

Parent/Student Handbook

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. If you have a question about a particular policy or procedure, please contact the principal.

Revised August 2015

Saint Gregory the Great Catholic School

5343 Virginia Beach Blvd., Virginia Beach, VA 23462

Parent/Student Handbook

Welcome to Saint Gregory the Great School. In choosing Saint Gregory School, 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 virtue-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 Saint Gregory the Great School. We believe that following these handbook policies will help us to have an orderly school conducive to learning. There is no intent to develop a set of expectations that are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns evolve, we are available to discuss and help resolve them.

May God bless our many endeavors this year!

*The spirit of an IHM (Immaculate Heart of Mary) school
calls each person to a life of ... Prayer, Love, Service, Courtesy, and Hospitality.
In Saint Gregory the Great School, Jesus is the Center and Mary, the Model.*

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

During the first week of school, please take the time at home to read and discuss the contents of this handbook and review it periodically during the year.

Please send in the sheet provided on the school website that states your agreement to abide by the rules and requirements stated in this handbook. *Thank you and God bless you!*

History

Saint Gregory the Great School is a Catholic parish school, which operates under the auspices of the Diocese of Richmond and the Church of Saint Gregory the Great in Virginia Beach, Virginia. The school is centrally located in Virginia Beach and also serves families in the Norfolk and Chesapeake areas.

Dedicated in 1965, the school is staffed by the Sisters, Servants of the Immaculate Heart of Mary (IHM) from Immaculata, Pennsylvania. Lay teachers assist the Sisters in providing quality religious and academic education for students ranging from Prekindergarten through grade eight.

The school continues to grow in many ways since its opening day on September 8, 1964:

- Classroom expansion to three of each grade.
- Two computer technology labs, science lab, library, gymnasium, art room, cafeteria, and athletic fields

- Sullivan Hall (1994), Paschal Hall (1998), Guardian Angel Hall (2003), and Saint Gregory the Great Day Care Center (2006)

Philosophy

Saint Gregory the Great Catholic School has a religious and academic purpose. Integration of the spiritual and academic dimensions is essential to the education of the whole child. Our goal is to instill a sense of individual responsibility, to build self-esteem, to encourage excellence, and to teach decision-making skills, as well as the traditional academic disciplines. Our commitment as a Catholic school is to teach Jesus Christ and His message of salvation through formal instruction and through the formation of a community, which puts the message of Jesus into action through loving service.

Vision Statement

Dedicated to Catholic education, Saint Gregory the Great School nurtures moral development, scholarship, lifelong learning, and responsible stewardship through faith formation and a virtue-centered way of life.

SCHOOL INFORMATION

Telephone Number: 757-497-1811

E-Mail: office@sggsvb.org

Fax Number: 797-497-7005

Website: www.sggsvb.org

Staff:

Pastor: Rev. Mario Fulgenzi, OSB
 Principal: Sr. Mary Barbara Brahl, IHM
 Religious Congregation of the Sisters, Servants of the Immaculate Heart of Mary
 Lay Faculty and Staff

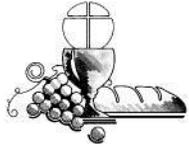
Schedule

Grades PK- K	7:55 AM to 2:45 PM
Grades 1-8	7:55 AM to 3:00 PM
Before School program	7:00 AM to 7:35 AM
After school <i>Beyond the Bell</i> program	2:50 PM to 6:00 PM

*The school will not be responsible for any student left unsupervised on the premises before 7:35 AM or after 3:10 PM unless they are involved in an extracurricular activity.

Important Phone Numbers:

Beyond the Bell	757-692-0901
Church Office	757-497-8330
Finance Office	757-497-1811
Nicolette Jelinek	ext..322
Mary O'Neill	ext. 378



Catholic Education

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 witnessing 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.

ADMISSION

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 Saint Gregory the Great School 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 accord with the Virginia Beach School District. Students entering:

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

No exceptions will be made to these requirements.

Registration

- Re-registration of existing students and registration 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 7th and 8th 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 List

If space is not available for students, their names will be placed on a waiting list. Waiting lists exist for the current year only. If space becomes available after registration, they will be notified in the order of consideration.

Academic Policies

Saint Gregory the Great School is recognized by the State of Virginia and is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Virginia Catholic Education Association (VCEA). The Blue Ribbon School of Excellence Award was presented to Saint Gregory School in 2007.

Curriculum

Curriculum may be defined as every facet of a student's school life. We must follow diocesan-wide curriculum guidelines 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.

The basic curriculum consists of classes in religion, mathematics, language arts, reading, science, social studies, as well as semi-weekly classes in physical education. Each class also participates in weekly art, computer, library, and music classes. Spanish is offered once weekly in grades kindergarten through grade five, three times weekly in grades six and seven, and five days a week to grade eight students. Eighth graders, who qualify, are able to take Geometry, Algebra 1, and Spanish 1 for high school credit. Further information regarding the curriculum is posted on the Saint Gregory the Great School webpage at: www.sggsvb.org

Religion

Religion is taught as a subject and there are many opportunities throughout the year for students to practice their faith in daily life. Catholic Doctrine and Tradition, Bible study, social justice, and preparation for the first reception of the Sacraments of Reconciliation and Eucharist in the second grade comprise the religion program. All students have the opportunity of participating in monthly school and class liturgies. Confession is provided several times throughout the year for grades 3-8.

Language Arts

Reading, English, spelling, composition, handwriting, library skills, and appreciation for literature comprise the Language Arts Program.

Mathematics

Mathematics skills are developmentally presented throughout the grades. To those students who meet the requirements, pre-algebra is offered in grade 6, pre-algebra (part I) and algebra I are offered in grade 7, pre-algebra (part II), algebra I, honors algebra, and geometry are offered in grade 8. Requirements for pre-algebra, algebra, and geometry include teacher recommendation, Scantron test scores, entrance test, and yearly average.

