

St. Gregory the Great Catholic School



Each child is a *masterpiece*
of God, created with precision
for a specific purpose.

Student/Parent Handbook 2021 - 2022

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The Archdiocese of Kansas City in Kansas

Catholic Schools

MISSION STATEMENT

To grow as disciples

of Jesus – To make disciples for

Jesus, who is the reason

for our Schools,

the unseen but ever present

Teacher in our classes,

the Model of our faculty,

the inspiration of Our Students.



Mission:

We are a Catholic School that strives to educate each child as a unique masterpiece of God in faith and academics, virtues and values, traditions and technology, so they may successfully navigate the modern world as disciples of Jesus Christ.

Vision:

Guided by our Catholic faith and working together with each child's family, we aim to provide a superior, faith-filled academic environment that nourishes and develops each student spiritually, intellectually, morally, socially, and physically.

Core Values:

Greatness in Faith

Greatness in Family

Greatness in Integrity

Greatness in Academics

Greatness in Legacy

WELCOME

Thank you for choosing St. Gregory the Great Catholic School for the spiritual growth and academic excellence of your child(ren). We, at St. Gregory, believe that parents are the first and most important educators of their students. We endeavor to work closely with parents in our educational partnership. The most important priority in our school is our students and we strive to meet the unique needs of all of our students.

The Kansas State Department of Education and Cognia accredit St. Gregory Catholic School. We strive for all faculty members to be certified by the Kansas Department of Education. St. Gregory School is also a member of the National Catholic Education Association.

Following are policies and procedures to guide our endeavors of the shared responsibilities of school and home. The St. Gregory Catholic School Student/Parent Handbook is intended to be in compliance with the policies of the Archdiocese of Kansas City in Kansas. If the Archdiocese changes policy during the course of a school year, St. Gregory School will implement those changes effective immediately. St. Gregory School recognizes the authority of the Archdiocese in the policy of running Catholic schools.

Not all incidents and issues that may arise are addressed in this handbook. Therefore, the administration will handle individually those issues not specifically addressed. The administration retains the right to amend this handbook at any time.

STATEMENT OF BELIEFS

The community of St. Gregory Catholic School believes:

- That children are sacred creations of God. As a Catholic school community—school, home and parish, we must provide creative opportunities for children to learn and apply knowledge and skills in ways that draw them closer to God and one another
- That a safe, non-threatening learning environment promotes feeling of self-worth and school pride
- That all children want to and can:
 - be loved and respected, while showing love and respect for themselves and others
 - be successful learners, achieving their highest potential
 - make good decisions, taking responsibility for their actions
- That educating children is a shared vocation involving home, school and parish. Outstanding school communities work collaboratively to maintain high standards of excellence and are committed to continuous improvement.

NONDISCRIMINATION POLICY

(Arch Policy #9210) The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender* and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Catholic Schools in the Archdiocese and members of the Catholic faith.

The school Principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender*, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.

The Archdiocese shall file "Form 5578: Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax" with the Internal Revenue Service on behalf of Catholic elementary and secondary schools in the Archdiocese of Kansas City in Kansas.

School Nondiscrimination Policy

St. Gregory the Great Catholic School admits students of any race, color and national or ethnic origin and gender*.

Preference in admissions is given to members of the St. Gregory and St. Malachy Parishes and members of the Catholic faith.

***See the Archdiocesan Handbook Appendix for "Church Teaching on Special Issues of Concern"**

STATEMENT OF ACCOUNTABILITY

A commitment of support from the school and parish community is essential to fulfill the purpose and goals of our mission. To this end, certain responsibilities are accepted.

Students will:

- model Christian behaviors and attitudes;
- show respect for the Catholic ideals on which the school is centered;
- maintain an attitude of accountability for their own learning;
- cooperate with school personnel and other students;
- attend school regularly; and
- obey school and classroom rules.

Faculty will:

- model Christian behaviors and attitudes;
- display professional attitudes and a dedication to Church teaching;
- participate in ongoing spiritual and professional formation;
- use instructional strategies that are most effective in promoting mastery learning;
- communicate effectively with students, parents/guardians, other faculty, and administrators;
- present content using a variety of methods, which are sensitive to the individual needs of our students as well as the Archdiocesan outcomes;
- maintain a classroom conducive to learning.

Parents / Guardians will:

- model Christian behaviors and attitudes;
- attend Mass each weekend and on Holy Days with their children;
- support the efforts of the school in the education of their child(ren);
- share talent, time and treasure with the Parish and school;
- as their child's first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of schoolwork;
- support the school in its discipline procedures
- see that their child(ren) has supplies (paper, pencils, etc.) for school
- stay informed by reading school newsletters and attending parent teacher conferences
- ensure home environments that do not create conflict between home and school experiences as described in Arch Policy #6000.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Religious & Civil Context for Catholic Schools

Equal Opportunity: (Arch Policy #1020) Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards (particularly that are described in the Catechism of the Catholic Church, various documents from the Vatican and United States Conference of Catholic Bishops, as well as in the document, "Church Teaching on Special Issues of Concern." (See Appendix) related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, chastity, as well as teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods)

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender* (unless in conflict with Catholic moral teachings), disability or national origin. (*See Archdiocesan Policy Book Appendix "Church Teaching on Special Issues of Concern")

Responsibility for Compliance for Elementary Schools: (Arch Policy #1030.1)

In Catholic elementary schools sponsored by a single parish, the Pastors and Principals share the serious responsibility to see to it that schools comply with all legal requirements. In Catholic elementary schools sponsored by more than one parish and governed by a board, the boards and principals share this responsibility.

The Pastor and/or the Principal shall immediately inform the Superintendent of all matters that could affect the school legally. The Superintendent may ask the principal to commit in writing an account of the matter. (Form #C109).

The Superintendent, in consultation with the Pastor (or Board chair in the case of consolidated elementary schools), shall consult with the Archdiocesan attorney as necessary to review legal issues relating to Catholic elementary schools in the Archdiocese of Kansas City in Kansas.

Administration of Local Schools

Principle of Subsidiary: (Arch Policy #3000) The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or boards of trustees (in the case of consolidated elementary schools and secondary schools).

Parents

Community: (Arch Policy #6000)

The Church acknowledges that a child's parents are the primary and principal educators (Declaration on Christian Education, Vatican). However, the Church, in a special way, can assist parents in their sacred duty of education by providing excellent academic formation and "by announcing the way of salvation, communicating the life of Christ and helping believers arrive at the fullness of that life" (Ibid). A Catholic school is the best resource that the Church has to offer parents in helping them expand and cultivate the minds, hearts and spirits of their children.

Parents and schools must work together so that the formative encounters that children experience at home and in the midst of family life are compatible with the formative encounters they experience at school. A Catholic education bears the greatest fruit when there is a consistent religious and philosophical ethos both at home and in school. A home environment that does not uphold the same moral and religious vision as that presented at school risks causing conflict and confusion for the child. Catholic schools must present to students a vision of the human person, marriage and family life, human sexuality, as well as expectations of moral and religious conduct that are consistent with the teaching of Christ and his Church. It is, therefore, incumbent upon parents to demonstrate unity with the Church on these essential teachings.

The Church recognizes that there may be, from time to time, family situations (neglect of religious duties, adultery, same-sex unions, abusive behavior, etc.) that are incongruent with Church teaching on these matters. It is incumbent upon parents to strive to rectify such situations. In some cases, parents may be unwilling or virtually unable (in the case of same-sex civil "marriages") to align their family lifestyles with Church teachings. This fact does not alter the expectations the Church has of parents who wish to enroll their children in Catholic schools in the Archdiocese. If parents do not respect the beliefs of the Church, or choose to live in a manner that openly rejects those beliefs, then partnering with those parents becomes very difficult, if not impossible. Thus, Catholic schools have the right, in such situations, to determine if enrollment is in the child's best interest.*

**In cases where a child is already enrolled or is seeking enrollment, but has a parental situation or home environment that is in conflict with Church teaching as described in the above policy, each case should be evaluated individually and with the child's best interest in mind. School leaders and/or pastors must consult with the Superintendent of Catholic Schools, who may, in turn, consult with the Archbishop for guidance regarding the enrollment of students whose parents or home situations do not meet the expectations outlined in this policy.*

Parent Expectations: (Arch Policy #6010) Parents shall:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;

- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community.
- ensure home environments that do not create conflict between home and school experiences as described in policy #6000.

Principals and teachers shall assist parents in understanding the approach, content and methods of Catholic education and school matters. In addition, at the time when parents register their children, schools shall communicate in writing to parents a code of acceptable parent conduct. In particular, this policy needs to be highlighted so that there is clarity with parents about the policy. Schools reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.

Parent/Teacher Conferences: To strengthen our educational partnership we encourage close communication between parents and school for the benefit of our students. Conferences are encouraged whenever a concern arises. The school will schedule routine conferences at the end of the first and third quarter.

(Arch Policy #9220) Each school shall plan to have parent/teacher conferences built into the calendar at least once during the school year. These conferences should provide parents and teachers with the opportunity to discuss and explore various aspects of the student growth and development.

In addition to evaluating and reporting to parents a pupil's progress in the cognitive domain, it is the responsibility of the school to develop a planned, sequential method of assessing and reporting to parents a pupil's spiritual, affective, social and physical growth.

Role of School/Business Advisory Councils – Single Parish Elementary Schools: (Arch Policy #6010.1)

Catholic schools in the Archdiocese in Kansas City in Kansas are encouraged to form Business Advisory Teams rather than traditional School Advisory Councils. These Business Advisory Teams are comprised of local experts in finance, facilities, marketing, and operational systems. The Pastor and Principal are responsible for the spiritual and academic facets of the school. The Superintendent of Schools can assist in the development of Business Advisory Teams.

For those schools still operating with a typical School Advisory Council the following should be noted. School Advisory Councils exist at the discretion of the Pastor and Principal and are designed to be of a strictly consultative nature. The Council is designed to serve as a sounding board to the Principal. When called upon, the Council gives feedback to the Principal and Pastor regarding policy and standards for the school. Administrators are responsible for developing methods and programs to implement policy. Matters involving curriculum, personnel, and individual student concerns of a confidential nature are solely the purview of administrators and pastors and are not appropriate topics for school council consideration. School council members are appointed by the pastor in consultation with the principal.

St. Gregory School Advisory Council

Role/Purpose: The Council acts in an advisory capacity to the principal and pastor on matters concerning the school. At the request of the pastor/principal, the council may assist in strategic planning for the school. However, the pastor remains the final authority in all school matters.

