the first week of school. This evening provides a forum for teachers to present curriculum, classroom procedures, and volunteer opportunities to parents, and allows parents valuable time to familiarize themselves with their child's teacher and classroom environment.

Step Up Day

Step Up Day is scheduled during the last week of the school year. The intent of Step Up Day is to acquaint the current and newly enrolled students with their new teacher and upcoming procedures for the school year to come. Parent Step Up Night is also scheduled during this week.

Catholic Schools Week ~ Open House

Each year Catholic schools throughout the country celebrate Catholic education during Catholic Schools Week, usually scheduled at the end of January. St. Gregory the Great Catholic School hosts an Open House at the beginning of this week, inviting school families, parishioners, and friends to visit the school campus, meet the staff, and celebrate the “Good News in Education”. A specific theme is chosen annually to highlight the impact of Catholic education on a local and global scale. Students are guided in exploring this theme through participation in week-long activities that are integrated into the school curriculum.



CURRICULUM & INSTRUCTION

Curriculum (Diocesan Policy 630)

The curriculum at St. Gregory the Great Catholic School is aligned with California State Standards, Diocesan Curriculum Course Content Guidelines, and the school mission and philosophy. We are committed to the development of the whole child, as we cultivate and nurture spiritual, cognitive, social, physical, emotional, and moral growth on a developmentally appropriate schedule. Our curricular program is designed to excite students about learning and equip them with a solid, faith-based foundation of knowledge and Christian values for the future.

with
God ...
all things
are possible

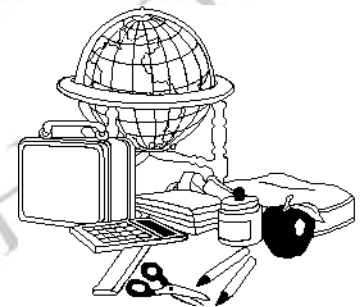
The faculty and staff, under the guidance of administration, employ a variety of instructional strategies to meet the diverse learning styles of all students. The safe and supportive learning environment in our classrooms motivates students to reach, and often exceed, high learning expectations that develop critical thinking and problem solving skills.

Our school philosophy is integral to the instructional program, making Catholic identity a tangible presence throughout the school environment. The practice of stewardship is instilled in our students, leading them to recognize the gifts God has given them; cultivate those gifts responsibly; and share their gifts lovingly in service to others. Liturgy is at the heart of our community and mass is attended twice monthly (one at the school site/ the other at St. Gregory the Great Parish Church. An *Off-Site Liturgy Survey* is distributed to parents prior to liturgies at the parish, to assess carpool needs for returning to school.

Required Course of Study (Diocesan Policy 635)

The following courses of study are offered to all students in kindergarten through eighth grade:

- **Religion** (Faith Formation and Development/Scripture/ Worship/ Virtues and Character Education)
- **Family Life**
- **Language Arts** (Reading/Spelling/Vocabulary/Grammar/Written Composition/ Listening/Penmanship)
- **Mathematics**
- **Social Studies** (Historical Events/ Current Events/ Geography)
- **Science** (Life/Earth/Physical)
- Physical Education
- Music
- Character Development & Student Empowerment (Second Step®)
- Computer Literacy
- Library Skills



Enrichment Programs

- Accelerated Reader®
- Spanish (Sing 'n Speak Spanish®)
- Art (Arts Attack ®)
- Second Step® - Character development and student empowerment

Religion Education (Diocesan Policy 670)

“The educational mission of the Church, and reasonable expectation of parents, requires that a Catholic school be distinguished by an atmosphere and a formal program, which relates religious beliefs and practices with the normal development and education of the child.”

The religious character and goals of St. Gregory the Great Catholic School are clearly reflected in our statement of mission and philosophy. We believe that, “Catholic education is an expression of the mission entrusted by Jesus to the Church he founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action.” (*To Teacher As Jesus Did, USCCB, 1973*)

Daily religious instruction is an integral part of our educational program, as the Gospel message and Catholic values are interwoven into every aspect of the school day.

The following experiences further enhance the religion program:

- Attendance at school liturgies.
- Daily assembly of student body for Morning Prayer, flag salute, patriotic song, and announcements.
- Daily prayers throughout school day (before/after recess and lunch).
- Prayer services on special feast days.
- Prayer services during Advent and Lent.
- Sacrament of Reconciliation during Advent and Lent.
- Sacramental preparation and celebration of First Reconciliation and First Eucharist.
- Commemoration of saints’ feast days.
- Sacramentals (Crucifix, Statue Blessed Virgin), Prayer Table, Religion Bulletin Boards that promote the Catholic identity of our school.



Family Life Education (*Diocesan Policy 673*)

The curriculum for Family Life Education is developmentally appropriate for students in kindergarten through eighth grade, and conforms to the guidelines published by the United States Conference of Catholic Bishops (*Human Sexuality, 1991*).

Parents, at all grade levels, are provided an opportunity to preview curriculum materials, Family Life textbooks and support materials. Parents are required to sign a permission slip indicating consent for their child’s participation in the Family Life Education program.

The instructional program covers five basic aspects:

- God’s Gift of Family
- God’s Gift of Self
- God’s Gift of Life
- God’s Gift of Love
- God’s Gift of Community



Stewardship and Service

Stewardship and service are central to who we are as a Catholic school community. There are many appropriate opportunities for our students to practice stewardship values, including generous sharing of time, talent, and treasure, as well as demonstrating care for the environment and accountability for our use of God’s gifts. These include, but are not limited to activities such as food and clothing drives, toy/gift collections, and mission’s donations. Students are encouraged to look for opportunities in their everyday living, “Not to be served, but to serve.” (Matthew, 20:28). They record their acts of kindness and service in their weekly journal, Imitating Jesus, A service Journal for a Catholic School Student (National Catholic Education Association, 2007), which guides them in reflecting on the impact of their service on those around them.

Character Development and Christian Values

Character development and opportunities for the practical application of Christian virtues provides our students with a solid values-based education that will inform them on sound decision-making skills. A specific virtue, introduced weekly, is integrated throughout the curricular and instructional program. A monthly schedule of weekly virtues is communicated to parents, thus facilitating reinforcement in the home.

Technology

St. Gregory the Great Catholic School recognizes technology as an important tool in the process of educating students. The administration and faculty are committed to teaching students to work and learn effectively with technology, with particular emphasis on responsible and ethical use of technological resources. The Acceptable Use Policy (AUP) for Technology applies to all technology use, including, but not limited to, Internet use. The school's goal is to prepare students for life in an electronic, global community. To this end, the school will:

- Provide a variety of technology-based learning tools.
- Encourage critical thinking and problem solving skills.
- Encourage responsible and ethical practices.
- Teach technology skills.
- Integrate technology into the curriculum.



Parents and their children are required to read and sign the school's Acceptable Use Policy for Technology. This document outlines the schools goals, procedures, policies, and expectations for technology use.

An integrated technology system, to include interactive white boards, ultra-short-throw projectors, document cameras, DVD/VHS/Cable in the classroom, supports student learning in the classroom. A mobile computer lab, featuring NEO2 lap tops, offers students frequent access to computers, along with desktop computer stations in each classroom.

