

St. Gregory the Great Parish and School



Parent/Student Handbook 2025-2026

“Compassion through Christ”

3132 S. 63rd Street
Milwaukee, WI 53219
414-321-1350
414-328-3881 – Fax
Website: www.gregthegreat.org

POLICIES AND PROCEDURES

St. Gregory the Great School strives to abide by all 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. The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

School Hours: 8:00 – 3:10

School phone: 414-321-1350

School office hours are 7:30 a.m. – 3:30 p.m. – Monday-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 in order 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 up to 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. Student illness-office notification required
2. Funerals
3. Designated religious holidays
4. Family activities/vacations that have been pre-approved by the principal
5. Medical or dental appointments
6. Required legal appearances by the student
7. High School Shadowing days

The following are examples of unexcused absences:

1. Work schedule conflicts
2. Babysitting duties
3. Car trouble, transportation issues
4. Oversleeping, running late, or traffic

The parents/guardians of students who exceed the number of absences permitted in the state statute will be notified and may 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 or may be prohibited from continued enrollment in the current year or the succeeding 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 along with the reason for absence. 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 to improve his/her health and to assist the maintenance of a healthy community.

A child must be fever-free for 24 hours before returning to school.

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 from a physician to return to school.

Students who are absent from school due to illness or another reason **are not** to participate in athletics or other 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 report card and is tallied on the child's cumulative file at the end of the year.

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, but the absence is documented and considered as time away from school, whether excused or otherwise.

TRUANCY

According to the Wisconsin State Statue 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.

Habitual Truancy

According to the Wisconsin State Statue 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 or the local police department.

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.

VIRTUAL LEARNING- Continuity of Instruction

Occasionally events occur that disrupt the ability of a school to deliver in-person instruction to its students. If such circumstances arise, St. Greg's will make every effort to ensure the continuity of instruction and learning. These disruptive events will vary in duration but generally would fall into the following:

- Short Term: one-to-five days of in-person instruction lost
- Intermediate Term: six-to-fifteen days of in-person instruction lost
- Long Term: sixteen or more days of in-person instruction lost

The following are general procedures and protocols to be followed should the school have to implement a virtual learning format:

INFRASTRUCTURE

In the most restrictive cases, all students and staff would be working from home and communicating via Google Classroom or other specified learning platform. The school can accommodate all students with a Chromebook or other electronic device to access the virtual learning program from home. Hot spot devices are offered to families who do not have access to internet services, as inventory allows. (See Technology Lending Agreement)

LOGISTICS

Daily attendance and participation in the full virtual program is expected of each student for every scheduled school day. Scheduled live instruction via Zoom may be provided by classroom teachers. More detailed information including a daily schedule and other requirements will be distributed by the classroom teacher. Learning materials may be distributed or collected periodically in an in-person, drive-through fashion throughout the virtual period.

The duration and level of accommodation of virtual learning will be determined by the school principal.

FORMAT

Depending upon the circumstances that prohibit students from attending school in-person, the school may offer a variety of formats including, but not limited to:

Hybrid format: a live, synchronous learning format where live instruction is delivered to in-person and at-home students via Zoom or other learning platform at the same time with one teacher. Live interaction between teacher and student is available.

All-virtual format: All students are receiving instruction at home via a live learning platform from one teacher. Live interaction between teacher and student is available.

Check-in format: Live instruction is not available, but students are required to check in and complete assigned work via Google Classroom. Communication is made through email or another teacher-assigned platform.

School Commission-Adopted: 2021

Please note: virtual learning is not an accommodation that parents can request for individual or family absences. It is an accommodation that is implemented under emergency or extreme circumstances and its implementation is determined by the governing body of St. Gregory the Great Parish School.

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 problems (ex: 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.

- When parish/school administrators learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2)

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.**

- **Pulling a student out of school early is still an absence for part of the day and is recorded as such. We suggest making appointments later when possible.**

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 principal, 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 some classroom activities and lessons that cannot be reproduced or made up on return.

Please know that work requested in advance and/or a virtual learning option is not a guaranteed accommodation.

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

REGISTRATION PROCESS

Registration for the upcoming 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 will be distributed to families via student backpack. 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.**

TUITION POLICY

One source of funding for educational programs at St. Gregory the Great Parish School is tuition. Tuition & Fee payments must be made regularly according to the schedule on the tuition commitment form signed by each family, so payroll and instructional obligations can be met on time.

- All families must pay either the active and participating Parish or non-parishioner rate of tuition.

Families who are active and participating parishioners of St. Gregory the Great Parish may request tuition at a discounted rate. Verification of Active Parish Membership is required. To be considered an active parish member, the following criteria must be met:

1. Parish Registration / Sunday Mass Attendance / Active Parish Participation

A family is registered and active in the parish. Active parish membership is demonstrated by attendance at Sunday Liturgy, participation in parish religious, social and outreach programs and regular financial contribution.

2. Stewardship / Financial Contribution

The financial support of any parish is crucial for its overall growth and ministry. It is expected that a family requesting the discounted tuition rate will embrace stewardship and demonstrate a good faith commitment to the financial well-being of their parish. To be eligible for the active parishioner tuition rate, a family must annually sign and return a pledge card and contribute towards this pledge to the best of their ability.

The goal of this policy is to provide a solid foundation for Catholic education. We have been entrusted with the responsibility of raising our children in the practice of the faith. Together we can meet the challenge of providing both a strong Catholic school education and vibrant parish in which our children mature in faith, hope, and love.

Exceptions to this policy are at the sole discretion of the Pastor of St. Gregory the Great Parish & School. If you have questions about your faith life, the parish or participation requirements, please make an appointment with the pastor as soon as possible.

Prior to the conclusion of the 1st trimester 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.

TUITION ASSISTANCE

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.

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

SCHOOL CHOICE

St. Gregory the Great participates in the Milwaukee Parental Choice Program (MPCP) and the Wisconsin Parental Choice Program (WPCP). Information for either program 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 (MPCP). The WPCP holds an enrollment period of February 1- April 18.
- 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 or WPCP is considered complete only if all the following are received by the school during an application period:
 - Complete Milwaukee or Wisconsin 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 3, 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. The state will notify the parents of WPCP acceptance.
- ❖ 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. Toilet training is required.
- 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.

CLASS SIZES

To assure quality learning in the classroom, St. Greg's determines the student-teacher ratio based on the following variables:

- Grade level
- Achievement ability of students
- Physical facilities
- Availability of support personnel
- Consultation with teachers, education commission, pastor, and the administrator.

Age of Children	Maximum Number of Children in Group
3 years to 4 years	25 with full-time aide
5 years to 6 years	24 with partial aide assistance
6 years and over	30 with partial aide assistance Specific class sizes may be limited due to student needs/resource availability.