Membership: Council members are appointed by the pastor, usually in consultation with the principal. Appointees should prayerfully discern the call to ministry before accepting an invitation to serve. Unless the pastor requests otherwise, terms of service should be reevaluated annually.

Meetings: Council meetings are called and arranged by the pastor or principal. Topics for discussion are determined by the pastor/principal. Any need for written notes of the proceedings of the meetings should be determined by and would be the responsibility of the pastor/principal/designee. Meetings are generally held on the second Tuesday of each month at 7:00 pm.

Meeting Norms: Council meetings should begin and end with a prayer/prayer service. In addition, meetings should begin and end promptly. Productive discussions rarely happen during lengthy and/or late evening sessions. It is extremely important that meetings be conducted in an atmosphere of trust and respect; therefore, confidentiality should be maintained in all matters for which it is appropriate.

Role of Parent-Teacher and/or Parent Organizations – All Elementary and Secondary Schools: (Arch Policy #6010.2)

Parent-Teacher Organizations are designed to assist schools with community building and stewardship efforts. To this end, these organizations usually plan social activities for school families and coordinate volunteer efforts for both in-and-out-of-school service programs. In addition, the organizations may be called upon to assist with fund-raising events and activities. However, fundraising should not be the primary function or responsibility of the organization and fund-raising efforts should be consistent with those noted in Archdiocesan Guidelines for School Fund-raising. (See policy #9020)

St. Gregory Parent/Teacher Organization: All St. Gregory parents are members of the PTO. Parents are expected to volunteer for PTO activities including class parties, fundraisers, and other events. Parents will be contacted to help when needed during the year. Please remember your time and talents are valuable to our students.

St. Gregory PTO plans several activities throughout the school year for the students and their families to enjoy. These activities provide fun and fellowship opportunities for the students and families of our school.

The PTO also sponsors several fundraisers during the year to help defray the cost of providing highly needed school equipment and programs and to provide students with some of the extras that might not be available to them on the regular budget of the school. Parents are asked to take part in fundraising activities for the school and parish. Donated time and talents for needed service projects help defray the cost so we ask for your generosity in this area as well. Some of the fundraisers in the past have included: Christmas Cookie and Candy Sale, The Waffle Man Dinner, Walk for Education, and the Community Calendar.

PTO generally meets on the first Tuesday of each month at 4:00 pm. Meeting dates and times appear in the Principal's newsletter and on the St. Gregory web-page. All parents/guardians are encouraged to attend these meetings for information and input. Parents who volunteer to help with PTO activities are greatly appreciated. It takes a tremendous amount of true dedication from parents to provide for the multiple needs of our school.

"Partnership between a Catholic school and the families of the students must continue and be strengthened; not simply to be able to deal with academic problems that may arise, but rather so that the educational goals of the school can be achieved Catholic tradition teaches that God has bestowed on the family its own specific and unique educational mission".

(The Religious Dimensions of Education in a Catholic School, Section 42)

Role of Boards of Trustees – Separately Incorporated Elementary and Secondary Schools: (Arch Policy #6010.3) The role of Boards and trustees for separately incorporated elementary and secondary schools is outlined in the corporate documents for those organizations and shall be followed as specified there.

Parents Who Are Registered Sex Offenders: (Arch Policy #6020) Parents who are registered sex offenders must notify school principals of their status and abide by the required restrictions.

If a principal becomes aware that a parent is a registered sex offender from a source other than the parent, the principal must meet with the parent in question to explain and document required restrictions with the parent. (See Form #C128).

The Child...The Young Adult in the Catholic School

Guiding Principles: (Arch Policy #7000) The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity (See the document, "Church Teaching on Special Issues of Concern" in the appendix for a greater explanation of the dignity of the human person.) and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas.

Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus. Admissions, as well as continuing enrollment, policies must reflect the beliefs and principles outlined here and in the "Church Teaching on Special Issues of Concern" document.

Admissions

Our faith community is a beautiful result of members who understand the importance of their Catholic faith and tradition. Active participation in the mission of the faith community and the Church is vital to this process. Financial stewardship is an essential part of our parish life and all parishioners are called to contribute proportionate to their income to meet parish financial needs and obligations. A good faith commitment and effort on the part of all is essential to the viability of our parish

and its ministries. Once enrolled, families must maintain their status as good stewards in order to retain priority for the future year's enrollment.

An active supporting member participates in the following ways:

1. Registered member of either St. Gregory or St. Malachy Parishes.
2. Regular participation and attendance at weekend and Holy Day Liturgies.
3. Regular financial contributions through the Sunday envelope and other fundraising opportunities.
4. Sharing of time and talents for the benefit of the Church and School.

All new students are admitted on a trial (probational) basis. Students will be expected to demonstrate success in both schoolwork and classroom behavior. The student will need to be acceptable morally, emotionally, behaviorally, socially, and scholastically.

St. Gregory the Great Catholic School has a priority enrollment process. This means that each family wishing to enroll a child in the school fits somewhere on our list of priorities below:

1. Current students from members of St. Gregory or St. Malachy Parishes.
2. Siblings of current students from members of St. Gregory or St. Malachy Parishes.
3. New students from members of St. Gregory or St. Malachy Parishes.
4. Current Catholic students from non-supporting parishes.
5. New Catholic students from non-supporting parishes.
6. Non-Catholic students.

Academic Policy: St. Gregory the Great is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

Placement Status: (Arch Policy #7010) Children who apply for admission to Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been home schooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Every child in Kansas is to be given a Home Language Survey. The survey consists of a questions on the schools enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency. The Title III Coordinator for the public school district in which the Catholic school is located should be contacted for detailed instructions on how to

proceed with the English language proficiency assessment. For additional information, contact the Associate Superintendent for Student Services/Perfect Wings Coordinator.

Students Who Are Not of the Catholic Faith: (Arch Policy #7020) Students who are not of the Catholic faith are welcome in Catholic schools in the Archdiocese of Kansas City in Kansas. However, since the Catholic school curriculum and activities are designed to teach the Catholic faith, promote the Catholic mission and support community-building, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, open only to members of the Catholic faith) and are not exempted from these or religion/theology class requirements.

Documentation Required: (Arch Policy #7030) The Principal of any school shall require the presentation of a valid birth certificate or a certified copy thereof to establish both proof of age for admission to school and proof of identity for all students entering kindergarten or grade 1. For students entering in grades 2 through 12, the Principal shall require a certified transcript or other pupil records of data to establish proof of identity. Both a birth certificate and baptismal certificate shall be presented at the time of enrollment. Upon presentation of the certified proof of identity, the school shall make a photocopy to be retained as part of the student school record. Social Security numbers are not required. In addition, a copy of adoption and/or custody verification should be presented, if the latter is needed.

Failure to Provide Proof of Identity: (Arch Policy #7030.1) If proof of identity is not provided to the school within 30 days of enrollment, the school shall notify the local police department requesting a prompt investigation concerning the identity of the child. The person claiming custody of a child will not be notified of the investigation by either the school or the police department.

Cost Per Student: St. Gregory is one of the few remaining Catholic elementary schools in the Archdiocese that does not charge parishioners tuition for the education of their children but charge school **fees**. This is possible by the willingness of the **TOTAL** parish to assist with the school costs. A fee and tithing model places less of a financial burden on school families and more on the parish as a whole with the mindset that educating the children is the whole parish's responsibility. School families pay minimal fees under the assumption that they are also tithing contributors to the parish. During the 2021-22 school year, the cost per pupil will be approximately \$6500 per child. We ask parents to willingly help defray this balance through their Parish Sunday envelope donations.

School Fees: The fees charged at St. Gregory are a partial percent of the total per pupil cost. Payments may be paid in a manner most convenient for you;

- Pay in full by Aug. 31, 2021 (Monthly amount x10)
- Pay by semester with 1st half due by Aug. 31 & 2nd half due by Dec. 19 (2x(monthly amounts x5))
- Pay monthly August – May
- Set up Monthly ACH Withdrawal August - May

Families are required to make payments according to their fee agreement. Families who are delinquent in payments will be notified. After 60 days, in arrears, families may be asked to remove their child(ren) from the school. Those who are in arrears at the end of the school year may not register their child(ren) for the following year and may not have records forwarded to other schools until payment is received. Sixth Graders may not participate in Promotion activities until fees are paid. When need arises for fee assistance contact the principal. Fee assistance is provided through the Archdiocese Catholic Education Foundation. All assistance is kept confidential.

2021– 2022 Enrollment Fees:

Registration Fee – \$75 per family

Book/Supply Fee – \$25 per student

School Fees on next page.

School Fees:

Kindergarten – Sixth: Parishioners **\$75** per month for 10 months

Non- Parishioner **\$150** per month for 10 months

Preschool: 4 yr. M/W/F Parishioner **\$55** per month for 10 months

4 yr. M/W/F Non-Parishioner **\$70** per month for 10 months

3 yr. T/Th Parishioner **\$45** per month for 10 months

3 yr. T/Th Non-Parishioner **\$60** per month for 10 months

The term parishioner includes members of both St. Gregory and St. Malachy Parishes. Parents sign a contract that states their agreement to pay these fees. All fees must be paid before a student may enter a successive grade at St. Gregory Catholic School. Students may not take part in Promotion activities until all fees are paid.

Fee Assistance: When need arises for fee assistance, you may contact the principal. All assistance is kept confidential. Fee assistance is provided by the Archdiocese Catholic Education Foundation and local donations. Recipients will be determined through an application process.

All families who wish to apply for fee assistance should fill out the Application form and may also fill out a Free/Reduced Lunch Application. Families will be notified by the principal as to the determination of eligibility for scholarship. Scholarships may be granted for full or partial payment of fees. If the family is granted a partial scholarship, the remaining fees will be required to be paid as stated in the enrollment contract.

Age Requirements: (Arch Policy #7040) Except in unique and unusual circumstances, Catholic schools in the Archdiocese of Kansas City in Kansas shall follow the age requirements for entrance into school that are established by the State of Kansas. Any child who attains the age of five (5) years on or before August 31 shall be eligible to enter kindergarten. Any child who attains the age of six (6) years on or before August 31 of any school year shall be eligible to enter grade one. Any child who shall have completed kindergarten in an accredited school district shall be eligible to enter first grade regardless of age. Exceptions to these age requirements can only be made after principal consults with the Superintendent of Schools.

Health Assessment: (Arch Policy #7050) Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office.

Immunizations: (Arch Policy #7060) Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

Exemptions from Immunizations: (Arch Policy #7060.1) In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

Medical – Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional. **Exemptions from immunization for medical reasons will be accepted in writing from a licensed physician (person licensed to practice medicine and surgery – i.e. M.D. or D.O.) including validation of medical issues.**

Religious – Parents within the Archdiocese of Kansas City in Kansas may claim religious exemptions to immunization provided that they indicate they have read and understand the statement below.

