



Saint Gregory the Great  
CATHOLIC SCHOOL

# Parent/Student Handbook 2019-2020 School Year

Saint Gregory the Great Catholic School

5343 Virginia Beach Boulevard

Virginia Beach, VA 23462

(757) 497-1811

[www.sggsvb.org](http://www.sggsvb.org)

**This handbook contains certain policies and procedures of the school. The school may change any of its policies and procedures and apply them as circumstances dictate.**

Updated November 2019

Highlighted text represents new policy implemented December 2, 2019

## **Parent/Student Handbook**

Welcome to Saint Gregory the Great Catholic School (SGGS). In choosing SGGS, you have demonstrated your support and commitment to Catholic education. As parents, faculty, staff, and students, we work together as a community to provide a Christ-centered and Gospel value-based school.

This handbook has been prepared to help answer questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of SGGS. We believe that following these handbook policies will help us to have an orderly school conducive to learning. A common ground of clearly-understood policies and procedures will enable us to provide the best possible educational experiences for every student. The faculty and staff of SGGS are dedicated to the education of students and service to our families. We invite open communication with all our stakeholders. May God bless our many endeavors this year!

### **Profile**

SGGS is a Catholic parish school, which operates under the auspices of the Diocese of Richmond and Saint Gregory the Great Catholic Church in Virginia Beach, Virginia. The school is centrally located in Virginia Beach and serves families throughout the Hampton Roads area.

Lay administration and teachers provide quality religious and academic education for students ranging from Junior Kindergarten through grade eight.

### **Mission Statement**

Our mission at Saint Gregory the Great Catholic School is to evangelize the Good News of Jesus Christ in order to transform lives, hearts, and minds through exemplary teaching and learning, worship, faith formation, and discipleship through service. As members of God's diverse family, we treasure the rich traditions of our Roman Catholic faith and welcome all to a spiritual home and to an enlightened, joyful, and vibrant life in Christ.

### **Vision Statement**

Our Catholic vision is to lead like a Saint.

### **School Information**

Telephone Number: 757-497-1811

E-Mail: [office@sggsvb.org](mailto:office@sggsvb.org)

Fax Number: 797-497-7005

Website: [www.sggsvb.org](http://www.sggsvb.org)



## Administration

Pastor: Father Eric Vogt, O.S.B.

Principal: Mrs. Gina Coss, Ed.S., ext. 332

Assistant Principal: Mr. Eric Landon, M.Ed., ext. 321

## School Schedule

Junior Kindergarten **Half Day**: 7:40 AM - 11:30 AM

Junior Kindergarten **Full Day**: 7:40 AM - 2:25 PM

Kindergarten: 7:40 AM - 2:35 PM

Grades 1-8: 7:40 AM - 2:45 PM

*Before the Bell* before-school care program: 6:50 AM - 7:30 AM

*Beyond the Bell* after-school care program: 2:25 PM - 6:00 PM (Junior Kindergarten)

2:35 PM - 6:00 PM (Kindergarten)

2:45 PM - 6:00 PM (Grades 1-8)

The school will not be responsible for any student left unsupervised on the premises before 7:30 AM or after 3:00 PM unless they are involved in an extracurricular activity.

## Important Phone Numbers:

Beyond the Bell 757-692-0901

Church Office 757-497-8330

Main School Office 757-497-1811

# Academics

SGGS is fully accredited by AdvancED through the accreditation of the Diocese of Richmond. The Blue Ribbon School of Excellence Award was presented to Saint Gregory the Great Catholic School in 2007.

## Curriculum

SGGS follows the Diocese of Richmond Consensus Curriculum for every subject area. It is our desire to provide our students with the religious, academic, and social skills that will carry them through life. The primary reason for our existence is the spiritual and religious development of our young people.

## Course Offerings

- Religion classes, All-School Weekly Mass
- Language Arts and Literature
- Mathematics including Pre-Algebra, Algebra I (HS Credit), Geometry (HS Credit), Honors
- Social Studies including U.S History, Civics & Economics, World History I (HS Credit)
- Science including GeoScience (HS Credit)
- Embedded S.T.R.E.A.M. content
- World Language: Exploratory Spanish, Spanish I (HS Credit)
- Specialty Courses: Art, Music (Choir and Band), Physical Education, Technology

- Learner Support and G.A.T.E. Program

Elective choices may include:

- Cultural French
- Cultural German
- Video Production and Public Speaking
- Coding
- 2D Art
- 3D Art
- Concert Choir
- Theater
- Band
- Author Study
- Journalism
- Sewing
- S.T.R.E.A.M.
- Chess
- Bible Study

### **Library**

All grades are scheduled to visit the library each week. Students have access to library materials each school day when a class does not occupy the library. Library books must be returned before another book can be checked out. Should a library book be lost or damaged, the student is responsible for paying the replacement cost. There is also a \$5.00 re-cataloging fee charged for lost books. End-of-year report cards will not be issued until all library fines are paid.

### **Learner Support Program**

Saint Gregory the Great *Learner Support* Program is a support push-in program for struggling learners with a focus on Reading and Mathematics. An ongoing partnership with the Learner Support teacher, classroom teacher, and parent(s) is established with the purpose of helping a student succeed in the classroom.

Students who have an accommodation sheet are worked with each time the Learner Support teacher is in the classroom. In addition, students who may have difficulty with a certain skill or concept can be pulled into a group. These groups are flexible and change as there is a need.

### **G.A.T.E. Program**

The curriculum for the G.A.T.E. program will embed and accelerate the skills of the Diocesan Consensus Curriculum or other curricula within interdisciplinary units. The goal of the G.A.T.E. program is to address the learning needs of gifted and talented learners by differentiating the curriculum through academic challenge, extension, and “out-of-the box” critical thinking and questioning. It is important to note that differentiation in every classroom will be a focus at SGGS so that every student’s unique differences are addressed on a daily basis.

**Title I Resource for Reading and Math**

A reading/mathematics resource teacher is on staff at SGGS through Non-Public Educational Services Inc. (NESI), a Catapult Learning Company. The Title I teacher also provides support to the classroom teachers. Students identified with a need will be able to receive extra support.

**Self Discipline**

Students are expected to display behaviors reflective of self-discipline as they:

- Cooperate with others
- Follow school and class rules
- Manage transition time
- Practice the Catholic value of respect
- Practice self-control
- Respect authority
- Work without disturbing others

**Work Habits**

Students are also expected to demonstrate work habits as they:

- Apply organizational skills
- Listen to and follow oral directions
- Read and follow written directions
- Use time wisely
- Work carefully and neatly
- Work independently

**Class Participation**

Students are expected to:

- Give attention and respect to the teacher at all times.
- Show respect and concern for other students through a willingness to share and take turns.
- Talking over others or engaging in student sidebar conversations as fellow classmates are sharing in a lesson is not productive in the learning process.
- Participate actively in class and actively engage in all lessons.

**Homework**

Homework is part of the total education of the student and is meant to advance the spirit of learning. It is intended to reinforce concepts presented in class and includes both written and study assignments. In the primary years, it is essential that parents oversee home studies and practice. As the student progresses beyond the primary level, the student should gradually assume greater personal responsibility. Ultimately, the student should assume total responsibility for both written and study homework. Incomplete homework assignments jeopardize mastery of content and potential academic achievement. Notwithstanding, homework is not meant to place a burden on the student and family. The following are time allotment guidelines for homework. This includes both written and study

assignments. It should be understood that factors such as attention span, study habits, supplies needed, and a good study environment could cause these time allotments to vary:

- Kindergarten: 10 minutes
- Grades 1 and 2: 20 minutes
- Grades 3 and 4: 40 minutes
- Grades 5 and 6: 60 minutes
- Grades 7 and 8: 90 minutes

Students are responsible for making up work when absent (study work and tests included). **Parents must call school before 9:00 am to request homework.** These requests will be filled by dismissal time and the assignments and books may be picked up at the counter in the main office after school, or they may be sent home with another student. Homework assigned in the classroom is the official homework. Homework will also be posted daily on FACTS SIS.