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.

GENDER IDENTITY

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun".

Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student. Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

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)

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 awarded 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 to ensure student confidentiality. Faculty members that request to review the academic reports for the students they teach, obtain a student's file from the school secretary. Files must remain in the school office when 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 ensure student confidentiality. Records are maintained for life 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 IN SCHOOL

- 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.

The educational and comfort value of animals in the parish/school setting is recognized. However, conditions must be maintained to ensure the safety and well-being of students, staff, and the animals.

In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom only as part of a written curriculum and with the prior approval of the parish/school administrator.
- There should be a clear instructional or comfort purpose for keeping an animal in the classroom.
- School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, and stray animals apply.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

Service Animals

The Americans with Disabilities Act definition: **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. (https://www.ada.gov/service_animals_2010.htm)

The Wisconsin Legislative Council definition:

- A service animal is individually trained to do work or perform tasks for the person with a disability.
- An emotional support animal is not trained to do work or perform tasks, but provides emotional support, comfort, or companionship for the person with a disability.
- Types of Animals • Under the ADA, a qualifying service animal may be a dog, or, in more limited cases, a miniature horse.
- Under state law, a qualifying service animal may be any animal, if it is individually trained to do work or perform tasks for the benefit of a person with a disability. Therefore, for purposes of access to an establishment, a service animal may be a dog or any other animal. This means that a person with a disability is not limited to a trained dog or horse.

Service animals are not considered pets, classroom animals, or curriculum aids. Other animals, whether wild or domestic, that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, comfort, companionship, therapeutic benefits or to promote emotional wellbeing, are not service animals and are not allowed.

If a parent or legal guardian requests that his/her child be allowed to have a service animal, Wisconsin law allows only the following question to be asked:

- Is the service animal required because of a disability?

While the school needs to understand the student's disability in order to develop a plan to support the student's learning, or determine it is not able to support the student, the school may not require training documentation for the dog or ask that the dog demonstrate its ability to perform the work or task.

A service animal is the personal property of the student and/or parents. The school does not assume responsibility for training, daily care, or healthcare of service animals. The school does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on school property or at school-sponsored events.

Service animals must be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag. Wisconsin § 95.21(2)(f)

State law requires all dogs to be licensed by the time they reach five months of age. Service dogs receive the license at no cost. Wisconsin §§ 174.055 and 174.07(1)

Dogs must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper's disability. The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper, including clean up after the animal defecates.

The owner/keeper of a service animal may be asked to remove the service animal from a parish/school facility or activity if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, if a service animal demonstrates that it is not under the control of the student or its handler or if the service animal demonstrates that it is not housebroken, it may be removed and/or excluded from school property.

Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to, science labs, areas requiring protective clothing, and food preparation areas. Allergies and fear of dogs are not valid reasons for denying enrollment or accommodation to students using service animals. When a teacher / student who is allergic to dog dander and a student who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

ADOPTED: 7/15/2019; REVISED: 7/16/2025

Therapy Dog – New Policy 2025

A "therapy dog," as defined by this policy, is a dog that has been individually trained and certified to work with its handler to provide emotional support, well-being, or comfort to students. Therapy dogs are the personal property of the handler and are not owned by the school. Therapy dogs are not "service animals" as defined within the Americans with Disabilities Act. The use of service animals in the schools is governed by Policy 5140.5.1. Therapy dogs are meant to help all students and are not specifically identified as support for those students with documented disabilities.

The following requirements must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

- **Submission of Written Request.** Prior approval must be secured before the animal may be present in the school. A handler wishing to bring a therapy dog to school must submit their written request to a president/principal. The request must be renewed each school year, or whenever a different therapy dog will be used.
- **Training, Registration and Identification.** The therapy dog must be at least one year old, registered as a therapy dog pursuant to the list below, and wear appropriate identification signifying it as a therapy dog at all times.
 - a. Only therapy dogs that hold the current title of American Kennel Club (AKC) Therapy Dog or that are registered/certified by one of the national therapy dog organizations certified by the AKC should be allowed. Information on certified organizations can be found on the American Kennel Club website.
 - b. All certificates of registration must be submitted at the time of the request to bring a

therapy dog to school. The certifications must remain current at all times.

- **Pet License.** The therapy dog must be properly licensed in the county in which they are kept. They must wear their license identification tag at all times. The handler must submit proof of current licensure from the local licensing authority at the time of the request to bring a therapy dog to school.
- **Health and Safety.** The therapy dog must be clean, well groomed, in good health, housebroken, and immunized against diseases common to dogs. Proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian must be submitted at the time of the request to bring a therapy dog to school.

a. The therapy dog must not pose a health or safety risk to any student, employee, or other person at school. Health risks include allergies. If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the handler of the animal will be required to remove the animal to an alternative location designated by the principal if such location is available.

- **Proof of Insurance and Liability.** The handler of a therapy dog is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog. The handler must submit a copy of an insurance policy that provides liability coverage for the therapy dog while on school property. A certificate of insurance naming the parish/school and the Archdiocese of Milwaukee as an additional insured for the general liability policy with a minimum coverage of \$2,000,000 needs to be should be primary in the event of a claim involving the therapy dog. provided to school administration prior to the dog being allowed on premise. The handler's insurance policy should be primary in the event of a claim involving the therapy dog.

- **Behavior Expectations and Control.** Therapy dogs must be well behaved and have a temperament that is suitable for interaction with students and others in a school. The therapy dog should not display any behavior infringing on the rights of others or disrupting the educational process, including sniffing, begging, whining, growling, barking, wandering, jumping or any other undesirable behavior. When there is a difference between their governing therapy organization or the school policy/procedure, the handler must abide by the more stringent rules.

- a. A therapy dog must be under the control of the handler through the use of a leash or other tether. The handler shall only allow the therapy dog to be in areas in school buildings or on school property that are authorized by the school principal.

- **Supervision and Care of Therapy Dogs.** The handler is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school is not responsible for providing any care, supervision, or assistance for a therapy

dog. Even if the above requirements are met, the school reserves the right to deny the use of a therapy dog in the school.

BICYCLES

- A bicycle is defined as a two-wheeled, non-motorized 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 AND NEGLECT

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.

MANDATORY REPORTING WISCONSIN STATUTE 48.981

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

SUICIDE PREVENTION AND AWARENESS

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has

attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

If a parent does not support or adhere to policies and procedures outlined in the school's handbooks, potential corrective actions may result. Such corrective actions may include termination of student enrollment for the remainder of the school year and/or following years.

ADOPTED: 7/15/2019 ARCHDIOCESE OF MILWAUKEE

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

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build

positive relationships with students and are actively engaged in their lives and learning.

- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

Rules of Conduct for Students

Expectations	Hallway	Bathroom	Playground	Lunchroom	Classroom	Church
Be Respectful	Voices at level "0" Maintain personal space Be mindful of other students' learning	Respect others' privacy Flush toilet Return to class without disruption	Follow directions Use kind words and actions Include others and play fairly Follow the Golden Rule	Voices at level "2" Listen and follow directions of supervisors Raise hand for help Use manners	Follow directions Track the speaker Respect the learning of others Be kind	Show reverence in God's house Voices at level "0" unless responding or singing Be mindful of others who are praying/attending
Be Responsible	Walk with a purpose Return to class promptly Stay in line	Keep hands, feet, and objects to self Be quick, quiet, and clean	Dress for the weather Return equipment Line up quickly when bell rings Report unsafe items or actions to an adult	Sit at assigned table Throw trash out when directed Wait for dismissal Clean up after self	Be ready to learn Follow class routines Do your best work Keep your desk and materials organized	Participate appropriately Assist your buddy as necessary Leave quietly when dismissed Follow along with order of worship

Be Safe	<p>Walk at all times</p> <p>Avoid spills or other items on the floor that may cause slipping or tripping</p> <p>Keep personal items on hooks or racks</p>	<p>Keep bathroom dry and clean</p> <p>Keep paper waste in garbage can</p> <p>Wash hands with soap and dry thoroughly</p> <p>Follow Directions</p>	<p>Keep hands, feet, and objects to self</p> <p>Use equipment safely</p> <p>If you can't work it out, get adult help</p> <p>Follow Directions</p>	<p>Keep hands, feet, and objects to self</p> <p>Eat your own food</p> <p>Walk at all times</p> <p>Follow Directions</p>	<p>Keep hands, feet, and objects to self</p> <p>Stay seated unless otherwise directed</p> <p>Follow Directions</p>	<p>Keep hands, feet, and objects to self</p> <p>Quietly put kneelers up/down when directed</p> <p>Make a gentle sign of peace to others</p> <p>Follow Directions</p>
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Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/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 program attendance.

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available.

Probation

A student may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to a school are considered on probation for a minimum of one school year.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school

- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension 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. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

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 from 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 for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and 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 Expulsion Hearing Committee should be composed of three (3) to five (5) people. The committee composition should ensure objectivity to the greatest degree possible.
 - o Parish-sponsored school: members may include current or former parish trustees or council (pastoral and / or finance) members; parents of former students; or at-large parishioners. Current members of the School Advisory Commission, members of School Advisory Commission committees, or parents of current students are not allowed to serve on the Expulsion Hearing Committee.
 - o High school or Network school: members may include former School Board Directors or School Board committees; parents of former students; or at-large community members, such as, but not limited to, pastors or parish trustees of supporting parishes, or principals of Archdiocese of Milwaukee Elementary schools.

Although not recommended, the school may use current employees, but the number of current employees should not constitute a majority of the Expulsion Hearing Committee. Current School Board Directors, School

- The Expulsion Hearing Committee is chaired by a committee member who may be appointed by the pastor or chief school administrator (president or principal) or discerned by the committee members.

- o A school may hire an individual to preside over the Expulsion Hearing. This person may, but is not required to, be a voting member of the Expulsion Hearing Committee. The school is responsible for any expenses related to the hiring of this individual.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.

- The following is required to be present for the entirety of the Expulsion Hearing:

- o Parish-sponsored school: the pastor/parish director must be present

- o Separately Incorporated High School or PreK – 12 School: the principal must be present

- o Network Schools: The Chief Academic Officer, or equivalent, must be present

Each of the above may be present during the discussion of the Expulsion Hearing Committee to decide upon

- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.

- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.

- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.

- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

- The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.

- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s)/guardians. The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered withdrawn.

Appeal

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/parish director or network/school president will review the hearing procedures to determine whether Archdiocesan and local school policy was followed. If procedures were not followed, the pastor/parish director

or network/school president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion:

St. Greg's may offer alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

ADOPTED: 3/2/1990; REVISED: 7/2/2025

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, and 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 and/or principal.

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

- Level One: Verbal warning/reminder/redirection 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 service work, temporary removal of school privileges i.e.: field trip attendance, school events, 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/device 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.**

HARRASSMENT/BULLYING

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 an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or

effect is to create a hostile, offensive, or intimidating environment. Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet.

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

HARASSMENT - REPORTING PROCEDURE

Appropriate action could include, but is not limited to:

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

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safe Environment.

ADOPTED: 4/14/1987; REVISED: 7/31/2015 Archdiocese of Milwaukee

WEAPONS 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.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

SCHOOL VIOLENCE THREAT- MANDATORY REPORTING

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

Wisconsin law (48.981(2))

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 8/25/2015 Archdiocese of Milwaukee

Parent/Student Complaints Concerning Parish/School Personnel

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation

must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration. Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal. **REVISED: 7/2/2020**

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

St. Greg's does not provide student transportation to and from school. Parents are responsible for providing transportation for their students each day. 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.

For the safety of our students, we do not allow students to leave the premises as they are waiting to enter the school building in the morning. Once students have arrived, they may not go to the gas station or leave school grounds. Students must remain in the designated class gathering area upon arrival. Students must have cell phones put away at 7:45am when school supervision begins. If communication with a student is needed after 7:45am, please call the school office and we will either convey a message or retrieve the student to take the call on the office phone.

Supervision during dismissal will end no later than 3:20 p.m. Any children not picked up by that time will be billed for extended care 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 dropoff 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

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 Bright Arrow 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 Environment Training 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 or Wisconsin Parental Choice Programs are not required to pay the cost of educational field trips, but are welcome to donate their portion to the school fieldtrip fund.**
- **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.

- **School buses are used to transport students to and from field trips. Rules and expectations for riding the school bus will be discussed with the students prior to the trip.**

FUNDRAISING FOR FIELD TRIPS

Certain Field trips may require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor and/or the principal. All funds raised must pass through the parish/school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that the Field trip is cancelled for any reason, all funds raised are the parish/school's and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

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 5141.5(b)). 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 Accommodations Plan* (Form 5141.5(d)) for a student who requires an emergency prescription medication.

Archdiocese of Milwaukee 5141.5 5-14-09 REVISED: 10/1/2018

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 and 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.**
- **Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.**

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 an Allergy Action Plan (refer to Form 5141.5(c)). 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 5141.4 5-14-09 REVISED: 10/1/2018

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.

Concussion A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

While some research shows that the young brain can be resilient, it may also be more susceptible to the chemical changes that occur in the brain after a concussion. These changes can lead to a set of symptoms affecting the student's cognitive, physical, emotional, and sleep functions.