Archdiocese of Kansas City in Kansas Statement regarding Immunization

This statement is meant to clarify in lay terms the position of the greater Church and specifically, this Archdiocese with regard to the immunization of children who are enrolled in Catholic schools within the Archdiocese.

In recent years, there has been growing resistance on the part of some parents to have their children immunized. Reasons for this resistance typically fall into two categories: 1. Medical concerns, and 2. Moral concerns. Resistance for medical concerns, with some individual exceptions, generally is focused on concerns related to potential harmful effects of the vaccines and/or desires to minimize the use of pharmaceuticals as a matter of course. Moral concerns are focused on the fact that certain vaccines are still derived from tissues from aborted babies.

More information can be found in the HANDBOOK OF POLICIES AND PROCEDURES FOR CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF KANSAS CITY IN KANSAS.

CONDUCT

Virtuous Behavior Formation:

**** St. Gregory the Great Catholic School Virtuous Behavior Formation Expectations for Church, Classroom, Hallway, Lunchroom, Playground, and Restroom can be found in Appendix D. ****

Saint in Training: Saint in Training cards are another part of our virtuous behavior formation program. The purpose of the Saint in Training cards is to encourage students to follow Saintly role models in their behavior. Each student receives a Saint in Training card and when a staff member sees the student displaying virtuous behavior, the student receives a hole punch on their card. When a student has received 10 hole punches, they bring their card to the school office to be praised for their virtuous behavior and to receive a new card. At the end of the school day, the student's name is announced over the loud speaker during announcements.

When every student in a classroom fills their Saint in Training card, the classroom teacher will reward the students for their virtuous behavior with a teacher chosen reward. When every student in the building fills their Saint in Training card, the teachers will decide on a school wide reward to celebrate the students' virtuous behavior.

Classroom Expectations: Individual classroom discipline is handled by the teacher through positive-action planning, positive reinforcement of appropriate behavior, student-teacher conferences, parent-teacher communications, and referral to the principal. All discipline should be geared to growth and helping the student grow in understanding of himself/herself and of his/her Christian responsibility to others.

Parents and students should be aware of classroom expectations. St. Gregory Catholic School upholds a standard of students conduct which enhances the Christian and academic atmosphere of the school. Discipline is viewed as a means of helping the students gain self-control and become responsible citizens. The teacher may not use corporal punishment. If the behavior of the student is disruptive to the rest of the class, the student will be removed from the classroom. A conference will then be scheduled for parents and teacher to discuss appropriate strategies for improving student behavior. If the disciplinary problem continues, there is a possibility that the student may be removed from the class. The Archdiocesan policy will be observed in the case of suspension or expulsion. Out of school expulsion will be considered only in the most serious cases. The principal reserves the responsibility for contacting Law Enforcement personnel when necessary. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, meaningful reinforcement of successful behavior, and consistent implementation of behavioral guidelines highlight our program.

Consequences for extreme disruptive and/or disrespectful behavior will be determined on a case by case basis.

School Discipline: (Arch Policy #7105) "Human virtues are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life" (Catechism of the Catholic Church 1805). Extreme caution should be exercised in disciplining children.

Schools should implement a school-wide Virtuous Behavior Formation Program to routinely teach and recognize students demonstrating virtuous behavior. Every attempt should be made to discover the cause of the student discipline problem. When disciplinary action is required it should be designed to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. Extreme and unusual forms of punishment are not permitted. In addition, practices such as withholding recess, and/or having students “walk the line” or walk laps during recess, etc. are unacceptable and not considered best practice (unless those would be considered a natural consequence to poor behavior of a student that occurred during recess). Corporal punishment is not allowed under any circumstances.

To avoid misunderstandings, schools should develop a school wide Virtuous Behavior Formation Program. The VBF program should be published in the faculty and parent/student handbooks. Parents and students who are new to the school should be made aware of the code of conduct prior to the registration of the students. All students should be reminded of the VBF program and retaught expectations routinely. Extreme behaviors such as cheating, stealing, or hurting other students may result in immediate consequences.

Schools may reserve the right to inspect student property or individuals if student behavior indicates a need for such inspection. School leaders determine the need for inspection. Local policies and procedures for such inspections shall be published in local handbooks.

In-School Suspension/Short-term Suspension: (Arch Policy #7110)

In-school suspension/short-term suspension is a temporary withholding, up to five (5) school days, of the privilege of attending class and/or any school sponsored activities. An in-school suspension is conducted in a supervised area of the school, in which case the student is admitted to school but is not allowed to attend class or to participate in school sponsored activities.

Short-term suspension is served out of school and the student is not allowed to attend class or participate in school sponsored activities. Schools should develop local policies regarding how school assignments are handled during an in-school suspension or short-term suspension.

Procedure: (Arch Policy #7110.1) An in-school suspension or a short-term suspension may be imposed on a student only after giving the student and/or parents oral or written notice of the infractions affording the student an opportunity to explain his/her behavior to the Principal/designee. However, if the presence of the student endangers other persons or property or substantially disturbs, impedes or interferes with the operation of the school, the Principal/designee may suspend the student forthwith without being heard for a term not to exceed five (5) school days.

Long-term Suspension/Expulsion: (Arch Policy #7120) Long-term suspension that is not an expulsion is an out of school suspension imposed on a student for more than five (5) school days. While on long-term suspension, including any intervening weekends and holidays, a student shall not attend or participate in school sponsored or supervised activities. Expulsion is the removal of a student from school for the remainder of the school year, for one calendar year or permanently.

Procedure: (Arch Policy #7120.1)

- Long-term suspension/expulsion shall be imposed on a student only after the student has been afforded an opportunity for a formal hearing. In all cases that might result in a long-term suspension or expulsion, a student shall immediately be suspended for a term not to exceed five (5) school days.
- A written notice of any intent to impose a long-term suspension/expulsion and the infractions upon which the intent is based, shall be delivered in person, by mail or e-mail to the parents/guardian of a student 17 years of age and younger. Certified mail, return receipt requested, is helpful to be sure that a letter is delivered.
- For a student 18 years of age and older, a written notice of an intent to impose a long-term suspension or expulsion and the charges upon which the intent is based, shall be delivered in person or by mail to the student and to his/her parents/guardian.
- The notice also shall contain the date, time and place that the formal hearing will be conducted. The hearing shall be conducted not later than the last day of the five (5) school days suspension, except for "good cause," as determined in the sole judgment of the Hearing Team. A "good cause" for delaying the hearing generally exists only in cases of serious illness or deficiencies in the notice that would compromise the conduct of the hearing. Absent good cause, the hearing will be conducted as set forth in the notice, regardless of whether the student, his/her parents/guardian are present.
- Regardless of the age of the student, the written notice required by this policy shall be delivered or mailed no later than one school day after the student has been suspended.
- In elementary schools, the formal hearing specified in this policy shall be conducted by a Hearing Team composed of at least two other preferably regional Catholic school principals. In secondary schools, the Hearing Team shall be composed of the President's designee and at least two other Catholic school certified personnel.
- If the student and his/her parents fail to attend the hearing, the student's opportunity for hearing shall be considered waived.
- Parents may withdraw a student before or after a hearing has taken place. However, if a student is withdrawn after the hearing, the results of the hearing may be included in the student's file.

Grounds for Long-Term Suspension/Expulsion: (Arch Policy #7120.2)

A student may be suspended or expelled for:

- willful violation of any published regulation for student conduct adopted or approved by the school;
- conduct which substantially disrupts, impedes or interferes with the operation of the school;
- conduct which substantially impinges upon or invades the rights of others;
- disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or substantial or material impingement upon or invasion of the rights of others.

Notice: (Arch Policy #7120.3) Whenever any written notice is required to be given to the parents/guardians of a student, it shall be sufficient if the same is mailed

to the residence of such parents/guardians at the address on file in the school records of such student. In lieu of mailing such written notice, the same may be personally delivered or e-mailed.

Procedural Rights: (Arch Policy #7120.4)

In any formal long-term suspension/expulsion hearing specified in these policies, the following rights shall be afforded.

- the right of the student to have of his/her parents/guardian present;
- the right of the parents/guardians of the student to be present at the hearing;
- the right of the student and his/her parents/guardians to hear the evidence supporting the reason for the hearing;
- the right of the student to speak on in his/her own behalf and give reasons for his/her conduct;
- the right of the parent/guardian to question the violations and to present information on the student's behalf;
- the right of the student to a fair and orderly hearing.

Procedures for Student Hearings: (Arch Policy #7120.5)

- The Principal and/or designee (Dean of Students, Vice Principal) presents the student violations.
- The student and/or parent/guardians state the student's case.
- The Hearing Team may ask questions of either party.
- There will be no cross examination by either party.
- The Principal and/or designee (Dean of Students, Vice Principal) and student and parent/guardian will be dismissed.
- The Hearing Team discusses the testimony and makes a written recommendation to the Principal and Pastor (in the case of elementary parish schools. In the case of consolidated elementary schools the principal shall keep the Board chair informed.) or to the principal and president (in the case of secondary schools). (See "Report of Formal Hearing" #7120.6 below)

Report of Formal Hearing: (Arch Policy #7120.6) Upon the conclusion of any formal hearing which results in a long-term suspension (exceeding five {5} days) or expulsion, the Hearing Team shall make a written recommendation to the Principal. The Principal (and Pastor, in the case of elementary parish schools) considers the recommendation, makes the final decision and conveys it in writing to the parent/guardian within 24 hours of the hearing. The final decision of the Principal shall include a statement that the student has a right to appeal the decision and the time frame and procedure for doing so. This statement should make it clear that the appeal is to determine if the correct procedures have been followed and that the appeal process will not overturn the decision of the local panel. A copy of the report shall be sent by the head of the school to the Archdiocesan Superintendent of Schools.

Appeal Procedure: (Arch Policy #7120.7) Any parent or guardian of an elementary student who has been given a long-term suspension/expulsion may make a written request for a formal review of the procedures regarding such action. The appeal is made to the Appeal Panel of the Archdiocesan Commission on Schools. The appeal must be made within five (5) calendar days after the decision of the Hearing Team.

The appeal requests should be sent to:

Appeal Panel of the Archdiocesan Commission on Schools
c/o Superintendent's Office
12615 Parallel Parkway
Kansas City, Kansas 66109

The student shall remain in suspension/expulsion during any such appeal, but shall continue to receive school assignments pending a decision on appeal.