Science

General sciences and laboratory experiences are provided in science lessons. Stem learning occurs in conjunction with each grade's required subject material.

Social Studies

History, geography, economics, and current events comprise the program of study in social studies.

Spanish

Spanish is offered in Pre-K through 8. Spanish I for high school credit is offered in grade 8.

Technology

Twenty-first century computer skills are integrated throughout the curriculum for grades 1 – 8. Chromebooks are issued to all students in their 5th grade year.

Physical Education

The physical education program emphasizes teamwork, throwing to a moving target, utilizing a variety of fitness workouts, playing an assortment of complex games, and acknowledging the importance of daily exercise and proper nutrition. Health lessons are presented to eighth grade students.

Grading for physical education is equally distributed in the following areas: readiness, cooperation, participation, effort, good sportsmanship, teamwork, and knowledge of material.

Fine Arts

Art for grades K – 8 includes the study of: basic principles/elements/techniques of art, art history, various artists, two and three dimensional art projects, and integration of art activities into various subject areas.

Music for all grades consists of lessons in music history, influences of music in everyday life, different styles of music, and the terminology associated with each. All students are required to perform in the annual carol celebration held in December. See yearly calendar for date.

Band, which is optional for grades 4 – 8, involves participation in a weekly class during which students learn to play a wind/percussion instrument of their choice. The students also practice and perform in an elementary, middle, and/or performance band(s). A band fee is required to participate in this program. Chorus for grades 2 – 8 requires an after-school commitment of time for rehearsals and performances.

Library

All grades are scheduled to visit the library each week. In addition, 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. Overdue books incur a fine of ten cents per book per day each day the library is open until the book is returned. 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.

Supplementary Programs

Accelerated Reading and Honors Math Programs

For qualified students, reading (second semester of grade 1 through grade 5) and mathematics (grades 4-5) courses are accelerated and cover material in greater depth. Units and lessons follow the diocesan curriculum consensus, but at an accelerated rate. Lessons are developmentally appropriate with emphasis on research, independent learning, and technology integration. Requirements include teacher recommendation, Scantron score (gr. 2-5)

Pathways to Learning Program

Saint Gregory the Great *Pathways to Learning* Program is a support pull-out program for struggling learners with a focus on student ability rather than learning difference. An ongoing partnership with the *Pathways* teacher, classroom teacher, and parent(s) is established with the purpose of helping a student succeed in both the *Pathways* class and the regular classroom.

Eligibility for the program requires that the student have a qualified complete battery of psycho-educational testing. In addition, recommendation by the classroom teacher and/or performance below grade level will also be considered in student placement.

Individual learning goals, yearly and short-term, are established for each student after admission to the program. Students are included, to the maximum extent possible excluding the language arts block, in the regular classroom setting. They are members of their age-appropriate homerooms and are incorporated fully with those classes for religion, core curriculum subjects, art, music, library, physical education, lunch, and recess. These students attend all liturgies and other special events with their homeroom.

Learning Resource

In Pre-K and Kindergarten, a resource teacher screens students for learning weaknesses and provides extra help to strengthen student skills.

Title I Resource for Reading and Math

A reading/mathematics resource teacher is on staff at Saint Gregory the Great School to provide support to the classroom teachers. Students identified with a need will be able to receive extra support.

Accelerated Reader Program

The Accelerated Reader Program is a computer-based program that provides the teacher with information regarding the student's reading comprehension level. This program is used as a supplemental program for grades 1-8.

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will affect the student's effort grade/comments on the report card.

The teacher assesses daily performance of students. Examination of copybooks and worksheets for *neatness* and for *completeness of work*, as well as class participation, are all part of

the overall report card effort grade/comments.

All students are encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use copybooks as drawing or scribbling pads.

Parents should encourage children to:

- Take pride in work well done.
- Seek excellence in every task.
- Start and complete work on time.
- Seek help when needed.
- Assume responsibility for learning.
- Assume responsibility for all supplies.

Class Participation

Students are expected to:

- Give attention and respect to the teacher at *all* times.
- Show respect and concern for other students by a willingness to share and to take turns.
- Participate actively in class either by oral or by written response as circumstances dictate.

Homework

Homework is an essential part of the total education of the student. It is intended to reinforce concepts presented in class and includes both written and study assignments. Students should have the skills necessary to complete the assignments independently, and will need only to present finished assignments to parents for approval and signature as required by the teacher. In the primary years, it is essential that the parent accept full responsibility for home studies. 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. Homework should also stimulate originality and creativity, and for this reason, enrichment assignments and projects are given. Failure to complete homework assignments on a daily basis affects the student's grades and indicates a lack of appreciation for our academic standards.

The following are suggested time allotments 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 30 minutes
- Grades 3 and 4 60 minutes
- Grades 5 and 6 90 minutes
- Grades 7 and 8 120 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 on the school web page for each grade on a daily basis. The website is used as a support; computer/server problems can affect this posting.

Progress/Evaluation

Student Progress

Student grades are available at any time through the parent online portal, School Reach. Parents are encouraged to view their child's progress often.

School Counselor

Saint Gregory the Great School has on staff a school counselor who facilitates psycho-educational testing, provides support to the teachers with students experiencing emotional or academic difficulties, handles student conflict resolution, teaches life skills to 6-8th grade students, implements our *Peace-Maker* program, and coordinates 8th grade high school recommendations and applications.

Parents or teachers who wish to have the counselor work with a student or want to investigate testing, must fill out a request/permission form and submit it to the principal or vice-principal to initiate the process. Parents may call the counselor with any concerns at the school number.

Report Cards

Report cards will be distributed three times a year. 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

100-97	A⁺	96-93	A	92-90	A⁻	89-87	B⁺	86-83	B	82-80	B⁻
79-77	C⁺	76-73	C	72-70	C⁻	69-67	D⁺	66-63	D	62-60	D⁻
59 and below											

Classes that are modified will be designated as such on report cards by having an M next to the grade.

