

POLICIES AND PROCEDURES

St. Gregory the Great School strives to abide by all of the recommended and required policies from the Archdiocese of Milwaukee. The following policies and procedures are local, set by the School Administrator and/or School Commission; they are all in harmony with Archdiocesan Guidelines and requirements. The student handbook is an agreement between the parents and the school. It is in effect for a 1 year period or until reprinted.

School Hours: 8:00 – 3:10

School phone: 414-321-1350

School office hours are 7:30 a.m. – 3:45 p.m. – Monday-Thursday

7:30 a.m. – 3:30 p.m. - Friday

For your convenience, our answering machine is on 24 hours a day.

Email: stgregs@archmil.org

ATTENDANCE POLICY

It is crucial that students be in school on time and consistently to obtain the necessary skills to move to the next grade level.

An absence by a student may be excused by the school principal or designee when the school receives a report of absence from the parent or guardian. Parents/guardians must contact the school office, no later than 8:30a.m. to advise the staff of the absence and the reason the child will not be in school. Parents may also leave a message before 7:30 a.m. or after school hours by calling the school office. Per Wisconsin State Statute 118.15 (3) (9c), a student may have ten (10) **excused absences** per year. Once a student has exceeded 10 (10) absences, the principal may request a medical excuse for each additional absence. Students absent for 3 consecutive days or longer, must provide a written excuse from their child's doctor, when returning to school.

The following are considered legally excused absences:

1. Personal illness
2. Funerals
3. Designated religious holidays
4. Family activities/vacations pre-approved by the principal
5. Medical or dental appointments
6. Required legal appearances by the student

The parents/guardians of students who exceed the number of absences permitted in the state statute will be asked to conference with the principal and teacher regarding the attendance deficit. In addition, the child may be considered for retention at the end of the school year.

When a child is absent from school for a legitimate concern, please do the following:

All absences must be reported to the school office. The school will call the home of any unreported absence. An illness that changes your child's ability to participate in any subject, including Physical Education or recess, must have a written excuse from a doctor.

A child, who is ill, should recover at home, in order to improve his/her health and to assist the maintenance of a healthy community.

When returning to school, the parent/guardian should provide a written note regarding the reason for the absence.

A child, who is absent due to a communicable disease, must have a written permission form a physician to return to school.

Students who are absent from school due to illness or another reason, **are not** to participate in athletic or school sponsored extra-curricular events on that day.

TARDY

Students are considered tardy if they are not in their classrooms and ready to begin the school day at 8:00 a.m. Students who are tardy should go to the school office on arrival. At this time a tardy slip will be issued, identifying the tardy as being unexcused or excused. Written verification, signed by the parent/guardian or a physician, noting the reason for the tardy is required when a student is late due to a doctor's appointment. A tardy is noted on the quarterly report card.

Tardiness is disruptive to the classroom and to student learning. Parent/guardians of students, who are regularly tardy, will be asked to meet with the principal/teacher.

TARDY STUDENTS WILL NOT HAVE THE OPPORTUNITY TO PARTICIPATE IN THAT DAY'S BREAKFAST PROGRAM.

PLEASE NOTE:

TARDY MARKING PROCEDURE

- a. If a student arrives at school after 8:00am or any time before 11:30am they are considered tardy.
- b. If a student arrives after 11:30am or leaves after 11:30am they are considered a ½ day absent.
- c. If a student leaves after 2:30pm they will not be considered ½ day absent.

TRUANCY

According to the Wisconsin State Statute 118.16 (1) (a), truancy is defined as any absence of part of all of one or more days from school when the parent/guardian has not notified the school of a legal excuse for the student's absence. When the family has not notified the school, the school will attempt to contact the family. If no contact can be made, the school will mark the student as truant and may contact the Milwaukee Police Department to report the student as truant.

Habitual Truancy

According to the Wisconsin State Statute 118.16 (1)(a), a habitual truancy is defined as any absence from school without a legal excuse for part or all of five (5) or more accumulated days during a school semester. When a student is considered habitually truant, the school principal or designee will request a mandatory parent/student conference in order to increase regular school attendance. If truancy continues, the school will make a referral to the Milwaukee County District Attorney, the local police department or the Tabs Program.

EARLY DISMISSAL

There may be days in the school year when students are dismissed at 11:30 a.m. On these days, hot lunch will not be served.

EMERGENCY CARDS

All students are required to have a current Emergency Card on file with the school office.

This card is to be filled out at the beginning of each new school year and updated as necessary.

It is very important that parents:

- **Report all health concerns, chronic or short-term, to the school so that we are aware of any health problem (e.g. diabetes, seizures, allergies, disabilities, orthopedic problems, heart conditions, asthma, etc.). A medical care plan must be completed by the parent/guardian to fully describe the health concern.**
- **Parents should also record any medications regularly taken by the student both at home and at school.**

In the event of an emergency, it is essential that the information be kept current throughout the school year. It is the responsibility of the parent/guardian to:

- **Keep all information on the emergency card up to date:**
 - **Phone numbers (work and home) change/addition of medication, alternate contact person, and address**

CHILD CUSTODY DISCLOSURES

Parents are required to complete a Confidential Family/Student Information form. This information is requested to determine parental custody and access to school records.

APPOINTMENTS

Doctor and dental appointments are discouraged during the school day. If no other alternative is available, a parent's written request is necessary to permit a child to leave school:

- **Written notice of the appointment is due to the school office prior to the appointment.**
- **Requests are submitted to the school office for acknowledgement and record.**
- **For the safety of the children, students may not be dismissed during the school day without parental request. Children will not be allowed to leave the school building.**
- **Parents must pick up and return their child/ren in the school office and must sign them in and out.**

EARLY SIGN-OUTS

At times, it is necessary for a student to leave school prior to 3:10 p.m. because of a family emergency or another important reason. If this occurs:

- **Written notice of the need for your child/ren to be dismissed early must be received in the office. If possible, please give a 24 hour notice.**
- **In an extreme emergency, a call prior to coming to school would be appreciated.**
- **All students must be picked up in the school office and be signed out by a parent or guardian. Only a person listed on the student emergency card may pick up a child from school.**

ABSENCE DURING FAMILY VACATION

Families are encouraged to plan vacation times in accordance with the school calendar; however, we understand that this is not always possible. Therefore, if a family vacation needs to be taken during scheduled school days:

- **Written notice of the absence is due to the office and the teacher one week prior to the absence.**

HOMEWORK DURING FAMILY VACATIONS

It is the responsibility of the student to complete all assigned work resulting from the absence as determined by the teacher. The material covered in classes during this time is an important part of the child's educational process. **Written notification to the teachers one week prior to the planned vacation** will give the teachers time to determine the work the child can do ahead of time, during the vacation and what work will need to be completed upon the child's return. **All work may not be available prior to vacation.** It is the responsibility of the student to complete assigned work according to the time frame determined by the teacher.

NOTE: There are classroom activities and lessons that cannot be reproduced or made up on return.

STUDENT REGISTRATION

NON-DISCRIMINATION POLICY

The parish/school respects the parents as primary educators of their children and provides opportunities in an atmosphere that reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

The parish/school respects the dignity of the child. Neither race, nationality, nor other forms of discrimination shall prevent a child from being accepted in the Catholic school.

5110 Archdiocese of Milwaukee

Policy adopted: 11-12-74

Rev. 5-24-10

REGISTRATION PROCESS

Registration for the up-coming school year begins in early February of that year. Parents of students attending St. Gregory the Great Parish School will be notified of registration through school communications. Registration packets will contain all necessary materials and be sent home through back pack mail. Additional registration packets are available in the school office.

STUDENT ENROLLMENT POLICY

All students who meet the eligibility criteria, and when there is space available, will be admitted into Saint Gregory the Great Parish School. Families seeking enrollment in Saint Gregory the Great Parish School will be registered, or placed on the appropriate grade waiting list(s), upon completion of all registration materials. Families enrolling through the Milwaukee Parental School Choice Program are registered in accordance with the regulations established by the Department of Public Instruction. Families are encouraged to register during the February Priority Registration Period. A grade level must be stipulated at the time of enrollment, to insure grade placement. Tuition paying families, should contact the Parish Business Manager if finances are a concern. Information regarding student registration is published in the school newsletter and parish bulletin. Students admitted into St. Gregory the Great Parish School will be tested at the onset of the school year, or upon entrance during the school year. **All students are on probation during their first year of attendance.**

Prior to the conclusion of the first semester of a school year, school personnel will review student academic and behavioral performance, in order to determine if SGG has the ability to meet the needs of a student. If it is determined that a student requires greater assistance to meet his/her academic or behavioral needs than can be achieved with reasonable accommodations, the parents/guardians of the student will be asked to withdraw their child's enrollment from SGG. Families will be advised to contact the local public school district to obtain information on the services they provide for children with special academic or behavioral needs.

SCHOOL CHOICE

Milwaukee Parental Choice Program (MPCP) information is available on request from the school office. Registration follows the Department of Public Instruction (DPI) regulations. Some important points to note include:

- Choice program applicants for the following school year, from either continuing Choice pupils at the school, or new applicants will be accepted no earlier than January 1 prior to the following September.
- Choice families must register annually. Registrations or applications are not carried over from one school year to the next school year.
- Open enrollment periods take place during times designated by DPI. Applications can be accepted only during the Open Enrollment periods. Each application period lasts a minimum of 14 calendar days in length.
- A student application for the MPCP is considered complete only if all of the following are received by the school during an application period:

- Complete Milwaukee Parental Choice Program Student Application
 - Proof of total household income (based on the parent or guardian's prior year federal income tax return filed, or submitted evidence of current household income circumstances that make a child eligible for the Choice program.
 - Proof of residency in the city of Milwaukee
 - Birth Certificate for 4 and 5 year old Kindergarten and first grade students
 - Verification of student's birth certificate
- ❖ A random selection takes place when there are a greater number of applicants, than seats available in a grade level. The random selection procedures follow DPI regulations. The random selection drawing is held within one week of the closing of the application period. In a random selection drawing, returning students will receive first preference. Siblings of accepted students may be given a preference for admission in the random selection process.
 - ❖ Families will be notified of their acceptance into the MPCP within 60 days of the date their application was submitted to the school.
 - ❖ Applicants accepted into the MPCP will have a reasonable period of time to confirm enrollment.

APPEALS PROCESS FOR REJECTED MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) APPLICANTS

As part of the Enrollment Policy for Milwaukee Parental Choice Program families, the following point is included:

A rejected applicant has five working days from the date of receipt of the notice of rejections, to provide written evidence to the school that the applicant was improperly rejected. The evidence must include income and residency documentation. The principal shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

ADMISSIONS

- **No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school.**
- **No child may be admitted to 5 year-old-kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.**
- **No child may be admitted to 4 year-old-kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.**
- **No child may be admitted to 3 year-old-kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school. Toilet training is required.**

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission.

State of Wisconsin 252.04 and 120.12 (16) Wis. Stats.

