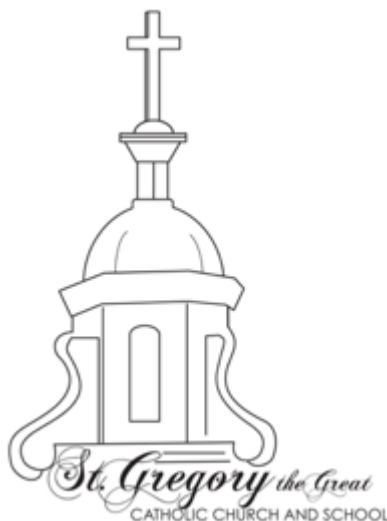


PARENT-STUDENT HANDBOOK

2019-2020



**A U.S. Department of Education
Exemplary School**

ST. GREGORY THE GREAT CATHOLIC SCHOOL

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INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of St. Gregory the Great Catholic School. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly for any future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time you may receive updated information concerning changes in policy. However, the school has the right to add, delete, or revise any school policy or procedure with or without notice. This handbook is not a contract, expressed or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

HISTORY

St. Gregory School is built on a 12-acre site in the city of Plantation. The school officially opened in September 1960, with three Sisters of the Holy Family of Nazareth. At that time, the school consisted of four grades totaling 143 students with Sister M. Romauld as principal, and Reverend Michael Keller as pastor of St. Gregory the Great Church.

In 1974 the school submitted a self-study for accreditation by the Florida Catholic Conference. Following a visit to the school by representatives of the Florida Catholic Conference, St. Gregory School received accreditation in 1975. Our last re-accreditation visit was in 2014.

As the school enrollment grew, a block of temporary wooden classrooms was gradually constructed at the southernmost part of the parish property between 1975 and 1980. The church was partially destroyed by fire in 1979 and was later rebuilt as a Parish Center. Father Martin Cassidy oversaw the building of a new church, which was dedicated by Archbishop Edward A. McCarthy in 1981.

In 1986 a booster club was initiated for the sports program that subsequently provided a basketball court and improved athletic field. That same year a service hour program was instituted involving parents in school activities.

In 1988 the school was the first Catholic School in Broward County to receive the "U.S. Department of Education Excellence Award." The school is an important part of the parish community of St. Gregory the Great. Parents of students are encouraged to participate fully in the spiritual, educational, and various other activities of the parish.

The Holy Family of Nazareth Sisters relinquished the administration of the parish school in June 1990.

Monsignor Noel Fogarty was appointed pastor in 1991. The Development Office was instituted in 1992 and plans were laid, and funds were raised for the rebuilding and renovation of the entire parish facility. On February 5, 1995, ground was broken for the construction of new school facilities and a parish gymnasium. Our state-of-the-art school was completed in August of 1995, and opened for classes, Pre-Kindergarten to Grade 8.

On January 14, 1996, the new school facilities were blessed by Archbishop John Clement Favalora.

In 1996-97, St. Gregory entered its 36th year as a member of the Catholic School System of the Archdiocese of Miami. Devoted to the service of Catholics in West Broward County, it continues to exemplify its commitment to quality Catholic education.

Facility renovations are ongoing. In the summer of 2000, we completed the teacher faculty lounge, our new meeting room, counselor offices, and student bookstore.

Our plans for a beautiful prayer garden became a reality in the winter of 2002.

2010, our church renovation was completed in time for Easter services and Archbishop Thomas Wenski re-dedicated the church.

2011, our beloved pastor, Monsignor Noel Fogarty retired after 19 years of service as our visionary leader of St. Gregory. On July 1, 2011 Father Michael Hoyer joined our St. Gregory family as our new pastor.

2012, we expanded our school programs to include a 3-year-old Pre-Kindergarten and 2-year-old Learning Center.

2013, a 1:1 netbook implementation took place in the middle school. This 1:1 netbook program is integral to the way students work in courses across the curriculum.

2015, the existing Library was remodeled, and the Interactive Learning Center was established.

2016, the existing Science Lab was remodeled, and the STEAM Lab was established.

2017, netbook program was updated with Chromebooks; updated playground area.

2018, Implemented security desk at school entrance and school wide emergency preparedness system, NaviGate Prepared.

2019, we welcome Father Michael Davis as the new pastor of St. Gregory the Great Parish and School.

We believe that our school is a great gift to our church and community. In collaboration with our colleagues here and in Catholic schools throughout the country, we commit ourselves to meet the challenges of the future as an American Catholic School for the 21st century.

I. ST. GREGORY SCHOOL MISSION STATEMENT AND PHILOSOPHY

MISSION STATEMENT

Saint Gregory the Great School partners with parents to affirm strong Catholic values and academic excellence. This provides students the foundation to become moral, productive members of society.

PHILOSOPHY

St. Gregory the Great School gives witness to the Catholic faith by putting beliefs and values into action. Across all areas of the curriculum, teachers and staff strive to meet the needs of every student spiritually and intellectually. The school stresses a communal effort where all work together in creating a genuine Christian environment in which children can flourish.

Religious and academic programs share in the responsibility of imparting the Gospel message of faith, love, hope, and service. By building a community with a deep understanding and appreciation of Catholic values, students are challenged to make positive choices reflecting the teachings of Christ.

A close interaction between school and parish reinforces a strong sense of Catholic family. The administration welcomes parental involvement in the many activities offered at the school as it values the fundamental responsibility that parents provide in their child's growth. Along with parishioners, this union reaches out beyond its walls to serve the community at large.

Academic excellence is a priority at St. Gregory. Since professionalism is essential in maintaining the high standards the school has established, the faculty keeps abreast of educational opportunities that will enhance the learning environment. While implementing Diocesan directives and sound educational practices, teachers exercise creativity in the development of each child's potential. At St. Gregory the Great Catholic School, the uniqueness of each student as a child of God is respected. The faculty encourages an understanding of individual differences as well as a need to nurture self-esteem. Therefore, students are motivated to grow at levels of competence and responsibility within a framework of security.

By educating the total individual within a Catholic faith community, the school provides children with beliefs and skills they need to serve God faithfully and to live successfully in contemporary society. The spiritual enrichment and academic excellence long associated with the Catholic tradition of education is proudly pursued at St. Gregory the Great.

II. ADMISSIONS

POLICY

St. Gregory the Great Catholic School has an open admissions policy. No person on the grounds of race, color, disability, or national origin is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, job training, classification, referral, and other aspects of employment on basis of race, color, disability, age, gender, or national origin.

Given the mission of the school as an agent of Catholic Christian formation, the school will accept only those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission. It is expected that all families attend church each Sunday and Holy Days. Attendance will be reviewed monthly and reconciled with church envelopes. Consistent absence will result in an interview with the pastoral staff and may lead to dismissal and/or non-reacceptance for the following school year.

Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child.

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies and to accept and support the authority of the school administration. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irreparably broken.

In matters of admission and registration, the decisions of the local pastor/supervising principal are final.

PROCEDURE

For new students, notice of the date of registration and all pertinent information is published in the Church bulletin prior to the designated date. Birth and Baptismal certificates must be presented at the time of registration.

Florida state law requires that students entering Kindergarten must have attained the age of five years old on or before September 1. Students entering first grade must have attained the age of six on or before September 1.

The Archdiocese of Miami follows the required immunization schedule for the state of Florida. Florida requires certain vaccines to be administered before children may enroll and attend

preschool and elementary school. Religious exemptions are not accepted by the Archdiocese of Miami. New students are required to have a medical examination before entering school.

Note the following requirement for the school year:

Preschool entry

Age appropriate dose as indicated:

- DTAaP
- IPV
- MMR
- Hepatitis B
- Varicella
- HiB

K-12th entry

Age appropriate dose as indicated:

- 4-5 doses of DTaP
- 4-5 doses of IPV
- 2 doses of MMR
- 3 doses of Hepatitis B
- 2 doses of Varicella

***an additional does of DTaP is required for 7th grade.**

TUITION AND FEES

The tuition and fees applicable for each student can be found on the St Gregory School website.

IMMIGRATION STATUS

Our school, in accordance with federal law, does not inquire into the immigration status of our students.

However, it is our responsibility to remind all families that it is a violation of the tourist B-1 or B-2 visa to attend classes while on a B-1 or B-2 visa and doing so could result in cancellation of that visa.

In addition, we wish to remind parents that a B-1 or B-2 visa does not permit a child to return to the United States after a vacation back in their home country. On the other hand, students with an F-1 student visa are able to arrange for vacation time at their homes.

If a family is considering changing a B-1 or B-2 tourist visa for an F-1 student visa, they should consult with an immigration lawyer to help understand the implications of making application. Should the family decide to make this application, St. Gregory School will assist the family in whatever way possible to apply for the student visa. It often takes several months for INS to process and approve such applications; during this period the student may not continue attending classes in the school.

UNDOCUMENTED STUDENTS

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

III. CATHOLIC IDENTITY/FAITH FORMATION

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service.

As a Catholic school, we recognize that there is no greater opportunity for parent/guardian directed religious education than your presence at Saturday/Sunday Mass. It is essential to our mission as Catholic educators, in partnership with parents/guardians, that families attend Mass on a regular basis to support the Catholic education of their children. As the primary religious educators of their children, parents/guardians are expected to follow through consistently on this most serious obligation.

The homeroom teacher takes Sunday Mass attendance on Monday. Please be advised this attendance is reviewed prior to acceptance for the following academic school year. Mass attendance will be part of the student's religion grade.

Every Friday half of the school will be attending Mass on a rotating basis. PK3-4th grades will attend one week and grades 5-8 will attend the following week. These masses will be handled by the Liturgy Team. The PK3-4th grades mass readings will be put together by the Liturgy Team but the readings will be done by the 4th grade class. All students will be required to attend and participate in school Masses and dress in regular school uniform (if a student is scheduled for PE, they are required to wear the regular school uniform with their PE shoes).

The students involved in the Mass at 9:00 am Sunday Mass will be required to dress in the school uniform and sit with their class.

Each week one grade level will attend the Sacrament of Reconciliation. Children participate in the reception of ashes, Stations of the Cross and other paraliturgies during the appropriate seasons of the liturgical year.

Students in Grade 2 are prepared for their first reception of Reconciliation and Holy Eucharist. Students in Grade 8 are prepared for Confirmation.

IV. ACADEMIC SCHOOL DAY

DAILY SCHEDULE

GRADES PK-8

Time

7:50 am Warning Bell

7:55 am Prayers and Morning Announcements

Lunch Schedule (Regular Days):

10:45-11:10 Pre-Kindergarten 3

10:55-11:30 Pre-Kindergarten 4

10:45-11:10 Kindergarten-Grade 2

11:20-11:45 Grades 3-4

11:50-12:15 Grades 5-6

12:25-12:50 Grades 7-8

Learning Center 2-year olds, PreK-3 and PreK-4 have lunch in their classrooms according to their designated schedules.

Grades PreK-8 will participate in parent and/or teacher supervised recess time after lunch or throughout the scheduled school day.

MORNING DROP-OFF PROCEDURE GRADES PK2 THROUGH 8

Parents of children in the PK2 program have the flexibility of dropping off and picking up children throughout the school day. If there are older siblings please use the main school carline to first drop off the older children and then continue in the carline to park in the lot behind the PK2 building. **If there are no other children that need to be dropped off please use the Cassidy Boulevard entrance to get to the PK2 parking lot. Parents must park in the lot east of the PK2 building and walk their child to the classroom during drop off time. Drop off is at the main door of the PK2 Learning Center.**

PLEASE MAINTAIN A 15 MILE SPEED LIMIT AND REFRAIN FROM THE USE OF CELL PHONES.

There are three entrances into the main school lot.

University Drive South (Rectory Entrance)

Cars enter the school lot by making a right turn and then proceed east along the sidewalk near the school building.

University Drive North (Traffic Light Entrance)

Cars make a left turn at the light, make a right turn in the designated area, and turn left to proceed east along the sidewalk near the school building. **Cars must remain in the carline, after dropping children off, to exit the campus.**

East Gate Entrance

Those entering through this gate, drive west along the length of the parking lot. Make a left in the designated area. Merge left to proceed east along sidewalk near the school building.

The next procedure is for ALL VEHICLES:

Cars are asked to pull all the way up until the end of the covered walkway. Students remain in cars until the line has come to a stop. Students exit from the right side of the car only. Safety patrol students will open/close car doors. Student patrols are assigned to accompany PreK and kindergarten students to their classroom. **No students are to be dropped off before they reach the school.** Parents are requested to drop students off rather than park and walk between moving cars to the school area.

After dropping off your children, you may exit the school lot by either the east gate or north entrance only. Please drive slowly as you exit to ensure the safety of all children. Please use **two lines** when exiting near the **PK2 building**.

For the safety of all children, please refrain from using cell phones during arrival and dismissal procedures.

Students should enter the building at 7:30 am. For the safety of our children, they should not arrive on the school grounds before 7:15 am unless they are attending the Before School Care Program. Morning prayers, flag salute, and the day's announcements follow the 7:55 am bell.

No St. Gregory student, even if he/she has earned a driver's license, will be permitted to drive a vehicle to or from school or any school-sponsored events located on school property without parental supervision.

AFTERNOON DISMISSAL PROCEDURE PK2

Parents of children who do NOT have older siblings will park in the lot behind the PreK2 building on the East side of campus. Family identification cards will be scanned at the door and their child(ren) will be released to them. Parents may not enter the PK2 building. If you

participate in a carpool or have a parent other than you picking up your child, the carpool or alternate permissioned parent must be set up using our online system prior to the time of pickup. This information is provided in the family packet distributed on our business day.

Parents of children who have older siblings will park in the lot designated by the sibling grade level (see below). Parents will pick up the older siblings first and then proceed to the PK2 building to pick up their child.

