

St. Gregory the Great Catholic Academy Handbook 2017-2018

POLICY OF NON-DISCRIMINATION

St. Gregory the Great Catholic Academy admits students of either sex or any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the academy.

St. Gregory the Great Catholic Academy does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, and athletic or other academy administered programs.

ARRIVAL/ DISMISSAL

Students in Grades K-8 should arrive in the Hall between 7:55 and 8:10 a.m. Nursery and Pre-K students should arrive at the playground doors between 7:55 and 8:10 a.m. Nursery and Pre-K students will be dismissed from the playground doors at 2:50 p.m. Kindergarten students will be dismissed in the schoolyard at 2:50 p.m. Grades 1-3 will be dismissed in the schoolyard at 2:55 p.m. Grades 4-8 will be dismissed from the schoolyard at 3:00 p.m. Dismissal from the Hall is at the principal's discretion dependent on weather conditions.

RULES FOR SAFETY

87th Avenue – Cars **should not use 87th Avenue Eastbound** when dropping off or picking up students. Our teachers and staff need 87th Avenue to park their cars and the buses must be able to park in the morning and at dismissal. Parents should use Commonwealth Blvd. or the service road of the parkway. No double parking on the Cross Island Service Road.

ATTENDANCE AND LATENESS

School is in session from 8:10 am to 3:00 pm. All children must be in the Hall prior to 8:10 am. A teacher is there to supervise the children in the Hall from 7:55 am to 8:10 am. Children are to be near their line until the bell rings and then proceed in silence with their teacher to their classroom. The academy doors will close at 8:10 promptly. Except for bus problems, all lateness is recorded on the child's report card and permanent record card. **Children in grades 4-8 will serve detention for every 3 times they are late. For children in grades K-3, a parent must come in and sign their child into the late book.** If lateness becomes a chronic issue, a conference with parents, teacher, principal and in some cases the student, will be held in order to determine the cause of the lateness and arrive at a possible solution to the problem. In some cases it may be necessary to take disciplinary action if the problem persists. Lateness without just cause will keep a student from the Honor Roll.

A student who is absent must bring a note from his/her parent or guardian stating the date and reason for absence. This note is due on the day of his/her return to school. Legal absences, involve those caused by illness, death in the family, impassible roads, quarantine, religious observance, court attendance and remedial health care. All other absences are illegal. A written note is to be given to the official teacher notifying if a child is leaving school early. Parents must notify the academy office if the child has a contagious disease, e.g., chicken pox. If a student becomes ill during the school day, and leaves school early, they may not return for any after school or evening activities or events.

CANCELLATION OF SCHOOL

If there is a possibility of the academy being closed because of weather conditions, please go to the academy website at www.sgtgca.org or watch the television to see if:

1. All New York City Public Schools are closed.
2. All schools in the Diocese of Brooklyn and Queens are closed.
3. St. Gregory the Great Catholic Academy is closed.

Please do **NOT** call the academy or the parish office. We use OptionC as our Primary service, which will contact you by text, landline, cellular number, or email.

LUNCH

Students eat lunch in the Hall from 11:30 a.m. to 12:15 p.m. On days when special activities are taking place in the Hall, they will eat lunch in their classroom. As a general rule, lunch should be brought to school with your child in the morning. If, for some reason lunch is left at home, you may bring the lunch to the general office and it will be delivered. This should not be a habit. The lunchroom and schoolyard are supervised by teachers, and are assisted by parents. Any student who disrupts the lunch program or is disrespectful to any teacher or lunch parent will receive demerits and possible detention.

A balanced and nutritious lunch, proper eating habits, and good manners are also required in the lunchroom. Students should bring a HEALTHY LUNCH. Please remember that good nutrition and a balanced lunch are essential for your child's growth and learning ability in school. In order to promote an overall sense of fairness, parents may **not** bring "Fast Food" (pizza, Burger King,

McDonalds, etc.) into school or the classroom on any given day for any children. No energy drinks are permitted at any time. No glass bottles are permitted. Students may have a drink only from a thermos, water bottle or a juice box. Plastic bags or wax paper may be used. These rules are necessary to comply with New York City recycling laws. Please remember to supply your child with a hand sanitizer for lunchtime, and proper utensils.

In good weather, students go to the schoolyard. A game of tag is not an acceptable activity in the yard. Students who do not follow the rules will have to stand by the wall and will not be permitted to play. Students who continue to ignore rules will have to sit outside the office at lunchtime.

BIRTHDAYS

We ask parents to cooperate in celebrating your child's birthday in school by providing a simple treat. This would include finger food only (cupcakes, donuts, cookies, etc.). Students are NOT permitted to have fast food (pizza, Burger King, McDonald's, etc.), lollipops, soda, or juice. Invitations and thank-you cards are not permitted to be handed out for parties while school is in session, unless ALL students within the class are included.

BLOGGING

The term BLOGGING means the keeping of an online log or journal. All bloggers must be at least 16 years of age; however, there is no way to ensure that persons under the minimum age will not have access. Safety of our students is paramount. They can and will be held responsible for things they write about St. Gregory's that can be detrimental to our reputation. We reserve the right to discipline students for off-school conduct in regards to negative online behavior.

BOOKS

All books should be covered at all times with neat, clean, book covers, and should be carried to and from school in a waterproof carrier of suitable size. As a general rule, students are not permitted to make any marks in a textbook. Lost or damaged books must be paid for by the student.

CELL PHONE

Students in all grades are **not** permitted to use their cell phone during school time. Phones must be **turned off and kept in their school bags at all times.** However, at teacher's discretion, smart phones and other e-devices may be used.

If a cell phone goes off, or is being used without permission, students will be required to serve 2 days detention. A parent or guardian must come up to get the phone from the office staff. Cell phones can only be used to call a parent off the school grounds at dismissal time. In extreme emergencies, the student will be able to use the academy phone to contact you.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is very important that every student's records be kept up-to-date regarding address, telephone number (cell, home and work), and person to contact in **case of emergency.** Please notify the academy **immediately in writing** of any changes during the school year.

COMPUTER, CHROMEBOOK, & INTERNET ACCEPTABLE USE POLICY (excerpt -- full policy will be distributed separately).

We have a filter system in place which blocks out inappropriate web sites (chat rooms, adult websites, etc.). The filter system is not 100% accurate. Students should not access material that is unchristian. It is expected that the individual use the Internet in an appropriate manner. A parent's permission form is required for all students to access the Internet. This provides the understanding between the parents, students and academy about what is acceptable. Parents are responsible for discussing and reinforcing the guidelines for safe use of the academy's system with their child.

If a student irresponsibly uses the Internet she/he will not be permitted to use any academy computers or other devices, and additional disciplinary measures may be taken due to the nature of the violation.

CONFERENCES

Parents or guardians must attend the general class meeting held in September where the teacher explains class procedures and expectations. Report cards will be distributed at the end of the first and second trimesters. Parents must contact the teacher with a brief note to arrange a conference at any other time during the school year. The principal will not meet with any parent unless the parent has first met with the teacher. A conference will then be arranged with the parent, teacher, and principal.

Communication with teachers is possible only through the academy's email login at www.sgtgca.org.

CRISIS MANAGEMENT PLAN

St. Gregory the Great has in place a "Crisis Management Plan" for extreme emergencies. From time to time, the students, faculty, and staff will practice these important safety precautions during the school day. Misbehaving during these drills is a serious infraction.

CUSTODY ISSUES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The academy will not be held responsible for failing to honor custodial arrangements without proper documentation in the student's file. This information cannot be given verbally to anyone in the office. It must be in writing

DISCIPLINE

Any behavior, which is viewed by the academy administration as detrimental to the educational process, to the safety of other persons, or to the reputation of St. Gregory the Great Catholic Academy, could be considered grounds for serious disciplinary action and may result in suspension or expulsion. The principal is the final recourse in all disciplinary situations, and may waive any and all regulations for just cause at her discretion.

Every student has a right to be in a calm learning atmosphere and feel safe, secure, and happy in school. Students will come into the building quietly and continue in good order on the stairs and in the halls. Once the hand bell has been rung in the hall all students are expected to be silent. Failure to adhere to the above rules will result in detention. Please be advised that St. Gregory the Great adheres to a "zero tolerance" policy for violence of any kind. **Any** harmful physical contact or hurtful verbal abuse (including written offenses) will not be tolerated. Bullying, which means hurting another person repeatedly, either physically or through verbal threats, insults, and embarrassment or by systematically ignoring another person will not be tolerated. Students should report a bullying situation to the classroom teacher so that students exhibiting demeaning behaviors receive immediate correction. The use of any electronic devices during school hours to text, cheat on a test or assignment, or otherwise communicate with others will be grounds for suspension. Cheating on tests, forging a signature, etc. are serious violations. A repeated serious infraction could result in suspension from school. Suspension will be given at the discretion of the teacher and principal. Parents must meet with the principal before a student can be reinstated in school. As a last resort after other means of motivation and correction have failed, a student may be expelled. If a student brings a razor, box cutter, knife or sharp instrument to school s/he will be subject to expulsion.

For students in Grades 4 - 8, demerits will be issued for infractions of academy rules. Three demerits (3) will equal an after-school detention on Mondays from 3:15-4:15pm. Demerits may keep a student from a class trip, or other academy events. Failure to attend an assigned detention will result in three detentions.

Demerit System:

Off Task (1)

Dress Code (1)

Gum Chewing (1)

Hallway Conduct (1)

Correspondence between parent/teacher not returned (1)

Lateness (1)

Unprepared for Class (1) – No Pencil, Assignment, Note/text/workbook

Disrupting Class (2)

Inappropriate language (2)

Disrespect (3)

Plagiarism (3)

Cheating (3)

Lying (3)

Cursing (3)

Rough Play (3)

Forgery (3)

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. A **note** must be sent to the teacher asking permission for the student to be signed out early. The parent must sign the early dismissal book when picking up the student.

DRESS CODE

Pupils must show respect for adults, children, and property. Restitution should be made for items lost, stolen, or defaced. **Pupils are not to chew gum in school or on academy grounds.** Pupils are not to wear a hat in the academy building. **Girls' skirts are to be worn at the knee and not rolled at the waist.** Boys' hair should not be in their eyes and should be above shirt collars, no Mohawks or other trendy haircuts. Girls' hair should not be in their eyes. No one should have dyed or bleached hair. Absolutely no make-up **or nail polish** is permitted, **including dress down days.** A small religious necklace and watch are permitted. Small earrings are acceptable for the girls. No earrings should be larger than a dime. Large dangling earrings and hoop earrings are not permitted. Only one pair of earrings is permitted. **Absolutely no jewelry is to be worn on gym day, including watches. Also, no boots on gym days.**

Certain days during the school year will be "Dress Up" or "Dress Down" days. On "Dress Up" days, students are required to wear dress clothes -- no jeans, sneakers, or t-shirts. On "Dress Down" days, our normal dress code applies with regards to hair, make-up and jewelry. Students may wear jeans or stretch pants that are not too tight, sneakers, and t-shirts. **Students are never permitted to**

wear short-shorts, skirts that are more than 3” above the knee, crop tops, tank tops, off the shoulder blouses or midriff style, shirts that are inappropriate or display offensive language or pictures, or shoes (flip flops) that may be dangerous for safety reasons. Parents will be called to bring a change of clothes or the academy will give the child appropriate clothes.

*****STUDENTS ARE NOT PERMITTED TO DRESS DOWN ON DAYS THEY ARE ATTENDING MASS*****

DRUGS AND ALCOHOL ABUSE

As members of a Christian faith community, we cannot accept the use of alcohol and drugs. The most important responsibility of our community is to support and encourage human life. Therefore, we take the following position: “We consider any student’s use, possession of drugs or alcohol at the academy or academy sponsored events as an abuse that will not be tolerated. If any student enters the building under the influence, or in possession of drugs or alcohol, or is suspected of the same, it is the responsibility of the principal to investigate the matter and initiate a course of action, which could result in suspension and/or expulsion.

FIELD TRIPS

Field trips are planned in order to enrich the learning experience of the children and are an extension of the educational learning process. Students can be denied participation in a field trip if they fail to meet academic or behavior requirements. A schedule (date, departure time, return time, and cost) will be sent home prior to the trip. Each student must have a signed permission slip from his/her parent in order to participate in the class field trip. Verbal permission from a parent is unacceptable. It is up to the teacher to choose the chaperones for the trip. We make every reasonable effort to give all parents the same opportunity to chaperone. It is impossible to accommodate everyone.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. No running or talking will be permitted during the fire drill. No one is to return to the building until the signal is given. Misbehaving during a fire drill is a serious infraction.

HOMEWORK

Homework is given four (4) nights a week and at the teacher's discretion on weekends. Homework may not be done in school. Parents should check student assignments each night. Frequently, the teachers will use the student planner, Google classroom, or other digital platforms as a means of communication to the parent. Homework assignments may be posted on the website or Google Classroom. The information on the web site is not failsafe. The child is still responsible to copy his or her homework on a daily basis.

The heading on the homework should read as follows:

| | |
|-----------------|-------|
| Name of Child | Date |
| Name of Academy | Grade |

Acceptable assignments are neat and carefully completed. Parents should not correct the work or improve it in any way. Projects should be written or typed according to the directions given by the teacher using the student's own vocabulary. Plagiarism, either from a book or computer program, is not acceptable. It is the responsibility of the parent to check notebooks and workbooks weekly.

Homework assignments, projects, equipment, and materials forgotten at home can NOT be brought to the office. Students must accept the consequences of not remembering materials.

IMMUNIZATION

No child will be admitted to any school in New York City unless the child has received proper immunizations. When new children apply, verification of immunizations for measles, mumps, rubella (MMR), diphtheria, polio, HIB, HepB, and Varicella is required, along with dates and results of TB(Mantoux) and lead screening tests. All children born after January 1, 1994 are required to receive the Tdap immunization upon entering 6th grade.

INSURANCE

School accident insurance is paid for by the academy at the beginning of the school year. The insurance protects pupils traveling to and from the academy, on academy sponsored and supervised trips, and while in gym class. The coverage is from September 15, 2017 to September 15, 2018. Parents are encouraged to check their policies for children's coverage and take advantage of a voluntary 24 hour coverage plan. If interested, call Willis Insurance Company at (212) 915-8067.

MARKING CODE

Terra Nova, and New York State Exams are mandatory for all students in the appropriate grade levels.

An explanation of the marking code is given on the Report Card. In general, it can be summarized as follows:

A+ = 97-100

A = 93-96

B+ = 89-92

B = 85-88

C+ = 81-84

C = 77-80

D+ = 74-76

D = 70-73

F = Below 70 is a failing grade

| | |
|-------------------------|----------------------------------|
| Principal's List | No grade lower than 95 |
| First Honors | No grade lower than 90 |
| Second Honors | No grade lower than 85 |
| Recognition | Excellent Effort and Work Habits |

MEDICATION

If a student needs to take medication during school hours, the nurse must be notified. Medication cannot be administered UNLESS the nurse has a completed 504 Form on file. The 504 Form must be completed by your child's physician and signed by the parent. No medication will be accepted or stored in the academy without the proper paperwork. Please note that medication cannot be given for episodic illnesses, such as a 10-day course of antibiotics. Medications are dispensed for chronic illnesses only. Please contact the academy nurse at (718 343-2143) should you need the 504 Form. A new form must be submitted every year. Every effort should be made to dispense medication before the child comes to school and/or after the child returns home. Students are **not** permitted to carry medicine such as Tylenol or any prescription medication in their lunch box, school bag or on their person.

PHYSICAL EDUCATION

Physical education classes are mandated by State Law. Attendance is compulsory unless a doctor's note certifying disability is presented to the principal. St. Gregory the Great Catholic Academy believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health.

We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Students must wear the uniform prescribed for gym classes. Boys and girls wear sneakers, and the regulation gym shorts, sweatpants, t-shirts and sweatshirts, purchased only from Flynn & O'Hara. Students wear their gym uniforms to school on gym days. No student will be admitted to class or be allowed to participate in gym class unless he/she is in proper uniform. We recommend that the student's last name be placed in large letters inside all gym clothes, especially the sweatshirt.

PROMOTION AND RETENTION

The principal, teacher, and parent, will discuss all promotions and retentions. The final decision is based upon a total evaluation of the student's growth in all areas of development.

Specific criteria for retention are as follows:

1. The student has failed to pass the major subjects on his/her grade level. (2 or 3)
2. The student has failed to achieve satisfactory scores on a standardized test in reading, mathematics, and language arts.
3. The student has not demonstrated acceptable effort in achieving academic success. The type of behavior that would indicate unacceptable effort might be failure to complete homework assignments and projects, consistent inattention to classroom instruction, and lack of preparedness for school assignments. Parents will be notified in May if there is a possibility of their child being retained.

RESPECT

Respect is a quality we aspire to and want to instill in our children. We believe, as teachers and as parents we need to set good examples of mutual respect in school relationships, both at home and in school. We ask parents to make an appointment with your child's teacher if there is a problem or disagreement. If a teacher's conference either by phone or in person does not offer resolution, a further meeting with the parent, teacher, and principal will take place.

RELEASE OF RECORDS

The academy maintains academic and attendance records on all students. Information included in these records may not be released without written parental consent, except in response to a notice of transfer to another school or to send records on to high school. **No records will be released if all financial obligations are not paid in full.**

SMOKING

Smoking is forbidden on academy property. Students are also forbidden to carry or use fireworks or firecrackers on academy property.

TELEPHONE USAGE

Students may only use academy telephones with consent of the administration or nurse. **They are not permitted to call for forgotten homework, projects, materials, gym uniforms, equipment, etc.** Use of electronic devices and cell phones by students during the school day is at the teacher's discretion, and they will be confiscated if used at the wrong time (see cell phone section).

UNIFORM

Students will dress neatly and be well-groomed. The academy uniform must be worn each day. In order for a student to be admitted to class, they must wear the complete uniform required for that day. The uniform consists of the following:

Nursery, Pre K & Kindergarten: Students wear the St. Gregory's gym uniform, purchased from Flynn & O'Hara - St. Gregory's shorts and St. Gregory's tee shirts, or St. Gregory's sweatpants and St. Gregory's sweatshirts, and sneakers (any color).

Summer Uniform

Summer Uniform is to be worn from September through October 15th weather permitting, and May 1st through June.

GRADES 1-8 GIRLS & BOYS

Khaki shorts (only purchased at Flynn & O'Hara; Flynn & O'Hara emblem must be visible on the shorts).

Green Polo shirt with St. Gregory's emblem – short sleeve.

Black or White socks.

Black school shoes or White sneakers **ONLY**

Winter Uniform

GRADES 1-8 BOYS

Green polo shirt with St. Gregory's emblem (long and short sleeve).

Khaki slacks (only purchased from Flynn & O'Hara; Flynn & O'Hara emblem must be visible on the slacks).

Solid black loafer or oxford style shoe - **No boots allowed.**

GRADES 1-6 GIRLS

Plaid jumper with Peter Pan collar blouse with *tie*.

Green or white socks or tights.

Black Mary Jane or loafer style shoe-no ballet flats.

OR

Green polo shirt with St. Gregory's emblem (long and short sleeve)

Khaki slacks (only purchased from Flynn & O'Hara; Flynn & O'Hara emblem must be visible on the slacks).

Black Mary Jane or loafer style shoe – no ballet flats.

Grades 7 -8 GIRLS

Plaid skirt with green polo shirt with emblem; long or short sleeve.

Green or white socks or tights.

Black Mary Jane or loafer style shoe – no ballet flats.

OR

Green polo shirt with St. Gregory's emblem (long and short sleeve)

Khaki slacks (only purchased from Flynn & O'Hara; Flynn & O'Hara emblem must be visible on the slacks).

Black Mary Jane or loafer style shoe – no ballet flats.

For colder days, the fleece jacket, St. Gregory's Gym sweatshirt or St. Gregory's Athletic Association GREEN sweatshirts **ONLY** are permitted to be worn in the academy building.

PLEASE LABEL ALL GARMENTS.

VACATIONS

Parents are asked not to take children out of school for family vacations. Please check the academy calendar you receive in September and schedule vacations for the long periods of time when school is closed. If an extreme family emergency arises that necessitates an absence from school, please **inform us in writing** as soon as possible. A yearly tentative calendar is posted on the academy website for your convenience.

VISITORS TO SCHOOL

Class time is very important to both students and teachers. Therefore, interruptions should be seldom and only with proper notice. As you enter the academy, all visitors must stop in the academy office. The principal will determine whether or not an individual will be given permission to visit a classroom. Appointments with teachers can be arranged by writing to the teacher so that they can be scheduled at a mutually convenient time.

September 2017

Dear Parents,

Please read and familiarize yourself with our 2017-2018 St. Gregory the Great Parent-Student Handbook. Please read and discuss the rules and regulations with your child/children. We hope it will prove helpful to all. **Please cut and return the form below no later than Friday, September 29, 2017.**

Thank you for your cooperation.

Sincerely,
Lynn M. Alaimo
Principal

We have read and agree to be governed by the 2017-2018 St. Gregory the Great Parent/Student Handbook and will support the policies of the academy.

Family Name _____ (please print) Date _____

Parent Signature _____

Signature of Child _____ Class _____

Signature of Child _____ Class _____

Signature of Child _____ Class _____

Signature of Child _____ Class _____

Signature of Child _____ Class _____