

St. Gregory School Handbook 2018-19



***MISSION STATEMENT OF ST. GREGORY BARBARIGO SCHOOL**

The mission of St. Gregory's School is to advance the educational ministry of the Catholic Church through Christian faith formation, service to the community and world, and a strong tradition of academic excellence provided in a safe and cohesive educational environment.

ST. GREGORY BARBARIGO SCHOOL'S PHILOSOPHY

Keeping in mind the Church's definition of Catholic Schools as vehicles for imparting the Christian message, forming community, and giving Christian service . . . and the fact that "The Catholic School is a community created to help each person grow to his/her fullest potential in faith, in expression of faith through worship, in skill development, in human interaction, in human interdependence, and in service to human kind" (Philosophy statement of Diocese of Kansas City-St. Joseph):

We, the faith community of St. Gregory's Parish, embrace the following philosophy for our parish Catholic school:

- *To teach the history, doctrines, spirituality, and practices of the Catholic faith,*
- *To provide a loving Christian atmosphere in which each student may actually live his/her faith now and hopefully later on in the larger world,*
- *To integrate the above into a comprehensive academic education for the development of the whole person,*
- *To encourage and promote service and activities with the wider community, so that each student might learn to love their neighbor in deed, as well as in word.*

Parents, being the primary educators of their children, have the responsibility to communicate and educate their children in the Catholic faith. Teachers help parents with their monumental task of being educators and example givers. Parents and teachers alike must cooperate with each other to reinforce and impart Christian values to their children. Volunteer work in the school, Parent-Teacher Organization, active membership and participation in the work of the School Board are recommended ways of parental cooperation.

Each student must be seen as an individual gift of God and needs to be respected as such. His or her unique talents must be recognized and allowed to grow at a pace appropriate to his/her age.

ST. GREGORY SCHOOL GOALS AND OBJECTIVES

St. Gregory Barbarigo School is a vital part in the Catholic Educational System of the Kansas City/St. Joseph Diocese. St. Gregory's has as its priority to teach the gospel message, to build community, and to serve the human community through prayer, worship and social action. It is essential that the school provide these opportunities for its students in an atmosphere of trust, enthusiasm, and general concern for every child. The achievement of these goals is St. Gregory's contribution toward developing a fuller Christian family life, responsible citizenry, a caring society, global moral consciousness, and an environment in which the pursuit of peace and justice is recognized as the norm for daily living and interaction with others.

Christian living must be practiced in order to be learned. Our prime objective is to provide learning experience, which will develop persons strong in faith and knowledgeable of their faith. It is the purpose of the St. Gregory's faculty and staff to achieve this objective in the following manner:

- To develop an awareness that each child is a unique individual.
- To awaken each child to the realization that he/she can make the world better through personal endeavors to develop a consciousness of genuine personal charity, social justice and respect for each individual.
- To provide practice in developing good study habits and a conscientious application of mind to the tasks given so that each will be helped to develop the potential within.
- To provide an adequate, sequential curriculum enabling an excellence in academics to be a realistic goal for achievement.
- To create an atmosphere of trust, enthusiasm and awareness that will promote the growth of a healthy self-concept.
- To teach personal responsibility, acceptance, and respect for one another through classroom opportunities as well as through the example of each faculty member.

HOW TO UNDERSTAND THE PARENT/STUDENT HANDBOOK

The following policies and procedures are taken directly from the Diocesan School Office Administrative Manual. The numbers listed in parenthesis are the Diocesan Policy number as listed in the Administrative Manual. As needed, specific procedures for St. Gregory Barbarigo School are included. ***These specific, local policies and procedures are italicized, in boldface and begin with SG.*** All parents and students will be responsible for knowing and following the content of this handbook. Every family and student will need to sign the form attached with the handbook indicating they understand and will abide by the policies and procedures listed.

ROLES AND RESPONSIBILITIES

DIOCESAN ADMINISTRATION

The Bishop of the Diocese

The Bishop, in his responsibility as the chief teacher and canonical administrator of the diocese, seeks and depends upon the counsel and expertise of his pastors, professional educational personnel and various diocesan and local school boards in providing leadership for the Catholic schools and early childhood centers within the diocese. To assist him in this task the Bishop appoints various school office personnel to whom he delegates the authority to

represent him in most matters dealing with the implementation of diocesan school policies and the day-to-day operation of the schools and early childhood centers. (100.1)

The Superintendent of Schools

The Superintendent of Schools, appointed by the Bishop and employed by the Diocese of Kansas City-St. Joseph, is the chief administrative officer of the free standing early childhood centers, parish elementary and diocesan secondary schools of the Diocese, and of programs which come under the jurisdiction of the Diocesan School Office. (100.2)

School Office Personnel

The personnel of the Diocesan School Office serve as a resource to Early Childhood Directors, Principals and Pastors/Pastoral Administrators/Priest Representatives. They also serve as a resource to local advisory groups, boards, faculties and other members of the school community. Their roles and responsibilities are both pastoral and professional in nature. (100.3)

Diocesan School Board

The Diocesan School Board shall provide regular counsel and support to the Bishop, the Superintendent of Schools and the Diocesan School Office in matters of policy formulation, school finances, curriculum, public relations, long-range planning and development. (100.4)

LOCAL ADMINISTRATION

The Pastor/Pastoral Administrator of the Parish School or Early Childhood Center

Canon law establishes certain rights and responsibilities of the Pastor/Pastoral Administrator for the administration of the local parish. To assist him or her in this role, the Pastor/Pastoral Administrator collaborates with the Diocesan School Office in the administration of a parish school and/or early childhood center, including the selection of the Principal or Early Childhood Director. (110.1)

The Pastor/Pastoral Administrator is the administrator and spiritual leader of the total parish community and shares with the Principal, Director, local board, faculty and staff, his or her "overview" vision of the total parish. It is recommended that the Pastor/Pastoral Administrator, or a designated representative, regularly participate in the meetings of collaborative school groups. One of the proper roles of the Pastor is to enact approved policy, which has been formulated by the local elementary school or early childhood center board. (120.2)

The Role of the Principal, Director of Early Childhood or Director of Extended Care

The person appointed as Principal or Director shall be responsible for the administration of the school, center or extended care program in complete accordance with the policies of the Bishop of the Diocese of Kansas City-St. Joseph. The Principalship or Directorship includes three distinct but related responsibilities: pastoral, educational and managerial. (110.4)

The Teacher or Early Childhood Provider/Early Childhood Aide

The role of the teacher or early childhood provider/aide calls for persons of faith who will integrate the inseparable religious and educational goals of a Catholic school or early childhood center. Teachers and early childhood providers/aides must be qualified, professionally and pastorally, to perform the educational and instructional responsibilities of the school or early childhood programs according to the policies and procedures of the Diocese of Kansas City-St. Joseph. (110.6)

The Students

The role of the students is to be active learners who are members of the total Catholic school community. Students are called to grow to their potential in faith, in knowledge, in skill development, in interdependence and in service. Students shall abide by the rules of the school or program. (110.7)

Student participation is an integral part of developing a well rounded child. Many opportunities are available for students of St. Gregory's School through organized clubs, organizations, athletics, and service opportunities. We encourage every child to find their particular gifts and participate in activities at St. Gregory.

SG -Local Student Participation

- *The Student Ambassador program in conjunction with our Falcon Faith Families offers a student leadership program. The Student Ambassadors meet regularly with the principal and/or faculty advisor.*
- *Numerous academic clubs exist and are available to all grade eligible students.*
- *Numerous athletic opportunities are available to students. It is the belief of St. Gregory School that every student should have the opportunity to participate in athletic opportunities when grade appropriate.*
- *Service to the local community and the broader world is an important element of a Christian life. We offer numerous opportunities for individual and group/class service projects.*

We teach students to respect their bodies as temples of God and ask students to dress according to that philosophy. Appropriate student dress demonstrates self respect and respect for the school/parish community. St. Gregory School does not ask students to wear uniforms. Instead, St. Gregory asks students to wear clothing that shows a respect for and does not draw attention to their bodies. There are specific guidelines we ask students to follow.

SG -Local Dress Policy

- *School attire should be neat, clean and appropriate for school.*
- *Shorts may be worn at the beginning of the school year. The principal will notify school families when shorts are no longer appropriate due to the conditions of the weather.*
- *Short-shorts, tank tops with spaghetti straps, tops baring the belly, short skirts or low necklines, or pants/skirts with writing on the back are not appropriate for school.*
- *No clothes will be worn to school promoting use of drugs, alcohol, or sex.*
- *All classes have physical education. Clothes appropriate for physical activity and clean shoes must be worn in the gym for physical education class.*
- *All students attend Mass and participate in Mass on certain days. Students should not wear flip flop shoes, or sweat/wind pants, especially when serving for the Mass.*
- *We ask all students to be well groomed as they represent themselves, our school and our parish.*
- *Specific clothing may be suggested for groups of students attending certain events or competitions. We encourage all students to follow these suggestions.*

SG- Local Mass Day Dress Code

In an effort to teach appropriate dress for Mass and to show respect for the celebration of the Eucharist, the following dress guidelines must be followed for all students on Mass days.

Mass days: Wednesday K-4th grade, Thursday 5th-8th, First Fridays with Falcon Faith Families and All School Mass days as listed on the school calendar

- *Boys – slacks/jeans with a collared shirt (polo shirt or button up shirt with a collar) Sweaters or sweatshirts (no hood) may be worn during cool weather.*
- *Girls –dresses, skirts, pants or jeans with a blouse or polo shirt. Dress or skirt length should be 2 inches above the knee or longer. Sweaters or sweatshirts (no hood) may be worn during cool weather.*
- *Students should not wear t-shirts, shorts, capris, sweatpants, tank tops, or flip flops for Mass.*

COLLABORATIVE GROUPS

The Parents or Guardians

Parents or guardians have rights and responsibilities as the first educators of the children God has entrusted to them. Collaboration with the early childhood centers and schools, especially teachers and early childhood providers/early childhood aides, will promote the best interest of each student and assist the parent or guardian in fulfilling his/her role as educator. Parents or guardians are urged to participate in school-related and church-related organizations and activities. In the event of custodial and non-custodial parents, the school or center will assume equal access unless the Principal or Director is given a court order to the contrary. (120.1)

SG -Local Expectations and other parental responsibilities are:

- *To provide proper diet and balance of sleep and exercise,*
- *To provide proper facilities for home study and to encourage conscientious completion of assignments,*
- *To insist that your child obey the regulations and principles of good behavior and manner,*
- *To encourage development of individual talents and interests,*
- *To build religious and family traditions into your lifestyle,*
- *To keep the school informed as to special needs of your child and to read carefully all communication sent home from the school,*
- *To attend PTO meetings, to take advantage of conference time, and to request additional times as needed,*
- *To participate in Sunday liturgy and tithe to the Parish,*
- *To read and support the regulations of this HANDBOOK.*

The Local Elementary School or Early Childhood Center Board

Local elementary school and early childhood center boards are consultative. Boards should collaborate with school administrators in connection with the following matters:

- Planning,
- Policy formulation and adaptation,
- Finances, including the development, approval and monitoring of a budget,
- Development, including endowment, public relations, recruitment and marketing,
- Annual evaluation of school or center goals and plans, of their own effectiveness as board members and of the Principal/Director's relationship with the board,
- Participation in the selection of a new Principal or Director, and
- Participation in the annual evaluation of the Principal or Director. (120.4)

Characteristic of Effective Board Members

Characteristics of effective elementary school, early childhood center and high school board members include:

- A person of faith and prayer committed to serving the Church,
- Commitment to the support of Catholic schools/early childhood centers,
- Readiness to give time, talent and share wisdom,
- Understanding of and commitment to a shared decision-making process and the principles of consensus-building,
- Understanding and respect of Church structure and accountability,
- Openness to change and creativity,

- Commitment to maintain confidentiality in appropriate matters,
- Commitment to avoid conflicts of interest, and
- Willingness to recommend or donate services rather than profit from service on the board. (120.9)

SG - Local School Advisory Council

St. Gregory School Advisory Board is a consultative body to the pastor of the parish and the principal of the school. The School Advisory Board advises the pastor and principal on matters such as: planning, policy formulation, finances (including the development, approval and monitoring of a budget), development (including public relations and marketing), and annual evaluation of school goals and plans. The School Board consists of seven to nine elected lay members. Applications for the School Advisory Council are available in the school office. Open positions on the School Advisory Board will be communicated in the monthly school newsletter, through e-blasts from the school office, and the church bulletin. The pastor and principal are non-voting members. Meetings are held monthly except for July and December. If needed, elections for new advisory members will be held each spring before the June meeting.

Parent/Guardian/Teacher Organizations

Groups, such as Home and School Organizations, Parent Teacher Organizations, Booster Clubs and the like, collaborate with the Principals, Directors and teachers to develop and strengthen mutual understanding between the school or early childhood center and the home. (125.2)

SG -Local Parent/Teacher Organization

The St. Gregory Barbarigo PTO is made up of the parents of students of the school and the faculty/staff. Its purpose is two-fold. As a moneymaking organization, the PTO sponsors projects throughout the year to help provide equipment, supplies, library books, study trips, and other enrichment activities within the school. The second purpose of the PTO is to provide a liaison between the faculty and the parents of the St. Gregory Barbarigo School in order to develop and strengthen the communication between school and the home. All parents are encouraged to attend the general meetings and participate as volunteers. PTO officers are elected each April. Executive meetings are held on a monthly basis except for the months of July and December.