### **Grades and Progress Reports**

K-2 students should look for graded formative and summative assessments with success criteria in weekly test folders. Grades for students in grades 3-8 are available at any time through FACTS SIS. The mid-point of each quarter (interims) are posted on the school calendar as are end of quarter grading period dates. Parents are encouraged to view their child’s academic progress on a regular basis.

### **Report Cards**

Report cards will be distributed electronically at the end of each quarter. See yearly and monthly calendars for published dates. Final report cards are not distributed to students with any outstanding balance on tuition accounts.

### **Diocesan Grading Scale**

<b>Kindergarten, 1<sup>st</sup> Grade, and 2<sup>nd</sup> Grade Grading Scale - All Courses, Self-Discipline, &amp; Work Habits</b>
<b>3</b> = Meeting grade level standard; applies skills consistently and independently
<b>2</b> = Developing grade level standard; applies skills inconsistently with or without support
<b>1</b> = Below grade level standard; unable to apply skills with support
^ = skill requires improvement

3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Grades Grading Scale - Major Courses		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		
^ = skill requires improvement		

3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Grades Grading Scale - Resource Courses, Self-Discipline, & Work Habits
<b>3</b> = Meeting grade level standard; applies skills consistently and independently
<b>2</b> = Developing grade level standard; applies skills inconsistently with or without support
<b>1</b> = Below grade level standard; unable to apply skills with support
^ = skill requires improvement

6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grades Grading Scale - All Courses		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		

## Grades 6-8

The report card will include grades for each quarter and semester, with a final grade reported at the end of the year. Schools will record semester exam grades on the report card for high school credit courses. All high school credit courses will take a midterm and final exam. Midterms and finals will each count 20% of the semester grade. (Example: Q1: 40%, Q2: 40%, E1: 20%= Semester 1 grade. The same for semester 2. Then, Semester 1 and Semester two grades are averaged for the final grade). As students enter another level of transition at this developmental stage, self-discipline and work habits will continue to be monitored, modeled, and supported. While student conduct will not receive a formal grade on the report card, SGGS will continue to incorporate these expectations into teaching and learning experiences.

## Parent-Teacher-Student Conferences

Formal Parent-Teacher-Student Conferences are scheduled in the fall and spring (as needed) each year. Student attendance with parents is expected for grades 1-8. Conference days for students will be counted as school days. Dates for conferences will be published in the yearly and monthly calendars that are sent home. Requests for additional conferences must be made in writing to the teacher so that a convenient time may be arranged. **No teacher is permitted to leave students unattended for impromptu meetings with parents/guardians.** If appointments cannot be kept, please notify the office at least 24 hours ahead of the scheduled conference. Appointments with the principal and/or assistant principal will be honored after the parent and teacher have already met to discuss the child's needs.

**Standardized Testing for Growth Measurement**

Students in grades 2-8 are evaluated for growth in math and reading using the Scantron *Performance Series* standardized test three times each year. Parents receive a end-of-year report.

**Curriculum Modifications, Accommodations, and Adapted Grading**

In an effort to enable students with certain *mild* special needs to participate in Saint Gregory the Great School and to assess fairly their competence, effort, and progress, it is necessary to make certain modifications in the curriculum and provisions for grading these students. These measures are taken according to specific circumstances so that high expectations are nevertheless maintained for all students. Only those students who have received designated evaluation requirements are eligible to receive the curriculum modifications and adapted grading on assignments and report cards. Eligibility is determined on a year-to-year basis. To ensure that parent(s) understand why their child is receiving curriculum modifications and adapted grades, as well as which modifications and accommodations are being made, a written agreement among the principal, teacher(s), parent(s), and the student (when applicable) is discussed and signed.

**Changing/Dropping Courses**

Students are expected to follow the schedule of courses for which they register. However, circumstances may arise which give valid reasons for changing a schedule or dropping a course. Adjustments will be made only when, in the judgment of the principal, the reason for change is valid. Note: If a student requests to drop a course during the drop/add period, written notice must be received within the first five days of that class. A student may not drop a course and add a new course after the first five days of a class.

**Academic Probation**

Each student is responsible for the satisfactory completion of projects, classwork, and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's achievement. A student who does not fulfill his/her academic responsibilities or fails a core subject in a quarter will be placed on academic probation for the subsequent quarter. During this period, the evaluation of a student's progress is monitored as follows:

- The teacher will note the student who is experiencing academic difficulties in either assignments or test scores and will contact the parents/guardians to inform them of the possibility of academic probation.
- If improvement is not made by the student, written verification that the student has been placed on probation will be forwarded to the parents/guardians.

**Conditions and Consequences of Academic Probation**

The parents/guardians and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.

- The teacher will inform the parents/guardians of the student's progress. The process will follow the stated format:

- Parent contact
- Periodic meetings with the student
- Quarter report card
- Parents/guardians will agree to check student grades regularly.
- If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

## Promotion or Retention

Promotion and retention are based on an evaluation of academic, social, and emotional growth. Promotion to the next grade level depends on successful completion of all subject areas. Advancement is based on the student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully. Careful assessment of a student's performance and ability are undertaken before retention is recommended. The ultimate decision regarding non-promotion is a collaborative one among the principal, teacher(s), and parents. Parents will be informed in writing of possible retention at the end of the second quarter and arrangements will be made for consultation.

Retention is usually considered as an alternative during the primary grades and can be very beneficial as a *bonus* year for a learner. Retention in the primary grades (Junior K through 2) will be based on academic and developmental readiness. A child must be ready physically, socially, and emotionally, as well as academically, to be considered for promotion to the next grade.

Students in grades 3 – 8 who have a failing average in two major subjects on the final report will not be considered for promotion to the next grade. A failing average in one subject will require summer classes or tutoring in order to be promoted. In the event a student attends summer school or receives tutoring, documentation must be presented to the administration before the beginning of the next school year.

No child may be retained in a grade for more than two years. Students who have significant academic challenges will be referred for testing. In the event testing is recommended or previous testing has been completed, results must be made available and kept with student records. When testing is recommended, it will be required that this be completed in a timely manner so that the student can best be served at SGGS. There will be no special accommodations made for students unless testing results and/or a plan of action is on file in the school office.

## Student Recognition

- **Principal's List** – This academic merit award is for students in Grades 5-8. Students must earn a 93 or above average in all subjects and demonstrate commendable effort and citizenship; grade 5 students must earn a 3 in work habits and self-discipline, and must have 2 or 3 in Specials courses.
- **Honor Roll** – This academic merit award is for students in Grades 5-8. Students must earn an 83 or above in all subjects; grade 5 students must earn a 2 or 3 in work habits and self-discipline, and must have a 2 or 3 in Specials courses.
- **Saint Gregory Award** – This award is given to students in Grades K-8 who demonstrate the

virtues of Gospel living through kindness, courtesy, respect, cooperation, truthfulness, and obedience.

- **Make Your Mark** – Students in grades JK - 4 observed showing exemplary behavior are given a ticket by a faculty or staff member to place in a drawing for a gift card at the end of the month.
- **House System Points** -SGGS House points are to be awarded for actions and choices that are aligned with behaviors we value at SGGS. Some examples are showing kindness to someone in need, or consistently being seated and ready for class on time.

## Admissions

The school upholds a nondiscriminatory policy and admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to our students.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission of students whose needs cannot be met or impose reasonable conditions of attendance where indicated under the circumstances. A student's first year of attendance is considered probationary.

### **Academic Standing**

All applicants to SGGS must be in good academic and behavioral standing in order to be considered for acceptance. Copies of report cards and educational testing must be submitted with the application. A recommendation form from the previous teacher/principal attesting to the character and the ability of the student must also be submitted.