Library

A variety of age level and developmentally appropriate fiction and non-fiction literature is available to students in the classroom libraries. Students are encouraged to spend quality time daily with printed matter, and Sustained Silent Reading (SSR) is incorporated into the daily schedule. Students are encouraged to access the classroom and local public library for research materials to complete book reports and project-based assignments, such as science and social studies reports.

Physical Education

All students in kindergarten through eighth grade are required to participate in the physical education program. Students must be dressed in proper attire for P.E. Kindergarteners and students in grade 1 may come to school in P.E. attire on designated P.E. days. Students in grades 2 through 8 will change for P.E. at school. Students are not permitted to call home for P.E. attire. The student's P.E. grade will be earned on the basis of participation, dress, and sportsmanship.

Students will be exempt from P.E. only with a note from a parent, or in more severe cases, a doctor's note. Students who use inhalers must do so prior to the scheduled P.E. class if requires by a physician.

The learning goals and objectives of the P.E. program are as follows:

- Practice and promote good sportsmanship.



- Foster life-long health, nutrition, and physical fitness.
- Develop coordination, gross motor skills, stamina, and endurance.
- Learn and incorporate rules for basic games (soccer, flag football, basketball etc.).
- Learn and practice playing as part of a team.

Homework (Diocesan Policy 638)

The purpose of homework is to reinforce material already presented in the classroom, and to foster habits of independent study and time management skills. Whether homework is assigned daily or presented on a week-long plan, students are expected to complete assignments promptly and to the quality level expected of class work. Students should be able to complete homework assignments within a reasonable time frame (suggested below). Parents are asked to ensure that assignments are completed and to support students in reviewing for tests. If the student consistently exceeds the suggested homework time frame, parents should communicate this to the teacher. Homework is assigned daily with the exception of Fridays. Weekend homework may be assigned, periodically, in the case of long term projects and reports.



Homework will be posted on the classroom website. In the case of absence from school due to illness, students have time, equivalent to the number of days missed, to make up homework assignments. Parents are encouraged not to schedule family vacations during school time. The student must make up any and all assignments missed during such an absence.

The following homework time allocations are estimates, and may vary according the student’s level of focus, study habits, and time management. Suggested homework time does not include 10-15 minutes read aloud or silent reading time.

Kindergarten	15-20 minutes
Grades 1 and 2	30-40 minutes
Grades 3 and 4	40-60 minutes
Grades 5 and 6	60-90 minutes
Grades 7 and 8	90-120 minutes



Field Trips (Diocesan Policy 652)

Field trips may be planned to augment and enhance the instructional program. Each field trip has a stated educational goal and references the appropriate California Content Standard. All field trips are subject to approval by the principal. Participation in a field trip is a privilege not a right. No child will be permitted to go on a field trip unless the official permission slip had been signed by the parent/guardian and returned to the teacher prior to the trip. Verbal permission is not legal and will not be accepted. In case of emergency, the signed permission slip may be faxed to the school office, following approval by the principal. The school is dependent on parent volunteers to drive on field trips. Along with Safe Environment requirements (p. 40), parent drivers are required to have the following information on file at the school office PRIOR to the date of the field trip:

1. Copy of a valid California driver’s license.
2. Current vehicle/driver insurance information. The diocesan approved standard list of insurance states a minimum acceptable liability limit of between \$100,000 and \$300,000 for each vehicle used.
3. Proof of live scan fingerprinting (as required for Safe Environment).
4. Proof of completion of Safe Environment Training.
- 5.

Standardized Assessment (Diocesan Policy 680)

St. Gregory the Great Catholic School educates students to become self-directed, responsible, and faith-filled adults. A comprehensive system of assessment, that measures on-going student progress toward learning objectives, supports us in achieving this goal. The Iowa Test of Basic Skills is a standardized assessment, administered in the fall to students in grades 1-8. The Cognitive Abilities Test, administered simultaneously to students in grades 1, 3, 5 and 7, offers valuable feedback on student achievement in relation to ability. Both standardized assessments provide data on student strengths and areas for growth. The administration and faculty utilize this feedback to plan curriculum and allocate resources that strengthen curriculum and enhance student learning.

The Assessment of Catholic Religious Education (ACRE) is administered to students in grades 5 and 8 in early spring. This survey assessment measures student knowledge of basic Catholic doctrine and attitudes towards the teachings of the Catholic faith.

While standardized assessment provides an objective “snap shot” of student progress, teachers utilize ongoing assessments and evaluations, including observations; written and oral presentations; tests and quizzes; anecdotal and project-based assessments to measure individual student growth and progress towards learning goals.

Grading Policy (Diocesan Policy 521)

Academic grades are based on the uniform grading system established by the Diocesan Office for Schools.

Grading Key Grades K-3

OOutstanding
VGVery Good
GGood
SSatisfactory
NINeeds Improvement
UUnsatisfactory
+ ...Showing growth
_ ...Experiencing Difficulty

Grading Key Grades 4-8

A ... 93-100	C- 70-72
A-.....90- 92	D+ ... 67-69
B+ ...87-89	D 63-66
B83-86	D- ... 60-62
B- ... 80-82	F...59 & Below
C+ ...77-79	NE... Not Evaluated
C73-76	

In grades 4 through 8 students earn grades for academic progress that are represented by either percentages and/or letter grades. Students in grades six through eight earn Honor Roll Status based on both academic and citizenship grades.

Students at all grade levels merit grades for responsible behavior (conduct) and study skills (effort). It is essential that the student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, tests, service projects, and any other assignments.

Golden Guardian



Students who exhibit Christian virtue and positive behavior in their daily living may be acknowledged with a Golden Guardian ticket. Tickets are deposited in the office and a weekly drawing is held.

Report Cards

Report cards are issued quarterly. Academic growth during the first quarter is reported prior to Parent/Teacher conferences in November. Frequent communication between parents, students, and teachers ensures that the information reported is in no way a surprise. Report cards, along with progress reports, and corrected and graded student work, provide parents with tangible evidence of student growth and development.



Promotion (Diocesan Policy 522)

Only those students, who satisfactorily complete the work of a particular grade in academic skill areas, will be promoted to the next grade. Credit shall not be given solely on the basis of “seat-time” alone.

Retention (Diocesan Policy 524)

The decision to retain a student is based on the overall welfare of that student. If it is determined that a student is consistently not meeting the academic and/or behavioral standards of the current grade, retention may be a possibility. The teacher, in constant communication with the parents, and in light of consistent evaluation, early diagnosis, and intervention, may recommend individualized instruction through outside tutoring.

The possibility of retention will be discussed by the administration, teacher, and parents during the first quarter, and may continue throughout the school year. An individualized action plan will be devised in an effort to meet the learning needs of the student. If these interventions do not cause the student to demonstrate proficiency at grade level, retention may be a possibility.

In cases of severe learning difficulties, it may be determined that the school cannot serve the specific needs of the student. In such a case, the administration will assist the parents in locating an alternate learning environment that would better serve the student’s needs.