Current age/grade specific requirements are available from the school office, local health department or your family physician. It is the responsibility of the parents/guardians to keep immunizations up to date and to notify the school office. Students that are not up to date on their immunizations by the 30th day of school will be reported to the Milwaukee County District Attorney's Office.

These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school office.

TRANSFER OF CREDIT

The following Transfer of Credit Policy, adopted by our School Commission on 1-21-10, determines that St. Gregory the Great Parish school will consider accepting school credit from other institutions, to the extent that coursework at the previous institution, is documented and in accordance with St. Gregory the Great Parish School's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal. This policy supports the requirements of document 119/23(6m) (a) (8)

TUITION ASSISTANCE

Parish Tuition Angel Scholarship Fund:

St. Gregory the Great Parish has a tuition scholarship fund. Families needing tuition assistance may apply for assistance through this fund. The Scholarship Committee on an annual basis, reviews applications and assistance is provided upon the determinations made by this committee. Scholarships are granted according to financial need. Information about the Parish Tuition Angel Scholarship Fund is available in the school office. To be eligible for the funds, it is necessary to have a completed registration on file in the school office.

St. Gerard Scholarship Fund:

Students attending St. Gregory the Great Parish School are eligible to receive assistance through the Archdiocesan St. Gerard Scholarship Fund. Applications for scholarships through this fund are available in spring for a time period specified by the Milwaukee Archdiocese. Scholarships are granted according to academic performance and service given to school and/or parish. To be eligible for the funds, it is necessary to have a completed registration on file in the school office.

Scrip Program:

The Scrip program is available in the parish and is offered as a means of financial assistance to school families. Contact the school office for additional information.

All financial matters regarding tuition are to be handled through the parish Business Manager, not the principal or the pastor.

STUDENT RECORDS

Student records are maintained in the school office. All information is held in confidence. Cumulative records are started when a student is enrolled in the school. Parents/guardians are requested to provide current health, relevant educational information (IEP, OHI, 504, significant disciplinary documents), custody and contact information. *Failure to provide relevant information for the child's educational needs is grounds for dismissal.* All reports, tests, and evaluations will be shown to the parent/guardian in the presence of a professional person qualified to explain and interpret the records. Student records are available to a child's mother and father upon request, unless custody restrictions are noted on file in the school office. Should a parent/guardian disagree with a student record(s), they may add a written disagreement to the file. In the event our school would cease to operate, parents would be notified in writing. All student files would be rewarded to the Office of Schools at the Milwaukee Archdiocese, located at 3501 S. Lake Drive, PO Box 070912, Milwaukee, WI 53207-0912, (414) 758-2254.

St. Gregory the Great parish School will maintain all student progress reports. The progress reports will be housed in the student curriculum files which are located in the school office. This information remains locked in order to insure student confidentiality. Faculty members that request to review the academic reports for the students they teach, obtain a student's file for the school secretary. Files must remain in the school office when being reviewed.

Students who are no longer enrolled in the school but have transferred to another elementary, middle or high school have their academic records maintained in the Administrative Assistant's office for a period of 5 years. After 5 years, they are archived in a storage facility. All records are locked and remain secure to insure student confidentiality. Records are maintained for 65 years in the school archive.

Families with students moving/transferring schools should advise the school office as soon as possible.

Records can be transferred upon request from another school. The transfer can be completed once the parent/guardian has completed a Student Withdrawal form.

PROFIT/NON-PROFIT ORGANIZATION

St. Gregory the Great Parish School is a non-profit organization.

ANIMALS

- **For health and safety reasons, family/household pets are not allowed in or on school grounds from 7:30 a.m. to 3:30 p.m. or during other school events.**
- **The school administrator, for special educational events, may grant exceptions.**
- **A teacher may have a classroom "pet" to enhance or extend the curriculum for educational purposes.**

5140.3 Archdiocese of Milwaukee - 5-12-05

BICYCLES

- **A bicycle is defined as a two wheeled vehicle.**
- **Skate boards, scooters, roller blades or skates, etc. are not included or allowed on school grounds.**

Students may ride bikes to and from school under the following conditions:

- **Parent permission slip is on file at school.**
- **Students walk their bikes when on the playground/parking lot area.**
- **Bike is parked in bike rack and LOCKED.**
- **Bike is not used or played with during the school day.**
- **Students cross at the designated corner.**
- **The school and parish hold no responsibility for any damage or loss related to bikes.**
- **The use of helmets is strongly encouraged.**
- **Any violation of bike rules will terminate the student's bike riding privileges.**

CHILD ABUSE

A child is considered abused or neglected if s/he is under eighteen years of age and a parent, guardian, legal custodian or other person legally exercising temporary or permanent control over the child:

1. Inflicts, or allows to be inflicted, physical injury by other than accidental means.
2. Causes an injury that constitutes great bodily harm.
3. Commits, or allows to be committed, upon the child an act of sexual abuse.
4. Neglects, through reasons of refusal or inability other than poverty to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the child's health.

Wisconsin Statute 48.981

If a teacher, administrator, or other school official has reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, said school official must report to the proper law enforcement authorities and/or Child Protective Services immediately the facts and circumstances contributing to a suspicion of child abuse or neglect. The child abuse report form and other documentation must be filed with the principal. Members of the St. Gregory the Great Parish School staff report in accordance with the state statutes.

DISCIPLINE PHILOSOPHY

Our philosophy, mission statement and goals give direction to the many facets of our school. Decisions are made based on what is best for the children and in harmony with our school's philosophy. An effective discipline policy for any school hinges on how well it concurs with the philosophy, mission statement or goal of the school. St. Gregory has the added dimension of faith through, and by which, all discipline is measured.

St. Gregory the Great School's philosophy determines the way discipline is conveyed in its' wording: "dedicated to providing children with the skills and attitudes for life-long learning. We believe in the basic worth of each person and respect the individual differences and unique qualities of each child... We believe in the importance of respecting each other and those who are different from ourselves". We believe that each day is a new day and that students be afforded the right to a fresh start.

We have a firm belief that children do this internalizing best by a consistent approach to discipline – that of natural and logical consequences. We have a firm belief that treating every child "the same" is not fair treatment. Just as we believe children need individualized attention in academic matters; it is the respect for the uniqueness and for the individual differences and qualities of each child, which supports the use of disciplinary measures to the extent appropriate for each child on each separate occasion. Instructing the children in problem solving and conflict resolution skills, modeling these skills and then helping the children practice these skills when conflicts arise is a preferred way to gain internalized self-discipline.

DISCIPLINE POLICY

Instructing the children in problem solving and conflict resolution skills, modeling these skills and then helping the children practice these skills when conflicts arise is a preferred way to gain internalized self-discipline. We believe that all students are unique and have the opportunity to learn and grow to their full potential. At St. Gregory the Great Parish School students will be guided through the years helping them become self-disciplined and responsible. All students will work towards the goal of being able to work cooperatively in group situations and become independent learners. A positive academic climate within the school is necessary for these goals to be met. Disruptive behavior interferes with the learning of the student exhibiting the behavior as well as those around him/her. Parents and the school are partners in the education of their children. Parents need to help their children by establishing good work habits and behaviors at home and support the behavioral expectations of the school.

Philosophy approved by faculty & staff, by Student Services Organization, by School Commission

Disciplinary Action Levels

These levels are guidelines and movement through these levels is dependent on the offense and the discretion of the teacher, or principal.

These actions can include, but are not limited to the following:

- Level One: Verbal warning/reminder to the student of the rule or behavior which is inappropriate, teacher discussion or meeting with child concerning behavior.
- Level Two: Can include a meeting with student, writing a plan for improvement, behavioral contract, supervised lunch, written notice to parents concerning the inappropriate behavior with parent response required.
- Level Three: Intervention, removal from class, time out, conference with parents and student after school hours. Restricted from morning and/or lunch recess. Parent contact for removal from school a possibility.
- Level Four: Can include supervised detention/after school, which could be coupled with school service work, temporary removal of school privileges i.e.: field trip attendance, dances, and teams.
- Level Five: In school suspension
- Level Six: Out of school suspension

- **Serious violations may warrant immediate action which could include suspension or other independent interventions.**

Inappropriate behaviors that warrant disciplinary action could be but are not limited to:

- **Talking out and/or making noises in class**
- **Talking out of turn, interrupting inappropriately during class time**

- Talking back to a teacher in a defiant manner
- Telling lies to a student or teacher
- Swearing or using obscene language or gestures
- Not keeping hands to oneself
- Engaging in rough, physical inappropriate "rough housing"
- Threatening to hurt another student or teacher
- Destroying property of others or the school
- Writing graffiti/tagging on school property or property of others
- Engaging in a physical fight
- Non-compliance when asked to complete a task by an adult
- Blaming others for own actions-not taking responsibility for own actions
- Intimidating another student, harassment, bullying, cruelty towards another student
- Trying to compel another student to engage in inappropriate behavior
- Use of a cell phone which is inappropriate or harmful to other students
- Excessive tardiness
- Excessive absenteeism
- Neglect of academic responsibility
- Academic honesty: copying another students work, cheating, plagiarism
- Engaging in any form of harassment, sexual, verbal, written, emotional, physical or racial
- Uniform policy infractions
- Chewing gum
- Passing notes in class
- Inappropriate use of school technology
- Students who participate in behaviors outside of school, or on social media which do not reflect the Christian values and standards of St. Gregory the Great Parish School may be subject to school disciplinary action, suspension or expulsion from St. Gregory the Great Parish School

CLASSROOM DISCIPLINE

Teachers maintain a working discipline system within their classrooms.

Information on grade level disciplinary strategies is outlined in communication distributed by teachers at the start of the school year.

- **All classroom discipline is handled in a private and respectful tone. Discipline is not done in public or in such a way as to humiliate a child.**

Approved, School Commission, 2006

HARRASSMENT/BULLYING

- **Harassment/Bullying is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment.**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain learning and working environment that is free of any form of harassment/bullying.

Harassment/Bullying encompasses a broad range of physical or verbal behavior that can include, but is not limited to, the following direct behaviors:

- Hitting
- Threatening or intimidating
- Maliciously teasing
- Hazing or hazing type initiations
- Taunting
- Name-calling

- **Making sexual remarks**
- **Stealing or damaging property**
- **Derogatory ethnic slurs**
- **Sexual comments, jokes or gestures**
- **Racial insults**
- **Unwelcome sexual advances or touching**
- **Physical abuse**

Or more subtle indirect attacks, which may include but are not limited to:

- **Spreading rumors**
- **Encouraging others to reject or exclude someone**
- **Mental abuse**

Policy adopted: 1-14-86, Revised 5-24-10, Archdiocese of Milwaukee

Students who depict schoolmates, members of the faculty/staff of St. Gregory the Great Parish School in a negative or derogatory manner on Virtual Reality sites or in social media communications, are subject to school disciplinary measures for these actions.

HARASSMENT - REPORTING PROCEDURE

Any student who feels she/he has been subjected to harassment should contact any adult from the school or parish staff.