Concussions affect people differently. Most students will have symptoms that last for a few days or a week. A more serious concussion can last for weeks, months, or even longer. (Source: Centers for Disease Control) The effects of a concussion on student's return-to-school experience are unique to each student. Therefore, each student should have an individualized academic adjustment plan for the duration of the student's recovery. This plan should be created in consultation with the student's parents, medical professionals, and school personnel. It should address the cognitive, behavioral, social, emotional, and emotional needs of the student. ADOPTED: 6/14/2012; REVISED: 10/1/2018

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. See technology acknowledgement form.**

* 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.

In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools* (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

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, workbooks, Chromebooks, laptop computers, Smart boards, current event magazines, athletic/recreational equipment, keyboards, small musical instruments, audio materials, 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 of 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.
- Liturgical events and traditional practices 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. Emphasis on responding to the call to social justice is central to our Catholic mission.
- 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)

Human Sexuality/Family Life

Education in human sexuality is a part of the curriculum in all elementary and secondary schools and religious education programs. A specific, systematic, and discrete Family Life component is offered at St. Greg's school and parish religious education programs. The family life program is aligned with the current Family Life Curriculum and uses resources approved by the Office for Schools and Office of Catechesis.

The Family Life Curriculum is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program, after conferring with the principal of the school/catechetical director.

Safe Environment Education

Safe Environment Education is a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the

Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the Archdiocesan Safe Environment Education web page.

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 the integration of technology into the daily curriculum. Students in grades 1-8 are assigned a Chromebook device to be used within the classroom setting. Student Chromebooks are not to be taken home unless permission is granted for special circumstances (virtual learning requirement, hospitalization/illness prohibiting in-school technology use). 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 ensure 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 on a school-issued electronic device.

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 CHROMEBOOKS AND COMPUTERS

Student use of the school Chromebooks 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 device is delicate and expensive. The screens are particularly sensitive to damage from excessive pressure)
- 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.
- Chromebooks and laptops must never be left unattended.
- Extreme caution should be used when devices are being carried.
- Classroom devices should be stored securely and properly when not in use.
- Unauthorized use of the device will result in disciplinary action.

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. 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 will be collected and stored in a secure location within the classroom during supervised school hours of 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.
- Other electronic devices will not be allowed in school or on school grounds, unless special permission is granted by the school. 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, it 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 assumes 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/device violations, disciplinary measures including detentions, suspensions or expulsion may be administered.

Saint Gregory the Great Parish School is not responsible for the loss of, damaged, or stolen electronic devices, including cell phones.

School Improvement Plans

Each year the school faculty and staff identify goals for school improvement. The goals fall under the four domains of Catholic Identity and Mission, Academic Excellence, School Governance, and Operational Vitality. These goals aid in the allocation of funding, professional development, resources, and staffing. An updated summary of the School Improvement Plans is distributed to families in the beginning of each school year in the Back to School Parent packet.

Standards-Based Assessment and Grading

St. Greg's has adopted a Standards-Based Assessment and Grading (SBG) system which communicates how a student is performing against a predetermined set of expectations. In this SBG system, students are not assigned letter grades that represent an overall "score" of achievement. Instead, parents and students are given a clear picture of a child's academic progress and growth in relationship to the curriculum expectations and grade level standards of the Archdiocese of Milwaukee.

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values.

Curriculum documents are designed to:

- Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;
- Identify learning targets to guide decisions on instructional strategies, materials, and resources; and
- Articulate how students will demonstrate their learning.

St. Gregory the Great offers a wide range of instructional strategies and assessment methods based on the unique needs of each student.

Alignment of curriculum, instruction, and assessment shall be documented and monitored to ensure students have the knowledge, understanding, and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens. More information regarding Standards Based Grading is included in the *Parents Guide to Standards-Based Assessment and Grading*, which is found on the school website or can be requested from the school office. (NSBECC Benchmark 7.3)

REVISED: 7/15/2019

REPORT CARDS

St. Gregory the Great Parish School uses the Milwaukee Archdiocesan report cards for all students. The report cards reflect student performance towards mastery of grade level academic standards. Report cards for grades 1-8 are issued at the end of each trimester. Data used to track student progress towards grade-level standards include:

1. Teacher observation and documentation of student skill performance and content knowledge application

2. Formative and summative curriculum assessments- tests, quizzes, projects
3. Student demonstration of learned material/concepts- written work, verbal responses, discussion participation, group collaboration and presentation.

Grades 1-3 Proficiency Scale

3 Proficient	<ul style="list-style-type: none"> Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> Student demonstrates partial understanding of grade level standards. Student can sometimes complete learning activities without assistance.
1 Emerging	<ul style="list-style-type: none"> Student needs more time to develop understanding of grade level standards. Student can complete learning activities with assistance.

Grades 4-8 Proficiency Scale

4 Advanced	<ul style="list-style-type: none"> Student demonstrates understanding of concepts and skills extending beyond grade level standards. Student can independently complete self-directed studies.
3 Proficient	<ul style="list-style-type: none"> Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Student can complete assigned tasks independently.
2 Developing	<ul style="list-style-type: none"> Student demonstrates partial understanding of grade level standards. Student can sometimes complete learning tasks without assistance.
1 Emerging	<ul style="list-style-type: none"> Student needs more time to develop understanding of grade level standards. Student can complete learning activities with assistance.

K3, K4 and K5 utilize a narrative report to convey student progress towards the Wisconsin Model Early Learning Standards (WMELS).

Health and Physical Development • Social and Emotional Development • Language Development and Communication • Approaches to Learning • Cognition and General Knowledge

K5 Students may also receive progress data indicating student performance in specific grade level skill/content area benchmarks.

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)
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POWERSCHOOL

The teaching staff of St. Gregory the Great Parish School uses a Web based grading program, PowerSchool, to track and record student achievement. Power School allows for parents to check on their child's progress through accessing the teachers' record book. It is recommended that parents check their child/ren's progress

on a regular basis. PowerSchool allows for parent/teacher communication through text or email 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.**

PROMOTION REQUIREMENTS FOR STUDENTS PROMOTED FROM THIRD GRADE TO FOURTH GRADE, 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.

Promotion criteria from grade 3 to grade 4 must meet the requirements of 2023 Wisconsin Act 20.

St. Gregory the Great Parish School adopts this 3rd to 4th grade promotion policy as of *August 1, 2025* to take effect *August 1, 2027*.

All 3rd grade pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;
- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;

- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. *(According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)*
- Is a pupil who has an individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI. *(According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).*
- Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.
- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

CPR Training

All elementary and secondary schools in the archdiocese shall provide instruction in lifesaving skills in cardiopulmonary resuscitation, cardio cerebral resuscitation, and automated external defibrillators.

Wis. Stat. sec.118.076

Instruction in cardiopulmonary resuscitation and cardio cerebral resuscitation shall be required in any health education course offered to pupils in grades 7 – 12. St. Greg's provides this instruction in 8th grade as part of the physical education curriculum.

St. Gregory the Great uses the following instruction to teach the psychomotor skills necessary to perform cardiopulmonary resuscitation and cardio cerebral resuscitation:

- An instructional program developed by the American Red Cross or the American Heart Association, or another nationally recognized program.
- Nationally recognized, evidence-based guidelines for cardiopulmonary resuscitation and cardio cerebral resuscitation.

Holocaust Education

All elementary and secondary schools in the Archdiocese of Milwaukee shall provide instruction in Holocaust Education as defined in 2021 Wisconsin Act 30. This instruction shall occur at least once in grades 5 – 8 and once in grades 9 – 12. The totality of the instruction should be at least four (4)

hours in grades 5 – 8. St. Greg’s includes Holocaust education at various times and grade levels throughout the middle school curriculum, including literature, history, religion, and writing.

Eighth Grade Fruits of My Faith Presentation

Eighth grade students who are preparing to graduate from St. Greg’s are expected to prepare and present a PowerPoint to demonstrate what they have gained in their time at St. Gregory the Great Parish School. The presentations will include evidence of accomplishments, demonstrated understanding, and plan for continued growth in the areas of excellence in knowledge, character in service, and strength in faith. This presentation serves as an articulated student testament to the skills, content, and faith development believed to be instilled into the graduating student. Each student receives a staff mentor to guide him/her through the preparation of the presentation. The presentation is then presented to 4-5 adult panelists consisting of school or parish staff members, designated community members, and/or parishioners. This presentation is considered a prerequisite for participation in graduation events.

Assessment of Student Learning

“An excellent Catholic school uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instruction practices.” -NSBECS, Standard 8

- Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. Schools will employ a system of integrated assessment that includes:
- Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessment to direct ongoing school improvement. To receive accreditation, all schools shall administer standardized assessments as required by the Office for Schools and/or legally required by the Parental Choice Program. Results of the testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.

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 or Wisconsin Parental Choice Program (MPCP or WSCP) are tested following the criteria established by the Department of Public Instruction.**

Latest Revision July 2024 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.

MAP TESTING

Students in grades 1-8 participate in MAP testing 3 times per year. MAP is a computer adaptive test that precisely measures student growth and proficiency and provides insights to help teachers tailor instruction. Computer adaptive tests adjust to each student's learning level, providing a unique set of test questions based on their responses to previous questions. If a student gets a question wrong, the next question will be easier. If a student gets a question right, the next question will be harder. To pinpoint where students are in their learning, the goal is to answer 50 percent of the questions correctly. Teachers use the test results to help them determine how to best instruct each student based on their performance level. The data is also used to track student growth throughout the year. Parents will receive their child's test results at the close of each testing window.

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
- Dean of Students
- 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.

Academic Accommodations

St. Gregory the Great School does not provide a formal special education program, but we do provide learning accommodations to the extent that our resources allow.

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:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not be graded, but used to inform instruction and assessment
- 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. The type and amount of homework assigned to students varies dependent upon the student's developmental level.

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

Revised: 5/15/19 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, unless alternate arrangements have been made with the teacher(s) and/principal.

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 sending an email. Your message will be forwarded to the teacher, who will return your call as soon as possible. Teachers do not have phones in classrooms and can only make phone calls during available time periods.

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 required to return calls/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 mandatory for all families during the first trimester, and by request at the end of the second trimester. The scheduled dates for conferences is found on the school calendar. If you wish to conference 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, Revised 7-19-21

PARENT/SCHOOL COMMUNICATION

In an effort to maintain regular and timely communication with parents/guardians, the school sends a bi-monthly communication via *Smores* messaging platform. Urgent or one-time messaging will be sent through *Bright Arrow* Messaging Service.

- **The newsletter information will be sent electronically, unless a hard copy is requested by the family.**
- **We strongly advise parents to read the newsletter and other communications sent from school, as it is our main method of communication and will help families stay current in school information and events.**
- **If school is not in session on a Monday, the newsletter will be sent home on Thursday of that week.**

- **Urgent information such as crisis events or unscheduled school closings are sent via Bright Arrow as text or email messages. Please be sure your contact information is current in the school office and on emergency forms.**

MADRINAS PROGRAM

In effort to better support our Spanish-Speaking families, we have established a *Madrinas (God Mothers)* Program. We have designated three bilingual “Madrinas” who will be acting as school ambassadors and communicators for our school families. They are available to answer questions about the school, school events, specific practices or protocols, or general questions regarding the school program. They are ready to assist with translation, enrollment, or needed family resources. Feel free to call, email, or text any of them for support. **M-F 7am to 9pm.**

Please know that the Madrinas are employees of the school and must abide by the principles and policies established by the archdiocese, the state, and St. Gregory the Great School.

Marta Campos (Bilingual Paraprofessional and school parent)
(414) 758- 7013 mcampos@stgregsmil.org

Monica Aguilar (K3-4 Classroom Aide and school parent)
(414) 914- 0384 maquilar@stgregsmil.org

Nora Ortega (Playground Supervisor and former school parent)
(414) 526- 3151 nortega@stgregsmil.org

BACK PACK MAIL

If you are sending correspondence through your child(ren) via back pack mail for extra-curriculars, school events, 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 breakfast program, students must arrive at school by 7:40am. Students will not be served after 7:50am. Students must be finished eating and in their homeroom by 8am. This will permit him/her to be recorded as being in attendance and get prepared for the school day. Students who are not in homeroom by the 8:00am bell will be recorded tardy and required to retrieve a tardy slip from the main office.

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/or water. Soda is not permitted.

Participation in the meal plan is indicated by each student on a monthly basis. A monthly menu and sign-up form is distributed each month for families to indicate which days they choose to participate in the breakfast and/or lunch programs. 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 SERVICE AND LEADERSHIP COUNCIL

St. Gregory the Great Parish School has a Student Service and Leadership 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, door greeters during parent events, talent show, Catholic Schools Week events, lunchroom helpers, Home and School parent meetings, and Fun Day are examples of things that the council may 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, Sky Team, Athletics, and Choir are included. These activities help children to become well rounded individuals and are an important component of our school. To participate in these events, students in grades 5-8 must demonstrate positive behaviors and maintain proficient academic performance which reflects their understanding of the concept taught in the classroom. Students who demonstrate certain behaviors that interfere with their academic growth, are performing below academic grade level standards, or fail to demonstrate effort to improve their performance may become ineligible to participate in extra-curricular activities. If improvement is shown, they may return to the extra-curricular activity. If performance has not improved, they will be reviewed at the trimester grading period. All activities are affected by academic eligibility with the exception of acolytes and scouting. Students, parents, and coaches/leaders will be notified of ineligible students at each trimester end.

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 that day.
- Students may bring money for school-sponsored fundraisers, such as 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.
- To safeguard the physical well-being of students, no child at the pre-school, kindergarten, or primary level may be used for any solicitation or sale of products except through the home.
- Students may engage in fundraising activities under the control of the school or religious education program.

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 grounds, outside of school hours. An exception can be considered when all students from a grade level are invited to the event. Please consult with the student's teacher.

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 and in this handbook.

- 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 at least a day prior. Please keep birthday treats simple- we are happy to recognize student birthdays with a small treat to pass out, but

- meal items such as pizzas should be saved for classroom holiday parties/celebrations.
- Treats that are delivered during the day should be dropped off in the school office to avoid classroom interruption unless otherwise planned by the parent and teacher.
- Any special 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. Treats requiring utensils, plates, and/or napkins should be accompanied with these items. These treat items should be limited and saved for classroom holiday parties/celebrations as per our wellness policy.
- To ensure student safety, treats which have peanuts should not be sent for a party or birthday treat.
- Students may but are not required to share their birthday treats with teachers/adults outside of their classroom setting, provided they are on the same floor of the building.
- 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 should not be brought to school.**
- **Due to liability and insurance concerns no skateboards, rollerblades, or scooters are to be brought to and/or used at St. Gregory School building and playground.**

Revised 6-2-19 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.

Playground Rules and Procedures

- 1. All supervisors will carry a working walkie talkie. This is the primary mode of communication to the office and between supervisors on the playground.**
- 2. Students should not bring toys or equipment from home unless given special permission from the principal.**
- 3. All playground equipment will be kept in the bin by the recess doors. Supervisors will pull the bin out at recess times and return it afterwards.**
- 4. Perimeter of student play area on blacktop**
 - a. North- Line of telephone poles
 - b. South- Telephone Poles
 - c. East- Last parking spots, unless permission to use snow hills (see number 5)
 - d. West- To end of blacktop (Do not go on grass at all)

5. Snow Hill

Students must have snow pants and boots to be on the snow hills.

Students may only play on the front side (west side) of the hill for supervisors to see all children.

Students in grades not in turn for the playground equipment (class rotation) may play on the hill (grades 1-4 only). This means one grade is on the play equipment while the other 3 grades may be on the hill.

Announcements will be made if snow hill is off limits.

6. No Ball Zone

The area between playground structure area and the building is a no ball zone. Students may play on the diamond or out in the lot.

7. K3 through 6th grades may use the playground equipment only. Insurance mandated.

8. Students should stay off the bike racks and away from the bikes. Students may stand in shade between rack and building.

- 9. No food or drink on the playground. This includes water bottles.**
- 10. K3 through 4th grade require coats in cold weather. Grades 5-8 may decide for themselves but may not return to get one.**
- 11. Older students must wait for younger students to enter the building before getting playground equipment.**
- 12. Special requests/rules for specific students must be put in writing for supervisors to enforce.**
- 13. Periodic safety drills will be practiced on the playground. All students are expected to always follow the directions of the supervisors.**

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.

ANNUAL ASBESTOS STATUS

Schools, as required by the United States Environmental Protection Agency (USEPA) Asbestos Hazard Emergency Response Act (AHERA), must provide annual notification to all parents, teachers, and school employees regarding the presence and management of asbestos-containing building materials (ACBM) inside buildings used for school functions. In compliance with this requirement, the administration of St. Gregory the Great School is informing you that an Asbestos Management Plan for this site has been implemented for the school. No asbestos-related work has been done in the last four years.

In July- August of 2020, asbestos-containing flooring was removed by a certified asbestos removal contractor in accordance with AHERA and local, state, and federal rules and regulations. An on-going maintenance program is still in effect, which includes three-year re-inspections. A copy of the Asbestos Management Plan is located in Tenpenny Hall and maintained in the school office. The AMP is available for review during normal business hours. If interested parties have specific questions related to the school policy or the current or planned asbestos-related activities, please contact the school

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.

SEARCH AND SEIZURE

Parishes/schools reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of

emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Before and After School Care Program

St. Greg's has partnered with the YMCA to provide on-site, extended care options for our students. The YMCA of Metropolitan Milwaukee Before and After School Program is a state licensed program that serves school-age children, ages 4-13. Led by qualified, caring staff, the program is designed to complement the school day, with fun activities that support academics, healthy lifestyle choices, character development and social-emotional learning.

For billing and registration - Call 414-274-0759 or email schoolage@ymcamke.org.

For program information - Contact Lizandra Rivera or lriviera@ymcamke.org.

UNIFORM POLICY

Wearing a school uniform helps students focus on academics rather than fashion and it instills a sense of discipline and unity. 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.**

Uniform Policy

	Girls	Boys	Not Allowed
Jumpers	<p>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>5th – 8th Grade</p> <ul style="list-style-type: none"> ▪ 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>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>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>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>All Grades</p> <ul style="list-style-type: none"> ▪ CARGO STLYE ▪ SKINNY STYLE PANTS ▪ Denim, jeans, stretch leggings, sweat pants, 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>All Grades</p> <p>Navy blue capris only</p> <p>Twill, cotton, or corduroy</p>	Not applicable	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Denim, jeans, or stretch fabrics ▪ SKINNY STYLE CAPRIS or leggings ▪ Low rise pants ▪ Decorative belts, trim or studs ▪ Torn, excessively baggy, tight or faded
Shorts	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue dress walking shorts ▪ Length must come to the knee 	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue dress walking shorts ▪ Length must come to the knee 	<p>All Grades</p> <ul style="list-style-type: none"> ▪ CARGO STYLE ▪ SKINNY/ Bike STYLE ▪ Denim, jeans, or stretch fabrics ▪ Low rise pants ▪ Decorative belts, trim or studs ▪ Torn, excessively baggy, tight or faded
Shirts/ Blouses	<p>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 ▪ Plain white undershirts may be worn under the uniform shirt and must be tucked in. 	<p>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 ▪ Plain white undershirts may be worn under the uniform shirt and must be tucked in. 	<p>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 ▪ Undergarments must not show through the fabric. ▪ Long sleeves under uniform shirt other than plain white or navy
Sweaters	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue ▪ V-neck, crew, or cardigan ▪ Must have regulation shirt/blouse underneath with collar 	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Solid navy blue ▪ V-neck, crew, or cardigan ▪ Must have regulation shirt/blouse underneath with collar 	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Hoodies or hooded sweaters ▪ Loose knits ▪ Netting style, open weave, etc. ▪ Zippers
Sweatshirts	<p>All Grades</p> <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 	<p>All Grades</p> <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 ▪ Zippers
Gym Clothing	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Athletics shoes, non-marking soles <p>Grades 5-8</p> <ul style="list-style-type: none"> ▪ Loose fitting t-shirt/sweatshirt & shorts/sweatpants ▪ Shirts must have sleeves ▪ Shorts to knees 	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Athletics shoes, non-marking soles <p>Grades 5-8</p> <ul style="list-style-type: none"> ▪ Loose fitting t-shirt/sweatshirt & shorts/sweatpants ▪ Shirts must have sleeves ▪ Shorts to knees 	<p>Grades 5-8</p> <ul style="list-style-type: none"> ▪ Tight, revealing clothing ▪ Shorts above knee ▪ Objectionable slogans/pictures on clothing ▪ Tank tops ▪ No bike shorts or tight-fitted athletic wear
Socks	<p>All Grades</p> <p>Must be worn</p>	<p>All Grades</p> <p>Must be worn</p>	<p>All Grades</p> <ul style="list-style-type: none"> ▪ Non-distracting color or pattern
Tights/	All Grades	Not Applicable	Lace, pattern or decoration of

Leggings	Solid navy or white Cannot be worn alone, must be worn underneath a skirt, dress or jumper		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 Must be safe-walking condition 	All Grades Shoes must fit securely and be appropriate to all school activities, including gym 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 Must be in safe-walking condition 	All Grades <ul style="list-style-type: none"> Open toes, sandals or flip-flops Clogs or backless styles Jellies, crocs Platforms, wheelies, high heels Boots to be worn outdoors only-appropriate shoes should be brought for indoor wear. Light up or talking shoes Moccasins, ballet or bedroom slippers Slip-ons or shoes that fall off easily
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 pendant 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 pendant Wristwatch 	All Grades <ul style="list-style-type: none"> Dangling or hoop earrings Pocket chains Body/face 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 hair tones	All Grades Clean, combed and out of eyes Hair color must be natural hair 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 very light-colored (nude) 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"> bright colored nail polish or nail embellishments Fake nails Excessive make-up Hats or costume wear Ties Large headbands Face masks or coverings unless mandated or medically prescribed
Glasses/Contact Lenses	Must be prescription	Must be prescription	

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. Please note that all dress and skirt hems must reach the knees. Shoulders should be covered and necklines must reach the clavicle.

Reviewed 6-2-09 School Commission; Updated 7/8/19

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. In the event that a student does not have the yellow spirit wear shirt available, he or she may wear a uniform shirt with appropriate bottoms.
- Students may wear jeans or other clothing that are considered appropriate for school.
- Jeans/pants may not be excessively 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.

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. Background checks must be updated every 5 years. 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 a detailed crisis plan in place for the safety of all the children and staff of the school. Should a building evacuation become necessary, students will go to Fairview Elementary School at 6500 W. KK River Pkwy. If reunification is necessary, parents will be directed to Our Lady of Lourdes Church at 3722 S. 58th St. 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. In an effort to maintain order, we ask that parents do not attempt to interfere with crisis protocols, especially during an emergency event. Fire, severe weather, lock-down, and evacuation procedures are practiced throughout the year. In the event of an emergency during the school day, parents may be notified via phone call, Bright Arrow Message, email and/or text. It is strongly advised that all parents maintain current emergency information for the school if an emergency operations plan be put into effect.

VISITORS

Visitors are always welcome at St. Gregory the Great Parish School. In order to provide a safe, quality, focused learning experience, we are asking that all visitors register in the school office and get a visitors pass before moving around in the building. 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 Safe Environment Program.
- Visitors may be asked to present a photo ID for the purpose of verifying their identity.
- Parents who wish to 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, SVDP, St. Ben's)
6. Faculty and staff are permitted in the building from 6am to 10pm on school days. Staff and faculty should alert principal at time of school building occupancy on weekends or out of school days.
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 an adult 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. Todd Budde. The school is an affiliated organization of St. Gregory the Great Parish. It is specifically sponsored by the parish. All parish/school affiliated organizations are established in the parish/school bylaws. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council or one of its commissions/committees. Other affiliated school organizations include School Commission, Home and School Association, and the Athletics Association. Scouts and St. Vincent De Paul are not affiliated with the parish or school, as they have their own association and governance.

SCHOOL ADVISORY 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 Pastor. 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 2025-26 school year are as follows:

Pastor- Rev. Todd Budde	<u>Membership</u>	Parish Council Liaison- Lisa
Principal -Mrs. Amy Schlegel	Melanie Grabarczyk	Bayer
Chairperson- Sandra Sanchez	Mitchell Jakubiak	
Secretary -	John Farney	

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.
- To benefit from the social aspects of building a strong school community.

BOARD MEMBERS

President- Marta Campos
 Vice President-Monica Aguilar
 Principal- Amy Schlegel

Teacher Representative- Gayle Dahl
Treasurer-
Secretary-
Members at Large-

Any Home and School Association Board Member would be happy to address parent 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 its willing and generous volunteers. The events listed in the calendar would not be possible without the dedication of many parents. The association is always looking for help and welcomes the opportunity to work with all parents.

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.

OTHER FUND RAISING EVENTS

Involvement of parents in the life of the school and parish is welcome and should be encouraged. However, the utilization of volunteer services or mandatory fundraising as a means of determining which families or students receive a discount on tuition or program fees is not permitted.

Wisconsin laws forbid Choice schools from requiring a parent to volunteer or raise funds as a condition of admission; furthermore, the school cannot impose any penalty on a parent or child for failure to participate in fundraising activity or volunteerism.

ATHLETIC PROGRAM

ATHLETIC BOARD MEMBERS

Athletic Director Chris Klubertanz cklubertanz@stgregsmil.org
Athletic Advisor/Secretary
Athletic Advisors
Concession Coordinators
Treasurer
Soccer Coordinator

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 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.**
- **Students who demonstrate certain behaviors that interfere with their academic growth, are performing below academic grade level standards, or fail to demonstrate effort to improve their academic performance will become ineligible to participate in extra-curricular activities. If improvement is shown, they may return to the extra-curricular activity. If performance has not improved, they will be reviewed at the trimester grading period. All activities are affected by the academic eligibility with the exception of acolytes and scouting. Students, parents, and coaches/leaders will be notified of ineligible students at each trimester end.**

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.

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.

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, celebrations, etc. These events are community gatherings where we celebrate our accomplishments, enjoy camaraderie, and make connections with our St. Greg's families. For the enjoyment and safety of all, please follow these 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. These are listed under St. Gregory the Great Building Security Protocols.

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.

St. Gregory the Great Parish School Wellness Policy

Children need access to healthy 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 a school environment that promotes and protects 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, with 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 USDA nutrition standards for school meals.
- 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. Gregory the Great School Wellness Committee will establish and maintain an infrastructure for management, oversight, implementation, and communication of this policy.

To Achieve These Policy Goals:

I. School Wellness Committee

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

The designated official for oversight is Jean Dery, Breakfast and Lunch Director.

St. Gregory the Great will invite Home and School to participate in the review and updating of the wellness policy.

Parents, staff and/or community members are welcome to join the committee.

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	Breakfast and 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
	School Commission Chairperson		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 the Great 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 School Wellness Committee;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The wellness policy will be assessed every three years using the Wellness School Assessment Tool-Implementation (WellSAT-I);
- Every year the wellness committee will review the latest national recommendations pertaining to school health and will update the wellness policy accordingly.
- 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 the 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.

The triennial progress report will be posted on the district website. The report will include an assessment on compliance, the extent to which our wellness policy compares to model wellness policies, and progress made in achieving goals."

II. Nutritional Quality of Foods and Beverages Sold and Served at St. Gregory the Great School

School Meals

St. Gregory the Great School operates under USDA regulations for the National School Lunch and Breakfast Program. School breakfast and lunch is made accessible to all students regardless of income level by a licensed food service provider. St. Gregory the Great School takes steps to ensure that students qualifying for free or reduced priced meals are not overtly identified in any way.

Applications for free/reduced priced meals are made available to all families at the beginning of the school year. The application is also available in the school office throughout the year.

School meals shall be made attractive to students by appealing to their taste preferences.

St. Gregory the Great shall promote healthy food items including fruits, vegetables, whole grains, and low-fat dairy products. Promotions will include posters and signage highlighting the healthy items.

All foods sold/served will meet USDA nutrition standards for school meals. The minimum daily requirement for school breakfast is 1 oz. equivalent of grain, 1-cup fruit and/or vegetable, and 1 cup of milk. School lunch consists of the following: protein, whole grains, 2 oz. vegetables and 4 oz. fruit for K3/K4, 4 oz. fruit and 4 oz. vegetables 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. St. Gregory the Great School receives fresh fruits and vegetables, which are locally grown, when available. Students are encouraged to eat the items they have chosen. A drinking fountain is available in the lunchroom. Students and staff will have access to free, safe, and fresh drinking water throughout the school day. Students are allowed to bring in bottled water from home.

Food or beverages will not be used as a reward or a punishment. Instead, it is encouraged that the use of a nonfood alternative be used as a reward.

Breakfast and lunch menus will be posted on the school website.

Meal Time and Scheduling

Students are offered a school breakfast from 7:40am - 7:50am 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 School has a licensed food service director on site who is also ServSafe certified. Food service staff receive training in food service operations.

Sharing of Foods and Beverages

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

Snacks

Students are allowed to bring a healthy snack from home. A list of snack suggestions is given to parents. Teachers will monitor the snacks brought by students during snack time. If a student brings an unhealthy snack, he/she will not be permitted to eat the snack. The classroom teacher will also review healthy snack options with students throughout the school year.

Celebrations

St. Gregory the Great School limits celebrations that involve food to Halloween, Christmas and Valentine's Day. Students are allowed to bring a treat to school on their birthday for their class to share. 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 school nutrition standards including those provided at celebrations and classroom snacks brought by staff or family members.** We ask that parents and students abide by the school wellness policy when bringing birthday and other holiday/celebratory treats in to share with the class. **Please keep birthday treats simple- we are happy to recognize student birthdays with a small treat to pass out, but meal items such as pizzas or subs should be saved for classroom holiday parties/celebrations.**

III. Nutrition and Physical Activity Promotion

St. Gregory the Great School aims to teach, encourage, and support healthy eating by students. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular nutrition. St. Gregory the Great School provides nutrition education and engages in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, and 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.
- Nutrition lessons are integrated into the curriculum and the health education program.
- Nutrition education will promote the knowledge and skills necessary to promote health.
- promotes fruits, vegetables, whole grain products, low fat and fat-free dairy products, and health-enhancing nutrition practices.
- Students shall participate in school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden-produce foods.

Communication with Parents

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

Throughout the school year, healthy snacks will be reviewed with the students.

IV. Physical Activity Opportunities and Physical Education

Outdoor recess shall be offered weather permitting. Recess monitors/teachers shall encourage students to be active during recess.

- Students in grades K3-4th will have recess 2 times per day totaling 35 minutes.
- Students in grades 5th – 8th will have recess 1 time per day totaling 20 minutes.
- St. Gregory the Great School has a licensed physical education teacher who provides instruction to all students in K4-8th grade.
- Teachers shall offer short activity breaks throughout the school day utilizing physical movement.
- Co-curricular activities, an athletic program, and recess support the physical education program.
- Opportunities to participate in physical activity shall be promoted throughout the school via school announcements, newsletters, and flyers.
- The school shall support active transport to and from school by engaging in the following activities:
 - Secure storage facility for bicycles.
 - Crossing guards are used.
 - Crosswalks exist on streets leading to school.
 - Creation and distribution of maps of school environment.

Physical education will enable students to acquire the knowledge and skills necessary to maintain physical fitness, participate in physical activities, and make healthy lifestyle choices.

The physical education curriculum should follow existing standards.

Unless otherwise exempted, all students will be required to engage in the school's physical education program.

Physical Activity and Punishment

Teachers and other school personnel will not use physical activity (e.g. running laps, pushups) as punishment for students. Teachers may use non-food alternatives as rewards such as extra recess when time allows.

Employee Health

A healthy lifestyle is encouraged for all adults in the community. School staff and faculty members are encouraged to model healthy eating and physical activity behaviors. This is supported by:

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

Reviewed and updated July 2023 after performing triennial assessment.

ST. GREGORY THE GREAT PARISH SCHOOL RESERVES THE RIGHT TO AMEND THE PARENT-STUDENT HANDBOOK DURING THE 2025-2026 SCHOOL YEAR.

St. Gregory the Great Parish School

Student / Parent Handbook Acknowledgement

As a parent/guardian choosing to enroll my child(ren) in the St. Gregory the Great Parish School, I have read the Student/Parent Handbook. I understand that if my child's actions or behavior are in violation of any of these policies he/she will face any and all disciplinary action described. I understand that I may ask the school for clarification regarding any content in the Parent/Student Handbook. I also understand that this handbook is a guideline and should not be construed as a contract between St. Gregory the Great School, parents/guardians or any other person. St. Greg's is committed to reviewing its policies continually and reserves the right to review and change its policies at any time. St. Gregory the Great School also reserves the right to make the final interpretation of all current or future policies and to make the determination, entirely within its discretion, as to whether the facts of a specific situation warrant action on its part.

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Please print student name(s) and grade(s)