Pre-K and Kindergarten assessment is described on the report card.

Grades 3 – 5 Conduct, Study Skills, and Spanish Marking Codes

E	Excellent
G	Good
S	Satisfactory
I	Needs Improvement
U	Unsatisfactory

Grades 1 and 2 Specials, Conduct, Study Skills, and Penmanship Marking Codes

E	Excellent
G	Good
S	Satisfactory
I	Needs Improvement

Parent-Teacher-Student Conferences

Formal Parent-Teacher-Student Conferences are scheduled in the fall each year. Student attendance with parents is expected. 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 vice principal will be honored after the parent and teacher have already met to discuss the child's needs.

Standardized Testing Program

Students in grades 2-8 are evaluated in math and reading using the *Scantron Performance Series* standardized test three times each year. Parents receive a printout of final analysis in June. It is important for students to be present for this testing. The tentative testing schedule will be posted at the beginning of the school year.

Kindergarten students take a skills assessment test in February to assist in determining readiness for first grade. Results are shared with parents.

Curriculum Modifications 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 adaptations 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.

Academic Probation

Each student is responsible for the satisfactory completion of projects, class work, and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability. A student who does not fulfill his/her academic responsibilities or fails a core subject in a trimester will be placed on academic probation for the subsequent trimester. 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
 - Trimester 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 joint one between the principal and teacher(s). Parents will be informed in writing of possible retention at the end of the second trimester and arrangements will be made for consultation.

Retention is usually considered as an alternative during the primary grades. Retention in the primary grades (Pre-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.

After consultation with parents and teachers regarding retention of a student, the final decision rests with the administration. No child may be retained in a grade for more than two years. Students who have significant academic problems 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 Saint Gregory School. 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

- **Academic Merit** – This honors award is for students in Grades 6-8. Students must earn an 85 or above average in all subjects; S or above, in conduct and effort. This award is also given to students who have demonstrated commendable effort.
- **Saint Gregory Award** – This award is given to students in Grades 1-8 who demonstrate the virtues of Gospel living through kindness, courtesy, respect, cooperation, truthfulness, and obedience.
- **Caught Being Courteous** – Students observed being kind and courteous 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. Student names are displayed on the bulletin board for the subsequent month.

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 scholastic achievement. Prolonged and excessive absences cause problems in the learning process.

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 school (preferably 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. Parents are encouraged to schedule trips or family outings during times school is not in session. If this does occur, missed assignments are the student's responsibility.
6. **Perfect Attendance Certificates** will be issued only to those students who have been present for each instructional day, without arriving late or leaving early. Absence due to death in the immediate family does not disqualify a student for perfect attendance.
7. Any student who is absent from school without his/her parent's/guardian's knowledge or who leaves the school without permission is liable to suspension

Early Dismissal - Individual Students

Once the school day has begun, no student may leave the school grounds without the explicit permission of the principal. Doctor, dental, and optical appointments during school time are discouraged and should be scheduled on days listed as school holidays or days of early dismissal. If such an appointment is necessary during school time, parents/guardians are asked to send a note to the teacher the morning of the appointment or the day before if possible. A student, who must leave school because of sickness, appointments, or for any other legitimate reason, must have a parent or someone authorized by the parent, meet him/her in the school office to sign the *Early Dismissal Register*. Parents do not go to the classroom for the student.

NOTE: Leaving school before regular dismissal disqualifies a student from *Perfect Attendance*. This includes leaving for team sports.

THE PARENT OR THE PERSON SENT TO PICK UP THE STUDENT MUST SIGN THE STUDENT OUT IN THE MAIN OFFICE. IF THE PARENT/GUARDIAN 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.

Team Sports Dismissal

Teachers are not free to supervise students to change clothes in the restrooms. Arrangements must be made with the team coach for students to change before games/practices.

Excessive Absence/Truancy

Students who miss an excessive number of school days will be reported to the school district attendance officer. Students who are considered truant are liable to dismissal from the school.

Lateness

A student who arrives late for school must:

- report to the school office for an admission slip
- present the admission slip to the teacher in the class

A student is late if he/she is not in class by the time the bell is rung at 7:53 AM. If a student is late repeatedly, the principal will confer with the parents/guardians in an effort to correct the irregularity.

Consistent unexcused lateness will be considered parental neglect, which will be reported to the school district for further investigation. Excessive lateness impacts on an attendance record and constitutes a serious infraction.

Perfect Attendance

In order to receive a Perfect Attendance Certificate at the end of the school year, the following criteria **must** be met:

- The student must be **on time and present until dismissal** each instructional day. A student is considered late if they are not in class by the time the first bell rings at 7:53AM.
- The student is excused for absence due to deaths in the immediate family. The *immediate family* is defined as parents, grandparents, siblings, or member of the household.
- There are other emergency situations that may arise that will warrant an excused absence and/or an excused lateness, but these are determined at the discretion of the principal and not the parents/guardians.

Note: Students absent for funerals (outside the immediate family), court appearances, etc. are marked as absent. These absences are excused/legal, but still count as absence.

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.

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. Saint Gregory the Great participates in a Wellness Program and requests 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.

Car Line Procedures

Arrival

Detailed maps and directions for drop-off and dismissal are sent home at the beginning of the year; and are also available in the main school office.

*The Catholic Charities/Daycare parking lot is **not** to be used for drop-off or dismissal.*

- No student may be dropped off before 7:35 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.
- 1st-5th grade (K, 6-8 optional) students brought to school in the morning should be dropped off by the Picnic Pavilion area of the main parking lot. Students disembarking on the school side should enter the closet door; students on the pavilion side should walk on the path to the crosswalk and wait to be crossed by a teacher/staff member.
- 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 schoolyard in the morning before the 7:53 AM school bell.
- Pre-K parents are asked to walk their child to their classroom. Kindergarten parents are permitted to take their children to the classroom, also. These parents must 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 the service road in between the buildings to the entrance of Sullivan Hall. The road in-between the buildings is a no-access road during school days and will be blocked off by cones.