### **Age Requirements**

Age requirements are in accordance with the Virginia Beach City Public Schools (VBCPS) District. Students entering:

- Junior Kindergarten must be 4 years of age on or before September 30.
- Kindergarten must be 5 years of age on or before September 30.
- First Grade must be 6 years of age on or before September 30.

### **Registration**

- Re-enrollment of existing students and enrollment of their siblings takes place beginning the second week of February.
- Registration of new students for the next school year takes place in the third week of February.
- A **non-refundable fee** is charged per student and is required at the time of registration/re-registration.

- Generally, only students transferring from another Catholic school or from out-of-state will be accepted for the 7<sup>th</sup> and 8<sup>th</sup> grades.

### **Admission of Non-Catholics**

Our school serves a variety of purposes including the academic, social, and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis: that is, the proclamation of the Gospel and the formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life. Non-Catholics may be admitted to our school under the following condition: the parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.

### **Waiting Pool**

If space is not available for students, their names will be placed in a waiting pool. The waiting pool exists for the current year only. If space becomes available after registration, they will be notified.

## **Advancement Office**

Director of Admissions - Amy Driscoll, ext. 326

Director of Development - Bernadette Keplinger, ext. 370

The Office of Advancement organizes programs and events to benefit the school. This is especially important in our mission to keep tuition rates and costs down for families who want Catholic education for their children. The actual expense of operating SGGS exceeds our tuition charges, therefore the Office of Advancement is critical in closing the gap. Many critical programs/events help advance the mission and vision of the school including:

### **Fellowship Events**

- Welcome and Back To School Nights
- Veterans Day Prayer Ceremony
- Catholic Schools Week/Open House
- Grandparents Day
- Volunteer Appreciation Day
- Major Donor Appreciation Event
- Vianney Hall Sneak Peek
- Additional Special Guest Events

### **Fundraising Events**

- Tax Credit for Tuition Assistance Campaign
- Saints Ball
- Saints Appeal Campaign

- Saints Fun Run
- Saints Fest

## **Communications**

- Saints Weekly
- Saints Quarterly
- Gregorian

## **Attendance**

State law requires that all students be present each day school is in session. It is most important that students are present and ready for school each day. Regular and prompt attendance has a marked influence upon academic achievement. Prolonged and excessive absences interfere with learning.

1. Avoid unnecessary absences.
2. A note from a parent stating the reason for the absence is required for admission to class after an absence.
3. A doctor's note is required for a student's return to class after an absence of three days or longer.
4. Contact the teacher regarding completion of assignments and tests that were missed. Students are required to make up any work or tests missed during their absence. These tests must be taken within one week of returning to school from an absence. If absent on announced due date, all projects or assignments must be submitted the day the student returns to school. It is the student's responsibility to turn in work and not wait until requested by the teacher. This also includes all specials classes even if the student is not scheduled for that special the day he/she returns.
5. Any student who is absent from school without his/her parent's/guardian's knowledge or who leaves the school without permission is subject to discipline by school administration.
6. The parent or the person sent to pick up the student must sign out the student in the main office. If the parent will not be the person picking up the student, please include in your written note, the name of the person who will be picking up the student. This person must provide a picture ID before the student is released.
7. Vacation policy - Vacations taken during the school year are discouraged. If a student takes vacation during school time, that student is responsible to obtain all missed assignments the day he/she returns. The teacher will determine the time frame in which all work is to be completed by the student. No teacher is responsible to assign work before the rest of the class receives the assignment or is taught the work. Teachers cannot be expected to reteach the material a student has missed while on vacation; parents must take this responsibility. Students must present a note from the parents to the teacher at least one week in advance of the vacation. If a family vacation occurs at the end of the school year, all assignments and tests must be completed at the teacher's convenience before the vacation.
8. Tardy procedures: A student who arrives late for school must report to the school office for an admission slip and present the admission slip to the teacher in the class.

## **Attendance Indications on FACTS SIS**

**P: Present:** The student is in attendance, on time.

**AE: Absent Excused:** Student is absent due to personal illness, severe illness or death in the family, exposure to contagious disease, religious holidays, extremely inclement weather or school-related activities for which participation has been granted by the school. Parents have sent notification (note or email) before or after the absence confirming one of these reasons.

**AU: Absent Unexcused:** Student is absent for other reasons, including out-of-school suspension.

**EDE: Early Dismissal Excused:** Student is dismissed early from school due to personal illness, severe illness or death in the family, exposure to contagious diseases, school-related activities for which participation has been granted by the school (including middle grades participating in Bishop Sullivan JJV athletic teams). Parents have sent notification (note or email) before the early dismissal.

**EDU: Early Dismissal Unexcused:** Student is dismissed early for other reasons, including family travel, or playing on a non-school sports team.

**TE: Tardy Excused:** Student is tardy and an acceptable reason is provided and approved. Some acceptable reasons include but are not limited to: doctor's appointment, illness of a sibling, illness of a parent or guardian (causing for an unplanned interruption in morning routine), major traffic emergencies (causing for multiple students from different families to be tardy) etc. The SGGS front office may occasionally announce tardies are excused.

**TU: Tardy Unexcused:** Student is tardy without approved reason. Unapproved absences include but are not limited to: oversleeping, typical traffic, running late, getting gas, etc.

### **Consequences for tardies/absences/early dismissals whether excused or unexcused:**

- Five (5) tardies/absences/early dismissals in one grading period (Quarter)- Email notification from Registrar stating student has reached five tardies/absences in the quarter. For informational purposes only.
- Ten (10) tardies/absences/early dismissals in one grading period (Quarter) - Letter from administrator to parent expressing concern for reaching ten tardies/absences in grading period.
- Twelve (12) tardies/absences/early dismissals in one grading period (Quarter) - Parent/Administrator conference to discuss concern for reaching twelve tardies/absences in grading period.
- For 8th graders - caution that tardy, attendance, early dismissal data are regularly requested on high school applications for admission.

## **Birthday Celebrations**

Birthdays are announced over the loudspeaker after morning prayers. Birthday invitations may not be passed out in school unless every child in the class receives one. The school office will not accept delivery of balloons, flowers, etc. – no exceptions. SGGS participates in a Wellness Program and requires that edible birthday treats not be brought in to share with classmates. However, birthdays may be celebrated in the class and other items may be distributed, such as stickers, pencils, etc. The

homeroom teacher will determine all classroom celebrations during the year within the guidelines set by the school.

## **Business Office Information**

### **Tuition and Financial Aid Information**

SGGS is proud to offer Catholic education with a rigorous academic program at a tremendous value. Tuition does not cover all the costs to operate the school. SGGS closes this gap through fundraising and the generous donations of SGGS families, parishioners, benefactors, and supporters.

Application Fee: The Application Fee is a non-refundable fee that must accompany each new application. The fee is \$130 for the first child, \$105 for the second and \$80 for the third (not to exceed \$315). Re-enrollment fees are \$65.00 per child prior to the deadline (see Admissions for more information).

### **Tuition Payments**

SGGS families have the following two options for paying tuition:

- Pay the entire year's tuition upfront by July 31 by check directly to the school or through the FACTS Management Company Online Payment site. -Or-
- Pay in installments by entering into contract with FACTS Management Company Online Payment site. The first payment is due June of any given year. (Semi-annual, quarterly and monthly options available.)

