



Parent/Student Handbook
2026 - 2027

*5343 Virginia Beach Blvd., Virginia Beach, VA 23462
Phone (757)497-1811, Fax (757)497-7005, www.sggsvb.org*

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General School Information

Profile

Saint Gregory the Great Catholic School is a Catholic parish school, which operates under the auspices of the Diocese of Richmond and Saint Gregory the Great Catholic Church in Virginia Beach, Virginia. The school is centrally located in Virginia Beach and serves families throughout the Hampton Roads area. Lay administration and teachers provide quality religious and academic education for students ranging from Junior Kindergarten through eighth grade.

Accreditation

Saint Gregory the Great Catholic School is accredited by the Virginia Catholic Education Association (VCEA) and the Middle States Association Commissions on Elementary and Secondary Schools (MSA) as a result of the Diocese of Richmond being accredited as a school system

Mission Statement

Our mission at Saint Gregory the Great Catholic School is to evangelize the Good News of Jesus Christ in order to transform lives, hearts, and minds through exemplary teaching and learning, worship, faith formation, and discipleship through service. As members of God's diverse family, we treasure the rich traditions of our Roman Catholic faith and welcome all to a spiritual home and to an enlightened, joyful, and vibrant life in Christ.

Vision Statement

Our Catholic vision is to, "Lead Like a Saint."

Administration

Parochial Administrator: Father Danile Malingumu

Principal: Mrs. Leanna Landry, Ed.S.

Assistant Principals: Mrs. Meghan Riennerth & Mrs. Kimberly Mestnik, M. Ed.

School Information

Main School Office: 757-497-1811

Fax Number: 757-497-7005

E-Mail: office@sggsvb.org

Website: www.sggsvb.org

Important Phone Numbers

Beyond the Bell 757-692-0901

Church Office 757-497-8330

School Schedule/Hours

Junior Kindergarten Half Day	7:50 a.m. - 11:30 a.m.
Junior Kindergarten Full Day	7:50 a.m. - 2:25 p.m.
Kindergarten	7:50 a.m. - 2:35 p.m.
Grades 1-8	7:50 a.m. - 2:45 p.m.

Doors open at 7:30 a.m. for students to enter the building. The school will not be responsible for any students left unsupervised on the premises before 7:30 a.m. or after 3:00 p.m. unless they are involved in an extracurricular activity, under adult supervision.

Before the Bell before-school care program

Junior Kindergarten-8	6:30 a.m. - 7:25 a.m.
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Beyond the Bell after-school care program

Junior Kindergarten Full Day	2:25 p.m. - 6:00 p.m.
Kindergarten	2:35 p.m. - 6:00 p.m.
Grades 1-8	2:45 p.m. - 6:00 p.m.

**Beyond the Bell is closed on Adjusted Dismissal Days.*

Notice of Non-Discriminatory Policy

"The non-public schools of the Diocese of Richmond admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national, and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and all other school-administered programs."

Parent/Guardian Conduct Clause

Parents, guardians, and family members of SGGS students are asked and expected to abide by all guidelines, policies, and procedures as described in the handbook. They are further expected to conduct themselves with language (tone/word choice) and behavior according to the highest standards of decorum, respect, love, and charity. Incidents or episodes which do not reflect these standards are subject to review by school administration, pastor, and diocese. Students may be unenrolled by the school due to unbecoming, uncompliant, and disrespectful parent or family member behavior in-person and/or on social media.

Right to Amend

The policies and procedures contained in this handbook represent the best judgment of the school staff at the time of publication. Circumstances can change over the period of the school year. Therefore, the Principal in consultation with the Pastor, has the right to add, delete, or make amendments to this handbook as needed to ensure the safe and effective operation of the school; the Administration reserves the right to make new policies when necessary. Changes to the handbook will be publicized and electronically distributed. Any situation not included in the handbook will be addressed at the discretion of the Principal.

Handbook Acknowledgement

Homeroom teachers will share a Google Form with each parent to acknowledge that you have read and agree to abide by the handbook. The form must be completed by both the parent(s) and the student(s) by the Friday of the first week of school.

Attendance

Absences

Proper attendance until a child's eighteenth birthday is mandatory under the Code of Virginia 22.1. 254. School administration will retain full authority to determine, for each student, the number of days that count toward the 180 days minimum requirement and his/her grade placement according to 22.1-98 of the Code of Virginia. In order that a student receives full credit for a year's work, regular attendance is necessary. It is the parent's/guardian's and the student's responsibility to assure that the student attends class every day. It is mandatory to notify the school that your child will be absent by 8:00 a.m. either by email to the homeroom teacher and main office, the online absence reporting tab located on the school's website, or the SGGS app. If a student is absent from class for three (3) or more consecutive days (excluding the weekend), a doctor's note (cleared to return to school) is required for the student to be readmitted to school. Students will not be excused from participation in any class including physical education or dismissed early without a parent's note indicating the reason for the non-participation or absence. Students who are absent from school are precluded from participating in extracurricular activities both after school and in the evening.

Excessive unexcused absences may result in non-promotion and/or non-graduation. For the safety and protection of your child, this policy must be followed. An absence resulting from an illness will only be excused when a signed parent's note is received within two days of the student's return to school. Absences associated with a prolonged illness (in excess of two days) require a doctor note upon the student's return to school in order to be excused. Absences related to a death in the family and other extenuating circumstances may only be excused by school administration; all other absences or failure to provide a signed note after three days of a student's return will be recorded as unexcused. Make up work will be given to parents/guardians after an absence extends more than 3 consecutive days. If the absence is less than 3 days, the student will receive the work missed when they return to school. A student must submit missed work based on the number of missed days, corresponding to the number of excused days absent.

If a student must have an extended absence due to physical or mental health (over 2 weeks), the student will be disenrolled for that duration. At the end of this period, the parent should contact Administration for the potential to re-enroll.

Vacation Trips

Parents/guardians are asked to plan family vacations during scheduled school breaks. Parents/guardians are also asked not to extend the school's scheduled breaks by leaving early or returning late. If parents/guardians choose to schedule a trip outside of scheduled breaks, the children are responsible for any missed work. Students will be informed of assignments when they return to school and assignments may be made up at that time. No work will be sent home ahead of time to complete during vacation. Due to the additional pressures placed on children, these vacations are *highly discouraged*. If a student is absent from school due to a vacation and/or trip, this would be considered an unexcused absence. A student must submit missed work based on the number of missed days, corresponding to the number of days absent, but not to exceed 5 days.

Tardiness

Students are expected to be in school on time. Students arriving after 7:50 a.m. are considered tardy and MUST be checked-in at the main office by a parent. Students are NOT permitted to check themselves in.

- **Junior Kindergarten and Kindergarten:** Tardy students will enter school at the Guardian Angel Hall front office and be sent to class with an admittance slip from the office.
- **Grades 1-8:** Tardy students will enter the building in the main office and be sent to class with an admittance slip from the office.
- **All School Mass Tardies:** Tardy students (arrival between 8:15am-9:00am) MUST be walked into the CHURCH FOYER by a parent and signed in with a designated school staff member. They will then join the school community for mass.

Early Dismissals

Students will not be released from school during the school day without the written request of a parent/guardian or approved contacts listed in FACTS. Parents/guardians should try to avoid scheduling dental or medical appointments for children during school hours whenever possible. A student will be considered absent for any class missed due to early dismissal (e.g., a dentist appointment). If a student is to leave the building other than at normal dismissal times, the parent, guardian or responsible adult (indicated in writing by the parent or guardian) must sign for him/her out of school at the main offices. Picture identification is required and presented by everyone whenever a student is picked up early and/or signed out of school; this includes parents/guardians or responsible adults noted by the parent.

Attendance Indications on FACTS SIS

- A: Absent
- P: Present
- ED: Early Dismissal
- ED130 Early Dismissals after 1:30 p.m.
- T: Tardy

Consequences for tardies/absences/early dismissals whether excused or unexcused:

- **Fifteen (15) tardies or absences:** Each time a student reaches 15 tardies or absences, the parent will be issued a notice to schedule a conference with Administration.
- **For 7th/8th graders:** SGGS cautions parents and students that tardy, absence, and early dismissal data are regularly requested on high school applications for admission. Excessive tardies/absences will jeopardize the student earning credit for high school credit-bearing courses. Middle school students attend classes on a block schedule. Therefore, one absence in a double block class equals two class periods missed. When a student reaches ten (10) class periods missed in a given subject, the parent will receive a letter cautioning that additional absences may result in a loss of high school credit. Students with more than 18 class period absences may lose credit for the high school course, per VDOE guidelines.

Acceptable Use Policy Computer/Technology Use

Technology and Internet Acceptable Use Policy

All parents and students are expected to agree to the terms of the [SGGS Technology and Internet Acceptable Use Policy](#) as part of their enrollment agreement. Technology use is meant for educational purposes. Access to network services is provided for students to conduct research and other educational goals. Students are expected to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility and any misuse according to the policies outlined may result in suspension of privileges. Students in grades 6-8 are permitted to take the device home each evening and weekend during the school year.

Advancement Office and Fundraising Information

The Advancement Office organizes programs and events to benefit the school. This is especially important in our mission to keep tuition rates and costs down for families who choose Catholic education for their children. The actual expense of operating SGGS exceeds our tuition charges, therefore the Advancement Office is critical in closing the gap. Your participation in these programs are critical to support the mission of the advancement office.

Fundraising opportunities throughout the school year are an important obligation for each family. Tuition alone does not cover all educational program expenses therefore participation in one or multiple fund-raising events held throughout the school is expected from each family. Information related to each fundraising event will be provided as it becomes available.

Before/Beyond the Bell

SGGS offers parents a before and after childcare program entitled Before/Beyond the Bell. The program is offered to parents at an additional fee billed monthly or on an as-needed (drop-in) basis. Students are

provided with homework assistance, a nutritious snack, and supervised recess. The hours of Before the Bell (before school program) are Monday through Friday, 6:30 am- 7:25am and Beyond the Bell (after-school program) 2:45 p.m. – 6:00pm. Beyond the Bell will not occur on Adjusted Dismissal Days. Beyond the Bell pickup is at the Guardian Angel Hall door. Please drive all the way to the top of the half circle to leave room for other cars to park and drive around.

Any student that is not picked up from school by 3:00 p.m. will be taken to the Beyond the Bell program until a parent or guardian arrives. Parents/Guardians of these students will be billed as drop-ins. Information concerning the fees and application for the Beyond the Bell program is available in the main office.

No student may remain on the SGGs campus unaccompanied by an adult. Students participating in various after school activities must remain with the teacher or moderator until that activity is completed and the parent/guardian picks them up. For after school activities that do not start by 3:00 p.m., students must be picked up by a parent/guardian or immediately report to Beyond The Bell. If a parent cannot pick up their child after the activity is over, and it is before 6:00 p.m., students must report to Beyond the Bell. No student can be signed out to anyone without proper identification.

Birthday Parties/ Student Personal Invitations

Birthdays are announced each day during morning announcements following morning prayers; parties will not be held in class. The school office will not accept delivery of balloons, flowers, etc. – no exceptions. Edible birthday treats are not to be brought in to share with classmates; however, birthdays may be celebrated in the class with other items distributed such as stickers, pencils, etc. Party invitations (for any celebration/event) may be sent to school and distributed to student's classmates only if every child is invited or a parent may choose to invite only girls or only boys in their child's class.

Business/Finance Office Information

Tuition and Financial Aid Information

Re-enrollment Fee: The Re-enrollment Fee is a non-refundable fee that must accompany each student's enrollment (yearly.) Re-enrollment fees are \$65.00 per child prior to the early enrollment deadline and \$100 per child after the early enrollment deadline.

Tuition Payments

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

1. Pay the entire year's tuition upfront before July 31st by check directly to the school or through the FACTS Management Company Online Payment site.
OR
2. Pay in installments by entering into contract with FACTS Management Company Online Payment site. The first payment is due July 1st of any given year (semi-annual, quarterly, and 10 month payment options available).

Financial Aid: Tuition Assistance Application Process (Deadline MARCH 1st)

- Tuition Assistance application is available to families.
- Assistance is available to families who have children registered in kindergarten through grade eight.
- Applicants will be asked to submit necessary financial information and support documents to FACTS Grant and Aid for evaluation.
- All applications are to be completed online with FACTS Grant and Aid website.
- All applications must be completed by March 1st in order to be eligible for Diocesan Assistance. That means all required/requested documents, especially Forms 1040 and W2, have been received by FACTS Grant and Aid Management before March 1st.
- Self-employed families who have not previously applied are eligible to submit their documentation by June 1st, for a second round of funding.

- Saint Gregory the Great Catholic School does not discriminate on the basis of race, color, national origin, or gender in awarding financial aid. The award is based on available funds, the financial need of the family, and the number of applicants requesting financial aid.
- Families are urged to submit a completed FACTS application by the deadline of March 1st. Typically, 80% of all financial aid is awarded in Round 1. Awards are typically announced for Round 1 by May 31st.
- Round 2 deadline is June 1st, and awards are typically announced prior to the start of school in August.
- The school makes every attempt to have a 3rd round of financial aid in which the application deadline is August 1st, and awards are typically announced by mid-September.
- To be eligible for tuition assistance consideration, the child's enrollment contract must be completed, and a FACTS agreement must be set up with scheduled payments. The SGGS application and enrollment fees are non-refundable.
- If you have questions, please contact the Business Office at 757- 497-1811 or email financialaid@sggsvb.org.

Confidentiality of Financial Statement/Need

All information received is strictly confidential and is reviewed only by the Financial Aid Committee. Applications are reviewed based upon family need, amount of financial aid available, and number of families submitting requests for assistance.

Referral for Collection i.e. PAYMENT IN ARREARS

According to the tuition contract, paragraph D, any account referred to an attorney for collection is subject to the additional sum the greater of:

1. 33 1/3% of the outstanding balance owed for collection and attorney's fees OR
2. The actual amount of attorney's fee, costs, and expenses incurred.

If the parent/guardian without the consent of the school withdraws a student, any payment due under this agreement shall become immediately due and payable, without notice. Please see additional information in Transfers and Withdrawals.

Cafeteria

Junior Kindergarten students eat their lunches in their classrooms. Students in kindergarten- 8th grade eat their lunches in shifts by grade level within the cafeteria/dining facility.

Cafeteria behavior expectations should rely upon and reflect proper etiquette to include Christian values.

- The sharing of food items between students is not permitted as this presents health concerns for any student who may have an allergy to certain food items. Students with known food allergies will be assigned designated seating consistent with providing an area that supports his or her needs for an allergy safe seating location. Cafeteria staff will monitor to the extent possible students and in preventing the sharing of food items.
- No food or drinks are to be taken outside the cafeteria unless directed by faculty/ staff.
- Healthy foods and drinks are encouraged; soda and energy drinks are prohibited. School personnel delivery of commercial fast-food lunches to students is not permitted. Students are welcome to bring their own lunch from home if they do not order lunch at school.
- Parents may not drop in to eat with their children. Due to limited time and space in serving lunch to our students, this is not convenient.

Lunch Orders

Students may bring a lunch from home or purchase a hot lunch at school each day. The hot lunch count is taken in the homeroom each morning for grades JK-8. SGGS uses FACTS SIS to pay for school lunches online. Parents login to the Parents Web/FACTS SIS portal and choose Financial. There is a prepay account there designated for lunch money. The cost of a hot lunch is **\$6.25** and a la carte items are available for purchase. The lunch menu is posted in the Saints Weekly, in the FACTS SIS Parent Portal,

and the MySGGS app. All meals are prepared on site by our school cafeteria staff.

Lactose Intolerance

Children with lactose intolerance are required to provide a doctor's note to the clinic if they would like to substitute a juice for milk at lunch at no additional charge.

Calendar

A yearly calendar is distributed at the beginning of the school year. A monthly calendar that identifies daily school events is available on the FACTS Family Portal, *Saints Weekly*, and the MySGGS app. Changes made to the school calendar will be communicated to parents/guardians in a timely manner.

Car Line Procedures (Morning Drop-Off and Afternoon Pick-up)

School Hours

SGGS opens at 7:30 a.m. and closes at 3:00 p.m. The school main entrance will not open until 7:30 a.m. Students arriving before 7:25 a.m. must report to the Before the Bell entrance. Students staying after 3:00 p.m. must report to Beyond the Bell.

Students should not be unsupervised on campus before 7:30 a.m or after 3:00 p.m. The school assumes no responsibility for students before or after school hours.

Dismissal on regular school days are:

- Junior Kindergarten- 2:25pm
- Kindergarten- 2:35 pm
- Grades 1-8- 2:45 p.m.

Any child not picked up by 3:00 p.m. will be escorted to Beyond the Bell by a faculty/staff member. There is no Beyond the Bell on adjusted dismissal days.

General Procedure

Saint Gregory the Great Catholic School is situated on a campus that consists of multiple parking and access roadway areas. Parents provide the primary transportation for their child(ren) and as vehicle operators are subject to vehicle regulations including observation of posted speed limits, parking, and school safety as outlined by the Commonwealth of Virginia. The speed limit within the SGGS campus areas including access roadways and parking areas is 10 mph. Appropriate signage/traffic cones are established identifying the areas within the school zone.

Fire Lane/No Parking Restricted Areas are marked with a solid yellow line along the designated curbs and must be kept clear at all times.

Handicapped spaces are reserved for people who possess the appropriate handicapped placard.

To ensure safety and awareness, drivers should refrain from cell phone use while driving on campus.

The main school parking lot (located in front of the school main entrance) will be closed for general parking during morning drop-off due to student/parent pedestrians. No student may be dropped off before 7:25 a.m. unless going to Before the Bell and must be walked by a parent/guardian to the door.

All drivers will pull as far forward in the designated line to maximize the number of students exiting the cars at one time. Please do not allow your children to unload until you have pulled up as far as possible and it is at least 7:30 a.m.. Please follow signs and directions from staff, and never pull out of the line once your child has unloaded. Stay in the line at all times.

Cars are not permitted to enter the coned-off/signage areas of the main school parking lot in the morning

before the 7:50 a.m. school bell so the students may safely walk to the main doors.

Designated Student Unloading and Loading Zones and Access Entry Ways

SGGS utilizes several areas to facilitate the safe unloading and loading of students. Videos of appropriate drop-off and pick-up procedures are available on the [SGGS Website](#).

Drop Off

All students must enter the school building through either the 3rd grade doors, main office doors, or 5th grade doors. Parents may park in either the gym or church parking lots and walk their students to the front of the main building only. Cars will cycle through the main lot in increments, no car will be able to leave the lot until all students in that set have exited their vehicle and are safely on the sidewalk. A staff member will then release that set of cars and cycle in the next. If you are in a time constraint, it is highly recommended to park and escort the child in. Children are not permitted to walk alone into the building or anywhere on campus.

Parents must remain with their children until SGGS faculty/staff are outside in the morning. Parents must remain in their cars during drop off and students should be able to unbuckle and open the passenger side door only to get out of the car. If they cannot, parents must park and walk their students to the entrance and remain with them until they are with SGGS staff.

Late Arrivals/ Tardies

- **First-8th grade** students who arrive after 7:50 a.m. MUST be dropped off and walked-in by a parent/guardian through the Main Office to receive a tardy notification.
- **Junior kindergarten and kindergarten** students who arrive after 7:50am MUST be dropped off and walked-in by a parent/guardian through the Guardian Angel Hall.
- **All School Mass Tardies:** Tardy students (arrival between 8:15am-9:00am) MUST be walked into the CHURCH FOYER by a parent and signed in with a designated school staff member. They will then join the school community for mass.

Dismissal

Students will not be released for early dismissal after 2:15pm. This disrupts the parents parking for regular dismissal.

Junior Kindergarten and Kindergarten will **only** be dismissed to the 5th grade doors in the main parking lot. No parents will be permitted to walk to the Guardian Angel Hall doors or Vianney Hall to pick up their child.

Students in 1st-8th grade ONLY will be allowed to dismiss to the church lot. If you have a student in Guardian Angel Hall and a 1st-8th grader you may still utilize the church lot for dismissal, however, you MUST walk to the 5th grade doors to pick up your JK or K student and then walk back to the church lot.

On most days, dismissal takes about ten minutes. Everyone's cooperation and courtesy are required to help ensure a smooth dismissal. Safety of our students, parents, and faculty is our priority.

Care of Books and School Property

Any school-issued books, including library books, are to be well cared for. Students are required to cover textbooks. Students may NOT write in any textbooks. Negligence will result in a fine, which will be used for the replacement of damaged books. Students who lose their books will be charged for the lost text.

Students writing on walls or damaging property will be required to do clean-up work and pay for repairs.

All school property, including computers, software and other technology are to be used for the benefit of

all students. Damage to any school property through improper use or vandalism will be subject to a fine for damage or replacement. Students are only permitted to access their own saved work on computers - accessing, copying, tampering with, or destroying another student's saved work is subject to disciplinary action. Final report cards will not be issued to any student who has not returned or paid for lost or damaged books/property.

Cellular Telephones and Other Smart/Electronic Devices

While communication with our children is critical, smart devices of any kind can often cause disruptions in learning. If a smart device, such as a phone or watch, is brought to the school, it must be left with the student's teacher (last class for middle school). Students who attend Beyond the Bell must leave smart devices with the Beyond the Bell staff. If a student participates in extracurricular activities, including athletics, smart devices are to remain in the backpack. If a parent needs to communicate with their child, they should call the office or email the main office. If a child needs to call home, they may seek permission to use a phone in any of the offices. Students may not communicate via email or cell phones to anyone outside the school during instructional time. Headphones are only allowed for instructional purposes, with the teacher's permission.

Any device that is seen, used, or heard during the school day, including Beyond the Bell, will receive an immediate detention for the first two offenses and then out of school suspension for the third or more offenses. Parents will be required to pick up the cell phone from the main office.

Saint Gregory the Great Catholic School assumes no responsibility in any circumstance for loss, destruction, damage, and/or theft to any electronic device.

Telephone Use (School Main Office)

Students are not permitted to use the school phone for forgotten books, homework, and/or gym/sport clothes. Students are responsible for coming to school with all items needed for the day. If a student forgets a lunch, it can be dropped off at the main office and it will be delivered to the student. Delivery of commercial fast-food lunches is not permitted.

Commencement

Participating in commencement is an honored tradition and a privilege. Eighth grade students must have successfully completed the prescribed course of study. Students must maintain a suitable discipline record to be eligible to participate in commencement ceremonies. All financial obligations must be met in order to participate as well. The administration and the eighth-grade teachers determine procedures for commencement ceremonies and celebrations.

Communications

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress.

SGGS utilizes several forms of communication as listed below:

- Student-Parent Handbook: updated at least annually and released at the beginning of the school year.
- FACTS SIS Parent Portal and MySGGS App: electronic formats that serve as a repository of online information for the SGGS community and updated frequently which also includes the school calendar.
- *Saints Weekly*: electronic mail distribution of upcoming weekly events typically released each Friday afternoon preceding the upcoming week.
 - Grade Level Newsletter - Weekly grade level newsletters link in the *Saints Weekly*

Parent-Teacher Communication

Parents/guardians are encouraged to contact the teacher with any questions or concerns. Please allow the teacher sufficient time to respond. If parents are not satisfied with the resolution, they may then contact administration. If the issue remains unresolved, the next step would be to contact the pastor. Parents are encouraged to follow the chain of command.

Parent-Teacher-Student Conferences

Formal Parent-Teacher-Student Conferences are scheduled in the fall and spring (as needed) each year. Student attendance with parents for conferences is expected for grades 1-8. Conference days for students will be counted as school days. Dates for conferences will be published in the yearly and monthly calendars that are sent home. Requests for additional conferences must be made in writing to the teacher so that a convenient time during the school day may be arranged. If appointments cannot be kept, please notify the office or teacher at least 24 hours ahead of the scheduled conference.

Curriculum and Instruction

Curriculum

SGGS follows the Diocese of Richmond Consensus Curriculum for every subject area. It is our desire to provide our students with the religious, academic, and social skills that will carry them through life. The primary reason for our existence is the spiritual and religious development of our young people.

Instruction

The instructional expectations provided in support of the consensus curriculum is designed to be challenging and is intended to help promote self-worth through accomplishment. It requires cooperation among teachers, parents/guardians, and students to reach its full potential for individual students. Academic expectations at SGGS are rigorous and intended to prepare students as life-long learners through high school into college/university study. All students will be scheduled for academic classes each year in core content areas such as Theology, Language Arts, Mathematics, Science, and Social Studies. Students will also be enrolled in classes such as World Language (Spanish), Library, Technology, Physical Education, Music and Band, and Art. St. Gregory the Great also offers Title I Resource for Reading and Math as well as a Gifted and Talented Education (GATE) Program for students who meet the eligibility requirements, as well as a Learner Support Program for students with certain *mild* accommodations. Kindergarten is for children five years old on or before September 30th and Junior Kindergarten students must have good bathroom habits and be able to take care of his/her own lavatory/toileting needs.

Middle School Course Offerings

Students in middle school will have seven core courses. These courses meet for 225 minutes per week, typically in a block format class (90 minutes): English Composition; Literature and Vocabulary; Math; Science; Social Studies; Spanish; Theology.

The diocesan math sequence is listed below for your reference. Your child's math placement is determined by the progression, NWEA/MAP testing, prior grades in math courses, and teacher recommendation. Additionally, 5th graders will take a placement test for 6th grade math, and, Math 6/7 and Math 7 will take an Algebra readiness placement test. Final placement subject to administration approval.

	6th Grade	7th Grade	8th Grade
Grade Level	Math 6	Math 7	Pre-Algebra
Accelerated	Math 6/7	Pre-Algebra	Algebra HS
Two-Year Accelerated	Pre-Algebra	Algebra HS	Geometry HS

The Diocesan Social Studies and Science Progression are also listed below for your reference.

	6th Grade	7th Grade	8th Grade
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Social Studies	United States History, Part II (from 1861)	Civics & Economics	World History HS or Geography
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	6th Grade	7th Grade	8th Grade
Science	Life Science	Physical Science	Earth Science HS

In addition to the core subjects:

In Sixth Grade, students will be enrolled in the following courses: Art 6; General Music OR Band; Physical Education/Health; and Technology/Keyboarding. These courses will meet once a week for 45 minutes and last the entire school year.

In Seventh and Eighth grade, students are enrolled in Physical Education/Health and three electives of their choosing. Each course will meet once a week for 45 minutes and last the entire school year. Students and parents choose electives and alternates in the FACTS SIS Family portal.

If a student requests to drop a course during the drop/add period (first 5 days of school), written notice must be submitted to the principal and the registrar, and the request will be considered. A student may not drop a course and add a new course after the first five days of a class.

Discipline and Code of Conduct

Every student is expected to conduct themselves in a manner that reflects our Catholic values. Students are expected to follow all school-wide expectations, classroom rules, and the directions of faculty and staff at all times.

Students are expected to “Lead like a SAINT.”

Serve Christ & others

Aspire to be your best academically, physically, emotionally, and spiritually

Integrity: be truthful, be responsible, be respectful

Nurture your gifts, never give up

Trust in God & treat everyone with kindness

The discipline code applies to students and also to parents/guardians both in school and at school-sponsored events.

Teachers are responsible for establishing and enforcing classroom expectations that promote a safe, respectful, and productive learning environment. When a student's behavior does not meet these expectations, appropriate disciplinary measures will be assigned by the classroom teacher and communicated with the parents via a Behavioral Notice in FACTS. All faculty and staff members are permitted to write and issue Behavioral Notices. Repeated, serious, or significant violations of school expectations may be referred to the school administration for additional disciplinary action.

Disciplinary decisions are intended to be educational and restorative whenever appropriate, while also ensuring the safety, dignity, and well-being of all members of the school community. The school reserves the right to determine appropriate consequences based on the nature, severity, and frequency of the behavior, as well as the individual circumstances of each situation.

Substance abuse and/or weapons will be dealt with as follows. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess, or distribute alcohol, and/or possess a weapon on school property are subject to appropriate disciplinary action (including but not limited to expulsion) as determined by the Principal according to school policies. The use, sale, or possession of drugs or alcohol on or near school property is unlawful under Virginia State Law, and the Principal must contact

the appropriate law enforcement agency.

Any illegal activity occurring on school or Church grounds will be reported to the appropriate authorities. Every effort will first be made to comply with the demands of these authorities. Saint Gregory the Great Catholic School will also take appropriate and necessary disciplinary steps. Under no conditions will the level of discipline of a particular student be made known to another student, parent, or anyone, without a need to know.

Honor Code

As a student of Saint Gregory the Great Catholic School, each student pledges:

“To be honorable in all of my work. Cheating is harmful to all involved. Cheating includes giving and/or receiving any answers on a quiz, test, homework, or other designated assignments. And, to refrain from willfully taking any property of another. Stealing is a direct violation of what we stand for at SGGS.”

Cheating

Cheating or copying the work of another (plagiarism) is a serious offense. A “0” (Zero) will be given for any work in which a student has cheated, copied, or given their work to be copied. Students are expected to do their own work in their own handwriting unless instructed to work cooperatively by their teacher. Any work not done by the student will NOT be accepted. Artificial Intelligence programs and applications (Chat GPT, Grammarly, etc.) may not be used to represent student work and are also considered as cheating. Parents/guardians will be notified of the cheating infraction and any appropriate disciplinary action issued at the discretion of the school administration.

Out of School Suspension

Out of School Suspension (OSS) may be imposed by the administration for up to and including five school days. Suspension of a student for more than five school days will be done in consultation with the pastor and/or superintendent’s office. If a student is issued OSS on the day that they have a school sponsored extracurricular activity (e.g., field trip) or athletic practice or game, the student will not be allowed to participate.

School administration in conferencing with parents/guardians may deem it necessary that a student seek additional support through formal counseling for severe infractions, as necessary.

Saint Gregory the Great Catholic School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school’s rules and regulations as stated in the Student-Parent Handbook.

Expulsion/Permanent Dismissal

Expulsion, the permanent termination of a student's enrollment, is a most serious matter, and should be invoked only as a last resort. A student may be removed from class and expelled if he or she is involved in a serious offense or has established a pattern of unacceptable behavior.

If expulsion is determined by the Principal to be necessary, and after consultation with the Pastor and Diocesan School’s Superintendent, parents/guardians will be notified for an in-person Parent-Administrator conference to take place. The Principal shall notify the parents/guardians of the reasons in writing and shall file a copy of this notification with the Superintendent. In judging the justification for expulsion, the Principal will consider the extent of the school's previous efforts to remedy the problem and will look for, but is not limited to, such reasons as:

- Possession of a weapon
- Possession/Selling drugs
- Chronic refusal to obey reasonable rules
- Inability to profit from instruction
- Chronic, willful absence or tardiness
- Immoral conduct

- Bullying, including cyberbullying
- Repeated behavior disruptive of another pupil's schooling

The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community, or Catholic teachings. Students who are dismissed may apply for readmission after one full year. Only school administration will determine whether re-admittance is appropriate.

Smoking/Vaping

Smoking and/or vaping in a school building and on school property as it applies to school operation is prohibited at all times within the school building, in its parking lot, playing fields, and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e-cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems, or any similar systems.

Harassment and/or Bullying

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidations, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical behavior, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. The school prohibits bullying and harassment, including sexual harassment, and such instances should be reported immediately to school authority. School administration reserves the right to determine the appropriateness of any disciplinary action taken.

Conduct by students or by parents/guardians, or by anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to, the immediate dismissal of the student or parent(s), as well as reporting the incident to the appropriate legal authorities where appropriate. This policy applies to all extracurricular and athletic activities as well.

Dress Code

We take pride in the appearance of our students. Proper dress reflects and affects the quality of school conduct and schoolwork. The purpose of the school uniform is to minimize distractions and to direct the students' focus towards the importance of their education. It is the expectation students will be in proper uniform each day to maximize learning outcomes. All children attending Mass on Friday or for other religious celebrations **MUST** be in dress uniform on that day. **All students** must have the sweater/cardigan (JK - 5/ optional during warm days) or vest (6-8) to wear to Mass, school pictures, and other school events that require the dress uniform. Teachers will review proper dress code the first week of school to assist students in their understanding of uniform policy.

Uniforms can be purchased at [Flynn & O'Hara Company](#) or through our used uniform closet for \$1. Please contact the school main office for more information. The SGGS Spirit Store is available in the SGGS app for approved uniform polos, shirts, pullovers, and zip ups for purchase. Other items with the school logo will also be available for purchase for personal use, dress down days and Wednesday Spirit Days.

No Uniform (Dress Down) Days

On no uniform days (Dress Down Days), students are expected to be dressed neatly and appropriately. Consistent with uniform policy, skirts/skorts/shorts must be no more than 2" above the knee. Shirts must have sleeves and may not have any inappropriate logos, pictures, or symbols. Blouses must cover the mid-section of the torso; no tank tops, tops showing/revealing bustline, spaghetti straps, bare midriff, or bare shoulder tops may be worn. Pants must be appropriately fitting and worn at the waist at all times; short skirts, torn jeans, short shorts, tank tops, and shirts with unacceptable pictures or vulgar writing are

not acceptable. Leggings are not acceptable. For safety reasons socks and appropriate footwear (no Crocs, flip flops, jelly shoes, platform, or sandals) must be worn. Parents will be notified to bring a change of clothes if a student comes to school dressed inappropriately or provided clothing from the Uniform Closet.. These guidelines also apply to after school-sponsored functions, such as middle school dances.

Wednesday Spirit Days

On Wednesdays our school will have spirit-wear dress down days. Students must wear their “uniform bottom of the day.” However, students will be permitted to wear any SGGS Spirit-wear. Spirit-wear includes Super Saints Raffle t-shirts; House shirts; SGGS logoed hoodies or zip up hoodies; SGGS t-shirts, polos, pullovers, fleeces; and other spirit wear purchased through the school. All other uniform guidelines will still apply. ***8th grade students ONLY may wear Catholic High School spirit apparel.***

The uniform will be strictly enforced. Violations will be noted in FACTS SIS and communicated to parents.

All Grades: Regular Uniform	
Girls	Boys
Khaki pants or skorts	Khaki pants or shorts with a black or brown belt (JK/K do not wear a belt)
Girls & Boys	
- Dark Green Polo (tucked in), short or long sleeved - SGGS dark green sweatshirt/hoodie with name or logoed fleece - Ankle or Crew Length Socks in all black or all white - Rubber-soled shoes or sneakers, or black or brown dress shoes	

1st - 8th : PE Uniform (optional for JK/K)
Girls & Boys
- Gray SGGS Cotton T-shirt - SGGS Dark Green Mesh Shorts - SGGS dark green sweatshirt/hoodie with name or logoed fleece - SGGS dark green sweatpants - Ankle or Crew Length Socks in all black or all white - Athletic Shoes (sneakers)

JK - 5th: Mass Uniform	
Girls	Boys
- White, short or long sleeved Peter Pan collared shirt - Plaid jumper - SGGS school colors only for hair accessories - Dark green knee-high socks or tights	- White, short or long sleeved collared oxford shirt - Khaki pants with a black or brown belt (JK/K do not wear a belt) - Plaid tie - clip on or regular - Tan or black dress socks

Girls & Boys
- Green sweater with school shield - Black or brown dress shoes - leather or leather like (JK/K may wear athletic shoes) - Students may wear the SGGs fleece over their cardigan or sweater for outdoor wear - no hoodies or sweatshirts on mass days.

6th - 8th: Mass Uniform	
Girls	Boys
- White, short or long sleeved oxford collared shirt - Plaid skirt (middle school plaid) - Gray cross tie (no longer allowed to wear striped necktie) - Dark green knee-high socks or tights	- White, short or long sleeved collared oxford shirt - Khaki pants with a black or brown belt - Striped necktie - Tan or black dress socks
Girls & Boys	
- Green sweater vest with school shield - Black or brown dress shoes - leather or leather like - Students may wear the SGGs fleece over their cardigan or sweater for outdoor wear - no hoodies or sweatshirts on mass days.	

Uniform Notes
- All uniforms must be sized to fit and be worn properly (shirts tucked in, buttons closed, etc.) <u>The length of skirts must be no higher than 2" from the knee.</u> - No tights or leggings with shorts. - Shoes/sneakers may not have wheels or lights. - No skirts, skorts, or shorts are to be rolled at the waist (this includes PE and athletic uniforms). - Outerwear without the SGGs logo (other than a winter coat to and from school or recess) is not permitted - No boots or ankle boots allowed. - Skinny-style or cargo style pants are not permitted.

Hair and Grooming Notes	
Girls	Boys
Modest, post-type earrings (no hoops) and only <u>one</u> earring per ear. Religious medals or crucifixes on a small chain, one ring and one bracelet are permitted. No other jewelry is allowed.	Religious medals or crucifixes on a small chain, one ring and one bracelet are permitted. No other jewelry is allowed.
Conservative hairstyles - no dyed, colored, or dipped hair; no "fairy hair" or tinsel	Conservative hairstyles - must not touch the collar or be below the eyebrows in the front, no mohawks or dyed hair
Headbands with attached accessories or fake	Boys who shave must be clearly shaven at all

hair is not permitted. Conservative hair accessories in school colors only are permitted	times
Girls & Boys	
• Nails must be trimmed, clear nail polish only, and no acrylic or gel nails - natural nails only. • Makeup is prohibited	

Extracurricular Activities

Students who are interested in participating in these activities are encouraged to do so. Most extracurricular activities meet after school and vary depending upon interest and availability of a volunteer sponsor.

Please refer to the [Athletic Handbook](#) for more information regarding eligibility requirements.

National Junior Honor Society and Student Council Association

Students interested in either of these organizations are subject to eligibility requirements associated with each organization. Application eligibility to these extracurricular activities does not automatically guarantee selection. Criteria for application is published in separate documentation and shared with interested/eligible students at appropriate times during the school year.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. Grades are permitted to take up to two field work trips during the year. This varies with the location and the cost of the trip. Administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct (including athletics/extra curricular activities) or effort in the classroom.

Parent chaperones are often needed on field trips and the teacher may determine participation when needed. Siblings are not permitted to attend field work trips when parents are chaperoning. Any chaperone must complete the Diocesan VIRTUS program.

A written, official permission slip, signed by a parent/guardian, is required before a child will be permitted to attend a field trip. Verbal permission cannot be accepted.

Grades

Grades

Grades are available at any time through FACTS SIS. Parents are encouraged to view their child's academic progress on a regular basis.

Take Home Friday Folders (Grades JK-5)

All student work samples and/or paper correspondence will be consolidated into a Weekly Take Home Friday Envelope. Any correspondence requiring your review and/or signature will be enclosed. All Take Home Friday items needing to be returned should be done so Monday morning.

Report Cards

Report cards will be distributed electronically at the end of each quarter. See yearly and monthly calendars for published dates. Final report cards are not distributed to students with any outstanding balance on tuition accounts.

Diocesan Grading Scale

6 th , 7 th , and 8 th Grades Grading Scale – All Courses		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		

Grades 6-8

The report card will include grades for each quarter and semester, with a final grade reported at the end of the year. Schools will record semester exam grades on the report card for high school credit courses. All high school credit courses will take a midterm and final exam. Midterms and finals will each count 20% of the semester grade. (Example: Q1: 40%, Q2: 40%, E1: 20%= Semester 1 grade. The same for Semester 2. Then, Semester one and Semester two grades are averaged for the final grade).

3 rd , 4 th , and 5 th Grades Grading Scale - Resource Courses, Self-Discipline, & Work Habits	
3 = Meeting grade level standard; applies skills consistently and independently	
2 = Developing grade level standard; applies skills inconsistently with or without support	
1 = Below grade level standard; unable to apply skills with support	
^ = skill requires improvement	

3 rd , 4 th , and 5 th Grades Grading Scale - Major Courses		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		
^ = skill requires improvement		

Kindergarten, 1 st Grade, and 2 nd Grade Grading Scale - All Courses, Self-Discipline, & Work Habits	
3 = Meeting grade level standard; applies skills consistently and independently	
2 = Developing grade level standard; applies skills inconsistently with or without support	
1 = Below grade level standard; unable to apply skills with support	
^ = skill requires improvement	

Expunging High School Credit Courses

A form will be made available to parents of students taking high school credit courses. Anyone wishing to expunge High School credit classes must sign and return this form to the Registrar no later than June 15th

Grade Percentage

The following percentages are established for quarterly grades earned by a student in grades 3 through 8.

Tests/ Projects: 40%
Quizzes/Labs, etc.: 30%
Homework/Classwork: 30%

Homework

Homework is part of the total education of the student and is meant to advance the spirit of learning and reinforce concepts presented in class. In the primary years, it is essential that parents oversee home

studies and practice. As the student progresses beyond the primary level, the student should gradually assume greater personal responsibility. Ultimately, the student should assume total responsibility for his/her homework. The following are time guidelines for homework assignments:

Kindergarten- Second Grade	10-20 minutes
Third & Fourth Grade	30-40 minutes
Fifth Grade	45-60 minutes
Middle School	60-90 minutes per night • Even though students have a block schedule, they should study each night to space out their workload.

**Students in 7th and 8th grade taking high school credit courses may have additional homework assignments since that work is at a high school level.*

Honor Roll and Student Recognition

Students are recognized for their achievements in academic and citizenship through the following honors:

- **Principal's List** – This academic award is for students in Grades 6-8. Students must earn a 93 or above average in all subjects and demonstrate commendable effort and citizenship.
- **Honor Roll** – This academic merit award is for students in Grades 6-8. Students must earn an 83 or above in all subjects
- **Saint Gregory Award** – This award is given to students in Grades JK-8 who demonstrate the virtues of Gospel living through kindness, courtesy, respect, cooperation, truthfulness, and obedience.

Athletic Academic Policy

- **Elementary School:** While there isn't an official Academic Policy for elementary school students, we expect that all students maintain good academic standing and behavior throughout the year.
- **Middle School:** Academics remain the primary responsibility of all students at SGGS. Students in grades 6-8 must maintain a 70% or higher in all of their core classes (Math, Writing, Literature/Vocabulary, Spanish, Social Studies, Science, and Theology) to be eligible to participate in athletics. See the Athletic Handbook for more information on Academic Probation and Suspension policy and grade check dates.

Promotion and Retention

Retention and Promotion is at the discretion of the principal. If a student is performing unsuccessfully at his/her present grade level it may prove beneficial for him/her to repeat the grade. Retention provides students with the time to grow socially and intellectually, enabling them to succeed in following grades.

Parents/guardians of students having academic difficulty should arrange for a parent/teacher conference when necessary and at least at mid-year.

There are no social promotions at Saint Gregory the Great Catholic School. Students are promoted to the next grade level based on their academic achievement and teacher recommendation. If extenuating circumstances exist, such as a prolonged absence experienced by a student due to significant severe illness, then on a case-by-case basis a student may be considered for placement in the next grade level. A determination of promotion to or placement in the next grade level will be made by the Principal based upon a review of the student's academic standing and/or student's ability to handle the coursework for the grade level under consideration.

Promotion or Retention Procedure

Promotion and retention are based on an evaluation of academic, social, and emotional growth. Parents will be informed in writing of possible retention following the end of the second quarter and arrangements will be made for a conference.

Retention is usually considered as an alternative during the primary grades and can be very beneficial such as a *bonus* year for a learner. Retention in the primary grades (Junior K through 2) will be based on academic and developmental readiness. A child must be ready physically, socially, and emotionally, as well as academically, to be considered for promotion to the next grade.

Students in grades 3 – 8 who have a failing average in two major subjects on the final report will not be considered for promotion to the next grade. A failing average in one subject will require summer classes or tutoring in order to be promoted, with documentation presented to the administration before the beginning of the next school year.

No child may be retained in a grade for more than two years. Students who have significant academic challenges will be referred for testing. In the event testing is recommended or previous testing has been completed, results must be made available and kept with student records. When testing is recommended, it will be required that this be completed in a timely manner so that the student can best be served at SGGS. There will be no accommodations made for students unless testing results and a plan of action is on file in the school office.

Inclement Weather Procedures

School Closings – Inclement Weather

An email, FACTS/SIS, and/or text message/ push notification will be sent in the event of an emergency closing and an announcement will be made on SGGS social media as well as on TV Channels 3, 10, and 13. Closing of school includes the cancellation of all extra-curricular activities (including sports, practices, clubs, and other meetings) that have been scheduled for after school and evening hours.

Delayed Opening

If the school has a delayed opening, students are not permitted to be dropped off until the time announced in the delayed notification. If there is a delay, there will be no morning Junior Kindergarten or Before the Bell. We realize that late openings present problems for some parents/guardians; however, there will not be any school personnel on campus to supervise students arriving before the delayed opening time.

Early Dismissals

In the event of an early dismissal, typically due to inclement weather conditions, an email, FACTS/SIS, and/or text message will be sent to notify parents/guardians of the dismissal time. Depending on the circumstances, Beyond the Bell and after school activities when offered may also be suspended/closed as warranted.

Insurance

School accident insurance information will be made available to families if a student is injured on school property. If a student is injured, it should be reported to the nurse as soon as possible so that the insurance process may begin.

Legal/Custody Issues

Parents are asked to inform school personnel when legal custody of a student resides with one parent. To determine the custodial parent/guardian, it is important for the school to have a copy of the custody decree or court order adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file. This will help school personnel to make effective decisions when the need arises. Custodial parents/guardians are likewise asked to supply copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters unless the custodial parent grants permission, in writing. The school requires the custodial parent to sign an agreement form regarding parental participation issues.

Access to Student Records by Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information. Unless a court order of custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the student. School records of a student may be disclosed only upon written request of the parent/guardian with legal custody unless the school is mandated by a subpoena or court order.

Every change of address, phone number, or family name must be reported to the office personnel as soon as possible and updated in the *FACTS SIS* profile. Up-to-date records are needed in case of emergency.

Release of a Student to Non-Custodial Parent

A student will not be released to a parent/guardian that does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of students enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Lockers and Searches

Students in grades 5 – 8 are assigned lockers for use during the school year. The school is not responsible for the security of items left in the lockers. The school reserves the right to search the lockers at any time.

At any time and in order to maintain a safe school environment, it is the responsibility and right of administration to conduct a search of a student's desk, locker, or personal property (e.g. backpack) where a reasonable cause/expectation is present to do so. The parents/guardians of the student who is searched will be notified accordingly.

Lost and Found

Parents should properly mark all belongings with their child's first and last name. Lost and Found articles will be placed on a table in the cafeteria and in Beyond the Bell. A staff member sorts through the articles to make sure labeled items are returned to the student each month. At the end of each month, articles that have not been claimed will be sent to the Parish Thrift Shop or Used Uniform Closet.

Media Release

Students' pictures may be used as part of our public relations efforts on the school website and/or written publications. Occasionally SGGS submits articles and photos to *The Catholic Virginian*. By giving permission to the school to use photographs of your student, you are also giving permission for those pictures to be used on all Diocesan digital media sites and the Catholic Virginian. In addition, if photos are used in *The Catholic Virginian* your child's first and last name may be used. Media Permission is implied unless written notification is received from a parent and acknowledged by the school. Permission is granted through the Media Release Form in the online enrollment process.

Office Records

Parents/Guardians are required to update contact information and emergency contacts in their *FACTS SIS*

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

Parent/Teacher Guild (“PTG”)

The Parent/Teacher Guild (PTG) in collaboration with the administration, parish, and school community, promotes a cooperative effort between the educators and parents to ensure the students are receiving the highest advantage in academic, physical, social and spiritual education. The PTG Board consists of volunteers within the school community. There are four officers: President, Vice President, Secretary, and Treasurer; PTG Officer term limits are listed in the PTG By-Laws. All are encouraged to become involved and participate in the PTG sponsored events throughout the year.

The Parent/Teacher Guild (PTG) sponsors the “Super Saints Raffle” as their one-and-only annual fundraiser, *in addition to the annual fundraising efforts of the Development Office*. The “Super Saints Raffle” event helps support the school in the effort to provide additional funds for field trips, instructional materials, and other needs designated by the administration. Families are encouraged to participate, but this program is not meant to be mandatory. For any fundraising program, the school prohibits students from going door-to-door.

Public Displays of Affection (PDA)

Students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

Reporting Child Abuse/Mandatory Reporting

Saint Gregory the Great Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. All SGGS school administration, faculty, and staff are mandated reporters.

Safety and Emergency Drills

Emergency drills, plans, and procedures are present at Saint Gregory the Great Catholic School (SGGS). All faculty and/or staff members receive periodic training to remain vigilant and prepared for emergencies on campus. The school also utilizes security cameras to monitor multiple areas on campus, safety devices, and emergency notification applications to support overall campus safety.

SGGS will conduct these important safety drills periodically throughout the school year. While it is understood that conducting these drills may elevate some anxious responses in students and adults, the conduct of the drills remains as an important protocol in preparing everyone in maintaining a safe school environment.

Our students also receive instruction through periodic drills on the procedures to use in case of an emergency such as fire, bomb, lockdown, and inclement weather (tornado). Additionally, the local emergency responders may be involved several times a year. During any drill, students are to follow the directions provided by the teacher such as no running, no talking, and exiting in a quiet, orderly fashion during any type of drill.

In the event of an emergency evacuation, all faculty and students will exit the school building in a quiet, orderly fashion and will report to designated assembly areas. Should the evacuation cause an extended retention of students at the assembly area, no student will be released from the area until: - the regular dismissal time for that school day, or - the principal has announced an early dismissal and parents/guardian have been contacted, or - the parent/guardian of the student signs the student out of the assembly area.

Every effort will be made to prepare students and staff with these planned drills. Likewise, if a drill is in progress, entry into the school will be prevented and you may be required to wait until the drill has concluded. Anyone visiting the school during a drill will be required to follow the directions of school

staff and/or administration. You may not be allowed to enter or leave the building until the drill is complete and/or it is safe to do so.

In the event an unplanned drill is initiated, parents/guardians are reminded that notifications will be made as soon as it is safe to do so. Please follow the instructions provided by any notification received from the school and/or local emergency agency.

Anonymous Threats to School Safety

In accordance with diocesan policy of maintaining safe school environments, any student proven to have made an anonymous threat to school safety shall be expelled without recourse or the possibility of re-admittance to school. Any instructional time lost in school evacuation resulting from a threat to school safety shall be made up.

Safety Expectations

The following expectations have been established to ensure the safety of our students and must be adhered to by each student. All doors must remain shut and locked. Entrance to the school building may be obtained through the doors located in the main office after ringing the doorbell. All visitors must report to the school office, show a valid government issued ID, and wear the sticker provided as instructed by the office staff. No student may leave the school premises at any time without permission. A violation of this regulation will result in an appropriate consequence. Every student must stay within the established boundaries when outdoors during assigned recess times.

Playground Safety Rules

SGGS is fortunate to have a beautiful playground facility. Students are expected to play in a way that provides a safe environment as set by teacher expectations. Rough or dangerous play will result in suspended recess privileges. The playground is reserved for Beyond the Bell students from 2:45 p.m. - 6:00 p.m.

School Counselor

SGGS has on staff a school counselor, who provides information regarding psycho-educational testing, as well as resources and support to the teachers and parents with students experiencing emotional or academic difficulties. The school counselor can also be a valuable resource when addressing student conflict resolution and provides student support through individual, group, and classroom lessons. Parents may contact the school counselor during normal school hours.

Standardized Testing/Assessment

Students in Grades Junior Kindergarten (4) and Kindergarten are evaluated through ESGI and classroom teacher observations. Students in Grades 1st-8th are evaluated for growth in reading and math using the MAP Growth standardized test three times each year. Parents will receive periodic and/or end of year reports.

Stewardship Service

In support of Saint Gregory the Great Catholic School, all families are expected to share their time, talent, and treasure. Stewardship opportunities are available throughout the year and are published in the *Saints Weekly*, and the parent portal, and through the Men's Club Friday BINGO. Parents/guardians are asked to log all stewardship hours into FACTS SIS by May 31. Bingo activity is recorded by the BINGO coordinator. If a committed BINGO shift is missed, without cancelling, a \$200 buyout fee will apply.

Parents must choose one of the following options to fulfill their stewardship obligation at Saint Gregory the Great Catholic School:

1. Provide twenty-four (24) hours of stewardship service. This can be fulfilled in the following ways:
 - Volunteer time during the school year: One (1) hour of volunteer service equals one (1) hour of stewardship credit.

- Volunteer at Men's Club BINGO: One (1) night of BINGO volunteer service equals eight (8) hours of stewardship credit. *Sign-up information will be forthcoming depending on availability.
- Donate supplies to SGGS in lieu of service hours: Supplies will be credited at a rate of one (1) stewardship hour for every \$25 spent, up to a maximum of ten (10) purchased hours.

2. Opt out of the stewardship obligation by paying a one-time fee of \$600.

Failure to meet stewardship requirements by May 31 will result in a \$25 fee per hour not completed.

Student Health

Food Allergies

Children with food allergies must have a Food Allergy Management Plan from their physician, a medication administration form signed by a physician, and medication brought to the clinic by the parent. Teachers cannot make the decision about what is safe for students to eat when the student is allergic to certain foods. The parent must supply safe snack foods for snack time, parties, or special occasions (in a closed container), UNLESS you have approved the food being served, through your child's teacher in advance and in writing.

Every effort is being made to prevent your child from having an allergic reaction, but we need your help. We will continue to have a peanut free table in the cafeteria, and we will do all we can to educate the students, teachers, and staff regarding food allergies.

Lice Policy

Immediate exclusion of students with pediculosis will occur. A student may return to school only if the infestation is totally cleared up and the student is nit free. Upon return to school, the nurse must check the student before he/she can be readmitted to class.

Medication Policy for Both Prescription and Over the Counter Medications

Needed medications (prescription or over the counter) must be kept in the clinic and administered by authorized personnel. All medicines must be brought to school by the parent, not the student. Forms for physician medication orders may be obtained from the clinic or main office. For the safety of all students, medication (prescription or over the counter) is not permitted in the possession of any student during school hours, or on school grounds. Medical release forms will be sent home to be signed for field trips.

School policy allows dispensing of medication under the following guidelines:

- A physician's written statement indicating medication requirements must be submitted to the clinic.
- Parent signature must appear on the physician's statement.
- Medicine must be in a labeled prescription bottle.
- Over the Counter medications must be in an unopened container.

Students with a cast or immobilization device (brace, crutches, ace, sling, etc.) must provide medical documentation that includes:

- Diagnosis of injury
- Estimated length of time of need for the device
- Activity restrictions (including gym, recess, or classroom)
- Weight-bearing status of any lower limb casts (full, partial, toe-touch, or none)

Medical Rules

If a student is ill and sent to the nurse and it is deemed necessary to send the student home, a phone call by the nurse or secretary to the parent will be made. The parent/guardian is to report to the office to sign

the child out and is responsible for taking the student home.

Please keep your child home from school if your child has:

- a contagious illness such as strep throat, flu or chickenpox
- had a fever of 100° or higher within the past 24 hours or is vomiting or has diarrhea
- red/pink eyes, or has drainage from the eyes
- head lice which has not been treated
- skin rashes, irritations, or blisters that have not been cleared by a doctor

Please note that this list is a guideline. The school nurse/administration reserves the right to dismiss students deemed too ill to be in school.

In order to be excused from P.E. over an extended period, a student must have the written permission of a doctor. In order to be excused from P.E. on a single occasion, a parental note stating a specific reason for the exclusion must be provided.

Policy on Administration of Over-the-Counter Medication in School

(in accordance with policy issued by Board of Registration in Nursing)

- Students requiring any medication, including cough drops, during school hours must provide the nurse's office with medication.
- For administration of any over the counter medication, written parental consent must be obtained for each student and kept along with a medication order sheet, completed and signed by a physician.
- A student's health record, including current medications and any known allergies, must be on file in the health office prior to administration of any medication.
- A record documenting name of student, date, time, dose and reason for administration of medication will be kept on file in the office.
- If written consent is not on file for a student, the parent must come to school to administer the medication.
- Over-the-Counter medications should be brought to the clinic in an unopened, original packaging.

Policy on Administration of Prescription Medication in School:

The purpose of this policy is to ensure that students requiring prescription medication during school hours will be able to attend school, to provide minimum standards for safe and proper administration and storage of such medication, and to assure proper documentation of administration of prescription medication.

- All medications, prescription as well as over the counter, cannot be administered by the school health advisor/nurse without the appropriate forms signed by both parent/guardian and physician.
- All medications must be provided by the parent/guardian and it is absolutely imperative that all medications be brought to the Health Clinic by the parent/guardian. Medications are not to be brought to school by the student.
- If the school health nurse is not available a trained Medication Administration Trained (MAT) staff member may be utilized or the student's parent must come to school to give medications.

For any prescription medication, i.e., inhalers, pain medications or emergency medication:

- The pharmacy-labeled container must be brought to the health clinic by the parent for verification and recording prior to taking such medication. It is important to verify medication/prescription expiration dates prior to dropping off medications off at the school health clinic.
- There is written authorization from the student's parent/guardian that the student may self-medicate, and information is provided as to the nature of the illness.
- The student will report to the health clinic to take the necessary medication at the prescribed time.
- The student will not be permitted to keep the medication in his/her possession.

- A record will be kept in the health clinic with the student's name, nature of illness, medication name, dose, frequency, and time to be taken. This record will include verification that the medication has been self-administered at the prescribed time. Also, the parent/guardian will be notified of any failure to take, or any side-effects of the medication.
- Whenever possible, a back-up supply of the medication will be kept in the health clinic and will be stored properly.
- Physician's Orders must be submitted with a parental permission form.

Clinic Hours

The clinic will operate during regular school hours. A school nurse staffs the clinic during the school day. The clinic provides first aid for school-related illnesses and injuries. The clinic is not equipped or designed to care for out-of-school injuries/illnesses and is not intended to take the place of parent directed medical care.

Emergency contact information is online through the parent portal, FACTS SIS, and can be updated at any time. This information is used to contact you if an emergency arises in school with your child. Information should be updated throughout the year if necessary.

If you suspect that your child is ill, do not send him/her to school that day. A child must be fever free and free from vomiting or diarrhea for at least one full day before returning to school. If a student becomes ill while in school and is sent home due to fever, vomiting or diarrhea even if it is at the time of drop-off, they must remain home the following day. If a parent is called to pick up a sick child, the parent is asked to do so immediately.

Regulatory Information

Virginia State Law requires a physical examination and immunization certification from a physician for all students entering school. All immunizations must be up to date prior to school entry. This requirement will be strictly enforced. Good health plays an important role in the learning process. Special circumstances regarding a child's health should be made known to the school office and clinic. Any immunization exceptions must have prior authorization through the Diocese of Richmond/Office of Catholic Schools.

The school nurse offers AED/CPR training for faculty and staff for the added safety of our students. In accordance with Federal and State regulations, Saint Gregory the Great Catholic School follows the policy on HIV/AIDS procedure as promulgated by the Office of Catholic Schools in the Diocese of Richmond.

In accordance with Virginia Department of Public Health regulations, the following is required of school children:

- Immunizations, lead levels, and physical: all students upon enrollment..
- Vision and hearing: all children in grades K through 8; referrals when necessary.
- Scoliosis testing: all children in grades 5 – 8, unless excused by a family physician. We must receive a written report from the doctor that the screening has been completed.
- Tetanus, Diphtheria, and Pertussis (TDAP) - Grade 7

Student Service Project/Program Opportunities

Saint Gregory the Great Catholic School is a Christ-centered academic community instilling Catholic beliefs and gospel values; nurturing students' gifts of faith and intellect by surrounding them with a family of faculty, staff, and volunteers whose vocation it is to serve.

Service is an important part of our Catholic faith. In our mission to educate our students, we encourage a life-long commitment of service from our students. Grades Junior Kindergarten through 5 participate in service projects as a class, while a Service Program is designed for grades 6 – 8.

All middle school students at SGGs are required to complete service hours, logging the hours into the student's FACTS profile. The service hours are a grade in Theology class, weighted as a test grade, in the 4th quarter. Teachers may assign a writing assignment as a reflection of the service hours - this is at the discretion of the teacher.

Transfer and Withdrawal

Transfer is the voluntary termination of a student's enrollment by the parents/guardians with provision for the student to be enrolled in another school. A parent or guardian may decide to transfer a student at any time and for any reason. The Principal will report each transfer to the Superintendent according to the established child accounting procedure and should forward the student's records to the new school as soon as possible.

Parents/guardians who wish to transfer a child to another school are required to sign a release form in the office for records to be released. All financial commitments are to be in order before records will be released.

Withdrawal is the voluntary termination of a student's enrollment by the parents/ guardian without provision for enrollment in another school. This action may be taken only in cases where the student is exempt by the reason of age or other cause from the compulsory education law. A parent or guardian may withdraw a student at any time, but students should be encouraged to complete their education if at all possible.

When a student withdraws permanently from school, the appropriate local education agencies are notified of the student withdrawing and not transferring to another school. A notation is made in the School Register with the reason for withdrawal.

It should be noted that Withdrawal and Transfer are voluntary on the part of the parents/guardians. If the student's enrollment is terminated involuntarily, this may be considered as a result of an Expulsion or other under circumstances where the situation is irreconcilable.

The education of a student is a partnership between the parents/guardian and the school. School administration reserves the right to require the withdrawal of a student if the administration determines the partnership is "irretrievably broken."

Financial Obligations Regarding Withdrawal and Transfers

Once a student has been enrolled, parents will be obligated to pay the tuition for that student for the entire school year unless the student's place of residence is moved more than 50 miles farther from the school than the student's place of residence at the time of the student's enrollment. The student may be removed from the school at any time and if the school, in its sole discretion, determines that the student's attendance at the school is not in the best interest of the school, the student, fellow students and/or the faculty, the parent will be required to pay the tuition obligation for the student for the entire school year.

If a student is withdrawn by the parent/guardian without written notice and written school approval, any payment due under this agreement shall become immediately due and payable, without notice. This written notice should be submitted to Administration at least 14 days prior to the student withdrawal date, but should be submitted sooner if possible.

Any fees or tuition payments made will not be refunded in the event that a parent/guardian elects for the student not to attend the school.

Visitors and Volunteers

Visitors are welcome at SGGs. However, to ensure the safety of all students and continuity of the instructional day, adherence to the following procedures is required:

- All visitors report to the Main Office with a government issued ID to sign in and receive a Visitor's Badge which must be worn and visible at all times.
- All visitors including parents will be screened/verified through an approved background screening database.
- Visits to administration, classroom teachers, and other staff members must be by appointment only. Call the office or email to schedule the appointment.
- Teachers may not visit with adults if students are in the classroom.
- School-age children not enrolled in school are not normally permitted to visit classrooms. Exceptions must be cleared with the principal in advance.
- No unscheduled conferences, however brief, are allowed during school hours.

Volunteers Screening and Expectations

The Diocese of Richmond requires any individual working or volunteering (including parents) to participate in the Diocesan VIRTUS program, *Protecting God's Children*, before they are able to work/volunteer. This is a three-hour training session designed for awareness and prevention of child sexual abuse. Dates, times, and training sites throughout the year may be found at www.virtus.org. Registration for training is also done online. Certificates earned at other parishes are accepted. Copies of certificates of completion must be provided to the school main office.

Screening and Application Process

All volunteers should contact the school's main office to get started with the process. The Volunteer Safe Environment Coordinator will provide information on VIRTUS and other background screening information needed before a volunteer can begin working at SGGS.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations a volunteer may encounter between parents, teachers, and/or students in the school are confidential. Volunteers must not discuss these conversations outside of school. All concerns should be referred to the principal.

Technology- Photographs/Social Media

Volunteers are to refrain from using technology, taking/posting pictures, and/or posting items to social media as this may be inappropriate should such use expose students who may have a no photograph agreement in place with the school. Additionally, photographs or statements made on a volunteer's social media/networking site may be cause for dismissal of services and separation of the volunteer's family from the school. Comments which are unfounded, defamatory, and/or otherwise create an atmosphere which detracts from safe school operations and positive community relations is discouraged. Volunteers are encouraged to speak with school administration whenever a situation or concern exists rather than making/posting comments about the school to include school faculty, staff, students, or the parish.

Volunteer Dress

Saint Gregory the Great Catholic School has expectations for staff and student dress. Although volunteers do not have a formal dress code requirement, it is expected that volunteers reflect an image appropriate for the Saint Gregory the Great Catholic School environment. Volunteers should consider wearing modest clothing of moderate length/ conservative while working in the school or during school activities. Please consider wearing apparel that is appropriate for the school setting. Workout/gym apparel, revealing tops, ripped jeans, leggings/jeggings, and/or flannel pajama pants should be avoided.

Water Bottles

Students are allowed to bring a small, refillable, capped, non-spillable (no straws) water bottle for personal use throughout the school day. These bottles may only be filled with water - no soda, energy drinks, colored/flavored additives, gatorade, etc. Additionally, students are not allowed to bring in any

commercially purchased beverages other than water (e.g., Starbucks).