On days of inclement weather, students may be dropped off at one of the three doors to the main building. Parents are to follow the rainy day traffic pattern entering the parking lot from VA Beach Blvd. or Marian Lane and around to the front of the building.

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 schoolyard 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.
- Teachers assigned to both lots will begin dismissing lines when all children have finished moving to their cars. Teachers are assigned to drop-off and pick-up duty to ensure the safety of all of the children. **Verbal or abusive behavior will not be tolerated toward the teachers/staff.**
- **The back parking lot by the gym is not a designated pick-up area for students in grades 1 - 8.** No students will be dismissed to this area. Pre-K 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 Pre-K/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 3:00 PM 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 3:15 PM with any child not picked up. After this time, the children will be taken to *Beyond the Bell* program in the cafeteria. There will be a charge for students who remain at *Beyond the Bell* beyond 3:20 PM.

On most days, dismissal takes about ten minutes. Everyone's cooperation and courtesy is required to help make this work smoothly.

Child Care

Before/Beyond the Bell

Saint Gregory the Great School 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, 2:50 – 6:00 PM, (Noon – 6 PM on half-days). The program is held in the school cafeteria (Immaculata Hall).

Any student that is not picked up from school by 3:15 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 to 3:20 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

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

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 lawful 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 school authority and school rules.

Students will:

- a. cooperate with proper participation in celebrations, prayer experiences, assemblies, etc.
- b. refrain from activities and speech contrary to the moral teaching of the Catholic Church.

- c. not leave school property (buildings, recess area, cafeteria, etc.) at any time without permission.
- d. remain in assigned areas at all times.
- e. 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 problems are dealt with by the teacher and/or parents/guardians. The principal/vice-principal is the final recourse in disciplinary situations and has the right to add or waive any disciplinary rule or consequence for just cause at her discretion.

Honor Code

As students of Saint Gregory the Great School, 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 Saint Gregory the Great School.

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 Saint Gregory School.

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 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, IM, 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

Improper behavior — disturbances in class, the lunchroom, yard, etc.; *i.e.* note passing, 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

Other — any behavior that warrants attention not specified on the above list

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 reminds student of appropriate behavior
2. Teacher-student conference
3. Time-out in the classroom or office
4. Detention and communication with parent via note, telephone, or conference
5. Referral to principal
6. In-school or out-of-school suspension

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, traveling to or from or at school-sponsored functions.

Major disciplinary infractions include, but are not limited to:

Gross insubordination

Truancy — unexcused absences

Violent behavior — fighting or behavior that causes physical injury

Theft

Vandalism

Blatant disrespect for authority

Possession, sale, and/or use of drugs (over the counter, narcotics, tobacco, marijuana, inhalable substances, steroids or alcoholic beverages).

Inappropriate use of the Internet

Profane/obscene language or gestures or engaging in immoral conduct.

Inappropriate contact with a teacher or student via e-mail, telephone, etc. that is contrary to Catholic teaching.

Possession of a weapon or any item which may present a danger to others in school or out.

Cutting class

Leaving the campus or school sponsored event without permission of a school authority.

Irreverence

Consistent non-compliance to rules and regulations on the part of the student and/or parent/guardian.

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 cyber bullying on computers at school or home are unacceptable.

This section is intended to serve notice to students, their parents, and members of the Saint Gregory School 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.

Consequences for bullying:

1st incident: Detention– notify parent of incident, work with school staff/counselor.

2nd incident: In-school suspension – parents must come to the school for a meeting with the student, administration, teacher(s), and school counselor.

3rd incident: Out-of-school suspension – parents must meet with administration, teacher(s), and school counselor. Parent must seek professional help for their child before he/she is permitted to return to school. Psychologist must provide documentation of the visit to the administration.

4th incident: Expulsion

The Administration reserves the right to determine the appropriateness of any disciplinary action taken. The Principal and/or Pastor 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 used by the student must remain properly covered 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.

Cafeteria Expectations

- All students must remain seated during the lunch period until dismissed by the supervising adults.
- No student may leave the cafeteria without permission from an adult or a note from a teacher.
- Conversational voices and good 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 cafeteria rules may result in the loss of cafeteria 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, or 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

Saint Gregory the Great School 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/Vice Principal's Plan

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:

- 1st Referral** Principal will have a conference with the student regarding the unacceptable behavior.
- 2nd Referral** Principal will contact parent by telephone or in writing.
- 3rd Referral** 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.

Teacher Detention

Teachers may issue detentions for infractions such as incomplete assignments, disruption of class 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, which 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/vice principal.
- Following the suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted 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/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 readmission 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 asked to be home-schooled 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, the school website, yearly calendar, monthly calendar of events, the monthly newsletter, parent-teacher conferences, Home and School meetings, teacher-parent correspondence and report cards.

Faculty members are eager and willing to discuss a student's progress. Parents wishing to discuss their child or some aspect of his/her education or discipline should first address their interest to the homeroom teacher. If further need arises, the parent may opt to schedule another conference with the administration and teacher. Conferences with teachers are requested either by email, telephone to the school office, or by a note. Teachers are not to be interrupted during school hours

Development Office

Saint Gregory the Great School has a Development Director on staff to organize programs and events to benefit the school. This is especially important in our mission to keep tuition rates and costs down for families that want Catholic Education for their children. To obtain further information or to volunteer for one of the many programs sponsored by the Development Office, contact the main school office.

Annual Saints Appeal

All families within the Saint Gregory the Great School Community are encouraged to contribute to our *Saints Appeal*. The actual expense of Catholic education exceeds our tuition charges and contributions to this annual campaign are necessary to offset this differential. A major focus of our *Saints Appeal* is to support and provide academic program growth and enrichment.