Any such written appeal shall be reviewed by the Appeal Panel not later than ten (10) calendar days after such notice of appeal is filed. This body will review the procedures of the Hearing Team/School leaders to determine if the student was afforded fair and reasonable process. This body will not review the substance of the decision. In reaching a decision, the Appeal Panel shall determine whether the policies and procedures for long-term suspension/expulsion of the Archdiocese of Kansas City in Kansas were followed.

The Appeal Panel shall provide written notice of its findings to the Superintendent within 24 hours of the review. The Superintendent will convey in writing the findings of the Appeal Panel to the school, parents/guardians. These findings will either (1) deny the appeal, or (2) return the matter to the school for further review because a procedure that may have adversely influenced a decision against the student was not followed.

School Safety And Security: (Arch Policy #7130) The Catholic schools in the Archdiocese of Kansas City in Kansas are committed to providing a safe and secure environment to promote and enhance the education of students.

Anti-Bullying: (Arch Policy #7130.1) All persons have inherent human dignity and thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student will not be tolerated.* Catholic schools in the Archdiocese of Kansas City in Kansas shall implement Anti-Bullying policies grounded in the Gospel message of Jesus Christ.

*Adapted from Diocese of Little Rock Addenda to the Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas

Definitions: (Arch Policy #7130.1.2)

(1) "Bullying" means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Excluding or isolating a student within the school community;
- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

- (2) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- (3) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

St. Gregory Anti-Bullying Policy:

I give you a new commandment: love one another. As I have loved you, so you also should love one another. John 13:34

St. Gregory Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying.

Staff at St. Gregory School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the Steps to Respect program to students.
- Respond quickly and sensitively to bullying reports.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report the bullying

Students at St. Gregory School will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully each other.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Counseling, corrective discipline, coaching, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. The ultimate goal is for reconciliation between parties.

Prevention

1. St. Gregory Catholic School will communicate with all students, employees, volunteers, and patrons that bullying behaviors will not be tolerated.
2. Bullying prevention lessons will be taught regularly through counseling and classroom activities.
3. School rules are posted and students/parents will sign a behavior contract.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.
5. Confidentiality will be maintained for all parties.

Procedures

1. Report of incident is made to a trusted adult.
2. The incident is reviewed and appropriate measures are taken to correct the situation.
3. Any bullying report will be documented. Documentation will include names of the parties involved, referring adult, homeroom teacher, behavior/concern details, intervention/action taken, how the parent was contacted, and details from the parent conversation.

We as a parish school, wish to reflect the community's commitment to maintaining a safe, secure environment centered on Gospel values. This environment is to be free from any type of harassment. Harassment of any kind is totally inconsistent with the Gospel message of Jesus Christ; therefore it cannot be tolerated in a Catholic education setting.

Second Step: Another tool used as part of our Virtuous Behavior Plan and Anti-Bullying Policy is a program called Second Step. This program is taught to the students by their teacher. Through the program, students learn respect for themselves and others, how to make friends and work together, as well as how to deal with bullying situations.

Committee for Children's *Second Step* Program is instrumental in strengthening the social-emotional skills of kids around the world and helping them reach their full potential. Grounded in extensive research, the evidence-based *Second Step* Program carries a reputation for results. Each year, 10.6 million elementary and middle school students in the United States learn a common social-emotional language—and educators across the country praise the program's ease of use and the speed at which they see improvements in the classroom.

Taken from: <http://www.cfchildren.org/programs/social-emotional-learning/>

Virtus Safe Touch: (Arch Policy #7130.4) In response to the USCCB mandate to provide safe environment programs, the Archdiocese of Kansas City in Kansas expects the Virtus program (quoted below) to be used in all Archdiocesan schools and parishes.

The document *Charter for the Protection of Children and Young People* was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting and has been authorized for publication by the undersigned.

**Msgr. William P. Fay
General Secretary, USCCB**

ARTICLE 12. Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

Emergency Safety Interventions: (Arch Policy #7131) The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student, at some point in time, could manifest problem behaviors. Creating a safe and faith filled environment for all our students is a primary concern. Through the implementation best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or the students the classroom. Before using an ESI, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances. Emergency Safety Interventions must not be used for discipline, punishment, or the convenience of a school employee.

On extremely rare occasions, Emergency Safety Interventions (ESI) may be required. The only time the use Emergency Safety Interventions (seclusion or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Physical Restraint: (Arch Policy #7131.1) Physical restraint means bodily force is used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. The term physical restraint does not include the use of a physical escort. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is **PROHIBITED** in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee must be trained in a technique consistent with a nationally-recognized training program to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Mandt System. The Archdiocese of Kansas City in Kansas has a certified trainer in the Mandt System who is available to train school employees as requested by the principal.

Seclusion: (Arch Policy #7131.2)

Seclusion, when used with a student, means **ALL** of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless a school employee can see and hear the student at all times.

Documentation: (Arch Policy #7131.3)

Written documentation (printed) of the incident is required.

Written documentation must include:

- (A) The events leading up to the incident;
- (B) student behaviors necessitating the emergency safety intervention
- (C) steps taken to transition the student back into the educational setting
- (D) the date and time the incident occurred, the type of emergency safety intervention used, the duration of the emergency safety intervention and the school personnel who used or supervised the emergency safety intervention
- (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident
- (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions
- (G) School email and phone contact for the parent to schedule the emergency safety intervention meeting K.S.A. 2016 Supp. 72-89d04 (a)(1)

See Form #C133

Parent Notification: (Arch Policy #7131.3.1) Parents must be notified the same day that the ESI incident occurs for every incident. Each use of Emergency Safety Interventions must be documented on Form #C133. After the first incidence, a copy of the completed ESI form and a copy of the Archdiocesan Emergency Safety Interventions policy must be provided to the parents, in printed form, no later than the school day following the ESI incident. The Archdiocesan Emergency Safety Intervention policy must include the standards for using Emergency Safety Interventions, information on how to file a complaint through the local dispute resolution process, and the contact information for Families Together (www.familiestogetherinc.org / 888-815-6364) and the Disability Rights Center of Kansas (www.drckansas.org / 877-776-1541). Once Form #C133 is complete, the original should be placed in the student's permanent record file and a copy should be provided to the parent(s)/guardian(s) and the principal.

After an emergency safety intervention incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. If a parent requests a meeting to discuss an emergency safety intervention incident, the meeting must be called within 10 school days. The time for calling this meeting shall be extended beyond the 10 school day limit if the parent is unable to attend within that time period. The parent shall determine whether the student shall be invited to participate in the meeting. For students who have an individualized education program (IEP) and are placed in a private school by a parent, a meeting called by the parent must include the parent and the private school, who shall consider whether the parent should request an IEP team meeting. If the parent requests an IEP team meeting, the private school must help facilitate such meeting. The focus of any meeting convened shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

Communication: (Arch Policy #7131.4) The policies for Emergency Safety Interventions (ESI)) must be accessible to parents on each school's website. In addition, the policies for ESI must be included in one or all of the following: the school's code of conduct, school safety plan, or the student handbook.

Training: (Arch Policy #7131.5) A continuum of professional development options are available to schools to meet their individual needs regarding behavior interventions.

Level 1- School Wide Positive Behavior Support

Level 2- Primary Considerations, Secondary Strategies, and De-Escalation Methods for Responding to Behavior Concerns

Level 3- Function-Based Behavior Support Planning

Level 4- Emergency Safety Interventions (Safe Crisis Management)

To schedule training contact, the Associate Superintendent for Student Services.

Dispute Resolution: (Arch Policy #7131.6) In the event a parent is concerned about the use or implementation of Emergency Safety Interventions the parent should contact the Principal, Pastor or School President to attempt to resolve the problem informally.

If the problem is not resolved to the parent's satisfaction, the parent has the right to file a formal complaint, within 30 days of the ESI incident, with the Principal, Pastor or School President. Upon receipt of a formal complaint, the Principal or President will appoint a school administrator to complete an investigation of the parent's complaint, maintaining confidentiality. The investigator will prepare a report with findings and recommendation for resolution. The Principal, Pastor, or School President will mail the written findings of fact and the proposed resolution to the parent and KSDE within 30 days of receiving the complaint.

In the event the parents are dissatisfied with the findings and proposed resolution, the parents may forward the information to KSDE and proceed with the state administrative review process.

Reporting: (Arch Policy #7131.7) Incidents of the use of Emergency Safety Interventions will be reported to KSDE semi-annually through Kansas Integrated Accountability System (KIAS), a secure web-based application. Reports to KSDE will include the following:

- KIDS Student ID number
- If the student had an IEP at the time of the incident
- If the student had a 504 plan at the time of the incident
- If the student had a BIP at the time of the incident
- Date of incident
- Type of incident (seclusion or physical restraint)
- Duration of incident

Weapon Possession: (Arch Policy #7140) A Student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity.

Expulsion for Weapon Possession: (Arch Policy #7140.1) If it is determined in accordance with the Policies concerning long term suspension/expulsion that a

student knowingly possessed a weapon at school, on school property or at a school supervised or sponsored activity, the student shall be expelled from school for not less than one calendar year. The President of a secondary school and the Principal of an elementary school have sole discretion to modify such expulsion.

Reports of Weapon Possession: (Arch Policy #7140.2) A student determined to be in possession of a weapon (see 7140.3) at school, on school property, or at a school supervised activity shall be referred to local law enforcement and, if under 18 years of age, shall also be referred to the Department for Children and Families (DCF).

Definition of Weapon: (Arch Policy #7140.3)

Weapon means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in (1);
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sandclub, metal knuckles or throwing star;
- any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or
- any other object that may be defined by law from time to time as a weapon.

The Definition of a Weapon Does not Include:

- an antique firearm;
- any device which is neither designed nor redesigned for use as a weapon, except as noted below;
- any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device;
- surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4784 (2), 4685, or 4686 of title 10 of the United States Code;

- class C common fireworks. Although excluded from the definition of a weapon as set out in this policy, students shall not possess fireworks of any type at school, upon school property or at a school supervised or sponsored activity.

Possession/use Weapon-like Objects: (Arch Policy #7140.4)

- Students shall not knowingly possess any object that might reasonably be considered a weapon or is being used as a weapon at school, on school property or at a school supervised or sponsored activity.
- Violation of this policy may result in discipline up to and including expulsion in accordance with applicable student conduct policies.