DISCIPLINE

Discipline (Diocesan Policy 540)

Discipline at St. Gregory the Great Catholic School is to be considered as an aspect of moral guidance and positive decision-making. The purpose of discipline is:

1. To provide a respectful classroom environment that supports optimal learning for every student.
2. To support students in developing responsibility, accountability, and self-control.
3. To help build a sense of community.

Discipline is maintained in the classroom when students work cooperatively with their teachers and peers towards the attainment of stated learning objectives. Catholic virtues are the basis for respectful interaction with others, and students are expected to assume responsibility and accountability for their actions. The school discipline policy is also in effect during school sponsored activities which extend beyond the school day, including, but not limited to, Extended Day Care and After-School Sports.

The 3Rs Behavior Expectation Program along with the School wide Learning Expectations and philosophy are the benchmarks which promote the formation of Christian character, and the specific guidelines for acceptable and appropriate behavior at St. Gregory the Great Catholic School.

Approved Disciplinary Measures (Diocesan Policy 543)

The following are approved disciplinary measures:

1. Conference with student
2. Denial of privileges
3. Assignment of special tasks
4. Conference with parents
5. Detention
6. Suspension
7. Expulsion



The majority of classroom discipline issues will be addressed by the classroom teacher. Consequences will be developmentally appropriate and administered with compassion. If a student consistently chooses to demonstrate inappropriate or disruptive behavior, he/she will be sent to the school office. The principal is the final recourse in all disciplinary matters.

Plan of Intervention

The principal will intervene when a student either consistently exhibits inappropriate behavior, or when immediate disciplinary action is warranted.

A handwritten signature in black ink, appearing to read "Honesty".

The Plan of Intervention is as follows:

1. The principal will meet with the student to gather information on the incident.



2. The principal will communicate with the teacher regarding the infraction/offense.
3. The principal will inform the parents of the incident by phone.
4. The principal will counsel the student on aspects of The Student Code and discuss strategies for better choices in the future.
5. If the student continues to exhibit inappropriate behavior, the principal will schedule a parent conference to discuss consequences and behavior modification strategies (e.g. Student Behavior Contract, Counseling etc.)
6. Chronic disregard for the school discipline code will result in a principal/parent conference to discuss possible probation, suspension, and or expulsion/withdrawal.

Detention (Diocesan Policy 545)

A student may be detained after the daily school session for violation of various classroom and/or school regulations. Parents will be given advanced written notice of the scheduled detention. Students may have detention rescheduled ONLY with a signed doctor's note. Participation in the after-school sports program does not excuse a student from serving detention. Failure to serve detention will result in the detention being doubled and a parent/student conference with the principal.

Probation (Diocesan Policy 546)

A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct, when the behavior does not require more serious action. Following the Plan of Intervention, the parents will be notified in writing of the reason for probation, length of probationary period, and conditions under which probation will be removed. Every effort will be made to support the student in correcting the behavior through constructive counseling.

Suspension (Diocesan Policy 546)

A student may be placed on suspension for serious misconduct, on or off campus, during school related activities, or for continued misconduct following probation. Suspension automatically disqualifies a junior high student from Honor Roll, for that quarter.



Expulsion (Diocesan Policy 546)

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct that warranted the student to be suspended one or more times. The final decision on expulsion rests with the principal, with the knowledge and approval of the pastor.

Actions which constitute good cause for suspension or expulsion from school include, but are not limited to, the following offenses:

- Actions gravely detrimental to the moral and spiritual welfare of other students: (EC44806, CCR Title V, EC48900 "k" Sec.5530).
- Consistent incorrigible or disruptive behavior which impedes the progress of the rest of the class.
- Deliberate damage to or theft of school or private property.
- Infliction of or threatened physical injury to another person (Student Threat Policy).
- Cheating (copying homework or other assignments; allowing work to be copied; plagiarizing printed or Internet sources).

- Possession or sale of weapons.
- Possession or sale of drugs, including controlled substances.
- Possession or sale of intoxicants.
- Possession of any flammable substance or device.
- Possession, sale, or use of tobacco.
- Commission of obscene act(s) or engagement in habitual profanity or vulgarity (EC48900 “i”).
- Disruption of school activities.
- Defiance of school authority.
- Habitual truancy.
- Hazing (any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another)
- Habitual bullying
- Sexual harassment

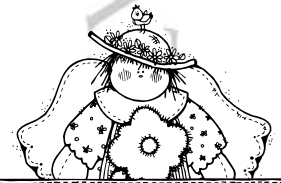


Harassment

All members of the St. Gregory the Great Catholic School community are entitled to work and learn in a Christ-centered environment, free of harassment. Examples of harassment include, but are not limited to, verbal or written taunting or inappropriate communication via the Internet; bullying (real or virtual on the Internet) other offensive intimidating; hostile or offensive conduct; physical contact or verbiage which is perceived to be intimidating, hostile, or sexual in nature. Harassment, in any form, will not be tolerated, and may constitute grounds for suspension or expulsion.

Bullying

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort of another person. It is a consistent pattern of disrespect of one or more students by another. Bullying behavior may take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet postings, text messaging, Instant Messaging).



*Love One Another
as I Have Loved
You*

The act of bullying is contrary to St. Gregory the Great Catholic School Philosophy and Student Code, and will not be tolerated.

Bullying is a form of threat and harassment that may constitute grounds for suspension or expulsion.

Transfer of Students for Academic Reasons (Diocesan Policy 548)

Transfer of a student may be recommended on grounds other than discipline. Grounds for transfer are based on clear evidence that the student is unable to profit from school work by reason of ability or emotional instability. Such transfers are made ONLY after implementing educational interventions with the student and extensive conferencing with parents.

Transfer on Grounds of Parental Behavior (Diocesan Policy 549)

Normally a child is not deprived of a Catholic education or otherwise penalized for the actions of parents. However, parents may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline, as to reduce significantly the school's ability to serve their own or other children.

In such cases, after reasonable effort to elicit the minimum requisite parental cooperation and after consultation with the pastor, the principal shall recommend to the parents that they transfer their child in accordance with the terms and procedures in Diocesan Policy 548.

Abuse of Teachers (Diocesan Policy 571)

Any parent, guardian or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students, and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place, if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars. (EC44812)

Vandalism (Diocesan Policy 550)

Students and their parents shall be liable for all damage caused by the student to school equipment and/or school property. Parents will be billed for damaged or lost textbooks, library books, and/or other school property.

UNIFORM DRESS CODE

The Uniform Dress Code at St. Gregory the Great Catholic School is instituted to maintain an appearance of neatness, visual uniformity, modesty, and simplicity, while, at the same time, fostering self-discipline and self respect. School uniforms enable the students to focus on the seriousness of educational learning while simultaneously demonstrating school pride.

Students are required to be in uniform dress on a daily basis. On the rare occasion, when this is not possible, a note of explanation from the parent/guardian to the teacher is required. Students who are out of uniform (unexcused) will be required to call a parent so that proper uniform clothing may be brought to school. Uniforms will be worn on field trips unless otherwise specified by the teacher and approved by the principal.