Endowment Fund

Saint Gregory the Great Parish and School established an Endowment Fund in 1984 to provide for the financial future of Catholic education for students of the parish. Our Endowment Fund is named after Mother Marie Gerald and Mother Clotildis, the founding principals of the school. Donations to the Endowment Fund may be given at any time and it is a wonderful opportunity for memorial gifts and/or estate planning. For further information, contact the Office of Development.

Dress Code

The Saint Gregory the Great School uniform is worn by every student in grades Pre-K through 8 and should be worn with a sense of dignity.

Recognizing the relationship between personal dress and personal attitude, we encourage our students to dress so as to demonstrate pride in themselves and in their school. Students should be in full uniform on the first day of school. Students should arrive at school looking clean and well-groomed each day. Personal appearance and cleanliness affect the academic progress of the student. Students must be dressed neatly, modestly, and appropriately in properly fitting uniforms at all times. Dress uniform is required for Mass and appropriate school functions. New students will be given sufficient time to procure uniforms. If an emergency arises at home, we understand as long as the student brings in a written note from the parent that day. Adherence to the dress code shows a respect for the rules and mission of the school. Parent cooperation is expected.

Parents are reminded to send their student to school each day appropriately dressed for the weather. Jackets or coats are required on colder days for outdoor recess. All clothing, including gym uniforms, should be labeled with the student's full name.

Students who do not adhere to the dress code will first receive a verbal warning. If the infraction is not corrected, students will receive a written dress code violation form to be signed by parents. Any student who receives three dress code violations will receive an in-school suspension.

Prekindergarten dress code: Uniform for boys consist of: green or white golf shirt (short/long sleeves), khaki pants, khaki shorts and sneakers with white or khaki socks. Uniform for girls consist of: khaki skort, green or white golf shirt (short/long sleeves), khaki pants, khaki shorts, and sneakers with white or khaki socks.

Your child should not wear sandals, cowboy boots, shoes with heels, open-toed shoes, or shoes without a back at the heel. The only jewelry that should be worn would be something religious and simple, such as a cross necklace, and simple post earrings. No tattoos or nail polish is allowed.

Clothes should be neat, clean, and without holes. Dress appropriately according to the weather.

UNIFORM PURCHASE

All uniforms are to be purchased from Flynn & O'Hara Uniforms. Order blanks are available in the school office throughout the year. For more information, refer to www.flynnohara.com

Flynn & O'Hara Uniforms

**Woods Corner Shopping Center
1920 Centerville Turnpike
Virginia Beach, VA 23464 757-479-2100**

*****Note: Flynn & O'Hara will custom make a uniform for any student whose height, weight, or build deters the regulation proper fit of the ready-made uniforms.***

***Optional Middle School Multicolored Polos (Golf Shirt) and Fleece Jackets purchased at:
Coastal Threads www.coastalthreadsewbroidey.com
750 Lord Dunmore Dr.
Virginia Beach, VA 23464 757-495-2677***

Used Uniform Sale

Used uniforms are also available for sale several times during the year for \$1. Usable, outgrown, clean uniforms may be donated to the school for resale. Please contact the school office for more information.

Boys

Regular Uniform

Shirt: Uniform monogram golf shirt – white or hunter green/option of multicolor for middle school students only. Option of long-sleeved shirts also available. White turtleneck worn under sweater during winter months - optional. Dress shirts should be tucked in at all times. Golf shirts tucked in for elementary students.

Sweater: **ONLY** Saint Gregory the Great monogram V-neck hunter green sweater, sweater vest, fleece jacket (multicolor option for middle school), and pullover may be worn with the regular uniform during the winter months in the classroom.

Socks: Khaki or white

Shoes: Brown or black leather dress shoes – tie shoes with non-marking soles.

*****Athletic shoes, boots, or sandals are not allowed with the uniform.**

Boys Dress Uniform

Worn throughout the year when attending Mass or special school functions.

Uniform khaki pants with a belt (belt buckle must be appropriate for width of belt and may not have any inappropriate logos, pictures, or symbols).

White dress shirt and uniform tie (Grades 1–8). Shirt may be long or short-sleeved.

Socks: Khaki or white only

Sweater: **ONLY** Saint Gregory the Great monogram V-neck hunter green sweater, cardigan, sweater vest, fleece jacket (multicolor option for middle school), and pullover optional for grades 6-8 during winter months is permitted in the classroom.

Boys Summer Uniform

May be worn August – October and March – June in place of regular uniform

Khaki walking shorts with belt for grades 1-5 (belt buckle must be appropriate for width of belt and may not have any inappropriate logos, pictures, or symbols).

Sneakers – with non-marking soles: no high tops, must be **predominately white or black** with **white or black shoelaces** tied securely. No loud colors, patterns, or designs allowed on sneakers.

Plain white or black sport socks may be worn with shorts **only**.

Physical Education Uniform

The PE uniform is worn to school on days students have PE class. Students may be required to change if it is necessary to be in dress uniform that day. *Kindergarten students do **not** wear PE uniforms.*

Uniform T-shirt and uniform shorts. Shorts should be properly fitted and not pulled down below the waist.

PE uniform green sweatshirt and sweat pants will be worn during colder months – November through *February*. No other sweatshirts are allowed.

Plain white or black sport socks are worn with the PE uniform.

Sneakers – with non-marking soles: **no high tops, must be predominately white or black with white or black shoelaces tied securely. No loud colors, patterns, or designs allowed on sneakers.** Athletic footwear is described as shoes that are worn to provide support and stability. Athletic footwear would not include flat soled-shoes such as skate shoes (i.e. Converse) or slip-ons (i.e. Vans). Athletic shoes should be securely fastened to the feet with Velcro straps or laces that are tied to prevent injuries/accidents to self and others. We ask consideration when buying new athletic footwear, that you not to purchase the examples mentioned above, nor black-soled shoes that mark the gymnasium floor.