AFTERNOON DISMISSAL PROCEDURE GRADES PK3 THROUGH GRADE 8

There are three dismissal times:

- 1) **2:30 - 2:45 for Grades PK3 to Grade 2 (Parish Center Pickup)**
- 2) **2:45 – 3:00 for Grades 3-5 and younger siblings (Gym Pickup)**
- 3) **3:00 – 3:15 for Grades 6-7 and younger siblings (Parish Center Pickup)**
- 4) **3:00 – 3:15 for Grade 8 and younger siblings (Front of the School Foyer)**

The following applies to Dismissals 1 and 3:

Parents are to park their cars in the west lot nearest the Church building. Parents will approach the Parish Center west entrance double glass doors in the gazebo area. Family identification cards will be scanned at the door and their child(ren) will be released to them. Families without an identification card will be required to obtain a pickup slip from the front office. Parents will not be allowed to enter the Parish Center. If you participate in a carpool or have a parent other than you picking up your child, the carpool or alternate permissioned parent must be set up using our online system prior to the time of pickup. This information is provided in the family packet distributed on our business day.

The following applies to Dismissal 2:

Parents are to park their cars in the East Lot in front of the School building. Parents will approach the Gym at the main doors. Family identification cards will be scanned and their child(ren) will be released to them. Families without an identification card will be required to obtain a pickup slip from the front office. Parents will not be allowed to enter the Gym. If you participate in a carpool or have a parent other than you picking up your child, the carpool or alternate permissioned parent must be set up using our online system prior to the time of pickup. This information is provided in the family packet distributed on our business day.

Due to our school size, we are unable to accommodate changes to assigned dismissal times. All children in **PK2, PK3, PK4 through Grade 2 without siblings in 3-8 grade** are assigned to **first dismissal at 2:30 – 2:45.**

All students in **PK through Grade 2 with siblings in 3-5 grade AND ALL 3-5 students,** are assigned to **second dismissal at 2:45 – 3:00.**

All students in **PK through Grade 5 with siblings in 6-8 grade AND ALL 6-8 students**, are assigned to **third dismissal at 3:00 – 3:15**.

If a child must be picked up prior to their assigned dismissal time, this must occur **prior to 2:00 pm** on regular dismissal days, and before **12:00 pm** on early dismissal days. Written notification must be sent with the child to their homeroom teacher that morning.

Lost or Forgotten Family Identification Cards

Any parent who does not have the family identification card must go to the front office at their designated dismissal time to register for their child(ren) to be released to them from their designated area.

Late Pick Up

Please be advised that any student who remains on the school grounds after 3:15 pm from their designated pick up time will be escorted to the Aftercare Program in the Parish Center and the family will be charged a fee. The Aftercare Program will handle emergencies on an individual basis. Parents picking up late should go to the north (front) entrance of the Parish Center, scan their family pickup card, and their child(ren) will be released to them.

Early Dismissal Schedule:

12:30pm	First Dismissal	PK-3, PK-4, Kindergarten, Grade 1, and Grade 2 (unless they have an older sibling in grades 3-8)
12:45pm	Second Dismissal	Grades 3-5 (unless they have an Older sibling in grades 6-8)
1:00pm	Third Dismissal	Grades 6-8 and all other students not dismissed during first or second dismissal

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. **A student is considered tardy after prayers and announcements are completed.**

If a student leaves before 12:00 pm the student is considered one half day absent. Please call the school office by 8:15 am if your child will be absent that day.

Excused Absences

Children are still marked absent for excused absences because they are still not in school (Example: illness, death in family, etc.). During excused absences, class work is made up upon the child's return to school. **Work will not be provided in advance.**

Upon returning to school after being absent, the student must present a note signed by the parent to the teacher explaining the reason for absence. These notes are kept on file for one year. **Three or more days absence requires a doctor's certificate for readmission to school.** In cases of communicable diseases, a physician's note is also required. If your child contracts a communicable disease, please call the school office to report this so that we may issue a health alert for other parents.

Unexcused Absences

Those absences whereby a student is absent from school outside of regularly scheduled school holidays (Example: vacations, pre-planned family trips, extended weekends, Take Your Child to Workday). Students will be required to make up missing work within a time frame designated by the teacher. **Work will not be provided in advance.**

The Principal determines all **excused and unexcused** absences.

Excessive Absences

A student who is absent from school more than 20 days in a year may not be promoted to the next grade level unless the Principal grants an exception and determines a way in which the student may receive additional instruction.

Final Examinations will not be administered earlier than scheduled, nor can report cards be issued without those grades, so please plan your trips and vacations according to the school calendar.

Parents are asked to limit special appointments during school hours. Should this occur, a written note must be sent to the teacher who will submit it to the Principal by 8:30 am the day of the appointment. No one may call for a student directly from a classroom. Under no circumstances may parents go directly to the child's classroom. Students will be released from class only through the school office to a parent or designated guardian.

Students who leave the campus during the day may only do so with the permission of the Principal and must be signed out when leaving and signed in when returning. Students who leave for a doctor's appointment must bring a note from the doctor when returning to school. When students are absent, they must make arrangements with their teacher to complete the work missed during their absence. Students will have the same amount of days as missed in school to make up all work. Any student not well enough to attend classes during the day may not

participate in any co-curricular, extra-curricular, or sports activity that day.

Sunday Mass Attendance

In keeping with our school mission, it is expected that all students will attend Sunday Mass. Teachers will record Sunday Mass attendance on Monday morning for all students. Excessive absences from Sunday Mass will result in an administrative meeting with parents. Mass attendance will be part of the student's religion grade.

BEFORE / AFTER SCHOOL CARE PROGRAM

Before School Care

Before School Care is provided from 6:30 am to 7:30 am daily in the school's foyer. If any child is on the grounds prior to 7:15 am he/she will be directed to the Before School Care Program where the family will be charged for Before School Care Services.

After School Care

The After School Care is viewed as a natural extension of the school's daily program. As such, the program is closed when school is closed, including holidays, Christmas and Easter break, and summer vacation. However, the program is offered in conjunction with our Summer Crusaders Camp and Ready! Set, Go, Summer School Program. All families must be registered in the After School Care program.

The After School Program hours are as follows:

Regular Day: from dismissal to 6:00 pm

Early Dismissal: from dismissal to 6:00 pm

V. INSTRUCTIONAL PROGRAM

CURRICULUM

Curriculum may be defined as "all the guided experiences of the child under the direction of the school." It includes the content of courses of study; it also embraces the development of the whole child in-so-far as this is within the scope of the school. The school will assist the child in forming the right understandings, attitudes and habits, not only in connection with subject matter areas, but also in each school experience. Please also refer to the grade level Academic Guidelines posted on the homeroom PlusPortals page.

The school curriculum is standards-based and aligned to the standards of the Archdiocese of Miami and the Florida Catholic Conference.

The subject areas for all Grades, Kindergarten through Eight, at St Gregory the Great School include:

- Religion
- English Language Arts (phonics emphasis in grades kindergarten through grade 2 and Literature emphasis in grades 3 through 8; composition, spelling, and vocabulary)
- Mathematics
- Science
- Social Studies
- Art
- Band (Grades 3-8)
- Drama (Grades 3 - 8)
- Music
- Physical Education
- Spanish
- STEAM
- Technology

REPORT CARDS/GRADING

St. Gregory School utilizes a computerized process to prepare report cards for our students.

Report cards are issued four times a year, at the end of each academic quarter.

PK3 AND PK4 ARCHDIOCESAN GRADING POLICY

Administration and faculty of St Gregory School measure total student performance in the following areas: spiritual development; social & emotional development; physical development and health; communication, language and literacy; mathematics; science; social studies; arts; and approaches to learning.

Developmental scales are used in Pre-Kindergarten 3 and Pre-Kindergarten 4:

- 4 - Advanced - Student exceeds expectation for understanding concepts and skills
- 3 - Proficient - Student consistently demonstrates an understanding of concepts and skills
- 2 - Emerging - Student is developing an understanding of concepts and skills
- 1 - Developing - Student does not yet demonstrate an understanding of concepts and skills

Note: The goal is for all students to reach level 3 by the end of the year.

KINDERGARTEN, GRADE 1 AND GRADE 2 ARCHDIOCESAN GRADING POLICY

Administration and faculty of St Gregory School measure total performance in student success on assessments, project-based learning and classwork.

Grade level standards are used in Kindergarten, Grade 1, and Grade 2:

- 4 – Exceeding grade level standards
- 3 – Proficient in meeting grade level standards
- 2 – Developing grade level standards
- 1 – Emerging in the development of grade level standards

Note: The goal is to have all students reach level 3, to become proficient in grade level standards by the end of the school year.

GRADES 3 – 8 ARCHDIOCESAN GRADING POLICY

Administration and faculty of St Gregory School measure total performance in student success on assessments, project-based learning and classwork.

Percentages are used at St. Gregory School for Grades 3-8.

The grading scale for Grades 3-8 is as follows:

A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

ACADEMIC RECOGNITION

First Honors (Grades 6-8)

95 or higher in all major subject areas (religion, literature, grammar, mathematics, social studies, and science) and an **88** or higher in all specials classes.

Second Honors (Grades 6-8)

88 or higher in all major subject areas (religion, literature, grammar, mathematics, social studies, and science) and an **88** or higher in all specials classes.

National Junior Honor Society (Grades 6-8)

The National Junior Honor Society (NJHS) is one of the nation's premier organizations established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since their beginnings in 1921 and 1929.

Eligible students can be identified starting in second semester of sixth through eighth grade based on local chapter bylaws. Once selected, member participation in chapter activities provides opportunities for students to reach their fullest potential at school and in life.

Eligibility (subject to change as per the Chapter Bylaws):

- a. Candidates eligible for selection to this chapter must be members of grades 6 through 8.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Saint Gregory the Great Catholic School.
- c. Candidates eligible for election to the chapter shall maintain a cumulative average of a 93% or higher GPA based on all academic core subjects (Math, ELA, Science, Social Studies, Religion).
- d. Members may not have any individual quarterly grade lower than 88% for any academic core subject.
- e. Students must have exemplary conduct record. One detention will result in automatic probation. A second detention will result in automatic dismissal from the NJHS chapter.
- f. Students who have been suspended may not be admitted to the NJHS.
- g. Other requirements, such as teacher recommendations and service hour requirements will be shared upon invitation to enroll.

National Elementary Honor Society (Grade 4 and 5)

Established in 2008, the National Elementary Honor Society recognizes elementary students in both public and non-public elementary schools for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills in the students of elementary schools.

National Elementary Honor Society membership gives an opportunity for students to gain experience in leadership roles and help with community service projects.

Eligible students can be identified first and second semester of fourth and fifth grade based on local chapter bylaws. Once selected, member participation in chapter activities provides opportunities for students to reach their fullest potential at school and in life.

Eligibility (subject to change as per the Chapter Bylaws):

- a. Candidates eligible for selection to this chapter must be members of grades 4 through 5.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Saint Gregory the Great Catholic School.
- c. Candidates eligible for election to the chapter shall maintain a cumulative average of a 93% or higher GPA based on all academic core subjects (Math, ELA, Science, Social Studies, Religion).
- d. Members may not have any individual quarterly grade lower than 88% for any academic core subject.
- e. Students must have exemplary conduct record. One detention will result in automatic

probation. A second detention will result in automatic dismissal from the NEHS chapter.

f. Students who have received one or more detentions or have been suspended may not be admitted to the NEHS.

g. Other requirements, such as teacher recommendations and service hour requirements will be shared upon invitation to enroll.

ABSENTEE ASSIGNMENTS

Grades 1-5: If your child is absent **3 or more days**, please contact his/her homeroom teacher to make arrangements for absentee assignments.

Grades 6-8: It is very difficult with departmental schedules for teachers to organize assignments for absent students. Therefore, please have your child make arrangements with a classmate to update him/her on absentee assignments upon return to school. Teachers will also be available to speak with students upon return to school regarding missed work.

Please do not request absentee assignments when calling in absences to the school office.

Family Vacations

Family trips, vacation, etc. during the regular school year are not considered acceptable reasons for absence and are strongly discouraged by the school. Regular attendance is a key to student success as classroom participation and instruction is very important and impossible to make up. It is the parent's/guardian's responsibility to ensure that students are up-to-date on all key concepts covered during their absence.

PROMOTION AND RETENTION

Generally, all students should be promoted unless retention would enable a student to receive substantial help. If retention is in the best interest of the student, the teacher will meet with parents to discuss the possibility during the third quarter. A final decision will be made by Administration during the fourth quarter.

Criteria which should be considered in making a decision of retention or promotion should include:

- the child's current level of achievement
- the teacher's evaluation of the quality and quantity of student work throughout the year
- the child's ability to deal effectively with the content of the next grade level
- the child's age
- the child's social and emotional **skills**
- the child's physical growth in comparison with others of his or her age
- the availability of supportive services for the child

- the student's incentive to make a personal commitment to try
- the student's attendance record

In addition to the child's developmental progress and social maturity, in grades K-2 the child's mastery of basic reading and mathematics skills are determinants when retention is considered. These skills are identified in the scope and sequence of the textbook series used, the Curriculum Guide for the Archdiocese, and standardized testing.

Promotion and Retention Policies

The requirement for promotion at St. Gregory School is the successful completion of all core subjects: Religion, Grammar/Language, Literature/Reading, Mathematics, Science and Social Studies. If a student fails three or more core subjects, he/she will not be promoted to the next grade level.

Promotion

Any student in Grades 3-7 with a final average of 60 or higher in all core subjects will be promoted to the next grade. Summer tutoring is strongly recommended for any student with a final grade of 60-70 in any core subject but not required.

Promotion with Summer Education

Any student in Grades 3-7 with a final average of 59 or below in one or two core subjects will be required to attend and pass 15 hours of summer tutoring by a certified teacher in that subject. If the subject failed is Religion, the student will be required to attend and pass 15 hours of summer tutoring in study skills. Proof of successful completion of summer requirements must be submitted to the school office prior to the following year for a student's re-admittance. Failure to pass summer requirements may result in retention. All summer tutoring fees are the financial responsibility of the parent or guardian.

St. Gregory School offers a summer program that may be applied.

Graduation from Eighth Grade

A diploma will be granted only to a student who has successfully completed the course of studies, i.e., has failed no more than three major subjects as per the directives issued by the Archdiocese of Miami.