Jason Flatt Youth Suicide Awareness Act

The legislature has passed and the Governor has signed SB 322 which is known as the Jason Flatt Youth Suicide Awareness Act. The provisions of this bill relevant to suicide prevention and awareness are:

- Each school shall provide suicide awareness and prevention programming to ALL school staff and shall notify the parents or legal guardians of students enrolled in the school that the training materials provided under such programming are available to such parents and legal guardians. These materials can be accessed on the school web-site at www.stgregorycs.org.
- Such programming shall include at a minimum:
 - At least one hour of training each calendar year based on programs approved by the State Board of Education. Such training may be satisfied through independent self-review or suicide prevention training materials; and
 - A building crisis plan developed for each school building. Such plan shall include:
 - Steps for recognizing suicide ideation;
 - Appropriate methods for interventions; and
 - A crisis recovery plan
 - See Appendix C for complete Suicide Prevention Plan

Marshall County Mental Health Facility

Pawnee Mental Health Services
406 North 3rd St., Suite 3
Marysville, KS 66508
785-562-3907

HEALTH

Health Policy: (Arch Policy #7200) Efforts should be made through the school health program, the parents and the community to maintain the highest level of health for the school-age child.

Principals with the advice and consent of the Pastor will determine the nature and extent of all clinical services to be made available to the children of the school and advise parents of their availability.

If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional in order to determine how to best address the situation.

Medications Policy: Medication to be given at school by a trained school employee will require a current "Request for Medication to be Administered During School Attendance" Form. The medication needs to be checked in by a parent/guardian (do not send med with student), logged in by staff, and placed in a locked cabinet. Teachers are not able to provide medications to students. Medications will be recorded when they are provided to a student. Parents/Guardians are allowed to come to school to provide medications to their child at any time. They need to report to the school office and staff will call your child to receive the medication. DO NOT bring medications in for use in an "unlabeled" container/zip-lock bag or a prescription from another family member for use. These medications will not be given. Medication prescribed for a student may not be given to any other student if their medication is needed or forgotten. No medications will be allowed to be carried on an individual student, in their book bag, or placed in a student desk or locker. If found, this will be addressed by the principal.

THE FOLLOWING REGULATIONS ARE NECESSARY FOR THE SAFETY OF ALL STUDENTS AT SCHOOL.

A child will be sent home from school with:

- fever - vomiting - diarrhea
- suspected contagious disease - if he/she feels too ill to function at school

If your child has any of the above symptoms in the morning, **PLEASE** keep him/her at home for observation. If any child is diabetic, epileptic, asthmatic, or highly allergic to bee stings, etc. or has any health problems that could affect school activities, please inform the teacher/principal and school secretary. This information will be kept on file.

Emergency Treatment: No school employee or parent volunteer may assume responsibility for any emergency treatment beyond basic first aid or CPR. Parents and/or guardians are called immediately in the event of a serious accident or illness. 911 services will be called if it is determined that the student is in immediate danger. It is imperative that the school has current home and work phone numbers on the emergency sheet. The physician's name and phone number should also be on the emergency sheet.

Parent Responsibilities: Parents have the following basic responsibilities with respect to the health of their children:

1. Parents are asked to fill out an Emergency Information sheet at the beginning of each school year. If a name and/or phone number on this sheet should be changed, please notify the school office immediately so that these sheets can be updated.
2. Parents should notify the school in writing concerning any health needs, allergies, reactions, medications, or other pertinent data necessary to better care for a particular child.

3. Parents of a child with a communicable disease must obtain a doctor's note stating that the child is under treatment. The child must be symptom free before returning to school.
4. Parents are to provide the school with up-to-date health records for their child, including the dates for vaccinations and immunizations and the presence of any physical problems.

Children will not be admitted to St. Gregory School without current immunization and records.

Medication – Dispensing: (Arch Policy #7200.1) All medication, prescription and non-prescription, is to be brought to the school office immediately upon arrival at school. The school office or school nurse, as applicable, shall keep medications in a locked cabinet and keep a log of all dispensing activity.

This log should contain:

- Dose or amount of medication administered;
- Date and time of administration or omission/error of administration, including the reason for omission/error (parents/guardians and physicians should be immediately notified of omissions/errors);
- Full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing the full signature;
- Any reactions the student has (in the event of adverse reactions, the parents/guardians, physicians, and/or 911 should be called and the student remain under observation).

Kansas law describes different procedures of self-medication for students being treated for anaphylaxis or asthma. It is the policy of the Archdiocese of Kansas City in Kansas to comply with Kansas law in these matters. See Policy #7200.4.

SCHOOLS MAY RESERVE THE RIGHT TO REFUSE TO ADMINISTER PRESCRIPTION AND OVER-THE-COUNTER MEDICATION.

THE CONDITIONS SET FORTH IN POLICIES #7200.3 AND #7200.4 MUST BE MET IN ORDER FOR SCHOOLS TO DISPENSE MEDICATION TO A STUDENT.

Prescriptions: (Arch Policy #7200.2)

- If the medication has been prescribed, it must be in a pharmacy container which clearly states the child's name, dosage, prescription number and physician's name;
- Prescriptions requiring special handling (e.g. refrigeration) must be stored according to the directions accompanying the medication;
- All medication must be accompanied by written permission from parents allowing the school to dispense the medication.

Non-Prescriptions: (Arch Policy #7200.3)

- Unless otherwise stipulated by local policy, annual written permission from the doctor must be on file in the school office if a child is to receive any over-the-counter medications;

- Annual written permission from parents allowing the school to dispense over-the-counter medications must be on file in the school office.
- The medication must be in its original container with the label clearly identifiable.

Asthma and Anaphylaxis Medications: (Arch Policy #7200.4) Students enrolled in kindergarten or grades 1 through 12, who meet each of the requirements described below, may self-administer medication for the treatment of anaphylaxis or asthma prescribed by or required by written order of a health care provider. A health care provider is defined as:

- a physician licensed to practice medicine and surgery;
- an advanced registered nurse practitioner certified pursuant to K.S.A. 65-1131 and any amendments, who is authorized to prescribe drugs as provided in K.S.A. 65-1130 and any amendments; or - licensed physician's assistant who is authorized to prescribe drugs pursuant to a written protocol with a responsible physician under K.S.A. 65-28a08 and any amendments.

Student Requirements for Self-Administering Asthma and Anaphylaxis Medications: (Arch Policy #7200.5)

Before a student will be permitted to self-administer medication for the treatment of anaphylaxis or asthma, each of the following requirements must be met.

- The parent or guardian must submit a written request asking that the student be permitted to self-administer medication under this policy.
- The student's health care provider must prepare a written statement providing the name and purpose of the medication, the prescribed dosage, the time the medication is to be regularly administered, any special circumstances under which the medication is to be administered and the length of time for which the medication is prescribed.
- The student must demonstrate to the health care provider or such provider's designee and the school nurse or such nurse's designee the skill level necessary to use the medication and any device that is necessary to administer such medication as prescribed. If there is no school nurse, the school shall designate a person for this purpose. The health care provider or its designee must provide the school with written notice that a student possesses the skill level necessary to administer the medication.
- The student's health care provider must prepare a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use of the student during school hours. A copy of this treatment plan must be given to the school.
- The parent or guardian of a student must complete and submit any written documentation required by the school pursuant to this policy.
- The parent or guardian shall sign the statement set forth below authorizing self-medication and acknowledging that and the school is not liable for any damage, injury or death resulting directly or indirectly from the self-administration of the medication.
- If a parent wishes to leave back-up medication for treatment of asthma or anaphylaxis, the procedures set out in Policy #7200.2 must be followed.

School Procedures for Implementing Self-Administration of Asthma and Anaphylaxis Medications Policy: (Arch Policy #7200.6) Once the school has granted permission for a student to self-administer medications under this policy, the school must take the following actions.

- All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-medicate has been granted.
- Any back-up medication provided by the student's parent or guardian must be kept in a location at the school to which the student has immediate access in the event of an asthma or anaphylaxis emergency. The location of the medication shall be given to the student and parent or guardian.
- The school shall maintain the student's written treatment plan for managing asthma or anaphylaxis and all written documentation from the student's parent/guardian required by the school as described above in a location easily accessible in the event of an asthma or anaphylaxis emergency.
- The school must permit the student to possess and use the student's medication at any place where the student is under the jurisdiction or supervision of school employees.
- The school shall require annual renewal of parental authorization for the self-administration of the medication.
- The school shall provide written notification to the parent or guardian of a student who wishes to self-administer medication pursuant to this policy, that the school and its officers, employees and agents are not liable for any damage, injury or death resulting directly or indirectly from the self-administration of medication.

Procedures for Revoking Authorization for Self-Administration of Asthma and Anaphylaxis Medication: (Arch Policy #7200.7) Students shall not be permitted to continue self-administering medication as authorized by this policy under the following circumstances:

- if the student or parent/guardian fails to satisfy any of the student or parent/guardian requirements in this policy,
- if the student uses the medication for any purpose other than self-administering medication under this policy,
- if the student's possession and/or use of the medication materially disrupts the educational experience of other students,
- if the student has an adverse reaction to the medication.

Before permission to self-administer medication is withdrawn, the school shall notify the parent/guardian in writing of the intent to revoke the authorization and of the time and place a meeting will be held to discuss the proposed revocation. Such meeting shall be conducted with the parent/guardian and child within five (5) days of the date of the notice. If the school finds that extenuating circumstances exist, the meeting may be conducted at a later time, but no later than 10 days after the date of the notice. The decision of the school concerning the proposed revocation of authority to self-medicate is final. If the parent/guardian fails to attend the scheduled meeting, the authority to self-medicate will be withdrawn and the school will notify the parents of such decision both orally and in writing.

Parental Consent and Release Form: (Arch Policy #7200.8) Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118.

School Procedures for Administering Anaphylaxis Medication to the General School Population: (Arch Policy #7200.9) Schools may maintain an epinephrine kit for use in emergency situations. Certain conditions must be met in order for the school to maintain and administer epinephrine including the following:

- The school has written authorization from a physician to maintain a stock supply of epinephrine;
- The school consults with a pharmacist licensed by the state board of pharmacy who shall supervise the maintenance of the epinephrine kit and provide procedures for its proper use;
- The school uses the kit only in emergency situations in school or school sponsored activities when it is apparent that the signs and symptoms of an anaphylactic reaction are occurring.

Students with Food Allergies and Other Dietary Restrictions: (Arch Policy #7205) Any student diagnosed with a serious allergy must have an Action Plan, provided by the student's physician, to assist school personnel in recognizing and providing appropriate reaction prevention and intervention strategies for the student.

Prior to beginning every school year, the school administrator will review with the student's parents/guardians the Food Allergy Assessment form (submitted by the parents/guardians; Appendix Form C146) and the Action Plan (provided by the physician) and will update student health information and school plan as needed.

School administrators and classroom teacher will be responsible for communicating student allergy information to substitute teachers. The Substitute Teacher Letter (Appendix, Form C145) may be used to communicate classroom allergy information.