Personal Appearance

Boys' hair should be neatly trimmed. **Hair must not touch the collar, or be below eyebrows in front, and trimmed around the ears.** No "tails" or exaggerated hairstyles are allowed. Outlandish hairstyles/colors are not permitted, **natural hair color is expected.** Appropriateness of hair will be determined by the Administration. Students will be given a warning with **one week** to make necessary changes.

Boys that need to shave should be cleanly shaven at all times.

Earrings or any sort of tattoo is strictly forbidden. Religious medals or crucifixes on a small chain may be worn. **Bracelets are not permitted.** For safety and security, no jewelry may be worn on PE days.

Girls

Regular Uniform

Blouse: White, round collared uniform blouse or button-down collar oxford cloth blouse. Blouse may be long or short-sleeved. No other styles or sleeve lengths permitted.

Uniform monogram polo/golf shirt – white or hunter green (*multicolor option for middle school*), long, or short-sleeved.

Dress shirts should be tucked in at all times. Golf shirts tucked in for elementary students.

White turtleneck worn with tunic or under sweater during winter months.

Uniform: Plaid tunic – grades K-5 Plaid skirt – grades 6-8 must be **knee length.** Shorts/skort length must be no more than **2" above the knee.**

Uniform khaki long pants – optional Uniform skort or Coastal Threads is prepared to offer capris for the girls as an option for the shorts.

Sweater: **ONLY** Saint Gregory the Great monogram V-neck hunter green sweater, cardigan, sweater vest, fleece jacket (multicolor option for middle school), and pullover may be worn with the regular uniform during the winter months in the classroom.

Socks: Hunter green knee socks or tights.

Shoes: Brown or black leather dress shoe – T-strap or tie style with non-marking soles. Sturdy shoe style is required – no open back or sling back permitted. Platform or high-heeled shoes are not

permitted. Athletic shoes, boots, sandals, or heels (**more than 1 inch**) are not allowed with the uniform. Dress shoes must be worn with skirt in winter.

Girls Dress Uniform

Dress uniform will be worn throughout the year for Mass or special school functions.

Uniform plaid tunic or skirt – skirts must be **knee length**. **Shorts/skort must be no more than 2” above the knee**. White, round collar blouse or button-down collar oxford cloth blouse. Blouse may be long or short-sleeved.

Sweater ONLY Saint Gregory the Great monogram V-neck hunter green sweater, sweater vest, fleece jacket (*multicolor option for middle school*), and pullover optional for grades 6-8 during winter months is permitted in the classroom. **PE sweatshirt is permitted in the classroom on PE day ONLY**.

Hunter green knee socks or tights.

Brown or black leather dress shoes – T-strap or tie

Summer Uniform

May be worn August – October and March– June in place of regular uniform.

Khaki *capris from Coastal Threads* or walking shorts with belt for grades 1-5 (belt buckle must be appropriate for width of belt and may not have any inappropriate logos, pictures, or symbols).

Sneakers – no high tops, must be **predominately white or black** with **white or black shoelaces** tied securely. No loud colors, patterns, or designs allowed on sneakers.

White or black sport socks may be worn with shorts, skorts, or capris.

Physical Education Uniform

Uniform T-shirt and uniform shorts – fitted properly, proper length, **no more than 2” above the knee**. *Kindergarten students do not wear PE uniforms*.

PE uniform sweatshirt and sweat pants to be worn during colder months – November through *February*.

Sneakers – no high tops, must be **predominately white or black with white or black shoelaces** tied securely. No loud colors, patterns, or designs allowed on sneakers.

Plain white or black sport socks may be worn with shorts **only**.

Personal Appearance

Faded or worn uniforms need to be repaired or replaced.

Post type earrings may be worn, one earring per ear. One ring may be worn. Religious medals or crucifixes on a small chain may be worn. **Bracelets are not permitted**. For safety and security, no jewelry may be worn on PE days.

No make-up may be worn. Body sprays are not permitted. Clear nail polish only is acceptable.

Outlandish hairstyles/colors are not permitted; **natural hair color is expected**.

Appropriateness of hairstyle or color will be determined by the administration. Students will be given a warning with **one week** to make needed changes.

Hairbands - must be plain and simple, without ornaments. Simple hair accessories that match the uniform are acceptable. Hair scarves are not acceptable.

Middle School Uniform Options (grades 6-8)

Middle School Students have a few options for their regular, everyday uniform. These items are available through Coastal Threads. All other regular and dress uniform guidelines still apply.

Polo shirts are offered in 9 color choices: black, burgundy, cool gray, dark green, light blue, light pink, navy, royal, and white. Middle School Students are permitted to wear the polo shirt untucked with no undergarments visible below the hemline. The polo shirts are part of the official school uniform and should not be altered.

Fleece jackets are available in 7 color choices: black, forest green, iron grey, maroon, pink blossom, true navy, and true royal. The fleece jacket is offered as an option to the uniform sweater.

Dress-Down Guidelines for Pre-K through 8th

Pants: **Appropriate fitting**, no skin-tight jeans or slacks, are acceptable. They should be neat and without any holes. Leggings are not acceptable unless covered by appropriate length skirt, dress, or shorts.

Skirts must be knee length. Shorts must be no more than 3” above the knee.

Shirts must have sleeves and may not have any inappropriate logos, pictures, or symbols. No tank tops, tops showing cleavage, spaghetti straps, bare midriff, or bare shoulder tops may be worn.

For Safety Reasons:

No dangling earrings

No platform shoes, flip flops, or sandals

Parents will be notified to bring a change of clothes if a student comes to school dressed inappropriately.

These guidelines also apply to after school-sponsored functions, such as middle school dances.

Students who repeatedly demonstrate disregard for the Dress Code are liable to receive a disciplinary referral.

Extra-curricular Activities

Students are encouraged to participate in extra-curricular activities. These include altar servers, Student Council, school band, chorus, art club, and sports programs as described below.