ADVANCED MATH - Grades 5 to 7

In order for a student to participate in the Advanced Math Program students must maintain acceptable grades in conduct and effort. Students who are referred for an Administrative Conference or who are suspended may be denied participation in the Advanced Math Program.

Criteria for invitation to the program includes evaluation of three diagnostic areas of scoring: standardized national testing math total, math class final average, and the STAR Math diagnostic test. A teacher recommendation will also be requested.

*Current Advanced Math Students not meeting criteria are placed on probation.

DUAL ENROLLMENT – ARCHDIOCESE OF MIAMI VIRTUAL CATHOLIC SCHOOL

Students in grades 7 and 8 may have an opportunity to earn high school credits while enrolled in their elementary school. St. Gregory School partners with the Archdiocese of Miami Virtual Catholic School (ADOM-VCS), accredited through AdvancEd. Courses offered at St. Gregory School are Algebra I Honors and Geometry Honors. Students will need to meet specific criteria set forth by the Office of Catholic Schools to be enrolled in the classes.

HOMEWORK

Homework is generally given daily at the discretion of the individual teacher in Grades 1- 8. It is a valuable practice in the development of responsibility and the exercise of initiative. Homework is posted in the classroom; it is the responsibility of the student to record all homework assignments. Each student in Grades 1-8 has an official assignment book in which all homework and upcoming tests/quizzes/projects are to be copied. PlusPortals serves as a back-up to a student's assignment book and should not be solely relied upon. Parents are encouraged to monitor their child's assignments by using the PlusPortals.

The parent's role is primarily that of providing a suitable place for study and helping your child decide the best time for study. Parents should supervise homework but not actually do the work. If you are noticing frustration due to difficulty in a homework assignment, please email the teacher about your observation. In this way, a teacher may look for solutions to specific problems regarding homework.

Homework may be either written or a study assignment.

If homework consistently extends beyond the expected time, it is the parent's responsibility to review their child's homework routine. If no improvement is achieved, parents should contact the homeroom/subject teacher to discuss the matter.

CARE OF BOOKS

It is each student's responsibility to have all textbooks covered. Workbooks may be covered with clear contact paper if desired or according to teacher directives. Books must be carried to and from school in a book bag (wheeled bags are not permitted) and kept in their proper place during the school day. No backpacks, copybooks, textbooks, workbooks, book covers, or name tags may be written in/on or defaced in any manner. Students will be asked to purchase new ones. If this occurs, students will be required to replace the item(s) at the parent's expense.

VI. SCHOOL ATHLETICS AND EXTRACURRICULAR ACTIVITIES

The school recognizes the following sports, activities and clubs:

1. School Clubs: Art Club, Student Council, National Elementary Honor Society, National Junior Honor Society, Drama Club, Robotics, Science Olympiad and Thespians.
2. Major School Activities: Walk-A-Thon, Field Day, and Catholic Schools Week activities.
3. Dances: Eighth Grade Banquet.
4. Athletics:
 - a. Boys' Sports: Basketball – JV and Varsity, Soccer – Varsity, Volleyball – JV and Varsity, Flag Football, and Baseball.
 - b. Girls' Sports: Cheerleading – JV and Varsity, Soccer – Varsity, Basketball – JV and Varsity, Flag Football, and Volleyball – JV and Varsity
 - c. **There is an annual athletic fee for each sport**

Parents acknowledge that participation in sports, activities, or clubs may be inherently dangerous, and the school cannot ensure the safety of all students in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and an Archdiocese of Miami Athletic Program form to show that the he/she is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, or activities.**

The school is not responsible for student participation in any sports, leagues, or clubs not recognized by the school. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

Athletics (Grades 5-8)

Students are eligible to try-out for a team if, at the time of try-outs, the cumulative yearly average of all academic core subjects (Math, ELA, Science, Social Studies, Religion) is a 70% or higher.

Students who qualify for athletic participation but then his/her cumulative average of all core academic subjects drops below a 70%, he/she may be suspended from participation.

It is very important for a student to be achieving academically and behaving appropriately in school to be able to participate in after school sports. Student athletes and parents are expected to conduct themselves in keeping with values appropriate to a Catholic School. Good sportsmanship, fair play, healthy competition, respect for coaches, officials and other players is expected. Inappropriate conduct during a game by students or parents may result in disciplinary action.

Students who are referred for administrative conference may be denied participation in any team/squad. Students who are suspended may not participate in any team/squad until further notice by Administration.

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out will necessarily make the team. Parents are not permitted to attend tryouts. Administration and the Athletic Director will not discuss tryouts with parents. The decision of the coach, in conjunction with the Athletic Director or the decision of the moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

The school participates in the All Catholic Conference that is a competitive league, not a recreation league. Playing time for students is at the discretion of the coach.

Athletic Seasons

Boys' Sports

Start/End

Basketball – JV and Varsity	September 16 – October 17
Soccer	November 4 – December 12
Volleyball – JV and Varsity	January 27 – February 28
Flag Football	January 27 – February 28
Baseball	March 16 – May 1

Girls' Sports

Start/End

Cheerleading Clinic	September 14
Cheerleading – JV and Varsity	September 16 – October 17
Cheerleading Exhibition	November 9
Soccer	September 16 – October 17
Basketball – JV and Varsity	November 4 – December 12
Flag Football	January 27 – February 28
Volleyball – JV and Varsity	March 16 – May 1

Junior Varsity (JV) sports are for 5th and 6th grade students. Varsity sports are for 7th and 8th grade students. Please remember that any student wishing to try-out for a team/squad **must** have the three Archdiocesan forms (insurance form, parent form and doctor's physical form) on file with the Athletic Director **prior to** try-outs. The physical must be dated after **June 7th** of the current school year in order to be valid. If you have any questions you may contact the Athletic Director

Extracurricular Activities

Students have the opportunity to participate in various extra activities. These include, but are not limited to: Choir, Drama Club, Thespians, Science Olympiad, Robotics Club, NJHS, NEHS, Student Council, and Safety Patrol.

Students are eligible to participate in these activities if his/her cumulative yearly average of all academic core subjects (Math, ELA, Science, Social Studies, Religion) is a 70% or higher.

Students who qualify for participation but then his/her cumulative average of all core academic subjects drops below a 70%, may be suspended from participation.

Students who are referred for administrative conference may be denied participation in any extracurricular activity. Students who are suspended may not participate in any extracurricular activities until further notice by Administration.

VII. SCHOOL UNIFORM POLICY

DAILY UNIFORM

Boys

Grades PreK3-5

- **Flynn O'Hara** blue pants or blue shorts
- **Flynn O'Hara** white or light blue polo shirt with logo
- Grades 1-5 must wear a black belt

Grades 6-8:

- **Flynn O'Hara** grey pants with a black belt
- **Flynn O'Hara** dark blue polo shirt with logo

Girls

Grades PreK-2

- **Flynn O'Hara** plaid jumper
- **Flynn O'Hara** white short sleeve Peter Pan collar shirt with school logo.

Grades 3-5

- **Flynn O'Hara** plaid skort – **skort length must be a maximum of 4 inches in length above the middle of the knee**
- **Flynn O'Hara** white or blue polo shirt with logo

Grades 6-8:

- **Flynn O'Hara** grey pants or skort – **skort length must be a maximum of 4 inches in length above the middle of the knee**
- **Flynn O'Hara** dark blue polo shirt with logo
- If wearing pants, a black belt must be worn; no designer belts or belts with added accessories.

All Grades

- Undershirts must be solid white.
- Only the top button on polo shirt may be unbuttoned.
- Shirt must always be tucked in
- If, after notification is given, a student's skort length is unacceptably short, administration reserves the right to un-do hems and/or require the girl to wear uniform pants for the remainder school year. Parents will be responsible for re-hemming prior to the skort being worn to school again or purchasing uniform pants if mandated by administration.

Boys Shoes

PreK3 – PK4

- Wear black Velcro sneakers with non-marking soles. No lights or characters.

Grades K-2

- **Wear black Sketcher** – Suggested style - #96321

Grades 3-8

- **Black Skechers with black soles and black shoelaces – suggested styles - #'s 51828, 81445, 11949, 52185, 96321, or 81446**

Boys Socks: **Solid black or solid white socks. All socks must cover the ankle.**

Girls Shoes

Grades PreK3-2

- Black Velcro shoe - “Mary Jane” style strap

Grades 3-8:

- Black Skechers with black soles and black shoelaces – suggested styles - #'s 51828, 81445, 11949, 52185, 96321, or 81446

Girls Socks: Solid black or solid white socks. All socks must cover the ankle

PE UNIFORM

All Students

- Flynn O’Hara navy blue PE shorts (at or slightly above the knee)
- Flynn O’Hara white or blue PE shirt
- P.E. shirt must always be tucked in
- PreK3-Kindergarten – white Velcro sneakers
- Grades 1-8 – All white, athletic sneaker with white shoelaces, non-marking soles and *small accent color*
- Only solid white athletic socks will be permitted
- On cold days, Flynn and O’Hara school sweatshirt and sweatpants may be worn for PE

WINTER WEAR

- Flynn O’Hara polo shirt with logo - available in long sleeve and worn at wrist length.
- Flynn O’Hara, St. Gregory long sleeve white turtleneck (Grades PK-2 girls) worn at wrist length.
- Flynn O’Hara, St. Gregory navy blue fleece jacket
- Flynn O’Hara, St. Gregory V-neck pullover sweater
- Flynn O’Hara, St. Gregory sweatshirt
- Flynn O’Hara, St. Gregory buttoned down cardigan sweater,
- Flynn O’Hara, St. Gregory pull-over hoodie (grades 5-8 only)
- Flynn O’Hara, St. Gregory zip-up hoodie (grades 5-8 only)
- Navy blue footed tights (**no leggings**)

In the rare case of a freeze warning, we recommend layering St. Gregory outerwear.

With all of these options available, no outerwear other than St. Gregory outerwear may be worn on school campus; if other outerwear is worn, we will ask for it to be removed, so please plan accordingly.

SGS SPIRIT DAY DRESS

Students may wear a St. Gregory School approved Spirit shirt, **every Friday**, with their regular school uniform pants/skorts. If a student has PE on the designated day then the Spirit shirt will be worn with the PE shorts. Grades PK-2 may wear their PE shorts on Spirit Days. **On all school Mass days, the regular daily uniform will be worn.**

Examples of Spirit shirts include: academic competition shirts, student council, NJHS, NEHS and the new designated “SGS Spirit Wear”.

OUT OF UNIFORM DAYS

Students are not required to wear their school uniform on designated Out of Uniform Days.

Please adhere to the following guidelines:

Boys: Wear jeans, khakis, long pants, shorts, sneakers.

May not wear sweatpants, pajama pants, sleeveless shirts, shirts with inappropriate sayings, flip-flops, or shoes with wheels.

Girls: Wear jeans, capris, long pants, shorts to the knee or slightly above the knee, sneakers, flat sandals (no open backs).

May not wear sweatpants, pajama pants, **leggings**, shirts without sleeves, shirts with openings below the collar bone, jeans that are excessively tight, shirts that are excessively tight, shirts with inappropriate sayings, shirts that show their stomach, skirts, shorts shorter than slightly above the knee, flip-flops, or shoes with wheels.

SCOUT UNIFORMS

Students may wear their scout uniform to school on days when they have meetings immediately after dismissal of class.

JEWELRY

A small cross or religious medal and chain, and a watch are the only jewelry that may be worn by students at St. Gregory School. The cross and chain must be worn inside the shirt.

Girls may wear small gold or silver ball post earrings only (one in each ear lobe only). Hoops, or any dangling earrings are not permitted. Boys may not wear earrings. Students may not wear any rubber message bracelets or any other form of accessories. No tattoos, counter-culture symbols, or appearances are acceptable. If a student wears jewelry other than stated above, he/she will be asked to remove it. If the student continuously violates policy, the jewelry will be kept until the end of the year.

Students may not wear smartwatches. Students who do not adhere to the policy will have the item(s) taken and forwarded to the School Office. In order for the item to be released, parents will be required to sign a release form. After the second offense, the item(s) may be kept until the end of the school year.

MAKE-UP

Make-up, perfume, cologne, are not permitted. Due to allergies, please do not wear or bring cologne or perfume to school. Any make-up, perfume or cologne will be confiscated.

Nails are to be kept short and clean. Acrylic nails and/or colored nail polish is not permitted. Please remove all nail polish before returning to school.

HAIR STYLES

Haircuts are to be traditional and conservative. Both boys and girls are expected to keep their hair styles neat and combed.

Boys – hair that covers the eyes, extends past the top of the ears, and extends past the collar is not permissible for boys; extreme styles (fades, spikes, tails, shaved, buzzes, dyed, or highlighted, mohawk etc.) or ponytail/braids are not permitted.

Girls – are not permitted to dye, highlight, or have excessive braids. No bandanas or scarf-style head bands are permitted. **Ribbons/hair accessories that are appropriate should coordinate with the school uniform.**

If a student has an inappropriate haircut/hairstyle, the homeroom teacher will inform the parent. If not corrected within 48 hours, Administration may send the child home until the haircut/hairstyle is corrected. Eighth grade students may not be allowed to participate in the graduation ceremony if this policy is violated

Final determination as to what is traditional or conservative will be determined by the Administration.

VIII. CONDUCT AND DISCIPLINE POLICIES

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

GENERAL CONDUCT POLICY

Early Childhood and primary teachers work with the children at various developmental stages that require individualized methods of discipline. At this level any serious difficulties will be brought to the attention of the Administration who will determine the appropriate consequence and conference with parents.

Disciplinary measures will be handled by the classroom/special teachers in the upper grades. Individual teachers will issue specific guidelines for their classes. If the situation or behavior continues, then the parents will be notified.