All school parents/guardians should be notified of allergens that may be serious to students in the school. Confidentiality of the students must be protected by listing serious allergens rather than student names. A School Letter to All Parents is included in the appendix (Form #C144) as an example of how to communicate serious allergen information to school parents/guardians.

Snacks or treats sent for sharing, such as birthday and classroom party snacks must be in prepackaged wrappers with the ingredients listed. For classrooms with students with a peanut or dairy allergy, snacks must be peanut and dairy-free. Home baked food items are not allowed.

Schools will monitor for allergens; however, an allergy free environment cannot be guaranteed. Staff, students, and parents/guardians have a responsibility to help ensure the safety of students with serious allergies.

Teacher Responsibilities

- Know the Student Action Plans and classroom protocols
- Know the location of all emergency information and medications
- Be trained on how to administer epinephrine
- Inform substitute teacher of the Student Action Plans
- Establish a plan for student(s) to inform you if they are having a reaction
- Help educate the classroom about allergies
- Be prepared for special events, parties, field trips (e.g., contact parent prior to the events)
- Instruct students not to share food and/or eating and drinking utensils
- Read contents of instructional materials, such as science kits, to identify potential allergens

School Leader Responsibilities

- Ensure the school has an Action Plan for each student with a serious allergy prior to the students coming to school
- Review the eating arrangement for the student, e.g., allergen safe table, table wipe down, etc.
- Ensure training for school staff and students (awareness of allergens, allergic symptoms, Action Plans, mock drill)
- Ensure training for school staff in the location and administration of emergency medications

Parent/Guardian Responsibilities

- Provide Epi-pen/epinephrine and/or other prescribed medications with the school's Medication Authorization Form
- Inform school of any changes or allergic/anaphylactic episodes
- Provide a list of safe snacks to the teacher
- Provide the teacher with snacks to keep on hand for your student to have for class celebrations, parties, etc.

Schools with student identified with serious allergens will participate in annual Allergy and Anaphylaxis Training. This training will include: Defining anaphylaxis, identifying signs and symptoms of an allergic reaction and anaphylaxis, and a review of the location and administration of emergency medications. This training may be provided by a school nurse, local physician, or student's county health department staff. If a student has an allergic reaction at school, the Action Plan provided by the student's physician will be followed.

Acquired Immune Deficiency Syndrome (HIV/AIDS): (Arch Policy #7210)

The Archdiocese of Kansas City in Kansas has accepted the United States Bishop's statement, "The Many Faces of AIDS: A Gospel Response," as adapted for use within the Archdiocese. This document in part states:

"Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate education and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others."

Admission and Attendance: (Arch Policy #7210.1) HIV/AIDS is not spread by casual, every day contact. Therefore, except in special circumstances, students who are infected with HIV/AIDS will be admitted to Catholic elementary and secondary schools in the Archdiocese of Kansas City in Kansas. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Each situation shall be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, legal issues, community health and well being, and individual privacy and needs.

Evaluating Students Who are Infected with HIV/AIDS: (Arch Policy #7210.2) If a principal in a Catholic school in the Archdiocese of Kansas City in Kansas is notified that a student is infected with HIV/AIDS, the Principal shall notify **the Pastor/Board chair (in the case of consolidated single parish elementary schools) or President in the case of secondary schools)**, the Superintendent of schools, and those members of the staff who, in the Principal's discretion, have substantial contact with the student. **The Superintendent shall notify any other Archdiocesan officials whom the Superintendent determines have a need-to-know.**

Advisory Team: (Arch Policy #7210.3) Educational management of a student infected with HIV/AIDS shall be determined on a case-by-case basis by an advisory team. Membership of this team shall be the student's physician, the student's parent(s) or guardian, and appropriate school and medical personnel. The advisory team shall consider:

- the behavior, development and physical condition of the student;
- whether the student infected with HIV/AIDS has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting;
- the expected type of interaction with others in the school setting; and
- the impact on both the infected student and others in the school setting.

The Principal shall monitor the circumstances of the case to see if the situation has changed sufficiently to warrant a re-examination of the recommendations. Recommendations made by the advisory team shall be reviewed by the team at intervals determined by the team to be appropriate.

Right of Privacy/Confidentiality: (Arch Policy #7210.4) The privacy of any student who is infected with HIV/AIDS will be respected. Utmost confidentiality shall be maintained at all times. Without the specific written consent of the parent(s) or guardian or the student, if 18 or older, the people who shall know the identity of a student who is infected with HIV/AIDS shall be limited to those persons specified in this policy as involved in the decision making process or staff who are in a position of a need-to-know. The persons so informed shall be obligated to maintain confidentiality by not further disclosing such information.

Records regarding an HIV/AIDS infected student's physical condition shall be maintained separate from the student's cumulative record.

Duty to Report: (Arch Policy #7220.1) Whenever any teacher or school administrator knows or has information indicating that anyone involved in a school is suffering from or has died from a reportable infectious or contagious disease, such knowledge or information shall be reported immediately to the local health authority (County Board of Health), together with the name and address of the person who has or is suspected of having or had the infectious or contagious disease. K.S.A. 65-118(a). If so designated, report any such infections or contagious disease by telephone to the Secretary of Health and Environment.

The above-described information required to be reported to the local health authority shall be strictly confidential and not disclosed or made public except as specified in K.S.A. 65-118(c).

Exclusion from School: (Arch Policy #7220.2) No person afflicted with an infectious or contagious disease dangerous to the public health shall be admitted or retained in any of the Catholic schools in the Archdiocese of Kansas City in Kansas or child care facilities. It shall be the duty of the parent(s) or guardian and the Principal or other person in charge to exclude from any school or child care facility any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease. If the attending person licensed to practice medicine and surgery or a local health officer finds, upon examination, that the person affected with the disease suspected of being infectious or contagious, is not suffering from an infectious or contagious disease, he or she may submit a certificate to this effect and such person shall be re-admitted to school or to the child care facility.

Other Procedures: (Arch Policy #7220.3)

This policy shall not limit any other actions which may be taken or which are required to be taken under Archdiocesan policy or applicable law, rule, or regulations relative to infectious or contagious diseases or any other health or safety risk.

Response to Health Emergencies: (Arch Policy #7225) Each school should have its own school policy for handling all health emergencies within the school. Such emergency policies should contain:

- Local emergency response system telephone numbers (including ambulance, poison control number, local emergency care providers, etc.);
- Persons to be notified (parents/guardians, primary physician);

- Names of persons in the school trained to provide first aid and cardio-pulmonary resuscitation;
- Scheduled programs for staff to be trained in first aid and CPR;
- Necessary supplies and equipment;
- Reporting requirements.

GENERAL STUDENT POLICES

Attendance: (Arch Policy #7300) Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Under certain statutory conditions, children age 16 and 17 may be exempted from compulsory attendance. Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first. as follows:

Age	Report To
Seven (7) but under Thirteen (13)	Secretary of Social and Rehabilitation Service (or Designee)
Thirteen (13) but under Sixteen (16)	County/District Attorney (or Designee)

Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official. The principal determines the criteria for valid excuses. The principal may consult with the Superintendent of Catholic Schools if there is a question.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the Principal, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the County/District Attorney, as specified above.

Designated Reporting Officer: (Arch Policy #7300.1) The Principal shall be the primary designated school official for each Catholic School in the Archdiocese of Kansas City in Kansas for the purpose of reporting cases of non-attendance to the Secretary of Social and Rehabilitation Services or to the County/District Attorney.

Local Attendance Policies: (Arch Policy #7300.2) Each Catholic School in the Archdiocese of Kansas City in Kansas shall adopt an attendance policy that stresses punctuality and consistent school attendance. The policy will be published in the local school handbook. The Principal (elementary schools) or President (secondary schools) has final decision as to whether or not a child who has had excessive absences shall be readmitted the following year.

Attendance Records: (Arch Policy #7300.3) Attendance records are to be recorded daily and accurately by each teacher and are to be kept permanently on file.

St. Gregory Student Attendance: Students who arrive late (after 10:00 am) and miss over half of the morning will be counted absent for the morning. Students who leave early (before @2:00 pm) will be counted absent for the afternoon.

Tardiness: Any student who arrives at school after the 8:05 am school bell will be counted tardy. After the 8:05 bell has rung, students must report to the school office before going to their classroom. At the office, students will receive a tardy slip that lists their name as well as the date and time and the staff member who signs them in will sign the tardy slip. When students arrive to their classrooms, they must give this tardy slip to their teacher. The teacher will then mark the student tardy on the morning attendance. **Parents should note that excessive absences/tardies hinder progress.**

Excused Absences: Personal illness, death in the family, and emergency situations are examples of excused absences. We understand the difficulty in scheduling doctor and dental appointments outside school time, but we encourage parents to have these scheduled after school hours or on school breaks. If appointments are scheduled during the school day students must be picked up by parents, or bring a written note of authorization that includes the time and destination. Parents must always report to the secretary's office to pick up their children.

Early Dismissal: Reasons for early dismissal or students should be limited to illness and/or family emergencies. **Any request for dismissal should be in writing.** Parents requesting early dismissal must meet their child at the office. Students are not allowed out of the building to wait. Any child leaving school prior to the regular dismissal time must be signed out in the office. No student will be released to a non-parent without written authorization from the parent.

Entering and Leaving the Building: All students must enter and leave the school building through the designated doors. No student is allowed in the school building before 7:30 am. Any student who is late must report to the office (See Tardiness policy above). Classes are dismissed at 3:40 pm. Teachers escort their class to the parking lot and remain with them until they are dismissed to the bus/walker lines or are picked up. Children are to be picked up promptly unless other arrangements have been made with the child's teacher. Students who are not picked up promptly will be sent to the office.

Family Vacations During School: Family vacations during school time are highly discouraged. Therefore, teachers are not required to prepare work in advance for students who will be absent due to family vacations due to changes that can occur in scheduled curriculum. Upon return of the student(s), the teacher will discuss the assignments missed and decide upon a course of action.

Procedure When Absent: Parents are asked to telephone the school office between 7:45 a.m. and 8:15 a.m. on the morning of the absence or tardiness or when known, on the day before the absence. If you have not called the office, the office secretary

will call the student's parent(s) to check on the student. Any child coming late or leaving before dismissal time must check in and out through the office. Homework for any child who is absent may be picked up at the office at the end of the day or at a time during the day if arrangements have been made with the student's teacher. Please make a request in the morning if you wish this service. As soon as students return to school they are asked to contact teachers about assignments and work missed.