It is the policy of Saint Gregory the Great School 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/extra-curricular programs for a period of 3 weeks. When the teacher has noted improvement, the student may resume the extra-curricular activity.

- Student Council Association (SCA) Grades 6 – 8 – Officers are elected in the spring for the following year and classes elect classroom representatives in September.
- Band - There is an additional fee for students in Grades 4 – 8 who wish to participate in the band program.
- Basketball - Parish teams provide varied opportunities in sports. All students in Grades 3 – 6 may try out for J.V. Basketball teams. Grades 7 – 8 may try out for the Varsity Basketball teams. Tryouts are scheduled in October. Dates and times will be announced.
- In order to be eligible to participate in the TCBL (Tidewater Catholic Basketball League), players must be enrolled and in good standing in our school, or enrolled and in good standing in the CCD program of another Tidewater parish. Proof of CCD program enrollment must be provided with player TCBL registration.
- Cheering - students in grade 3 - 8 may participate in the cheering squad for the basketball season.
- Field Hockey - girls in grades 2 - 8 may participate in spring field hockey.
- Soccer - Students in Grades K – 8 are welcomed to play fall and spring soccer for Saint Gregory the Great School. Sign-ups will be announced.
- Track and Field – students in grades 5 – 8 may participate in various track and field events. Meets are held at local high schools. Sign-ups are in the spring and will be announced.
- Cross Country – students in grades 5 – 8 may participate on the cross-country team. Sign-ups are held in the fall and will be announced.

- Golf – students in grades 6 – 8 may participate on the golf team. Sign-ups are in the spring and will be announced.

For further information, regarding athletics please refer to the Saint Gregory the Great Parish/School Athletics Handbook.

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 reserve 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 both parents/guardians, 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.

Tuition and financial obligations should be up-to-date for a student to participate in class trips.

Finance Office Information

Tuition and Financial Aid Information

Application Fee: \$100 non-refundable fee must accompany each application

RE: Full Day Prekindergarten - 8th Grade Tuition

*General and Technology Fees are \$360.00 per child (included in tuition total)

** Prekindergarten tuition is eligible for multi-child discount. Please contact the business office for details.

Tuition Payments

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

- Pay the entire year's tuition upfront by June 1 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 due June 1 of any given year. (Semi-annual, quarterly and monthly options available.)
-

Financial Aid

Tuition Assistance Application Process (Deadline MARCH 1st)

Tuition Assistance 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 1st**, in order to be eligible for **Diocesan Assistance**. That means all required/requested documents, especially Forms 1040 and W-2, have been received by FACTS Grant and Aid Management before March 1st.
- Self-employed families who have not previously applied are eligible to submit their documentation by June 1st, for a second round of funding.
- If you have questions, please contact the Business Office at 757-497-1811 x322 or njelinek@sggsvb.org
- To be eligible for tuition assistance consideration, the child's application must have been completed and accepted by Saint Gregory the Great School. The application fee is non-refundable whether or not the financial aid request is granted.
- Saint Gregory the Great 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.
- Funds for financial aid come from Saint Gregory the Great Parish subsidy, the Saint Gregory the Great School Endowment Fund, and the Diocese of Richmond including the **McMahan-Parater Foundation**.
- ***Virginia Education Improvement Scholarship Tax Credits Program***
Under Virginia's new Education Improvement Scholarship Tax Credits program, donations to approved foundations will provide scholarships for low-income new students at non-public schools. Business or individual donors then receive Virginia TAX CREDITS equal to 65% of the donation.
The McMahan Parater Foundation for Education (MPF) is one of 13 foundations approved by the Virginia Department of Education to receive donations under this program. MPF provides scholarships to students of low-income families who wish to attend any of the Hampton Roads Catholic schools of the Diocese of Richmond.
More information is available on the school website or through the Development Office.
 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 attorneys' 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.

Fundraising

The Parent Teacher Guild (PTG) sponsors the *Super Saints Raffle*. This 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.

The *Saints Ball* held in November and the *Chance and Auction* held in April also benefit our students and school.

Inclement Weather Procedures

School Closings – Inclement Weather

E-mail, phone, and text messages will be sent in the event of an emergency closing and an announcement will be made on TV Channels 3, 10, and 13. We generally follow the Virginia Beach School District as they have the means and connections to investigate 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 one/two hour(s) late, students should not be dropped off before 8:35/9:35 AM. If there is a two-hour delay, there will be no morning Pre-School 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 – Inclement Weather

In the event of an early dismissal due to inclement weather conditions, e-mail, 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 the 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 *School Speak* 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 cafeteria. Parent volunteers sort 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 Uniforms.

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 the Lunch Time Software which provides parents a means to pay for school lunches on-line. This is a convenient way for students to purchase a hot lunch or a la carte items. Parents set up an on-line account with Lunch Time and deposit a desired amount of money. They also receive notification when the account is low on funds. The cost of a hot lunch for the school year is \$3.25 and a la carte items range from \$.50 to \$1.00. The lunch menu is posted on the school website on a monthly basis. All meals are prepared on site by our school cafeteria 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 cafeteria and recess yard by contacting Mrs. Lucy Pon at: 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. Names of students are not posted with photographs. Permission is implied unless written notification is received and acknowledged by the school. Permission is granted through the media release form distributed at the beginning of the school year.

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 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. Parents must supply safe snack foods from home in a closed container that will be available for the child during snack time, parties, or special occasions. The school makes every effort to provide a safe environment for every student and prevent any allergic reaction; parent support is necessary.

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, your child will be involved in various health-screening programs: height, weight, dental, blood pressure, scoliosis (Grades 4-8). In addition, testing for vision, hearing, and speech will be conducted with students in the odd grades.

Emergency contact information is online through the parent portal, School Speak, 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 up-dated 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, 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 e-mail 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 *School Speak* profile.

*Any change in custody agreements must be sent to the office when applicable.