All students need to be aware of the following rules and discipline procedures:

1. Respect for all authority is expected.
2. Students are expected to respect and accept fellow classmates.
3. Students will be in complete uniform each day as specified in the section on school uniforms.
4. Being on time for school and reporting to individual classes on time is expected.
5. Students are expected to play fairly.
6. Fighting is not a solution to a problem and is not permitted under any circumstances.
7. The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the school, even for a first offense.
8. Any student, who, for any reason, is found to have a weapon or any object deemed inappropriate by the Principal, will be subject to immediate expulsion.
9. Any student, who threatens/bullies another student/teacher either physically, verbally or by written expression, will be subject to immediate suspension which may result in expulsion.
10. Cheating is a form of stealing, therefore, copying homework, using notes during a test, receiving answers from another student, or copying verbatim from the internet is

not allowed.

11. Any student who displays inappropriate behavior or conduct unbecoming a Christian student and contrary to the good order of the entire school will be subject to disciplinary action.
12. A student who engages in conduct, whether inside or outside of school, including the internet, that is detrimental to the reputation of the school or school personnel, may be disciplined by school officials.

Grades K-5 Conduct Policy

Kindergarten

Positive reinforcement and rewards are always preferable to negative consequences. Students can earn stickers for their sticker books, small treats, lunch with the teachers, and extra center time for individual behavior. To promote cooperative behavior, tables can earn points. Once a table earns five points, they are awarded a special sticker or treat.

Classroom behavior is rewarded with movies and popcorn, game days, extra recess, and extra center time. Negative consequences include verbal warnings, loss of playground or center time, parent contact and administrative referrals

1st Grade

First grade uses a stop light color system. Every student starts off on the green light. Each time a rule is not followed, the color will change. Teachers will mark the conduct color in the student's planner each day. Parents are to initial the Good News Planner, in their child's red folder, each night.

Green: Means the student is following the classroom rules.

Yellow: Means the student has received warnings but has continued to not follow the rules. The student will "walk" at recess for 5 minutes to reflect about their behavior.

Red: The student has continued to not follow the rules and will therefore have a note sent home.

2nd Grade

Second grade uses a stop light color system. Every student starts off on the green light. Each time a rule is not followed, the color will change. Teachers will mark the conduct color in the student's planner each day.

Green: Means the student is following the classroom rules.

Yellow: Means the student has received warnings but has continued to not follow the rules.

Red: The student has continued to not follow the rules and will therefore complete a written assignment for homework. Each child is different, and an individualized behavior plan will be put into place if it better suits a student's progression towards a more positive form of self-control.

3rd through 5th Grade

Responsibility and accountability are two keys to a successful 3rd, 4th, or 5th grade year. In order to reinforce these behaviors, a system has been devised so that all students and parents are aware of expectations.

Every student has a conduct log issued at the beginning of each semester. This is used by teachers to record both conduct issues and lack of preparedness for a class. Students are required to carry their conduct logs with them to every class (including specials).

Consequences will be given after an accumulation of the following conduct log signatures (from August to December, or from January to June). **Each student will receive a clean conduct log at the beginning of a new semester.**

- 3 or more signatures in conduct = teacher/parent conference. A teacher may also plan to spend lunch or recess with the student resulting in a loss of privileges; a teacher designed detention.
- Logs will be sent home every Thursday for a parent/guardian signature. Three missing parent signatures will result in an effort signature.

Grades 6 through 8

Responsibility and accountability are two keys to a successful year in St. Gregory School's upper grades. In order to reinforce these behaviors, a system has been devised so that all students and parents are aware of expectations.

Every student has a conduct log issued at the beginning of each semester. This is used by teachers to record both conduct issues and lack of preparedness for a class. Students are required to carry their conduct logs with them to every class (including specials).

Consequences will be given after an accumulation of the following conduct log signatures (from August to December, or from January to June). **Each student will receive a clean conduct log at the beginning of a new semester.**

- 3 or more signatures in conduct = teacher/parent conference. A teacher may also plan to spend lunch or recess with the student resulting in a loss of privileges; a teacher designed detention.
- Logs will be sent home every Thursday for a parent/guardian signature. Three missing parent signatures will result in an effort signature.

The following system reflects the school's philosophy and mission statement. It maintains that all people and property be treated with respect. In addition to upholding conduct policies outlined above, we expect the students to pay special attention to the ones below.

GRADES 6-8: CLASS I INFRACTION - CONSEQUENCE IS AN INFRACTION

1. Repeated failure to adhere to dress code/uniform policies outlined in the Parent-Student Handbook
2. Repeated occurrence of chewing gum or eating candy
3. Disruption during class time, home room time, cafeteria, hallway, or bathroom time
4. Phone use/misuse, or phone found in place other than in the student backpack and in cubby.
5. Not following teacher directions
6. Tardy to class
7. Playing a game on Chromebook
8. First time offense for coming to school with Chromebook not charged.
9. Other minor infraction

A detention will be given after an accumulation of five infractions issued by any combination of teachers within one semester (from August to December, or from January to June). All infractions will be only counted once toward a detention.

GRADES 6-8: CLASS II INFRACTIONS – CONSEQUENCE IS AN AUTOMATIC DETENTION

1. Chromebook not charged or left at home (after a first-time infraction offense)
2. Disrespectful to teachers, peers, Administration, volunteer parents, etc.
3. Disruptive church behavior
4. Inappropriate language
5. Academic Dishonesty (knowing plagiarism, cheating, copying other's work, etc.) (a zero will also be given)
6. Stealing
7. Forgery
8. Aggressive physical behavior (tripping, shoving, etc.)
9. Destruction of property (school or others)
10. Other serious offense

Teachers reserve the right to issue an automatic detention for any other infraction unbecoming to Christian conduct as deemed necessary and appropriate.

Detentions

The Assistant Principal may issue a detention to a student who has received 5 or more infractions from any combination of teachers or for a serious action resulting in an automatic detention. Any faculty member may issue an automatic detention. Detentions may be served at lunch/recess, before school, or after school. Detentions may not be served during specials classes.

Any student who has received an automatic detention from a teacher must serve the detention with that teacher either during lunch/recess, before school from 7:10 to 7:55 or after school from 3:15 to 4:00. If the issuing teacher has the student serve the detention during lunch/recess, the student must be notified in advance to bring his/her lunch as there is not enough time to purchase lunch while also serving a detention. The student must be allowed to eat lunch during the detention with the teacher. The assistant principal will monitor all detentions resulting from 5 or more infractions from any combination of teachers on the Tuesday following issuance of the detention. All detentions scheduled for before or after school will provide parent notice at least 2 days in advance.

GRADES 6-8: CLASS III INFRACTIONS – DIRECT REFERRAL FOR ADMINISTRATIVE CONFERENCE

1. Bullying
2. Fighting
3. Destruction of property
4. Second cheating offense
5. Depantsing
6. Use of any prohibited substance, such as tobacco, alcohol, unauthorized or illegal drugs, or vapor smoking devices. Please see also the School Drug and Alcohol Policy in this handbook.

Teachers reserve the right to refer students for administrative conference for any other infraction unbecoming to Christian conduct as deemed necessary and appropriate.

Administrative Conference

Upon referral, the student will meet with Administration, who will determine consequences as deemed necessary and appropriate based on the situation. These consequences may include but are not limited to, suspension from school, loss of clubs or sports-related activities, loss of recess/down time privileges, loss of field trip privileges and additional detentions.

Administration reserves the right to amend the above policy as deemed necessary and appropriate without notice.

In-school Suspension

If Administration deems necessary, parents will be informed that their child will be required to serve an in-school suspension. The student will be required to complete all class work, tests, and quizzes during this time. The student will receive a zero for all class work; however, he/she will receive credit for tests and quizzes.

Any student who receives an in-school suspension will not be allowed to participate in school sports or club activities, as exceptional conduct is a prerequisite for representing St. Gregory School in these activities.

Additionally, any 8th grade student who receives an in-school suspension will lose the privilege of attending the graduation trip at the end of the school year. This privilege may be earned back by the student at the discretion of Administration.

Formal Suspension

Formal suspension is a major step toward possible dismissal. If, in the judgment of the Administration and the pastor, the student's actions warrant removal from the school community and any extracurricular activities for a period of time, the parents or guardians will be informed.

The student will be required to complete all classwork, and he/she will receive a zero for classwork in each subject for each suspension day.

If the student is readmitted to school, he/she will be required to make up any tests and quizzes within the same amount of days as missed in school. The student will receive credit for tests and quizzes.

Following a formal suspension, the student will be readmitted to school only after a conference with the parents, Administration, and possibly the pastor.

Expulsion

After any formal suspension a student is liable for dismissal. Such dismissal is not required if school authorities judge it is not appropriate. Such action will be at the discretion of the Principal and after consultation with the Pastor and a meeting with the parents. Certain infractions may warrant immediate dismissal. Examples of these would include the use or possession of weapons, drugs, alcohol, physical threats either written, verbalized, or internet based, and any destruction of school property. The above plan may be entered into at any step that the seriousness of the misconduct warrants.

Tuition and fees will not be refunded if a student is dismissed.

Please label all personal items: school jackets, sweatshirts, lunch boxes, etc. and help your children learn to exercise responsible concern for all their possessions and those of the school.

The school is not responsible for lost items or stolen property.

ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- 1) physically, emotionally, or mentally harming a student;
- 2) damaging, extorting or taking a student's personal property;
- 3) placing a student in reasonable fear of emotional or mental harm;
- 4) placing a student in reasonable fear of damage to or loss of personal property; or
- 5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- b. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension,

expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at dances, or at any school event. Those who violate these rules will be subject to the disciplinary measures, including detention, suspension, or expulsion. The Administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

THREATS OF VIOLENCE

Students are prohibited from making threats of violence. Students whose verbal or written comments, including electronic messages, pictures or posts on social media, that threaten serious bodily harm to another student him/herself, a member of the faculty or staff or the destruction of property or whose behavior otherwise demonstrates they may pose a s threat to the safety of the school, may be subject to disciplinary action including but not limited to:

1. Immediate suspension or expulsion from the school, at the school's discretion;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation; and/or
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.

This policy applies whether such threats or misconduct were made intentionally, unintentionally, or with or without ill will. Such misconduct may also violate Florida law and may subject the student to criminal proceedings. At all times, the school will cooperate with law enforcement investigations and maintains the discretion to contact law enforcement at any time.

Students and parents should immediately report any threats of violence or other concerning behavior that may suggest an individual intends to commit an act of violence.

HARASSMENT AND DISCRIMINATION

St Gregory School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

SMOKING / VAPING

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

WEAPONS POLICY

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity on school grounds, who is in possession of a weapon, or who threatens others with weapons will be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

IX. SCHOOL SAFETY

Safe Learning and Working Environments

Creating and maintaining safe schools for students, faculty, staff, and visitors is one of our main priorities every day. Parental support and community involvement are vital to helping maintain a safe, orderly school. St. Gregory School regularly works in partnership with the Archdiocese of Miami, local law enforcement and emergency response agencies to develop and implement school emergency plans that help create a safe school environment.

Emergency Preparation is Critical

St. Gregory School has plans to respond to emergencies, including inclement weather, fire, dangerous items on campus, utility outages, intruders, etc. Our school has updated our school specific Safety Plans and these plans are under ongoing review by professional advisors from law enforcement and emergency response agencies. St. Gregory School also provides several training opportunities to school staff to assist them in preparing for a wide range of potential emergencies. In addition, St. Gregory conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses. Our school has assigned key staff members to perform roles and responsibilities during emergency situations.

Students Have a Key Role in Emergency Response

Although the school has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, and other supervising adults.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals
- Follow immediately the instructions of teachers or other supervising adults who are overseeing the welfare of students.

Parents Have a Key Role in Emergency Response

During and following an emergency situation, school and Archdiocesan officials must act quickly and follow established emergency protocols to safeguard students and staff, secure the school, and communicate accurate information in a timely manner.

Here are a few critical steps parents can take:

- Do not call or come to the school during an actual emergency. Local law enforcement advises you to remain out of the area and keep lines of communication open. Please do not come to the school unless you have received direction from the school or local officials. Vehicular traffic around the school may impede the ability of emergency responders from entering/exiting the campus.
- Do not attempt to contact your child or school faculty and staff during an emergency. Students need to focus on emergency direction from school personnel and school personnel will be busy responding to the emergency and addressing the needs of students. Calling the school will only tie up phone lines that must be used for emergency communications with staff.

- Be alert for a school notification. The school will send emergency and routine messages to parents/guardians via our mass telephone, email and text notification systems. Parents may register multiple phone numbers with our school to ensure messages are received.
- Always let school officials know if you anticipate being unavailable or difficult to reach for an extended period of time, ie: out of the country and children are in grandparents care.
- Stay informed about emergencies, potentially serious situations, or inclement weather. When serious conditions arise at school or in the community which may result in school evacuations, early dismissals, or school closings, monitor school system messages and local media outlets. Information will be broadcast on St. Gregory School's electronic messaging system via telephone, email and text, and the school website.
- Notify school officials if you see or hear of anything that could create a danger at school.

Delayed Dismissal and Emergency School Closings

Occasionally, an unforeseeable event or emergency may require the closing of the school for a period of time. The decision to close the school or alter opening and closing times is made by the principal or the superintendent of schools after consulting with county and city public safety agencies. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

In cases of threatening weather, the school relies on the National Weather Service, the Broward County Emergency Management Agency and local law enforcement officials to help make decisions about dismissal of students or school closings. Officials want to make the safest possible arrangements for students and may delay the dismissal of students during exceptionally hazardous weather conditions, such as lightning.

The school's electronic messaging system will be used to notify parents about delayed dismissals, closings or other emergency conditions. In most situations involving delayed dismissal, students who walk or ride bicycles may be kept at school until parents can arrange for them to be picked up.

Emergency Release of Students to Parents

School administration wishes to maintain as safe and orderly environment as possible at all times. During an emergency, special procedures are followed to help ensure student safety. St. Gregory School has procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification. For your child's safety, your child can be released only to an adult who you have properly designated as an emergency contact and who has proper identification. Noncustodial parents who may pick up students must be listed with your child's emergency contact information as a guardian and must show proper identification.

Reuniting with your Child

When the situation requires, students will be released following reunification procedures. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and may be asked to sign students out to ensure safety and accountability.

- Students who remain at school – If a parent, guardian or authorized designee cannot pick up their child following an emergency, they will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.
- Alternate pick-up site – In some emergencies, it may become necessary to move students and staff from the school to an off-campus evacuation location. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means.

PREPAREDNESS DRILLS (WEATHER, FIRE, LOCKDOWNS)

From time to time, Administration will direct teachers and students to participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students must follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

VISITORS / PARENTS ARRIVING DURING SCHOOL HOURS

All visitors must check in with our Security Desk. This requires showing a valid driver's license and stating the reason for the visit. Once approved, you will be permitted to enter the school and go directly to the School Office. If you are picking up a child for an appointment, etc., your child will be released to you. If you are coming for cafeteria duty or other volunteer duty, you will be directed to your destination.

SCHOOL CLOSINGS

When emergency conditions have been declared by the county, such as severe weather conditions (hurricane, tornadoes, flood), schools may be closed. St. Gregory School follows the decisions of Broward County public school systems. These decisions are broadcast on identified radio stations. In addition, parents will receive further information from St. Gregory via phone calls, emails, text messages, and PlusPortal postings.

EMERGENCY SNACK

Students are required to have an emergency snack in school, which will consist of a non-perishable snack and a bottle of water. These items are to be placed in a sealed, zip-lock gallon storage bag. Please write your child's name and homeroom clearly on the outside. Please bring an emergency snack bag the first week of school.

X. GENERAL SCHOOL INFORMATION

ACCIDENT AND ILLNESS

You will be notified in case of sudden illness or accidents of a serious nature. Please be certain that the office has the **correct information** for emergency contact and be sure that your contact knows that they are your emergency person. The school will release the student to any person listed on the emergency contact form. **Please notify the office of any changes during the year. It is imperative that the office has current emergency telephone numbers to contact parents during the school day.**

The school is not permitted to send a child to a doctor for emergency treatment without the expressed permission of a parent or guardian.

SICK CHILD POLICY

Children will inevitably be exposed to germs and things that can make them ill. St. Gregory School cannot prevent illness, but measures will be taken to reduce the spread of disease whenever possible. This includes requesting that children showing signs or symptoms of illness please stay at home until they are well. We need to work together to protect the health of our children, our teachers, and our families. Children with a fever over 24 hours, diarrhea, contagious illness, or any other symptom of illness will need to be kept at home.

EMERGENCY MEDICAL CARE

Staff members will document all accidents or injuries. Parents will be notified of such. If the staff believes that a child needs emergency medical care beyond basic first aid, or needs a medical evaluation, the appropriate steps will be taken to secure such care for the child. These steps include, but are not limited to:

- Attempt to contact a parent or guardian
- Attempt to contact parent/guardian through emergency contacts
- Attempt to contact child's physician

TRANSPORTING A CHILD TO THE HOSPITAL

If a child must be transported, the child will be taken by emergency vehicle to Westside Regional Hospital or the appropriate medical facility as deemed necessary by 911 emergency medical technicians. A staff member, familiar to the child, will remain with the child until a parent or authorized person takes custody of the child at the medical facility.

LIABILITY INSURANCE

St. Gregory the Great Catholic School carries liability insurance. Paperwork will be prepared in

the event of accident or injury that requires medical attention. Families should also carry their own health insurance to be assured the best and most complete coverage.

BOOK / UNIFORM STORE

Notebooks and other school supplies are sold each morning from 7:30 am-7:55 am at the school Bookstore Kiosk which is located in the foyer area in front of the school office. Each family is expected to have all listed supplies. Extra items should not be brought to school until needed.

St. Gregory offers a **courtesy** on site store that has limited stock of PE uniforms, jackets, and sweatshirts. If the store does not have the item in stock, you must order directly from Flynn & O'Hara either online, by telephone, or visit the Flynn & O'Hara store located in Davie. Payments accepted are cash or check.

CAFETERIA

The cafeteria will be open every full school day. Students in Grades K-8 may purchase lunch or bring lunch from home. Each student will be issued an ID card, which will also serve as a lunch card. Parents may place money on the card using www.payschoolscentral.com so their child may purchase lunch. Instructions for using this system can be found on the St. Gregory School website under Pre-payment Dining Program.

There is a **NO CHARGE** policy in the cafeteria, which is strictly observed. In the event that a student forgets lunch or lunch money, he/she will be served lunch and a fee will be assessed. Parents are reminded that we do not have the facilities for them to eat lunch with their child or stop by with fast food lunches. Unscheduled visits are not permitted during school lunch/recess periods.

Forgotten lunches may be dropped off in the school office before 10:30 am. When a student forgets a lunch, he/she must check in the cafeteria to see if it has been dropped off. All forgotten lunches should be clearly marked and labeled with the child's name and homeroom. Money should be placed in an envelope with the child's name and homeroom and brought to the School Office prior to 10:30 am.

When providing birthday treats parents are encouraged to be present to help with distribution. If providing a birthday cake a parent must be present to cut and serve the class. If a parent is unable to attend, we request that you send either cookies or individual cupcakes (non-pull apart) to facilitate easy distribution of birthday treats. Treats must be store bought to identify ingredients. No peanut products are allowed. **The cafeteria is not responsible for providing utensils and paper products for these treats.**

All students are expected to obey the person in charge of the lunch hour. Since it is a public eating area, proper manners and a low tone of speaking are the *only* acceptable behavior.

Students are responsible to use a tray and wipe off the area before leaving the dining room. Disrespect shown to any volunteer will be treated as a serious infraction.

CAFETERIA/LUNCH SUPERVISORY DUTY PROGRAM

Each family will be required to attend lunch duty four times throughout the year. Families may select the dates they wish using on the *SignUpGenius* link provided via email during the summer months. Any family that has not signed up or “opted out” by paying a required fee by July 31 will not be permitted to receive their child(ren)’s class assignments on Business Day.

Lunch duty parents are responsible for being at school as follows:

Cafeteria Duty 10:30 am – 1:15 pm

All volunteers are required to sign in at the school office and then proceed to the Parish Center through the recess yard of the school. You **must sign in when you enter the cafeteria** as well. **Anyone who signs in late (after 10:30am) will receive ½ credit.**

The Cafeteria Monitor will provide instructions and assign volunteer tasks throughout the lunch periods. We ask that you do not follow classes outside or into classrooms unless you have been instructed by the Cafeteria Monitor to do so. This is a simple courtesy to ensure the lunch periods can start and end on time. All volunteers are asked to refrain from cell phone use during the assigned lunch duty. Younger siblings are not permitted to accompany parent volunteers.

Lunch duty hours are mandatory service hours, which **do** count toward your 30 hour service commitment. **If you select to “Opt Out” of cafeteria duty and pay the required fee, payments will count for 10 service hours.**

If you do not show up for your scheduled time, you will be assessed a no show fee of \$75. **This fee also may not be used toward your service hours.**

Report cards and final exam grades will be withheld if scheduled duty is not fulfilled or payment is not made.

If you would like to be on our substitute list, send a note to the School Office,
Attn: Lunch Duty Coordinator.

We thank you for your work and cooperation on behalf of all of our students.

DESKS/STORAGE CUBBIES

The school is the co-tenant of all storage areas and desks. Defacing desks, chairs or cubbies is strictly forbidden. Students will be financially liable for any cleaning and/or replacement.

PERSONAL EFFECTS (Cell Phones/iPods/Cameras/Smartwatches)

Personal effects, other than cell phones, including any and all electronic or mechanical items, are not permitted in school. Upon entering their homerooms, students will be required to keep turned off cell phones in their backpacks in their cubbies. Phones may not be carried in pencil cases, netbook cases, pockets, etc. (even if the device is not powered on) throughout the school day. Parents and students must decide carefully whether it is necessary to have cell phones in school. St. Gregory School will take no responsibility for lost or stolen phones or other electronics.

Students may not use cell phones or other personal electronic devices on the school grounds without permission. Any student needing to contact parents for any reason must request permission to use the school office phone to make the call.

Students who do not adhere to the above policy will have the item(s) taken and held in the School Office. In order for the item(s) to be released, parents will be required to sign a release form. After the second offense, the item(s) may be kept until the end of the school year.

Any cell phones or smartwatches used during the school day may not be returned until the last day of school.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

COOPERATION WITH LEGAL AUTHORITIES

The personnel in our school will cooperate with any local, state, or Federal investigators or law

enforcement officers who may contact the school in the course of any criminal investigation.

All investigators and law enforcement officers must present proper identification prior to obtaining any information from the school. All investigators or law enforcement officers must identify themselves to the school Principal or the Principal's designate upon contact with the school.

Whenever an investigator or law enforcement officer comes on school property with the appropriate legal authority to request records and information, that person will be provided with access to these records. Appropriate legal authority typically involves a court subpoena specifying the documents and information to be reviewed.

Except in cases involving abuse at home, the Principal will contact the parents of a child with whom the law enforcement person wishes to speak. In the former case, the Principal will request permission to call the parents but will follow the decision of the officer. The school Principal or her designate shall select someone to be present at any meeting between a student and an investigator or law enforcement officer that occurs on school grounds. In cases involving abuse at home, the Principal will request permission for a school representative to be present at the meeting or within the line of sight of such a meeting but again will follow the decision of the officer.

COUNSELOR

St. Gregory the Great Catholic School has a counselor on staff. Counseling services are available when children need to talk to someone about their feelings and the events in their lives. These services are intended to be short term and solution focused. Examples of counseling services include: improving behavioral control, developing social skills, reducing uncomfortable emotions, and enhancing self-esteem. If serious concerns exist, parents will be notified. The responsibilities of the counselor include but are not limited to the following:

DIVORCE OR CUSTODY ISSUES

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any

and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

FACULTY LOUNGE

The faculty room allows the teachers to have some privacy and a space to call their own. No parent or student may enter the Faculty Room for any reason.

FIELD TRIPS

Field trips will be selected by each individual classroom teacher and organized with the help of homeroom parents. Educational trips are considered to be an extension of the classroom learning experience and appropriate follow-up will take place in the classroom. Information about the trip and a permission slip will be sent home for your signature and must be returned to the school. Field trip money is due two weeks prior to the field trip date. Students who do not submit payment prior to that date will not be permitted to attend the field trip. Because field trips are considered part of the educational process, students who elect not to participate must attend school. **Please note that since field trips are a privilege and not an expectation, a student may be denied participation if a student fails to meet academic or behavioral requirements and/or financial obligations and would be required to attend school.**

Parents have the right to refuse to allow their child's participation in a field trip. In that instance, the student is expected to be present for the regular school day. Every student who participates in a field trip is expected to obey all discipline codes as previously stated.

Field trips must be within the normal school day unless the Administration grants an exception. Overnight field trips are forbidden for elementary schools. **Siblings are not allowed to accompany parents while on a field trip.** Normally, there may be two field trips per year in each grade level – one in-house and one off campus.

All parent volunteers must be fingerprinted and must have completed Virtus training (per Archdiocese). Cleared fingerprints are valid for five years. Letter of clearance must be on file prior to parents participating in any field trips.

FINANCIAL OBLIGATIONS

St. Gregory the Great Catholic School believes that tuition payments are an investment in your child/ren's education and religious formation. The school provides an essential service to the family and depends on tuition income to meet its operational needs.

St. Gregory the Great Catholic School uses FACTS, a tuition management service that has all school family accounts computerized. This allows the tuition office to be up to date. Detailed information is given to each family at the time of registration. All families are expected to use FACTS and to be faithful and on time with payments. If there is difficulty in meeting the commitment on time, please notify the school promptly.

All tuition paid to St. Gregory the Great Catholic School is non-refundable. At the discretion of the tuition office, they may elect to reimburse for withdrawn students under the following guidelines:

Tuition and Refund Schedule Withdrawn Students

Date	Tuition Refund
Prior to first day of school	90% Refunded (10% is non-refundable)
Based on last day of school	Tuition balance will be pro-rated based on remaining days of school.

Tuition is required for any month in which a student is in attendance regardless of the number of days.

Tuition Past-due and Delinquent

All tuition payments are expected to be paid according to the FACTS agreement that was made when the family account was updated for the current year. Tuition payments are considered past-due if they are received more than 10 days past the due-date. Tuition payments are considered delinquent if they are received more than 30 days past the original due date.

Any family with a delinquent balance of 60 days may be disenrolled from the school until such time as the balance is current. Until the balance of tuition is collected, access to PlusPortals, report cards, TerraNova standardized test scores, and official transcripts will not be permitted.

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or dis-enroll the student if any financial obligations are not met.

FUNDRAISERS

St. Gregory School has two essential fundraisers aside from Home and School projects. Every family and teacher is expected to cooperate in these endeavors since it is they who benefit from the results, and improvements to the school cannot be achieved without them. **The first major fundraiser is the Walk-a-thon.** Parents coordinate this, and teachers are asked to encourage the students to seek sponsors and to participate in the actual event themselves. **The second major fundraiser is the Auction.** Proceeds from these projects are used in many ways throughout the school year, including the purchase of learning materials, classroom needs, athletic needs,

equipment and awards. Occasionally, there will be other fundraising projects. These will be of a voluntary nature.

FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

HOME AND SCHOOL ASSOCIATION

Each family will have membership in the Home and School Association. This association gives parents many opportunities for involvement in the education of their children. It also strives to provide religious, social, and educational opportunities for all. **All parents are strongly urged to become active members** and to support all functions sponsored by the Home and School Association. Meetings are held two times a year, once during the first semester from August to December, and once during the second semester from January to June.

IMMUNIZATIONS

The Archdiocese of Miami follows the required immunization schedule for the state of Florida. Florida requires certain vaccines to be administered before children may enroll and attend preschool and elementary school. Religious exemptions are not accepted by the Archdiocese of Miami. New students are required to have a medical examination before entering the school.

Note the following requirement for the school year:

Preschool entry

Age appropriate dose as indicated:

DTAaP
IPV
MMR
Hepatitis B
Varicella
HiB

K-12th entry

Age appropriate dose as indicated:

4-5 doses of DTaP
4-5 doses of IPV
2 doses of MMR
3 doses of Hepatitis B
2 doses of Varicella

***an additional does of DTaP is required for 7th grade.**

INSURANCE

A Student Accident Insurance Coverage for all students during the school day is mandated by the Department of Schools of the Archdiocese of Miami. The nominal premium for this coverage during the school day is included in your Academic Fee. Details of this insurance program will be made available at school re-opening time. Details of a 24 hour coverage program are available from the School Office.

LOST AND FOUND

All student belongings, including lunch boxes, outerwear, etc. should be clearly labeled with a name. Please remind your children to look for their lost objects immediately in the Parish Center. Items left for a time period of one-week time or more will be donated.

MEDICATION GUIDELINES

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), and as authorized in writing by the school.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

PARENT COMMUNICATION

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents or guardians to keep informed of the programs of the school via

Plus Portals. Parents must be aware of this vehicle of communication and are responsible for checking Plus Portals and reading email sent from the school.

For information regarding your child's grades, homework, testing schedules, and teacher communication, please check PlusPortals daily. Parents should use the parent login and should not share this information with their students, as there may be confidential communications between teacher and parent. Students in grades 5-8 have their own individual login.

Faculty members are always eager to discuss pupil progress with parents or guardians. At no time are parents or guardians permitted to present themselves to a teacher during class time. No phone calls or texts are to be made to a teacher's home or private number (cell phone). If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, either by email, voice mail or written note, before referring it to Administration or Pastor.

PARENTAL COOPERATION

St. Gregory School views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

PRIVATE TUTORING, COACHING OR LESSONS

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

RECORDS

St. Gregory School follows the regulations as stated in the Family Education Rights and Privacy Act. If a parent wishes to review his/her child's official file, the request must be made in writing twenty-four hours prior to the review. Files contain academic and testing results only.

REPORTING PHYSICAL/SEXUAL ABUSE

Parents and guardians should understand that state law requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services. The teacher or administrator who fails to fulfill this responsibility can be charged with sexual or physical abuse because the silence contributes to the crime.

SCHOOL-SPONSORED EVENTS

St Gregory School does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

SCHOOL PARTIES

School parties may be scheduled via the designated room parent in consultation with the teachers. Parties in Grades PK-4 will be for the following occasions: Thanksgiving, Christmas, Valentine's Day, and End of the Year. Parties in Grades 5-8 will be for the following occasions: Christmas and End of the Year. There will be no classroom parties during the season of Lent. **Siblings are not permitted to accompany parents during these times.**

When planning an out of school party, invitations are to be mailed. No invitations or gifts are to be given out at school. Students are permitted to have birthday treats for their homeroom during lunchtime only. Balloons are not to be brought to school for any occasions.

With the increasing enrollment, birthday treats in school must be kept to a minimum. Please check with your child's homeroom teacher to coordinate birthday treats in order to avoid duplication on any one day. All birthday treats must be delivered to the cafeteria before the scheduled lunch period and are distributed at lunch time in the cafeteria.

When providing birthday treats parents are encouraged to be present to help with distribution. If providing a birthday cake a parent must be present to cut and serve the class. If a parent is unable to attend, we request that you send either cookies or individual cupcakes (non-pull apart) to facilitate easy distribution of birthday treats. Treats must be store bought to identify ingredients. No peanut products are allowed.

Students are not permitted to eat lunch with their parents in the Parish Center or to leave school grounds for lunch.

SERVICE HOURS

We believe that the involvement of the entire family in the educational process is essential for a successful learning experience for children. There are many forms of involvement for parents, grandparents, brothers, and sisters that can benefit the school and make it possible to offer a wide variety of enjoyable school experiences for the students.

PLEASE NOTE THESE IMPORTANT REMINDERS REGARDING SERVICE HOURS:

- All volunteers in contact with students on campus or off much have current Virtus training and fingerprints on file. Suspended accounts or no fingerprints will not be approved.
- Service hours submitted for the current school year must be completed and submitted by **April 18th, 2020.**
- All 8th grade parents in order to receive your child's diploma and transcript must comply with St. Gregory policies including:
 - 30 service hours
 - Cafeteria duty
 - Walkathon sponsorship
 - Auction raffle ticket
 - Church Support
 - Current tuition balance
- All volunteers and visitors must sign in at the school office and display yellow badge prior to reporting or visiting classrooms or cafeteria. This includes parents bringing birthday treats to lunch.

Each family is expected to serve **30 service hours** per school year (Confirmandi service hours are separate from this requirement). A minimum of 20 hours of volunteering at the school and 10 hours maximum in ministries and other related services. The ending date for service hours for the school year is **April 18th**. Hours served after that date will count toward the following school year, summer hours included. All service hours must be filled out on the St. Gregory Service Hours Website (<https://servicehours.saintgreg.org>). This includes hours that require receipts. If you have a receipt for a donation, please take a photo or scan the receipt and upload it with the submission.

The website can be accessed from a computer or phone/tablet to enter and view service hours. Once logged in, you can enter service hours or donations in user-friendly forms. After you submit service hours, you will receive a confirmation email. You will receive another email once the service hours have been approved or rejected by the administration.

You will have the ability to review your accumulated hours by logging into your account.

Receipts can be scanned when using a personal computer, or uploaded as a photo using a tablet or phone.

All parent/volunteers, including fundraising chairs, CCD teachers, room parents, coaches, etc must enter their service hours.

If both parents work an event like Walk-a-thon or Field Trip, please make two separate submissions and indicate mother/father in the comment section.

The following *may* be counted as Full Service hours:

- Any purchase for the school (class supplies, furniture, or landscaping) can be counted as **a service hour contribution**. Please include a copy of your receipt with service hour form and bring it to the Development Office or upload a copy of the receipt with your submission. Make sure your name, your child's name, child's class and reason for expense is well described in the form.
- **Served** Cafeteria Duty – volunteers who arrive on time and stay until released by the cafeteria monitor earn **2.5 service hours**.
- Birthday Book Club payments.
- Volunteering at meetings and service work done for the Walk-a-thon, the Golf Tournament, and the Grand Auction.
- Volunteer hours served as room parents, fundraising or project chairs, sports team coaches, or Home & School Association officers.
- Donations of items for the Grand Auction
- Underwriting donations for the Walk-a-thon, Auction and Golf Tournament.
- Stewardship may also include sponsorship, hole signs, and donations towards Golf Tournament

The following can be counted as half (1/2) Service Hours:

- Volunteer work done for church ministry (Women's Guild, CCD, Knights of Columbus, Welcoming Committee) events. Examples include ticket sales, event organization, and meeting set up and tear down.
- Services or practices performed **before or after** your Sunday obligation (such as a parking lot duty, Sunday nursery, religious article shop, and ushers).
- Service work done coordinating parishioners such as Matthew 25, Respect Life, Altar Servers, Life after 50, We Care.
- Service work done to maintain ministry schedules or websites.

- Opt-Out Cafeteria payments will count for 10 service hours.

The following *may not* be counted as Service Hours:

- Duties performed **during** your **Sunday obligation** (Eucharist Ministers, altar service, lectors, choir or cantor) may not be counted.
- Attendance at meetings and social functions for the Ministries such as Women's Guild or Men's Club may not be counted.
- Sponsorship of students participating in the **Walk-a-thon** and **Grand Auction Raffle Tickets**.
- Grand Auction reservations to attend the night of the event.
- Purchases made at the Auction.
- Golf Tournament golfing fee.
- Penalty for not showing up to your cafeteria duty.
- Fees paid or time spent for Virtus training or fingerprinting.
- Attendance at Mandatory school meetings, Home and School general meetings, sacrament meetings, or classroom Open Houses.
- Community service projects (toy drive, Thanksgiving basket donations and Catholic Schools Week service projects).

Any and all other ministries for service hours must be cleared through the Development Office.

STUDENT IDENTIFICATION

Student barcoded ID badges will be provided during the first weeks of school and are required to be worn by every student during the school day. They may not be worn outside of school. The badges have bar codes that are used for library check outs and for prepaid lunchroom purchases. Parents will be billed if ID badges are lost or defaced. A lost ID badge will be replaced at no charge for the first loss. Second and subsequent losses a fee will be charged a \$5 dollar fee.

STUDENT SERVICE PROJECTS

Each grade will participate in one service project during the course of the school year. The grade teachers, parents, and a volunteer service project coordinator will coordinate these projects. These projects will be age appropriate and will focus on helping our students learn the importance of Christian service at a young age while helping them become caring, empathetic adults.

TECHNOLOGY

Acceptable Use Policy for Technology

Technology has a significant place in the curriculum of St. Gregory the Great School. Technology enhances the teaching and learning process by stimulating creativity, self-discovery, effective communication, problem solving and analytical skills. St. Gregory School aims to

provide all students with opportunities to understand our technological culture as they meet every day challenges and make intelligent, moral and ethical decisions.

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the Acceptable Use Policy for Technology. The Acceptable Use Policy aims to support teachers and parents in promoting the safe and effective use of technology in an increasingly digital world. Families are encouraged to set and convey similar standards for technology use in the home.

The signed Parental/Student Consent Form must be on file at the school in order to utilize the technology at our school. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

Student Responsibility

St Gregory School may provide students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others:
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomforting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms or social websites.
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

St. Gregory School and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The Administration reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

St Gregory School expects students to use information technology (including, but not limited to, the Internet, email, instant messaging, text messaging, social media) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy.

Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

School Responsibility

The school's information technology resources are provided to further its educational goals and objectives. St. Gregory School provides students with access to the Internet, which includes several online accounts, services, and resources. These may include but not limited to:

- PlusPortals
- Accelerated Reader
- STAR Reading/STAR Math
- IXL Math/Grammar
- Think Central

- Online Textbooks
- Destiny Quest
- Sadlier Connect
- Student Email Accounts
- Student Resource Websites
- Spelling City
- Discovery Education

Reasonable care has been taken to assure the appropriateness and educational quality of the material available using these resources. St. Gregory School has taken measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act. Faculty will supervise and provide appropriate guidance and instruction to students in the use of our computer resources. However, parents and guardians are warned that St. Gregory the Great Catholic School and the Archdiocese of Miami do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child should follow. Therefore, St. Gregory the Great Catholic School supports and respects each family’s right to decide whether or not their child may have access to this resource.

TRANSFER OF RECORDS

No educational records will be transferred to another school until all financial obligations to the school have been met. Health records will be sent in accordance with state law.

TRANSPORTATION ARRANGEMENT

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

USE OF OFFICE PHONE

The use of the office phone, by students, is not permitted. If there is an emergency the office staff will call the parent.

Parents will not be called regarding matters of forgotten homework, books, and/or Chromebooks nor will they be allowed to call regarding schedule changes. If an after school activity changes for the student, then an email from the club/sport moderator will be sent.

USE OF PHOTOS/VIDEOS

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

USE OF SCHOOL GROUNDS

No student should be dropped off at school before **7:15 am** and no student may remain in the school building after **3:15 pm** unless he/she is involved in coaching or an after school activity. Students involved in after school activities are expected to be picked up on time inside the gate outside of the Administration area. Children are not permitted to wait outside in the parking lot or other non-designated area. Failure to follow this procedure will result in your child being dropped off in the Aftercare Program and assessed a fee. Students may not be a spectator at an after school athletic event unless accompanied by an adult.

VISITORS

Entry into the school must be made through the west side door. Upon arriving, buzz the School Office for admittance. **All visitors, including parents, must enter the School Office to log in and receive a visitor's pass, which must be visible at all times.**

VOLUNTEERS

While we encourage parents to participate in Specials and school events, siblings are not permitted to accompany parents during these times. We do, however, permit siblings to accompany parents during our two major fundraisers, Walk-a-thon and Auction. Siblings may not be dismissed to attend another sibling's activities. **All volunteers must enter the School Office to log in and receive a volunteer's pass, which must be visible at all times.**

Volunteers involved with students must be fingerprinted and must also have completed Virtus training as required by the Archdiocese.

Virtus

Virtus sessions are three hours long and are offered locally throughout the year at sites throughout the Archdiocese. Registration for these sessions can be found at www.virtusonline.org and by clicking "Registration" on the sidebar. Also, make sure to keep your Virtus up-to-date by reading the articles that are emailed periodically.

Fingerprints

All St. Gregory school volunteers must be fingerprinted. Fingerprint clearance is good for 5 years. If you are new to our school or your fingerprints are going to expire and you wish to volunteer, you must follow the directions below. Please note that there is NO FEE for this process.

All volunteers must follow the process below:

-Volunteers must register online by accessing www.fieldprintflorida.com and following these instructions:

- Click "Schedule an appointment" (registration can be done in English or Spanish)

- Create a secure username/password and enter the Fieldprint scheduling system

- In the "Reason why you need to be fingerprinted" screen, select the web link: "**I know my Fieldprint Code**". (To obtain this access code, please call your parish or school beforehand.) Please note that the access code is case sensitive.

- Provide all the information requested. This information is required by the FDLE/FBI in order to process the criminal search.

- At this point, the website will prompt the applicant for the information required to find a local fingerprinting facility and schedule an appointment. Instructions, directions, maps and photos will all be provided directly online.

- If additional questions or problems arise, please contact Fieldprint customer service at: 1-800-799-1067 or email: CustomerService@fieldprint.com. Or select the "Contact Us" link on the website.

Results of the screening will be provided to the Archdiocese of Miami Background Check Department. These results will be forwarded to St. Gregory School.

WITHDRAWALS

Please notify the Principal in writing at least two weeks in advance stating your reason for withdrawal. Library books and texts belonging to the school are to be returned and all school accounts settled, then the transfer will be issued from the School Office. No records will be forwarded unless all accounts are current.

In the case of expulsion, the Pastor and Principal may also require the withdrawal of siblings.

ELECTRONIC ACKNOWLEDGMENTS

Periodically, St Gregory School may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

XI. SCHOOL/PRINCIPAL’S RIGHT TO AMEND

The School/Principal retains the right to amend the handbook for just cause. Parents will be notified if changes are made.

All Parents are requested to read this Handbook carefully. Having read it, you are asked to print and sign this agreement page and return it to the office by **Friday, August 30, 2019**. All signed agreements will be kept in the Principal's Office.

ARCHDIOCESE OF MIAMI
ST GREGORY THE GREAT SCHOOL
PARENT-STUDENT HANDBOOK
ACKNOWLEDGEMENT AND STATEMENT OF UNDERSTANDING

I acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the Archdiocese and/or School.

I agree to cooperate with the School in the interpretation and enforcement of the policies outlined in both the Faculty and Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the Archdiocese and/or School with or without notice.

Family name (please print) _____

Family Household Id# _____

Parent signature: _____

Parent signature: _____

Date: _____

**XII. PRE-KINDERGARTEN HANDBOOK – THE LITTLE
CRUSADERS**



Pre-Kindergarten 3 and 4 Handbook

“The Little Crusaders”

Please read the st. Gregory school handbook also for important information

MISSION STATEMENT

Saint Gregory the Great School partners with parents to affirm strong Catholic values and academic excellence. This provides students the foundation to become moral, productive members of society.

ST. GREGORY'S PRE-SCHOOL PROGRAM PHILOSOPHY

We believe that young children learn best when they are given the opportunity to learn in a language rich classroom that offers a variety of learning opportunities through play and hands-on activities. Young children are highly interested in exploring their surroundings using all five of their senses. This approach to learning encourages creative thinking and problem-solving skills in a non-biased, noncompetitive, developmentally appropriate way.

All children are respected and valued as unique individuals and will be provided with a safe and healthy environment. Teachers will stimulate the child's intellectual curiosity, be sensitive to their needs and their rate of development. Children will be taught the beautiful gift of God's love for them. We believe that the culture of family and community play an enormously important role in each child's learning process. We encourage the participation of family members in our program as we work hand-in-hand to raise our children.

Children will experience a variety of age-appropriate activities in seven different areas. Each learning area includes interest centers from which the children may choose activities.

PROGRAM CURRICULUM

The curriculum we will be using for our Pre-School Program is a child-centered, theme-based curriculum. It is the type of program that will nurture each child by offering **developmentally appropriate learning experiences**. It is based on the principle that children construct knowledge from active experiences in their environment. Our environment design will go hand in hand with this concept, and together will allow the child to explore and gather information without any limits. Children are viewed as active explorers and their teachers will serve as the architects of their environment. Each child is unique. As an individual, he/she will be creative and imaginative in this environment and with a program designed specially for pre-school age children. Teachers will have the flexibility to add to the selected themes and build on the child's curious nature by encouragement and motivation.

COMMUNICATION

Children will be taking home their work folder on a weekly basis. This work folder will contain all the work your child has accomplished throughout the week. Please remember that, a lot of times, it is more important what the children take home with them in their hearts rather than on a sheet of paper. A communication folder will be sent home daily.

DISCIPLINE

At St. Gregory's Pre-School, discipline consists of positive reinforcement and redirection. Teachers will offer guidelines in helping the children solve and express their emotions. A clear understanding of what is expected of them will set the ground rules. Teachers will keep open communication with the parents regarding any inappropriate behavior. Parents are expected to support school policies.

ARRIVAL AND DISMISSAL PROCEDURES

PLEASE SEE MAIN ST. GREGORY SCHOOL HANDBOOK FOR PROCEDURES

Parents are requested to drop off students in the designated area. Pre-Schoolers will then be accompanied by either an older sibling or by the safety patrol to the classrooms. Parents may not walk their child to the classroom during drop off time. **No child may be dropped off before 7:15 am unless they will be attending the Before School Care Program located in the School Foyer.** Parents must accompany their child to the School Office to receive a tardy pass after the 7:55 am bell.

AUTHORIZED PERSONS

It is important for parents to notify the teachers in writing of persons authorized to pick up each child. Anyone picking up your child must show proper identification before the child will be released.

CLOTHING AND PERSONAL BELONGINGS

Each child will need one complete change of clothing for school. Please include underwear, PE shorts, PE shirt, and socks. Please label all clothing. Soiled clothing will be sent home. Please replace it with a fresh set the next day.

Each child must have a full size backpack and a regular size lunch box clearly labeled on the outside with the child's name. No small coolers are allowed as lunch boxes.

In order that children not be disappointed with a broken or lost toy, we prefer they use the toys we provide. Please leave all toys at home with the exception of a SMALL, soft toy for rest time,

or a toy to share on special occasions, such as Show and Tell days. We cannot replace lost or broken toys.

SCHOOL UNIFORMS

Boys: Wear blue pants or shorts with a white or light blue polo shirt with logo.

Girls: Wear a plaid jumper with a white short sleeve Peter Pan collar shirt with school logo.

Shoes:

Boys: Wear black velcro sneakers with non-marking soles. No lights or characters on shoes.

Girls: Wear black velcro shoe (“Mary Jane” style strap).

Socks:

Boys: Wear either solid black or solid white socks. Length must reach ankle bone.

Girls: Wear solid white socks. Length must reach ankle bone.

P.E. UNIFORM

Boys and girls wear official navy blue P.E. shorts and St. Gregory P.E. shirt. P.E. shirt must be tucked in at all times and P.E. shorts must be worn at or slightly above the knee.

Shoes: All white (small accent color permitted) velcro sneaker with non-marking soles are the only acceptable P.E. shoes (no wheels, no lights, no characters; small color accents are permitted).

Socks: Only solid white athletic socks will be permitted on P.E/ days. On cold days, the school sweatshirt and sweatpants may be worn for P.E. if desired.

WINTER WEAR

All polo shirts with logo are available in long sleeve and must be worn at wrist length. St. Gregory long sleeve white turtle neck is permitted for girls and must be worn at wrist length.

Students have several St. Gregory outerwear options: St. Gregory navy blue fleece jacket, St. Gregory sweatshirt, St. Gregory buttoned down cardigan sweater, or St. Gregory v-neck pullover sweater. In the rare case of a freeze warning, we recommend layering St. Gregory outerwear. Girls are permitted to wear white or navy blue footed tights – **no leggings** will be permitted. With all of these options available, no outerwear other than St. Gregory outerwear may be worn on school campus; if other outerwear is worn, we will ask for it to be removed, so please plan accordingly.

REST TIME

After lunch, a rest period is provided for all the children. Parents will choose on the day of the PreK orientation the specific mat for the Pre-School. No other mats are allowed. A small stuffed

animal that can be rolled up in the mat is permitted. Please label directly on the mat in permanent marker the child's name. To insure proper sanitation, we will send home your child's mat every Friday. Please wash the mat as per the tag instructions and return it on Monday morning.

FOOD

Please provide a nutritious lunch, including a drink, for your child. Pack this lunch in a suitable lunchbox, as the lunchboxes are not refrigerated. Lunch may also be purchased from the cafeteria. Lunch money needs to be on the student's account ahead of time. Please send in your order form when you wish your child to purchase lunch. No money will be collected by the PreK staff for lunch orders. Details will be discussed at your orientation.

Children are asked to bring in a daily snack for themselves. Snacks need to be packed in a separate disposable bag and labeled with the child's name. No peanut products are allowed due to severe allergies present in some students.

GENERAL ITEMS

Birthday Parties

We look forward to celebrating birthdays with the children and their families. If you would like to bring a special treat for the class, please make arrangements with the child's teacher in advance. Treats must be store bought and individually wrapped and labeled with ingredients. We are happy to hand out party invitations as long as all the classmates are invited.

Car Seats

Under State Law, all children in the age range that we serve must be transported to and from school in a car seat. Please be sure to transport your child safely and in accordance with the law each day. While we understand the reason parents may wish to leave car seats at the school during the day, we do not have space to offer this service due to fire code laws. Please make other arrangements for the transfer of car seats between parents dropping off and picking up your child.

Cell Phones

Please complete cell phone calls prior to entering the building. Thank you for giving your child your full attention when sharing their time at school.

Smoking

The school enforces a strict NO SMOKING POLICY. Please refrain from smoking in the school, on school property, or within view of the children.

Staff Babysitting

We realize that parents may look to an individual staff member to provide private babysitting services for their child(ren). Please be advised that St. Gregory the Great Catholic School will assume no responsibility for employees who are asked to privately provide services for families. Children are not permitted to go home with staff members unless the parent specifically lists that person on their authorized pick-up list in the office, at which time, the staff member is no longer acting as an employee of St. Gregory the Great.

ILLNESS AND MEDICATION

Your child's health is a matter of major importance to us. If your child becomes ill while in school, you will be requested to pick your child up at the main office immediately. In such an event, your child will be isolated from the other children in the school clinic until you arrive. Please remember the importance of updating our records with any changes that may occur.

Guidelines to consider in determining if your child should be kept home from school.

Keep your child home if he/she has:

- a fever (or had one in the past 24 hour period)
- a constant cough, wheezing, nasal discharge, sneezing, vomiting or diarrhea
- symptoms of communicable disease (these are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever)

Please notify the School Office at once if your child has a communicable disease.

Sick Child Policy

Children will inevitably be exposed to germs and things that can make them ill. The St. Gregory the Great Learning Center cannot prevent illness, but measures will be taken to reduce the spread of disease whenever possible. This includes requesting that children showing signs or symptoms of illness please stay at home until they are well. We need to work together to protect the health of our children, our teachers, and our families. Children with a fever, diarrhea, contagious illness, or any other symptom of illness will not be allowed to participate in child care and should be kept at home.

If the classroom teacher notices any signs and/or symptoms of illness upon arrival, the child will not be permitted to stay in childcare that day.

Exclusion

The final decision to exclude a child from care is made by Administration. If a child becomes ill during the day, the parent will be notified and asked to pick up the child as soon as possible. If the parent is not available, emergency contacts will be notified. Only a person to whom the Center has authorization to release the child will be allowed to pick-up the child. It is imperative that the Emergency Information phone numbers be kept up-to-date and accurate. Please inform the Children's Center, in writing, of any information changes as soon as they occur.

Medicine Given at Home

Teachers need to know if a child has taken medicine within the past twelve (12) hours before arriving at the center. These include cold or pain medications (e.g. Tylenol, Motrin, cough syrup, allergy, antihistamine, etc.). A fever is one indicator that the body is fighting an illness and should be taken as a sign that a child is ill. If a child is ill, or has diarrhea, the parent will be called to pick up the child right away.

Administering Oral Medications

All oral medications must be brought to school in their original containers, and in a Ziploc bag labeled with the child's name. A medicine form must be filled out by the parent with detailed instructions for administering all medications. Medications must have a date that has not expired on them.

Keeping Children Indoors

We will not be able to honor requests to keep children indoors if the other children are going out to play. We cannot provide staff to stay indoors with your child when the other children are outdoors. Therefore, please dress them appropriately for the weather.

INJURIES

Teachers will make every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As part of our communication with you we will write a special Boo-Boo Report to inform you of the incident. In case of a serious accidental injury you will be contacted immediately by the School Office. The school will provide you with an Accident Report.

EMERGENCY MEDICAL CARE

Staff members will document all accidents or injuries occurring at the Center. Parents will be notified of such. If the staff believes that a child needs emergency medical care beyond basic first aid, or needs a medical evaluation, the appropriate steps will be taken to secure such care for the child. These steps include, but are not limited to:

- Attempt to contact a parent or guardian
- Attempt to contact parent/guardian through emergency contacts

- Attempt to contact child's physician

Transporting a Child to the Hospital

If a child must be transported, the child will be taken by emergency vehicle to Westside Regional Hospital or the appropriate medical facility as deemed necessary by 911 emergency medical technicians. A staff member, familiar to the child, will remain with the child until a parent or authorized person takes custody of the child at the medical facility.

Liability Insurance

St. Gregory the Great Catholic School carries liability insurance. Paperwork will be prepared in the event of accident or injury that requires medical attention. Families should also carry their own health insurance to be assured the best and most complete coverage.

VOLUNTEERS

All volunteers, and/or parents who wish to help in the center in any capacity must be fingerprinted and take a required VIRTUS Training Course.

Fingerprinting

Fingerprint clearance is good for 5 years. If you are new to our school or your fingerprints are going to expire and you wish to volunteer, you must follow the directions below. Please note that there is NO FEE for this process.

All volunteers must follow the process below:

1. All volunteers must register online at www.adom.sofn.net using a photo identification such as a driver's license or a passport. The Federal Bureau of Investigation also requires a Social Security Number.
2. After registration is complete, a receipt with a bar code will be issued, and this receipt must be presented with photo identification, at the fingerprinting location in order to continue the process. If you are unable to print the barcode, you must write the barcode number exactly as it appears on the screen and bring it to the fingerprinting location. For locations and dates, please call the Archdiocese of Miami at 305-762-1057 or 305-762-1059. You may also contact ABG (PrideRock) Customer Service at 1-877-323-8885.

Results of the screening will be provided to the Archdiocese of Miami Background Check Department. These results will be forwarded to St. Gregory School.

Virtus

Sessions are three hours long and are offered locally throughout the year at sites throughout the Archdiocese. Registration for these sessions can be found at www.virtusonline.org and by clicking "Registration" on the sidebar.

The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church.

XIII. SCHOOL/PRINCIPAL'S RIGHT TO AMEND

The School/Principal retains the right to amend the handbook for just cause. Parents will be notified if changes are made.

**XIV. LEARNING CENTER HANDBOOK – THE LITTLEST
CRUSADERS**



Pre-Kindergarten 2 Handbook

“The Littlest Crusaders”

Please read the st. Gregory school handbook also for important information

MISSION STATEMENT

The St. Gregory Early Learning Center exists to partner with and serve the community by providing working parents a high quality early learning program for their young children. The program is designed to provide a safe, stimulating and nurturing environment where children are respected, listened to, and engaged in learning through play each day. Children are encouraged to investigate, explore and work together on projects that interest them.

PHILOSOPHY

We believe that young children learn best when they are given the opportunity to learn in a language rich classroom that offers a variety of learning opportunities through play and hands-on activities. Young children are highly interested in exploring their surroundings using all five of their senses. This approach to learning encourages creative thinking and problem-solving skills in a non-biased, non-competitive, developmentally appropriate way.

All children are respected and valued as unique individuals and will be provided with a safe and healthy environment. Teachers will stimulate the child's intellectual curiosity, be sensitive to their needs and their rate of development. Children will be taught the beautiful gift of God's love for them. We believe that the culture of family and community play an enormously important role in each child's learning process. We encourage the participation of family members in our program as we work hand-in-hand to raise our children.

HOURS OF OPERATION

The regular hours for PK2 are Monday through Friday from 7:50am to 2:30 pm and follows the St. Gregory School academic year. Optional care is available before and after school hours as well as on days when St. Gregory School is not in session. Please see the PK2 calendar for details.

BAD WEATHER PROCEDURES

St. Gregory the Great School and the Early Learning Center follows Broward County Schools for all weather-related closings. The local news and radio stations will provide bad weather announcements concerning cancellations, closings, and delays and we will try and pass that info to our families through use of our website. In the event of changing weather patterns and conditions, we may need to reevaluate a decision.

BEHAVIOR MANAGEMENT POLICY

We believe that when children have their basic needs met, such as being well fed and well hydrated, receiving ample sleep each night, and having time for indoor and outdoor play each day, they usually require very little behavior management. When children are actively engaged in a variety of age- appropriate activities throughout the day, they are better able to manage their feelings and behavior. At school, we have been very successful with the use of redirecting as our main behavior management technique. This quickly takes the focus off of any unwanted behavior and refocuses the child's attention in a more positive direction. Caregivers promptly attend to all matters of conflict by being consistent, peaceful, and concise. Children learn to model good behavior and kindness by watching adults.

Setting Limits

To help prevent inappropriate behavior, adults need to set clear and simple limits. Good limits never degrade a child. They have real meaning and reasons behind them and are developmentally appropriate.

Biting

Many toddlers display extreme ranges of emotions, both happy and sad, and they lack the language necessary to control a situation so biting becomes a powerful way to communicate with and control others in the environment. Parents and caregivers must work together to prevent children from biting. If children are permitted to demonstrate such behavior at home, there will be no chance of eliminating it in the center. Every effort will be made to discourage biting. If biting becomes a problem, then arrangements may be made for temporary withdrawal from the center. As children become more confident expressing their feelings with words, then biting usually ceases, at which point a child may comfortably return to the center.

COMMUNICATION WITH PARENTS AND STAFF

We value clear, honest, open communication with parents. Please feel free to discuss your child's progress or any concern you may have with your child's teachers or Administration. The teachers will provide daily information to parents concerning their child's progress, either written or verbally.

Emergency Card Information

Parents are responsible to keep the center informed at all times of any changes in primary address, phone number, work schedules, authorized release persons, emergency contacts, health/allergy issues, and any other pertinent information. The St. Gregory the Great Learning Center will not be responsible for anything that may happen as a result of false, incorrect, or incomplete information provided by a parent or guardian on the Emergency Form.

Contact Us

St. Gregory the Great Catholic School; Early Learning Center

200 N. University Drive, Plantation, FL 33324

School Phone: 954-473-8169

SCHOOL UNIFORMS

Girls and Boys: Navy blue shorts and St. Gregory Littlest Crusader T-shirt.

Socks: White socks with no embellishments such as beads, appliques, etc.

Shoes: All white (small accent color permitted) velcro sneaker with non-marking soles are the only acceptable P.E. shoes (no wheels, no lights, no characters; small color accents are permitted).

Extra Uniform Set: Each child must have a labeled Ziploc bag with a complete extra uniform, including socks, underwear or diaper for emergency use.

WINTER WEAR

St. Gregory sweatshirt and pants, or St. Gregory buttoned down cardigan sweater. In the rare case of a freeze warning, we recommend layering St. Gregory outerwear.

Please dress your child for play, as they will invariably get messy exploring their environment each day. During the winter months, please layer clothes to provide maximum comfort for inside and outside play. Make sure your child wears comfortable, well-fitted tennis shoes and socks each day. Provide at least one full change of clothing, appropriate for the weather conditions, for your child. Parents of children in the toilet training process should bring extra changes of clothing each day. Please place your child's clothing in a Ziploc bag with their name on the bag in the clear, plastic box under their cubby. Soiled clothing will be sent home. Please replace it with a fresh set the next day.

EMERGENCY PROCEDURES

In the event of a fire, the children and staff will be evacuated according to the center's evacuation plan. The children will be relocated to a safe place on campus at the direction of the staff and volunteers. Other locations could be assigned as appropriate and will be determined based upon safety and health issues. Fire drills are conducted on a regular basis to practice evacuation procedures. In the event of a natural disaster or threat of disaster such as, tornado, hurricane, or thunderstorm, the children and staff will be moved to the safest location of the St. Gregory

School and Church. In the event of the threat of a biological, nuclear, or other terrorist act, parents will be notified to the best of the center's ability. If parents are not able to pick up children prior to other emergency instructions, the children will remain in the care of the center's staff. An extra supply of bottled water, food, and light will be made available in case power is lost. Cell phones will be in place at the Center to provide communication.

Police Lockdown

If the local police deem it necessary to secure the safety and well-being of the children in our care, they may place the center on lockdown. If this occurs, no one is permitted to enter or leave the premises until the lockdown has been lifted by the police. If this happens during regular center hours, a note will be sent home with the child. If this interrupts pick-up times or the lockdown remains in effect beyond the center hours, then parents will be called with further instructions on pick up times and will receive updates on their child. We will make sure your children are as comfortable as possible until you arrive.

ENROLLMENT POLICY

The St. Gregory the Great Early Learning Center enrolls children two years of age, on a first-come, first-serve basis. We are presently able to enroll a maximum of 20 two-year olds. The staff: child ratio is 1:10. Registration of new students is open year round if space is available to all children who have reached their two year old birthday. The children will have the opportunity to move up to our PreK-3 program for the next school year if space permits and all other requirements are met. Please remember, in order to be admitted into our preschool program at age three, the child must be three years of age on or before September 1st. Re-registration will open in January of each year. Spaces are very limited so please register as soon as the packets arrive home.

Birth and Baptismal certificates must be presented at the time of initial registration.

New regulations designated by the Florida Department of Health require that no student will be permitted in school without his or her up-to-date immunization record. New students are required to have a medical examination before entering the school.

Note the following requirement for the school year:

2 Year Olds

4 DTP

3 Polio

1 HiB

Hep. B series (3 shots)

Pneumococcal Conjugate

Termination of Enrollment

If a child's behavior becomes a threat to other children and/or adults, then arrangements will be made for withdrawal from the program. No child enrolled in the center will be permitted to behave in a manner that may hurt him/herself, another child or adult, or damage property. If a child's behavior is consistently disruptive in such a manner that is harmful to the well being of the child, other children, the staff, or the facility, despite efforts at remediation, the center reserves the right to give the family notice of immediate termination of enrollment for the child.

FOOD AND NUTRITION

Snacks

Morning and afternoon snacks will be provided daily by parents assigned on a monthly snack calendar. If a child requires a special diet, the parent may need to bring snacks/drinks from home. If your child has a food allergy or restriction, please let us know at the time of enrollment. *A snack calendar will go home each month and will also be posted in classrooms.*

Lunch

Parents may pack a lunch for their child(ren) or order lunch weekly from a pre-determined menu from our school cafeteria. If a lunch is packed, please put the child's name on the outside of the lunchbox. Also, include a cold pack to keep food cool if necessary. Lunch menus will be provided weekly and lunch money will be paid in advance to the cafeteria.

Food Hazards

The American Academy of Pediatrics considers the following food and non-food items dangerous for all children, but especially for children under the age of five.

- If you send grapes, or cherries please cut them in pieces.
- If you send hotdogs, please cut it lengthwise into 4 spears, not rounds, like coins.
- Please no plastic bottles with screw-on tops. The tops are hazardous. Ex: bottled water.
- No gum, popcorn or hard candy in lunch boxes or in school!
- Cut meat and cheese into small pieces.
- Blanch carrots in hot water for 2-3 minutes so they are not so crunchy.
- Peel strings off celery

PEANUT FREE ENVIRONMENT

We are a peanut-free Learning Center. Our children share everything and do not understand the concept of an allergy. Due to the severity of nut allergies, we ask that you support us in reading labels, and sending items that do not contain peanuts or peanut oil to school.

Non-Food Hazards

Balloons, coins, bottle caps, marbles, toys with small parts, toys that can be squeezed to fit entirely into a child's mouth, pen or marker caps, and small button-type batteries.

GENERAL ITEMS

Birthday Parties

We look forward to celebrating birthdays with the children and their families. If you would like to bring a special treat for the class, please make arrangements with the child's teacher in advance. Treats must be store bought and individually wrapped and labeled with ingredients. We are happy to hand out party invitations as long as all the classmates are invited.

Car Seats

Under State Law, all children in the age range that we serve must be transported to and from school in a car seat. Please be sure to transport your child safely and in accordance with the law each day. While we understand the reason parents may wish to leave car seats at the center during the day, we do not have space to offer this service due to fire code laws. Please make other arrangements for the transfer of car seats between parents dropping off and picking up your child.

Cell Phones

Please complete cell phone calls prior to entering the building. Thank you for giving your child your full attention when sharing their time at school.

Smoking

The center enforces a strict NO SMOKING POLICY. Please refrain from smoking in the center, on the property of the center, or within view of the children.

Staff Babysitting

We realize that parents may look to an individual staff member to provide private babysitting services for their child(ren). Please be advised that St. Gregory the Great Catholic School will assume no responsibility for employees who are asked to privately provide services for families. Children are not permitted to go home with staff members unless the parent specifically lists that person on their authorized pick-up list in the office, at which time, the staff member is no longer acting as an employee of St. Gregory the Great.

Visiting the Center

Although the parents of all children enrolled are permitted access to the Learning Center at any time their child is in attendance, we ask that you stop by the main school office to obtain a visitor pass.

PHOTOS / VIDEOS

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

POTTY TRAINING / OTHER

Potty Training

Two year olds will potty train throughout the year, as they begin to show interest. There is a diaper changing station in the two year old room, as well as a small toilet and sink for the children to use as they need. Parents should provide diapers or pull up diapers and wipes for their child.

Pacifiers and / or Bottles

For sanitary and safety reasons, children may not have pacifiers and/or bottles in the Learning Center. Sippy cups may be used but must be labeled with your child's name.

SICK CHILD POLICY

Children will inevitably be exposed to germs and things that can make them ill. The St. Gregory the Great Learning Center cannot prevent illness, but measures will be taken to reduce the spread of disease whenever possible. This includes requesting that children showing signs or symptoms of illness please stay at home until they are well. We need to work together to protect the health of our children, our teachers, and our families. Children with a fever, diarrhea, contagious illness, or any other symptom of illness will not be allowed to participate in child care and should be

kept at home. If the classroom teacher notices any signs and/or symptoms of illness upon arrival, the child will not be permitted to stay in childcare that day.

Exclusion

The final decision to exclude a child from care is made by Administration. If a child becomes ill during the day, the parent will be notified and asked to pick up the child as soon as possible. If the parent is not available, emergency contacts will be notified. Only a person to whom the Center has authorization to release the child will be allowed to pick-up the child. It is imperative that the Emergency Information phone numbers be kept up-to-date and accurate. Please inform the Children's Center, in writing, of any information changes as soon as they occur.

Medicine Given at Home

Teachers need to know if a child has taken medicine within the past twelve (12) hours before arriving at the center. These include cold or pain medications (e.g. Tylenol, Motrin, cough syrup, allergy, antihistamine, etc.). A fever is one indicator that the body is fighting an illness and should be taken as a sign that a child is ill. If a child is ill, or has diarrhea, the parent will be called to pick up the child right away.

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Keeping Children Indoors

We will not be able to honor requests to keep children indoors if the other children are going out to play. We cannot provide staff to stay indoors with your child when the other children are outdoors. Therefore, please dress them appropriately for the weather.

EMERGENCY MEDICAL CARE

Staff members will document all accidents or injuries occurring at the Center. Parents will be notified of such. If the staff believes that a child needs emergency medical care beyond basic first aid, or needs a medical evaluation, the appropriate steps will be taken to secure such care for the child. These steps include, but are not limited to:

- Attempt to contact a parent or guardian
- Attempt to contact parent/guardian through emergency contacts
- Attempt to contact child's physician

Transporting a Child to the Hospital

If a child must be transported, the child will be taken by emergency vehicle to Westside Regional Hospital or the appropriate medical facility as deemed necessary by 911 emergency medical technicians. A staff member, familiar to the child, will remain with the child until a parent or authorized person takes custody of the child at the medical facility.

Liability Insurance

St. Gregory the Great Catholic School carries liability insurance. Paperwork will be prepared in the event of accident or injury that requires medical attention. Families should also carry their own health insurance to be assured the best and most complete coverage.

VOLUNTEERS

All volunteers, and/or parents who wish to help in the center in any capacity must be fingerprinted and take a required VIRTUS Training Course.

Fingerprinting

Fingerprint clearance is good for 5 years. If you are new to our school or your fingerprints are going to expire and you wish to volunteer, you must follow the directions below. Please note that there is NO FEE for this process.

All volunteers must follow the process below:

1. All volunteers must register online at www.adom.sofn.net using a photo identification such as a driver's license or a passport. The Federal Bureau of Investigation also requires a Social Security Number.
2. After registration is complete, a receipt with a bar code will be issued, and this receipt must be presented with photo identification, at the fingerprinting location in order to continue the process. If you are unable to print the barcode, you must write the barcode number exactly as it appears on the screen and bring it to the fingerprinting location. For locations and dates, please call the Archdiocese of Miami at 305-762-1057 or 305-762-1059. You may also contact ABG (PrideRock) Customer Service at 1-877-323-8885.

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XV. SCHOOL/PRINCIPAL'S RIGHT TO AMEND

The School/Principal retains the right to amend the handbook for just cause. Parents will be notified if changes are made.

Thank you for choosing St. Gregory the Great Learning Center for your child's first experience in school