### **Tuition Assistance (Financial Aid)**

- The FACTS financial aid application is online. Applications are open November 1 and are due March 1.
- For tuition aid consideration by the SGGS Financial Aid Committee, FACTS applications must be completed by families.
- Any SGGS family may apply for tuition assistance for FACTS, but no approximations or guarantees are ever extended prior to official awards.
- Applicants will be asked to submit necessary financial information and supporting tax documents to FACTS. Families will not be reviewed for financial aid until ***all documents*** have been submitted to FACTS (including various tax forms such as Forms 1040 and W2s).
- There are multiple rounds of financial aid which are reviewed by an anonymous committee of volunteers. Families are urged to submit a completed FACTS application by the deadline of March 1<sup>st</sup>. Typically 85% of all financial aid is awarded in Round 1. Awards are typically announced for Round 1 by May 31.
- Round 2 deadline is June 1, and awards are typically announced prior to the start of school in August.
- The school makes every attempt to have a 3rd round of financial aid in which the application deadline is August 1, and awards are typically announced by mid-September.

- If you have questions, please contact the Business Office at 757-497-1811 or email [financialaid@sggsvb.org](mailto:financialaid@sggsvb.org).
- To be eligible for tuition assistance consideration, the child's enrollment contract must be executed and a FACTS agreement must be set up with scheduled payments. The SGGS application fee is non-refundable.
- SGGS does not discriminate on the basis of race, color, national origin or gender in awarding financial aid. The award is based on available funds, the financial need of the family, and the number of applicants requesting financial aid.
- Students receiving tuition assistance are expected to achieve academically and make a positive contribution to the school. A financial aid award may be rescinded due to a low grade point average without attempts to improve, chronic behavioral issues of a student or any behaviour of a parent/guardian/student disrespecting the Catholic identity of SGGS faculty, staff, families, students or volunteers.

## **Confidentiality Statement**

All information received is strictly confidential and is reviewed only by the Financial Aid Committee. The committee is made up of volunteers, and applications are reviewed in a completely anonymous review based on family need, amount of financial aid available, and number of families submitting requests for assistance.

Any questions can be sent to the Financial Aid Committee directly at [financialaid@sggsvb.org](mailto:financialaid@sggsvb.org)

## **Referral for Collection i.e. PAYMENT IN ARREARS**

According to the tuition contract, paragraph D, any account referred to an attorney for collection is subject to the additional sum the greater of:

1. 33 1/3% of the outstanding balance owed for collection and attorney's fees OR
2. The actual amount of attorney's fee, costs, and expenses incurred.

If the parent/guardian without the consent of the school withdraws a student, any payment due under this agreement shall become immediately due and payable, without notice.

## **Bus Service**

SGGS is initiating limited, fee-based bus service in the 2019-20 school year. The 14-passenger bus will conduct two runs: in Chesapeake and Virginia Beach. SGGS bus drivers hold the DL/CDL Permit plus the passenger and school bus endorsements.

## **Car Line Procedures**

*The Church parking lot may be used for parent parking should parents desire to walk their children to the main entrance. The Daycare lot may NOT be used for parents who wish to walk their children to the main entrance because crossing the road slows down the drop-off line and is not the safest route for*

walking children. The Church and Daycare lots are also approved for parking **should a parent have a scheduled meeting with school personnel**. The main school parking lot will be closed for general parking (from 7:30-7:55) due to student/parent pedestrians. Please refrain from parking in handicapped spaces unless you possess the handicapped placard.

- No student may be dropped off before 7:30 AM unless going to *Before the Bell*.
- We ask that drivers pull all the way up in the line to maximize the number of students exiting the cars at one time. Please do not allow your children to unload until you have pulled up as far as possible. Please follow signs and directions from staff, and never pull out of the line once your child has unloaded. Stay in the line.
- We respectfully ask that drivers refrain from cell phone use while driving on campus. Students, parents, and employees are frequently walking in our parking lots, and drivers who use cell phones are unable to pay proper attention.
- Cars are not permitted to enter the marked, coned-off area of the main school parking lot in the morning before the 7:55 AM school bell so the students may safely walk to the main doors.
- Junior Kindergarten parents are asked to walk their child to their classroom for the first week of school only. After that, JK students may be dropped off in the main lot area. If Kindergarten parents wish to walk their children to Guardian Angel Hall (GAH), parents are asked to stop at the breezeway door of GAH to allow K students to walk in independently and successfully. These parents should park in the gym parking lot.
- Kindergarten students may also be dropped off in the main school parking lot. Follow directions above.
- Students in grades 6-8 may be dropped off in the front Church parking lot to walk down Paschal Way (road in between Scholastica Hall and Vianney Hall). Paschal Way is a no-access road during school days and will be blocked off by cones.

## **Dismissal**

If possible, students should not be picked up after 2:15 PM for early dismissal. Students should not return to their classrooms after dismissal.

## **Dismissal patterns are as follows:**

- Cars may enter the front church lot (by Virginia Beach Blvd.) or the school parking lot.
- Cars will line up to exit to the right in column formation in the church lot.
- Cars will line up facing the gym in column formation in the school lot.
- Walkers will be defined as students who walk off school campus with a parent or designee. The Walker Dismissal Policy will entail students being called to dismiss last in the dismissal order to allow ample time for our main lot and church lot to empty of all vehicles. Walkers will report to the main office and will be picked up by their parents/designees from the main lot.
- Teachers assigned to both lots will begin dismissing lines when all children have finished loading into their cars.
- Teachers and staff are assigned to drop-off and pick-up duty to ensure the safety of all of the children. Verbal or abusive language/behavior toward faculty, staff, or fellow-parents is unbecoming in a faith-based community. Parents are encouraged to model exemplary behaviors in front of all students.

- The back parking lot by the gym is not a designated pick-up area for students in grades 1 - 8. The SGG Daycare lot is also **not** a pick-up area for students. No students will be dismissed to this area, nor should parents pick up their children from the main lot with the intention of walking back to and departing from the Daycare lot. **Daycare lot is reserved for parents who have afternoon appointments with school personnel.** Junior-Kindergarten and Kindergarten parents may park in the gym lot to pick up students. If there is a need to come into the school for a meeting, parents may park in this gym lot and walk around to the main entrance of the school or to the JK/Kindergarten building. During dismissal, exits from this lot will be blocked so the cars can be dismissed from the main lot without interruption.
- Kindergarten students who are in a carpool will be accompanied to the main school parking lot by a teacher or aide.
- No child may be left unattended after 2:45PM dismissal. If a parent is unable to pick up his/her child at school, arrangements should be made for the child to go to the *Beyond the Bell* program. A teacher will remain at the main door of the building until 3:00 PM with any child not picked up. After this time, the children will be taken to *Beyond the Bell* program in the Dining Hall. There will be a charge for students who remain at *Beyond the Bell* beyond 3:00 PM.

On most days, dismissal takes about ten minutes. Everyone's cooperation and courtesy is required to help ensure a smooth dismissal. Safety of our students, parents, and faculty is our priority.

## Child Care

### **Before/Beyond the Bell**

SGGS offers parents a before and after school child care program entitled Before/Beyond the Bell. The program is offered to parents at an additional fee billed monthly or on an *as-needed* (drop-in) basis. Students are provided with homework assistance, a nutritious snack, and supervised recess. The registration link for *Before* or *Beyond the Bell* is available on the school website. The hours of the before school program are: Monday through Friday, 6:50 to 7:30 AM and the after-school program, 2:45 – 6:00 PM, (Noon– 6 PM on Noon Release Days, and 1:30 - 6 PM on Early Release Days). The program is held in the school Dining Hall (Immaculata Hall).

Any student that is not picked up from school by 3:00 PM will be taken to the after school program until a parent or guardian arrives. Parents/Guardians of these students will be billed as drop-ins if the student remains after 3:00 PM. Information concerning the fees and application for the *Beyond the Bell* program is available in the main office or on the school website.

Students participating in various after school activities must remain with the teacher or moderator until that activity is completed and the parent/guardian picks them up. No student may remain unaccompanied by an adult. For after school activities that do not begin directly after school, students enrolled in *Beyond the Bell* program must sign in and attend the program until they are picked up by the activity teacher or moderator. All students attending after-school activities must report to the *Beyond the Bell* program if a parent cannot pick them up after the activity is over and it is before 6:00 PM. No student can be signed out to anyone without proper identification.