Student and Parent/Guardian Groups

In elementary schools, students and groups are responsible to the Principal. Parent/guardian groups in the elementary school or early childhood center are responsible to the Principal or Director in consultation with the Pastor/Pastoral Administrator/Priest Representative. All groups, including the school newspaper and yearbook, are responsible to the Principal. (125.3)

Special Interest Groups

Groups, such as yearbook, school newspaper, science clubs, athletic or booster organizations, and the like, using the school name, students, and/or facilities to promote a special interest or activity of any nature and/or to generate monies for such promotion shall function according to the philosophy and policies of the local school or center and of the Diocese. (125.4)

PERSONNEL

THE CATHOLIC SCHOOL PRINCIPAL

Spiritual Development

The Principal is responsible for planning and directing spiritual activities that will promote a faith community within the school as well as enable and support the individual spiritual growth and development of all staff members. Their own spiritual development should be a priority.

A minimum of one retreat day per year is required for all elementary and high school staff members including principals. In addition six (6) hours of catechetical training is to be provided at the local level. (200.62)

NON-CERTIFIED SUPPORT STAFF

Volunteers

Volunteers, especially parents, guardians, grandparents, parishioners, and civic resource personnel, shall be incorporated into school or early childhood center programs for the benefit of the students.

Volunteers in all school or early childhood center programs are responsible to the Principal or Director or his/her delegate. Administrators must ensure that volunteers are properly screened, receive some sort of orientation and written instructions, and that only those who are able and willing to follow school/center rules and procedures are allowed to volunteer.

Volunteers should be used only for the jobs for which they are trained. Administrators should have volunteers complete a Hold Harmless Agreement when doing work that involves the risk of physical injury. (250.8)

Screenings of Volunteers

Names of any coaches and other volunteers who work with children/youth or in the school building will be submitted to The Missouri Division of Family Services by the Principal or Director to determine if the candidate has ever been reported or accused of child abuse or neglect. This should be completed before the volunteer begins work.

ADMISSION POLICIES

Open Enrollment

The Diocese maintains a policy of open enrollment in early childhood centers, elementary and secondary schools. Open enrollment means that students meeting the center/school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed according to the subsequent provisions and priorities of this Policy. (300.1)

Statement of Non-Discrimination

Both faculty and students in true ecumenical spirit will welcome all students into the Christian educational community of St. Gregory's School. St. Gregory's school admits students of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities accorded to the students of the school. (300.2)

Student with Special Needs

Catholic schools and early childhood centers should recognize the special needs of students with disabilities. While Catholic schools/centers are not equipped to provide for those needs in all cases, the schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Schools are obligated to make minor adjustments in order to meet student needs. Before admitting students with special needs, schools should consider their ability to provide the proper resources to accommodate the student and to provide him/her with an appropriate education. Schools must obtain complete information from the student's parents and from all prior schools before determining what steps are necessary and feasible to meet the student's educational needs and whether the school can do so without undue risk to the student seeking admission or to the other students or staff.

If there is an IEP or Service Plan in place, the school is obligated to follow it. When a special need becomes evident only after a student has already been admitted, schools must likewise obtain appropriate information related

to the special need. Schools should then ascertain what is necessary to address the need and whether it is feasible for the school to meet the need. If the school finds it cannot properly educate a student after implementing minor adjustments, if a student continually disrupts the learning of other students, or if the student's abilities were misunderstood or misrepresented and the school does not have the resources to accommodate the student's special needs, the school may need to terminate the student's enrollment. The school must however, assist the family with the placement of the students in another educational program and participate in any necessary referrals.

Principals and Directors will work with the local school district to ensure that all students are receiving the services to which they are entitled by law. Other resources such as the Foundation for Inclusive Religious Education (F.I.R.E.) should be sought to assist children with special needs and their teachers. (300.3)

Desegregation Position

The policy of the Diocese of Kansas City-Saint Joseph in regard to racial integration of students is:

1. The Diocese of Kansas City-St. Joseph sponsors and promotes racial integration of early childhood centers, elementary and secondary schools.
2. Catholic schools and centers emphasize the broadening and enriching of educational opportunities afforded in culturally and racially mixed settings.
3. Catholic schools shall not accept applicants seeking to avoid the orderly implementation of court-ordered desegregation of the public schools of any school district. (300.4)

Parental/Guardian Commitment to Purposes of Catholic Education

The development of the whole person of the child or youth—spiritually, intellectually, personally, socially and physically—is the focus of Catholic education. Parents/guardians, as partners with the administrators, teachers, and early childhood providers/early childhood aides, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. Accordingly, students should be admitted to Catholic schools and centers only if there is parental/guardian commitment to the principle that religious formation is the foundation of Catholic education. (300.5)

SG -Local New Family Orientation

- ***All new families are invited to an orientation before school begins.***
- ***Times are scheduled for new preschool families to visit the school before the first day.***
- ***New kindergarten – 8th grade families will be paired with a mentor family to become familiar with St. Gregory's School and to help students and parents meet families within the school, parish and broader community.***
- ***The F.A.C.T.S. (Families Are Coming To School) Program is offered to all families with children entering kindergarten. Throughout the winter and spring, pre kindergarten children will be given the opportunity to visit the school and participate in kindergarten classroom activities. This program offers new students and parents the opportunity to become familiar with the school staff and program. One parent or guardian is expected to attend the scheduled orientation meeting in the spring.***

Local Admission Policy

Each school or center is responsible for having a written policy for admission, including a policy regarding a family's ability or inability to meet its financial obligations. This policy shall be promulgated in writing to all parents/guardians and parishioners and shall be included in the Parent Handbook. Local admission policy as it relates to inability to meet financial obligations shall be in accordance with IRS regulations. (300.6)

SG –Local Admission Policy St. Gregory Barbarigo School provides a quality education and families reciprocate by fulfilling their financial obligations. The school relies on tuition payments, parish support and donations for its financial stability. The following policies have been enacted to secure financial stability while affording all parties of good faith opportunity for a Catholic education.

No parishioner's child will be denied the benefits of a Catholic education because of inability to pay.

St. Gregory's School and Parish offer an assistance program for tuition for K-8th grade students. The Tuition Assistance program is for families experiencing financial difficulty. Whenever families can afford to, they should contribute to the Tuition Assistance fund to help pay back the assistance they received. Families are still responsible for bus, PTO dues, lunch, milk, technology and band fees. Tuition assistance is available to all kindergarten thru 8th grade students. An application for this assistance program is available during spring registration or by contacting the principal.

As part of the enrollment process, all school families must sign up for a Smart Tuition Account. Smart Tuition is the 3rd party vendor that bills and collects tuition for St. Gregory School.

1. Standard Payment Schedule

- Upon enrolling a child (ren) at St. Gregory School, each family will be required to sign up for Smart Tuition. Smart Tuition is the 3rd party vendor that bills and collects tuition for preschool-8th grade students. Payments are made on a 10 month schedule for the following year.**
- Tuition is based on the number of children a family has enrolled at St. Gregory School and the family's status as registered parishioners of St. Gregory Barbarigo Church. Tuition fees include: tuition, bus, PTO dues, milk for kindergarteners, technology, and band. The fee schedule is listed in the school directory.**
- Tuition payments are due each month to Smart Tuition based on the date you choose when you sign up for your Smart Tuition Account. The entire year's balance must be paid by June 1st.**
- If a family is unable to adhere to the established payment plan and fails to make payments as set up with Smart Tuition, they will be charged a late fee by Smart Tuition.**

2. Establish Alternative Payment Plan with Principal

- If a family is unable to meet their financial agreement to pay school tuition, a meeting will be scheduled with the principal to discuss payment options and any extenuating circumstances.**
- Should a family fail to respond to the request by the principal for a meeting within a two week period, the matter will be turned over to the tuition committee for review.**
- If a payment is not received within 10 days of meeting with the principal, the family will be required to meet with the tuition committee.**
- If at any time a family on an alternative payment plan is delinquent by a period of one month, they will be required to meet with the tuition committee.**

3. Tuition Committee

- The tuition committee will consist of the principal, the pastor, and the parish business manager.**
- The tuition committee will offer assistance, guidance, and follow up recommendations on any issues regarding tuition payments.**
- The tuition committee will act as the executor of the Scholarship Assistance Fund.**
- The tuition committee may meet with families requesting funds.**
- At no time will all funds in the Scholarship Assistance account be used towards one family. Partial funds will be kept in reserve for unexpected tuition requests. This reserve will also be used at the discretion of the tuition committee for tuition expenses.**
- In the event there is no response to all of the above procedures and no effort has been made to remedy the delinquent account, the student(s) in question may be removed from the enrollment roster for St. Gregory School until such account is paid in full. If an account is delinquent, the family will not be allowed to enroll children for the next school year until the account is paid in full or other financial arrangements have been made with the principal and / or tuition committee.**

4. Legal Action

- ***A lawyer will be contacted to collect all moneys on delinquent school accounts after all of the above methods have failed.***

If students should depart from St. Gregory School before the end of the school year, prepaid fees will be refunded effective the next full month after departure.

Admission Priority

St. Gregory Barbarigo School adopts the following order of priority for admission to the elementary school or early childhood center.

1. Children of parishioners:
 - a. Children from families with other children already enrolled
 - b. First child now reaching school age
 - c. Children registered on an approved waiting list.
2. Children from families new to the parish who were enrolled in another Catholic school at their current or previous residence
3. Children from families registered in another Catholic parish:
 - a. Children from families with other children already enrolled
 - b. Children from families without other children already enrolled
4. Other children, including children from non-Catholic families
 - a. Children from families with other children already enrolled
 - b. First child now reaching school age
 - c. Children registered on an approved waiting list. (300.61)

SG -Local Classroom Size Policy

The concept of student/teacher ratio must be considered when planning the delivery of educational services. The maximum class size will be 25 students for kindergarten through eighth grade. Parents/guardians may appeal to the administration and school council in extenuating circumstances where the class would exceed 25 students. If the number of students in kindergarten exceeds 20, a teacher's aide will be required. (April 17, 1996)

Registration

During the registration process, the Director or Principal shall obtain from all families enrolling into the school or center information to be used in establishing cumulative files, in seeking previous records, and establishing files to be used in the event of an emergency. If the student is transferring from another school the registration will not be finalized and the student will not be formally admitted until all previous school records have been received and reviewed by the administration.

If the child is enrolling from another Catholic school or center, the Principal or Director should check with the previous institution to ensure that all financial obligations were met prior to accepting the enrollment.

If the child is enrolling from another institution, whether Catholic, private or public, the Principal or Director should check to determine if academic and behavioral requirements were met prior to accepting the enrollment. (300.7)

SG -Local Pre-registration Policy

- ***Pre-registration for the coming school terms will take place in the second semester of each year.***
- ***A copy of the school agreement forms will be mailed to all pre-registered families by August.***
- ***Agreement forms will not be issued to parents until all payments from the past school year are current or prior arrangements have been made with the principal.***

- *The first payment is due in August.*

SG -Local New Registration Policy

New parishioners must register in the parish to receive the parishioner rate for school tuition. The principal prior to admittance will interview all new families. The school office requests health records and previous school records. If registration is closed for any class, the request for entrance will be kept on file. Parents will be notified as soon as there is an opening.

Special Needs Records

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate accommodations during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (300.8)

Cooperation of Parents/Guardians and Students

It is appropriate that criteria for acceptance of students into the school or center include the cooperation of parents/guardians and students with the Church and the school/center. (300.9)

ENTRANCE INTO SCHOOL

Age of Entrance

A child entering Kindergarten must be five (5) years of age by July 31. A child entering Grade One must be six (6) years of age by July 31 or have successfully completed Kindergarten. Date of birth should be certified by either birth or baptism certificate, and this information should be noted on the permanent record. (310.1)

Grade Placement for a Student Enrolling From Another School

When students apply for grades other than Kindergarten or Grade One, the Principal will arrange for the grade placement of the student according to records received. Admission should be on a space-available basis, according to local admission criteria. It is appropriate to request a review of a portfolio of the student's work or to administer screening or grade placement tests to determine the needs of the individual student. (310.5)

ATTENDANCE

Compulsory Attendance

The State of Missouri mandates full-time attendance of minor persons from the age of seven (7) years to sixteen (16) years. (320.1)

The School Year

The CSO shall annually establish a diocesan school calendar. The calendar will meet the minimum number of instructional hours mandated by the diocese. (320.2)

The School or Center Calendar

Each school or center shall submit a comprehensive school or program calendar for approval by the Diocesan School Office. The annual school or program calendar should be available to the parents/guardians of each school. (320.2)

School Day

The school day consists of a minimum of six (6) hours of instruction, exclusive of lunch and recess periods. (325.1)

SG -Local School Day Policy

- *The school doors open at 7:25 am and the school day starts at 7:40 am*
- *Students arriving before 7:25 am will be placed in the Before School Child Care Program. A fee for*

this program is stated in the school directory.

- *The school hours are from 7:40am to 3:00 pm*
- *All students arriving are to use the main entrance on Davis Street. Parents are asked not to allow students to cross traffic on Davis when dropping off students.*
- *Students are to remain in the halls until their homeroom teacher arrives to open the classroom.*
- *Preschool children should enter at the preschool entrance. Parents must bring preschool children to their rooms and sign them in.*

SG -Local Pick Up and Drop Off Policy

- *Parents/guardians bringing children to school will unload on the east side of Davis Street and from the right hand side of the car.*
- *Families of preschool age children may unload at the back of the building, by the preschool door. Preschool age children must be signed in by the parent/guardian upon arrival.*
- *Upon dismissal, children riding buses will be dismissed first.*
- *Children riding in other vehicles will be dismissed after the busses depart. Vehicles may pull up on Davis Street, if you park your vehicle in the church parking lot, you will need to come to the school to pick up your child.*
- *Walkers and bike riders will be dismissed after the majority of vehicles have departed.*
- *Parents of preschoolers may pick up their children in the back of school, by the preschool door. Preschool parents/guardians must sign children out in the preschool room.*
- *Elementary students not picked up by 3:15pm will be taken to SACC to ensure proper supervision.*
- *Preschool students not picked up by 2:40pm will be taken to SACC to ensure proper supervision.*

Early Dismissal

For a day to count as a full school day, there must be a minimum of four (4) hours of instruction, exclusive of lunch or recess periods. For a day to count as a half-day of school, there must be a minimum of two (2) hours of instruction, exclusive of lunch or recess periods. (325.2)

Early Dismissal for Faculty Meetings

The school day may be shortened to no less than four (4) hours of instruction to accommodate staff development opportunities for teachers and staff. Such meetings should be announced well in advance and published in an annual calendar. (325.3)

Absences and Tardiness

Absences and tardiness will be recorded accurately. All absences or tardiness, even if excused or planned, are recorded as absences or tardiness on the official attendance record. Upon returning to school after an absence, a student is required to submit a written, dated, signed explanation from the parent or guardian. Make—up procedures are to be specified by local written policy.

