

St. Gregory the Great School-Parent/Student Handbook 2010-2011

INTRODUCTION:

The purpose of this handbook is to serve as a guide for the students and parents of St. Gregory the Great School.

St. Gregory the Great School reserves its prerogative to conduct the affairs of the school, and exercise its discretion in a manner the institution deems consistent with its goals and policies.

Mission State and Philosophy

St. Gregory the Great School is dedicated to providing our students with an education based on Catholic Christian values. We hope to provide each student with a diversified approach for developing critical thinking skills that enable the student to question, apply, and generate information as an independent or group learner. It is our belief that we must provide programs that will equip our students with the knowledge and experience that will prepare to meet future challenges.

The faculty of St. Gregory the Great School recognize that the personal, social, and physical development of children all contribute to their total education. Students are guided toward an active, responsible role in their own education. Individual and cooperative inquiry are utilized across the curriculum.

Our school philosophy maintains that relationships within the school community are a critical factor to the success of the academic program. Students, faculty, staff, administration, pastor and parents cooperate in the creation of a positive and supportive environment that meets the educational goals of the school and its community.

Parent as Educators

Since parents have given children life, they are bound by the most serious obligation to educate their offspring, and therefore, must be recognized as the prime and principal educators. This role in education is so important that only with difficulty can it be supplied by others where it is lacking in the home.

Parents are the one who must create a family atmosphere animated by love and respect for God and people, in which the well-rounded person and social education is fostered. The family is the first school of social virtues that every society needs. Let parents, then recognize the inestimable importance a truly Christian family has for life and progress of God's own people.

**Vatican Council I
Decree on Christian Education**

Church Attendance

By enrolling your child in St. Gregory the Great School , you are joining more than just a school community; you joining a community of faith. We, therefore, urge all parents and students to attend the church of their religious denomination every Sunday. **Catholic students are expected to attend Mass.**

All are welcome at St. Gregory the Great Church. Any parent or student who wishes to join the Catholic faith should speak to the administration or member of the parish team. **The telephone number of St. Gregory the Great Parish is (212) 724-9766.**

During the year, the student body will attend a number of Catholic liturgical celebrations. All students are required to attend with their classes.

Academic Policies

Academic Expectations

St. Gregory the Great School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. **If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.**

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grades PreK & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework and it is required that parents or guardians sign the completed homework. Dependent upon your child's ability and work pace, these times are approximate; some students may need more or less time to complete assignments.

Grades and Grading

Report cards and progress reports are distributed four times a year for Grades K to 8. Pre- Kindergarten report cards are distributed twice a year. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
 1. class work
 2. homework
 3. daily quizzes
 4. unit tests
 5. comprehensive examinations-mid-terms/finals
 6. special projects.

The June grade on the report card is an average of the four previous record card grades and mid-term and final exam grades. This grade will be recorded on the student's permanent record card.

- Numerical marks are recorded on report cards for Grades 1– 8. Passing is any mark 70% or above.

Character Development

The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student:

1. follows class and school rules,
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self-control
6. listens attentively
7. uses technology appropriately.

Honor Roll

Grades 1 – 8	First Honors	A in every subject or 90% average with no grade less than 85%
	Second Honors	B in every subject or 85% average with no grade less than 80%

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct, will not receive First or Second Honors even though marks might warrant it. A student must also maintain good attendance and punctuality to be awarded honors in any quarter.

Report Card Distribution

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Standardized Tests

ITBS	Grades 1 to 8	October
ITBS (optional)	Grades K	October
CogAt	Grades 2, 4, 5, and 7	October

Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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NY State Tests

English / Language Arts	Grade 4, 6 and 8	April
Math	Grades 4, 6 and 8	May

Science	Grade 4 Grade 8	May May
Technology	Grade 8 (Optional)	June

The faculty of St. Gregory the Great School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

Accidents

A student accident insurance fee is added to every child's book bill. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance is secondary to the parent's own medical insurance coverage.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality **of all persons as rooted in God's love.**

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to St. Gregory the Great School is: parents must complete the school application form and provide all required documents. Following an interview, entrance exam and evaluation of the materials, the parent will be notified about the status of the child.

St. Gregory the Great School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

Attendance

Excused Absences: A child is legally absent from school for the following reasons: sickness, or death in the family, impassable roads or extreme weather, all other absences are **unexcused**.

Excessive Absences: The state law requires schools to provide instruction up to 176 days. It does not however, define the number of days a student can be absent without the risk of retention. With that in mind, St. Gregory will adopt the policy of **retention for students who have absences of more than 25 days and summer school for students who have 20 or more absences.** **Exceptions to the rule will apply to those students who have a valid excuse such as death in the family or serious illness which requires hospitalization.**

Absence Note: When the child returns to school, an absence note must be given to the teacher, explaining the reasons for the absence. ***Family vacations are not to be planned for those days when school is in session.*** The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent MUST come to school for the child and sign the her/him out in the school office. The school must be informed ahead of time about such occurrences. When a child is absent, parents are required to phone the schools by 9:00 A.M. Absence notes are still required in addition to the phone call.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed. ***If a child is late more than 30 days in the school year, the child will have to attend summer school, in order to make up the work missed.***

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. ***Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year.***

Birthday Parties

Birthday parties for Grade PreK-4 may be held monthly in each classroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. **Parents may not bring in favors or goodie bags for the students as many students have food allergies. Any food brought in must be NUT free.**

Books

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. the pupil's name be placed in the space provided in each book
 - b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. in September, each child will put a clean cover on each textbook received
 - e. in June, all textbooks are collected, extra materials and covers are removed.
 - f. all workbooks are collected in June.