## **Code of Conduct**

### **Discipline Code**

The essence of Christian discipline is self-discipline. The rules of the school aim to safeguard a student's liberties rather than curb them. The observance of rules ensures that each person's freedom and rights are protected.

Correct training in discipline means that a student learns to accept rules and regulations presented by class/school authority. Students are expected to exhibit demeanors which reflect favorably on themselves and the school. They are expected to show respect and consideration for one another and their teachers, thus creating a harmonious atmosphere within the school. All students must recognize their responsibilities and obligations and discharge them in accordance with school regulations. Students who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and to parents/guardians both in school and at school-sponsored events. This also applies to the school/parish community and outside the school/parish community where behavior is contrary to Catholic teaching or could bring disrepute or embarrassment to the school.

### **Self-Discipline Includes:**

1. Respect for and consideration of others.
2. Obedience to and respect for adult authority and class/school rules.

Students will:

- a. honor the directions of teachers and school personnel; refrain from disputing, arguing or otherwise debating the authority of an adult
- b. comply with the rules and procedures of the class and school
- c. cooperate with proper participation in celebrations, prayer experiences, assemblies, etc.
- d. refrain from activities and speech contrary to the moral teaching of the Catholic Church.
- e. not leave school property (buildings, recess area, Dining Hall, etc.) at any time without permission.
- f. remain in assigned areas at all times.
- g. respect school property and the property of others.

3. Obedience to and respect for civil law.

Students will not:

- a. possess or use a weapon or potential weapon.
- b. engage in violence of any kind.

- c. engage in the use of alcohol or illegal drugs.
- d. threaten another's safety or physical well-being.

Ordinarily, discipline issues are dealt with by the teacher through a behavior plan established by the teacher, grade-level, or even school-wide. Behavior plans will vary according to teacher preference (use of charts, clipboards, class boards, electronic tools such as Apps). Persistent or uncharacteristic discipline issues will be communicated to parents/guardians. The principal or assistant principal is the final recourse in disciplinary situations. Administration has the right to add or waive any disciplinary rule or consequence for just cause at her discretion.

## **Honor Code**

As students of SGGS, we commit ourselves to the values and virtues upon which our school was established. We pledge to uphold these values by being honest in everything that we do, say, or write. We accept the duty and responsibility to report any violations of this honor code to a faculty member. By upholding the guidelines of this honor code, we will contribute to the greater unity of the student body of SGGS.

### **As a student of Saint Gregory the Great School, I pledge:**

1. To be honorable in all of my work. Cheating is harmful to all involved. Cheating includes giving and/or receiving any answers on a quiz, test, homework, or other designated assignments.
2. To refrain from willfully taking any property of another. Stealing is a direct violation of what we stand for at SGGS.

## **Commencement**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible to participate in commencement ceremonies if all financial obligations have been met. The administration and the eighth grade teachers determine procedures for commencement ceremonies and celebrations.

## **Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended.

## **Conduct Violations**

The following, though not all-inclusive, is a list of conduct that violates the Discipline Code.

- **Abusive, profane, or vulgar language** — any inappropriate language used on school premises
- **Bullying** – aggressive behavior that is intentional, consistent, and involves an imbalance of power
- **Cheating** — the taking or giving of schoolwork that is not one's own or if the teacher has probable cause to suspect such an action
- **Cyberbullying** – bullying by e-mail, through social media, or transmission on other electronic devices

- **Damaging any school, church, or personal property**
- **Disrespect** — any improper attitude displayed toward a teacher, staff member, volunteer parent, administrator or another student
- **Dress Code Violation** — any infraction of the dress code after a warning has been given
- **Forgery** — handing in a paper signed or written by anyone other than a parent/guardian
- **Gum chewing/eating in class** — gum is not permitted on campus. Snacks may only be eaten at the designated time
- **Disruptive classroom behavior** — disturbances in class, the lunchroom, such as sidebar conversations or talking out during direct instruction, slamming books, unnecessary noises, any disruption deemed by the teacher to interrupt the educational process.
- **Invading the privacy of another's desk** — teacher or student
- **Out of Bounds** — being in the wrong place at the wrong time.

Conduct by students or by parents/guardians, or by anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to, the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidations, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical behavior, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.

Any behavior or inappropriate language that causes the learning atmosphere to deteriorate or be disrupted, or which infringes upon the rights of others in the school, will not be tolerated, and may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

1. Teacher redirection of student with or without warning of possible further consequences
2. Teacher-student conference
3. Time-out in the classroom or main office
4. Silent lunch
5. Detention
6. Formal written office referral to principal
7. In-school or out-of-school suspension

Serious infractions may result in an immediate detention (depending on context or circumstances such as previous admonishments or infractions), suspension, or dismissal from school and applies to students on campus, traveling to or from field trips, or at school-sponsored functions.

I/We agree to accept and cooperate fully with Saint Gregory the Great Catholic School in routine matters of rules, regulations, and discipline. Saint Gregory the Great Catholic School reserves the right to discipline the student when, at the discretion of the administration, the student's interest or

that of the school will be best served by such action. Saint Gregory the Great Catholic School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated in the Student-Parent Handbook.

**Harassment**

The school prohibits harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

In the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against any member of the school community, where a student is suspended but not dismissed, psychological or psychiatric clearance may be required before the student returns to school. Bullying, harassment, or violent behavior will not be tolerated. All members of our school community are expected to discourage, prevent, intervene, report, and otherwise appropriately address these behaviors. All forms of cyberbullying on computers at school or home are unacceptable.

This section is intended to serve notice to students, their parents, and members of the SGGS community, that bullying/harassing/violent behavior is an immediate cause for intervention that could include immediate suspension or expulsion. All persons –those engaging in bullying behaviors, victims of bullying, or witnesses to the victimization of another– must realize that bullying is a community concern requiring community-wide accountability and commitment to both its prevention and prompt, appropriate response if and when it occurs.

The Administration reserves the right to determine the appropriateness of any disciplinary action taken. The principal or assistant principal are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her/his discretion.

**School Property**

The parent/guardian of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs, labor, or replacement. Textbooks or electronic devices used by the student must remain properly cared for throughout the year. No writing or marking of textbooks is permitted. The student will be responsible for any textbook that is lost or damaged. Final report cards will not be issued to any student who has not returned or paid for lost or damaged books.

**Dining Hall Expectations**

- All students must remain seated during the lunch period until dismissed by the supervising adults.

- No student may leave the Dining Hall without permission from an adult or a note from a teacher.
- Conversational voices and appropriate table manners are expected from all students.
- Students are expected to eat lunches provided and not waste food.
- Students are responsible for the cleanliness of their table area.
- Violations of Dining Hall rules may result in the loss of Dining Hall privileges.

## **Physical Education Safety Rules**

Student safety is the primary focus during Physical Education while in the gym and on the activity field. Students whose behavior affects the safety of others will be removed from the class and possibly face suspension.

- Using self-control and good manners is part of Physical Education.
- No student may leave the designated activity area without permission from a teacher. The designated activity field is limited to the perimeter of the soccer field. No student is permitted in the woods, ditches, neighboring yards, streets, or to pass the fence leading to the lake.
- Consequences for not following safety rules for Physical Education could include suspension and will be determined by the administration.

## **Playground Safety Rules**

SGGS is fortunate to have a beautiful playground facility. In order to provide a safe environment, the following rules must be followed:

- No running or playing tag on the equipment. No tackle football or dodge ball permitted.
- Only go down the slides.
- No jumping off equipment.
- No throwing of mulch, sticks, or any other items on the playground.
- No rocks permitted.
- Students are to listen to the direction of adults and teachers supervising the playground at all times.
- Rough or dangerous play will result in suspended recess privileges.