The person who has been notified of the incident must immediately report this information to the principal or pastor. An investigation shall be conducted immediately. If the allegation is confirmed, the appropriate action will be taken. Appropriate action could include, but is not limited to:

- | | |
|---------------------------------------|--------------------------------|
| Written documentation of the incident | Disciplinary sanction(s) |
| Referral to outside agencies | Professional counseling |
| Probation/Termination | Probation/Suspension/Expulsion |

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes.

No retaliation against a student or adult for reporting harassment will be tolerated.

Rules approved: 4-14-87, Revised 5-24-10, Archdiocese of Milwaukee

GUN FREE SCHOOL ZONES

In furthering the protection of our students, the federal government in 1990 enacted the Gun Free School Zones Act which is on file in the school office. **The law states:**

It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or as reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000.00, imprisoned for not more than 5 years, or both.

ARCHDIOCESEAN POLICY – DISCIPLINE

The following regulations are enforced in all schools throughout the Archdiocese:

1. Corporal punishment is never allowed for any purpose.
2. Punishment is never indiscriminately applied to an entire group of students because of the behavior of one student or a small group of students.
3. The punishment is a natural outgrowth or logical consequence of the behavior.
4. The severity of the punishment is in relation to the gravity of the offense.
5. Other students are never used to assist the teacher in administering punishment to a student.
6. Normally social punishment is not administered as a consequence of academic difficulties. Nor is academic punishment administered for social misconduct. If an academic standard is required for participation in extra-curricular activities, such requirement is published in the student handbook and is applicable across the range of activities.

CORPORAL PUNISHMENT

Corporal punishment is defined as the use of physical punishment for an offense. School employees shall not administer, or provide support for, corporal punishment. This attitude that corporal punishment shall never be used follows naturally from belief in the worth and dignity of each individual and our belief in the school as a faith community where a climate of Christian love, mutual understanding, respect and trust prevail. Self-defense is not corporal punishment unless the force used is greater than necessary to repel the attack. Use of reasonable physical force necessary to protect the interest of a third party is not corporal punishment. (Example: Use of reasonable force to protect a student from attack by another student).

Revised 6/1/09 Archdiocese of Milwaukee

ARCHDIOCESAN POLICY ON PROBATION, SUSPENSION AND EXPULSION

The following Archdiocesan Policy on probation, suspension and expulsion is used at St. Gregory the Great Parish School. Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Such action may be of three kinds:

- Probation
- Suspension
- Expulsion

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records.

The actions and procedures for probation, suspension or expulsion must be published in the school handbook. Final decision to expel a student rests with the elementary school parish priest.

Policy approved 3-2-90 - Revised 5-4-04 - Milwaukee Archdiocese

PROBATION, SUSPENSION, AND EXPULSION

All new students enter St. Gregory's on a one year probation. For all students major offenses such as the following may lead to probation, suspension, and/or expulsion:

Truancy, smoking on school premises, bringing to school potentially harmful objects, including weapons or look alike weapons, possession or use of alcoholic beverages or drugs, deliberate destruction of school property, stealing, leaving school grounds without permission of principal, any violence, use of a cell phone which is harmful to other students, any form of sexual abuse, defiant attitudes or gestures directed toward authority, fighting/physical violence, habitual obscene and/or inappropriate language, threats verbal or written which imply physical harm, hazing or hazing type initiations.

PROBATION

- **The school principal may place a student on probation for a trial period.**
- **After a conference is held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation.**
- **The principal's decisions are final.**

SUSPENSION

- Suspension is justified only in unusual circumstances and is normally an in-school suspension.
- Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
- In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In school suspension conditions are to be determined by the building principal. In-school suspension students remain the responsibility of the school.
- Out-of-school suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the

expulsion hearing is held.

- An Out-of-School suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

EXPULSION

- As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.
- Expulsion results from repeated refusal to obey school rules or conduct, which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause of expulsion.
- Students asked not to return the following year for behavior reasons are considered to be expelled.
- Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in the student handbook.
- The Archdiocesan Superintendent of Schools/Designee is to be informed before any action leading to expulsion is taken.

ARCHDIOCESAN POLICY ON:

EXPULSION PROCEDURES

- **The actions and procedures for probation, suspension or expulsion shall be published in the school handbook.**
- **Actions taken to suspend or expel students shall be preceded by internal school procedures, and supported by defensible records.**
- **Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.**
- **The hearing committee makes a recommendation to the elementary school parish priest. The recommendation will be to:**
 - **Expel**
 - **Suggest other disciplinary actions in lieu of expulsion**
 - **Exonerate the student of any wrong doing**
- **Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.**
- **If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.**

Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

Policy approved 3-2-90

Revised 5-4-04

Archdiocese of Milwaukee

Procedural guidelines for expulsion hearings in elementary and middle schools are outlined in P & R 5144 of the Milwaukee Archdiocesan Policy Handbook.

GRIEVANCE PROCEDURES FOR PARENTS

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an

employee (e.g. Principal, Teacher, DRE, Youth Minister, and Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

STEP 1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. **The letter must contain the following:**

- **the date/time/place of the informal meeting**
- **the name and position of the employee with whom the disagreement exists**
- **factual information and background regarding the disagreement**
- **specific recommendations for resolution of the issue**

After receipt of the letter, the supervisor will provide the employee five (5) workdays to respond and then schedule a meeting of all parties within (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

STEP 2

If resolution does not occur in the informal meeting or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1.

The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

- **The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)**
- **The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.**
- **The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See Step 3.**

STEP 3

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in STEP 1 to the committee. The committee, appointed by the pastor (principal) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur, final STEP 4 may be initiated.

STEP 4

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur in that time period, the issue is considered closed. Upon receipt of the written appeal, the superintendent will determine the appropriate action and the findings will be communicated to all parties involved.

The Judicial Vicar shall decide whether the issue contested, warrants accepting the case.

After investigation and decision by the Due Process Office the Judicial Vicar may, at the request of one of the parties, refer the case to the Administrative Tribunal. (Norms and procedures for the Due Process Office and Administrative Tribunal are available upon request.)

ELEVATOR

The elevator in the school serves adults. The school elevator is to be used by students only when they are accompanied by a teacher, parent, or have a doctor's order not to use the stairs due to illness or injury. Unauthorized student use of the elevator will result in disciplinary action.

STUDENT ARRIVAL AND DISMISSAL TIME

Students are supervised on the school playground prior to the start of the school beginning at 7:45 a.m. Should it be necessary, Bookends care is available to registered families at 6:30 a.m.

Students may enter the building at 7:55am under the direction of the playground supervisors. When the weather is inclement, the supervisor on duty will direct students into the school building.

The school does not assume responsibility for students brought/sent to school prior to 7:45 a.m. and parents/guardians must refrain from this action.

Supervision during dismissal will end no later than 3:20 p.m. Any children not picked up by that time will be sent to Bookends at parent expense. Students and other children present at dismissal time **should not play** on the equipment and playground area until all students have left the school/parking area.

Parking Lot Procedures

These Do's and Don'ts are for safety reasons. They are not meant to inconvenience anyone. We ask that you abide by these rules for the safety of everyone, especially our children.

- **SLOW DOWN** – you should be going no faster than 5 mph
- Please refrain from using cell phones when entering or leaving the parking lot
- No crisscrossing of traffic. Please go up and down the rows.



Traffic moves from North to South for before and after school drop off and pick up.

- Always enter the playground from Oklahoma Avenue when you are dropping off or picking up your children. The South 60th Street driveway is for ***exit only***.



- No entering or exiting through the north 60th driveway.
- Students should be prepared to exit the car at the **first** cross walk in the drop off lane- **four** cars at a time. Students should have their belongings gathered and say their goodbyes upon entering the school lot. This will aid in a smoother drop-off and keep the line moving. If you need more time, please park in the lot instead of entering the drop-off lane.
- When dropping off your child/ren they should exit the car on the passenger side so that they do not have to cross traffic when walking to the school.



- The safety cadets are posted at the three marked walkways and will assist in making sure your child/ren are safe. Please use the crosswalks and do not cut across the carpool lane.



- There is **no parking** in front of the garages located on the South end of the playground. All cars should park in the designated lot area.



- Parked cars are to be parked in single rows facing South. This will allow for cars to exit easily. **Backing up in the parking lot is not allowed.** If you choose to park in the double row you need to wait for the car in front of you to leave.

Parents who are dropping off or picking up their children from the Early Childhood Center are asked to park their cars in the appropriate spaces and walk to the Early Childhood Center doors to escort your child to and from the car. Do not pull up to the school or the sidewalk area.

All students who arrive at school after 8:00am must enter through the main school entrance and report to the school office before going to the classroom.

TELEPHONE

The school phone is available for student use in situations of sickness or emergency.

EMERGENCY SCHOOL CLOSING

Any morning that the weather is such as to cause you to question whether or not the children should be sent to school, please tune-in one of the TV stations listed below. **If Milwaukee Public Schools or the West Allis School District closes for inclement weather, St. Gregory the Great Parish School will also close.**

WTMJ – 4 NBC

FOX 6

WDJT – CBS 58

WISN – 12 ABC

We ask that you do not call the school about possible school closing. The TV announcement is to be considered the official announcement. If a snow emergency arises during a school day, these same TV stations will be contacted to make the announcements. Your own observations of weather conditions should alert you to tune in one of the designated stations. Parents are always welcome to pick up their child in inclement weather. In the case of water failure, or boiler trouble, etc. the procedure for an emergency closing will be followed. Individual contacts will be made using Constant Contact and the Emergency and Family Information Form as needed. The announcement of the closing will be made over the TV stations listed.

School will proceed as usual when a **TORNADO WATCH** is in effect, but students will take cover while a **TORNADO WARNING** (actual tornado sighted) is in effect. All students practice emergency procedures for tornado conditions.

FIELD TRIPS

Educational field trips enrich the instructional program by using community resources that are related to the school curriculum. They are an integral part of the curriculum and reinforce the teaching - learning process. Field trips are considered a regular day of school. The cost of the trip varies with the length and location of the trip. Prior to the scheduled trip, a permission slip is sent home with the child for the parent's signature. The number of field trips will vary at each grade level.

- **Field Trips are not considered optional and expect students to attend and participate in the learning opportunity.**
- **The signed permission slip must be returned to the homeroom teacher prior to the trip so that the student can participate. A verbal approval on the phone cannot replace a signed permission slip.**
- **Parent/s may be invited to accompany their child's class to chaperone on field trips as they are needed: all chaperones must be compliant with Safe Guarding All God's Family and a background check.**
- **Students who require medication or emergency medication while on a field trip must be accompanied by a member of the school staff who is certified to administer the medication. If a member of the school staff is not available, a parent/guardian must be present on the trip.**
- **Due to the nature of their supervision responsibilities preschoolers/siblings will not be allowed to come on field trips with their parent chaperones.**
- **All students must ride the bus to and from the event.**
- **Students are accountable to chaperones for compliance to the rules of conduct established for the field trip.**
- **Cost of a field trip is non-refundable in the event a student is unable to participate in the field trip.**
- **Students in the Milwaukee Parental Choice Program are not required to pay the cost of educational field trips.**
- **Students should bring the exact amount of the fee. Change cannot be provided.**
- **A family that cannot afford the field trip fee, should contact the school office.**
- **Parent chaperones must comply with all school/classroom procedures when accompanying students on a trip. The school is under no obligation to accept a parent as a field trip chaperone.**

MEDICATION

No medication will be administered by school personnel without the medical consent form and the Physicians Order of Medication Administration being completed and returned to the school office. Medications given to the school must include the child's full name, name of drug, dosage, time to be given, physician's name and must be in the **original container**. Please do not send medication to school in a bag or other container.

Schools recognize the importance of students being allowed to carry certain emergency prescription medications such as asthma inhalers, glucagon and Epi-pens. Students in K-12 may self-administer these emergency medications while at school only under the supervision of the school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal and homeroom teacher (Form 5140.2c). This form states that the student has been instructed in and understands the purpose, appropriate method and frequency of the use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent/guardian must provide to the school a copy of a health care plan (Form 5140.2d) for a student who requires an emergency prescription medication.

Archdiocese of Milwaukee 5140.2(a) 5-14-09

The school is not permitted to dispense medication of any kind to students unless the proper forms are filed with the school office.

Medication forms are sent home on the first day of school are available in the school office at all times. This form must be filled out for prescription and non-prescription medication.

- **Only trained office personnel/volunteer and a classroom teacher if necessary (ex. Field trip) will be authorized to distribute medication.**
- **All dispensation of medication will be recorded for date, time administered and initialed by personnel.**
- **Medication must be in the original bottle.**
 - **We require parents to bring the medication directly to the school office. It may not be sent with the child.**
- **Students with an allergy must have a medication plan on file in the school office.**

SCHOOL FOOD ALLERGIES

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (refer to Form 5140.23). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an Epi-pen must be provided by the parent to the school.

The school does not guarantee elimination of any food products that may cause the student to have an allergic reaction.

The school, in good faith, will provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats do not contain the allergen.

The school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

Archdiocese of Milwaukee 5140.4(d) 5-14-09

FIRST AID

According to the law, school personnel are not allowed to administer medical treatment. They may dispense Band-Aids and/or ice packs. When a child shows symptoms of being ill or has a minor injury:

- **A parent or other adult designated on the emergency card will be called to notify them of the injury or to assume responsibility for the child.**
- **The procedure for calling is:**
 - **Parent or guardian is called , in the event this contact is unsuccessful:**
 - **Emergency contacts as noted on the emergency card**

If you prefer another procedure for calling regarding your child please inform the office.

In the case of life-threatening emergency we will:

- 1. Call 911**
- 2. Call parent/guardian or (if unavailable) contact person stated on the Emergency Card.**

See following Wisconsin State law regarding inhalers.

WISCONSIN ACT 77 An ACT to amend 119.04 (1); and to create 118.291 of the statutes; relating to: allowing pupils to possess and use metered dose and dry powder inhalers.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

118.29 Asthmatic pupils; possession and use of inhalers. (1) While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

- A. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- B. The pupil has the written approval of the pupil's physician and if the pupil is a minor, the written approval of the pupil's parent or guardian.
- C. The pupil has provided the school principal with a copy of the approval or approvals under par. (b).

(2) No school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements of sub. (1) had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements of sub. (1) had been satisfied.

SCHOOL SUPPLIES

A school supply list is distributed prior to the new school year.

- **Students are to be prepared for classes with the required supplies.**
- **White Out is not allowed in the possession of students.**
- **"Play type" supplies are distracting and take away from the productive classroom learning and should not be brought to school; light-up items, fidget spinners, oversized items, etc.**
- **Classroom textbooks are to be respected as property of St. Gregory the Great Parish School and defacing or damage to textbooks may result in disciplinary action and/or purchase of a new textbook.**
- **School technology resources provide valuable instructional tools for learning. Students are expected to follow the rules and regulations designed to maintain the equipment.**

* Teachers reserve the right to determine the types of supplies allowed in the classroom. Items that cause distractions or potential harm to others may be confiscated and/or banned from the classroom.

ACCREDITATION

St. Gregory the Great Parish School meets the standards established by the Archdiocese of Milwaukee and by the Wisconsin Council of Religious and Independent Schools Association. Our school holds current accreditations by both institutions.

ACADEMIC COMMITMENT

All children are expected to take their role as a student at St. Gregory the Great Parish School seriously. When enrolling, each student makes a commitment to completing class work, doing homework and conducting themselves in accordance with the school's rules of conduct. Students with concerns regarding their education should seek assistance from his/her teacher.

CURRICULUM

At St. Greg's we teach an academic curriculum that stresses development of basic skills, critical thinking and the ability to problem solve. Our students take core courses – religion, social studies, science, mathematics, reading and language arts – and also study courses in art, music, physical education and Spanish. Computer skills are integrated into the curriculum. Textbooks are selected which support the Archdiocesan curriculum that is aligned with the Wisconsin State Standards and the Core Curriculum Standards, promoting cultural diversity and meeting the academic needs of our students.

We believe in the basic worth of each person and respect the individual difference and unique qualities of each child. Since children are our primary focus, the school environment and curriculum are designed to enhance the development of the child's spiritual, emotional, intellectual, social, and physical life.

(St. Gregory's School Philosophy)

Numerous supplementary resources are used to enrich the curriculum. These include, but are not limited to the following: texts, iPads, laptop computers, Smart boards, current event magazines, athletic/recreational equipment, keyboards, small musical instruments, audio materials, computers, the Internet, educational games and manipulatives. Computer software, educational television and films are utilized for instructional purposes when appropriate. Field trips enrich classroom lessons and are an integral part of the curriculum. In addition to the materials available in each classroom, the school has a library and an extensive variety of supplementary instructional materials.

The textbooks at St. Gregory the Great Parish School are updated on a seven to eight year cycle, one curricular area each year. Teachers evaluate and update curriculum and textbooks on a regular basis.

Students are required to cite all sources, hard copy or technology based, when completing school assignments. Failure to do so may result in acts of plagiarism, which are subject to disciplinary action.

Religious Celebrations and Education

Students attend Mass on a weekly basis. Liturgies are celebrated as an all school time or prayer.

Religious Education and formation are central to our educational program. Our program focuses on the following areas:

- A life-centered approach to learning is used, appropriate to the age and development of the child.
- Lessons contain a balance of doctrinal content, scriptural understanding, and faith formation.
- The child's life experiences, doctrine, and faith responses are incorporated in the lessons.
- At each grade level, some aspects of Eucharist and Reconciliation are studied.
- Special liturgical events of the church year are studied at each level. Students are encouraged to respond to the needs of others: school, parish, neighborhood, city, state, and work in appropriate ways as different needs arise.
- Students participate in the celebrating of all school liturgies which include both Eucharistic and Liturgies of the Word.

We encourage families to celebrate together in their parish weekend liturgy and pray together at other times. The child sees and learns these responses as part of everyday life. If a child is denied these family religious experiences, he/she may perceive them only as part of school life.

It is "in the family, children learn to believe what their parents' words and example teach about God."
(To Teach As Jesus Did)

Physical Education

Students in grades Pre K – 4 do not change for Physical Education Class but are asked to wear tennis shoes for class. Tennis shoes must be worn for class; however, separate tennis shoes for class are not required. Students in grades 5 – 8 must bring a change of clothes for Physical Education class. Clothes for Physical education class should be school appropriate and follow the uniform policy guidelines. Sharing clothes between students is not allowed. Tennis shoes must be worn for class; however, separate tennis shoes for class are not required.

COMPUTER PROGRAM

St. Gregory the Great Parish School Computer Program is based on integrating technology into the daily curriculum. See St. Gregory the Great's Technology Plan for more information regarding technology.

ACCEPTABLE STUDENT USE OF COMPUTERS AND TELECOMMUNICATIONS

St. Gregory the Great Parish School is committed to providing an education that will nurture student achievement. The use of technology tools has the potential to have a positive impact on learning. Policies and procedures are in place to insure the safe and productive use of technology resources in our school. Students in grades 5-8 will have access to email and a means to save their work.

Computing, data storage, and information retrieval systems are designed to serve the needs of the students. Network and Internet access is provided to further the legitimate educational goals of this institution. The equipment, software, and network capacities provided through the school are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege not a right. Misuses of these resources will result in the suspension or loss of these privileges as well as disciplinary or monetary consequences.

APPROPRIATE OR ACCEPTABLE EDUCATIONAL USES OF THESE RESOURCES INCLUDE:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, accessing social media, or hamper the integrity or security of any network connected to the Internet including:

- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of the US copyright law is prohibited. The display or transmission of material, messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are inappropriate for a child/youth is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- Cyber-bullying, cyber-harassment and cyber-stalking are forms of bullying that utilize electronic means. These forms of harassment are taken seriously by St. Gregory the Great and are prohibited.
- Students and their families will be held financially responsible for the repair or replacement of technology resources damaged with purpose or by neglect.

ACCEPTABLE USE OF THE SCHOOL iPADS AND COMPUTERS

Student use of the school iPads and computers are designed to promote learning. Only applications as directed by the teacher may be accessed by the student. Students may only use the devices in school during classes or specified activities determined by the teacher. Students are expected to take the following precautions when using these learning tools:

- Do not lean on the top of any computer device or write on top of it. (The screen of the iPad is delicate and expensive. The screens are particularly sensitive to damage for excessive pressure on the screen.)
- Do not put anything on the top of the device when it is closed.
- Do not "bump" the device against lockers, desks, floors, etc.
- All computer devices must remain free of any writing, drawing, stickers, or labels.
- iPads and laptops must never be left unattended.
- Extreme caution should be used when devices are being carried.

All school technology systems, whether owned by St. Greg's or brought to St. Greg's, and the information stored or work performed is subject to supervision and investigation. St. Gregory the Great reserves the right to monitor, access, read and disclose all messages, information and files created to law enforcement officials and others, without prior notice.

ELECTRONIC DEVICES AND CELL PHONES

Cell phones have become an important way for parents to keep in touch with their children to assure their safety. Parents are encouraged to refrain from allowing their children to bring a cell phone to school. In the case of emergency, cancellation of an after school activity, or to schedule pick up students may use the phone in the school office. **However, if you choose to allow your child to bring a cell phone to school the following rules will apply:**

- **A cell phone permission slip must be signed by a parent or guardian and on file in the school office prior to cell phone use.**
- **The cell phone must remain off and in the child's backpack during supervised school hours: 7:45 a.m. – 3:20 p.m.**
- **Any use of a cell phone, placing calls, text messaging, social networking or taking photos/videos during school hours will result in confiscation of the phone. The parent/guardian must come into the school office to pick up the phone.**
- **The use of a cell phone for any of the above-mentioned reasons may result in disciplinary action.**
- **IPODS, MP3 players, CD players, and other electronic devices will not be allowed in school or on school grounds. Possession and use of these devices during school hours will result in confiscation of the device. The parent/guardian must come into the school office to pick up the device.**
- **Students may not bring laser pens, in any form, to school. To do so, will result in confiscation of the device and possible disciplinary action.**
- **Should a student elect to employ any form of personal electronics in an authorized class project/school activity the student/family assume responsibility for the equipment.**
- **The school administration/faculty reserves the right to confiscate a students' phone at any time or to "unlock" their phone and review the information stored on the phone.**

The use of a cell phone for any of the above-mentioned reasons may also result in disciplinary action. Dependent on the infraction and the number of previous cell phone violations, disciplinary measures including detentions, suspensions or expulsion may be administered.

Saint Gregory the Great Parish School is not responsible for the loss or damage of any phone or electronic equipment.

GRADING SCALE

The current grading scale used in grades three through eight is as follows:

Grade	Cutoff	Percent	Description
A	93	100	A
B	85	92	B
C	77	84	C
D	70	76	D
U	0	69	U

K4 and K5 utilize a narrative report to convey student progress.

The K5 also utilizes a rating system to reflect a developmental action plan.

EMERGING (E) (Needs more time to develop)	DEVELOPING (D) (Demonstrates a general understanding)	SECURE (S) (Demonstrates consistent understanding and application)	NOT ASSESSED AT THIS TIME (NA)
--	--	---	--------------------------------

Students in grades 1 and 2 utilize the grading system below:

Grade	Cutoff	Percent	Description
S	90	100	Secure
P	80	89	Progressing
N	0	79	Needs Improvement

REPORT CARDS

St. Gregory the Great Parish School uses the Milwaukee Archdiocesan report cards for all students. The report cards are standard based and include an explanation of the grading scale. Report cards for grades 1-8 are issued at the end of each quarter. Data used in determining student achievement include:

1. Teacher observation and documentation of student skill performance
2. Formative and summative curriculum assessments- tests, quizzes, projects
3. Student demonstration of learned material/concepts- written work, verbal responses, application

The teaching staff of St. Gregory the Great Parish School uses a Web based grading program, Power School, to track and record student achievement. Power School allows for parents to check on their child's progress through accessing the teachers' grade book. It is recommended that parents check their child/ren's progress on a regular basis. Power School allows for parent/teacher communication through web notes, if there are any questions or concerns.

- **Passwords will be given to each parent/guardian at the beginning of school.**
- **It is the responsibility of the parent/guardian to be aware of their child/ren's progress in school.**
- **Teachers will communicate with parents of students who are experiencing academic or behavioral concerns through email or PowerSchool. Phone or written communication may also be suggested as beneficial.**
- **Mid-quarter reports will be sent home to students in the 5th – 8th grade program.**

PROMOTION REQUIREMENTS FOR STUDENTS PROMOTED FROM FOURTH GRADE TO FIFTH GRADE AND FROM EIGHTH GRADE TO NINTH GRADE:

The following is St. Gregory the Great Parish School's fourth and eighth grade promotion requirements administrative policy as adopted by the Education Commission on 1-21-10:

1. Beginning in the year 2010 and thereafter, students who are promoted from fourth to fifth and eighth grade to ninth grade will be required to meet at least one of the three criteria:
 - a. Criterion #1 – Academic performance is defined as proficiency levels in reading, writing, English/language arts, mathematics, science and social studies that are measured and defined by classroom assessment based on the Wisconsin State Curriculum Standards.
 - b. Criterion #2 – Test results are a proficiency level of basic or above, which is measured and defined by the Wisconsin Forward Exam, in reading, writing, English/language arts, mathematics, science and social studies.
 - c. Criterion #3 – Recommendations of teachers shall be determined by a school-based team that includes the classroom teachers(s), learning specialist and principal. The areas of performance reviewed will be expanded to include student readiness to meet the curriculum and social challenges of the next grade level. This will be determined by observations of their organizational skills, social skills and emotional readiness at the current grade level.
2. The criteria must be met in the following manner:
 - a. Criterion #1 will be considered first.
 - b. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not considered.
 - c. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

NOTE: Based on Milwaukee Archdiocese policy, St. Gregory the Great Parish School cannot deny promotion to a student twice in his/her attendance from K5 to 8th grade.

TESTING PROGRAM – GRADES 3- 8

According to Milwaukee Archdiocesan policy:

- **The grade levels and type of test to be tested will be determined in the fall of any given school year. Currently, all students in grades 3-8 participate in The Wisconsin Forward Exam in the Spring of each year.**
- **Testing dates are determined each year and communicated to the parents. Parents are asked to avoid family vacations during this time.**
- **Students who participate in the Milwaukee Parental Choice Program (MPCP) are tested following the criteria established by the Department of Public Instruction.**

Policy adopted 3-11-75 Latest Revision July 2015 Archdiocese of Milwaukee

NOTE: Standardized test scores are released to the Department of Public Instruction (DPI), the Choice Longitudinal Study and parents/legal guardians. Past test results will be provided to families with students enrolled in the school or families completing the appropriate registration materials.

Student Support Team

Student learning is a primary focus in our school mission. When a student experiences difficulty in school, it is necessary to identify the cause and provide appropriate intervention strategies to advance learning.

In order to accurately assess a learning concern, data must be collected and analyzed. This action will be completed by a Student Support Team. The team will consist of:

- School Principal
- Referring Teacher
- Parent/Guardian
- Learning Specialist
- Specialist Teacher (as needed)
- Other professional with an applicable knowledge base

The Student Support Team may recommend basic intervention which can be completed in the classroom or suggest further testing through the local public school District, a medical practitioner or a private psychologist. Recommendations from the additional testing will be reviewed by our staff and recommended accommodations will be considered and put into practice as the resources at St. Gregory the Great permit. Questions on this program can be directed to the principal or school learning specialist.

HOMEWORK

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student.

Homework, properly planned and purposeful in nature should:

- Reinforce student understanding and skills relative to content that has been initially presented.
- Prepare students for new content or have them elaborate on content that has been introduced.
- Help students develop self-monitoring skills, good study habits, and organizational skills.
- Foster positive attitudes toward school.
- Allow students to practice skills to develop mastery without penalty.
- Inform teachers of student level of understanding of instruction.
- Provide a vehicle for feedback on student learning development.
- Be viewed as a vital step in the learning process. Practice before assessment.

Parent involvement in homework should be kept to a minimum. Teachers may suggest how to best support learning development at home.

Teachers will establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and vary approaches to providing feedback.

Approved 3-11-75, Revised 5-12-05, Milwaukee Archdiocese

HOMEWORK FOR ABSENTEES:

A parent wishing homework for a child who has been absent for more than one day may:

- **Call the school secretary before 8:30 a.m. to make the request and arrangements for a time at which to pick up homework.**
- **Request that a classmate pick up the assignments and make arrangements with that individual for getting the materials.**
- **If a child is absent for only one day the student can get the make-up work upon return to school.**
- **Time allotted to make up missed class assignments and/or homework will coincide with the number of days absent.**

PARENT COMMUNICATION WITH TEACHERS

Parents are encouraged to consult with a teacher whenever the need arises. It is best if an after school appointment is made in advance.

Arrangements may be made via a note or by calling during school hours to leave a message with the school secretary or using the web notes. Your message will be forwarded to the teacher, who will return your call as soon as possible.

Parents/guardians are asked to refrain from calling teachers/staff members at home or on their cell phones regarding students or school matters.

Please note that teachers are not expected to return web notes/emails on the weekend or evenings, but are requested to reply within 48 hours.

PARENT/TEACHER/STUDENT CONFERENCES

Parents and teachers have the utmost concern for the progress and well-being of the children, it is necessary that parents and students be present whenever a conference is requested.

Parent/Student/Teacher Conferences are scheduled for all families at the end of the first quarter, and by request at the end of the second quarter. If you wish conferences at times other than those stated above, please call the office or contact the child's teacher via a written communication to make arrangements.

Reviewed 6-2-09 School Commission

PARENT/SCHOOL COMMUNICATION

In an effort to maintain regular and timely communication with parents/guardians, the school sends home a bi-monthly communication with the youngest child (generally on Wednesdays) via "Gregory's Great News".

- **The Great News information will be sent electronically, unless a hard copy is requested by the family.**
- **Please read "Gregory's Great News" and call the school office with any questions.**
- **If school is not in session on a Monday, the "Great News" will be sent home on Thursday of that week.**
- **On Monday's important dates for school wide activities will be sent home to families who provide the school office with their email. If there is no school on Monday, it will be sent on Tuesday.**

BACK PACK MAIL

If you are sending correspondence through your child(ren) via back pack mail for extra-curriculars or other outside activities, please be sure it is clearly labeled as to who or where it should be delivered. Money that is collected for outside activities sent through back pack mail is strongly discouraged and St. Gregory the Great Parish School **is not liable for monies that are lost or stolen.**

BREAKFAST PROGRAM

A cold breakfast is available for student purchase. The meal is 'bundled' and milk will be provided with every breakfast ordered.

Breakfast is available for purchase for students and adults. The cost of meals are set at the beginning of each school year. Students participating in the Free and Reduced Government Lunch Program can purchase the meals at the approved rate.

In order to participate in the morning program the student must arrive at school and be in the classroom by 8:00am. This will permit him/her to be recorded as being in attendance and be prepared for the school day.

Breakfast must be ordered the day before the meal is served. Families of students may call the school office to place their breakfast request.

Families or staff interested in participating in the Breakfast program can forward their payment to Jean Dery, Hot Lunch Director.

LUNCH PROGRAM

All students are expected to eat hot or cold lunch daily. Students are not allowed to leave the school grounds for lunch for any reason. This is for the safety and protection of your child and the well-being of all other students. St. Gregory the Great Parish School, in cooperation with the Government Lunch Program, offers a nutritionally sound midday meal. Our program requires students to take no less than three of the five meal components: fruit, vegetable, grain, protein, and milk. Monthly, parents receive a copy of the menus served. The cost of meals are set at the beginning of each school year. Free and reduced lunch is available for

families with qualifying income levels. Please ask the school office for an application. Provisions can be made for special medical dietary needs of the students. If a child has allergies or special diet needs, a prescription must be on file in the school lunch manager's office.

Students who bring cold lunch can bring their own beverage, milk or juice, or they may purchase milk and water. Soda is not permitted.

Lunches must be ordered the day before the meal is served. Families of students may call the school office to place their lunch request.

Students will be issued a Student ID card to provide an accurate count of their participation in the hot lunch program.

Families who qualify for free or reduced rates are requested to complete the appropriate application, even if they do not intend to participate in the program.

Money is not accepted for payment in the lunch line.

Notification will be sent to the parent if a child owes lunch money to the School Lunch Director.

LUNCH ROOM BEHAVIOR

Students are expected to observe respectful, appropriate and safe behavior at all times.

This includes but is not limited to:

- **Students will demonstrate the proper handling of food**
- **Students will eat their own lunch as provided by the parent or school**
- **Students will not share food or take food from other students**
- **Students will observe proper table and eating etiquette**
- **Students will talk in a conversational tone of voice**
- **Student will remain seated while eating**
- **Students will take responsibility for cleaning their eating area and discarding their garbage**
- **Students will observe lunchroom rules and regulations. Rules are posted at each table.**
- **While standing in the lunch line students will maintain a quiet respectful manner.**

STUDENT LEADERSHIP AND SERVICE COUNCIL

St. Gregory the Great Parish School has a Student Leadership and Service Council which is designed to involve students in school planning, leadership and service. This further provides an opportunity to have input into the atmosphere, spirit, activities, and programs of the school. The teacher leaders of this council will meet with the student members regularly to plan events or take on leadership roles within the school community. Pep rallies, celebrations of greatness, announcements, tour guides, and door greeters during parent events, talent show, Catholic Schools Week events, lunch room helpers, Home and School parent meetings, and Fun Day are examples of things that the council will plan for.

EXTRA-CURRICULAR ACTIVITIES

St. Gregory the Great Parish School provides opportunities for students to participate in extra-curricular activities. Student Leadership and Service Council, the Safety Cadet Program, Athletics, and Choir are included. These activities help children to become well rounded individuals and are an important component of our school. In order to participate in these events students in grades 5-8, must demonstrate positive behaviors and maintain academic grades which reflect their understanding of the concept taught in the classroom. Students who have 2 grades below C will be unable to participate until the mid-quarter grades are tabulated. If improvement is shown, they may return to the extra-curricular activity. If grades have not improved, they will be reviewed at the quarterly grading period. All activities are affected by the academic eligibility with the exception of acolytes and scouting.

CROSSING GUARDS/SAFETY CADETS

Milwaukee Safety Commission Crossing Guards are stationed at the corner of 61st and Oklahoma. Children walking to school from north of Oklahoma and/or east of 60th street must cross with these guards. Safety Cadets from grades six through eight help organize walking traffic on our playground with the purpose of student safety. Children and adults are reminded to politely follow the directions of the guards and cadets. We are proud of the responsibility these students demonstrate throughout the year.

LOST AND FOUND ITEMS

The lost and found box is located on the second floor. The collection is available for inspection by students or parents. After Parent/Teacher Conferences and vacations, all unclaimed items are donated to a charitable organization.

MONEY AND SALES

The school cannot be responsible for your child's money. We discourage children from bringing spending money to school. Ordinarily, payments should be made by check.

- **Any money/checks brought to school for a special project (e.g. field trip) should be sent in a labeled sealed envelope.**
- **Money for special projects should be given to the homeroom teacher during the morning homeroom period.**
- **The homeroom teacher will send it to the school office.**
- **Students may bring money for school-sponsored fundraisers; Secret Santa or book sales.**
- **Students may not bring items to sell to other students for personal reasons.**
- **Change will not be available. The correct amount should be provided.**

PARTIES

In order to avoid hurting feelings at a time when fun is the goal of a party or peer gathering, we request that invitations to parties be distributed away from school, outside of school hours. An exception can be considered when all students from a grade level are invited to the event.

SNACKS AND BIRTHDAY TREATS

Mid-morning snacks and/or treats at school are nutritionally beneficial for children; e.g. fruit, popcorn, granola, cereal, vegetables are encouraged. We encourage healthy choices for our students in support of our School Wellness Policy found on the school website.

- **In order for the classroom teacher to prepare for the distribution of a child's birthday treat parents are asked to let the teacher know when and what the treat will be.**
- **Any birthday/celebration treat that is out of the ordinary, ice cream sundaes, pizza, a very large cake, etc. must be cleared with the teacher prior to the day of serving so as not to be too disruptive to the classroom schedule.**
- **To ensure student safety, treats which have peanuts should not be sent for a party or birthday treat.**
- **Students may, but are not required; share their birthday treats with teachers/adults outside of their classroom setting, provided they are on the same floor of the building.**
- **"Star student" treats will be distributed to members of the classroom.**
- **Gum and soda are not allowed in school.**
- **Detailed information can be found in our School Wellness Policy on our school website.**

PLAYGROUND EQUIPMENT

Students are supplied with playground and sports equipment. Each child is responsible for taking care of playground equipment by using it properly and carefully. Each child who borrows equipment is responsible for returning it to its proper place in the collection bin inside the southeast door.

- **The only equipment students may bring from home is a baseball glove.**
- **Baseball Cards and other collections are not allowed.**
- **Due to liability and insurance concerns no skateboards, roller-blades, or scooters are to be**

brought to and/or used at St. Gregory School building and playground.

Revised 6-2-09 School Commission

SPECIAL NOTE: Students may not bring toys, toy collectibles, laser pens, and stereo equipment to school. Adequate and safe storage is not available while students are in class. Students who fail to follow this school rule will have the equipment confiscated until a parent/guardian can claim the item.

PROPERTY DAMAGE

We encourage all members of our school community to be responsible stewards of property. Students and/or their parents will be held responsible for the depreciated cost of replacing any school materials or property that are lost or damaged through negligence or vandalism.

SMOKING

All St. Gregory the Great Parish property is smoke free at all times. No visitor or employee is permitted to smoke inside the buildings, in the parking lot, or on school grounds.

SNOWBALLS

Snowball throwing is strictly forbidden on school premises. With the large number of children playing outside at a given time, the danger of a child being hit and seriously hurt by a snowball or an ice ball is great. It is a risk that no one of us wants to take. The well-being of each of our students is too important.

STUDENT DESKS

Desks are the property of the school and at no time does the school relinquish its exclusive control of desks provided for the convenience of students. School authorities, for any reason, may conduct periodic general inspections of desks and any items in the desks at any time, without notice, without student consent, and without a search warrant. All contraband such as alcohol, controlled substances, and weapons will be deposited with the principal. Officers of the law, appearing with duly processed search warrants will accord the right to inspect as per the court order.

Archdiocese of Milwaukee: Policy adopted 5-1-94

BOOKENDS PROGRAM

The Bookends Program provides childcare before and after school hours . This is a school-run program following the ideals and philosophy St. Gregory the Great Parish School. The goal of Bookends is to provide a safe, well-supervised and structured environment. This program has planned activities allowing for choice, responsibility and enjoyment to take place. Students are expected to demonstrate positive behaviors which reflect the behavioral standards of St. Gregory the Great Parish School. In addition families must complete the Bookends registration material and remain current in program fees in order to participate in the program. Please call the Bookends director at 327-3173 for fee, schedule and registration information.

UNIFORM POLICY

Wearing a school uniform helps students focus on academics rather than fashion and it instills a sense of discipline. Uniforms are expected to be neat, clean and worn to reflect respect and modesty as outlined in the policy. Students are expected to dress following the uniform code every day:

- **Approved uniform items may be purchased at J.C. Penney's, Wal-Mart, Lands End, Target, and Kohl's.**
- ***The Uniform Place is no longer in business. The St. Greg's Mayfair plaid jumpers, skirts and skorts can no longer be purchased, but can still be worn to school.***
- **Non-compliance with the uniform policy may result in disciplinary action.**
- **Repeated uniform violation of the dress code will result in the student serving a supervised lunch period or the loss of future out of uniform privileges. Students who dress "out of uniform" inadvertently will be asked to wear their uniform on the next "out of uniform" school day.**

DRESS-UP DAYS/FIELD TRIPS

Dress - up days are special days when students may wear clothing other than uniforms. The teacher will discuss with the class the type of clothing appropriate for the occasion.

Reviewed 6-2-09 School Commission

OUT OF UNIFORM/SPIRIT DAYS

Students will occasionally be allowed to be out of uniform. **The guidelines for out of uniform days apply to boys and girls and are as follows:**

- **Spirit wear days are scheduled throughout the year for students to wear their St. Greg's T-shirt with appropriate bottoms. Each student will receive one free spirit wear shirt. Additional shirts must be purchased. Students may wear a solid yellow T-shirt in place of the spirit wear shirts on spirit days.**
- **Students may wear jeans, or other clothing that are considered appropriate for school.**
- **Jeans/pants may not be torn or ripped.**
- **Jeans with the very wide leg, long length, tight fitting or loose waist may not be worn to school.**
- **Pants with the waist at the hip, and tops that do not cover the stomach are not acceptable.**
- **Leggings are not acceptable unless worn under a skirt, dress or long top that comes to the knee.**
- **Children are expected to wear clothing that is not revealing or tight fitting. Tops must cover the shoulder area.**
- **Shirts with printing and/or pictures must be appropriate for school. Liquor advertising, rude expressions and some rock groups are not appropriate.**
- **Shoes worn on out of uniform days must follow the uniform policy.**
- **All clothing worn on out of uniform days is subject to the discretion of the principal.**

WEARING SHORTS

- **Uniform shorts are navy blue walking shorts (to the knee) and in accordance with the dress code policy. Cargo shorts are not permitted. Shorts worn on out of uniform days must also reach the knee.**

Updated: 2016

Uniform Policy

	Girls	Boys	Not Allowed
Jumpers	<p style="text-align: center;">K4 – 4th Grade</p> <ul style="list-style-type: none"> ▪ Blue and yellow plaid (Mayfair) ▪ Solid navy blue ▪ Solid navy shorts may be worn underneath ▪ Length must come to the knee 	<ul style="list-style-type: none"> ▪ Not applicable 	Decorations of any kind
Skirts	<p style="text-align: center;">5th – 8th Grade</p> <ul style="list-style-type: none"> ▪ Blue and Yellow Plaid (Mayfair) ▪ Solid navy blue ▪ Solid navy shorts may be worn underneath ▪ Length must come to the knee 	<ul style="list-style-type: none"> ▪ Not applicable 	Decorations of any kind
Skorts	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ Blue and Yellow Plaid (Mayfair) ▪ Solid navy blue ▪ Length must come to the knee 	<ul style="list-style-type: none"> ▪ Not Applicable 	Decorations of any kind
Slacks	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue uniform, classic fit, chino style ▪ Cotton, corduroy, or twill ▪ Must be worn at the waist 	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue uniform, classic fit, chino style ▪ Cotton, corduroy, or twill ▪ Must be worn at the waist 	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ CARGO STLYE ▪ SKINNY STYLE PANTS ▪ Denim, jeans, stretch leggings, or joggers ▪ Low rise pants ▪ Decorative belts, trim, or studs. ▪ Torn, excessively baggy, overly tight or faded pants. ▪ Rolled up pant legs ▪ Elastic around the ankles
Capris	<p style="text-align: center;">All Grades</p> <p style="text-align: center;">Navy blue capris only</p> <p style="text-align: center;">Twill, cotton, or corduroy</p>	Not applicable	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ Denim, jeans, or stretch fabrics ▪ SKINNY STYLE CAPRIS ▪ Low rise pants ▪ Decorative belts, trim or studs ▪ Torn, excessively baggy, tight or faded
Shorts	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue dress walking shorts ▪ Length must come to the knee 	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue dress walking shorts ▪ Length must come to the knee 	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ CARGO STYLE ▪ SKINNY STYLE ▪ Denim, jeans, or stretch fabrics ▪ Low rise pants ▪ Decorative belts, trim or studs ▪ Torn, excessively baggy, tight or faded
Shirts/ Blouses	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ White, powder blue, or navy ▪ Long or short sleeves ▪ Dress style, turtleneck, polo, or uniform knit shirt ▪ Must have a collar ▪ Must be hip length 	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ White, powder blue, or navy ▪ Long or short sleeves ▪ Dress style, turtleneck, polo, or uniform knit shirt ▪ Must have a collar ▪ Must be hip length 	<p style="text-align: center;">All Grades</p> <ul style="list-style-type: none"> ▪ Insignias or logos, additional color trim or decoration ▪ Sleeveless or cap sleeve styles ▪ See-through fabric ▪ No bare midriffs ▪ No shirts without a collar ▪ Plain white undershirts may be worn under the uniform shirt and must be tucked in. ▪ Undergarments must not show through the fabric.

	Girls	Boys	Not Allowed
Sweaters	All Grades <ul style="list-style-type: none"> Solid navy blue V-neck, crew, or cardigan Must have regulation shirt/blouse underneath 	All Grades <ul style="list-style-type: none"> Solid navy blue V-neck, crew, or cardigan Must have regulation shirt/blouse underneath 	All Grades <ul style="list-style-type: none"> Hoodies Loose knits Netting style, open weave, etc.
Sweatshirts	All Grades <ul style="list-style-type: none"> St. Greg's school logo navy blue or solid navy blue only Must be worn over regulation shirt/blouse Crew neck 	All Grades <ul style="list-style-type: none"> St. Greg's school logo navy blue or solid navy blue only Must be worn over regulation shirt/blouse Crew neck 	<ul style="list-style-type: none"> Any other sweatshirt No school team athletic sweatshirts unless on specific school spirit day No hoodies
Gym Clothing	All Grades <ul style="list-style-type: none"> Athletics shoes, non-marking soles Grades 5-8 Loose fitting t-shirt/sweatshirt & shorts/sweatpants Shirts must have sleeves Shorts to knees 	All Grades <ul style="list-style-type: none"> Athletics shoes, non-marking soles Grades 5-8 Loose fitting t-shirt/sweatshirt & shorts/sweatpants Shirts must have sleeves Shorts to knees 	Grades 5-8 <ul style="list-style-type: none"> Tight, revealing clothing Shorts above knee Objectionable slogans/pictures on clothing Tank tops
Socks	All Grades Must be worn <ul style="list-style-type: none"> Solid color only 	All Grades Must be worn <ul style="list-style-type: none"> Solid color only 	All Grades <ul style="list-style-type: none"> Patterns or character
Tights/ Leggings	All Grades Solid navy or white Cannot be worn alone, must be worn underneath a skirt, dress or jumper	Not Applicable	Lace, pattern or decoration of any kind
Shoes	All Grades Shoes must fit securely and be appropriate to all school activities. Athletic shoes are strongly recommended <ul style="list-style-type: none"> Walking or athletic shoes All shoes with laces must be tied and/or fastened 	All Grades Shoes must fit securely and be appropriate to all school activities. Athletic shoes are strongly recommended <ul style="list-style-type: none"> Walking or athletic shoes All shoes with laces must be tied and/or fastened 	All Grades <ul style="list-style-type: none"> Open toes, sandals or flip-flops Clogs or backless styles Jellies Platforms Cowboy/fashion boots Light up or talking shoes Moccasins Ballet or bedroom slippers
Jewelry	All Grades <ul style="list-style-type: none"> Earrings – for safety reasons only stud earrings may be worn and not more than 2 studs per ear. Necklaces – one single, short chain. It may include a single small cross or religious medal Wristwatch 	All Grades <ul style="list-style-type: none"> Earrings – for safety reasons only stud earrings may be worn and not more than 2 studs per ear. Necklaces – one single, short chain. It may include a single small cross or religious medal Wristwatch 	All Grades <ul style="list-style-type: none"> Bracelets/anklets Non-religious necklace Dangling or hoop earrings Pocket chains Body piercing Body art, tattoos (fake or real) Choker style necklaces Writing on hands or skin
Hair	All Grades Clean, combed and out of eyes Hair color must be natural tones	All Grades Clean, combed and out of eyes Hair color must be natural tones Length must be above collar.	Hair dyes or un-natural colors Distracting hair styles or accessories
Accessories	All Grades <ul style="list-style-type: none"> Belts must be plain, void of decoration black, brown or navy only Clear or opaque nail polish 	All Grades <ul style="list-style-type: none"> Belts must be plain, void of decoration black, brown or navy only 	<ul style="list-style-type: none"> Colored nail polish Fake nails Excessive make-up Hats or costume wear Ties Large headbands
Glasses/ Contact Lenses	Must be prescription	Must be prescription	

VIDEO TAPING IN THE CLASSROOM

Occasionally videotaping of the children's presentation is done in the classroom. These may be made available to the parents for viewing at home. Teachers will, at appropriate times, invite the parents into the classroom to view the children's presentations. Parents who attend these events and would like to video tape, may only video tape their child's performance. This is regulated in order to insure the privacy of all students. There may be presentations designed to serve as assessments. In this case, taping the activity may not be appropriate. Inquiries regarding videotaping presentations in the classroom should be discussed with the teacher at least 2 days prior to the scheduled presentation.

SAFEGUARDING ALL GOD'S FAMILY/SAFE ENVIRONMENT TRAINING – FORMERLY VIRTUS

Safeguarding All God's Family is an Archdiocesan program which is in place to insure the safety and protection of all God's children. We welcome and encourage parental involvement in school, at school events and activities including field trips and class parties; therefore, all parents and/or volunteers over the age of 18 must complete the Archdiocese required Safeguarding training prior to working with the children. Background checks and a commitment to following the St. Gregory and Archdiocesan Code of Ethics is also required. Training sessions are held at various times and places throughout the year. Training session options can be found and scheduled at <https://milwaukee.cmgconnect.org>. Chaperones must be 21 years of age.

CRISIS PLAN

St. Gregory the Great Parish School has in place a detailed crisis plan for the safety of all the children and staff of the school. Should a building evacuation become necessary, students will go to Fairview at 6500 W. KK River Pkwy. Alternate sites include Our Lady of Lourdes. Information regarding an evacuation will be communicated to parents as appropriate for the emergency situation. Specific protocols will be followed depending on the circumstances of the situation. Fire, severe weather, lock-down, and evacuation procedures are practiced throughout the year.

VISITORS

Visitors are always welcome at St. Gregory the Great Parish School. In order to provide a quality focused learning experience we are asking that all visitors register in the school office and get a visitors pass. If you are dropping off something for your child please drop it off in the school office and we will gladly get it to your child.

- If you would like to help out in your child's classroom prior notice is needed for the teacher to plan.
- Field trip volunteers should report to the school office to sign in.
- Classroom visitors for special events/field trips should register in the school office before going to the classroom.
- Parents who would like to meet with a teacher prior to the school day should make an appointment as the morning before school is for planning and set up for the day.
- When entering the building use the buzzer and intercom system. Students are NOT allowed to open locked entry doors for visitors.
- Please do not hold the door open for someone else entering the building, they will need to use the buzzer and announce themselves.
- When volunteering, chaperoning, or meeting with a teacher (pre-arranged) or for special events, sign in at the school office and obtain a visitor's badge.
- Don't be offended if a staff member approaches you on the playground or in the halls and requests that you sign in at the office and obtain a visitor's badge. Even if you're at school frequently, not all of our staff and students know you.
- Schedule appointments with teachers at least 48 hours in advance. It is difficult for teachers to drop everything to talk with a parent while school is in session.
- Visitors, parents/guardians and family members working with students in any capacity are required to meet the requirements of the Milwaukee Archdiocesan Safeguarding All God's Family Program.
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.
- Parents who wish to observe or visit his/her child's classroom must give 24 hour notice to teachers.

St. Gregory the Great Building Security Protocols

In effort to increase security for the benefit of our parish and school community, the following protocols must be practiced by all who utilize the church, school, or gym facilities.

During School Hours:

1. All school visitors must be identified at the main school entrance before entering the building. Press and release the buzzer on the intercom to alert the main office before entry.
2. Do not hold the door open for others to enter without permission.
3. Exterior doors should never be propped open. If items need to be carried or wheeled in, an extra person should hold the door open and monitor the entrance until the door is securely closed and locked.
4. All visitors must report to the main school office after entering the building, unless special arrangements have been made. Registered visitors must wear a visitors badge when moving about the building.
5. Any groups who use the school building during school hours must follow school security protocols- fire drills, lockdowns, evacuations, etc. Group rosters for groups who meet regularly in the school building during school hours should be kept in the school office for use during crisis situations. (Ex: Christian Women, St. Ben's)
6. Faculty and staff are permitted in the building from 6am to 10pm daily.
7. Visitors attending church or funeral services should not walk through the school during school hours unless authorized by office personnel.
8. Any outsiders wishing to enter the school building from the parish office should be alerted to the school office via phone (and vice versa).
9. Students/minors should never open the door for outsiders.
10. An adult door monitor will be assigned during school events.

Outside of School Hours:

1. Exterior doors should never be propped open. If items need to be carried or wheeled in, an extra person should hold the door open and monitor the entrance until the door is securely closed and locked.
2. Minors must be accompanied by an adult when allowing outsiders to enter the building.
3. All exterior doors should be locked during an event. All event participants should enter and exit through one designated door. (Excluding Church Services)
4. Public event coordinators are encouraged to assign a door monitor to be sure participants do not go up the stairs or elevator to other floors within the school without authorization.
5. Group members who use Tenpenny Hall or other assigned areas of the building should stay within the designated area only. Participants should not wander the halls or be in other areas of the building.
6. All minors must be accompanied by adults when in any part of the building.

GOVERNING BODY

St. Gregory the Great Parish School is governed by our pastor, Rev. Thomas Demse.

SCHOOL COMMISSION

School Commission Mission Statement:

The School Commission of St. Gregory the Great Parish School is a standing advisory committee to the principal and accountable to the Parish Council. Its mission is to develop within the entire parish community an understanding that all of us have the responsibility to promote the education of children. We value the uniqueness of each child and we are committed to the child's spiritual, intellectual, social, emotional, and physical development. We hereby pledge to do this in an atmosphere where the school staff, students, parents, and all parish members work together as a faith community.

School Commission members for the 2017-18 school year are as follows:

Pastor **Rev. Thomas Demse**
Principal **Mrs. Amy Schlegel**
Co-Chairs **Jeff Senn and Mary Wejrowski**

Secretary

Membership

Joe Kovnesky

Michael Gutierrez

John Krostag

Mary Wejrowski

Yolande Lasky – Parish Council Representative

HOME AND SCHOOL

The Home and School Association is a partnership of school families, teachers, and staff working together for the advancement of Catholic education in school and homes. It is the objective of the Home and School Association:

- To provide channels of communication between school and home.
- To encourage the maintenance of high standards of family life.
- To create a greater appreciation of Catholic education.
- To conduct through the volunteering of parents, various fund raising activities, the results of which will be used to augment the school budget and provide additional funds for educational equipment and resources.

BOARD MEMBERS

President Rick Medina
Vice President Position Open
Principal Amy Schlegel
Treasurer
Secretary
Events Coordinator
Communication Manager

Any Home and School Association Board Member would be happy to address your questions or concerns regarding any Home and School business.

*All school parents are invited and encouraged to attend the Home and School Parent meetings to gain information and offer input on various Home and School initiatives.

St. Gregory the Great Parish School is well known for our willingness and generous volunteers. The events listed in the calendar would not be possible without the dedication of many parents. This year we again ask you to support our efforts by donating a small portion of your time. You will receive a list of events at the beginning of the school year that will state the chairperson's name on it. Please use this to indicate your choice of event/s that you would like to work.

HOME AND SCHOOL FUND RAISING

Families are invited to participate in all Home and School events, whether social or for the purpose of fund raising. Since 100% of our school children benefit in some way from our fund raising endeavors, we encourage all parents to participate in our fundraisers. Information regarding this year's fundraising opportunities will be published by the Home and School Organization.

ATHLETIC PROGRAM

ATHLETIC BOARD MEMBERS

Athletic Director	John and Jill Schneider
Athletic Advisor/Secretary	Debbie Brunner
Athletic Advisors	Chris Hodges
Concession Coordinators	Kelly Rohrbach
Treasurer	

Athletics should provide:

- **A learning experience**
- **A positive base for Christian development**
- **An understanding of competition, emphasizing sportsmanship and teamwork.**
- **An opportunity for all participants to develop and share knowledge and skills appropriate to their level.**

A student who participates in a parish/school interscholastic athletic program is ineligible to participate in the interscholastic athletic program of another parish/school for one (1) calendar year from the date of registration with the new parish unless there is a change in the primary place of residence of the student's parents or guardian. A student participates in an interscholastic athletic program when he/she plays, practices, tries out or submits written permission to compete. During the one (1) year period of ineligibility, the student must attend the new parish/school or its religious education classes. The Archdiocesan Youth Athletic Advisory Board may waive this rule if it is clearly demonstrated that a transfer was not athletically motivated. Whenever possible, a recommendation will be sought from the league board of control, regarding final decisions.

The Athletic program and St. Gregory the Great Parish School work in partnership to provide students with a well-rounded education. Participation in athletics is a considered a privilege that is earned through quality participation in a student's education. **Therefore:**

- **Students who are absent from school due to illness should not participate in practice and/or a game on that day.**
- **In the event a student athlete is involved in behavioral activities in school where consequences are required, suspension from participation in a game or suspension from participation for a specific length of time may be included in the consequence as stated in the discipline policy.**
- **Academic criteria for being involved in extra-curricular activities. Students who have two grades below C will be unable to participate until the mid-quarter grades are tabulated. If**

improvement is shown they may return to the extra-curricular activity. If grades have not improved, they will be reviewed at the quarterly grading period.

SPECTATOR RESPONSIBILITIES AT ALL SPORTING EVENTS

Positive reinforcement of all athletic endeavors is essential to our program. Disruptive behavior and negative comments will not be tolerated. Inappropriate behavior during games may result in the immediate removal of the party from the premises. A subsequent conduct review by the Athletic Board may result in future sanctions. We request that all spectators support our sport teams and enjoy the events.

ADULT CONDUCT POLICY

St. Gregory the Great prides itself on a Christian environment and expects all parents, guardians and adult family members to treat all students, their families, our faculty and our staff in a respectful manner and to model appropriate conduct for our students. Failure to do so by engaging in physical or verbal altercations or creating an environment that is hostile or intimidating is unacceptable.

School Commission 6/2012

PARENT BEHAVIOR

Parent differences may arise at some point in the school year. Disagreements are best resolved by the family members involved, on neutral grounds. The school is not considered a neutral ground.

PARENTAL SUPPORT AND COOPERATION

The positive environment at St. Gregory the Great Parish School is nurtured through the cooperative spirit demonstrated by our school parents/guardians. It is expected that parents/guardians will treat all school/parish employees with respect and follow the school policies and procedures as outlined in the Parent-Student Handbook. Failure to do so may result in the removal of the family from the school community.

SCHOOL-SPONSORED FAMILY EVENTS

Over the course of the year, there are many opportunities for families to participate in and/or attend school events in the evening or on weekends. Examples of these events include Open Houses, Boo Bash, grade level musical programs, ice cream social, academic fair, theater performances, celebrations, etc. These events are community gatherings where we celebrate our accomplishments, enjoy camaraderie, and make connections with our other St. Greg's families.

Guidelines:

1. Accompany your children to these events. These are not "drop off" events.
2. Students need to participate in the event. This is not a time to leave the event space, move about the school and grounds, or run through the hallways and gym.
3. Parents need to supervise their children and know their whereabouts during the event.
4. Please do not allow minors to remain outside unsupervised.
5. Students and family members are expected to follow school safety procedures during school events.

TUITION POLICIES

The School Tuition Policies are included in the Handbook. Families are expected to follow the regulations outlined in the policy manual. Should there be special financial circumstances contact the business manager to discuss the available options.

DAMAGED/LOST SCHOOL MATERIALS

It is the responsibility of the student to replace all lost or damaged school materials. These costs are not covered in tuition fees or under the Milwaukee Parental Choice Program. This includes school, library books, Technology resources (ex. Laptops, iPads, etc.,) or Bookends materials.

WELLNESS POLICY

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Good health fosters student attendance and education;

St. Gregory the Great is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. It is the policy of St. Gregory the Great to:

- All students will have opportunities at school, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Guidelines for Americans.
- Students will be provided with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat.
- Students will be provided with nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- St. Greg's School Wellness Committee will establish and maintain an infrastructure for management, oversight, implementation, communication

TO ACHIEVE THESE POLICY GOALS:

I. SCHOOL WELLNESS COMMITTEE

The Principal, the Hot Lunch Director, the Learning Support Team and School Commission will monitor/evaluate the wellness policy.

The designated official for oversight is Jean Dery, Hot Lunch Director
The name(s), title(s), and contact information of this/these individual(s) is

Name	Title / Relationship to the School or District	Email address	Role on Committee
Jean Dery	Hot Lunch Director	jdery@stgregsmil.org	Oversees and manages the breakfast and lunch program
Amy Schlegel	Principal	aschlegel@stgregsmil.org	Maintains an infrastructure for managing, maintaining, and evaluating meal program
Kim Krause	Teacher/ lead support team member	kkrause@stgregsmil.org	Evaluation of wellness policy
Jeff Senn	School Commission Chairperson	jsenn@sbcglobal.org	Evaluation of wellness policy

This wellness policy and the progress reports can be found at: www.stgregsmil.org

Recordkeeping

The school will retain records to document compliance with the requirements of the wellness policy. Documentation maintained will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update St. Gregory's Wellness Policy; including an indication of who is involved in the update and methods the school uses to make stakeholders aware of their ability to participate on the SWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

St. Gregory the Great Parish School will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school will make this information available via the school website or parent newsletter communication. The school will provide as much information as possible about the school nutrition environment. This will include a summary of the school's events or activities related to wellness policy implementation. Annually, the school will also publicize the name and contact information of the school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

II. NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SOLD AND SERVED AT ST. GREGORY THE GREAT

SCHOOL MEALS

School breakfast and lunch is available for all children regardless of income level by a licensed food service provider. Students are not identified as receiving free or reduced breakfast or lunch.

School lunch consists of the following: protein, whole grains, 2 oz. vegetables, 2 oz. fruit for K4 and 4 oz. vegetables, 4 oz. fruit for K5-8, ½ pint of fat free chocolate or 1% white milk. Students must choose at least 3 of the options made available to them. Students are encouraged to eat the items they have chosen. A drinking fountain is available in the lunchroom.

MEAL TIME AND SCHEDULING

Students are offered a school breakfast from 8:05am- 8:15am for those who choose to participate. Students are provided with a 20 minute time period to eat lunch. Lunch times are scheduled from 11:10-11:30am, 11:30-11:50am and 11:50am-12:10pm.

Students are given an opportunity to wash/sanitize their hands prior to lunch.

Students who are required to brush their teeth because of special oral health needs (e.g. orthodontia or high tooth decay risk) are allowed to do so.

QUALIFIED SCHOOL FOOD SERVICE STAFF

St. Gregory the Great has a licensed food service manager on site.

SHARING OF FOODS AND BEVERAGES

St. Gregory the Great prohibits students from sharing their foods or beverages with one another during meal or snack times, due to concerns about allergies and other restrictions on some children's diets.

SNACKS

Students are allowed to bring a healthy snack from home. A list of snack suggestions are given to parents.

Students in our Early Childhood Program have 1% milk provided for them with their snack. Teachers will monitor snacks of students during snack time. If an unhealthy snack is brought by a student he/she will not be permitted to eat the snack. The classroom teacher will also review healthy snacks with students throughout the school year.

CELEBRATIONS

St. Gregory the Great limits celebrations that involve food to Halloween, Christmas and Valentine's Day. Students are allowed to bring a treat in on their birthday for their class. If a student has food allergies parents may provide an alternate treat for their child. All foods offered on the school campus shall meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and classroom snacks brought by staff or family members.

AFTER SCHOOL PROGRAM

Snacks are provided to students attending the after school program. These snacks are approved by the director and take into consideration any special health requirements or dietary needs.

III. Nutrition AND PHYSICAL ACTIVITY PROMOTION

St. Gregory the Great aims to teach, encourage and support healthy eating by students. St. Gregory the Great provides nutrition education and engages in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of our science/health curriculum
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, and health-enhancing nutrition practices.

COMMUNICATION WITH PARENTS

- Parents are encouraged to send a healthy snack with their child to school.
- A monthly school lunch and breakfast menu is provided to the parents.
- The Wellness Policy is published in the Parent-Student Handbook

Throughout the school year healthy snacks will be encouraged and monitored by teachers.

IV. PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

- in grades K4-4th grade students will have recess 2 times per day totaling 35 minutes
- in grades 5 - 8 students will have recess 1 time per day totaling 20 minutes
- St. Gregory the Great has a licensed physical education teacher who provides instruction to all students in K4-8th grade
- Teachers are encouraged to give Brain Breaks utilizing physical movement
- Co-curricular activities, an athletic program, and recess support the Physical Education program.

PHYSICAL ACTIVITY AND PUNISHMENT

Teachers and other school personnel will not use physical activity (e.g. running laps, pushups) as punishment

EMPLOYEE HEALTH

A healthy lifestyle is encouraged for all adults in the community. This is supported by:

- Circulating health tips and information as offered by United Healthcare
- Providing a discount to a local health club

Policy Updated April 2017

Policy reviewed and updated June 2018

ST. GREGORY THE GREAT PARISH SCHOOL RESERVES THE RIGHT TO AMEND THE PARENT-STUDENT HANDBOOK DURING THE 2018-2019 SCHOOL YEAR.