Consistent or habitual tardiness is a serious offense. In the case of consistent or habitual tardiness, the school will conference with the parent(s) or guardian(s). In some cases, where tardiness continues to be a problem, it may be necessary for parent(s) or guardian(s) to explore other educational options in order to ensure that the child's educational needs are being met and limited interruption in the educational environment is maintained for teachers and other students. If appropriate, the proper authorities with the State of Missouri will be contacted. (320.6)

SG -Local Absence/Tardiness Policy

- *A child should be encouraged to form habits of regular attendance at school to achieve his/her best and to complete the required curriculum.*
- *Habitual tardiness and absenteeism is unacceptable.*
- *The school day begins upon the ringing of the bell at 7:40am. Students not in their assigned classroom at 7:45am shall be marked tardy unless they are riders of a bus or their being tardy was due to an emergency.*

If a student is tardy for more than three days in any one month, the following will take place:

- *A conference will be called with the parent(s) to discuss the tardiness issue.*

- *The student will be expected to arrive at 7:00am on a designated day to help prepare the school building for opening. The student will be supervised by the principal during this time. It is the parent's responsibility to have the student at the school building by 7:00am in this situation.*
- *If a student receives morning duty more than two times, another conference will be called with the parent(s) and the principal to determine if St. Gregory School is the best environment for the student or if additional resources may be needed for the student.*

SG -Local School Leave Policy

- *No pupil will be permitted to leave school before the regular dismissal time, except in the case of sickness or similar emergency.*
- *If a child becomes ill at school, his/her parents or those placed in authority by the parents will be contacted before the child is sent home.*
- *Parents or those placed in authority by the parents must sign a child out when the child leaves during the school day for any reason.*
- *Under no circumstances may a child go home without reporting to the school office and without the parent's permission.*
- *As a safety measure, parents are required to notify the school between 7:30am and 8:00am if their child is absent. If notification is not received from the parents, the school office will call the home or parent' place of business to ensure the safety of the child.*

SG -Local Homework Makeup Policy

- *Parents may request that homework be picked up from the school office.*
- *Students will be given one day for each day of excused absence to complete assignments.*
- *If absences are planned, teachers should be notified so homework can be given prior to absence.*

Planned Absence

Parent(s)/guardian(s) have the right and authority to remove a child from school temporarily for family activities. However, any absence, planned or unplanned, may be considered in determining whether the student is making sufficient academic progress. (320.7) Planned absences beyond one day should be preceded by a conference between the teacher and the parents. A written record of the recommendations made to parents regarding classroom work, will be kept in the school office.

SG -Local Planned Absence Policy

- *If absences are planned, the school office and classroom teacher should be notified as soon as possible for the absence.*

Individual Withdrawal During the School Day

A parent or guardian may withdraw a child from school during the school day. If a student attends school for at least four (4) instructional hours on a given day, the withdrawal is not counted as an absence. If the student attends school for at least two (2) but less than four (4) instructional hours, the withdrawal is counted as a half-day absence. If the student attends school for less than two (2) instructional hours, the withdrawal is counted as a full-day absence.

In elementary schools, early childhood programs and extended day programs, it is required that the parent/guardian, or an adult designated by the parent/guardian, meet the child in the school or center office and sign a register indicating the child's name, the date, the time of departure and, if appropriate, the expected time of return. This register remains in the school office throughout the year. (320.8)

SG -Local Early Leave Policy

- *Parents/guardians are required to sign the early dismissal log located in the school office before the child is released.*
- *The child will meet the parent in the school office for early dismissal.*
- *Under no circumstances may a child go home early, without reporting to the school office and without the parent's permission.*

- *If at all possible, parents are requested to notify the school office before the time of early dismissal.*

SG -Local Transportation Policy

- *If someone other than the parents/guardians will be picking up your child (ren), please notify the school office.*
- *A child shall be released from the facility only to the child's custodial parent(s) or guardian or to a person, authorized in writing, by the parent(s) or guardian of the child.*

Emergency School or Center Closings

In case of inclement weather, individual schools and centers will determine what process to use in deciding whether or not to close school. It is recommended that, where possible, schools decide as a POD whether or not to close. Or individual schools may close when their local public district closes; secondary schools may choose to follow a late start schedule. Each local school shall inform families of their procedure for emergency closings and shall have a mechanism for informing families of departures from their procedures adequately in advance. (320.9)

SG -Local Emergency School Closing Policy

- *At the discretion of the school principal.*
- *When inclement weather occurs, closing of school will follow Maryville R-II District announcement.*
- *Announcements will be made on the radio and television station of Maryville and St. Joseph no later than 6am.*
- *A text-caster and email will also be used to call parents of unscheduled school closing or early release during the school day.*

Daily Attendance Records

Daily attendance records are required. Attendance forms are available through the Diocesan School Office. These attendance records must be kept on file locally for a period of ten (10) years. The official daily attendance record should be kept by the teacher or a clerk designated by the Principal. Attendance records are to remain in the school building at all times. Daily parental/guardian "sign-in" forms are required for child care centers. Extended day programs are also required to take attendance. (320.10)

ACTIVITIES

Classroom Prayer

Formal and spontaneous prayer shall be an integral part of each school or center day. Prayer is recommended for opening and closing exercises in elementary classrooms daily. (330.1)

Eucharistic Liturgies

All students, elementary and secondary, shall participate in regularly scheduled celebrations of Eucharist. These celebrations may be for classes, grades, departments, or the entire school; small or large groups; celebrated in churches, classrooms or other appropriate places where students may be gathered. All-school liturgies may be weekly, monthly, quarterly, seasonal, or for specific dates of local importance, but should be regularly scheduled. Each school is urged to provide a variety in liturgical experiences for students and to instruct students in preparation for and participation in these experiences. (330.2)

Sacrament of Reconciliation

Students shall have the opportunity for periodic reception of the Sacrament of Reconciliation. In elementary schools, it is recommended that each year students be offered the opportunity to participate in both communal penance services and individual celebrations of reconciliation, so that both rituals may be learned. (330.3)

Prayer Services

Para liturgical celebrations, prayer services, memorial celebrations etc. shall be included in the religious experiences of all students, elementary and secondary, in keeping with the Liturgical Year of the church. (330.3)

Student Retreats

It is recommended that Eighth Grade students will have an annual retreat. (330.4)

SG -Local Retreat Policy

- ***The eighth grade class will attend a retreat each year.***
- ***Grade two will have a mini-retreat after their preparation for their First Communion. Grade five will attend the Vocations Day.***
- ***Retreats are encouraged for all classes.***

Display of Crucifix/Religious Artifacts

The crucifix and/or religious artifacts shall be displayed in places of honor throughout the school or center. There should be multi-cultural images of Jesus, Mary and the saints throughout the school or center. (330.5)

Display of the American Flag

The American flag shall be displayed outside the building, weather permitting, whenever school is in session. The flag shall be raised at the beginning and taken down at the close of each school day. It is recommended that the American flag shall be displayed in each school classroom. (330.7)

Visiting Speakers

The principal shall approve all speakers who visit the school. Care shall be taken that speakers and topics are consistent with the teachings of the Catholic Church. (330.10)

Community Service Programs

Participation in community service programs (visits to and/or volunteer work at nursing homes shelters, food pantries, etc.) enhance the standard program of the school and are encouraged. Such programs should be age appropriate and provide a balanced view of and experience in community service. (330.12)

Study Trips

Study trips are encouraged and should meet educational objectives. (330.13)

Activities Away from Elementary School Premises During the School Day

A minimum ratio of one (1) adult to ten (10) students is recommended at the elementary level for study trips, community service programs and other school -sponsored activities during the school day. Parents may be invited to assist in supervision or act as chaperones for such activities. All volunteers should be trained as to their proper role as chaperones and supervisors and must be in compliance with the Policy of Ethics and Integrity in Ministry and the Critical Employment Policies of the diocese.

Written parental permission is necessary whenever a student leaves the school premises during school hours. Care should be taken that the teacher or adult in charge has appropriate emergency information available at all times for each student. The permission form is kept in the school office during the trip and either in the school office or in the classroom teacher's file for period of one year following the trip. (330.15)

SG -Local Study Trip Policy

- ***Study trips are taken that meet educational objectives.***
- ***The study trips are a privilege, not a right. Students must have classroom work completed in order to obtain this privilege.***
- ***Permission forms must be signed by the parents/guardians. NO ORAL OR OTHER NOTES WILL BE ACCEPTED FOR PERMISSION FOR THE CHILD TO ATTEND THE STUDY TRIP. THE PERMISSION SLIP MUST BE SIGNED AND RETURNED OR THE CHILD WILL NOT BE ABLE TO ATTEND THE EVENT.***
- ***When students are traveling in cars, the number of passengers in a vehicle will not exceed the number of seatbelts available.***
- ***Students are required to wear seatbelts.***
- ***Students are required to be in booster seats as mandated by Missouri State Law.***
- ***All drivers must have had Virtus training and have a copy of their Driver's license and proof of insurance on file with the school office.***

The Use of Volunteer Chaperones for School Events

Adult chaperones may be used to supervise student events. These adult volunteers should be reasonably prudent people who have been trained in the duties of their position. All volunteers must be in compliance with the Policy of Ethics and Integrity in Ministry and the Critical Employment Policies of the diocese. All volunteer chaperones should

be given a written description of their duties, school rules and consequences for breaking those rules. Chaperones must agree to enforce the rules. If for some reason a person ignores the rules, that person should not be allowed to chaperone again. (330.17)

Overnight Trips

Elementary school students shall not be taken on overnight trips. (430.2)

Ski Trips

Skiing should not be considered as a class or study trip activity. (430.3)

SG -Local Class Trips

- *7/8th Grade classes participate in an educational, class trip every year. Fundraising occurs for this trip and all students are encouraged to participate.*
- *7/8th Grade classes participate in an educational, class day trip to Jefferson City every other year.*
- *Other classes participate in day trips to local areas for educational purposes.*

Photographs of Students or Children Used for Marketing Purposes

Administrators should have on file a signed "Parent/Guardian Consent for Photos and Recordings" before any photograph or video of a student or child is published for the purpose of marketing. (330.9)

Alcohol

Each parish and school should establish policies regarding the use of alcohol at parish or school-sponsored events. All laws regarding the serving of alcohol to minors, licensing, etc., must be followed. Special liability insurance may be purchased through the Diocesan Insurance Office when alcohol is served. Alcohol should not be served at school-sponsored events where children are present. (330.19)

SG -Local Lost and Found Collection

- *All lost and found articles are sent to the school office. The articles will be kept in the "lost and found" container in the office.*
- *Unclaimed articles will be sold at the semi-annual PTO rummage sale or given to local charities every two months.*

SG -Local Cold Weather Policy

- *When weather becomes cold, all students are required to have coats. It is highly suggested that gloves and hats be worn.*
- *Teachers may use their own judgment based on the age of the children in deciding to go outside or wearing of gloves and hats.*
- *For the children's safety, if temperature or wind chill falls below the freezing degree, hats and gloves will be required of all.*
- *If snow is on ground, two pairs of shoes, or one pair of shoes and one pair of boots or over boots are necessary. If students have no boots or extra shoes, students must stay on sidewalk.*
- *Sledding is up to the discretion of supervising teacher. Caution and care should be taken for the safety of all participating. Snow pants or change of clothes is required for sledding.*
- *No snow balling during the school day.*
- *A written note signed by the parent/guardian is needed if the child is to stay in from recess due to physical conditions.*

DISCIPLINE

Christian Behavior

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore our expectations for behavior of staff, students and families is the high bar of the Gospel. Students, staff and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions.

Policy Statement

Achievement of a positive, orderly learning environment for all children and youth is the chief goal of any disciplinary code. The growth and development of the child or youth and his/her own self concept shall be the major concern in all disciplinary planning.

The disciplinary code shall aim for behavior proceeding from a positive self concept and internalized conviction rather than proceeding from externally enforced controls.

The mission of Catholic education is to proclaim the mission of Jesus and His Church. Catholic education is faith-based in the Gospel, communal and person-centered. Therefore, all disciplinary philosophies, procedures and actions must meet the following criteria:

1. Discipline shall be rooted in the teachings of the Catholic Church.
2. Discipline shall promote the moral welfare of the school community.
3. Discipline shall care for the dignity of the person and of each individual student in a Christ-centered manner.
4. Discipline shall include appropriate parent/guardian involvement.
5. Discipline shall promote a Catholic environment that advances and promotes the Catholic Educational process.

The inherent authority of the Director, Principal or teacher to control the school or classroom goes beyond the specific procedures described in this manual. The Superintendent of Schools will develop any further procedures as needed. (330.19)

Promulgation of Discipline Codes

The Principal or Director shall promulgate to teachers and early childhood providers/early childhood aides, parents/guardians and students the full disciplinary code, which is based on the Diocesan discipline policy.

SG -Local Discipline Teaching

The primary function of the school is to provide a quality education in a Christian atmosphere, which allows the complete growth of the child. Discipline is an integral part of the learning process that allows us to teach each child to control his/her own behavior in an acceptable manner. Parents and teachers with students should work continuously to stimulate growth. As a result of this partnership in the child's education, the child will learn to adjust his/her behavior to grow toward self-discipline. Together, teachers and parents are urged to unite in their efforts to make St. Gregory's Barbarigo School a center of Christian community living by enforcing the following principles. The following life skills, which St. Gregory's also refers to as Christ Skills, are taught and role modeled in our classrooms and entire school community:

<i>Integrity:</i>	<i>To be honest, sincere and of sound moral principle</i>
<i>Initiative:</i>	<i>To do something because it needs to be done</i>
<i>Flexibility:</i>	<i>The ability to alter plans when necessary</i>
<i>Perseverance:</i>	<i>To continue in spite of difficulties</i>
<i>Organization:</i>	<i>To plan, arrange and implement in an orderly way</i>
<i>Sense of Humor:</i>	<i>To laugh and be playful without hurting others</i>
<i>Effort:</i>	<i>To try your hardest</i>
<i>Common Sense:</i>	<i>To seek solutions in difficult situations</i>
<i>Problem Solving:</i>	<i>To create solutions in difficult situations and everyday problems</i>
<i>Responsibility:</i>	<i>To be accountable for your actions</i>
<i>Patience:</i>	<i>To wait calmly for someone or something</i>
<i>Friendship:</i>	<i>To make and keep a friend through mutual trust and caring</i>
<i>Curiosity:</i>	<i>A desire to learn or know about a full range of things</i>
<i>Cooperation:</i>	<i>To work together toward a common goal (purpose)</i>
<i>Caring:</i>	<i>To feel concern for others</i>
<i>Courage:</i>	<i>To act according to one's beliefs</i>
<i>Pride:</i>	<i>A satisfaction from doing your personal best</i>

Resourceful: *To be able to deal effectively with problems when they arise*

**The following are principles students are taught and reminded to practice to create self-awareness and self-discipline:*

***Principle One: Errors**

Turning errors into positive learning experiences is one of the best ways human beings have of growing, becoming better, stronger, happier and more fulfilled. We must always endeavor to:

- a. *Be ready to admit them,*
- b. *Be willing to accept the consequences of them,*
- c. *Persist in our efforts to correct them,*
- d. *Remember the correction, but forget the error.*

***Principle Two: Self-Control**

To maintain self-esteem, we must always try to recognize and properly use the differing roles of emotion and reason. Emotions are internal signs, which tell us of our well-being according to the values we hold, but they are not always proper guides to action.

***Principle Three: Responsibility**

To maintain self-esteem, we must always strive to fulfill the things in our lives for which we truly are responsible. Distinguishing between those, which are our responsibilities, and those which are not, is crucial.

***Principle Four: Rights**

To be a person of genuine self-esteem, one must always seek to act in accordance with principles, which give equal respect and weight to one's own rights and to the rights of all others. There are certain rights, which are inalienable to the human condition. These rights should be the same for every person, and should be upheld equally on behalf of all.

(Source: Project ESSENTIAL)

Unacceptable Behavior (340.2)

It is the responsibility of the entire school/center community to model acceptable behavior. Behavior that disrupts the educational process will not be tolerated. Certain behaviors, including but not limited to the following, qualify as serious unacceptable behavior and should not be tolerated within the school or center community on or off school grounds, including websites, blogs, or internet communications. Among the behaviors, but not limited exclusively to these, would be the following:

- Disrespect for others including principals, directors, teachers, early childhood providers/early childhood aides, other adults or peers,
- Abusive or unacceptable language,
- Fighting
- Bullying (see policy)
- Hazing
- Possession of illegal substances, materials or objects.
- Vandalizing
- Stealing, cheating or plagiarism,
- Making threats towards students or staff.
- Harassment,
- Gang Behavior.

SG -Local Unacceptable Behavior Policy

- *In any situation involving willful destruction of school/center or personal property, sexual harassment/activity, gang behavior/activity, threatening or bullying (see bullying policy) – an immediate conference will be called with parents. The appropriate law enforcement agency may be included in the conference at the discretion of the principal.*

- **Students who violate this section will be subject to a minimum of one day of in-school suspension with appropriate activity monitored by the principal and/or staff. The principal (after conferencing with parents), or in conjunction with the student's parents, may administer additional consequences as the situation dictates. Credit will be given for work or tests completed during in school suspension.**
- **In any situation involving the possession of a weapon or illegal substance, or verbalized/written threats (serious or in a joking manner) students will be suspended from school immediately and the proper authorities may be notified. The student may be required to undergo a psychiatric evaluation at the request of the principal/pastor before he/she returns to school. The said evaluation shall be at the expense of the student's parent(s) or legal guardian(s). Before the student is readmitted to school, a conference will be held with the appropriate health care/safety officials, the school principal, the pastor, the parent(s)/guardian(s) and the student to determine if the student is able to return to school.**

Disrespectful behavior or attitude consists of but is not limited to unacceptable or foul language, inappropriate body language, yelling at any of the above individuals, inappropriate public displays of affection among peers, not following the directions of a teacher or adult, taunting or laughing at peers or other adults in a hurtful way.

- **In any situation involving disrespectful behavior(* see definition) or attitude, fighting, stealing, cheating, plagiarizing or any other unacceptable behavior not listed, the following will take place:**

**1st occurrence: Immediately sent to the principal's office
Parent(s) called for conference
Up to 2 hours of lunch detention or after school detention working in the school
Ineligible for sports practice or activities for 2 days**

**2nd occurrence: Immediately sent to the principal's office
Parent(s) called in for immediate conference
4 hours of lunch detention or after school detention working in the school
Ineligible for sports practice or activities for 4 days**

**3rd occurrence: Immediately sent to the principal's office
Parent(s) called for immediate conference
One day of in school suspension – zero's in all subjects
Ineligible for sports practice or activities for 1 month**

**4th occurrence: Immediately sent to principal's office
Parent(s) called to pick up child
Conference scheduled with principal, child and parent
to determine the needs of the child
All eligibility for sports is lost**

***Repeated unacceptable behavior over the course of student's term at St. Gregory School may require disciplinary actions to be modified at the discretion of the principal and/or pastor.**

Serious Infractions (340.4)

Any serious violation of the discipline code shall be addressed promptly by the administration of the school or center. This response may include, but it not limited to, suspension and/or termination of the student, child, or employee; banning the person or persons involved from school or center property; and/or criminal prosecution of the person or person involved.

SG – Local Bullying Policy

Definition: Bullying is when a person or group of people deliberately and persistently target someone with the intention of hurting them.

It is often difficult to determine what does and does not constitute bullying. For consistency, fairness and educational purposes, the following criteria will be used to determine evidence of bullying behavior: the acts must be intentional, imbalanced, and repeated.

Intentional: Bullying incidents are not accidental. Rather, the bully intends to inflict harm or discomfort upon the victim.

Imbalanced: Bullying occurs in an interpersonal relationship characterized by an imbalance of power, physical or psychological. Bullies are adept at identifying other students who lack the skills, abilities, or personal characteristics to defend themselves.

Repeated: To be considered bullying, the acts must not only reflect intention and an abuse of power, they must also occur more than once. It is when incidents are repeated and beyond control of the victim that bullying is occurring.

Bullying can be:

- **Psychological** deliberately being unfriendly, ignoring someone, leaving individuals out, hurting someone's feelings, tormenting (e.g. hiding books, threatening gestures, handwritten notes) making the target feel singled out and uncomfortable
- **Physical** pushing, hitting, kicking, punching or any use of violence
- **Sexual** unwanted physical contact or sexually suggestive comments or actions
- **Verbal** name calling, sarcasm, spreading rumors, teasing, threats, foul language
- **Racist** racial taunts, graffiti or gestures
- **CyberBullying** harassment, bullying, intimidation, or invasion of privacy inflicted through electronic media. This includes, but is not limited to email, cell phone or pager text messages, instant messaging, blogs, social network sites, polling sites, personal websites/pages, or electronic greeting cards.

No Tolerance Statement on Bullying

St. Gregory School believes all students have a right to a safe and healthy environment.

- Bullying of any kind ---psychological, physical, sexual, verbal, racist, or CyberBullying, will not be tolerated at St. Gregory's School.

Reporting of Bullying

- St. Gregory's expects students and / or staff to immediately report incidents of bullying to the principal or designee
- Staff are expected to immediately intervene when they see a bullying incident occur
- Since most bullying happens without a teacher witness, parents are encouraged to inform teachers or the administration about instances of bullying. Together, with the student, we will work to make the school a safer place.
- Each complaint of bullying shall be promptly investigated by the principal and documented
- This policy applies to students on school grounds, while traveling to and from a school sponsored event, and at all school sponsored events on or off campus. A student, who participates in CyberBullying, regardless of where or when they engage in those activities, may be held criminally liable under several state and federal statutes, including the Missouri Safe Schools Act. Although CyberBullying may occur outside of school property and hours, there is pending legislation that focuses on the effect that such activity has on the orderly operation of a school. If it is determined that a student of St. Gregory's school

- has been engaging in CyberBullying activity, the matter will be brought to the principal, who will determine the appropriate action, including legal action if appropriate.
- Cyber Bullying reports - If a student receives a harassing electronic message, such as an email or instant message, i-SAFE recommends she or he should ignore that message once, making no response whatsoever. If the harassment occurs a second time, it is important that the student immediately confide in a trusted adult.

If the inflammatory material appears on a public or semi-public venue such as blog or social network, the student should immediately tell a trusted adult. Many students, however, feel embarrassed by such harassment and may only discuss it with a peer. Students, therefore, have the responsibility to encourage and support friends as they report any form of bullying. If a student refuses to get help, peers should let an adult know. This behavior is not tattling, and it may save a friend's life.

Consequences of Bullying

1st Occurrence

The classroom teacher will manage the situation and inform the principal / pastor.

Victim: Class teacher talks to the victim to establish what has happened and gives support.

Bully: Class teacher talks to the student to establish what has happened and gives warning. The student is reminded of the harmful effects of bullying, and the consequences should the behavior be repeated.

Teacher: written documentation given to the principal who will investigate.

Principal: The matter will be discussed with both the victim (support) and the bully (warning) and documented.

2nd Occurrence

Parents will be informed and involved.

Victim: Parents are informed of the incident and the procedure.

Bully: The student's parents are contacted and a meeting is held with the student, parents, teacher and the principal / pastor. The student will be ineligible for sports practice or activities for 1 week.

Teacher: Written documentation given to the principal.

Principal: Will contact the parents. Incident will be documented

3rd Occurrence

Victim: Parents are informed of the incident and the procedure.

Bully: The student's parents are again contacted. The student is referred to in-school suspension for two days. The student will be ineligible for sports practice or activities for two weeks.

Teacher: Written documentation given to the principal.

Principal: Will contact the parents. Incident will be documented.

4th Occurrence

Victim: Parents are informed of the incident and the procedure.

Bully: The student's parents are again contacted. The student is referred to in-school suspension for four days and required to begin counseling at the expense of the parents. One counseling session must be completed before the student will be eligible to return to the regular classroom. Documentation of counseling will be required. The student will be ineligible for sports practice or activities for one month. Completion of at least one more counseling session (total of 2) will be required in the one month period following the incident.

Teacher: Written documentation given to the principal.

Principal: Will contact the parents. Incident will be documented.

- Further incidents of bullying may result in expulsion and all eligibility for sports or activities is forfeited. Final determination of expulsion rests with the Principal/Pastor.
- In any situation involving the possession of a weapon or illegal substance, or verbalized/written threats (serious or in a joking manner) students will be suspended from school immediately and the proper authorities may be notified. The student may be required to undergo a psychiatric evaluation at the request of

the principal/pastor before he/she returns to school. The said evaluation shall be at the expense of the student's parent(s) or legal guardian(s). Before the student is readmitted to school, a conference will be held with the appropriate health care/safety officials, the school principal, the pastor, the parent(s)/guardian(s) and the student to determine if the student is able to return to school.

- A student, who participates in CyberBullying, regardless of where or when they engage in those activities, may be held criminally liable under several state and federal statutes, including the Missouri Safe Schools Act. Although CyberBullying may occur outside of school property and hours, there is pending legislation that focuses on the effect that such activity has on the orderly operation of a school. If it is determined that student of St. Gregory's school has been engaging in CyberBullying activity, the matter will be brought to the principal, who will determine the appropriate action, including legal action if appropriate.

Prevention of Bullying

To fulfill our aims the following strategies will be used:

- A structured and ongoing program to raise self esteem and compassion in our students will be included in grades K-8th with the *Kindness is Contagious* Curriculum and the encouragement of positive behavior
- St. Gregory's school shall provide a comprehensive and age-appropriate curriculum dealing with Internet Safety, to all students K-8. This will include education regarding CyberBullying.
- Raising the awareness of bullying through parent education and support materials
- Support and training for staff about bullying through education and provided curriculum
- Involvement of all school staff for a consistent approach
- Encouraging students and parents to report bullying
-

Sexual Harassment

It is the policy of the Diocese, in order to provide a positive discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including termination of employment, or, in the case of a student, suspension or expulsion. (340.32)

Definition of Sexual Harassment

Sexual harassment is defined for purposes of 340.32 as either:

1. Unwelcome sexual advances or requests for sexual activity by a Diocesan employee or volunteer in a position of authority to another Diocesan employee or volunteer or to a student, or by one student to another student.
2. Other unwelcome verbal or physical conduct of a sexual nature by a Diocesan employee or volunteer, or a student to another Diocesan employee or volunteer or to a student, when:
 - a. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
 - b. The purpose or result of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment. (340.33)

Sexual Harassment

Care should be taken to ensure that students, staff members and volunteers are informed of what constitutes sexual harassment. Sexual harassment may be physical, verbal or nonverbal.