Change of Address

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and for emergency contacts.

Child Abuse Laws

Under NYS law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report

cards, school and special event notices, school calendars, etc.. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Communication

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. **Parents may not come to the classrooms during class time.** The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail.

Crisis Plan

Should a crisis require evacuation from St. Gregory the Great School building, students will be brought to a safe place located at P.S. 166 on West 89th Street and parents can meet them there. In September, every family is required to provide emergency contact numbers to the school office; it is the family's responsibility to ensure that this information is accurate and up-to-date.

For further information concerning the crisis, parents can refer to the following:

Radio	On the Dial	On the Internet
WOR	710 AM	www.wor710.com
WCBS	880 AM	www.wcbs880.com
WINS	1010 AM	www.1010wins.com
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	www.lamusica.com
WSKQ	97.9 FM (Spanish)	www.lamusica.com

Daily Schedule

The following schedule will be observed by Grades K - 8:

7:55 AM	Enter School (Gr. 6-8)
8:05 AM	School Begins (Grades 6-8)
8:15 AM	Enter School (K - 5)
10:45-12:30	Lunch periods
2:50 PM	Dismissal (Grades K-5)
2:55 PM	Dismissal (Grades 6-8)

Before 7:45 A.M. and after 2:55 P.M. St. Gregory School does not have staff available to supervise children on school grounds. Students must not arrive on the school grounds prior to 7:45 A.M. and parents must arrange pickup at dismissal times.

Students arriving after 8:15 are to proceed directly to their classroom. Parents must leave their child by the door; parents should not enter classrooms at this time as it is disruptive to the beginning of the school day for students and teachers.

Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drug, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as disturbing class lessons, using inappropriate language, not following directives, students are often given verbal warnings, missed recess and detention. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child are reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and stealing. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Dress Code

Your school uniform confirms your attendance at St. Gregory School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community. Uniforms should be neat and clean. Teachers will enforce these rules-a verbal warning will be given and if there are repeated infractions, parents will be notified and detentions will be issued.

School uniform items must be ordered through Flynn & O'Hara (800) 441-4122. Orders can be placed on their website-www.flynnohara.com.

Girls- Grades K-3 wear a plaid jumper, white short/long sleeve blouse and navy tights or socks, and a navy cardigan sweater.

Grades 4-8 wear a plaid skirt, white short/long blouse and navy tights or socks. Skirts are not to be more than 2" above the knee. Grades 5-8 are required to wear the navy cardigan sweater.

Boys-grades K-4 wear gray trousers, light blue shirt, navy blue uniform sweater.

Boys-grades 5-8 wear gray trousers, light blue dress shirt, striped tie and navy blue sweater is required.

SCHOOL SHOES- all students must wear navy blue or black tied shoes or loafers. Sport type shoes are not to be worn. Boots and sneakers are not part of the school uniform and they can not be worn.

Gym uniform-all students must purchase a gym uniform from Flynn & O'Hara Uniform Company. The gym uniform consists of a gray St. Gregory's tee shirt and navy blue sweat pants. Sneakers are to worn on gym days only.

Girls and Boys: The presence of anything that proclaims a current fad is not permitted. This includes bangles and plastic bracelets and haircuts such as stencils and Mohawk type cuts.

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Makeup: no makeup is permitted to be worn at any time during the school day. **COLOR NAIL POLISH OR LONG NAILS ARE NOT PERMITTED TO BE WORN.**

Jewelry: no excessive jewelry is permitted to be worn. This includes any type of gold chain and large earrings. Earrings cannot be larger than 1/8" in size and diameter and must be limited to one pair only. Boys will not be allowed to wear earrings in school. **Jewelry can not be worn gym days because of safety precautions.**

Hair should be clean and well groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Gregory School will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify parents, the police may be called, and parents must pick up the child immediately
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken ***which may include suspension or expulsion from the school.***

Electronic Devices

Any electronic device such as cell phones, beepers, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. Such items will be taken from students and parents will have to come to school to collect any items.

Expectations and Responsibilities for Students

Students attend St. Gregory the Great School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.

- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement. Respect work displayed outside classrooms.

Faculty Meetings

Faculty meetings are scheduled on first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 12:00 on these days .

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- 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 academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal or faxed permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.

Financial Policies

1. TUITION Schedule: Grades Pre-K - 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to rupture the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.

TUITION IS DUE THE FIRST of the MONTH. Tuition is an annual fee paid in 10 monthly installments. St. Gregory employs a tuition company, Smart Tuition to collect tuition and fees.

PreK	\$4,100
K-8	\$3,300
1 child	\$3,300
2 children	\$ 5,750

2. FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Principal.

3. **FUND RAISING ACTIVITIES** –each family is required to participate in fundraising activities or submitting the fundraising fee (\$250.00) in September. Our fundraisers consist of a gift wrap sale (fall), Candy sale (Spring), Valentine sale and raffles.

There will be additional fundraisers throughout the year to support class activities and service projects.

Fire Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Guidance

A guidance program is a resource available to St. Gregory School students. Service may include counseling, psychological intervention and support for families experiencing change.

Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our schools. St. Gregory School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

St. Gregory the Great School provides a safe environment for all. Verbal, Internet or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal immediately.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- **The student is not toilet-trained or is incontinent, or unable to control drooling.**
- **The student is unusually physically aggressive, with a documented history of biting or harming others.**

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

Immunizations

New York State Immunization Requirements for School Entrance and Attendance

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered > 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93

New York City

Pre-K, Nursery, Daycare	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered > 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
Kindergarten	4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
1 – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
1 – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

Liturgy

All students in PreK to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies.

Lunchroom

St. Gregory the Great School provides a hot lunch through the Archdiocesan School Nutrition program. Students who bring in their own lunch for special dietary needs must only bring in healthy, nutritious food items. **COOKIES, CAKES, CHIPS, CANDIES, SUGARY JUICES AND SODA ARE NOT PERMITTED AT ANY TIME AND WILL BE REMOVED.** Items such as yogurts, crackers, unsweetened cereal, fruits, vegetables and sandwiches are appropriate choices

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the play street; first lunch until 12:00, and second lunch until 12:30 and third lunch until 1:00.

Maternity/Paternity Policies

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

Medications

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse (or school office in the absence of a nurse) and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility

- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

Non-custodial Parent

Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to

the school behavior code.

- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent Organizations

A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs.

Philosophy and Goals

St. Gregory the Great School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, ***sometimes*** indicates that some students ***would benefit from the repetition of the school year***. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. ***The decision of the principal is final regarding promotion and retention.***

Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

Release of Students (during school day)

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- for liturgies and services when altar servers leave school, the students will sign out and in.
- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- when a student is released to a parent or guardian, that adult must sign the book.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. [Please note: only the principal may approve the release of a student for a prearranged appointment.]

School's Right to Amend

St. Gregory the Great School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, St. Gregory the Great School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- **Students should never go home with strangers.**
- **Students should never talk to strangers.**
- **Students should never take things from strangers.**
- **If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.**

- **Young students should be escorted to and from school.**
- **Older children should be encouraged to walk/travel to school in groups whenever possible.**

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Gregory the Great School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. St. Gregory the Great School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of

the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

Telecommunications Policy

A Suggested Rules and Code of Ethics
for St. Gregory the Great School
adapted from NCEA's From the Chalkboard to the Chatroom. 1997

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Gregory the Great School.

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computer resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

Testing

Students are obligated to take a test when it is scheduled by the teacher. Usually, the teacher gives sufficient time for the student to study and prepare for the test, even if the student is absent on the previous day. Students who are absent repeatedly on test days will not be able to make up the test, and will lose credit. For the child prevented from taking the test due to illness, allowances will be made if he she keeps up with the work.

Students are not permitted to tell the teacher that they will not be taking a test for absence or any cause. Notes from parents to this effect also will not be honored by the teacher.

The only make-up tests permitted for those students who may be absent for a valid reason are New York State tests and ITBS tests.

Toys and Games

Students in all grades are not allowed to bring toys or games to school. These items are distractions and interfere with the learning environment. Such items may also disappear from students' possession causing learning time to be compromised as teachers or administrators attempt to investigate the issue. **These items include balls, dolls, cards, electronic games, iPods, CD players, etc.** Any item that is brought to school will be confiscated by the teacher and remain locked up until a parent or guardian meets with the teacher to discuss this infraction. **This policy also includes the after-school program.**

Use of School Grounds

St. Gregory the Great School does not have staff available to supervise students present on the school grounds before 7:45 AM and after 3:00 PM. Students must not arrive on the school grounds prior to 7:45 AM and parents must arrange to pick up at dismissal times.

Valuables

Money or personal items that are brought onto the school property are the responsibility of the student, and are brought at the student's own risk. The school is not responsible for restitution of lost or damaged articles.

Withdrawals and Transfers

A transfer request must be obtained from the new school's secretary for records to be transferred.

If at any time, a family withdraws a child from the school, the family will be required to pay the tuition for the current month, plus one additional month as the school's operating costs begin prior to the first month of school. All textbooks must be returned, and all bills must be paid before records are transferred to another school.

Summary Statement

Once students have met the necessary admission requirements and have been accepted in St. Gregory the Great School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Gregory the Great School is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Gregory the Great School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Gregory the Great School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Gregory the Great School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Gregory the Great School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any

listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.