## **Principal or Assistant Principal's Referrals**

When a student is sent to the principal for disciplinary consequences, it is regarded as a serious matter. The principal will make a record of the student's visit. The following consequences will apply:

- |                     |  |
|---------------------|--|
| <b>1st Referral</b> | Principal will have a conference with the student regarding the unacceptable behavior. |
| <b>2nd Referral</b> | Principal will contact parent by telephone or in writing.                              |
| <b>3rd Referral</b> | A behavioral contract among student/teacher/parent will be established.                |

It is in the best interest of elementary students that home and school work together for the child's education. We will be in close contact with parents concerning the progress of their child/ren in school.

**Student Detention**

Teachers may issue detentions for infractions such as incomplete assignments, disruption of class, horseplay, or other inappropriate behavior. Parents will be notified either by phone or in writing about these detentions.

**Suspension**

Just, appropriate disciplinary policies are essential educational processes, which include procedures that are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible. Once a student has been suspended, he/she will be placed on probation until the student has shown a serious change in attitude and demeanor.

**Procedures for Student Suspensions**

- Infractions are of a serious nature, as determined by the school.
- Parents/guardians of the student will be informed in writing of the suspension as soon as practicable.
- Suspensions will be implemented in school at the discretion of the principal/assistant principal.
- Following the suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be re-admitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- When necessary, parents/guardians and students are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- Where the administration deems necessary, a student will be referred for counseling.
- Both the report of the suspension and the signed written agreement will be filed with the student's record.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available only to authorized school personnel and parents/guardians.

**Expulsion/Permanent Dismissal**

A student may be dismissed after a serious infraction deemed by the administration to warrant immediate dismissal or after two (2) formal suspensions.

- The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community, or Catholic teachings.
- Parents/guardians of the student will be informed in writing of the dismissal as soon as practicable.

- Students who are dismissed may apply for re-admission after one full year. The school administration will determine whether re-admittance is appropriate.

## **Civil Law Violations**

Students alleged to have committed a crime may be dismissed from SGGS for the duration of indictment and trial.

## **Communication**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include: this Handbook, school website, Saints Weekly, yearly calendar, monthly calendar of events, Saints Quarterly, Gregorian magazine, parent-teacher conferences, parent town hall meetings, teacher-parent correspondence, and report cards.

## **Extracurricular Activities**

Students are encouraged to participate in extracurricular activities. These include altar servers, Student Council Association (SCA), band, show choir, art club, sports programs, Chess, etc.

It is the policy of SGGS that any student who has a failing grade or an unsatisfactory grade in the areas of conduct or effort will not be permitted to participate in sports/extracurricular programs for a period of 3 weeks. When the teacher has noted improvement, the student may resume the extra-curricular activity.

## **Field Trips**

Field trips are designed to correlate with teaching units and to achieve curricular goals. Grades are permitted to take up to two field trips during the year. This varies with the location and the cost of the trip. Individual teachers in consultation with the administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct or effort.

Parent chaperones are often needed on field trips. The teacher determines participation when needed. Siblings are not permitted to attend field trips when parents are chaperoning. If private vehicles are being used for transportation, parents must submit proof of insurance and license and fill out the necessary form for parent drivers. Any chaperone must have submitted the Virginia Department of Social Services Child Protective Registry Form and Diocese of Richmond Volunteer Select Application as well as having participated in the Diocesan VIRTUS program.

A written, official permission slip, signed by a parent/guardian, is required before a child will be permitted to attend a field trip. Verbal permission cannot be accepted. Where both parents are unable to sign the form, there should be a notation on the form explaining the reason: e.g. Other parent on deployment, one parent has sole custody, etc.

## **Finance Office Information**

### **Tuition and Financial Aid Information**

New Incentive: \$100 discount off per child if tuition is paid in full by July 31, 2019.

New Application Fee: \$130.00 per child (maximum \$300.00 per family)

Chromebook Rental:

\*Grades 5, 6, and 7 - \$100 Chromebook fee with option to purchase Chromebook at end of 8th grade year

\*Grade 8 - \$116 Chromebook fee with students retaining the Chromebook at the end of 8th grade year

\*The Chromebook rental fee covers dashboard, file management, and insurance. Rates vary due to changes in Chromebook policy and terms implemented in the 2018-19 school year.

Instrument Rental Grades 4 and 5 - \$40 (Paid once per academic year.)

**Grade 8 Only:** World History I and Earth Science Textbooks (Rental fee for new textbook) = \$25 per book. Graduation Fee - \$90 (Field trips, retreat, end-of-year party, graduation [cap/gown]).

### **Tuition Payments**

Saint Gregory the Great families have the following two options for paying tuition:

- Pay the entire year's tuition upfront by July 31 by check directly to the school or through the **FACTS Management Company Online Payment site.** -Or-
- Pay in installments by entering into contract with **FACTS Management Company Online Payment site.** The first payment is due June 1 of any given year. (Semi-annual, quarterly and monthly options available.)

### **Financial Aid: Tuition Assistance Application Process (Deadline MARCH 1<sup>st</sup>)**

- Tuition Assistance application is available to families.
- Assistance is available to families who have children registered in prekindergarten through grade eight.
- Applicants will be asked to submit necessary financial information and support documents to FACTS Grant and Aid for evaluation.
- All applications are to be completed online with **FACTS Grant and Aid** website.
- Tuition Assistance decisions are made after review by the Principal and Financial Aid Committee prior to start of the school year.
- All applications must be completed by **March 1<sup>st</sup>**, in order to be eligible for **Diocesan Assistance.** That means all required/requested documents, especially Forms 1040 and W2, have been received by FACTS Grant and Aid Management before March 1<sup>st</sup>.
- Self-employed families who have not previously applied are eligible to submit their documentation by June 1<sup>st</sup>, for a second round of funding.
- If you have questions, please contact the Business Office at 757-497-1811 x322 or [financialaid@sggsvb.org](mailto:financialaid@sggsvb.org)

- To be eligible for tuition assistance consideration, the child's application must have been completed and accepted by Saint Gregory the Great Catholic School. The application fee is non-refundable whether or not the financial aid request is granted.
- Saint Gregory the Great Catholic School does not discriminate on the basis of race, color, national origin or gender in awarding financial aid. The award is based on available funds, the financial need of the family, and the number of applicants requesting financial aid.
- Students receiving financial assistance are expected to achieve academically according to their abilities and make a positive contribution to the school.

## **Confidentiality Statement**

All information received is strictly confidential and is reviewed only by the following persons: pastor, principal, assistant principal, finance manager, and financial aid officer.

## **Referral for Collection i.e. PAYMENT IN ARREARS**

According to the tuition contract, paragraph D, any account referred to an attorney for collection is subject to the additional sum the greater of:

1. 33 1/3% of the outstanding balance owed for collection and attorney's fees **OR**
2. The actual amount of attorney's fee, costs, and expenses incurred.

**If the parent/guardian without the consent of the school withdraws a student, any payment due under this agreement shall become immediately due and payable, without notice.**

# **Inclement Weather Procedures**

## **School Closings – Inclement Weather**

E-mail, cell phone, and text messages will be sent in the event of an emergency closing and an announcement will be made on SGGS social media and TV Channels 3, 10, and 13. We generally follow the Virginia Beach School District as they have the means and resources to vet road conditions. Closing of school includes the cancellation of all extra-curricular activities (including sport practices, clubs, and other meetings) that have been scheduled for after school and evening hours.

## **Delayed Opening**

If the school is opened two hours late, students should not be dropped off before 9:30 AM. If there is a two-hour delay, there will be no morning Junior Kindergarten or Before the Bell. We realize that late openings present problems for some parents/guardians; however, there will not be any school personnel on campus to supervise students arriving before the designated time.

## **Early Dismissals**

In the event of an early dismissal due to inclement weather conditions, email, phone, and text messages will be sent to notify parents/guardians of the dismissal time.

## **Legal/Custody Issues**

Parents are asked to inform school personnel when legal custody of a student resides with one parent. To determine the custodial parent/guardian, it is important for the school to have a copy of the custody decree or court order adjudicating that determination of custody. (This Court Order/Custodial Agreement is placed in a confidential file). This will help school personnel to make effective decisions when the need arises. Custodial parents/guardians are likewise asked to supply copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. The school requires the custodial parent to sign an agreement form regarding parental participation issues.

### **Student Records**

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. Unless a court order of custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the student. School records of a student may be disclosed only upon written request of the parent/guardian with legal custody unless the school is mandated by a subpoena or court order.

Every change of address, phone number, or family name must be reported to the office personnel as soon as possible and updated in the *FACTS SIS* profile. Up-to-date records are needed in case of emergency.

### **Release of a Student**

A student will not be released to a parent/guardian that does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of students enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

## **Lockers**

Students in grades 6 – 8 are assigned lockers for the year. The school is not responsible for the security of items left in the lockers. The school reserves the right to search the lockers at any time.

## **Lost and Found**

Parents should properly mark all belongings with their child's first and last name. Lost and Found articles will be placed on a table in the Dining Hall. A staff member sorts through the articles to make sure labeled items are returned to the student each month. Students may also claim lost articles during lunch/recess periods. At the end of each month, articles that have not been claimed will be sent to the Parish Thrift Shop or Used Uniform Closet.

## Lunch Orders

Students may bring a lunch from home or purchase a hot lunch at school each day. The hot lunch count is taken in homeroom each morning. Saint Gregory the Great School uses FACTS SIS to pay for school lunches online. This is a convenient way for students to purchase a hot lunch or a la carte items. Parents login to the ParentsWeb/FACTS SIS portal and choose Financial. There is a prepay account there designated for lunch money. The cost of a hot lunch is \$3.50 and a la carte items range from \$.60 to \$1.50. The lunch menu is posted on the school website on a monthly basis. All meals are prepared on site by our school Dining Hall staff.

Bringing hot lunch from fast food stores is prohibited. Healthy foods and drinks are encouraged. Parents may not drop in to eat with their children. Due to limited time and space in serving lunch to our students, this is not convenient. Parents who are available are encouraged to volunteer to help monitor the Dining Hall and recess yard by contacting Mrs. Lucy Pon at: [lpon@sggsvb.org](mailto:lpon@sggsvb.org).

## Media Release

Students pictures may be used as part of our public relations efforts on the school website and/or written publications. Occasionally SGGS submits articles and photos to *The Catholic Virginian*. By giving permission to the school to use photographs of your student, you are also giving permission for those pictures to be used on all Diocesan digital media sites and the Catholic Virginian. In addition, if photos are used in *The Catholic Virginian* your child's first and last name may be used. Media Permission is implied unless written notification is received from a parent and acknowledged by the school. Permission is granted through the Media Release Form.

## Nurse's Clinic

### **Child Abuse Laws**

Saint Gregory the Great School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **Food Allergies**

Children with food allergies must have a **Food Allergy Management Plan** from their physician, a medication administration form signed by a physician, and medication brought to the clinic by the parent. Teachers cannot make the decision about what is safe for students to eat when the

student is allergic to certain foods. The parent **must** supply safe snack foods for snack time, parties, or special occasions (**in a closed container**), UNLESS you have approved the food being served, through your child's teacher in advance and in writing.

Every effort is being made to prevent your child from having an allergic reaction but **we need your help.** We will continue to have a peanut free table in the cafeteria and we will do all we can to educate the students, teachers and staff regarding food allergies. If your child is 10 years old or older, and does not want to sit at the allergy table, we must have a signed note from the doctor and parent exempting your child from sitting at the table.

### **Lactose Intolerance**

Children with lactose intolerance are required to provide a doctor's note to the clinic, if they would like to substitute a juice for milk at lunch. A new doctor's note is required each school year.

### **Lice Policy**

Immediate exclusion of students with pediculosis will occur. A student may return to school only if the infestation is totally cleared up and the student is nit free. Upon return to school, the nurse must check the student before he/she can be readmitted to class.

### **Medication Policy**

Needed medications (prescription or over the counter) must be kept in the clinic and administered by authorized personnel. All medicines must be brought to school by the parent, not the student. School policy allows dispensing of medication under the following guidelines:

- A physician's written statement indicating medication requirements must be submitted to the clinic.
- Parent signature must appear on the physician's statement.
- Medicine must be in labeled prescription bottle.

Students with a cast or immobilization device (brace, crutches, ace, sling, etc.) must provide medical documentation that includes:

- Diagnosis of injury
- Estimated length of time of need for the device
- Activity restrictions (including gym, recess, or classroom)
- Weight-bearing status of any lower limb casts (full, partial, toe-touch, or none)

Forms for physician medication orders may be obtained from the clinic or main office. For the safety of all students, medication (prescription or over-the-counter) is not permitted in the possession of any student during school hours, or on school grounds.

Medical release forms will be sent home to be signed for field trips.

### **Operating Information**

The clinic will operate during regular school hours. A Registered Nurse staffs the clinic during the school day. The clinic provides first aid for school-related illnesses and injuries. The clinic is not equipped or designed to care for out-of-school injuries/illnesses, and is not intended to take the place of

parent directed medical care.

During the school year, vision and hearing testing will be conducted on students in K, 3, and 7. Information on scoliosis (grades 4-8) and eating disorders (grades 5-8) will be sent home to parents. All students (JK-8) attend an educational presentation on dental health.

Emergency contact information is online through the parent portal, FACTS SIS, and can be updated at any time. This information is used to contact you if an emergency arises in school with your child. Information should be updated throughout the year if necessary.

If you suspect that your child is ill, do not send him/her to school that day. A child must be fever free and free from vomiting or diarrhea for at least one full day before returning to school. If a student becomes ill while in school and is sent home due to fever, vomiting or diarrhea even if it is at the time of drop-off, they must remain home the following day, and the emergency card procedure will be followed. **If a parent is called to pick up a sick child, the parent is asked to do so immediately.**

### **Regulatory Information**

Virginia State Law requires a physical examination and immunization certification from a physician for all students entering school. All immunizations must be up to date prior to school entry. This requirement will be strictly enforced. Good health plays an important role in the learning process. Special circumstances regarding a child's health should be made known to the school office and clinic.

The school nurse offers AED/CPR training for faculty and staff for the added safety of our students. In accordance with Federal and State regulations, Saint Gregory the Great School follows the policy on HIV/AIDS procedure as promulgated by the Office of Catholic Schools in the Diocese of Richmond.

## **Office Records**

Parents/Guardians are requested to notify the school office in writing or by email of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up-to-date. They are also requested to make those changes in their *FACTS SIS* profile. Any change in custody agreements must be sent to the office when applicable.

## **Parent/Teacher Guild (“PTG”)**

The Parent/Teacher Guild (PTG) in collaboration with the administration, parish and school community, promotes a cooperative effort between the educators and parents to ensure the students are receiving the highest advantage in academic, physical, social and spiritual education. The PTG Board consists of volunteers within the school community. There are four officers: President, Vice President, Secretary, and Treasurer.

The Parent/Teacher Guild (PTG) sponsors the “Super Saints Raffle” as their one-and-only annual fundraiser, ***in addition to the annual fundraising efforts of the Development Office.*** The “Super Saints

Raffle” event helps support the school in the effort to provide additional funds for field trips, instructional materials, and other needs designated by the administration. Families are encouraged to participate, but this program is not meant to be mandatory. For any fundraising program, the school prohibits students from going door-to-door.

## Religion

Religion, as taught in our school, is a way of life, not merely a subject. It is important, therefore, that this way of life be supported and supplemented in the home. Parents/Guardians are encouraged to participate in developing their child’s relationship with God by being witness to the values taught in school and by fostering a personal prayer life within the family.

Catholic parents/guardians are expected to see that their children participate in Sunday Mass and receive the sacraments of Penance and Eucharist often. Non-Catholic students must attend religion classes and participate in all liturgical services at school. They and their families are also encouraged to develop and to follow the worship practices of their faiths.

## Safety

### **Fire and Emergency Drills**

The safety of your child is one of our greatest concerns. Fire or emergency drills are held monthly to teach pupils to respond calmly in the event of an emergency. Every person leaves the building quickly and in an orderly fashion. Drill directions are posted in each classroom.

Our school also has a crisis management plan which includes: lock-downs and shelter-in-place.

### **Regulations**

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- All doors must remain shut and locked. Entrance to the school building may be obtained through the doors located in the main office after ringing the doorbell.
- All visitors must report to the school office.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in an appropriate punishment. Every student must stay within the established boundaries when outdoors for morning and lunch recess.

### **School Counselor**

SGGS has on staff a school counselor, Mrs. Kyra Kruger, who provides information regarding psycho-educational testing, as well as resources and support to the teachers and parents with students

experiencing emotional or academic difficulties. Mrs. Kruger handles student conflict resolution and provides student support through individual counseling, group counseling and classroom lessons. Parents may call the counselor with any concerns at ext. 344.

## **School Telephone 757-497-1811**

The telephone is to be used to transact school business only. No student or teacher will be called to the telephone except in a case of emergency. If a teacher is called, then the secretary will take the number and relay the message to the teacher. Students are not permitted to use the phone except in an emergency. Forgotten books, homework, lunch, and gym clothes are not considered emergencies. Students are not permitted to call for forgotten homework or PE clothes.

If a student forgets a lunch or lunch money, it can be dropped off at the main office and it will be delivered to the student. Classes will not be interrupted to deliver forgotten homework, PE clothes, or projects. Students are responsible for having all items needed for the day.

## **Service/Volunteer Requirements**

### **Students**

Service and stewardship is an important part of our Catholic faith. In our mission to educate our students, we encourage a life-long commitment to service for our students. Grades Junior Kindergarten through 5 participate in service projects as a class. A Service Program is designed for grades 6 – 8. The Service Program requirements for middle school students are as follows:

- Grade 6 – minimum 10 service hours per year
- Grade 7 – minimum 15 service hours per year
- Grade 8 – minimum 20 service hours per year

These hours can be fulfilled by volunteering in parish, school, and community activities. Service hours may be completed during the summer months for the following school year. The hours must be documented and signed by the person in charge of the program. All service hours must be completed and officially documented before May 1<sup>st</sup>. Failure to complete service hours may include restricted participation in end-of-year grade activities or trips.

### **Parents**

Each family is required to support Saint Gregory the Great Catholic School. Many opportunities are available throughout the year. Stewardship opportunities are listed in FACTS SIS, our website, and the Saints Weekly. Bingo activity is recorded by the Bingo Coordinator. Parents/Guardians are asked to log all stewardship hours on FACTS SIS by May 31, 2020.

Parents have two options when it comes to the volunteer hours. Please review each option below:

### **VOLUNTEERING OPTION #1:**

Parents will provide twenty-five (25) hours of stewardship service at Saint Gregory the Great and work

two (2) nights of Friday Bingo. Parents will have the opportunity to provide supplies/hospitality items to SGGS. They will be awarded one hour for every \$5 spent, for a maximum of 10 purchased hours. Parents may work 3 **EXTRA** Bingos (in addition to the **REQUIRED** 2 Bingos) at 5 hours each to satisfy 15 hours. **But that is the limit:** the remaining 10 hours to get to the required 25 must be completed in one of two ways: parents work the 10 hours as normal, or parents may "buy out" the remaining 10 hours by paying a \$25 per hour fee for hours not completed.

**Please Note:**

- Failure to meet stewardship requirements will result in a \$25 fee per hour not completed.
- Failure to complete 2 nights of Friday bingo will result in a \$100 fee per night not completed.
- Failure to provide at least 24 hours notice to our Bingo Coordinator for cancellation will result in a \$50 assessed fee. Should a parent not be able to honor the Bingo commitment, the parent needs to provide a **replacement** (including name, phone number and email) to the Bingo Coordinator.

**VOLUNTEERING OPTION #2:**

Parents will pay a fee of \$625 to opt out of both stewardship service and Bingo obligation to be billed to the family FACTS account August - May.

**Volunteers and Screening**

The Diocese of Richmond requires any individual working or volunteering (including parents) in a Catholic school to submit the Virginia Department of Social Services Child Protective Services Central Registry Form and the Diocese of Richmond Volunteer Select Application Form. Anyone volunteering, coaching, or working in the school or parish must also participate in the Diocesan VIRTUS program, *Protecting God's Children*. This is a three-hour training session designed for awareness and prevention of child sexual abuse. Dates, times, and sites of trainings throughout the year may be found at [www.virtus.org](http://www.virtus.org). Registration for training is also done online. Certificates earned at other parishes are accepted. Copies of certificates of completion must be provided to the school Main Office.

## **Technology**

**Technology and Internet Acceptable Use Policy**

All parents and students are expected to agree to the terms of the SGGS Technology and Internet Acceptable Use Policy as part of their enrollment agreement. SGGS is a student cell phone-free campus. Technology use is meant for educational purposes. Access to network services is provided for students to conduct research and other educational goals. Students are expected to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility and any misuse according to the policies outlined may result in suspension of privileges.

**Technology/Chromebook Handbook**

Students in grades 5-8 must agree to the policies of the Technology/Chromebook Handbook at the beginning of each school year. Students in grades 5-8 participating in the 1:1 Chromebook initiative will pay a monthly fee for rental of school equipment. While devices remain school property, students in grades 7-8 are permitted to take the device home each evening and weekend during the school year.

## Visitors to School

Visitors are welcome at SGGS. However, to ensure the safety of all students and continuity of the instructional day, adherence to the following procedures are required:

- All visitors report to the Main Office or Guardian Angel Hall Office to sign in and receive a Visitor's Badge.
- Drop off all items or messages to the Main Office.
- Visits to classroom teachers must be by appointment only. **No unscheduled conferences, however brief, are allowed during school hours.**

## Wellness Program

In keeping with the state-mandated policies for wellness, students will be taught about the importance of physical fitness and good nutrition. Each classroom teacher will include lessons and activities geared to training our students to adopt a healthy lifestyle.

In conjunction with our wellness policy, soda is not permitted as a lunch beverage. Also, cake, cupcakes, donuts, cookies, soda or other sugary treats are highly discouraged for classroom celebrations. Fruit, pretzels, other healthy snacks, or non-food treats such as pencils and stickers may be sent to school for celebrations.

## Notification of Asbestos Compliance

SGGS is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) in accordance with paragraph 763.85 (1) and has been since 1988, when the first inspection was performed by John G. Gerow from the University of Illinois Asbestos Center. At this time a management plan was written and has been in effect to the present time. Formal re-inspections of the plan and any asbestos containing building materials are required every three years. The latest re-inspection was completed on June 12, 2013 by Eastern Virginia Environmental, LLC. The school monitors the materials on a required six month surveillance cycle. A copy of the management plan is on file in the school office should you wish to review it. Saint Gregory the Great School is committed to maintaining a safe environment.

## A Final Note

This handbook is intended as a guide to school policy and procedure for the benefit of the school and its students. However, this handbook is not a contract nor is it intended to vest any particular rights. The school reserves the right to deviate from literal compliance with the terms hereof, where the school deems it necessary in the interest of the school and its students to change or modify the application of the matter discussed herein.