- Physical harassment may include any unwanted sexually-oriented physical act, such as:
 - Grabbing or touching someone, especially his or her private parts,
 - Tearing or pulling at a person's clothing,
 - Purposely bumping or rubbing against a person,
 - Kissing or holding a person against his or her will, or
 - Impeding a person's movements or preventing a person from moving freely.

Verbal sexual harassment means offensive words or comments, spoken privately to a person or in front of others. For example:

- Comments about body parts or rating people's bodies,

- Sexual suggestions or threats,
- Questions about personal life,
- Spreading sexual rumors or stories,
- Sexual jokes,
- Using sexual orientation as an insult, or
- Using sexist, derogatory language.

Nonverbal sexual harassment includes:

- Staring or pointing at a person's body or body parts.
- Making obscene gestures, mooning, simulating masturbation or intercourse,
- Displaying obscene sexual material or placing it in someone's locker, desk or on someone's computer, among someone's personal effects, etc.,
- Writing people's names along with sexual remarks, suggestions, or drawings in public places. (340.34)

Complaint Procedure

Any employee or student who believes he or she has been sexually harassed should report the complaint to the Principal or Director. The Principal or Director will gather preliminary information and then report the complaint to the CSO.

Upon receiving a complaint of sexual harassment against an employee or student, the CSO will investigate and, if the complaint is substantiated, will confer with the Principal or Director to initiate the appropriate disciplinary action. A complaint of sexual harassment against a Principal or Director should be reported directly and immediately to the CSO/

Acceptable Discipline

Students must learn that there are consequences associated with all behavior. Disciplinary action (or consequences) should be tailored to the gravity of the offense or infraction, to the age and maturity of the student, and to the overall effect on the growth and development of the student.

Acceptable disciplinary actions may include any one or more of the following: reminders, conferences, and a conference with parents or guardians, time-outs, limited deprivation of privileges, peer mediation, counseling, detention, paying for vandalism, suspension or expulsion. When a law has been broken (such as incidents involving narcotic, weapons or making threats to persons or property), the student may be referred to the proper civil or criminal authorities. (340.8)

Corporal Punishment

Corporal punishment of any student in a school or early childhood center of the Diocese is strictly forbidden. The Principal or Director shall make certain that all personnel and volunteers are aware of the seriousness of this policy. (340.9)

Procedures for Detention

Parents/guardians always shall be notified of student detentions. Parents/guardians of elementary students shall be notified in advance of the detention. (340.10)

Procedures for Suspension

Schools using suspension as a mode of discipline must publish guidelines to govern suspensions in conjunction with diocesan guidelines. Suspension of students may be in-school or off-campus. Suspensions should be used sparingly and only for more serious infractions or unacceptable behavior. Repeated suspensions of the same student indicate the need for alternative action. (340.11)

Procedures for Expulsion

Expulsion of a student from a school or center in the Diocese shall meet one of the following criteria:

1. Other avenues of remediation of the unacceptable behavior have been exhausted.
2. The moral and/ or physical well-being of the student and/or school community is at risk.
3. The student in question exhibits prolonged and open disregard for policy, personnel, fellow

students and/or property

The final determination of expulsion rests with the Principal or Director after communication with the Superintendent of Schools about the situation.

Student behaviors that are cause for expulsion shall be clearly stated in the disciplinary code which has been published or communicated throughout the school community. The following procedures shall be followed when necessity dictates the expulsion of a student:

1. Elementary schools: The Principal shall inform the CSO and the Pastor / Priest representative of the situation and surrounding circumstances PRIOR to the act of expulsion.
2. The student and his/her family shall be informed formally of the expulsion by:
 - a. A conference including the parent(s)/guardian(s), student, Principal and, if necessary, teacher and/or counselor; and
 - b. Written communication.
3. The Principal shall send to the Diocesan School Office a complete written summary of the action and the circumstances leading to it within three (3) days of the expulsion.

Expulsion should rarely be a surprise and should be considered a last recourse. Prior to expulsion, serious effort must be made to help the student change his/her behavior. (340.12)

A Student Subject to Criminal Charges

At the discretion of the Principal, Pastor, or Director a student who has been charged with a crime may be suspended or placed on probation pending the outcome of the charge. The Superintendent of Schools shall be immediately notified of such an event. (340.13)

Search and Seizure

A school official may search individual students and individual storage areas such as backpacks, desks, lockers and motor vehicles under the following circumstances.

1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation; and
2. The search is conducted on school premises or at a school event in a manner which is reasonably related to the objective of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

If a student is not or will not be present at the time a search of the student's storage area is conducted, the student shall be informed of the search as soon as is reasonably practicable after the search has been conducted.

A school official shall not conduct a search which involves:

1. The removal of any undergarment or underclothes
2. A body cavity search
3. The use of a drug-sniffing animal to search a student's body; or
4. The search of a student by an official not of the same gender as the student,

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to a student, even if there is a separate lock on a locker or other space. Such an inspection may occur whether the student is present or not. Two adults must be present during any search. (340.14)

Search by the Police

The Principal or Director may involve the police in a search if there is reason to suspect criminal activity or danger to any person or persons. (340.15)

Cooperation with Law Enforcement Personnel

Schools and early childhood centers shall endeavor to cooperate with requests by law enforcement personnel in the course of criminal investigations. If law enforcement personnel come to the school or center seeking to interview a student as part of a criminal investigation, the Principal or Director, or his/her delegate, shall notify a parent or

guardian of the student/child in order that the parent or guardian may be present for the interview.

If for any reason a parent or guardian is not present for the interview of a student or child on school or center premises, on (1) school or center employee should be present for the interview. At any point that it becomes apparent that the students or child is suspected of criminal activity, the interview should be suspended until a parent or guardian is present.

A record should be kept of the attempts by the school or center to reach the parent(s) or guardian(s). (340.16)

SG -Local Locker Policy

Students in grades 5-8 have individual lockers which they are responsible for keeping neat and clean. Locks may not be used on lockers.

SG – Cell Phones / Electronic Devices

Cell Phones and other electronic devices are a disruption to the educational process and are not allowed at St. Gregory's school during the school day and at school sponsored events. This includes all school sponsored trips, activities, athletic practices and games. If the policy is violated the parents/guardians will be required to make an appointment with the administration to recover the item. 9/04/08

ATHLETICS

SG- Local-Athletic Handbook

St. Gregory Athletics Philosophy Statement

The primary purpose of St. Gregory School's Athletic program is to meet the school related interests and needs of students that are not provided for by the curricular program of the school.

The athletic program is an extension of the classroom, and while athletics at the secondary level take on a more competitive nature, Christian values of fairness, honesty, self-discipline, cooperation, effort, dedication, determination, discipline, respect, integrity, dignity, responsibility and leadership are an integral part of the participation of students, coaches, parents/guardians and fans at all levels of play---and when supported with a sound academic foundation we have achieved the ultimate goal of education.

Our programs goal is to supply our young people with as many productive experiences as possible to make each person a better member of society because of his/her exposure to the basic principles taught through athletics. The athletic program is organized so that each student may participate according to his/her interest. There is a place for every student and every student is encouraged to take part in at least one sport.

The bottom line of the athletic program is to supply the student with as many productive experiences as possible and to make each participant a better member of society because of their exposure to the basic values taught through athletics.

Eligibility to Participate

Before a student can participate, this includes practice, they must have completed the following and have them on file in the office (350.2, 350.3):

1. Current physical examination form
2. Signed participation agreement
3. Signed Parent's or Guardian's Permission form
4. Signed Athletic Insurance coverage (school or personal insurance)

If a student has not completed the above requirements, they must be in attendance (observing only) to avoid an unexcused absence. Three days of only observing will equal one unexcused absence.

ADDITIONAL REQUIREMENTS (350.5):

- Students must be academically eligible and display sportsmanlike behavior
- Students must not have exceeded the limit of three unexcused absences.
- Student is not presently under suspension from school

Student Eligibility - Elementary School

Eligibility should run from Tuesday to Tuesday. Teachers should notify the Principal of ineligibilities on Mondays, and coaches should be notified on Monday regarding which students will not be eligible to play that week. This should give each coach sufficient time to plan for the week's competition. (350.5)

SG -Local Eligibility –Grades

For athletic eligibility, the minimum grade average in each class each week must be a "C" average with no F's.

If the weekly grade average for any class is at or below a C-, the student will be warned but not made ineligible for the first week his / her average for any class is a C- average or below.

If the weekly average is a C- or below for any second week (not necessarily a successive second week) then the student is ineligible for the next week.

Exceptions to the grade rule can be made for students with special circumstances as deemed by the building principal upon consultation with the teacher.

SG –Local Eligibility – Behavior

Unsportsmanlike conduct will make the student ineligible. The length of ineligibility will be determined by the school principal and/or pastor with consolation of the student's coach.

Eligibility shall run as stated above per Diocesan School Board Policy. (350.5)

Student athletes who abuse their health by using illegal drugs will be suspended from the sport. Suspension will be at the discretion of the principal and/or pastor after consultation with the coach in accordance with school board policy.

SG-Students Playing on other Teams

St. Gregory's Middle School (7th & 8th grade) participates in the Missouri State High School Activities Association (MSHSAA). MSHSAA prohibits anyone from playing on another team. "He or she shall neither practice nor compete as a member of a nonschool team or as an individual participant in organized nonschool competition in that same sport."

(Bylaw 235.1 a)

SG -REGULATIONS FOR 5TH AND 6TH GRADE TEAMS:

- Students are strongly encouraged to play for only SGS teams.***
- If a student chooses to participate for another team he/she shall place SGS practices and games first.***
- Missing practices or games because of the membership of another team will be considered an unexcused absence***
- Three unexcused absences results in being cut from the team.***

SG-Student Return of Equipment

Our school provides our students with excellent equipment. We hope to keep the quality of the equipment as high as possible. All equipment must be returned or settled for before a student may go out for another activity.

SG-Student Attendance

Students must attend school the entire day to participate in any afternoon or evening athletic events. Exceptions will be made for medical and dental appointments or situations that are approved in advance by the school administration (350.6).

SG - Early Dismissal from School

When school is dismissed because of inclement weather, no practices or games will be permitted. The postponing of sporting events will be at the discretion of the school administration.

SG - Taking Students on a Bus

Our goal for travel is to provide a safe, efficient, and reasonable accommodating means of transportation for you and your students. Teamwork is the essence of any successful group - St. Gregory's encourages students to be as involved with their team as possible.

- *Students are required to ride the activity bus to and from all athletic contests.*
- *In the case of an emergency, a student may ride with their parent or legal guardian.*
- *The on-site supervisor or principal will authorize emergencies allowing a student to ride with a parent.*

SG – Absences from Practice

At times, we have problems with athletes missing practice or coming late for a variety of reasons. We do have a policy that allows an athlete three unexcused absences before being cut from the squad. The only absences or late attendance we will accept as excused will be medical, dental or other emergency situations as approved by the coach or Athletic Director. Shopping trips, haircuts, disciplinary problems, etc., will not be considered an excused absence.

We realize that unusual situations sometimes arise and if your child is confronted with a serious reason for having to miss practice, they will be expected to clear their absence with their coach in advance of the absences.

If an athlete is home ill, we do not want them to come to practice. Bonafide illnesses will be excused. Illnesses that come up during the school day will have to be cleared through the school nurse in order to be considered excused. If a student has been absent from school because of illness, the coaches will understand if a student needs to miss practice to work with a teacher after school. However, if a student has to stay after school for disciplinary reasons or because they are not completing assignments, then their absence from practice will be considered unexcused. If a student comes to practice late, it will be considered an unexcused absence.

When an athlete receives the third unexcused absence, they will be cut from the squad for the remainder of the season.

SG – Parent Responsibilities

The level of student involvement may most correctly measure the true success of an athletic program. Indirectly, this is a measure of the involvement by the parents of the students. Also, without the parent's support, a student has a difficult time becoming an athlete. When students choose to become athletes, they are committing additional time, effort, and often expense to the endeavor.

Parents will be scheduled to work athletic events in which their children are participating. At the beginning of the season sign-up sheet will be sent home for you to indicate which job you would most like to do. These jobs include: The GATE, CONCESSION STAND, SCOREBOOK and SCOREBOARD.