All uniform clothing will be purchased from True Grits Uniform Store®, and must display the True Grits logo. Shopping for uniforms may be done at the retail location, by phone, fax, or online ordering (www.truegrits.com)

There is a special week-long sale during the summer, usually in early August, which provides the school with a rebate on all purchases or orders placed during that week.

Personal Appearance of Students (Diocesan Policy 585)

If a student frequently offends against normal standards of dress, grooming or hygiene, and has been corrected in this regard, the cooperation of parents will be sought to correct the problem. Lack of improvement in personal appearance or failure to comply with the school uniform dress code will result in the parent being contacted to bring appropriate uniform apparel to school.

Dress Uniform

Dress Uniform will be worn on all Mass and paralyurgy days, and additional days, as announced. Dress uniform consists of jumpers or skirts for girls and long pants for boys. Uniform shorts may be worn at any other time with the school polo shirt.



PE Uniform

P.E. uniforms are also purchased through True Grits Uniform Company. Students in kindergarten and first grade may wear their PE uniform to school on scheduled PE days. All other students will change for PE prior to the scheduled class.



ALL uniform clothing items (with the exception of footwear) must be purchased through the True Grits Uniform Company®.

A detailed listing of items and pricing is available through the True Grits Uniform link on the school website www.stggcs.org. Non-compliance with the any aspect of the STGGCS Uniform Policy will result in a phone call to the parent requesting that the correct uniform item(s) be brought to the school, in support of the student meeting uniform dress requirements.

Please ensure that ALL uniform clothing items are labeled with the child's name.

GIRLS, Kindergarten - Grade 4

Required Dress for Mass

Jumper, 4 Pleat, drop waist
Blouse, Peter Pan w/piping, short sleeve
Sweater cardigan w/logo

Approved Daily Uniform

Jumper, 4 pleat, drop waist
Blouse, Peter Pan w/piping, short sleeve
Sweater cardigan w/logo (navy) OR Sweater, V-neck vest w/ logo (navy) – wear with short, skirt, or pant
Wrap Front Skort/ plaid
Shirt, polo, short sleeve w/ logo/ white and/ or teal
Shorts, mid rise flat front/ OR Shorts, elastic back
Pants, mid rise flat front/ OR Pants, girls elastic back twill.

GIRLS, Grades 5-8

Required for Mass

Skirt, 4 pleat, plaid
Shirt, polo, short sleeve, **w/ logo – white only**
Sweater cardigan w/logo (navy) OR Sweater, V-neck vest w/ logo (navy)

Approved Daily Uniform

Skirt, 4 pleat, plaid
Shirt, polo, short sleeve, w/ logo – white and/or teal
Wrap Front Plaid Skort

Sweater cardigan w/logo (navy) *OR* Sweater, V-neck vest w/ logo (navy)
Shorts, mid rise flat front/ *OR* Shorts, elastic back (khaki)
Pants, mid rise flat front/ *OR* Pants, girls elastic back twill (khaki)

BOYS, Kindergarten - Grade 8

Required Dress for Mass

Pants, elastic back twill, *OR* Pants, full elastic waist twill, *OR* Pants, flat front (Khaki)
Shirt, polo, short sleeve, **white ONLY** w/ logo
Sweater, V-neck pullover w/logo (navy) *OR* Sweater V-neck Vest w/ logo

Approved Daily Uniform

Pants, elastic back twill, *OR* Pants, full elastic waist twill, *OR* Pants, flat front (Khaki)
Shirt, polo, short sleeve, w/ logo, white and/or teal
Sweater, V-neck pullover w/logo (navy) *OR* Sweater V-neck Vest w/ logo
Shorts, elastic back twill *OR* Shorts, full elastic waist twill

All boys in grades 3 through 8 are required to wear a belt in shorts and/or long pants. Approved belt colors are plain brown or black.

ALL STUDENTS, Kindergarten - Grade 8

Required for P.E.

P.E. t-shirt w/ left chest logo
Gym shorts, nylon mesh w/ logo

Optional P.E. (Sweatshirt may **ONLY** be worn as a P.E. option and is not approved for daily uniform attire)

Sweatshirt w/ logo
Sweatpants w/ logo

Approved Jackets (Optional)

Jacket, nylon fleece lined, hooded w/logo (navy)
Jacket, polar fleece w/logo (navy)

Footwear

In the interest of uniformity, comfort, and safety, student footwear must conform to the following expectations:

- Athletic shoes may be worn as part of the daily school uniform and **MUST** be worn on scheduled P.E. days. **Athletic shoes must be either solid white or solid black with shoelaces conforming to the color of the shoe. Logos on athletic shoes should be kept to a minimum. Athletic shoes with Velcro closure are also permitted.**
- Dark loafer/dress shoes are permissible for both girls and boys. All shoes must have closed heel and toe. Sandals and flip flops are not permitted at any time.
- **Socks:** White or navy socks are permitted for boys and girls, and **must cover the ankle.**

Girls may wear white or navy knee socks. White/navy tights may be worn during cold weather.



Additional Rules & Expectations

- Hair weave items such as feather hair accents/extensions, beads or other fad items are not permitted. Hair may not be colored, streaked, highlighted, bleached or spiked. Hair will be worn in a neat, well-groomed manner, keeping it out of the face at all times. Boys' hair length is worn above the collar, eyebrows, and ears. Fad haircuts are not acceptable for girls or boys.
- **Make-up, lip stick, colored/clear nail polish, acrylic nails, and French manicures are not permitted at any time.**
- Earrings may be worn by girls, but are confined to stud type only, for safety reasons.
- Perfumes, cologne and lotions are not permitted on campus due to the possibility of having an adverse effect on students with allergies and/or asthma.
- Relaxed dress guidelines (as outlined in the St. Gregory the Great Catholic School Family Handbook) must be followed on designated days when students have earned that privilege. Failure to do so will result in loss of the privilege.
- **No electronic devices** of any kind (including but not limited to MP3 player, iPad, iPod, electronic game devices) are permitted at school. Students who are required by parents to bring a cell phone to school must surrender the cell phone to the homeroom teacher before school, and are responsible to retrieve the cell phone at the end of the school day. **Failure to abide by these rules will result in the item being confiscated.**

The school is not responsible for any or all equipment or devices brought to school.

These rules are enforced for the safety and well-being of the entire student body.

Your cooperation in enforcing this policy is appreciated.



Non-Uniform Days

St. Gregory the Great Catholic School regards non-uniform dress days as a privilege not a right, and expects that students will dress accordingly:

- Clothing will be clean, neat and modest.
- T-shirts may not contain inappropriate logos or graphics.
- Tank tops, halter tops, bare midriffs, plunging necklines, cut-offs, and short shorts and/or skirts are not permitted.
- Pants must be well-fitted; "sagging" is not permitted.

Failure to comply with the non-uniform dress code will result in the students placing a call home for uniform clothing and may lead to the loss of this privilege.

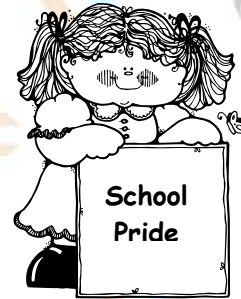
General Grooming Guidelines

Personal grooming is a reflection of attitude. Students are required to adhere to the following guidelines which reflect positive attitude, self esteem, and school pride:

- All clothing must be neat, well maintained, and free of holes/tears.
- Shirts must be tucked at all times with the exception of recesses (morning/lunch) and PE class.
- Jumpers and skirts must be no shorter than 2 inches above the knee.
- Pants/ shorts will fit to size at the appropriate waistline. Loose fitting clothing or “sagging” styles are NOT permitted.
- Hair must be neat and the child’s natural color. Boys’ hair length is worn above the collar, eyebrows, and ears. Girls will wear hair off the face. Fad haircuts are not acceptable for boys or girls. Hair accessories are to be kept to a minimum.
- Nail polish, make-up, eye shadow, and lipstick are not permitted.
- Earrings may be worn by girls, but are confined to stud type only, for safety reasons.
- Jewelry is confined to one discreet necklace.



All clothing MUST be clearly labeled with the student’s name.



Prohibited Equipment

St. Gregory the Great Catholic School is not responsible for lost, stolen, or damaged personal property. The following electronic equipment, including but not limited to radios, tape recorders, CD players, cameras, iPods, MP3 players, laser pointers, hand-held game systems, and other such types of recreational audio/visual equipment are prohibited on the school grounds. Collectibles (cards, toys etc.) and skateboards are NOT permitted at school. On rare occasions, the classroom teacher may allow certain items for learning purposes and will give authorization to students, after consulting with the principal. Teachers and staff members have the authority to confiscate prohibited items. Only a parent/guardian may retrieve confiscated items from the school office.

Cell Phones

While cell phones are unnecessary for student use during the school day, the school is sensitive to the fact that some parents may want their child to have a cell phone for emergency reasons. Parents must express this desire in writing to the school office. Cell phones brought to school, at the request of the parent, will be submitted by the student to the classroom teacher (in *OFF* mode) at the beginning of the day, and may be retrieved at the end of the school day. The school is not liable for lost or damaged cell phones.

TUITION AND FINANCES

Tuition Agreement (Diocesan Policy 313)

Every parent or guardian, who enrolls a student at St. Gregory the Great Catholic School, is required to sign the following written agreements:

- Tuition Information and Agreement
- Registration Fees Schedule
- Agreement of Cooperation and Support
- Parent Stewardship Program Agreement



Parents/Guardians are required to pay specified tuition and fees, and comply with all diocesan and school policies, including those governing tuition delinquency.

Tuition rates, approved by the pastor and principal, under the advisement of the School Board, are re-evaluated and published annually.

Registration fees, which are nonrefundable, are submitted by cash or check directly to the school office at the time of registration.

The screening fee for prospective students, payable by cash or check to the school office, is due prior to the time of screening.

Tuition Payment Options

All families are expected to make tuition payments according to the St. Gregory the Great Tuition Information and Agreement Policy, using one of the following payment options. The preferred payment plan must be submitted each year at the time of student registration (new students), or re-registration (currently enrolled students).

Option 1: Annual (Single) Payment

Tuition is paid in full by July 1. A tuition discount of 2% off the total amount will be applied.



Option 2: 10 Month Payment Plan

Under this plan parents are required to complete and submit a FACTS Tuition Payment Agreement annually. Families who choose this option will pay an annual processing fee to FACTS, which will be debited from the family's designated bank account. Tuition is paid over a 10 month period using FACTS Tuition Management Company. The 10 month payment plan begins with the first payment in July, with one monthly payment due the fifth of each month, August through April. Payments may be made through a designated bank account, or by credit card.

Late Payments/Tuition Delinquency (Diocesan Policy 314)

It is the responsibility of the parents to inform the school office of the need for any changes in the preferred tuition payment option. Should a family be experiencing unexpected financial difficulty, it is the responsibility of the parents to inform the school office at least five working days prior to the scheduled date for tuition payment. The payment plan can be adjusted for that month to accommodate the needs of the family. The following policy will apply to late payments and/or tuition delinquency, when no prior notification of financial difficulty has been received:

Annual (Single) Payment Option

If payment is not received on or before July 1, the discount will be forfeited.

The family will be contacted by the school office within five working days of the late payment and alternative payment options will be offered. If this alternative is not honored, all tuition payments shall be made through FACTS Tuition Management.

Monthly Payment Option

If the family has missed a monthly payment due to insufficient funds, a penalty fee of \$30 will be assessed by FACTS® Tuition Management. FACTS® will re-attempt to collect the tuition payment approximately 15 days after the missed payment.

Returned Checks

A check returned by the bank, for any reason, will incur a \$25 charge. If more than two checks are returned by the bank, all subsequent payments must be made in cash, or by money order or cashier's check.

Pro-Rated Tuition

- **Withdrawals:** Parents, who withdraw their student during the course of the year, are responsible for tuition through the end of the semester in which they withdraw.
- **Entrance Mid-Year:** Tuition will be prorated beginning with the month of enrollment for students entering during the school year.
- **Medical/Personal Absence/ Extended Leave:** Tuition will not be prorated.

Non Payment of Tuition

The administration at St. Gregory the Great Catholic School has discretion in enforcing the following consequences for non-payment of tuition:

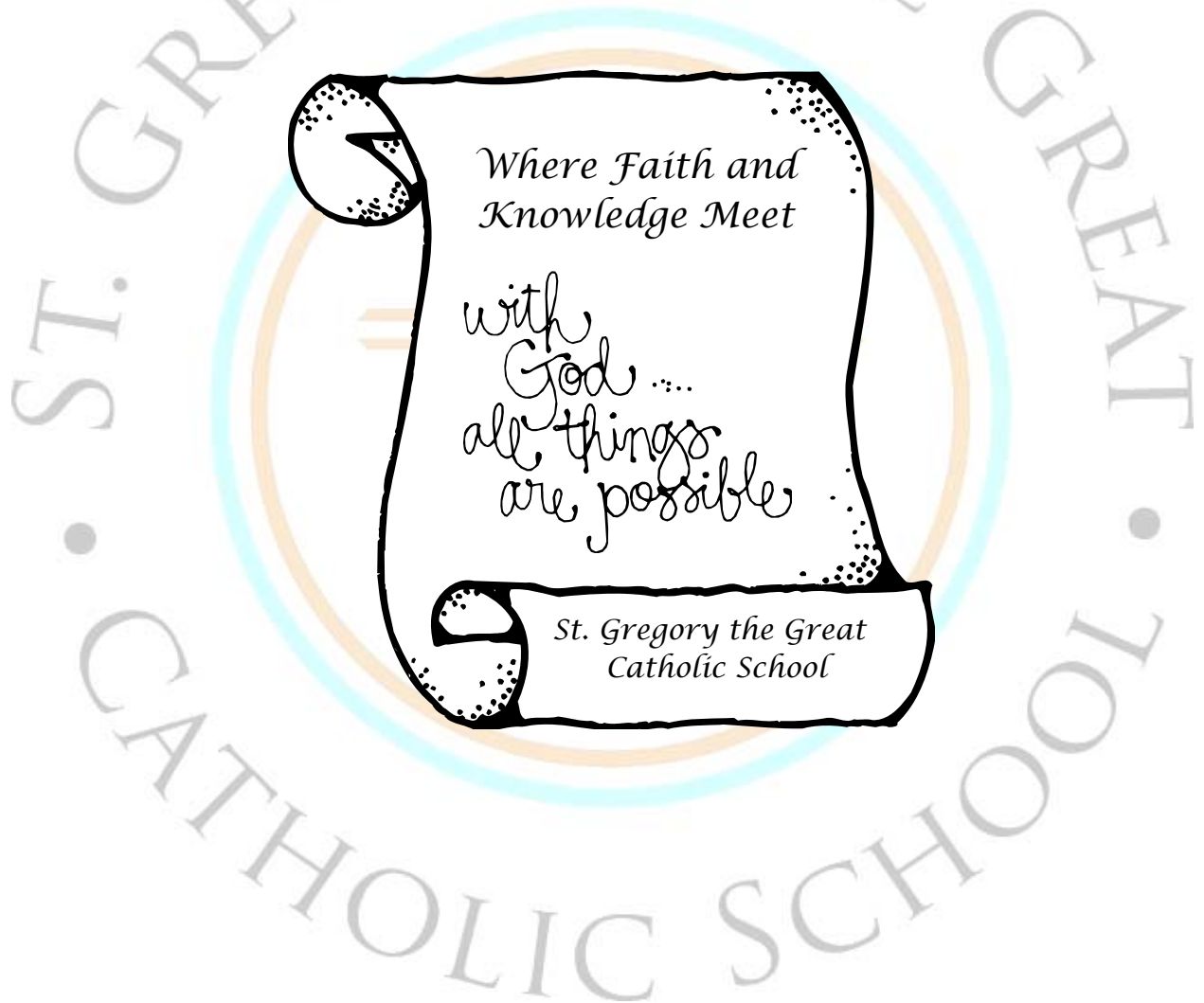
- A. Withdrawal of the student(s) until the account is current.
- B. Re-registration for the following year will not be offered until the family account is current.
- C. Report card, final grades, will be withheld until the tuition account is current.

The school shall have the right to legal action for non-payment:

Parents/guardians will be responsible for all costs, including legal and collection fees.

Tuition Assistance (Diocesan Policy 317)

A limited amount of financial assistance is available, on a case by case basis, for supporting parishioners. All families requesting tuition assistance must contact the principal in writing. The pastor and principal will determine eligibility for tuition assistance. The amount of total assistance granted is dependent on budget limitations. Application for tuition assistance must be submitted on an annual basis.



PARENT STEWARDSHIP PROGRAM

Service and stewardship are central components of the philosophy of St. Gregory the Great Catholic School. Parent involvement in the life of the school community sends a powerful message to the students that each of us is called to Christian service, as we freely share our gifts of talent, time, and treasure. The Parent Stewardship Program involves parents as active participants in the education of their children, while at the same time building Christian community.

In answering the call to stewardship, each family is responsible for completing a minimum of thirty (30) hours of active involvement during the school year, as outlined in the Parent Stewardship Program Agreement. The school office, volunteer coordinator, and classroom teacher will assist in suggesting opportunities for parent involvement.

In the interest of student safety, the Diocese of San Diego mandates that all adults who come in contact with students complete the following requirements prior to beginning their service ministry at the school:

1. Submit proof of current TB test.
2. Complete Live Scan Fingerprinting.
3. View the Diocesan Safe Environment Video.



Parental Role (Diocesan Policy 130)

It is the mission of St. Gregory the Great Catholic School to support parents in their role as the primary educators of their children. This partnership is a cooperative endeavor in which every family has a vital role to play.

Parents support the religious formation of their children in the following ways: talking in the home about God and their own faith; praying together; celebrating Mass on Saturday/Sunday and special holy days; being informed about the religious concepts the children are learning; pursuing on-going personal faith development.

Tuition fees cover only a portion of the cost of education at St. Gregory the Great Catholic School. In order to provide for curricular program enhancements, along with capital improvements, it is necessary that our families participate in designated fundraising activities each year.

St. Gregory the Great Catholic School parents are expected to volunteer their time in support of school activities, attend Parent Teacher Stewardship Group (PTSG) meetings and any other meetings that support the students' spiritual and academic growth.

St. Gregory the Great School Board

The St. Gregory the Great Catholic School Board serves in an advisory and consultative capacity in matters of formulating school policy. The standing committees of the Board are as follows: Finance; Development; Public Relations and Marketing; Facilities and Construction; Programs and Technology. In addition, the Board advises on the formulation and implementation of the school's strategic long range plan. The Pastor and Principal are the final authority on all policy matters. Members of the School Board are appointed with the approval of the Pastor.

Parent Teacher Stewardship Group

All parents of registered students at St. Gregory the Great Catholic School are members of the Parent Teacher Stewardship Group (PTSG). This organization provides the framework for active parent involvement in the school community. Additionally, it is a forum for constructive and valuable parent input and feedback.

Parent Teacher Stewardship Group Executive Board

The PTSG Executive Board, elected by the membership, acts as a liaison between the administration, faculty, and parent body. The PTSG Executive Board is composed of president, vice president, secretary, treasurer, member at large. The Volunteer Coordinator and Dads' Club Coordinator are appointed positions on the board. The function of the PTSG Executive Board is to support the school community through community building and fundraising activities. The PTSG Board coordinates organized opportunities for parent stewardship, which include, but are not limited to, planning social and community-building activities; coordinating fund raising events; initiating and maintaining relations with publics; assisting with curricular and extracurricular activities; offering opportunities for ongoing parent education.

Communication and Approval

Communication generated by members of the School Board, PTSG Board, room parents, or school event chairpersons, to include flyers and email, must be submitted in draft form to the school office for approval prior to distribution to the school community at large.

Use of the School Directory as a communication resource is confined specifically for the purpose of informing and promoting school-sponsored events. The School Directory may not be used as a solicitation tool for public entities beyond the school community.



HEALTH PROCEDURES

Medications (Diocesan Policy 371)

St. Gregory the Great Catholic School's policy on dispensing medications is as follows:

- **All** medications (prescription, over the counter, long or short term) **MUST** be stored in the school office. Medications, including cough drops and inhalers, shall **NOT** be kept in the child's classroom, backpack, lunch box, or on their person.
- **All** medications must be clearly labeled with the child's name, name of medication, and dosage.
- Parents are required to complete a Medication Administration Form for each child and each medication.
- Students **MUST** be able to self-administer medication, and may only do so in the presence of school office personnel.

Medications are not furnished to the students by the school.

Illness/Injury (Diocesan Policy 372)

Should a student be injured or become ill, the parents will be contacted. If the parent cannot be reached and the illness/injury requires immediate medical attention, the child's emergency card will be consulted and authorized treatment will be arranged by the school office.



Contagious Conditions

Pediculosis Policy. This policy addresses the control and containment of occasional head lice infestation. If a student is discovered to have head lice, parents will be contacted to pick up their child. Re-admittance to school is conditional on (1) treatment with a lice killing product and removal of all visible nits, and (2) child is checked at the school office and "All Clear" is determined by office personnel. Containment of head lice infestation is of primary importance. Cooperation of parents in notifying the school is essential.

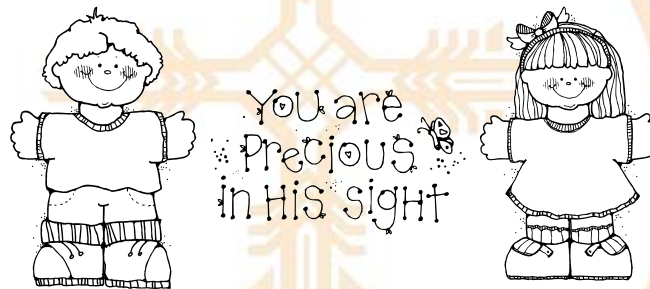
Conjunctivitis, Rash Policy. If a student has an unexplained rash or exhibits symptoms of red or swollen eye, parents will be notified to pick up their child immediately. The student may return to school after documentation has been produced that medication has been prescribed and taken for 24 hours.

Smoke-Free Environment (California Education Code 48901(a)-(b))

No elementary or secondary school shall permit the smoking or use of tobacco or nicotine products by students on campus or while attending school-sponsored activities or while under the supervision and control of school district employees. The following codes apply: *Education Code 48900* -- Students may be suspended or expelled for possessing or using tobacco products 1) while on school grounds, 2) while going to or coming from school or school-sponsored activity or 3) during the on or off-campus lunch period. This code is strictly enforced by the administration of the school. *20 U.S.C. 608(a)* -- Federal law prohibits smoking within any indoor facility utilized for kindergarten, elementary or secondary education or library services for children. (*Enforced by U.S. Department of Education*). *Note: These state and federal codes apply to private as well as public schools.*

Smoking is strictly prohibited for any and all adults while on any part of the school campus or Parish Community Center.

Dogs and other pets are not permitted on school grounds.



Nutrition

Research shows that eating habits are established early in life. St. Gregory the Great Catholic School, recognizing the connection between food and children's health, behavior and learning, supports and encourages life-long healthy nutritious eating habits.

Parents are encouraged to provide a well balanced selection of nutritious foods for their child's recess snack and lunch. Fast food and sugared treats should be kept to a minimum. Soda is not allowed at school. Gum is not permitted on school grounds at any time, or on field trips. Glass containers are not permitted for safety reasons.



Hot Lunch Program

The Hot Lunch Program is coordinated by parent volunteers. Healthy, nutritious, and tasty food and beverage choices are provided. The Hot Lunch Program is an option, and payment is assessed on a monthly basis depending on the number of selections made.

EMERGENCY & SAFETY PROCEDURES

Emergency Procedures (Diocesan Policy 590- 594)

Procedures for emergency at St. Gregory the Great Catholic School are published in our Crisis Response Manual (available for review in the school office), which has been approved by the San Diego Police Department. Fire drills, along with drills for earthquake and lockdown, which conform to state, county, and local requirements, are conducted regularly. A three-day emergency food/water supply is on hand for each student and staff member. Emergency care information for each student, documented on the *Diocesan Emergency Information Card* and *Diocesan Earthquake/Disaster Release Record* must be on file in the school office. In the event of a fire, earthquake, or other emergency during school hours, students will be released to parents, guardians, or other designated persons based on the information on these documents. The off-site assembly point in case of natural disaster is Stonebridge Neighborhood Park.

Safe Environment

The Catholic Diocese of San Diego mandates that all adults who come in contact with children must complete the following requirements PRIOR to beginning their service/volunteer ministry at St. Gregory the Great Catholic School:

- Submit proof of current TB immunization.
- Complete Live Scan finger printing process.
- View the Diocesan Safe Environment video.



Student Accident Insurance (Diocesan Policy 390)

All students in parochial and diocesan schools participate in the Diocesan Student Accident Insurance Program. This insurance provides benefits for students injured at school, on the playground while participating in athletic competitions, while directly going to or coming from school-sponsored activities. Any and all claims must be filed by the parent or guardian at the school office.

Safety (Diocesan Policy 391)

It is the responsibility of parents/guardian to ensure that their children get to and from school safely and punctually. Drivers who are dropping off/ picking up students are to follow arrival and dismissal procedures.



Arrival/Dismissal Procedures

The following procedure is designed to support a safe, orderly, and well-supervised dismissal of our children, as you entrust them to our care, and we send them back to you at the end of the day. The procedure is also designed to facilitate parents who are driving their own child and/or carpools.

The school driveway is a ONE WAY ZONE. Cars will ENTER at the driveway adjacent to Stonebridge Neighborhood Park, and EXIT at the other end. Carpools should stay to the right of the driveway. The parking lot usually clears by 2:45 P.M. and we ask for your patience and vigilance in maintaining a SAFE TRAFFIC FLOW.

MORNING

1. Students who arrive between 7:00 A.M. and 7:30 A.M. must be escorted to school office and signed in by a parent.
2. All students will assemble on the blacktop between 7:30 A.M. and 7:40 A.M. A school staff member will supervise students during that time. Parents and families are welcome to join us every morning for Prayer and Opening Exercises on the blacktop.

AFTERNOON

1. Dismissal bell rings at 2:30 P.M.
2. Teachers will walk students across the blacktop, up the promenade, to the green gate.
3. Parents, who are waiting for their children in the lunch court area, may walk out with the class, and inform a staff member that they are taking their child. The school office is open until 3 P.M. to facilitate parents who have need to conduct business in the school office.
4. Students who are being picked up by car in the “Drop-Off /Pick-Up” zone (inside the orange cones) will wait with the designated supervisor/ teacher until their parent/carpool reaches the front of the line of cars. Students will be then be dismissed through the narrow gate.
5. Students who ride their bikes to school will pick up their bike from the bike rack and, walking their bike, accompany the teacher to the green gate.
6. Students who KNOW in advance that they are attending the Extended Day Program will check in to Extended Daycare immediately at 2:30 P.M. The teacher will drop those students off on the way to the dismissal gate.
7. Any students still remaining on school grounds, with the exception of those who are attending extracurricular programs, after 2:45 P.M. bell will be escorted to the Extended Day room.
8. Students may only exit the school grounds using the designated point of entry/exit (green gate). Short cuts to the neighboring park are prohibited.

School Liability

Students are required to remain on school grounds from the time they dropped off in the morning until they are picked up by an authorized adult at the end of the school day. Any students on school grounds before 7:30 A.M. or after 2:45 P.M., who are not involved in an after-school supervised activity, are required to attend the Extended Day Care Program. Parents will be billed separately for use of the Extended Day Care Program (see Extended Day Program Handbook). The school is not responsible for any child on school grounds before 7:00 A.M. or after 6:00 P.M.

Visitation of Students During School Hours (Diocesan Policy 581)

The school is an environment of learning where distraction must be kept to a minimum. Therefore visitation of guests or friends during the school day is not permitted. The school may not be used by a non-legal guardian for the exercise of visitation rights.

Child Abuse Reporting (Diocesan Policy 380)

Any teacher or school staff member, who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect, is mandated by California law (CA. Penal Code, 1161-2) to report to Police Department or Department of Social Services/Child Protective Services. "Abuse is defined as, "infliction, by other than accidental means, of physical, mental, or sexual harm upon a child. "Neglect" is defined as, "intentional withholding of necessary food, clothing, shelter, or medical attention for a child." It is not the responsibility of the school employee to investigate or prove that a child has been abused or neglected, or to determine whether the child is in need of protection. School employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect.



Acceptable Use Policy for Technology

St. Gregory the Great Catholic School recognizes technology as a valuable educational tool. The administration and faculty are committed to teaching students to work and learn effectively with technology, with particular emphasis on responsible and ethical use of technological resources. The policy outlined below applies to all technology use, including but not limited to Internet use.

Principles of Technology Use

1. Any student accessing the St. Gregory the Great Catholic School Network (a “user”) has no expectation of privacy. Any and all interactions by students with computers (any website visited, e-mail sent or received, any document composed, whether saved or not, any keystroke made) may be observed as it is occurring or reviewed at a later time.
2. Use of computers at St. Gregory the Great Catholic School is a privilege, not a right. This privilege may be modified, suspended, or revoked if it is abused. There may be further consequences to classroom performance and/or grades if computer privileges are changed. These consequences are the sole responsibility of the student.
3. Users are to respect the rights and intellectual property of others. All sources obtained by the student must be cited. Failure to do so results in plagiarism and invites the consequences for cheating as stated in the STGGCS Family Handbook.
4. Student use of Internet is highly restricted, and at the sole discretion of the teacher. Students will be prohibited from “surfing the net” independently.
5. No student will be penalized for issues that occur as a result of innocent activity, providing the student notifies the teacher immediately or before the activity is otherwise discovered.

Policies and Procedures

While the following Policies & Procedures address specific required and prohibited actions, it is reasonable to state that no listing can be complete, because no policy can anticipate every situation that could be encountered. Students, who lack maturity to exercise responsible behavior that respects the online safety of the user and safety of the overall network, will have their access to school technological resources revoked.

1. Students must login/logout on the computer using their own assigned, valid login.
2. Use of computers at St. Gregory the Great Catholic School is specifically for educational purposes. Communication using messaging systems including, but not limited to web-based e-mail programs (e.g. Yahoo and Hotmail); and “instant messaging” (e.g. Aim, MSN, Yahoo) on the computer or any other electronic device is prohibited.
3. Access to and use of social networking systems including, but not limited to ***myspace.com*** and ***facebook.com***, is prohibited.
4. Students are not to plagiarize content and may not present the work of another unless that work is cited.

Consequences for violating these rules may result in any/all of the following as is appropriate. Such consequences are at the sole discretion of the principal.

1. Parent notification and conference with teacher/principal.
2. Computer privileges suspended or revoked.
3. Probation.
4. Suspension from school.
5. Withdrawal/ expulsion from school.

St. Gregory the Great Catholic School may add and/or amend the rules stated in the Acceptable Use Policy for Technology as needed.

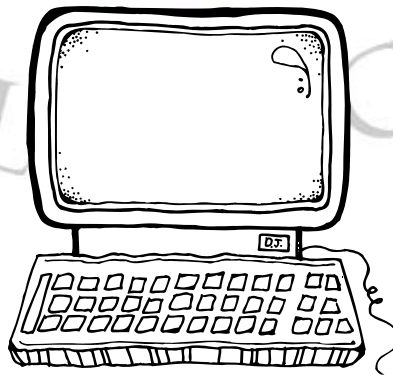
STUDENT CODE OF HONOR

As a student computer user at STGGCS, I promise:

1. To be responsible when using school computers. My work area will be neat and I will handle the computer and software with care.
2. To use school computers to support my learning. I will only access technological resources under the supervision and direct guidance of my teacher.
3. To wait for my teachers instructions before touching or using the computer and will immediately report any causes for concern to my teacher.
4. I will always be responsible, honorable and truthful in my use of computers and the network at STGGCS.
5. I will abide by the principles, policies, and procedures in the St. Gregory the Great Catholic School AUP for Technology.

I understand that, if I choose to misuse the computer or violate any of the principles, policies or procedures, I may lose my computer privileges.

COMPUTERS



STUDENT THREAT POLICY & PROCEDURE

1. Any and all student threats of harm to self or others must be taken seriously.
2. Whoever hears the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parent or guardian of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless the following steps have been completed.
 - A. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime, as well as an assessment of the child's access to weapons.
 - B. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he/she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation.
 - C. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts including, but not limited to, aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - D. The principal shall receive a written, comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and test results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or administration, which will assist the principal in the decision regarding re-admission of the student to the school.

8. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including police and mental health reports, will be considered as the determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.
9. Disciplinary action including suspension/expulsion will be administered as appropriate.
10. If the student is re-admitted to the school, the mental health care professional must, at the principal or pastor's request, provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
11. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior, if it is determined that such counseling is needed and parental permission is granted.
12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

Diocesan Office for Schools



Capital Improvements Summer 2011

- ❖ Two Tuff Storage Sheds (8x12 ft.) and shelving
- ❖ Large Concrete Patio
- ❖ Installation of Surveillance Camera System (Day and Night Vision – DVR)
- ❖ Wireless Internet
- ❖ Additional student desks in 2nd through 5th grade
- ❖ Additional student chairs in kindergarten through 5th grade
- ❖ New student tables in kindergarten
- ❖ Four additional staff walkie talkies
- ❖ Three additional staff computers

Establishment of 6th grade class

- ❖ Purchase of hard copy and **online textbooks**
- ❖ Purchase interactive white board, document camera, short throw projector
- ❖ Purchase furniture (teacher desk/file cabinet etc.)
- ❖ Pilot eReader technology planned for Spring

Construction 2011

- ❖ Phase II of development at St. Gregory the Great Catholic School
Library /Administration building Start date-October 2011
Projected completion date- July 2012

Faculty/Staff Roster 2011-2012

Pastor/Superintendent.....Fr. Nicholas Clavin
O'Connell

Principal.....Mrs.

Faculty

Kindergarten..... Miss Newman
Grade 1..... Miss Jimenez
Grade 2..... Mrs. Miller
Grade 3.....Miss Carter
Grade 4.....Mrs. Lundquist
Grade 5.....Miss Girard
Grade 6.....Miss Lid
PE/Reading Resource
Athletic Director.....Mr. Swan
Music.....Mr. Hilgeman
School Counselor.....Ms. Jones

Instructional Aides

Ms. Brouillard
Mrs. Johnson
Mrs. McCallum

Staff

Secretary.....Ms. Phillips
Daycare Director.....Mrs. Hendren
Daycare Assistant.....Mrs. Pepper
Bookkeeper..... Mrs. Lower
Maintenance.....Mr. Savageau

Extracurricular Program

Banking at School with Inland Federal Credit Union.....Mr. Heim