Attire: (Arch Policy #7320) Each Catholic School in the Archdiocese of Kansas City in Kansas shall adopt a student dress code that stresses cleanliness, neatness and reflects Christian virtue. Extremes in attire (e.g. excessive body piercings/tattoos/haircut-style/color) are not acceptable in Catholic schools in the Archdiocese of Kansas City in Kansas. Such policy shall be placed in the local school handbook and reflect that.

See Appendix A: K- 6 Grade Uniform Policy for St. Gregory the Great Catholic School (Revised 1/25/2021)

Attorney Communication/Court Subpoenas, Orders, and Other Legal Documents: (Arch Policy #7330) If a school receives any legal documents and/or subpoenas and/or communication from an attorney or a court or law enforcement official the principal/president shall not respond to any such communication but shall immediately contact the Archdiocesan attorney (or Superintendent of Schools if the attorney is not immediately available). Any communication between employees of Catholic schools for the Archdiocese of Kansas City in Kansas and the attorney for the Archdiocese shall be considered privileged and shall not be shared with others.

Child Abuse: (Arch Policy #7340) Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practicable. Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse report the matter promptly to the Department for Children and Families (DCF), or appropriate law enforcement agency, if the DCF office is not open for business. Such report may be made orally or, on request of DCF, in writing.

For incidents of suspected sexual abuse of a child by an employee, affiliate or volunteer of the Archdiocese, all requirements of the Archdiocesan Policies and Procedures concerning sexual misconduct shall be followed.

Student on Student Sexual Conduct: (Arch Policy #7340.1) Student on student sexual behavior at school will require a prompt response from the administrator. Some sexual behavior could be characterized as developmentally "normal" depending on the age and circumstances of the behavior. Regardless of the circumstances, the school administrator must address the situation immediately, notify the parents of the students involved, and report and refer to the proper authorities, when necessary.

The following are examples behaviors which may be considered “normal” sexual behaviors for children depending on the age and circumstances: Showing private parts to peers in a reciprocal manner, comparing body parts with friends, touching own genitals, using “dirty” words for bathroom functions, expressing interest in others’ bodies, and imitating the flirtatious behavior of adults. Behaviors beyond those mentioned above, such as acts involving force, coercion, demands to see others body parts, playing sexual games, inappropriate texts or on-line behavior related to sexual acts will result in an immediate report to the Department of Children and Families (DCF) and law enforcement (in the event the student(s) are 10 years of age or older).

All school personnel are mandated by law to report child sexual abuse. This includes all professional school personnel (e.g. teacher, administrators, nurses, counselors, and child care providers). Any report of student on student sexual conduct must immediately be reported to the State of Kansas Department of Children and Families (DCF). For students 10 years of age and older, local law enforcement also must be contacted.

Because of the potential negative effects on a student, as well as the ability to obtain accurate information, school officials should use the following guidelines in the event a student discloses abuse:

- **Listen carefully to the child.** Do not express your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking. ***Only ask limited questions to allow for the collection of the basic facts related to the incident.***
- **Let the student know they've done the right thing by telling a trusted adult and reassure the student this is not their fault.**

Below are examples that may be said that would support and encourage a victim:

“I’m sorry this happened to you.”

“You are very brave to share this with me, thank you.”

“Thank you for telling me.”

“It’s understandable you’re feeling that way.”

- **Tell the student his/her report is taken seriously.** A child could keep abuse secret in fear they won't be believed. They have come forward because they want help and trust the person whom he/she has told will listen to and support them.
- **Talk to the students involved to gather the basic facts related to the situation.** Only professionals (e.g. DCF, law enforcement, licensed clinical counselor) should conduct a detailed interview with the student(s) regarding the specifics of the incident reported. School administrators, teachers, counselors and nurses are not trained to investigate these types of situations. It is important to allow the experts to conduct the investigation.

School personnel could ask the following questions: “Who was involved?”, “Where did this happen?”, “Did anyone else see this happen?”

DO NOT ask specific questions, such as: “What did the other student say to you?”, “Are you scared of the other student?”, “Did you say something to make the other student feel like this behavior was okay?”, “Did you tell the other student to stop?”, “Why do you think this happened?”

- **Explain what will happen next.** Let the student know that experts will be involved to help them with the situation. If age appropriate, explain to the child the need to report the abuse to local law enforcement and the Kansas Department of for Children and Families who will be able to help.
- **Don't delay reporting the abuse, a report should immediately be made to the Kansas Department for Children and Families, and if the students are 10 years old or older, to local law enforcement.** Write down the complaint number from the police department and the intake ID number from Kansas Department for Children and Families.
- **If there are any questions related to the situation and report, the Office of Catholic Schools in the Archdiocese of Kansas City in Kansas is available to assist as needed.**
- **Based on the information available, the principal will have the discretion to determine if any student or students need to be removed from the school building until the investigation is complete and DCF has shared their FINDINGS regarding the situation.** School administrators will work with families to provide school work for students, if they are to remain at home, until the situation is resolved.
- Parents/guardians may be required to have their student evaluated by a licensed professional and provide written documentation to the school stating the student is safe for himself/herself and others to return to school.
- **If appropriate, the school will develop a reentry plan for students prior to returning to the school building.**

Child Custody: (Arch Policy #7350) In cases in which a student's parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreements and shall not deviate from any specified procedures unless both parents indicate (in writing) agreement to a change (e.g. the school will only release a child to the parent whom the custody orders designate unless both parents authorize in writing a change). Catholic schools in the Archdiocese of Kansas City in Kansas shall be diligent in remaining neutral in child custody situations. The school should not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, school shall communicate with both parents regarding matters involving the child. In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

Contested Child Custody Matters: (Arch Policy #7350.1) From time to time, principals and teachers in Catholic Schools in the Archdiocese of Kansas City in Kansas receive requests to provide court testimony in connection with child custody disputes.

The following procedure shall be followed for such inquiries.

- Teachers and staff are to direct any inquiries from attorneys for information about students or their parents to the principal's office. Teachers shall not discuss these with attorneys.

- If a principal receives an inquiry from an attorney about students or parents, the principal shall decline to discuss these topics with the attorney, as such matters are confidential by law and/or Archdiocesan policy. The Superintendent's office shall

be notified of the inquiry and provide the name and phone number of the attorney seeking information.

- If a principal or teacher receives a subpoena to testify in connection with child custody dispute or any other type of case involving one of the school's students or the parents of the school's students, the Superintendent's office shall be contacted immediately.

- In the event a principal or teacher is required by subpoena to give testimony in connection with child custody disputes or any other court proceeding, the Superintendent's office will contact the Archdiocesan attorney who provides the necessary legal support for the principal or teacher.

- Under no circumstances should a teacher or principal provide an opinion regarding the suitability of one parent or another unless advised to do so by the Archdiocesan attorney.

Graduation: (Arch Policy #7400) Students are eligible to receive a certificate and/or a diploma from the elementary and secondary schools in the Archdiocese of Kansas City in Kansas after a satisfactory completion of the required studies (see 8000 series, Curriculum and Instruction) and after all tuition and fee obligations to the school have been met.

Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education.

Social Events After Graduation: (Arch Policy #7400.1) Schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents.

Records

Cumulative Records: (Arch Policy #7500) Schools shall maintain a cumulative record for each pupil. This record extends from his/her entrance into school through the twelfth grade. The cumulative record includes the following:

- documents including certification of name and date of birth; current legal guardian/s/custody orders;
- standardized test data;
- medical reports;
- report cards
- information regarding sacraments received;
- if implemented, documentation of Emergency Safety Interventions for the student.

All material in each cumulative record shall be treated as confidential and accessible only to the professional staff of the school and to the student's parents and/or guardian

Mailing Lists and Release of Student Directory Information: (Arch Policy #7510) (See Policy #7510.1 for release of student information other than directory information). Names and addresses of pupils and their parents generally shall not be released to any unauthorized person or agency. Such information may be released only when its release is specifically authorized by the principal or his/her designee.

Local policies should be developed within the parameters of this policy that address disclosure of student information for other purposes, bearing in mind the privacy and safety interests of the students.

A school may disclose designated "directory information" about students without the consent of a parent or student 18 years of age or older in accordance with this policy. The main purpose of disclosing directory information is to allow a school to include information in school publications such as student directories, playbills, yearbooks, newspapers or newsletters, honor roll recognition programs, sports programs and the like. Additionally, schools may need to provide such information to yearbook publishers, class ring manufacturers or similar entities.

Directory information should not be released to individuals/businesses/or other entities who may use it for solicitation purposes. Likewise, directory information should not be used by parents/others for purposes unrelated to school matters.

Each year, the school must designate what it considers "directory information" within the definition offered below. Some or all of the categories of information may be designated. On an annual basis the school must notify parents and students 18 years of age or older of its policy concerning directory information. The school's annual notification concerning directory information should be made through written notice likely to reach parents and students 18 years of age and older. Such notice may be given in registration or enrollment materials, through school newsletters, by special letter, school handbooks, etc.

Parents and students 18 years of age and older must be given the opportunity to notify the school in writing that they do not wish directory information to be disclosed without their prior written consent. In the absence of such notification, the school may assume consent. (See Appendix Form #C132 for sample Notice for Directory Information)

A school may wish to limit the types of information designated in the notice as "directory information." However, care should be taken to be expansive enough to cover all situations in which the school wishes to disclose directory information. The notice should also identify the person, probably by title, e.g., principal, dean of students, etc., to whom objections to disclosures should be given.

The parents and students 18 years of age and older must be given a reasonable time to provide written notice that they do not wish disclosure of directory information. Depending upon how the notice is given, a place for the objection could be included on the form collecting directory information about the students and the notice time would be the time for return of the form to the school.

Request For Records: (Arch Policy #7510.1) Official student records may be released to other educational institutions upon written request of a parent or guardian, or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution, only after all tuition and fee requirements of the sending institution have been met. In addition, records may be released to other agencies or institutions upon written request of the parent or

guardian, upon written request of the student when 18 years of age, or upon receipt of a court order. An exception to this could be in cases where bankruptcy has been filed. Upon compliance with an institutional request, the parent must be notified in writing that the records have been transferred. Records may be released to parents but should be stamped that the documents were "Released directly to parents." All permanent records of students shall be kept in the inactive file of each school. Student records reflecting courses taken, grades and credits received, sacraments received, standardized test results, and attendance data will be retained permanently.

Retention of Students for Academic/Social/Emotional Reasons: (Arch Policy #7520) No child should be retained unless there is sufficient data and evidence that he/she will profit academically and suffer no emotional strain from being retained. Retention should only be considered in exceptional circumstances where there is strong evidence that it is in the best interest of the student.

