



# FAMILY & STUDENT HANDBOOK

**2024-2025**

**SAINT GREGORY'S SCHOOL**

121 Old Niskayuna Road  
Loudonville, NY 12211-1399

(518) 785-6621

FAX (518) 782-1364

*Discere. Adsequi. Fieri.  
To Learn. To Achieve. To Grow.*

Dear Saint Gregory's Families,

All members of the Saint Gregory's community have a role to play in sustaining a dynamic environment for teaching and learning. Therefore, we expect all to commit to high standards of scholarship and personal conduct.

This is the *Saint Gregory's School Family and Student Handbook*. It has a great deal of important information that will be helpful to you and your children. We ask that all K-8 community members read the handbook and familiarize themselves with our community's standards of behavior, policies, protocols, and available resources.

Our faculty and staff work closely together with families to guide our students in their daily lives and to assist them with their academic and social development throughout the year. Our goal is to develop responsible students who are committed to bettering themselves and our community with the highest of standards.

We look forward to a successful year!

Sincerely,

Kathryn Helm  
Head of School

# WHAT VITAL QUESTIONS ABOUT SAINT GREGORY'S SCHOOL DO YOU WANT TO BE ANSWERED?

## I. WHAT IS OUR MISSION?

WHAT DOES THAT LATIN MOTTO ON OUR SCHOOL'S SHIELD MEAN? (I.1)

## II. WHAT ARE THE GENERAL LEGAL POLICIES AS ASSIGNED BY THE USA AND NEW YORK STATE THAT PERTAINS TO SGS?

WHAT IS OUR NON-DISCRIMINATORY POLICY? (II.1)

WHAT IS OUR SCHOOL'S SEXUAL HARASSMENT POLICY? (II.2)

WHAT IS THE SCHOOL'S NO RETALIATION POLICY? (II.3)

WHAT IS THE SCHOOL'S RIGHT OF DISMISSAL? (II.4)

## III. WHAT IS THE HISTORY OF SAINT GREGORY'S SCHOOL?

## IV. HOW DOES OUR SCHOOL SAFEGUARD THE HEALTH AND SAFETY OF CHILDREN?

WHEN IS A PHYSICAL EXAMINATION REQUIRED FOR YOUR CHILD? (IV.1)

WHAT IF YOUR CHILD IS ILL AND CAN'T ATTEND SCHOOL? (IV.2)

WHAT IF A CHILD IS PRESCRIBED MEDICATION THAT NEEDS TO BE ADMINISTERED DURING THE SCHOOL DAY? (IV.3)

UNDER WHAT CONDITIONS SHOULD YOUR CHILD REMAIN AT HOME IF ILL? (IV.4)

WHAT IS THE POLICY CONCERNING CHILD ABUSE AND NEGLECT? (IV.5)

WHAT IS OUR SCHOOL'S POLICY ON FOODS TO WHICH SOME CHILDREN ARE FOUND TO BE ALLERGIC? (IV.6)

WHAT IS OUR NUT POLICY? (IV.7)

WHAT IS OUR JUNK FOOD POLICY? (IV.8)

## V. HOW DO STUDENTS AND PARENTS/GUARDIANS/CAREGIVERS NAVIGATE THE TYPICAL SCHOOL DAY?

WHAT IS OUR ARRIVAL AT SCHOOL POLICY? (V.1)

HOW DO CHILDREN GET TO SCHOOL? (V.2)

WHAT IS HOMEROOM? (V.3)

WHAT IS OUR DISMISSAL FROM SCHOOL POLICY? (V.4)

WHAT IS THE SCHOOL'S ATTENDANCE POLICY? (V.5)

WHAT IF YOUR FAMILY CELEBRATES A RELIGIOUS HOLIDAY WHEN THE SCHOOL IS OFFICIALLY OPEN? (V.6)

WHAT IS THE SCHOOL'S DRESS CODE AND UNIFORM REQUIREMENTS? (V.7)

WHAT IS THE APPROPRIATE DRESS FOR BOYS AND GIRLS? (V.8)

WHAT ARE "DRESS DOWN" DAYS? (V.9)

WHAT ARE THE BEFORE SCHOOL AND AFTER SCHOOL PROGRAMS (V.10)

WHAT IS HOMEWORK CLUB? (V.11)

WHAT IS THE OBLIGATION OF PARENTS FOR SUPPLYING MATERIALS FOR IN-SCHOOL PROJECTS (V.12)

WHAT IS THE SCHOOL'S BOOKBAG AND BACKPACK POLICY? (V.13)

DOES EACH CHILD GET A LOCKER? (V.14)

CAN STUDENTS USE CELL PHONES OR OTHER COMMUNICATION DEVICES DURING SCHOOL HOURS? (V.15)

ARE BIRTHDAY CELEBRATIONS ALLOWED DURING THE SCHOOL DAY? (V.16)

HOW DO PARENTS CONTACT THEIR CHILDREN DURING SCHOOL HOURS? (V.17)

HOW ARE FIELD TRIPS CONDUCTED? (V.18)

WHAT IS EXPECTED OF STUDENTS DURING LUNCH TIME WHEN THEY EAT IN THE CAFE GYM? (V.19)  
WHAT ARE THE RULES FOR FOOD AND BEVERAGES IN THE SCHOOL BUILDING? (V.20)  
HOW IS RECESS HANDLED AT OUR SCHOOL? (V.21)  
WHAT HAPPENS WHEN INCLEMENT WEATHER HITS THE CAPITAL REGION? (V.22)  
DOES THE SCHOOL HOLD FIRE AND LOCK-DOWN DRILLS? (V.23)

**VI. WHAT ROLE DO COMPETITIVE SPORTS PLAY AT OUR SCHOOL?**

WHAT ARE THE SCHOOL'S POLICIES REGARDING SPORTS? (VI.1)  
WHAT IS OUR ATHLETIC CODE OF CONDUCT? (VI.2)  
WHAT IS SKI CLUB? (VI.3)  
IN WHAT SPORTS DOES SAINT GREGORY'S COMPETE? (VI. 4)

**VII. WHAT IS OUR SCHOOL CULTURE AND ETHOS?**

WHAT IS THE SGS CODE OF HONOR? (VII.1)  
WHAT IS THE SCHOOL'S "CULTURE OF CIVILITY"? (VII.2)  
HOW CAN OUR STUDENTS BEST REPRESENT SAINT GREGORY'S SCHOOL? (VII.3)  
WHAT IS THE GREGORIAN/KNIGHTS' SOCIETY? (VII.4)  
WHAT IS THE NATIONAL JUNIOR HONOR SOCIETY? (VII.5)  
ARE THERE OTHER COMMUNITY SERVICE REQUIREMENTS FOR STUDENTS? (VII.6)  
WHAT TYPES OF BEHAVIOR ARE COVERED IN OUR "ZERO TOLERANCE" POLICIES? (VII.7)  
WHAT ARE THE DISCIPLINARY CONSEQUENCES FOR DISOBEYING SCHOOL RULES? (VII.8)

**VIII. WHAT IS OUR APPROACH TO TEACHING AND LEARNING?**

WHAT IS THE LEARNING ENVIRONMENT AT OUR SCHOOL? (VIII.1)  
WHAT IS THE EDUCATIONAL POINT OF VIEW OF OUR EDUCATIONAL VALUES? (VIII.2)  
WHAT ARE OUR ACADEMIC STANDARDS? (VIII. 3)  
WHAT ARE THE REQUIREMENTS FOR THE SCHOOL'S HONOR ROLL? (VIII.4)  
WHAT IS THE SCHOOL'S VIEW ON STANDARDIZED TESTING? (VIII.5)  
WHAT IS THE UPPER SCHOOL POLICY ON ACADEMIC PROBATION? (VIII.6)  
WHAT IS THE SCHOOL'S POLICY ON ACADEMIC INTEGRITY? (VIII.7)  
WHAT IS OUR PERSPECTIVE ON HOMEWORK? (VIII.8)  
WHEN ARE REPORT CARDS ISSUED? (VIII.9)

**IX. WHAT IS THE RELATIONSHIP BETWEEN HOME AND SCHOOL?**

WHAT IS OUR PLEDGE TO STUDENTS AND THEIR FAMILIES? (IX.1)  
HOW DO TEACHERS COMMUNICATE WITH PARENTS AND GUARDIANS ABOUT A CHILD'S PROGRESS? (IX.2)  
HOW ARE PARENT-TEACHER CONFERENCES MANAGED? (IX.3)

**X. HOW DO WE USE AND INTEGRATE EDUCATIONAL TECHNOLOGY?**

WHAT IS OUR TECHNOLOGY USE POLICY? (X.1)  
WHAT IS THE SCHOOL'S RESPONSE TO INFRACTIONS TO OUR TECHNOLOGY USE POLICY? (X.2)

**XI. WHAT CAN PARENTS AND FAMILIES DO TO HELP SECURE THE FUTURE OF SAINT GREGORY'S SCHOOL?**

**APPENDIX**

APPENDIX A: STUDENT AND PARENT/ GUARDIAN AGREEMENT

## **I. WHAT IS OUR MISSION?**

The mission of Saint Gregory's School is to prepare our students for the most demanding of secondary programs and the world beyond by providing a rigorous and dynamic academic curriculum and by engendering spiritual values and a strong moral character in every student.

### **WHAT DOES THAT LATIN MOTTO ON OUR SCHOOL'S SHIELD MEAN? (I.1)**

The Latin inscription, or motto, embedded in our School's ethos and displayed on our school shield is translated as *Discere* (to Learn), *Adsequi* (to Achieve), and *Fieri* (to Grow). Every staff member takes these three words and what they imply to heart and does her/his utmost to make this a daily reality for each student.

### **FOUR SYMBOLS OF THE GREGORIAN SOCIETY**

The School's perspective on teaching and learning is epitomized by our core values as seen in the life and work of Saint Gregory the Great (d. 604 AD). These values are exemplified in the Gregorian Service Club, illustrated by the various Club ranks:

- *Mitre*: Representing the development of leadership quality and a strong sense of responsibility
- *Dove*: Symbolizing the spiritual development of Catholic and ecumenical values and character
- *Lamp*: Exemplifying wisdom, knowledge and enlightenment in developing a willingness to help others and a tolerance for all people and their ideas and points of view
- *Pen and Book*: Denoting the consistent growth of a love of learning

## **II. WHAT ARE THE GENERAL LEGAL POLICIES AS ASSIGNED BY THE USA AND NEW YORK STATE THAT PERTAIN TO SGS?**

### **WHAT IS OUR NON-DISCRIMINATORY POLICY? (II.1)**

In accordance with its policies, Saint Gregory's School admits students of any race, color, and national and ethnic origin and religion to all the rights and privileges generally accorded or made available to students of the school. It does not discriminate against any person on the basis of race, sex, color, and national and ethnic origin in administration of its educational policies, admissions policies, financial assistance program, and other school-administered programs.

Consistent with the requirements of Title IX of the Education Amendments of 1972, Saint Gregory's School does not discriminate on the basis of sex in the conduct or operation of its education programs or activities. Inquiries concerning the application of Title IX may be referred to the Board of Trustees.

Consistent with the requirements of Section 504 of the Rehabilitation Act of 1973, Saint Gregory's School does not discriminate against any person on the basis of disability in admission or access to its programs and activities. Section 313 of the New York Education Law, as amended, prohibits educational institutions from discriminating against persons seeking admission as students to any institution, program, or course because of race, religion, creed, sex, color, marital status, age, or national origin. All students and applicants for admission to Saint Gregory's School and their parents or guardians are protected from coercion, intimidation, interference, or retaliation for filing a complaint or assisting in an investigation under any of the foregoing policies and laws.

## **WHAT IS OUR SCHOOL'S SEXUAL HARASSMENT POLICY? (II.2)**

Title VII of the United States' Civil Rights Act of 1964, the New York State Human Rights Law, and Saint Gregory's School's legal position prohibit sexual harassment. Any student who feels that he or she is being sexually harassed should immediately bring this circumstance to the attention of a teacher or administrator at SGS. All staff complete New York State sexual harassment training on an annual basis.

## **WHAT IS OUR NO RETALIATION POLICY? (II.3)**

There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, discrimination, or bullying.

## **WHAT IS THE SCHOOL'S RIGHT OF DISMISSAL? (II.4)**

Saint Gregory's is an independent private school. As such, it has established standards of academics and behavior. All students are expected to comply with all established rules, procedures, and expectations. Saint Gregory's School reserves the right to dismiss any student whose conduct, influence, or attitude proves to be disruptive to the learning environment or contrary to the moral values of Saint Gregory's School.

Academic integrity is integral to our program. It is based on honesty, trust, and respect. Students may be dismissed if there is a violation of academic integrity such as cheating or plagiarism.

## **III. WHAT IS THE HISTORY OF SAINT GREGORY'S SCHOOL?**

Saint Gregory's School for Boys was founded in 1962 by a group of parents who wanted to provide boys an education of the highest academic standards rooted in the Roman Catholic faith. The founders believed that this combination did not exist in the Capital District. The School's focus was to develop the whole child: intellectually, spiritually, emotionally, and physically by maintaining high academic standards, recruiting and retaining the best faculty, limiting class size, and involving the parents. The School was given the blessing of the local prelate, Bishop William Scully, and was chartered by the New York State Board of Regents.

Mr. M. Raymond O'Brien became the first Headmaster of the School. He came to Saint Gregory's from the Troy public schools where he had served as a teacher and administrator. O'Brien served as the Head of School from its inception until 1989. The School opened with several classrooms, a library, an office, and bathroom facilities. The 1960s saw the addition of grades six, seven, and eight. The first graduation was held in 1966, and Nursery and Kindergarten were added that year. A gymnasium was added in 1967. The 1970s saw a significant increase in enrollment. The Lower School was constructed, and the playing field in front of the School was developed.

In 1980, the New York State Association of Independent Schools conducted its first accreditation of the School. Due to the recommendations of this evaluation, several curriculum changes were made. French was extended to the Lower School and Latin was added to the Upper School. Computer Science classes were first taught in 1982. The School continued to expand its program and enrollment.

With the retirement of Mr. O'Brien in 1989, the School appointed Mr. James K. Breene as the second Head of School. At the same time, Dr. Ernst Kopp was the Chairman of the Board. Mr. Breene came to Saint Gregory's from the Country Day School of the Sacred Heart where he had served as Headmaster for 16 years. He quickly realized that the School needed additional space. Under his leadership, three new classrooms were constructed. Two of the rooms were science labs and the third was designated for mathematics. Although Breene's tenure was only six years, his educational knowledge and professionalism combined with his kind and gentle nature were indeed a blessing to the School.

Mr. Breene retired in 1995, and the School hired its third Head of School, Michael O'Donoghue. Mr. O'Donoghue came to Saint Gregory's from the Buckley Country Day School where he had served as a teacher and administrator. Dr. Kopp remained as the Chairman of the Board, and he and Headmaster O'Donoghue launched a capital campaign to once again expand the facilities and oversee the building of an outdoor pool. Under O'Donoghue's leadership, three new classrooms were constructed, as well as additional office space. The final expansion of the School to date took place in 1999 when a new gymnasium, chapel, and lobby were constructed and dedicated to Dr. Kopp.

Headmaster O'Donoghue stepped down from his post in 1999 and Saint Gregory's hired its fourth Head of School. Francis X. Foley came to Saint Gregory's from Canterbury School, where he had been a teacher and Director of Admissions. Mr. Tom O'Connor ('70) became the Chairman of the Board. In 2002, the School reached its highest enrollment of 202 students. With the building expansion completed, Mr. Foley was able to turn his attention to communications and technology. Under Mr. Foley's direction, the School invested in major technological improvements that included a computer lab, a Media Center, and computers for students and teachers. Funds were solicited for financial aid and for a reserve fund for operations. The School's first website was developed and the position of Director of Institutional Advancement was filled by Mr. Jake Shepard, a former independent school head. Mr. Foley retired in 2009.

In 2009, the School appointed its fifth Head of School, Jeffrey P. Loomis. Mr. Loomis began his career at Saint Gregory's in 1990, rising to the position of Head of Upper School under the

leadership of Mr. Breene. After 12 years at a local secondary school, Mr. Loomis returned to Saint Gregory's in 2006. Mr. Peter Crummey ('70) assumed the Chairmanship of the Board at the beginning of 2010. Mr. Loomis restructured the administrative team of the School to include division heads. Mr. Loomis was dedicated to increasing revenues and recruiting an expanded, more diverse student body. Following Mr. Loomis as Heads of School were Alan Barr, Dr. Mark Sullivan, and Kathryn Helm.

The Board of Trustees has seen natural turnover as terms expire and new trustees are added. The executive committee has remained largely intact. Mr. Peter Crummey chaired the board from September 2010 through June 2012. Mr. John (Jack) Maloy Jr. chaired the board from September 2012 through June 2014. Mr. Willard (Andy) Anderson is the current chair of the board starting his term in September 2014.

On December 14, 2015, the Board of Trustees made a historic decision concerning the enrollment of the School. The Board decided to expand the co-educational program from Nursery through Kindergarten to Nursery through fourth grade. The students in fourth grade rolled into fifth grade during the 2017-2018 school year and have continued each year until full-coeducational status was achieved. Saint Gregory's graduated its first co-ed class in 2021. Saint Gregory's began a Pre-K2 (Toddler) program in 2019.

#### **IV. WHAT IS OUR SCHOOL CULTURE AND ETHOS?**

School culture is vitally important to our student's educational experience. We are not only providing our students with an academically rigorous education and preparing them for high school and eventually college or university, but we are also helping them to become responsible and productive members of society and their communities. We expect all staff members, students, and parents and guardians to practice and embody our values to ensure our students' success and positive growth into adulthood.

#### **WHAT IS THE SGS CODE OF HONOR? (VII.1)**

All members of the Saint Gregory's School community promise to strive for excellence. We will be faithful to our school community and represent it with dignity, integrity, and honesty. We will respect the rights of others and promote their well-being. We will take responsibility for our actions. We will keep our faith and work for peace. We pray to find courage and wisdom and to make the world a better place.

Our Honor Code is the cornerstone of a Saint Gregory's School experience. Our expectations for our students are simple, straightforward, and grounded in human values and a life of the spirit.

Be kind to other people and sensitive to others' needs.

Be considerate of others and their property.

Be tolerant of others' point of view

Be respectful of school rules.

Be helpful.



Be a caretaker of the school environment.  
Be a seeker of peaceful solutions to conflict.  
Be responsible for your actions and attitudes.  
Be truthful.  
Be honest with yourself and others.  
Be the best person you can be at all times.

## **WHAT IS THE SCHOOL'S "CULTURE OF CIVILITY"?( VII.2)**

Saint Gregory's School earnestly desires to create and maintain a culture of civility among students and adults. This entails, first and foremost, showing respect for oneself, other people, and property and keeping each person safe and secure. Our culture of civility will be manifested specifically in social contracts that students and adults form in their classrooms and classroom clusters. Although we firmly believe that positive reinforcement is by far a more effective and appropriate means for ensuring our culture of civility, when students do exhibit discourtesy and disrespect, our response will be firm, fair, and consistent.

Our motto of "see something - do something" exemplifies our commitment to maintaining a safe and secure environment for every child. When a situation involving a child or group of children arises, every teacher is expected to act responsibly and quickly to help resolve conflicts and issues of disrespect. Adults are expected to report any incident to a child's homeroom teachers and/or advisor. If the problem persists, the homeroom teachers may consult their colleagues working in the same classroom cluster. If needed, the Dean of Students/Assistant Head of School or Head of School may become involved in matters of unacceptable behavior by a child, which may or may not result in a parent/guardian conference.

## **HOW CAN OUR STUDENTS BEST REPRESENT SAINT GREGORY'S SCHOOL? (VII.3)**

For students to succeed in school and in life, more is required of them than just doing well academically. They need to master real-life skills that make it possible to apply new knowledge and skills to novel situations. Our Advisory Program and Morning Meetings set the high behavioral expectations we set for scholars, and our "Zero-Tolerance" policies aim to help students travel the road to personal responsibility by teaching skills that promote self-awareness, responsible decision-making, self-management, social awareness, and healthy and positive relationships with peers and adults. Each student will benefit individually from the mastery of these skills, and, additionally, a positive school culture will ensue from each student's exercise of these skills.

## **WHAT IS THE GREGORIAN SOCIETY (formerly known as the Knights' Society)? (VII.4)**

Community service assists students in their growth towards becoming responsible and reverent global citizens. Service gives students a sense of personal responsibility, accountability, and allows for students to develop leadership skills such as setting goals, making plans, and following through to accomplish responsibilities.

The Gregorian Society serves as the Upper School's vehicle for community service and leadership education. All Upper School students are expected to meet a basic level of participation in the Gregorian Society, with higher levels of achievement available for those who wish to become more involved.

When service is completed, students complete a service document and submit it to the Faculty Advisor for the Gregorian Society. All documents are counted towards a cumulative total, but in order to be counted for a trimester promotion, the document must be received by the day the trimester officially ends. Service can be accomplished year-round, and if completed after the school year officially ends, will count towards the next school year. Service hours for our purpose are performed both inside and outside of school. This demonstrates a genuine commitment to the true purpose of community service.

Students are inducted into the Order of the Book of Knowledge upon completing their initial 10 hours of service. They are inducted into the Order of the Dove of Peace upon completing an additional 25 hours of service for a cumulative total of 35 hours. Students will be inducted into the Order of the Lamp of Enlightenment upon completing an additional 25 hours of service for a cumulative total of 60 hours. Students who are members of the Order of the Lamp of Enlightenment may apply to complete a special service project. The plan is approved by the Head of School. Students who successfully complete the project will be inducted into the Order of the Papal Mitre of Saint Gregory.

For eighth grade students, there is a service component for membership in the National Junior Honor Society. Students must be inducted into the Order of the Dove of Peace by the conclusion of the second trimester of the eighth-grade year.

### **WHAT IS THE NATIONAL JUNIOR HONORS SOCIETY? (VII.5)**

Membership in the NJHS is offered to qualified students in eighth grade. To be eligible for the NJHS, a student must have a cumulative Upper School GPA of 90.0 or better at the end of the second quarter of the eighth-grade year. Further, she or he must have completed all minimum service requirements for all Upper School years and have been inducted at least into Order of the Dove of Peace by the second trimester of the eighth-grade year. Students who meet these qualifications will be given an application in March. Students admitted to the NJHS will receive their membership during graduation ceremonies.

## **V. HOW DOES OUR SCHOOL SAFEGUARD THE HEALTH AND SAFETY OF CHILDREN?**

Your child's health and safety are our primary concerns. Our health office is staffed with a Registered Nurse every day during regular school hours. Please notify the health office of any changes in your daytime phone numbers or emergency contacts phone numbers. If there are any questions regarding your child's health or any health office policies, please call the Health Office

during school hours. If there are any changes to your students' health concerns, please notify the health office.

### **WHEN IS A PHYSICAL EXAMINATION REQUIRED FOR YOUR CHILD? (IV.2)**

Parents must present a completed Family Physicians Physical Examination when their child enters the school for the first time and before entering kindergarten as well as before beginning first, third, and fifth and seventh grades. Transcripts and copies of health forms from other schools are not acceptable. Parents must submit ALL required health forms and immunization records in order to attend school.

### **WHAT IF YOUR CHILD IS ILL AND CAN'T ATTEND SCHOOL? (IV.3)**

We want to account for every child as soon as possible, and your cooperation is an essential factor in making our school safe for all children. A telephone call or email to the Main Office is required in the event that your child will be absent owing to illness. Please contact the Main Office at your earliest convenience but no later than 9:00 a.m. Upon return, an email or handwritten note is required to account for an absence.

### **WHAT IF YOUR CHILD IS PRESCRIBED MEDICATION THAT NEEDS TO BE ADMINISTERED DURING THE SCHOOL DAY? (IV.4)**

Only the school nurse will administer prescription medication when it is required. All medication must be in the original container dispensed by a registered pharmacy. The container must be clearly labeled with the child's name, name of the medication, dosage, dates of issuance and expiration, and physician's name. A parent/guardian must also send a signed and dated note to the school nurse along with the medication. No one other than the school nurse may dispense medication. All medications will be kept in the Health Office. A doctor's note with parental permission is required for dispensing medication on School field trips or School sponsored activities that occur off-campus. Over-the-counter medications can only be given if indicated on a child's health form.

If a nurse is unable to attend a field trip, the student's parent or guardian must attend if the student has a medical condition.

### **UNDER WHAT CONDITIONS SHOULD YOUR CHILD REMAIN AT HOME IF ILL? (IV.5)**

If your child is ill with a contagious illness or has the following symptoms or ailments, please keep your child home and seek a doctor's care:

- Fever of 100°F or higher
- Vomiting
- Diarrhea
- Sore throat
- Pinkeye (Conjunctivitis): eye infection; causes redness, swelling, discharge

- Lice: tiny insects that live on the scalp or in a person’s clothing
- Ringworm: fungal infection affecting any part of the skin
- Bed bugs: tiny insects that are reddish-brown, flat, and oval that live in clothing and furniture items.

If school personnel believe your child has any of these conditions, she or he will be sent home in order to reduce the chance of infecting others.

### **WHAT IS THE POLICY CONCERNING CHILD ABUSE AND NEGLECT? (IV.6)**

According to Section 413 of the New York State Social Services Law, occurrences of child abuse and/or neglect must be reported immediately. The school’s responsibility is to report concerns of “suspicion” only: the burden of proof does not rest with the school personnel who filed the report. Medical confidentiality does not apply in cases of suspected child abuse or neglect. No person may be sued for reporting a suspected case of child abuse, even if the suspicion proves to be unfounded.

Conversely, failure to report constitutes a misdemeanor and renders the non-reporting person liable for resulting legal damages. Whenever there is a case of suspected child abuse or maltreatment, a telephone call must be made immediately to the New York Central Registry. A formal written report (*Form DSS-2221A*) must follow the telephone call to the Child Protective Service Office within 48 hours. The Head of School will be informed by a teacher or staff member about any such suspicions and consulted before reports are made to the Central Registry.

### **WHAT IS OUR SCHOOL’S POLICY ON FOODS TO WHICH SOME CHILDREN ARE FOUND TO BE ALLERGIC? (IV.7)**

Saint Gregory’s Health Office notifies all teachers and staff regarding students with allergies or other health concerns in order to accommodate individual needs.

### **WHAT IS OUR JUNK FOOD POLICY? (IV.8)**

If your child brings her or his own food to school for either snack or lunch, we encourage that it be healthy items such as fresh fruits, vegetables, juice boxes that contain 100% juice, sandwiches, whole wheat crackers, etc. We do not allow soda caffeine beverages at school.

## **VI. HOW DO STUDENTS AND PARENTS/GUARDIANS/CAREGIVERS NAVIGATE THE TYPICAL SCHOOL DAY?**

### **WHAT IS OUR ARRIVAL AT SCHOOL POLICY? (V.1)**

For Pre-Kindergarten (3 & 4) through eighth-grade students, the school day begins at 8:20 AM. Students are expected to arrive and get to their respective homerooms by 8:15 AM for Morning Meeting and prayers and to prepare for the day. Students arriving between 7:30 AM and 8:00 AM

are to go to Before School Care and wait to be dismissed by the attending teacher. All students must enter the school through the main door by the Cafe Gym. For Pre-K 2 students (toddlers), the day is from 8:30-11:00 AM.

### **HOW DO CHILDREN GET TO SCHOOL? (V.2)**

Students may arrive and depart from school by private car and/or by a public school bus. Those traveling by public school bus are expected to adhere to all rules of the district in which the student resides. Saint Gregory's considers the bus ride to and from school as an extension of our school day so that all Saint Gregory's School rules are followed as well. If a student wants to take another bus to a friend's house or go home in a car driven by an adult who is not a family member, guardian, or caregiver, a note must be on file in the Main Office. Parents and guardians must understand that a public school district has the right to refuse permission for an out-of-district child to ride its bus, even if a parent or guardian has granted permission to do so.

### **WHAT IS HOMEROOM? (V.3)**

Essential to our success as a school for children and young people is the comprehensive, one-to-one relationship a child has with all of his or her teachers. A child's homeroom teacher plays an especially critical role owing to the guidance and support a child receives from them on an ongoing basis. Homeroom is a base for early morning contact, announcements, attendance, lunch, playtime, and other activities. It is where a child ends the regular school day as well.

Although a team of teachers is involved in a child's education at school, the homeroom teacher is the first point of contact between home and school—the main goal of which is effective, continuous communication about a child's growth and progress. Parents and teachers have to work together to support the maximum intellectual, emotional, and physical growth of each child.

### **WHAT IS OUR DISMISSAL FROM SCHOOL POLICY? (V.4)**

The school day ends at 3:20 PM. At this time, students will either depart from the Kopp Wing, main entrance, or Lower Gym doors or go directly to the After School Club or Homework Club, when available, for fifth through eighth-graders. The only exception to these protocols is if a student is participating in an extracurricular activity or a school-sponsored sport.

At the beginning of the school year, your child's teachers and the Main Office must be informed about his or her dismissal routine. Please inform your child's teachers when any long-term change occurs—including alterations in who picks up your child after school. A written note, email, or phone call is required by 2 p.m. if a child's dismissal routine is changed in any way on a particular day. For the PK please see the PK handbook.

### **WHAT IS THE SCHOOL'S ATTENDANCE POLICY? (V.5)**

We believe that families have an important obligation to ensure that children regularly attend school. Keeping a child out of school for unexcused absences, such as an early vacation day, is not

appropriate. Absences other than for illness are highly discouraged because of the academic and social disruptions they may cause. It is equally important that a child remains in school for the full day. Thus, students should aim to attend school every day.

- A student is considered to have an excused absence when he or she is sick, attending a medical or dental appointment that could not be scheduled outside normal school hours, grieving for a death in the family, dealing with a family emergency that requires the student's presence, observing a religious holiday.
- A student is considered to have an unexcused absence when he or she is on vacation or an unapproved trip, participating in a non-school sponsored activity, or is being kept home by parents or guardians for a reason not approved by the school. Families are expected to plan vacations during the regularly scheduled school vacation periods. If a student does miss school due to a vacation, it is the student's responsibility to make up all assigned work. Teachers are not obligated to provide work in advance due to unexcused absences.
- When a student is absent from school, parents/guardians should notify the Main Office of the school by 9:00 AM.
- Students arriving after 8:20 AM are considered tardy. Students should notify the Main Office upon entering the school.
- If a student needs to be dismissed early, parents/guardians should notify the school in advance and arrive at the Main Office at the appropriate time. The student needs to be signed out, and if the student returns before the end of the day, she or he must report to the Main Office to be signed back in.
- A student who is absent from school may not participate in after-school activities on the day of the absence.

### **WHAT IF YOUR FAMILY CELEBRATES A RELIGIOUS HOLIDAY WHEN THE SCHOOL IS OFFICIALLY OPEN? (V. 6)**

If your family observes a religious holiday other than when Saint Gregory's School is officially closed, please contact the Main Office prior to the day of celebration to arrange for an excused absence. Teachers will assist students in covering any material they may miss in their absence.

### **WHAT IS THE SCHOOL'S DRESS CODE AND UNIFORM REQUIREMENTS? (V.7)**

The Saint Gregory's School Dress Code is designed to promote a focused learning environment consistent with the mission of the School and to maintain proper order and discipline. Our school has always believed that a strong relationship exists between the appropriate dress and appearance of students and their behavior and performance in the academic setting. Therefore, it is the responsibility of the School and the family to ensure that students wear proper school attire while on campus or representing our community in a public setting while on school business.

Students from Pre-K 4 through eighth grade are required to wear a full and complete uniform on non-PE days unless otherwise directed by the Head of School for circumstances such as "Dress Down Day" or Field Day.

- Students may wear unobtrusive jewelry such as rings, necklaces, and earrings.

- No facial piercings or tattoos are permitted.
- Jewelry should not be worn while participating in PE classes or athletic events.
- Hats are not permitted indoors.
- Students are not permitted to have colored hair.
- It is vitally important that neat, clean, and appropriate grooming is expected of every student; that includes a clean and well-pressed uniform.

The uniform for Physical Education classes applies to all students in Pre-Kindergarten 4 through Eighth Grade. Students must wear a School T-shirt or sweatshirt. The School shorts or sweatpants must be worn. Sweatpants are grey and must contain the School logo. No logo other than the SGS log may be visible on athletic clothing. Athletic socks and athletic shoes are required. The PE uniform is available at the School's clothing supplier. PE uniform should be worn only on PE days. Students are required to have tennis shoes or sneakers in the gym.

Our Dress Code is reviewed and updated by the school administration. All questions concerning the Dress Code are directed to the Head of School.

### **WHAT IS THE APPROPRIATE DRESS FOR BOYS AND GIRLS? (V.9)**

The following Apparel List is required of all students. We strongly urge all families to obtain multiple copies of each required fashion item. Items are available at our uniform supplier, *Student Styles*.

- Boys K through 4th Grades
  1. Flannel style pant-charcoal
  2. Polo Short-Sleeved shirts with logo
  3. Polo Long-Sleeved shirts with logo
  4. V-neck Sweater, wine w/logo (required on formal uniform days)
  5. Socks-Black or Navy
  6. Belt-Black or Dark Brown
  7. Shoes-Black or cordovan penny loafers, or Black suede Merrell shoes (cordovan loafers available at Student Styles)
- Boys Grades 5-8
  1. Blazer – Navy w/SGS patch (required on formal uniform days and every Monday morning for Morning Meeting)
  2. Flannel style pant-charcoal
  3. Ties -4 in hand 54" PREP
  4. Socks-Black or Navy
  5. Oxford Short Sleeve shirts (Blue)
  6. Oxford Long Sleeve shirts (Blue)
  7. Belts-Black or Dark Brown
  8. V-neck Sweater-wine w/logo



- Girls K through 4th Grades
  1. Navy Jumper with SGS patch
  2. Bike shorts - required beneath the jumper
  3. Leggings-navy/seasonal for beneath jumper
  4. Navy blue pants
  5. Polo shirts with imprinted logo
  6. Crew Cardigan – Wine w/script logo K-4
  7. Socks & tights-WHITE ONLY
  8. Shoes-Navy Mary Janes that are available at Student Styles
  
- Girls Grades 5-8
  - Grey Skirt
  - Leggings-seasonal for beneath skirt
  - Navy blue pants
  - Polo fitted style-pique knit with imprinted logo
  - Sweater Vest – Wine w/ logo
  - Blazer - Navy with New logo patch
  - White Knee socks
  - Shoes–Cordovan penny loafers
  
- Physical Education Grades 1-8
  1. T-shirts-grey
  2. Nylon shorts-wine
  3. Sweatpants-grey
  4. Crewneck sweatshirt-grey
  5. Hooded sweatshirt-grey
  
- Navy ¼ Zip can be worn in ALL grades

There are no uniform requirements for our Pre-K 2 & Pre-K 3 classes.

### **WHAT ARE “DRESS DOWN” DAYS? (V.10)**

Several times throughout the year, the Head of School announces a school day as a “Dress Down Day” when there is no uniform requirement. Students are, however, expected to dress appropriately for school. Jeans or chinos, skirts, dresses, shorts, appropriate shirts, and athletic shoes, along with Saint Gregory's School logo apparel, are allowed.

The guidelines for Dress Down Days are:

- Shirts with low cut necklines are not allowed. Shirts must be long enough to extend to the waistband so the midriff does not show.
- Tank tops, spaghetti strap tops, strapless tops, or halter tops are not allowed.
- Shorts, skirts, and tunics are not to be any shorter than 5 inches above the top of the kneecap. Slits on short skirts are not to exceed 5 inches.



- Undergarments may not show.
- Torn, ripped or frayed clothing is not permitted.
- Athletic wear, including warm-ups, wind pants, and gym shorts, are permitted as are after-school sports gear, or other organized sports gear worn on Field Day or for intramural teams.
- Inappropriate signage, wording, logos, or advertisements are not acceptable.
- Dress Down Days are often a fundraising event for the eighth grade.

### **WHAT ARE THE BEFORE SCHOOL AND AFTER SCHOOL PROGRAMS? (V.11)**

Our Afterschool Club, supervised by our staff or School designee, provides an opportunity for any child to remain at school under the care and guidance of educators. Homework help, physical activities, and snacks will be provided during a child's time in the Afterschool Club. All children must be picked up from school by a parent or guardian, caregiver, or pre-arranged transportation carrier by 6 PM Monday through Friday. A \$15.00 fee per 15 minutes will be assessed for any child picked up after these established times.

The fee for a child who participates in the Afterschool Club is \$12 per hour. Unless parents, guardians, or caregivers have arranged for their child to be a daily participant, the Main Office must be informed in writing that a child will attend Afterschool Club at the beginning of the school day and when and by whom he or she will be picked up at the end of the day. No other advanced notice is necessary. If a child is enrolled in an Afterschool Program that doesn't begin immediately upon dismissal or has to stay in school until 6:00 p.m., that student will automatically be assigned to Afterschool Club.

### **WHAT IS HOMEWORK CLUB? (V.12)**

The school may provide an opportunity for upper school students to attend Homework Club as an after-school option. Homework Club may be offered Monday through Thursday beginning at 3:30 PM. Students enrolled in Homework Club are expected to remain in the room with the attending staff member for the entire session, unless otherwise permitted by the staff member or when a parent or guardian has arrived to pick up the student and has signed him or her out. Students are expected to do homework, read, or quietly engage in approved academic activities during Homework Club.

### **WHAT IS THE OBLIGATION OF PARENTS FOR SUPPLYING MATERIALS FOR IN-SCHOOL PROJECTS? (V.13)**

Lower School supplies may be purchased through the School. The Upper School supply list is handed out at the beginning of the summer. Students may also need to purchase items during the first weeks of School. Textbooks are supplied by the student's home district. The textbook coordinator will ask parents/guardians to sign a textbook request form in the spring. It is essential that this form is returned in a timely manner.

## **WHAT IS THE SCHOOL'S BOOKBAG AND BACKPACK POLICY? (V.14)**

These bags and backpacks are to be used for bringing books and supplies into School at the start of the day and to take necessary items home at the end of the day. Students are not allowed to carry book bags or backpacks to classes during the day, including physical education classes. The only exception to this rule is if the nurse deems it medically necessary for a student to use his bookbag or backpack during the day. Bookbags, bookbags on wheels, and backpacks are to be stored in their assigned areas during the day.

## **DOES EACH CHILD GET A LOCKER? (V.15)**

Cubbies and lockers are made available for student use throughout the school year. Students in the Upper School get an academic locker in an assigned area and a PE locker for athletic and outdoor gear.

In accordance with the School's honor code, we do not use locks on lockers, and no student may open someone else's locker without the permission of a staff member. The School reserves the right to inspect any student's locker: cubbies and lockers are the property of the School and may be opened and examined by School officials if they deem it necessary in accordance with the policies and procedures in this handbook.

Lockers are to be treated with respect and nothing is to be permanently attached to a locker, either outside or inside. But students are encouraged to take part in Saint Gregory's tradition of decorating their lockers and making them their own!

## **CAN STUDENTS USE CELL PHONES OR OTHER COMMUNICATION DEVICES DURING SCHOOL HOURS? (V.16)**

Having a cell phone - and other handheld devices, such as an Apple Watch - in school is a privilege that will be revoked if rules are not followed. Our rule is simple: if we see it or hear it, we take it away. Any teacher or administrator has the authority to enforce this rule. Once a student enters the building, a cell phone should be turned off and stored in a locker for the entire school day. Messaging apps that permit students to text on a device are similarly prohibited during school hours.

If a student's personal technology is confiscated, he or she may pick it up at the end of the school day at the Main Office. If a student continues to violate this rule more than two times in any trimester, she or he will be asked to leave the cell phone or other personal technology at the Main Office at the beginning of the school day. Devices may be picked up when the student leaves the building for the day.

Saint Gregory's School is not responsible for lost or stolen cell phones or other personal technology that scholars elect to bring to school.

### **ARE BIRTHDAY CELEBRATIONS ALLOWED DURING THE SCHOOL DAY? V.17)**

In school, your child's birthday can be celebrated with a treat for his or her classmates. However, if you wish to celebrate your child's birthday in school, please communicate with your homeroom teacher and bring in enough easy-to-serve treats for all children in the class. The treats will either be served at morning snack or after lunch. Since some classes are nut-free, please be absolutely certain that whatever treats are brought to school are safe for all students. You may check with the Health Office.

Furthermore, if your child is having an out-of-school birthday party, please be sensitive to the feelings of all children. If the whole class isn't invited to a birthday party, please do not distribute invitations at school—instead, mail them to each child's home.

### **HOW DO PARENTS CONTACT THEIR CHILDREN DURING SCHOOL HOURS? (V.18)**

Unless it is a family emergency, parents and guardians should communicate to their child through the main office. If you want to deliver a message to your child, please do so before 2:00 PM by calling the main number (518.785.6621). If changes to school events arise, please check your email or group text message for an update. As stated above, your child should not be communicating with you via cell phone, email, texting, etc. during school hours. Likewise, if you need to communicate with your child, please contact the Main Office.

### **HOW ARE FIELD TRIPS CONDUCTED? (V.19)**

Field trips and other School-sponsored activities are held throughout the year to enhance student learning. Conduct and language are expected to be respectful at all times. Students are expected to follow the dress code posted for each event and be well-groomed at all times. Parents are expected to submit all required permission slips and payments by the deadline stated on the announcement letter. Failure to do so may result in the student's not being allowed to attend. The School reserves the right to deny a student the opportunity to attend field trips or participate in off-campus activities as an option for addressing on-going behavior issues.

### **WHAT IS EXPECTED OF STUDENTS DURING LUNCHTIME WHEN THEY EAT IN THE CAFÉ-GYM? (V.20)**

Student behavior in the cafeteria will reflect respect and good manners at all times. All lunch periods begin with a prayer of gratitude. The cleanliness of the cafeteria, including tables, benches, and the floor, is the responsibility of all students--regardless of age. All trash and recyclable items must be placed in the appropriate receptacles. All food and drink must be consumed before leaving the cafeteria. Any food or drinks that are taken from the cafeteria must be properly placed in the student's lunch bag.

Students assigned to cleaning tables will make sure that they are properly maintained and ready for the next lunch period. Special attention will be given to cleaning tables set aside for students with

allergies. Microwave ovens will not be available to lower school students. Items that need to be served hot or kept cool should be stored in a Thermos or insulated container that children bring to school from home.

### **WHAT ARE THE RULES FOR FOOD AND BEVERAGES IN THE SCHOOL BUILDING? (V.21)**

Students are expected to bring a lunch prepared at home. Dropping off lunches during the school day or immediately prior to a child's lunch period is discouraged. The School does provide milk for all students each day at lunch. Any food or beverages brought to School are to be stored in the child's locker or cubby prior to lunchtime.

Students may, of course, carry bottled water throughout the school day. However, glass containers may not be used for water or any other beverage. Soda and energy drinks high in caffeine are not permitted.

No food or beverage is to be consumed in the hallways, but only in the Café-gym, outside at recess, or in a classroom during recess with a teacher's permission. Saint Gregory's does have a hot-lunch program through local vendors; a menu will be sent out on a monthly basis. There is an extra fee.

### **HOW IS RECESS HANDLED AT OUR SCHOOL? (V.22)**

Children should be outside as much as possible for their general well-being. Therefore, recess is an essential component of our school day. Students are expected to use recess to engage in positive interactions with peers, opportunities to socialize and play, and engage in special activities. All students should come to school prepared with appropriate outerwear to take advantage of the recess periods--regardless of weather.

### **WHAT HAPPENS WHEN BAD WEATHER HITS THE CAPITAL REGION? (V.23)**

If severe weather occurs, the School may delay or cancel classes and activities for the day. Students and parents will be notified by television, radio, and the Internet. We attempt to make all weather-related decisions by 6:00 AM. Students will not be allowed to call home unless activities have been canceled. If local school districts close early and buses come for their students, parents will be notified and be given the option of sending their children home on the bus or keeping them in school until they can arrange for private transportation. After-Care, Homework Club, and other after-school activities will be canceled during inclement weather. During times of inclement weather, parents always have the option of keeping their children home or coming to get them early.

### **DOES THE SCHOOL HOLD FIRE AND LOCK-DOWN DRILLS? (V.24)**

Fire drills are a necessary part of the safety of the School and are required by state and federal laws. Fire Drill Evacuation Routes are posted in every classroom, and students are expected to follow the instructions of staff members. The evacuation of the building is to be done quickly and in silence.

Any student not in a classroom when the fire alarm sounds is to exit the building by the closest door and report immediately to the nearest adult.

Lock-down drills are conducted periodically throughout the school year and are managed by the administration. Teachers remain in their classrooms with students. A student located in a hallway when a lock-down drill begins enters the closest classroom or office and remains with the staff member until the drill ends. A student in the bathroom remains there until an adult arrives to get them.

## **VII. WHAT ROLE DO COMPETITIVE SPORTS PLAY AT OUR SCHOOL?**

### **WHAT ARE THE SCHOOL'S POLICIES REGARDING SPORTS? (VI.1)**

Our school ascribes to the classical ideal of “a sound mind in a healthy body.” We view a student’s appreciation of physical activity and athletic competitive spirit as very important to the growth of young people. Participating in the School’s athletic program is a privilege and an honor because our student athletes represent their families and school and themselves.

All student athletes must have an up-to-date physical examination report on file with the Health Office in order to participate in athletic competition. By participating in the School’s athletic program, student athletes agree to our Athletic Code of Conduct.

### **WHAT IS OUR ATHLETIC CODE OF CONDUCT? (VI.2)**

Saint Gregory’s School is aware that students participate in athletics for enjoyment, camaraderie, competition, and personal improvement. Therefore, we commit to offering them an enjoyable experience, providing the greatest opportunity for student-athletes to participate in both practice and competitions, promoting personal improvement in skills, physical condition and knowledge of the sport, and sponsoring programs of excellence that lead to success on and off the playing field. To achieve these goals, we hold the following expectations of all student-athletes:

#### Competence

- To develop the skills necessary to participate competently in the game
- To demonstrate knowledge of the rules and conventions of the game
- To demonstrate knowledge of the strategies of the game
- To demonstrate a level of physical conditioning and fitness sufficient to participate competently in the game
- To demonstrate knowledge of healthy behaviors including nutritional issues
- For Upper School students, to understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits on athletics

#### Character

- To be dependable in fulfilling obligations and commitments
- To accept responsibility for consequences of actions, to not make excuses or blame others
- To strive to excel

- To be committed
- To persevere, give 100% effort and not give up in the face of setbacks
- To demonstrate truthfulness
- To play by the rules of the game
- To control anger and frustration and refrain from displays of temper and bad language
- To accept losing and winning graciously by congratulating opponents and by not sulking or displaying other negative behaviors

#### Civility

- To practice good manners on and off the field or court
- To refrain from “trash talk” and other put-downs of opponents and teammates
- To treat all persons respectfully, regardless of individual differences and to show respect for legitimate authority (e.g. Coaches, Officials, Captains)
- To be fair and treat others as one wishes to be treated
- To listen to and try to understand others
- To actively support teammates and others

#### Citizenship

- To be faithful to the ideals of the game, including sportsmanship
- To keep commitments to the team
- To show team spirit, encourage others and contribute to good morale
- To put the good of the team ahead of personal goals
- To set a good example for teammates, younger athletes, fans and School community

The School also expects every student-athlete in the athletic program to abide by all rules and regulations developed for individual teams, and also adhere to all policies and procedures in this handbook. For any violation of the Code of Conduct or any other policy or procedure, student-athletes may be subject to discipline, including but not limited to, exclusion from athletic events, suspension, and/or expulsion consistent with the policies and procedures of our school. Furthermore, a student on academic probation may be ineligible to participate in athletic competitions but may remain on a practice squad.

### **WHAT IS SKI CLUB? (VI.3)**

The Ski Club provides an alpine winter sports experience for students in the Upper School at Jiminy Peak. The Ski Club gives students the opportunity to learn and improve their skiing and snowboarding skills, develop safe and respectful mountain etiquette, and gain an appreciation for the outdoors. The program teaches personal responsibility, respect for others and the environment, and skills for this life-long family sport. In fact, parents are welcome, and complimentary chaperone passes are often available for parents who ski with their children.

General expectations for the Ski Club are summarized in four brief statements:

- Always ski or ride in control.
- Never ski or ride alone.
- Always represent Saint Gregory’s School and yourself with courtesy and respect.

- Always ski or snowboard with a helmet.

The program provides over three hours of skiing or snowboarding each trip for the six-week program and can include a one-hour group lesson every week. Ski and Snowboard lessons are recommended for fifth and sixth graders and are required for beginners. If your son or daughter has not tried skiing or snowboarding, now is a great time to learn. Lessons run from 4:00 pm to 5:00 pm, followed by free skiing and riding up until 7:00 pm. The cost of the program may include transportation and lift tickets with options for lessons and rental equipment.

The first ski trip takes place on the first Friday of the first full week of school in January. Students should have some money for a snack while on a ski trip. Skiers are dismissed from classes at 2:00 PM to prepare for departure to the slopes. Bookbags may be left in the hallway in the Kopp Wing and picked up on return to school, which is usually around 8:30 PM. Students may bring cell phones, but must use them appropriately. Laptops and tablets are not permitted.

### **IN WHAT SPORTS DOES SAINT GREGORY’S COMPETE? (VI. 4)**

Saint Gregory’s School competes in the Friendship League for the Fall and Spring sports teams. The following area schools also participate in the Friendship League.

- St. Pius X School
- Hudson Ridge School (formerly Doane Stuart)
- St. Thomas School (Delmar)
- Robert Parker School
- Brown School
- St. Mary's School (Waterford)
- St. Ambrose School
- Hebrew Academy
- Menands Elementary School
- Holy Spirit School
- Woodland Hills
- All Saints Academy (Albany)

Team Sports are broken into three seasons that include:

#### **FALL (September to October)**

- SOCCER
  - Coed Grades 5-8
  - Play 10 games
  - Practice 2-3 times a week after school at SGS
- CROSS COUNTRY
  - Coed Grades 5-8
  - Practice 2 times a week after school at SGS
  - Compete in five meets
  - Meets are held at either the Parker School or Menands Elementary School

**WINTER** (November to March)

- **CYO BASKETBALL**
  - Teams are gender-specific and grade-specific rosters
    - Pee Wee level: grades 3&4
    - Bidy level: grades 5&6
    - Junior level: grades 7&8
  - Practices and number of games are determined by coaches (TBD)
  - Teams usually play 10-12 games
  - Practices usually 2 to 3 times a week
  - Most games are played on weekends

**SPRING** (April to May)

- **TRACK & FIELD**
  - Coed Grades 5-8
  - Practice 2 times a week
  - Compete in 5 meets
  - Meets are held at Rensselaer High School

In addition to extramural team sports competitions, Saint Gregory's also offers Athletic Club Activities. These are non-competitive After School activities that run from 3:40 pm to 4:45 PM. They are managed by volunteer coaches/instructors and typically meet once a week for 4 to 5 weeks. There is a nominal fee for participation in each activity. For more information, contact the athletics department at: [athletics@saintgregoryschool.org](mailto:athletics@saintgregoryschool.org)

Saint Gregory's School offers the following Athletic Clubs throughout the school year. Clubs will vary each year.

- Soccer (Grades K-4)
- Chess Club (Grades 1-4)
- Lacrosse (Grades K-4)
- Golf (Grades 5-8)
- Drama and Theater Club (4-8)
- Volleyball Club (5-8)
- Reading Club (3-8)
- Garden Club (K-8)
- Ski Club (Grades 5-8; Begins in January)



- Chess Club (Grades K-4)
- Basketball (Grades 1-4)
- Robotics Club (K-4)
- Science Club (Grades K-4)

## **VIII. OUR APPROACH TO DISCIPLINE**

### **WHAT TYPES OF BEHAVIOR ARE COVERED IN OUR “ZERO TOLERANCE” POLICIES? (VII.6)**

Saint Gregory’s School endorses “Zero Tolerance” policies regarding alcohol, drugs, theft, weapons, and bullying and physical aggression. After a thorough investigation into any behavior incident, a range of disciplinary actions may be taken.

The possession, use, or sale of alcohol and controlled substances is strictly forbidden. Violation of this mandate will result in immediate disciplinary action up to and including expulsion. It may also necessitate the involvement of civil authorities.

A weapon is considered any item used to inflict pain or intimidation on another member of the School community. When any student is found in possession of what is construed as a weapon, a senior administrator will immediately contact the student’s parent or guardian. The possession and/or use of a weapon will result in disciplinary action up to and including expulsion as well as the possible involvement of civil authorities.

Respect for another individual’s property is one of the key values of our school. At no time should a student be in the possession of another student’s property without the explicit permission of the other student. Taking of another student’s property is a serious violation of our Code of Honor and can result in serious consequences up to and including expulsion.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance and that behavior is repeated, or has the potential to be repeated, over time. A bully exploits the discrepancy of power that can exist in relationships. The imbalance of “power” between people is what distinguishes teasing from bullying. Walking the fine line between teasing and bullying and harassment can be confusing for both children and adults. Physical aggression, verbal insults, and ostracism can cause harmful, long-term effects whether they occur in school or over the internet. Bullying is not to be excused or rationalized: there is no circumstance in which aggressive behavior aimed at another child is acceptable. However, it is important to attempt to understand why a child harasses other children and to resolve issues that lead to unwanted circumstances. Hence, our faculty and staff approach bullying through positive behavior interventions in individual situations.

To support our students' efforts in living up to the high standards of our Zero Tolerance policies, we offer age-appropriate instruction that addresses all undesirable behaviors that are contrary to the values and aspirations of the Saint Gregory's community.

## **WHAT ARE THE DISCIPLINARY CONSEQUENCES FOR DISOBEYING SCHOOL RULES? (VII.8)**

Disciplinary consequences have multiple purposes. They are meant to provide a punitive consequence to behaviors that violate the policies and procedures of the School. They serve to educate a student as to why his actions were inappropriate in hopes the student will not violate the same policy and/or procedure on subsequent occurrences. Finally, they are meant to provide a deterrent to other students who may be contemplating violating the same policies or procedures. While the majority of disciplinary issues are addressed and managed by the classroom teacher and student advisors, students may be referred to the Assistant Head of School, Dean of Students, or Head of School for further support, guidance, or reinforcement of the school's expectations for personal success. Violations that potentially threaten the safety or wellbeing of the student or any member of the school community will be referred directly to the Head of School.

Disciplinary consequences do not have to be equal for every student. The fairness of disciplinary consequences is established when policies and procedures are violated and consequences are invoked. The gravity of a disciplinary action in conjunction with a student's past record may be considered when assigning consequences.

Types of consequences are listed below, but may not represent all potential consequences for disciplinary violations.

- A teacher may ask a student to leave the classroom and stand out in the hallway for disrupting the class. The purpose of this consequence is to refocus other students and allow the student time to compose him- or herself. It is expected that the teacher will notify the student's advisor and parents or guardians if this consequence is invoked multiple times.
- A teacher may require a student report for detention. Detention time may be served at the end of the day or during lunch or recess time. Teachers requiring the student to stay after school must immediately notify the Assistant Head of School who will contact the student's parents or guardians. If needed, detention can be served on the following day to provide 24-hour notification owing to transportation issues. The student's advisor will also be notified.
- Suspension from School is a very serious step and communicates to the student and parents or guardians that the violation of school rules was serious and that the student may be nearing expulsion in the near future. A suspension can only be issued by the Head of School in consultation with the Assistant Head of School and the student's advisor. There are two kinds of suspension:
  - An Out-of-School suspension is invoked when the administration feels that it is in the best interest of the student and his or her learning if the student is not in the building. It is the student's responsibility to obtain and make up all missing work.

A suspended student may not participate in any school-sponsored activities while under a suspension.

- o An In-School suspension is invoked when the administration feels the offending student should not be in the classroom, but should be in the building. An In-School suspended student is the responsibility of the Assistant Head of School for the School day. A student suspended In-School may be released at the normal dismissal time or be required to attend an after school detention. A suspended student may not participate in school sponsored activities for the duration of the suspension.
- Any student whose actions and/or influence is deemed to be a major violation of school policy or rules, continually disrupts the learning environment, or acts contrary to the values of the school may be expelled from Saint Gregory's School. Expulsion from School is at the sole discretion of the Head of School.

## **VIII. WHAT IS OUR APPROACH TO TEACHING AND LEARNING**

Our commitment to excellence challenges children, parents, and teachers to create conditions that invite everyone of the Saint Gregory's School community to test their abilities and realize their fullest potential.

### **WHAT IS THE LEARNING ENVIRONMENT AT OUR SCHOOL? (VIII.1)**

Saint Gregory's School is first and foremost an institution of learning that is based upon respect. Students must have respect for themselves and others, must dress appropriately, and must adhere to the following procedures and expectations: Students must always give their best in the classroom, on assignments, and on assessments. Students must have respect for others. They should view teachers as leaders and role models in the classroom.

Teachers are to be addressed in a respectful manner. Classmates are to be treated respectfully. This entails keeping one's hands to oneself and not engaging in bullying in any form (physical, verbal, and/or electronic). Students must respect visitors to the School and guests of the School. Common courtesy is to be exhibited at all times. Students must have respect for their environment. No damage is to be done to any School property. Students should not touch property that does not belong to them. Students should not open anyone else's locker without the permission of that student or School official.

### **WHAT IS THE EDUCATIONAL POINT OF VIEW OF OUR EDUCATIONAL VALUES? (VIII.2)**

We cultivate educational conditions that enable children to:

- Construct meaning and discover significance in what they study through established connections and patterns embedded in information-rich contexts;
- Learn through a variety of pedagogical approaches and modes of individualized instruction;

- Organize and associate new information, data and ideas within their own knowledge base and experiences;
- Collaborate with peers, teachers, and mentors in challenging undertakings to ensure that learning is a social as well as intellectual activity;
- Practice the purposeful use of educational technologies, new media, and digital communications in learning;
- Reflect on the learning process at increasingly higher levels of complexity.
- Realize their spiritual capacity to live a life of value and substance.

By helping children develop intellectual, reflective, and spiritual habits of mind, our teachers prepare them not only to progress successfully in school but to participate fully in the world.

Learning is enriched when classroom experiences provide a child with opportunities to express ideas and thoughts in a supportive social setting. With expert, compassionate guidance, our curriculum empowers children to assume greater responsibility for their own intellectual, emotional, and ethical development and welfare as they grow. Teachers guide students through our challenging curriculum of considerable depth, scope, and relevance by means of simulations, role-playing, inquiry, critical and creative thinking, and problem solving.

Teachers recognize that they must be ready to engage students through a range of learning modalities by appealing to differing interests and using varied rates and styles of learning and degrees of complexity. They build upon the premise that learners are different in important ways. Students are thus empowered to fulfill their potential through opportunities to direct, manage, and negotiate their own learning as individuals and as members of their class.

Children engage in learning through personally relevant activities and experiences, forming and revising their beliefs about themselves and their worldviews as they journey through the curriculum.

We want to help students develop an understanding of the world through a unity of knowledge that extends beyond mere subject disciplines. As a way of “reading the world,” the integration of a child’s learning experiences provides a balanced perspective that cannot be acquired by studying disciplines in pieces.

While strengthening and redefining decoding and comprehension skills and critical thinking abilities, teachers help to instill the spirit of inquiry and active learning in the curriculum at every level of a child’s experience at our school. Our curriculum is a cosmos of questions to be asked, not a compendium of lessons to be learned. The work of the head, hands, and heart is a genuine expression of the inherent value of a child’s experiences, beliefs, and prior knowledge with respect to what they think and do.

Enhanced by the richness of the social landscape of Saint Gregory’s School, teachers help young people discover new meanings and understandings in and out of the classroom. People who strive for excellence don’t just do the right thing; they do the right thing for the right reasons.

Our students, regardless of age, are prepared by our teachers to search for meaning and significance for themselves through a process of inquiry grounded in attention to relevant detail, proficiency in written, oral, and artistic communication, critical reasoning skills, and reflection on personal experience. Each child progressively builds up a repertoire of intellectual, emotional, and social skills that are needed in life, cultivates tolerance and self-respect, and acquires a sense of caring and responsibility for humanity and the earth.

### **WHAT ARE OUR ACADEMIC STANDARDS? (VIII. 3)**

All our classes are designed around our own specific learning goals and other nationally recognized learning standards. These goals represent what students should know, what skills they should master, and what they should be able to achieve academically. Assignments, projects, and assessments are designed to help students reach these goals and continually improve their academic performance. In the Upper School, a student's final trimester course grade is determined by considering how he or she has performed on a variety of assessments and assignments, how much effort and dedication has expended throughout the class, the consistency and accuracy of homework, and the level and quality of class participation.

### **WHAT ARE THE REQUIREMENTS FOR THE SCHOOL'S HONOR ROLL? (VIII.4)**

Upper School students may earn distinction on the School's Honor Roll after each trimester. Students earning a GPA of 95 to 100 earn High Honors. Students obtaining a GPA of 90.0 to 94.9 earn Honors. Students with a GPA of 85.0-89.9 earn Merit. The GPA in grades 5 and 6 are calculated by adding the grades for English, Math, Humanities, Science, and Spanish and dividing by 5.5. The GPA in grades 7 and 8 are calculated in the same manner except the Latin grade is added and the sum is divided by 6.5. Grade Point Averages are rounded to the nearest tenth of a point.

### **WHAT IS THE SCHOOL'S VIEW ON STANDARDIZED TESTING? (VIII.5)**

We are committed to determining what combination of assessments provides the best diagnostic information about our students. While we use various teacher-generated assessments in classes, standardized tests also play a role in the culture of Saint Gregory's School. In the spring, the ERB (Educational Record Bureau) CTP-5 standardized tests are given in grades 3 through 7 over a four-day period to assess student progress in relation to national and regional independent school populations. Test scores are sent to parents, and parents are encouraged to meet with their child's advisor or the Dean of Faculty to interpret the scores.

In addition, students from grades 3 - 8 take the WrAP writing assessment, also administered by the ERB, that measures students' ability to think about, organize, write, revise, and produce a final essay on an assigned topic in two sessions.

Eighth-grade students may take the NYS Regents examinations in Integrated Algebra and Earth Science in order to gain credit for those high school level classes. These tests will be chosen on the basis of the quality and usefulness of information they provide to teachers, and the extent to which they minimize student test-taking time. While they will not be used as the primary basis for

measuring student achievement, we believe that certain standardized forms of assessment are useful, valid, and reliable as instruments for providing feedback and confirmation to educators about our students' capabilities, strengths, and weaknesses. Recognizing that standardized testing is an inevitable feature of the contemporary educational landscape, we will provide our students with an opportunity to take such tests.

### **WHAT IS THE UPPER SCHOOL POLICY ON ACADEMIC PROBATION? (VIII.6)**

Teachers work with a student's advisor to ensure that she or he is meeting academic and behavioral expectations throughout the year. However, a student may be placed on academic probation if she or he fails to meet minimum expectations and requirements at any time. Academic probation is instituted when a student's GPA is 70 or below. Academic probation is suspended when a student's GPA rises above an 80 or above. A student who is on academic probation for two or more trimesters is ineligible to compete on school athletic teams, although he or she may continue to practice with the team.

### **WHAT IS THE SCHOOL'S POLICY ON ACADEMIC INTEGRITY? (VIII.7)**

Saint Gregory's School takes academic integrity very seriously. All students ascribe to our views on academic integrity in accordance with the Code of Honor. Cheating of any type, including plagiarism, is not tolerated. Cheating includes an attempt to copy answers when taking a quiz, test, or when completing homework. This includes copying from another student or from unauthorized notes.

A student involved in acts of academic dishonesty or in assisting others in those acts on homework, quizzes or tests will be penalized. If academic dishonesty is suspected, a teacher may require the student to retake a test or quiz.

All sources used in preparing written work, such as essays, lab reports or foreign language translations, are to be properly documented. Teachers will dedicate class time to teach proper citation principles, protocols, and techniques. Plagiarism will result in a meeting with the Head of School, the student's advisor, and the teacher. Parents will be notified. In the case of plagiarism stemming from AI programs and are prohibited at SGS, the teacher will require the assignment to be redone.

### **WHAT IS OUR PERSPECTIVE ON HOMEWORK? (VIII.8)**

Homework is an essential part of the academic process. Homework is assigned on a regular basis starting in kindergarten. We like to think of "homework" as home enrichment because what children do after school reinforces what they are learning in class. Completing school work outside of the classroom encourages students to work independently, accept responsibility, and develop self-discipline and time-management skills. Students need time outside of school to expand the groundwork laid during the school day. Teachers may also consider developing home enrichment assignments and projects that specifically involve other family members.

Upper School teachers make every effort to coordinate homework assignments so that no student is unduly burdened on any given day. Our decisions about the amount of homework also takes into account the value of the time children spend with family and friends, and the importance of various co-curricular and outside activities in which students are engaged. Children also need a good night's rest!

Students gain the most benefit from their homework assignments by considering these tips:

- Since homework is first presented in class, a student should ask the teacher in class if she or he has questions or concerns;
- Communicate with the teacher if there is a problem;
- Postponing work until late in the evening may add to everyone's frustration level--including parents;
- Set a consistent time (set a time limit and/or deadline) and establish a set place at home for homework;
- A parent or guardian may guide and supervise homework when a child needs direction, but should not do the work for the child;
- Have ready access to a computer;
- Eliminate all unnecessary technologies that might serve as a distraction from serious academic work.

Teachers may consider eliminating homework assignments on special days, such as religious holidays, and on days when a school event is being sponsored in the evening.

### **WHEN ARE REPORT CARDS ISSUED? (VIII.9)**

We view report cards as a snapshot in time that accurately reflects a student's strengths and stretches. They are, in essence, a roadmap for future success. Report cards are issued at the end of each trimester. The report card will include school data (tardy, absence, etc.) as well as the cumulative grade and GPA for the trimester and final annual report card data and information for Upper School students.

## **IX. WHAT IS THE RELATIONSHIP BETWEEN HOME AND SCHOOL?**

We all recognize that effective partnerships are built on clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of goals for our scholars. Of course, communication between school and family is of critical importance for ensuring a student's academic success.

### **WHAT IS OUR PLEDGE TO STUDENTS AND THEIR FAMILIES? (IX.1)**

We dedicate ourselves to fostering in our students' personal resourcefulness and integrity, a sense of social responsibility, and a lifelong appreciation of learning through an innovative, socially and emotionally supportive, and academically rigorous program. Our pedagogical and curricular perspective embraces the needs of individual students. Our primary goal is to challenge students with a rich and engaging academic program and prepare them for future success in school and beyond. A committed faculty strives to maintain a genuine and enduring partnership between Saint



Gregory's, its families, and the community:

- That preparing children and young people to succeed in the twenty-first century necessitates acquiring valuable skills and knowledge within an inquiry-driven approach to learning.
- That all students benefit from living and working in a diverse school community.
- That students learn in different ways, and that it is our responsibility to support learning differences and modalities.
- That developing a commitment to learning in our students requires that teachers are passionate about teaching and dedicated to our mission and vision.
- That a safe, nurturing environment promotes student achievement, success and happiness.
- That curriculum must focus not only on academic competencies, but also on issues related to self-exploration, identity, equity, interrelationships, and community involvement.

### **HOW DO TEACHERS COMMUNICATE WITH PARENTS AND GUARDIANS ABOUT A CHILD'S PROGRESS? (IX.2)**

We regularly communicate with you through phone calls, flyers, emails, calls, text messages, and in-person meetings. Please make sure the Main Office has your most up-to-date contact information. We like hearing from you, too! Call or email the Main Office, your child's teacher or advisor, or the Administration. If we do not pick up the phone, please leave a message, and we will return your call usually within 24 hours.

Monitoring and discussing a child's educational experience is both comprehensive and ongoing. First, teachers will communicate with parents or guardians through telephone calls, email, text message, and intermittently scheduled meetings at the discretion of teacher or parent or guardian. Parents and guardians should, of course, feel free to contact teachers whenever they have a concern or question.

Our performance-based assessment approach to a child's learning and mastery is the way we evaluate our students. This entails using a variety of assessment formats, including:

- Exclusive tasks (*e.g.*, quizzes, tests, listening exercises, homework);
- Inclusive tasks (*e.g.*, drafts and revisions of a piece of writing, science and math experiments, research projects, musical compositions, and dramatic performances);
- Projects (*e.g.*, an integrated, hands on experience tied directly to more traditional curricula).

### **HOW ARE PARENT-TEACHER CONFERENCES MANAGED? (IX.3)**

Consistent and effective communication between School and home helps to facilitate getting the very best educational experience at our school. A part of our strategy is Parent-Teacher Conferences. Conferences are held twice a year at about the halfway point during the first and third trimester. Lower School conferences are pre-arranged in 20-minute blocks. Upper School conferences take



place from 8:30 AM to 3:00 PM. Upper School conferences are limited to 10 minutes and are designed to be quick updates. If more time is needed, a separate time will be arranged. Parents may request conferences by calling the School.

## **X. HOW DO WE USE AND INTEGRATE EDUCATIONAL TECHNOLOGY?**

The definition of knowledge is constantly changing, and teaching and curricula must change with it. We are now in a world with more information but less certainty, a faster world with more interaction but less time for reflection, a world where computers give us more access to each other, yet stand between us. There is little doubt among educators that computer technology now used in classrooms and by millions of people around the world has already altered the traditional view of the nature of knowledge. Yet, in humanity's quest for knowledge via ever-increasingly sophisticated technology is an unsettling and humbling feeling that may be used to great advantage in our curriculum. In the words of John Dewey, the fundamental purpose of a liberal education is "to put people in possession of their powers." Digital and computer technologies advance this worthwhile proposition.

Enhancing life skills, critical thinking and reasoning, effective modes of creative expression, individual growth, and the accumulation of knowledge is facilitated by our technology infrastructures and classroom hardware and software. Properly used, digital technologies and media have the capacity to influence the shape of curricula. It must always be borne in mind that the primary goal of infusing technology into curricula is to enhance the teaching and learning process. Students are compelled to realize that technology is a learning resource, a tool for intellectual empowerment, and an effective means of communicating with others. The thoughtful, purposeful use of educational technology and multimedia authoring devices, such as the Google suite of tools, also strengthens students' analytical, creative, and communication skills and promotes in-depth research and complex academic activities.

### **WHAT IS OUR TECHNOLOGY USE POLICY? (X.1)**

Saint Gregory's School uses computers to enhance its mission in teaching the skills, knowledge, values, and behaviors that students will need to become twenty-first century citizens of the world, advance academically, and be happy and successful people. In order to make these resources available to everyone, those who use our school's technology or use their own computers at school must do so in a respectful manner. Our *Technology Use Policy* provides general guidelines of proper and prohibited computer and internet use, but does not attempt to state all required and prohibited activities by users. Failure to comply with the *Technology Use Policy* may result in the loss of computer and Internet privileges for a set period of time, and for egregious failures a permanent loss of technology use during school hours.

By "technology" we mean computers, tablets, phones, mobile devices, the Internet, social media (which includes Facebook, Twitter, and others), blogs, email, chat rooms, and other online services. Our policy covers the use of ANY technology (not just technology owned by the school), including off-campus use, which could disrupt the school or student's education and/or interference with others' rights. This policy is meant to be representative, and does NOT cover every single situation.

Students should be aware that this policy is written for them, and they must agree to adhere to all Policy requirements and provisions.

## **Our Technology Policy**

### **1. BE SAFE**

- Never share information about yourself or pictures with strangers.
- If you meet someone online, do not meet in person.
- If someone sends you a message that makes you feel uncomfortable, tell your parents or a teacher right away.

### **2. BE APPROPRIATE**

- Be polite, kind, and respectful. It's okay to disagree with others' views, but do so respectfully.
- Bullying, inappropriate language, harassment, and discrimination will not be tolerated. It is not acceptable to be mean, make fun of, embarrass, or pick on others. You also cannot curse or use other language online that you would not be able to use at school or at the dinner table. *Remember that cyber bullying, whether it takes place in school or off campus, may result in suspension or expulsion from Saint Gregory's School.*
- Don't post anything you wouldn't want friends, parents, teachers, high school admissions officers, or a future employer to see! Even if you think your site is private, it's probably not—people can view and share what you post, now and far into the future. Once something is on the internet, it is ALWAYS on the internet.
- Don't "friend" your teachers or other school staff.
- Don't view, send, or post messages or pictures that would be inappropriate for school, would harm another person, and/or would be contrary to the values and culture of Saint Gregory's School.
- Respect others' privacy.
- Don't pretend you are someone else or use someone else's identity online.
- Do your own work. Don't plagiarize (presenting others' ideas or writings as your own).

### **3. BE RESPONSIBLE**

- YOU are responsible for YOUR online conduct.
- Don't copy or download books, music, movies, pictures, or anything else without the owner's permission.
- Don't engage in illegal activity online.
- If you are unsure whether something violates our policy, ask your teacher or an administrator.
- If someone violates this policy, report the violation immediately to a teacher. If you violate this policy, you may lose technology privileges or be subject to other disciplinary consequences, but honesty is the best policy before things spin out of control.

## **WHAT IS THE SCHOOL'S RESPONSE TO INFRACTIONS TO OUR TECHNOLOGY USE POLICY? (X.2)**

Any violations of our Technology Policy provisions will be subject to immediate consequences as determined by the Head of School in consultation with the Assistant Head of School and the student's advisor.

Deliberate attempts to degrade or disrupt system performance are violations of Saint Gregory's School technology policy and may be criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism is a violation of School policy and may be considered criminal activity under applicable state and federal laws. Vandalism shall result in the cancellation of system privileges and shall require restitution for costs associated with hardware, software, and system restoration.

Saint Gregory's School shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Saint Gregory's School's network. A user who violates school policy or administrative procedures or uses the Saint Gregory's School Computer Network inappropriately shall be subject to suspension or expulsion of Saint Gregory's School Computer Network privileges and may be subject to appropriate disciplinary action and/or prosecution.

## **XI. WHAT ARE THE WAYS TO BECOME MORE INVOLVED?**

There are several ways for you to get involved at Saint Gregory's School, all of which are important for its future. We strongly encourage you to participate in our Parents' Association and consider helping out with some of the events the SGSPA hosts. You can also put yourself forward for a position in the Executive Committee. Each spring, the SGSPA holds elections for President, Vice President, Secretary, Treasurer, and Hospitality Coordinator.

## **APPENDIX A**

## STUDENT AND PARENT/ GUARDIAN AGREEMENT.

Saint Gregory's School is a co-educational K-8 school offering a comprehensive curriculum to students. The School admits children who have demonstrated the intellectual ability, motivation, emotional maturity, and social and behavioral readiness without regard for race, color, and national and ethnic origin. We enroll students and their families who want to become part of a vibrant learning community and will commit themselves to the pursuit of personal and educational excellence.

Please submit this Agreement to your advisor.

Our community abides by the following standards:

- **Academic Integrity:** I agree to submit work that is completely my own. I also agree never to help another student to commit an academically dishonest act.
- **Academic Standards:** I agree to do my best in academic and co-curricular pursuits. I know I will be required to maintain an acceptable level of achievement in order to stay at SGS. I understand that if I need extra help, I will seek out my teachers for extra support.
- **Attendance and Participation:** I understand that attendance and participation are of paramount importance to my education. I am expected to be in class unless there is a legitimate reason (such as illness) for my absence. I also agree to attend all special programs, trips, and assemblies scheduled throughout the year.
- **Respect for People and Property:** I agree to act in a kind and considerate manner toward all members of my school community, and to follow our Code of Honor. Additionally, I agree to participate in our community service program, the Gregorian Knight's Society, for a set number of hours according to grade level, enabling me to perform valuable social services.
- **Non-Violence:** I agree to refrain from using any form of physical or verbal harassment, intimidation, or violence.
- **No Substance Abuse:** I agree not to possess, use, or distribute any illegal substance, controlled substance, alcohol, or tobacco product.
- As a **student** at Saint Gregory's School, I am dedicated to the following core principles:
  - **Academic Integrity:** *I will commit myself to producing creative, original work to the best of my abilities, and will disavow plagiarism and cheating.*
  - **Academic Standards:** *I will do my best in all academic and co-curricular pursuits.*

**Attendance and Participation:** I will attempt to maintain a level of excellence with regards to my attendance and participation in all school events.

**Respect for People and Property:** I will show courtesy and respect in dealings with all members of the student body, faculty and administration.

**Non-Violence:** I will consistently demonstrate absolute intolerance for any form of harassment, intimidation, or violence and will resolutely abide by The School's Zero-Tolerance policies.

**No Substance Abuse:** I will resolutely abide by The School's Zero-Tolerance substance abuse policy and agree not to possess or use any illegal substances, narcotics, tobacco, or alcohol on or off campus.

We agree to all of these core principles, and we have read the standards set forth above. We agree to abide by all of our school standards and values. We understand that serious violations of any of these standards will result in disciplinary action, and that successful continuation in the school is contingent upon adherence to these standards.

---

Signature of Student

---

Signature of Parent (s)