INSURANCE

Insurance

All schools and early childhood centers of the Diocese shall be covered as prescribed by the Diocesan Insurance Office. Premiums for such coverage shall be included in the annual school budget. (360.1)

SG -Local School Insurance Plans

- **Individual school insurance is also available at an additional cost to all school children. Brochures are available at the beginning of the school year.**

School Time Accident and Catastrophic School Time Accident Insurance

The Diocese of Kansas City-St. Joseph provides both Basic School Time Accident Insurance and Catastrophic School Time Accident Insurance. Notification of such insurance is given to Principals in the fall of each year. Principals and Athletic Directors will ensure that all parents and guardians are informed of the coverage as well as the procedure for filing a claim. In the event of any accident, forms should be sent to parents or guardians promptly. A record of the accident should be kept in the student's Permanent Record file. (360.2)

ACCREDITATION

Preschool/Early Childhood Accreditation

Preschool programs which operate as part of an elementary school are required to be accredited by the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association. (365.1)

Elementary School Accreditation

Elementary schools of the Diocese are accredited by the Missouri Non-Public School Accrediting Associations and the North Central Association/AdvancEd (365.2)

SG -Local Accreditation Policy

- **The Missouri Non-Public School Accrediting association and the North Central Association/AdvancEd accredits St. Gregory Barbarigo School. This accreditation is fully recognized by the Missouri State Department of Education. A yearly self-evaluation is conducted by the administration and overseen by the DSO as well as a five –year assessment by an evaluation team.**
- **St. Gregory Preschool is accredited through the National Association for the Accreditation of Young Children. (NAEYC)**

PUBLICATIONS

School or Center Publications

The Principal or Early Childhood Director is responsible for the supervision, content and distribution of all written communications representing the school or center. (370.1)

School or Center Websites and Social Media

It is recommended that Schools and Centers have a website. Schools and Centers must follow the diocesan Social Media Policy with websites and any social media. (370.4)

School or Center Roster

School or center rosters, or buzz books, are recommended as a tool to assist in creation of community and a spirit of interdependence. If the school or center publishes a roster, parents/guardians should know in advance that their phone numbers will be listed. Under no circumstances is the roster to be used for commercial solicitation without the

express written consent of the Principal or Director. A statement of this policy should be included in the Roster. (370.5)

Student Publications

Student publications foster creativity, responsibility, and improved communications skills. Such publications should be under the guidance and supervision of a competent teacher. Every effort should be made to keep the expenses reasonable. (370.6)

SG -Local School Memory Book

- *St. Gregory's School publishes a memory book that is designed by the eighth grade class with the technology teacher serving as the advisor.*
- *Memory Books will be published in the spring. The memory book will include school pictures and candid shots.*
- *Memory book fees are listed in the school directory.*

SG -Local School Pictures

- *Individual school pictures are taken each fall and group pictures are taken in the spring. All children will have their pictures taken for school purposes, but parents/guardians have the option of buying the packages from the vendor.*

RECORDS AND REPORTS

Release of Transcripts and Report Cards

Transcripts and report cards shall not be released to parents/guardians or to other educational institutions until all financial obligations with respect to the student have been satisfied. This policy should be so stated in the Parent Handbook. (380.32)

SG-Release of Transcripts and Report Cards

Student transcripts or report cards will not be released to parents or the school a student is transferring to until all financial obligations have been satisfied.

Transfer of Records

When students change schools, records are transferred upon the signed request of the parent or guardian. (380.33)

Access to Student Records

All professional staff should have ready access to all student records on a "need to know" basis. According to the federal student privacy law, when a file is viewed, a record should be kept indicating the name of the student, the person viewing the record and the date.

A parent or guardian may view a child's record upon request and in the presence of the Principal or teacher. A parent may not remove a child's cumulative record but may request removal of certain subjective data, e.g., a teacher's opinion, a specific label given the child, etc.

In the case of a student whose parents' marriage has been dissolved, the name and addresses of both parents should appear in the student file. Both parents shall have access to their child's school records, except for a non-custodial parent in the case where the school has been provided with a certified copy of a court order denying visitation rights with the child. (380.5)

GRIEVANCE

Grievance Policy

Any person or persons feeling aggrieved concerning any matter connected with the school or center may have recourse to a grievance process. Each school or center should have a grievance process, written in the handbook, to be followed in the school or center. Emphasis should be placed on fairness and justice with a view toward conciliation. (385.1)

Grievance Procedure

In ordinary circumstances, the subject of the grievance first should meet, in person, with the aggrieved person or group. If this meeting fails to resolve the conflict, the next higher level of authority (i.e., teacher, Principal or Director, Pastor) should meet personally with the aggrieved person or group. If the local process fails to achieve agreement or satisfaction, the grievance should be referred to the Superintendent of Schools or the appropriate Associate Superintendent of Schools. (385.2)

SG -Local Grievance Policy

St. Gregory's School follows Diocesan grievance procedures.

EXTENDED-DAY AND DAY-CARE PROGRAMS

Policy Statement for Extended-Day and Child-Care Programs

The Diocese recognizes the importance of extended-day and early education programs as part of the Christian educational experience. Before a school or parish initiates such a program, approval must be obtained from the CSO. (390.1)

SG -Local School Age Child Care (SACC) Program

- ***School age childcare is available before and after school. Before school childcare is available from 6:15 am to 7:30 am. The after school childcare hours are 2:45 pm (preschool) and 3:00pm (elementary) to 5:30 pm. The supervised program provides study time, refreshments, play time and special activities. A registration fee enrolls the child (ren) in the before and after school childcare program.***
- ***A calendar of days SACC will be offered during the school year will be available by the first day of school each fall. SACC will not be offered on snow days.***
- ***A registration fee per family is charged for enrollment in this program. Information in the school directory lists the rates for childcare.***

STUDENT SAFETY AND SUPERVISION

Emergency Student File

Parent/guardian must supply an emergency information file with an individual card for each student and shall be readily accessible to the Principal or Director. This card will include parent(s)/guardian(s) home and work phone numbers, alternative parent-authorized contact person with home and work phone numbers, special health information and, if available, a recent photograph of the student. Teachers should bring copies of these cards on Study Trips, Class Trips, etc. (400.2)

Child Abuse and Neglect (Including Sexual Abuse)

School officials including Principals, Directors, teachers, early childhood providers/early childhood aides and non-professional personnel, are required by Missouri law to report, any observed or suspected child abuse or neglect to the Missouri Department of Social Services, Children's Division.

Under Missouri law, child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (a person under eighteen [18] years of age) other than by accidental means by those responsible for his/her care, custody and control (including a teacher), except that discipline, including spanking, administered in a reasonable manner is not considered to be child abuse under state law.

Under Missouri law, child neglect is defined as any failure to provide the proper and necessary support, education to the extent required by law, nutrition, medical, surgical or any other care necessary for a child's well-being. (400.4)

Visits by Division of Family Services Employees to a School or Center

If a Division of Family Services employee visits a school or center to interview a child regarding an incident that occurred at the school or center or outside the school or center, the Principal or Director may offer to attend the interview in order to give support to the child. (400.4)

SG School Doors

- ***School doors are locked from 8-3pm daily.***

Fire Drill

Fired drills are to be held as often as recommended by policy of the local fire department and according to procedures posted in every classroom where students assemble.(400.7)

SG -Local Fire Drill Policies

- ***Fire drills are to be held regularly according to procedures posted in every classroom and place where students assemble.***
- ***Fire exits shall be clearly marked.***
- ***Each teacher is responsible for informing students of the procedures.***
- ***An announced or unannounced fire drill will be held each month.***

Tornado Drill

The signal for the tornado drill shall be familiar to the students but distinctively different from the fire drill signal. At least two tornado drills should be held during each school year; in the fall and in the spring. Where possible, schools should participate in local area-wide tornado drills. A weather radio should be available in the office of the Principal, Director or school secretary. (400.8)

SG -Local Tornado Drill Policy

- ***Tornado drills will be held in the fall and the spring.***
- ***Each teacher and staff employee is responsible for knowing the procedures and informing students.***

Bomb Threat

A bomb threat, written or phoned, shall be taken seriously and shall be responded to in the following manner:

1. Notify the local police department immediately.
2. Explicitly follow directions received from law enforcement authorities.
3. Notify the Catholic School Office promptly.

Clearing the building is necessary when so directed by the police, and such evacuation should be prompt and orderly. Cell phones should be turned off during a bomb threat. (400.9)

SG- Emergency Notification to parents

Parents will be notified in the event of a major emergency and a directive to parents will be issued via text and e-mail. We ask that you follow any instructions provided, rather than calling the school directly.

Clearing the building is necessary when so directed by the police, and such evacuation should be prompt and orderly. Cell phones should be turned off during a bomb threat.

Asbestos

All schools and early childhood centers of the Diocese shall comply with federal and state regulations governing asbestos, asbestos removal, asbestos files, and public notification of the presence of asbestos in a building. Principals and Directors are to ensure that the periodic asbestos surveys are returned to the Diocesan Director of Property Management twice annually, on January 1 and June 1. Principal and Directors will notify parents and patrons of any asbestos on the premises each fall. A copy of the notification will be sent to the Diocesan Director of Property Management on or before September 1.

SG –No Asbestos Information

- ***St. Gregory’s School has complied with the directives of the Diocesan Office with respect to the regulations governing asbestos, asbestos removal, asbestos files and public notification according to the directives. The file and letters of notification are found in the principal’s office.***
- ***There is no asbestos in St. Gregory School or Preschool***

Safety Inspections

The Principal/Director should work with maintenance and custodial personnel to insure that there are regular safety inspections of the buildings and property. (400.11)

SG -General Supervision

It is important to model and teach appropriate behavior to students from the very beginning and throughout the school year. It is the responsibility of every teacher/coordinator to discipline students when appropriate. Teachers are responsible for the supervision of students and shall endeavor to protect their safety during the school day.

SG-Classroom Supervision

Teachers should not leave a classroom unattended by an adult during regular school hours. If a situation occurs requiring a teacher to leave the classroom, he/she should notify the office or another teacher immediately.

SG-Special Class Supervision (PE, MUSIC, Technology)

Generally, the classroom teacher is responsible for escorting students to and from special class areas. This is especially important in grades K-4. Upper level students may be allowed to transition between classes without adult supervision, depending on their ability to do so in a responsible and respectful way. Teachers are responsible for the supervision of students in hallways and special class areas, and shall endeavor to protect the safety of students in these areas.

TRANSPORTATION

Transportation of Children Enrolled in Elementary Schools and Early Childhood Centers

The following requirements are set forth for early childhood providers and elementary schools when transporting children on study trips, class trips or extra curricular activities as well as early childhood field trips:

The school or center shall be responsible for the care, safety and supervision of children any time they transport children away from the facility.

- Written parental consent shall be on file at the facility for trips and transportation.
- Parents/guardians shall be informed when trips are planned.
- Short, unscheduled walks may be taken without parent notification. These unscheduled outings shall be discussed with the parent/guardian at the time of enrollment.
- All children shall be seated in a permanent seat and restrained by seat belts or child restraint devices as required by Missouri law.
- Identifying information regarding the name of the school or center, the names of the children, and the names, addresses and telephone numbers of each child's parent/guardian shall be carried in the vehicle.
- Staff/child ratios shall be maintained any time the school or center transports children away from the facility.
- Children shall be required to remain seated while the vehicle is in motion.
- Doors shall be locked when the vehicle is moving.
- Order shall be maintained in the vehicle at all times.
- Children shall not be left unattended in a vehicle at any time.
- Children shall leave and enter the vehicle from the curbside unless the vehicle is on a protected area or driveway.
- Children shall be assisted, when necessary, while entering or leaving the vehicle.
- Children shall be released only to the parent/guardian or individual authorized by the parent/guardian.
- The operator of the vehicle shall wait until the child is in the custody of the parent/guardian or individual authorized by the parent/guardian to receive the child.
- Drivers should go only to the place(s) indicated on the permission form. No side-trips should occur.
- Name to face count shall be taken before leaving the school or center, after entering the vehicle, during the trips, after taking the children to bathrooms, after returning to the vehicle and when back at the school or center.
- When children leave the vehicle, the vehicle shall be inspected to ensure that no children are left on or under seats. (420.1)

Using Volunteer or School Employees to Drive Personally Owned Vehicles

If parent/adult volunteers or teachers/coaches/advisers are used as drivers for study trips, class trips or extra curricular activities, the following guidelines must be followed:

- Each occupant must have and use his or her own seat belt if the vehicle has seatbelts.
- Drivers should be at least twenty-one (21) years of age with no physical disability that may impair the ability to drive safely.
- Drivers must have a valid driver's license. A copy of each driver's license should be kept on file with the Principal or Director.
- When using personal vehicles for school purposes, the driver must carry liability insurance as required by state law. This is a key element because the insurance carried by the driver provides the primary coverage while diocesan insurance provides or may provide secondary coverage. These coverages are shown on the declaration pages of the individual's insurance policy. A copy of the State Insurance Card for each driver should be kept on file.
- No one may ride in the bed of pick-up trucks.
- Must be in compliance with the policy on Ethics and Integrity in Ministry and the Critical Employment Policies of the diocese. (420.5)

STUDENT HEALTH

Student Insurance

The Diocese of Kansas City - St. Joseph provides both Basic School Time Accident Insurance and Catastrophic School Time Accident Insurance. (440.1)

Immunizations

Section 167.181 of the Missouri Revised Statutes requiring immunization against specific diseases for all children shall be strictly observed in all schools and centers of the Diocese.

Each year, every school and center shall strive for 100% compliance with the immunization laws of the State. Failure to provide immunization information by the specified date is cause for exclusion from school. (450.3)

Student Injury/Illness

Each student shall be observed for contagious diseases and other signs of illness on arrival and throughout the day. Should a student suffer a minor injury or illness, first aid may be rendered.

In the event of a more serious illness or injury, the Principal or Director or his/her delegate shall use the emergency file to notify the parent/guardian, or his/her delegate as listed in the Emergency Student File for specific instructions on how to proceed in the treatment of the illness or injury.

If the situation is urgent and/it is not possible to contact the person(s) listed on the emergency file, the principal or director shall contact "911" emergency medical services and follow their instructions. (450.4)

SG -Local Illness Policy

- ***Do not send your child(ren) to school with the following symptoms:***
 1. ***Sore throat, earache, or swollen glands***
 2. ***Unexplained rash or skin eruptions***
 3. ***Headache or behavior that is noticeably out of the ordinary***
- ***Children should use good personal hygiene at all time for their own good and the consideration of others.***
- ***See that your child eats a good breakfast.***
- ***Inform the school office if your child has a health problem such as rheumatic fever, epilepsy, diabetes, asthma, etc.***

- ***To be allowed to return to school after an illness, a student may not have thrown up, had diarrhea or run a fever in the past 24 hours.***

Dispensation of Medication

Prescription and Non-prescription medication may not be dispensed by the school or center without written authorization by a student's physician and parent/guardian. This permission may be per event or annually. Permission forms to dispense medication should be kept in the school for a period of ten years.

Prescription medication may be dispensed only if:

1. It is not the first dose.
2. The medication is in original prescription container.
3. Written authorization from the parent or guardian is on file.