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 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 Pre-K 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 turned into the school before May 1st. We take this commitment to developing life-long service to others very seriously, therefore, there will be consequences for not completing service hours that may include restricted participation in end-of-year grade activities or trips.

Parents

Parents are required to provide ten (10) hours of service hours and work two nights of Friday night bingo. Many opportunities are available throughout the year. Service opportunity information is provided at the beginning of the year. It is recognized that due to some parents' schedules a preference for choosing to pay a volunteer fee is more feasible than the ability to complete the volunteer hours. If parents choose to opt out of the volunteer hours/bingos, an annual fee of \$200 is required to be paid by September 1st.

For those who complete their 10 volunteer hours and 2 bingos every year there is no volunteer payment. All of the time and talent that is shared by Saint Gregory families is truly appreciated by the school.

Volunteers

In addition to our dedicated faculty, we are fortunate to have the assistance of many generous people who give of their time in many ways. Not least among these are the board members of the Parent/Teacher Guild; School Board members; Women and Men's Club members; the Knights of Columbus, library and classroom volunteers, and many others. Volunteer aides are a vital part of our school program. We welcome them, we thank them, and we pray for them and their families daily. Volunteer opportunities are posted on the website.

Screening

The Diocese 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 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. Registration for training is also done on-line. Certificates earned at other parishes are accepted. Copies of certificates of completion must be provided to the school office.

Stationery

Supply lists will be provided for each grade. Lists will also be posted on the school website. Supplies available at school will be sold every Wednesday during the school year. Supply orders are to be put in an envelope marked with the student's name and room number.

Technology

Technology Acceptable Use Policy

Technology 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 may result in suspension of privileges.

Students in grades using the BYOD Program (Bring Your Own Device) have the added responsibility of the Saint Gregory the Great School BYOD policy. We emphasize that Saint Gregory the Great School is not responsible for the loss or damage of personal technology devices. (Please refer to the BYOD document on the school website.) *Students in grades participating in the 1:1 initiative will pay a trimester fee for rental of school equipment. Those students are permitted to take that equipment home each evening, weekend, and summer break. Parents are given the option of purchasing insurance for the equipment. Parents are responsible for damage or loss of equipment. See Chrome book handbook for further information on the school website.*

All students and their parents in grades 1 – 8 will sign the Diocesan Acceptable Use Policy that outlines the policies for use at Saint Gregory School as directed by the Diocese of Richmond.

1. Security for all users in the school is a priority. Anyone with reason to suspect a security problem on the Internet must notify a teacher or Principal/Vice Principal.
2. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they interface with information sources such as television, telephones, movies, radio, and other potentially offensive media.
3. Violations at school may result in a loss of access as well as other disciplinary or legal action. Violations occurring outside of school that impact Saint Gregory the Great School may also result in disciplinary or legal action.

Violations could include the following:

- Sending or displaying offensive or violent messages or pictures. Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Transmitting any material in violation of any national or state regulation.
- Violating copyright laws.
- Using another's password or attempting to log on to another's account – including faculty and staff.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Misrepresenting oneself on the network.
- Inappropriate contact with a faculty/staff member.
- Publishing information on the Internet, which brings discredit to Saint Gregory School whether done on or off premises.
- Doing anything that will limit the use of the network or attempt to alter school system data.

Saint Gregory School may not be held responsible for users' intentional misuse of the Internet or equipment. Saint Gregory School or the Diocese of Richmond makes no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered, such as but not limited to, loss of data, non-deliveries, misdeliveries, or service interruptions, user errors, or omissions. The school and Diocese denies any responsibility for the accuracy or quality of information obtained through the Internet or its services.

Visitors to School

Visitors are welcome at Saint Gregory the Great School. 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 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, 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 life style.

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 not permitted for classroom celebrations. Fruit, pretzels, other healthy snacks, or nonfood treats such as pencils and stickers may be sent to school for celebrations.

NOTIFICATION OF ASBESTOS COMPLIANCE:

Saint Gregory the Great School 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.

Topic Index

1	History		
2	Philosophy/Vision	26	Extra-curricular Activities
2	School Information	27	Field Trips
	Contact Info	27	Finance Office Information
	Schedules		Tuition Payments
3	Admission		Financial Aid
	Requirements	29	Fundraising
	Registration	29	Inclement Weather Procedures
4	Academic Policies		School Closing
	Curriculum		Delayed Opening
	Supplementary Programs	29	Legal Custody Issues
	Homework	30	Lockers
	School Counselor Procedures	30	Lost and Found
	Report Cards	30	Lunch Orders
	Parent Conferences	31	Media Release
	Standardized Testing	31	Nurse's Clinic
	Adaptations/Modifications		Allergies
	Academic Probation		Medication
	Promotion/Retention		Injuries
11	Attendance		Daily Operation
	Early Dismissal	32	Office Records
	Lateness	32	Safety
	Perfect Attendance		Fire and Emergency Drills
	Vacation Policy		Regulations
13	Birthday Celebrations	33	School Telephone
13	Car-line Procedures	33	Service/Volunteer Requirements
	Arrival – Drop-off		Students
	Dismissal – Pick-up		Parents
14	Child Care		Other
	Before/Beyond the Bell		Screening
15	Code of Conduct	34	Stationery Sale
	Conduct Violations	34	Technology
	Detention	35	Visitors to School
	Suspension	36	Wellness Program
	Expulsion/Dismissal	36	Notification of Asbestos Compliance
21	Communication	36	Final Note
21	Development Office	38	Compliance Form
22	Dress Code		
	Uniforms		
	Dress-down Guidelines		

Handbook Compliance Form

We (I) _____ (Print)

have read and understood the contents of the St. Gregory the Great Parent/Student Handbook. We (I) will acquaint our (my) child(ren) with its content and agree to comply with the policies and procedures set therein by the school administration.

Parent/Guardian Signature:
