

PARENT-STUDENT HANDBOOK

2024-2025



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

ST. GREGORY THE GREAT CATHOLIC SCHOOL

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Revised August 15, 2024

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INTRODUCTION

We are blessed and honored to welcome you as a valued member 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. (*Archdiocese of Miami, 2024*)

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 2023.**

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 grades 5-8. 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.

2020 - Video conferencing equipment, Poly Studio X50 all-in-one video boards, installed in all classrooms, grades K-8. All students in grades K-2 now have one-to-one iPad availability and all students in grades 3 and 4 have one-to-one Google Chromebooks.

2021 – Fiber optic cable installed; technology lab updated to Microsoft Windows 10.

2022 – Plantation Police Daily Detail. New sound system installed in the Gym.

2023 – New recess equipment installed on PK3 yard.

2024 – Updated STREAM robotic equipment. Technology Lab was updated with new computers and software. Security Grant was awarded and updates to security will be completed.

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.

ST. GREGORY SCHOOL VISION, MISSION, AND PHILOSOPHY

VISION STATEMENT

St. Gregory the Great Catholic School commits to partnering with parents to inspire and foster exceptional leaders and learners who put their Catholic faith into action by serving others for the glory of Christ.

MISSION STATEMENT

St. Gregory the Great Catholic School is devoted to sharing faith, forming minds, and inspiring hearts through Catholic traditions, academic excellence, and humble service for the glory of Christ.

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.

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 current with best educational practices 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 the 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.

ADMISSIONS

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, fringe benefits, job training, classification, referral, and other aspects of employment on basis of race, color, disability, age, gender, or national origin. (*Archdiocese of Miami*)

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.

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 the following:

- Students entering PK3 – must be three by September 1st.
- Students entering PK4 – must be four by September 1st.
- Students entering Kindergarten must be five by September 1st
- Students entering 1st Grade – must be six by September 1st.

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:

Pre-school entry

Age appropriate dose as indicated:

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

K-12 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.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgement of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances. *(Archdiocese of Miami)*

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 successful completion of 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. (*Archdiocese of Miami*)

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.

Every Thursday, the school will celebrate Mass. The Liturgy Team will lead these masses. For special occasions and religious holidays grade levels will lead the mass/prayer service. All students are required to attend and participate in school Masses.

Students participating in the 9:00 am Sunday Mass will be required to dress in 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 will prepare for their first reception of Reconciliation and Holy Eucharist. Students in Grade 7 will prepare for the sacrament of Confirmation.

ACADEMIC SCHOOL DAY

ARRIVAL, LUNCH, DISMISSAL

PK3-8th Grades

Arrival Time

7:30 am -7:50 am	Drop-off
7:50 am	First Bell
7:55 am	Prayers and Morning Announcements

*Students arriving after the 7:55 am bell will be marked tardy.

Lunch Schedule (Regular Days):

10:30-11:00	Grades 1-2
11:10-11:40	Grades 3-4
11:50-12:20	Grades 5-6
12:30-1:00	Grades 7-8

Students in PK3, PK4, and Kindergarten will have lunch in their classrooms according to their designated schedules. There will be no lunch or cafeteria service on early release days. Students in grades PK-4 may pack a small snack on these days. Students attending aftercare must bring lunch on early release days.

All students will participate in teacher supervised recess after lunch or throughout the scheduled school day.

MORNING DROP-OFF PROCEDURE GRADES PK3 THROUGH 8

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

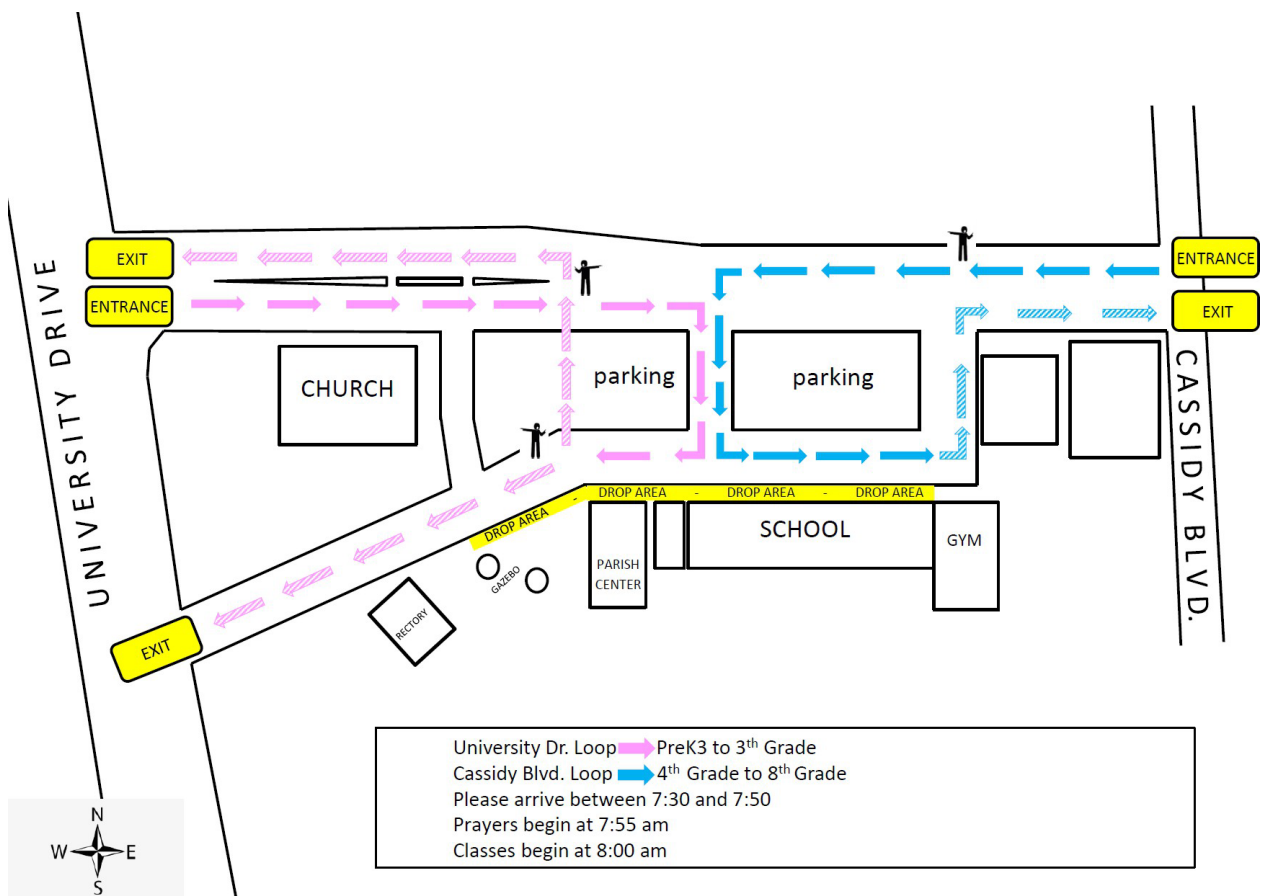
- All grades may drop off their students beginning at 7:30 am.
- Use the arrival loop that corresponds with the grade of your oldest student.
- There will be a two loop carline system:

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- **University Drive Loop – Students in Grades PK3 through 3rd Grade (with no older siblings in 4th-8th grades). Students must be in the back seat on the driver’s side.**
 - Cars will use the north entrance from University Drive (at the traffic light)
 - Cars will follow the designated path indicated by the map on the next page.
- **Cassidy Boulevard Loop – Students in Grades 4-8 and younger siblings. Students must be seated on the passenger side.**
 - Cars will use east gate entrance from Cassidy Drive.
 - Cars will follow the designated path indicated by the map on the next page.
 - Older siblings will walk the younger child to his/her classroom.

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.

Morning drop off map.



AFTERNOON DISMISSAL PROCEDURES

Students will be dismissed from the classroom using the safepickup.com website. All parents will receive an email to create or update their accounts. Parents must use *safepickup* to note any pickup changes. Students participating in any off campus, afterschool activity for which transportation is provided by the company, must have this information provided in writing to both the homeroom teacher and the front office. Those students who will be walking home from school must also have this information provided to the homeroom teacher and front office. Students walking home will be dismissed at 3:15pm.

PK3 THROUGH GRADE 8

- **First Dismissal - 2:30 p.m., grades PK3-Kindergarten from the Parish Center**– Parents will wait at the front of the Parish Center. After the application has been scanned, parents will proceed to the side entrance to pick-up their child.
- **First Dismissal – 2:30 p.m., grades 1 and 2, and siblings in PK3-Kindergarten, at the front of the school** – Parents will arrive and wait, at the east door. After the application has been scanned, parents will proceed to the west entrance to pick-up their child(ren).
- **Second Dismissal – 2:45 p.m., grades 3-4 and siblings in grades PK3-Kindergarten, at the front entrance of the school** – Parents will arrive and wait, at the east door. After the application has been scanned, parents will proceed to the west entrance to pick-up their child(ren).
- **Third Dismissal - 3:00 p.m., grades 5-6 and siblings in grades PK3-4, in the Parish Center** – Parents will wait at the front of the Parish Center. After the application has been scanned, parents will proceed to the side entrance to pick-up their child
- **Fourth Dismissal – 3:00 p.m., grades 7-8 and siblings in grades PK3-6, in the Gym** – Parents will arrive and wait at the west entrance to the Gym. After the application has been scanned, parents will wait for the students to exit the east door of the Gym.

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

All students in PK3 through grade 2 with siblings in 3-4 grade AND ALL 3-4 grade students, are assigned to second dismissal at 2:45 – 3:00.

All students in PK through Grade 4 with siblings in 5-8 grade AND ALL 5-8 students, are assigned to third/fourth 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 11:00 am on early dismissal days. Written notification must be sent with the child to his/her homeroom teacher that morning.

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:

Early dismissal days are noted on the school calendar. Dismissal is at the regular pick up location at the following times:

12:00 pm	First Dismissal	PK3, PK4, Kindergarten, Grade 1, and Grade 2 (unless they have an older sibling in grades 3-8)
12:15 pm	Second Dismissal	Grades 3-4 (unless they have an older sibling in grades 6-8)
12:30 pm	Third/Fourth Dismissal	Grades 5-8 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 have begun.**

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.

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 front office 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 must sign out when leaving and sign in upon 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 number 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.

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.

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.

Generally accepted excuses for absence, tardiness or early release:

- Illness of the student
- A confirmed family emergency
- A confirmed court appearance
- Participation in an approved school-sponsored activity (requires written permission from the principal)
- Death in the immediate family
- Internal or external suspension from school
- Consultation/interview with civil authorities
- Other documented student absences that are beyond the control of the student or parent(s) as determined and approved by the building principal.

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, sports/athletic events, attendance at non-school sponsored events). Students will not be permitted to make up any missing work and schoolwork will not be provided in advance.

Generally accepted non-excused absence, tardiness or early release:

- Vacation
- Babysitting/care for younger siblings
- Personal services
- Non-school events (e.g. athletics, arts, etc.)

The principal determines all excused and unexcused absences.

Excessive Absences

Parents of students who have accumulated 10 or more unexcused absences in a semester will be asked to meet with the administration to design a plan to improve attendance. 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.

Sunday Mass Attendance

In keeping with our school mission, it is expected that all students will attend Sunday Mass.

BEFORE / AFTER SCHOOL CARE PROGRAM

Before School Care

Any family in need of care prior to 7:30 am, please contact the front office.

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.

The After School Program hours are as follows:

Regular Day: from dismissal to 6:00 pm

Early Dismissal: from dismissal to 6:00 pm

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.

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, Pre-Kindergarten through Eighth, at St Gregory the Great School include:

- Religion
- English Language Arts
- Mathematics
- Science

- Social Studies
- Art (2-8)
- Band (Grades 3-8)
- Drama (Grades 3 - 8)
- Music
- Physical Education
- Spanish
- STREAM (Science, Technology, Religion, Engineering, Art, Math)
- Technology

EXCEPTIONAL STUDENT EDUCATION (ESE)

Section 504 Policy – Policy Statement

St. Gregory the Great Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Gregory the Great Catholic school will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Gabriel Cambert, (305) 762 – 1269. Parents with questions regarding the school's disability accommodations or related should contact the 504 Coordinator.

Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gabriel Cambert, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Boulevard
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

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**Principal's Honors (Grades 6-8)**

95 or higher in all major subject areas (Math, ELA, Science, Social Studies, Religion) and 90 or higher in all non-core subjects.

First Honors (Grades 6-8)

93 or higher in all major subject areas (Math, ELA, Science, Social Studies, Religion) and an 80 or higher in all non-core subjects.

Second Honors (Grades 6-8)

85 or higher in all major subject areas (Math, ELA, Science, Social Studies, Religion) and an 80 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 the 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 records. 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 semesters 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. 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.
- b. 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).
- c. Members may not have any individual quarterly grade lower than 88% for any academic core subject.
- d. 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.
- e. Students who have received one or more detentions or have been suspended may not be admitted to the NEHS.
- f. Other requirements, such as teacher recommendations and service hour requirements will be shared upon invitation to enroll.

ABSENTEE ASSIGNMENTS

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

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

Family Vacations

Family trips and vacations during the regular school year are not considered acceptable reasons for absence and are strongly discouraged by the school. Regular attendance is key to student success as classroom participation and instruction are especially important and impossible to makeup. It is the parent's/guardian's responsibility to ensure that students are up to date on all

key concepts covered during their absence. Vacations are considered an unexcused absences and students will not be permitted to make up any work that was missed.

PROMOTION AND RETENTION

Promotion of all students to the next grade level is the intended outcome for each year. 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.

Completion of Eighth Grade

A certificate of completion 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 Catholic 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 is given a planner in which all homework and upcoming tests/quizzes/projects are to be written. PlusPortals serves as a backup to a student's planner and should not be solely relied upon. Parents are encouraged to monitor their child's assignments by using 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. Homework is a tool for teachers to assess student mastery of

skills. 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 must be covered with clear contact paper 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. If any materials are defaced, students will be required to replace the item(s) at the parent's expense.

SCHOOL ATHLETICS AND EXTRACURRICULAR ACTIVITIES

The school recognizes the following sports, activities, and clubs:

1. School Clubs: Art Club, Chess, Choir, Drama Club, Math, National Elementary Honor Society, National Junior Honor Society, Robotics, Safety Patrol, Student Council, and Thespians.
2. Major School Activities: Walk-A-Thon, Field Day, Eighth Grade End of Year Celebration, and Catholic Schools Week activities.
3. Athletics:
 - a. Boys' Sports: Basketball – JV and Varsity, Soccer – Varsity, Volleyball – JV and Varsity, Flag Football – Varsity, and Baseball – Varsity, Cross Country – JV and Varsity
 - b. Girls' Sports: Cheerleading – JV and Varsity, Soccer – Varsity, Basketball – JV and Varsity, Flag Football - Varsity, and Volleyball – JV and Varsity, Cross Country – 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 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, activities or volunteer service hour programs.**

The school is not responsible for student participation in any sports, leagues, activities or clubs not identified above. 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.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in and athletic activity. (*Archdiocese of Miami July 2022*)

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 70%, he/she may be suspended from participation.

It is very important for a student to be achieving academically and behave 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 which is a competitive league, not a recreation league. Playing time for students is at the discretion of the coach.

Athletic Seasons

Boys' Sports

Basketball JV and Varsity	September – October
Cross Country	September – October
Soccer – Varsity	November – December
Volleyball JV and Varsity	January – March
Flag Football	January – March
Baseball	March – May

Girls' Sports

Cheerleading Clinic	September
Cheerleading JV and Varsity	September – October
Cheerleading Showcase	October
Cross Country	September – October
Soccer – Varsity	September – October
Basketball JV and Varsity	November – December
Flag Football	January – March
Volleyball JV and Varsity	March – May

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 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, Math, Chess, 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 70% or higher.

Students who qualify for participation but then his/her cumulative average of all core academic subjects drops below 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.

SCHOOL UNIFORM POLICY

DAILY UNIFORM

Flynn O'Hara Uniforms
<https://flynnohara.com>
3740 Davie Rd
Davie, FL 33314
(954) 233-6533

All students must wear their regular uniform, including shoes, on Mass days regardless of PE schedule. No spirit wear or PE uniforms may be worn on Mass days.

Uniforms with the old logo will be acceptable for the 24-25 school year as long as the color of the shirt and pants are as described below.

BOYS

PreK3

- Wears PE uniform as everyday uniform
- Flynn O'Hara navy blue PE shorts
- Flynn O'Hara white or light blue PE shirt
- Velcro black sneakers with black soles
- Only solid white or black athletic socks will be permitted
- On cold days, Flynn O'Hara school sweatshirt and sweatpants may be worn for PE.

Grades PreK4-5

- Flynn O'Hara blue pants or blue shorts
- Flynn O'Hara white or light blue polo shirt with logo (performance or cotton)
- Grades 1-5 must wear a black belt
- Solid black or white socks

Grades 6-8

- Flynn O'Hara khaki pant with a black belt (twill or performance)
- Flynn O'Hara khaki Bermuda shorts with black belt (twill or performance)
- Flynn O'Hara navy blue performance polo shirt with logo
- Solid black or white socks

Boys Shoes

Grades PK4-2



Microspec Max - Gorvix

Grades 3-8



Skechers Slip-ins Work: Summits – Colsin

Black shoes, black soles, no white stripes, no high tops, no color logo

GIRLS

New Uniforms for Kindergarten through 2nd Grade Girls

Grades PK4-2nd grades will now wear the Flynn O’Hara plaid skort with the blue or white polo shirt. Jumpers may continue to be worn through 2024-2025 school year.

PreK3

- Wears Gym uniform as everyday uniform
- Flynn O’Hara navy blue PE shorts
- Flynn O’Hara white or light blue PE shirt
- Velcro sneakers
- Only solid white or black athletic socks will be permitted
- On cold days, Flynn O’Hara school sweatshirt and sweatpants may be worn for PE.

Grades PreK4-5

- Flynn O’Hara plaid skort length must be a maximum of 4 inches in length above the middle of the knee
- Flynn O’Hara white or light blue polo shirt with logo (**performance** or cotton)
- Navy blue or white socks

Grades 6-8

- Flynn O’Hara khaki pants with a black belt; no designer belts or belts with added accessories. Pants must fit appropriately. Administration reserves the right to determine what is appropriate.
- Flynn O’Hara khaki bermuda shorts with black belt; no designer belts or belts with added accessories. Shorts must fit appropriately. Administration reserves the right to determine what is appropriate.
- Flynn O’Hara navy **performance** blue polo shirt with logo
- Solid black or white socks

Girls Shoes

Grades PreK4-2



Black Velcro shoe - “Mary Jane” style strap (available at FlynnO’Hara

Grades 3-8:



Skechers Slip-ins Work: Summits SR – Enslee

Black shoes, black soles, no white stripes, no high tops, no color logo

All Grades Boys and Girls

- If students choose to wear an undershirt it must be solid white.
- Only the top button on polo shirt may be unbuttoned.
- Shirt must always be tucked in.

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
- PK3-Kindergarten – Velcro sneakers
- Grades 1-8 – Athletic sneaker, no high tops, non-marking soles, no lights, no characters, no Heelys
- Only solid white athletic socks will be permitted
- On cold days, Flynn and O’Hara school sweatshirt and sweatpants may be worn for PE.
- Sweatpants may only be worn on PE days when it is cold.

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,

- Navy blue footed tights (**no leggings**)
- **No hoodies are permitted**

8th grade only

Navy jacket with white piping and school logo

Navy with white Piping Warm-Up Pants (for PE days ONLY)

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.

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.**

All uniforms must fit appropriately. Administration reserves the right to determine what is appropriate.

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.

Examples of Spirit shirts include academic competition shirts, student council, NJHS, NEHS and designated “SGS Spirit Wear”. Spirit shirts will be sold at various school events, or you may contact the Home and School Association at hsa@saintgreg.org.

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:

Students may not wear ripped jeans, 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, PE shorts shorter than slightly above the knee, flip-flops, or shoes with wheels.

Students may wear jeans or pe shorts with a shirt of their choice; students must wear closed toed shoes.

Administration reserves the right to determine what is appropriate for out of uniform dress. Students not adhering to the above policies will be required to go to the office to call home.

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. Parents may also be asked to pick up items in the front office.

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/gel 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. Natural hair color only. Hair that covers the eyes, extends past the top of the ears (must be above the ear), and past the collar is not permissible for boys. Likewise, hair that covers the eyes and face is not permissible for girls.

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 end of year events if this policy is violated.

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

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. (*Archdiocese of Miami*)

GENERAL CONDUCT POLICY

Parents partnering with St. Gregory school to address behavior concerns is vital to student success. 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, may be subject to immediate administrative withdrawal.
9. Any student who threatens/bullies another student/teacher either physically, verbally

or by written expression, may be subject to immediate suspension which may result in administrative withdrawal.

10. Academic dishonesty including but not limited to the following: copying homework, using notes during a test, receiving answers from another student, or copying verbatim from the internet, is prohibited.
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.

Grade Level Conduct Policies

Refer to the policies given at each grade level for more information.

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

Administrative Conference

Some issues of behavior may require a student to meet with Administration. Administration 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/or additional detentions.

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 may 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 may lose the privilege of participating in end of the year activities.

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 number 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.

Students with multiple detentions, suspensions and repeated behavioral concerns may be placed on a behavioral plan. Failure to adhere to the behavioral plan may lead to an administrative withdrawal.

Administrative Withdrawal

After any formal suspension a student could potentially be asked to withdraw from school. An administrative withdrawal is not required if school authorities judge it is not appropriate. Such action will be at the discretion of the Principal, after consultation with the Office of Catholic Schools, 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 administratively withdrawn.

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
 - a. 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, administrative withdrawal, 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.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply

including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or bullying at issue regardless of whether the matters disclosed are part of an educational record. (*Archdiocese of Miami, 2023*)

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 school dances, or at any school event. Those who violate these rules will be subject to the disciplinary measures, including detention, suspension, or administrative withdrawal. The Administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school. (*Archdiocese of Miami, 2022*)

THREATS OF VIOLENCE

The disciplinary consequences of a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not limited to:

1. Immediate suspension from the school;
2. Reporting to law enforcement;
3. 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. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
4. 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 administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police. (*Archdiocese of Miami July 2022*)

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. (*Archdiocese of Miami*)

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 administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response up to and including administrative withdrawal.

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. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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 administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

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. (*Archdiocese of Miami*)

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 administrative withdrawal 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. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action. (*Archdiocese of Miami*)

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 administrative withdrawal from school. (*Archdiocese of Miami, 2022*)

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, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury. (*Archdiocese of Miami, 2022*)

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 through email and/or 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 any other reason, 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. The decisions of the county are considered by the Archdiocese of Miami, Office of Catholic Schools but official decisions for Archdiocesan schools will be made by the Office of Catholic Schools. Any official communication will come to you through the St. Gregory School Office via email and/ or 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.

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.

COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and St. Gregory school does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St Gregory school does not operate or control the locations where students chose to perform community service and consequently the school its agents, and affiliate does not assume responsibility for any injuries, damages or losses incurred in the course of performing these services in the community. Students perform these services at their own risk. (*Archdiocese of Miami July 2022*)

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 STORE

Notebooks and other school supplies are sold weekly from 7:30 am-7:55 am at the school Crusader 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.

CAFETERIA

The cafeteria will be open every full school day with a few exceptions throughout the school year. Communication will be sent well in advance of these days. Students in Grades PK3-8 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 will be no lunch or cafeteria services on early release days. Students in grades PK-4 may bring a snack from home on early release days. Students attending aftercare must pack a lunch on early release days.

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. Uber Eats and similar delivery options are not permitted at any time for students on campus. This includes after-school extracurriculars as well as daily lunches.

When providing birthday treats parents are encouraged to be present to help with distribution. 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.

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 turn in cell phones to be stored in locked closets in the classrooms. Phones may not be carried in pencil cases, Chromebook 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.

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 pick it up in the front office. 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.

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

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).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abuserreporting@theadom.org.

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.

(Archdiocese of Miami, 2024technolo)

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 may 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. Meetings with the counselor are on an as needed basis are not to replace outside counseling services.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

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. In the occurrence of special events and or donations, parent volunteers must first check in with the front office staff prior to proceeding to the faculty lounge.

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. Parents will be provided with a link through OSV to submit payment for field trips. Cash and checks will not be accepted. 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 electronically automated. 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 maintain timely payments. If there is difficulty or questions in meeting the commitments, please contact the Tuition Accounts office as soon as possible.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgement of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances. (*Archdiocese of Miami*)

**Tuition and Refund Schedule
Withdrawn Students**

Date	Tuition Refund
Prior to first day of school	90% Refunded (10% is non-refundable)
After the first day of school starts	<p>If withdrawn before the 15th day of the month: The entire month is due.</p> <p>If withdrawn after the 15th of the month: half of the month is due.</p>

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 yearly agreement. 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 de-matriculated from the school until such time as the balance is current. Until the balance of tuition is collected, access to internal school websites, report cards, standardized test scores, and official transcripts will not be available.

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 administratively withdraw the student if any financial obligations are not met.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended. (*Archdiocese of Miami, 2023*)

FUNDRAISERS

St. Gregory School has three essential fundraisers aside from Home and School events and

service projects. Every family is expected to cooperate in these endeavors since it is our students 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 students to seek sponsors and to participate in the actual event themselves. The second major fundraiser takes place in early spring and our final fundraiser of the year is the Golf Tournament. Proceeds from these projects are used in many ways throughout the school year, including the purchase of learning materials, classroom needs, athletic needs, campus improvements, and maintenance of security. Occasionally, there will be other fundraising projects that are 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. Membership for the Home and School Association will be \$20 per family charged annually. 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 will be held quarterly. Dates will be communicated through the school newsletter.

IMMUNIZATIONS

The Archdiocese of Miami requires that, prior to attendance in school each student present must have on file with the school, a certificate of immunization for the prevention of those communicable disease for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider license in the state of Florida. Medical exemptions are only approved for legitimate documented medical needs, ?The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical

immunization exemptions may be asked to remain home throughout the incubation period of the disease. (*Archdiocese of Miami, 2024*)

Note the following requirement for the school year:

Pre-school entry

Age appropriate dose as indicated:

DTAaP
IPV
MMR
Hepatitis B
Varicella
HiB

K-12 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 in the Parish Center. Items remaining at the end of the quarter 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. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, parents 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 those health care interventions that are beyond minor adjustments. (*Archdiocese of Miami*)

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

(Archdiocese of Miami)

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/guardians to keep informed of the programs of the school via PlusPortals, and school newsletters, and other communications. **School wide information, upcoming dates, and announcements will be communicated to parents through the school newsletter. Parents are strongly encouraged to read the school newsletter for important school information.** Parents must be aware of these vehicles of communication and are responsible for checking PlusPortals and all school communication.

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 student 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, voicemail or written note, before referring it to Administration or Pastor.

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities.

Parents/guardians acknowledge and consent to the receipt of these messages when providing their phone numbers. *(Archdiocese of Miami)*

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 administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken. *(Archdiocese of Miami, 2022)*

All parents are required to sign the Parent Covenant that is provided at the beginning of the school year.

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.** *(Archdiocese of Miami)*

PRIVATE CHILDCARE

We realize that parents may look to an individual staff member to provide private childcare 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 on the *Safepickup* application, at which time, the staff member is no longer acting as an employee of St. Gregory the Great.

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.

Confidentiality Statement

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information. (*Archdiocese of Miami, 2023*)

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.

SAFETY IN PRIVATE SPACES

St. Gregory the Great Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct. (*Archdiocese of Miami, 2023*)

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. (*Archdiocese of Miami*)

SCHOOL PARTIES

School parties may be scheduled via the designated room parent in consultation with the teachers. There will be no classroom parties during the season of Lent. Siblings are not permitted to accompany parents during these times.

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.

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. If there are second and subsequent losses or if the student defaces their ID, there will be \$5 dollar replacement fee an OSV link will be provided.

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. These projects may be in addition to school-wide service projects.

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.

St. Gregory may provide its administrators, faculty, and students with access to technological devices (e.g. computers, tablets, etc.) 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 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.
 - e. Do not take photos or videos of other students or school employees.
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 discomfoting 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 playing unapproved games, 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.

Artificial Intelligence

Artificial Intelligence (AI) refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. St. Gregory the Great Catholic School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

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 administrative withdrawal. (*Archdiocese of Miami*)

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:

- Accelerated Reader
- Destiny Quest
- Discovery Education
- Google Classroom
- IXL Math/Grammar
- PlusPortals
- Online Textbooks
- STAR Reading/STAR Math
- Student Email Accounts
- Student Resource Websites

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. Except upon the written consent of the school, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school sponsored activities. (*Archdiocese of Miami, 2023*)

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/text 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, Instagram, 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. (*Archdiocese of Miami*)

USE OF SCHOOL GROUNDS

No student should be dropped off at school before **7:30 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, the security officer will check identification prior to 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/FAMILY COMMITMENTS

What a blessing to be a part of what makes St. Gregory GREAT! The giving of your time, talents and efforts allows for improvements and the fulfillment of special projects for school and church.

Yearly Family Commitments are a requirement of our school families. Support of our three annual fundraisers is necessary to maintain and improve the school environment. Rather than having a separate payment for each of these annual fundraisers, for convenience, your Family Commitment of \$450.00 will be added to your FACTS account at the beginning of the school year. This payment can be paid in full or divided over the academic year, the first payment will be October 1st and second March 1st.

Additional volunteer opportunities and sponsorship for each of the fundraisers are available and will be communicated closer to each event.

We ask that each family support our educational efforts through the giving of your time, talent,

and treasure to the St. Gregory Family by completing 25 hours of service to the school.

Families are asked to support our Church by donations and being participating and contributing members. Donation requirements are due by the end of the *calendar* year. Information about how to register as a parishioner is available on our website or visiting our Church office.

We also encourage parents to participate in Specials and school events, however, siblings are not permitted to accompany parents during these times. We do permit siblings to accompany parents to the Walk-a-thon. Siblings may not be dismissed to attend another sibling's activities. **All volunteers will receive a volunteer pass, which must be visible at all times.** Volunteers must be fingerprinted and must also have completed Virtus training as required by the Archdiocese.

By signing this handbook all families agree to the above commitments.

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. Virtus accounts must be kept current through completion of emailed articles.

Fingerprints

All St. Gregory school volunteers must be fingerprinted. Fingerprint clearance is good for 5 years. In order to volunteer the following steps must be completed. Please note that there is NO FEE for this process.

-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.

WATER BOTTLES

Students are permitted to have their own water bottle in school. During class time the water bottle may be placed on a shelf in the classroom. Metal water bottles are not allowed, nor are water bottles with straws permitted.

WITHDRAWALS

Please notify the principal in writing at least two weeks in advance stating your reason for withdrawal. Chromebook, 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 administrative withdrawal, 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.

COMMUNICABLE DISEASES AND RELATED ITEMS

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless

present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgement of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction or refund of tuition in these circumstances. (*Archdiocese of Miami, 2023*)

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 **Wednesday, August 7, 2024**. All signed agreements will be kept in the Principal's Office.

ST GREGORY THE GREAT SCHOOL PARENT-STUDENT HANDBOOK

ACKNOWLEDGEMENT AND STATEMENT OF UNDERSTANDING

I, as Parent or Legal Guardian, 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 school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the 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 school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

Family Household Id#

Parent/Legal Guardian Name (please print)

Date

Signature Parent/Legal Guardian

Student Name (please print)

Grade

Student Name (please print)

Grade

PRE-KINDERGARTEN HANDBOOK THE LITTLE CRUSADERS



Pre-Kindergarten 3 and 4

“The Little Crusaders”

Please also read the St. Gregory Elementary School handbook for important information.

VISION STATEMENT

St. Gregory the Great Catholic School commits to partnering with parents to inspire and foster exceptional leaders and learners who put their Catholic faith into action by serving others for the glory of Christ.

MISSION STATEMENT

Saint Gregory the Great Catholic School is devoted to sharing faith, forming minds, and inspiring hearts through Catholic traditions, academic excellence, and humble service for the glory of Christ.

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 UNIFORM

BOYS

PreK3

- Wears PE uniform as everyday uniform
- Flynn O’Hara navy blue PE shorts
- Flynn O’Hara white or light blue PE shirt
- Velcro black sneakers with black soles
- Only solid white or black athletic socks will be permitted
- On cold days, Flynn O’Hara school sweatshirt and sweatpants may be worn for PE.

PreK4

- Flynn O’Hara blue pants or blue shorts
- Flynn O’Hara white or light blue polo shirt with logo

Boys Shoes

PK3 and PK4

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

GIRLS

PreK3

- Wears Gym uniform as everyday uniform
- Flynn O’Hara navy blue PE shorts
- Flynn O’Hara white or light blue PE shirt
- Velcro black sneakers with black soles
- Only solid white or black athletic socks will be permitted
- On cold days, Flynn O’Hara school sweatshirt and sweatpants may be worn for PE.

PreK4

- Flynn O’Hara plaid skort length must be a maximum of 4 inches in length above the middle of the knee
- Flynn O’Hara white or light blue polo shirt with logo (performance or cotton)
- Navy blue or white socks

Girls Shoes

Grades PK3-PK4

- Black Velcro shoe - “Mary Jane” style strap

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
- PK3 – PK4 – Velcro sneakers
- Only solid white athletic socks will be permitted
- On cold days, Flynn and O'Hara school sweatshirt and sweatpants may be worn for PE.
- Sweatpants may only be worn on PE days when it is cold.

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 PK3 – PK4) worn at wristlength.
- 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,
- 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.

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

REST TIME

After lunch, a rest period is provided for all the children. Parents are to provide a small blanket or beach towel to lie on during rest time.

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.

On early release days parents will provide snacks for their child. 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

Bathroom Accidents

Students who have had three or more bathroom accidents within a ten day period of time, may be sent home and unable to return until fully potty trained. Failure to comply may result in an administrative withdrawal.

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.

Biting

Students who bite may be removed from the classroom and sent home. Repeated occurrences with no attempt at resolution may result in an administrative withdrawal.

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.

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.

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 Catholic 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, diarrhea, contagious illness, or any other symptom of illness will not be allowed to participate in childcare 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. 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 school 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 school, 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.

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 school. 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 school in any capacity must be fingerprinted and take a required VIRTUS Training Course.

Fingerprinting

All St. Gregory school volunteers must be fingerprinted. Fingerprint clearance is good for 5 years. In order to volunteer the following steps must be taken. Please note that there is NO FEE for this process.

-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.

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.

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.