All medication shall be stored out of the reach of children or in a locked container. Medication shall be returned to storage immediately after use. Medication shall be returned to the parent/guardian or disposed of immediately when no longer needed. (460.4)

SG -Local Dispensation of Medication Policy

- ***The school will notify the parent/guardian when medication is dispensed so that they are aware of the child's complaint. Further, only one dose of an "as needed" medication will be administered during any school day.***
- ***If symptoms are not relieved, the parent/guardian will be notified.***
- ***No medication will be given during the before and after school child care program.***
- ***Students will report to the office to receive their medication.***
- ***Documentation is recorded each time the medicine is dispensed to the child.***

SG -Emergency Medical Form

- ***The school utilizes a parent authorization form for emergency medical care for each student.***
- ***Parents should keep children with communicable disease symptoms at home and immediately notify the school of such illness.***
- ***A note from school informing parent of communicable diseases and alerting them to watch for symptoms will be sent home if the need should arise.***

Student Pregnancy

Even with the care and guidance of the Catholic family and school community, a student may become pregnant. At such time, the school has a dual responsibility toward the student and the school as a whole. The good of the school community requires that the school continue to teach the value of chastity and to oppose anything that would encourage premarital sexual activity. The school must continue to promote a respect for all life, especially that of the unborn, and must stand strongly against abortion. In considering the good of the student(s) involved, we follow the leadership and directives of the Catholic Church, which urges us, as an educational and faith community, to provide an environment where a pregnant student can find support, compassion and forgiveness. We further hope to offer students who have already experienced an abortion a spirit of reconciliation. Therefore, we will not automatically expel such student from the school community. The school must recognize that the pregnant student or student father has made a choice that cannot be undone, and seek to offer support to carry the pregnancy to term. No attempt will be made to discipline the student(s) for the purpose of punishing a moral offense. This is an issue between the students, their priest-confessors, and God. Care will be taken that there is no discrimination in the manner in which young men and young women are considered in this issue. The school will not encourage pregnant students or student fathers to get married. Nevertheless, the students are expected to assume responsibilities concomitant with the act of bringing a new human life into the world. This implies a change in their priorities. The pregnant student should be caring for herself as a mother-to-be. The father should respond in a stance of support for the mother and the child.

SUBSTANCE ABUSE EDUCATION

Substance Abuse Education

Schools shall be committed to the prevention of substance abuse through the implementation of educational programs on drug, tobacco and alcohol abuse. Schools should work with the parents/guardians to provide assistance in referral of afflicted students to appropriate rehabilitation agencies or professional personnel.

Any student who refuses to cooperate with either the school administration or the appropriate rehabilitation agency shall not be allowed to continue in school. Schools of the Diocese shall strictly adhere to existing laws and assist law enforcement agencies where violations of criminal laws are present or suspected. (490.1)

SG -Local Substance Abuse Education

- *St. Gregory's participates in the Drug Awareness and Resistance Education Program (DARE) provided by the local & area public safety departments.*

AIDS AND OTHER CHRONIC INFECTIOUS CONDITIONS

General AIDS Policy

AIDS is an infectious condition, however, according to the Surgeon Generals report on Acquired Immune Deficiency Syndrome, it cannot be spread in the same manner as a common cold or chicken pox, and none of the identified causes of AIDS in the United States are known or suspected to have been transmitted from one student to another through regular school contact. Therefore, students with AIDS who are enrolled or seeking enrollment should ordinarily be permitted to attend school in an unrestricted setting. They should be excluded from school only if exceptional conditions are evident, such as the inability to control bodily fluids or unusual physical aggression with a documented history of biting or otherwise harming others.

It is understood that the Department of Health will notify "the head of a private school" of students who are infected with the HIV (AIDS) virus. It is anticipated that such notice will be given to the Superintendent of Schools. (495.2)

Policy for AIDS and Other Chronic Infectious Conditions

Students, faculty or staff having evidence of HTLV-III, HIV-1, or HIV-2 virus infections, or symptoms associated with acquired immune deficiency syndrome (AIDS) or AIDS-related complex (ARC), should not be restricted from school or work setting unless after a medical review such action is recommended, all in conformance with the Diocesan AIDS policy. (495.1)

Procedure for AIDS and Other Chronic Infectious Diseases

1. If notice is given to the Principal or Director, the Principal/Director shall immediately notify the Superintendent.
2. The Principal or Director, in consultation with the Superintendent, shall immediately appoint and assemble an Advisory Team. The Pastor/Pastoral Administrator, or someone designated by the Pastor/Pastoral Administrator, should be a member of the Team. The student's physician and at least one of the student's parents (or guardians) should generally be asked to serve on the Team. Other appropriate persons, such as public health officer, a psychologist, and a social worker, may also be appointed to the Team.
3. The Team shall meet as soon as feasible after it has been appointed. It should:
 - Be advised of and consider the current recommended policies and procedures of the Missouri Department of Health;
 - Assess the student's condition based on data made available to it;
 - Advise the Principal or Director whether, in the opinion of the Team any restriction should be imposed on the student's attendance or activities at school/center.

- Advise the Principal or Director as to which staff members have a medical reason to know the identity and condition of the student. Ordinarily, this would be staff persons who are responsible for providing health care during the school day and those likely to be in a position to render first aid to the student;
 - Protect the student's right to confidentiality;
 - Report its recommendations to the Principal/Director, the recommendations to be in writing if so requested by the Principal or Director.
4. The student's doctor should be requested to evaluate the risk of infection to the student with HIV because students with HIV risk severe complications from other infections commonly picked up in school such as chicken pox and other infections. If the doctor should recommend higher-than-average absenteeism, the student's teachers should be encouraged to help the student keep up with classes as much as the teacher's other duties will permit.

The number of people who are made aware of the infected student's identity and condition should be kept to the minimum needed to assure proper care of the student and to detect any extraordinary situation that may present a potential transmission of the virus. Every person receiving information about a student with HIV should recognize his or her obligation to treat and keep that information confidential and should be aware that Missouri law provides for civil damages for breach of this confidentiality.

Staff Precautions

The Center for Disease and Control has issued guidelines which are set forth in 360.95 which are entitled "Precautionary Measures for Cleaning Blood and/or Body Fluids." These guidelines should be followed. Note that they do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomit unless they contain visible blood. However, thorough hand washing is needed in these latter cases. As additional guidelines and data are made available to the Principal or Director from the Diocesan School Office, they should be complied with unless there is a compelling reason not to do so. Parents should be adequately informed about the existence of this policy.

Universal Precautionary Measures for Cleaning Blood and/or Body Fluid

Because HIV and other infections or blood-borne pathogens are present in blood and other body fluids and because no one can determine visually whether such infection is present, the Center for Disease and Control recommends that Universal Precautions be taken in cleaning up spills of blood and/or other body fluids. The suggested guidelines and procedures are as follows:

Guidelines

1. Adopt a precautions policy to be followed by all school personnel (including administrators, early childhood providers/early childhood aides, teachers, food service, custodial staff, and bus drivers).
2. Keep rubber or latex gloves readily available for use by all personnel.
3. Provide a 10% chlorine bleach/90% water disinfecting solution in suitable containers at all workstations.
4. Keep proper disposable supplies available (paper and disposable towels, disposable gloves, heavy duty trash bags with twist ties) at all works stations (teaching, custodial, office, food service, buses).
5. Train ALL personnel in precaution procedures.
6. Periodically review and reinforce the precautionary procedures.

Procedures for Blood Spill/Body Fluid Clean Up

Follow instructions located inside blood spill clean-up kits, if provided. If no instructions are available, proceed using the following steps:

1. Don appropriate protective apparel. At a minimum, don a pair of disposable gloves, possible disposable gown/apron if clothes are likely to be soiled.
2. Use an absorbent or ample supply of paper towels to soak up blood spill and discard in plastic bag. If blood cannot be compressed from the towels or does not drip from the towels, waste will meet the definition of regulated waste and may be discarded in regular trash. If the opposite is true, be sure soiled waste is placed in a biohazard bag.

3. Cleanse spill area with soap and water or detergent plus disinfectant solution
4. Wipe with hospital-grade disinfectant that is labeled “effective in killing human immunodeficiency (HIV) and hepatitis B viruses” or a bleach solution of freshly diluted (1 part bleach to 10 parts water) A 1:64 dilution is ¼ cup bleach in 1 gallon (16 cups) water.
5. Allow above to air dry
6. Discard clean-up towels/wipes into plastic bag.
7. Remove disposable gloves and discard in plastic bag.
8. Put on second pair of disposable clothes, tie off plastic gag and place it inside another plastic bag (biohazard or unlabelled depending on if waste meets the definition of regulated waste.)
9. Carry waste to appropriate receptacle.
10. Remove gloves and discard in regular waste
11. WASH HANDS with soap and water.

SG -Local Staff Precaution Training

- *Faculty and staff are given yearly training in compliance with OSHA standards for control of blood borne pathogens. The school nurse utilizing health department input reviews the blood borne pathogens exposure control plan annually.*
- *This plan is available for review and copies can be obtained social office.*

CURRICULUM AND INSTRUCTION

CURRICULUM

Diocesan Curriculum Guide

The Catechism of the Catholic Church, Director for Catechesis, national Catechetical Directory and USCCB guidelines for religious instruction shall be used as a guide in the development of course content for grades Pre-K through 12 for the religion curriculum.

All professional staff should have ready access to the KC-SJ Diocesan Curriculum. They should be used in curriculum mapping and in long range planning.

SG – Local Academic Dishonesty

St. Gregory students are expected to complete their own school work as instructed by teachers. If a student is found to be dishonest in his/her work, action will be taken.

- *For the first offense the student will receive a zero on the assignment. In addition, the student will be expected to complete the given assignment to prevent a lapse in skills.*
- *A subsequent offense in any subject area will result in a zero on the assignment and a detention, as well as the completion of the assignment. If the behavior continues, further action will be taken.*

SG -Local Kindergarten – Eighth Grade Curriculum

- *St. Gregory School has a comprehensive kindergarten through eighth grade curriculum. With religion intertwined throughout the school day, the students receive instruction in the doctrines and practices of the Catholic Church and have opportunities to develop their spirituality.*
- *Emphasis is put on the “basics:” reading, writing, English, spelling, math, social studies and science. Theology of the Body, music, band, computers, physical education, and art round out the course of studies.*

Early Childhood Curriculum

All early childhood programs shall be developmentally appropriate and shall follow the KC-SJ Diocesan Curriculum and/or the Missouri Standards for Early Childhood and the Core Competencies. (500.3)

SG -Local Preschool Curriculum

- *St. Gregory School provides a comprehensive preschool curriculum designed to meet the needs of children three to five years of age. This is a developmentally appropriate program that enables*

young children to grow spiritually, intellectually, socially, and physically. The preschool program provides a crucial foundation for a child's future excitement and involvement in continuous lifelong learning.

- ***The preschool curriculum is a two year program with the first year emphasis on social and emotional development while the second year of preschool focuses on kindergarten readiness skills.***
- ***Parents/guardians may choose to enroll in one of the three options: All day -- Monday through Friday; Three days- Monday, Wednesday, Friday or Two days—Tuesday and Thursday.***

Religion Curriculum

The Religion curriculum in a Catholic school is the heart and soul of the total educational program. Content of this curriculum should be developmentally appropriate to the abilities of children/youth.

The Religion program shall provide students with means to learn the doctrinal teachings of the Catholic Church, to experience the richness of sacred tradition, sacred scripture and the Deposit of Faith as echoed in the Creed through the four pillars of the Catechism of the Catholic Church.

All religion text books must be selected from the list of texts approved by the Ad Hoc Committee to Oversee the Use of the Catechism as established by the United States Conference of Catholic Bishops and determined for use by the superintendent of schools. (500.5)

SG -Local Religion Curriculum

- ***Prayer at school is an important part of each day.***
- ***Teachers are encouraged to use prayer methods of both formal and informal.***
- ***The school day will begin with prayer and prayers will be said at various times throughout the day.***
- ***Formal religion classes are a scheduled part of our curriculum. The content will reflect the current approved teachings of the Church.***
- ***Mass will be attended by all grades throughout the week. Each grade will plan and participate in the liturgy for that day. Mass begins at 8:00 a.m. Grades 5th through 8th will attend weekly Mass together and grades kindergarten through 4th grade will attend Mass together. On the first Friday's of each month, all students will attend Mass with their Falcon Faith Families. All-school Masses will be held on holy days and selected days throughout the school year.***
- ***The sacramental program is in cooperation with the parish sacramental preparation programs. In the second grade, students are given formal instruction in the preparation for the sacraments of Reconciliation and First Eucharist.***
- ***Individual and communal reconciliation services will be scheduled during the school year for 2nd through 8th grade students.***

Sacramental Programs

Elementary and high schools in the Diocese shall cooperate fully with parish sacramental preparation programs. The responsibility of providing adequate preparation before reception of the sacraments of First Reconciliation and First Eucharist are spelled out in Canon 777.

The catechesis and celebration of First Reconciliation must precede the catechesis and celebration of First Communion. (Cf. Canon 914)

A child is to receive adequate preparation for the sacrament of First Reconciliation before she/he receives the catechesis for First Communion. The catechesis of the two sacraments should be distinct and separate from each other so that the uniqueness of each sacrament may be fully celebrated.

The usual preparation for First Reconciliation is in the primary grade levels. The parents of the child are encouraged to participate in the preparation with their child at home and in appropriate family or parent sessions. After the necessary catechesis is completed the sacrament is to be scheduled and celebrated in the local parish. Parents should be encouraged to join their children in celebrating the sacrament of Reconciliation.

If it is determined that a child is not ready, no coercion should be made to keep the child with his/her "group" or "class". If the decision is made to delay the sacrament of Reconciliation, then the celebration of First Communion is

to be delayed until after 1st Reconciliation is sacramentally celebrated.

First Communion should also involve separate and distinct preparation for the celebration of this sacrament. Family and parent sessions are encouraged with preparation for the child occurring both at home and in sacramental preparation classes. The celebration is to be scheduled in the local parish at an appropriate liturgical time. (500.6)

SG -Local Theology of the Body/Sexuality Education Materials and Teaching

- *St. Gregory's provides information about puberty to 5th Graders. Parents are asked to meet prior to sharing information with the students to allow them the opportunity to view videos and discuss information which will be shared with students. We encourage parents to attend the information sessions during the school day with their children.*
- *St. Gregory's curriculum includes Theology of the Body taught in 7th grade. The texts are approved by the Diocese and are incorporated into classroom time determined by the classroom teacher.*
- *Biological information about reproduction is shared in 5-8 grade science classes.*
- *Eighth graders and their parents are provided a sexual awareness curriculum which involves discussions with parents and the opportunity to support a computerized baby for a period of time under the supervision of the eighth grade teacher.*

Constitutions and American History

Missouri law governing education mandates instruction and testing in the Constitutions of the United States and the State of Missouri, as well as regular instruction in American History and American Institutions. It is recommended that such instruction be given in accordance with the policy of the local public school district. (505.1)

Missouri History

In elementary schools, instruction in the history of the State of Missouri should be included in the Social Studies curriculum. Ordinarily, this occurs at the Fourth Grade level. (505.2)

SG -Local Band Opportunity

- *Band is an option for grades 5th through 8th grade. Classes are held at least three times a week.*
- *A fee is charged yearly to be paid along with the tuition fees.*
- *Instruments must be purchased/leased by each student.*
- *Parents/guardians or students are also responsible for any repairs to their instruments throughout the school year.*
- *The fee information is listed in the school directory.*
- *If a student is not enrolled in band at St. Gregory's, he/she may not be considered for sponsorship by St. Gregory's school in the junior high district band tryouts, junior high music contest or other MSHSAA approved events.*

SG -Local Technology Curriculum

- *Technology classes are offered to kindergarten through fourth grade two times per week and grades five through eighth three times a week. National Education Technology Standards from the International Society for Technology in Education are followed.*

Special Services

It is recommended that parents/guardians be informed of their rights regarding Public Law 94.142 and Individuals with Disabilities Education Act of 2004 (IDEA) which mandates special education service to all children, regardless of enrollment in a particular school. Schools shall make every effort to cooperate with the local public school district in which they are located to ensure the delivery of such services to the students enrolled in schools of the Diocese. (505.4)

SG- Local Special Services

- *If St. Gregory School cannot meet the needs of a student's IEP the student should not remain enrolled at St. Gregory School. Keeping a student whose needs cannot be met is considered*

educational neglect under Missouri Law and the Division of Family Services Children's Division.

SG -Federally Funded Programs

- *St. Gregory's School participates in Title I, which is a federally funded program for remedial assistance in reading and mathematics for eligible students.*

COMPREHENSIVE ASSESSMENT

SG -Local Vision of Assessment

- *The vision of strengthening and encouraging the many gifts within each child is shared by us as educators.*
- *It is our goal that through a comprehensive assessment process, children will realize individual educational success and an appreciation of their own capabilities as gifts from God.*

SG -Local Philosophy of Assessment

- *Assessment is the avenue used by teachers to communicate to students and parents the child's observable progress. Assessment is based on the theories of learning. It is grounded in the skills and capabilities needed for future achievement and is self-regulated. To know something is to show that the knowledge received has been interpreted and demonstrated through a variety of techniques.*
- *While recognizing and respecting the different learning styles of the individual student, each teacher will assess the progress of each child through various evaluation methods.*

SG -Local Assessment Procedures

- *Assessment reports are issued quarterly during the school year. Both parent/guardians are requested to review the assessment reports. The copy of the quarterly assessment report may be kept at home. Please return comments and sign the envelope provided with the assessment.*
- *Progress reports are completed by teachers in Grades 1-8 to inform parents of their child's academic progress. These are mailed home at approximately the midpoint of each quarter.*
- *Teachers may also send reports home at other times.*
- *Teachers in grades preschool through 8th grade will consult with parents throughout the school year.*
- *In all grades, samples of student works are available in student portfolios.*
- *Conferences are scheduled once in the fall and again in the spring.*

SG -Preschool through 3rd grade will use the following codes to mark assessment:

- | | |
|---|--|
| + <i>Consistently demonstrates skill</i> | S <i>Usually demonstrates skill</i> |
| √ <i>Frequently experiences difficulty with this skill</i> | N <i>Not introduced</i> |

Third grade (through eighth grade are assessed on the following scale:

A+ = 100	B+ = 92	C+ = 83	D+ = 73
A = 94-99	B = 85-91	C = 75-82	D = 70 -72
A- = 93	B- = 84	C- = 74	D- = 68-69
			U = 67 and below

School Achievement Testing

Standardized achievement tests shall be administered annually in elementary and secondary schools. At the elementary level this ordinarily occurs in grades four (4) and six (6). In addition, each January, all eighth grade students will be tested with a secondary school placement test.

Test scores for individual schools and individual students will be used for the purpose of improving instruction within the school.

Principals will make their schools' test scores available to parents/guardians and teachers. The Diocesan School Office will not use the scores of individual schools to rank schools.

Principals are responsible to ensure that all staff is trained to administer standardized tests properly and tests are stored in a secure manner. (510.1)

SG -Local Standardized Testing

- ***The Iowa test is given to children in grades 4th through 8th grade. The results of these tests are primarily to help the teacher provide a better instructional and guidance program for each pupil. The test results will be shared with students privately by the teacher or principal. Parents will receive the test scores with final grade cards or they may request to view the results with the principal at any time.***
- ***Cognitive abilities tests will be given to grade 4.***
- ***Brigance Inventory of Early Development is given as a readiness tool for kindergarten.***

Grading Guidelines

Principals will ensure that all teachers are aware of and adhering to the Diocesan Grading Guidelines. (510.2)

Report Cards

It is recommended at the elementary and high school levels that report cards, or progress reports, be issued at least on a quarterly basis. (510.3)

Conferences

It is recommended that each school or center schedule parent-teacher/early childhood provider/early childhood aide conferences at least once per year. Ideally, conferences at the elementary and high school level will include students evaluating their own performance through the use of portfolios. (510.4)

Permanent Records

Permanent records include cumulative records and transcripts. These records require safe, responsible care, either as active or inactive files.

The permanent record is kept permanently on file at the original elementary or high school. Photocopies may be sent to schools requesting information. (510.5)

PROMOTION, RETENTION, GRADUATION

Promotion/Retention

All promotions, regular or special, and retentions should be decided by the Principal and the teacher in consultation with the parents(s)/legal guardian(s). Such decisions should be based on a total evaluation of a student's growth in all areas of his/her development. Parents should always act in consultation with the student's teachers, the final responsibility for a student's promotion or retention rests with the Principal. (520.1)

INSTRUCTIONAL PROCESS

Instructional Process

All teachers and early childhood providers/early childhood aides of the Diocese should be familiar with accepted characteristics of the instructional process and incorporate them into their professional work with students.

All Principals, Directors, teachers and early childhood providers/early childhood aides should be working to improve instruction and student outcomes by utilizing best practices in education. Technology should be used as a tool by all teachers in order to broaden the base of education and prepare students for their futures. (530.1)

Daily Schedule

In all schools and centers, a comprehensive daily schedule should be available to all school personnel, parents, guardians and students. The use of daily agendas for students is encouraged. (530.4)

Homework

Home assignments should be educationally sound, providing an application of previously learned material or a correlation between past and present material. Reading assignments are appropriate. It is inappropriate to use academic work as a punishment for undesired behavior.

Homework should not engender negative attitudes in the student, but rather enhance his/her independence and personal responsibility while promoting increased understanding and/or skill development. Immediate feedback is needed for student success. Teachers should return homework in a timely fashion. (530.7)

SG -Local Homework Policy

- *The home should provide a time, place and atmosphere for quiet work. Each child must learn to become responsible and independent in completing their assignments. Parents can help their children enjoy and achieve success by showing an interest in the work they are doing.*
- *The term "homework" means not only written work but also refers to study and research. Usually, if the pupil utilizes well the time given in school, he/she will not have an overload.*
- *In order to help children master reading skills, parents are asked to provide as much wholesome reading as possible on the child's reading level and to encourage children to read library books.*
- *Each child is expected to have and utilize an assignment book in grades 3-8.*
- *Suggested time allotted for homework and or reading:*
 - a. *Grades 1-3 - between 20-30 minutes daily*
 - b. *Grades 4-6 - between 40-60 minutes daily*
 - c. *Grades 7-8 - between 60-90 minutes daily*

SG – Local Acceptance Standard for Assignments

An assignment is acceptable if the assignment is completed on time, the student has followed directions, and the student has completed the assignment to the best of his/her ability. This will be determined by the classroom teacher and/or the principal. Late and/or unacceptable assignments will result in the following Late Homework Policy for students in grades 4th-8th:

- *1st time Verbal Warning Full credit on the assignment*
- *2nd time Pink Slip sent home. Half credit on the assignment*
- *3rd time Pink Slip sent home and the student will receive a Late Lunch detention for following day. A conference with the teacher, parents and the principal will be scheduled.*

A copy of the policy will be signed by all 4th through 8th grade students at the beginning of the school year. The late homework procedures will start over on the first day of each quarter.

Late lunch detention – The student will get their lunch and report to the Principal's office. The student will eat lunch and then use the remaining time (recess) to complete the missing assignment. If the assignment has been turned in, the student will be allowed to work quietly on other assignments. In addition, the student will be ineligible for athletics at all St. Gregory events including MMS on the day of the detention.

Journals

Journals are an acceptable tool of instruction and assessment. However, if a teacher or staff member assigns journal writing as a part of class instruction, the teacher must monitor the journal. (530.8)

INSTRUCTIONAL MATERIALS

Textbooks

Textbooks should be appropriate to course content, age and maturity of the student, available to all, and reasonably current in copyright. (540.1)

SG -Local Textbook Policy

- *Children should handle their books with care. To show care and respect for the property of others gives, in turn, the right to expect care and respect for their own property. Parents should check their children's books from time to time and re-emphasize the importance of respect for property.*
- *There will be a fee for books that are lost or damaged.*

SG -Local Library Policy

- *Kindergarten through fourth grade will have at least one period or part of a class period in the library each week if there are sufficient volunteers. During this period, books may be checked out.*
- *Books lost or damaged must be paid for by the student responsible for the damage.*
- *Grades fifth through eighth grade will have access to the library at various times through their daily curriculum.*

TECHNOLOGY RESOURCES

Telecommunications and Electronic Information Sources

As telecommunication and other new technologies shift the ways in which information may be accessed, communicated and transferred, those changes may also affect instruction and student learning. The Diocese generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a democratic society, access to information is a fundamental right of citizenship.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Student use of telecommunications and electronic information resources shall be permitted upon submission of permission forms and agreement forms by parents/guardians and by the students themselves.

Cell phones are not normal and customary devices to be used in a network setting. Catholic Schools provide adequate and monitored computer network services for students to use for academic purposes only. Students are not allowed to engage in specific e-mail, download, texting, or any other form of electronic communication that is not approved for academic use.

Network Rules

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system responsibility. Users should not expect that files stored on school servers will always be private.

The following are not permitted:

- Sending or displaying offensive messages immoral messages or images of any nature, especially of a sexual nature, e.g. sexting, pornographic images, images from a cell phone of a sexually explicit nature, etc.
- Using obscene language that is implicit and explicit
- Harassing, insulting, bullying, spreading malicious rumors, e.g. cyber-bullying or attacking others via pictures, images and language electronically
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited network resources
- Employing the network for commercial purposes.
- Using the network for networking unrelated to educational purposes, such as Facebook or Myspace, or otherwise.

Sanctions

1. Violations may result in loss of electronic or network access.
2. Additional disciplinary action may be determined at the school level consistent with the Series 340. When appropriate, law enforcement agencies may be contacted. (550.81)

Parent/Guardian Permission Letter

A student must submit a signed permission form prior to obtaining independent access to any electronic information source or network on school premises. (550.9)

FINANCE

Fees and Tuition

Each school or center should have a written policy regarding fees and tuition which is included in the Parent Handbook and promulgated to all parents, guardians and parishioners of those parishes served by the school or center. (600.4)

SG -Local Fees and Tuition

- *Fees and tuition costs can be found in the directory or by calling the school office. Please refer to this handbook for information about the Scholarship Assistance Program and tuition guidelines.*

SG -Lunch Program

- *St. Gregory offers a hot lunch program which provides healthy and economical nourishment for our children.*
- *St. Gregory participates in the government lunch program which provides free and reduced meals for families that qualify. Forms are available in the school office.*
- *St. Gregory must meet nutritional guidelines to participate in the free and reduced lunch program.*
- *All students are encouraged to participate in the hot lunch program. The cost of each meal is determined yearly according to the economy and cost of food.*
- *No soda beverages are allowed during the hot lunch program or in the lunches brought from home.*
- *No fast food lunches may be brought to school for students.*
- *Once a month a "Birthday Day" is celebrated in honor of the birthdays during the month. A special meal is prepared and a coupon and birthday pencil is given to each honoree.*
- *"Grade Day" is also an activity in the lunch room. Each class is allowed to pick their favorite menu and invite their parents/guardians to dine with them.*

SG -Bus

- *The State of Missouri does not provide transportation to students attending parochial or private schools. St. Gregory does offer bus service through Maryville R-2 for a monthly fee. The fee information is available from the school office.*

AMENDMENTS

The principal, pastor and school board retain the rights to amend this handbook for just cause and parents/guardians will be given prompt notification of changes that are made.