The decision for retention must involve the Student Intervention Team and the team may ask for input from the Associate Superintendent for Student Services. This consultation and evaluation process should take place within an acceptable time line to allow all parties sufficient time to consider the decision. When considering if a student might be retained, the principal and teacher must consult with the parent(s) with the final decision being made by the parent.

Research demonstrates the potential for negative effects consistently outweighs the potential for positive outcomes with respect to student retention. Accordingly, educational practices have shifted to the almost exclusive use of promotion with intervention for students who are at academic risk.

See John Hattie's research on retention: Hattie, J. (2009). Visible Learning: A Synthesis of Over 800 Meta-Analyses Relating to Achievement. New York: Routledge.

Student Sexuality*: (Arch Policy #7525) Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

As Pope Francis notes, the sacred dignity of each individual person must always be respected, but that does not mean the Church must accept the confused notion of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, Fides

et Ratio, #22) We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents. If a student's expression or gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parents. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principals, then the matter shall be treated as any other serious discipline issue, and the student may be afforded a hearing to determine appropriate consequences.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals which do not define an individual by sex but rather as a human person who is a child of God.

Diplomas, transcripts, school records, and any other official documents of the school ("official school documents") shall be issued in conformity with the student's biological sex as based upon physical differences at birth and at the time of the student's enrollment. Official school documents are also historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the official school documents may be issued in the following format: "Original Name, n.ka. New Legal Name".

*Adapted from Diocese of Little Rock Addenda to the Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas

Curriculum, Instruction, and Assessment in the Catholic School

CURRICULUM

Curriculum Development: (Arch Policy #8000) Curriculum refers to the specific learning outcomes students are expected to master. "Curriculum" does not refer to standards, nor does it refer to instructional materials or resources. The curriculum

development and instructional planning for the Catholic schools in the Archdiocese shall be designed by the teachers and administrators under the guidance of the Archdiocesan Office of Catholic Schools.

The curriculum is compatible with KSDE Standards, but is based on the teachings of the Catholic Church. The curriculum strives to expose students to truth, beauty, and goodness so that their souls may be formed in virtue.

"A...distinctive characteristic of Catholic schools is that the 'spirit of Catholicism' should permeate the entire curriculum...To be integrated a complete, Catholic schooling must be constantly inspired and guided by the gospel...Catholicism is a 'comprehensive way of life' that should animate every aspect of...curriculum..." (The Holy See's Teaching on Catholic Schools; Archbishop J. Michael Miller, CSB; Secretary, Congregation for Catholic Education; Sophia Institute Press, 2006).

Curriculum is available in each of the following subject areas:

- Religion
- Technology
- Foreign Language – Spanish
- P.E.
- Electives (Local decisions)
- English Language Arts/Literacy: (Reading, Writing, Listening, Speaking, Language)
- Theology of the Body (Ruah Woods Press)
- Mathematics
- Science
- Social Studies
- Fine Arts

The subject area curricula can be found on the Archdiocesan Office of Catholic Schools website: www.archkckcs.org.

The curriculum expresses the subject area content in terms of student learning outcomes for each grade level or grade level bands. The curriculum does not specify specific instructional resources (e.g. textbooks) schools must use but rather leaves that for schools to determine locally based on local needs. Catholicity is to be foundational in all subject areas. This is to be accomplished by incorporating both the Catholic intellectual tradition (i.e. students are challenged to understand how concepts are integrated across academic disciplines as well as how art and music are integral to Catholic culture), as well as Catholic instructional resources.

Although single textbooks are most often used as the major instructional resource in school classrooms, this curriculum is written to be independent of any single source. Thus, principals are encouraged to stress to teachers the importance of utilizing a variety of resources to help students master the various curricular outcomes. Instructional resources in all subject areas should include Catholicity. Any non-print material should be appropriate for a Catholic school general audience. Any video or movie materials used, even if just "clips", and which is rated higher than "G" must be approved by the principal in advance of being used. The principal may require parental consent of the video or movie materials used.

Furthermore, with regard to book fairs and other supplements for student use, schools are strongly encouraged to use materials that promote values and ideas consistent with the church's teachings on the dignity of family, marriage and lifestyle choices. Companies that would be acceptable would include; Catholic Book Fair and Eureka Book Fair.

When choosing instructional materials and resources for student learning, schools should refer to the document "It is Beautiful" in the Archdiocesan Schools Handbook Appendix.

Catholic Educational Standards: (Arch Policy #8010) All subjects taught in the Catholic Schools of the Archdiocese of Kansas City in Kansas shall be in conformity with Catholic Church teachings, standards, and values. In addition, in keeping with Catholic intellectual tradition, emphasis is placed on the belief that an understanding of ancient and modern western civilization provides insights for understanding the foundation of democracy and Christianity and is necessary for preserving both.

Religious Education: The school staff endeavors to help the students toward eternal salvation through formal and informal instruction about God's Word, prayer, understanding the needs of others, and forgiving hurts and disappointments, so they can better model the life of Christ. The Gospel values and virtues of Jesus are incorporated throughout the entire curriculum of each school day. In accordance with Archdiocesan policy we encourage parental participation especially in the programs for the reception of the Sacraments. The children are required by Church law to have a basic understanding of these sacraments before being permitted to receive them. We also encourage parents to participate in the School Eucharistic celebrations and other para-liturgical celebrations in which the students have special roles. It is expected that all families will attend weekly Mass and Holy Days and participate in other parish activities. We ask parents to be faithful to their responsibility as the primary religious educators of their children. Our students participate in service programs, especially in an outreach to the nursing homes and homebound parishioners. Service is a Christian value which we highly encourage. We believe that not only Faith, but also good words are needed to attain our heavenly reward.

Religion Classes: (Arch Policy #8020) All Catholic Schools in the Archdiocese of Kansas City in Kansas shall teach Religion as part of their regularly scheduled curriculum.

"It is necessary that religious instruction in schools appear as a scholastic discipline with the same systematic demands and the same rigor as other disciplines. It must present the Christian message and the Christian event with the same seriousness and the same rigor as other disciplines. It must present the Christian message and the Christian event with the same seriousness and the same depth with which other disciplines present their knowledge. It should not be an accessory alongside of these disciplines, but rather it should engage in a necessary interdisciplinary dialogue. This dialogue should take place above all at the level at which every discipline forms the personality of students. In this way the presentation of the Christian message influences the way in which the origins of the world, the sense of history, the basis of ethical values, the function of religion in culture, the destiny of man and his relationship with nature, are understood. Through interdisciplinary dialogue religious instruction in schools underpins, activates, develops and completes the educational activity of the school." (General Directory for Catechesis, Congregation for the Clergy, 1998, p. 65 & p.66).

Required Subjects: Elementary Schools: (Arch Policy #8030.1) Every accredited elementary school shall teach reading, writing, arithmetic, geography,

spelling, English grammar and composition, U.S. history, Kansas history, civil government and the duties of citizenship, health and hygiene, and any other subjects that may be required by the State Board of Education. (K.S.A. 72-1101).

In addition, each school shall maintain an organized physical education program. (Article 6, Section 2(a) of the KS Constitution).

Each school shall provide a comprehensive education program in human sexuality that is consistent with Catholic Church teachings standards and values, including information about sexually transmitted diseases, especially acquired immune deficiency syndrome (AIDS). (KS Accreditation Regulation 91-31-20). (See Policy #8010). The Archdiocesan Office of Catholic Schools as well as the Archdiocesan consultant for Family Life can provide assistance re: choosing approved materials. N.B. Catholic schools shall teach the virtues (e.g. chastity, modesty, respect) associated with the Church's teaching on human sexuality but shall respect the right and responsibility of parents to be their children's first teachers regarding the biological aspects of sexuality.

Field Trips: (Arch Policy #8040) Field trips are school-sponsored events that should be extensions of the instructional/formation process. The Archdiocese of Kansas City in Kansas recognizes the importance and value of trips for educational and formation purposes and appreciates that visits to places of cultural, educational, or religious significance can further enrich the lessons of the classroom. This policy permits principals and/or assistants/vice principals to approve of field trips. The following parameters should be taken into consideration when any field trips are being planned. They are as follows:

- The field trip shall have stated educational/formation outcomes;
- The students shall be prepared for the observations they will make on the trip;
- The students shall participate in a follow-up assignment which will help them assimilate the knowledge/insights they have gained from the trip;
- Adequate supervision by qualified adults, including the same number of employees of the school as would be utilized during typical instruction at the school.
- Instructions are given to volunteers that describe their responsibilities, and volunteers have completed Virtus training and current with bulletins.
- Proper insurance for students, personnel, and equipment as indicated on Form C115e.
- Inclusion of a proper first aid kit and fire extinguisher.
- Permission in a written form from each student's parent or legal guardian.
- If a fee is charged for the field trip, a contingency should be made for any student member who cannot afford the trip. Ideally, a student(s) should not be excluded because of a lack of funds.

Finally, whenever possible, the teacher should make an advance visit to the site of the field trip so that any and all unforeseen circumstance, situation, and/or events could be properly planned for, so that any difficulties would be minimized.

Policies for Extra School Activities (including Field Trips): Extra school activities both on and off campus and field trips are school-sponsored events and should follow the following policies and procedures. Off campus activities include but are not limited to the annual Walk for Education, MES Track Meet, and School Picnic.

Parents/grandparents/guardians that have completed the VIRTUS training and are over the age of 21 may be invited to sponsor or drive students to field trips or other extra school activities. **Parents who have not had VIRTUS training are NOT allowed to attend extra school activities including field trips.** The teacher will determine how many sponsors/drivers will be needed and then contact those volunteers. Occasionally, due to extenuating circumstances, the number of adults allowed to attend will be limited.

Field trips are for the benefit of St. Gregory students. Siblings and/or other relatives/friends will not be allowed to attend. If adults are required to use their own vehicle to transport students on a field trip they must have taken VIRTUS, the Safe Driver training, and register their insurance with the school. In addition, for the safety of all involved, all vehicles will travel in a caravan style taking the same route and staying together. If there are any stops to be made (i.e. restroom, refreshment, emergency, etc.) the driver must notify the others in the group. The approved route and planned stops will be made by the classroom teacher. All drivers must keep in contact by phone on trips. List of numbers will be made available by the teacher.

Permission Forms: (Arch Policy #8040.1)

- In order to participate in school-sponsored field trips, students must be in a good academic and disciplinary standing. A Request for Participation Form signed by parent and teachers must be on file in the office for each school-sponsored field trip. (See Appendix Form #C115b).
- If the student does not have the form provided by the school, the parent may sign a note authorizing participation. This note must include waivers by all adults and all parents/guardians of students taking any field trip of all claims against the Archdiocese and/or the school for injury, accident, illness or death occurring during, or by reason of the field trip.

Note: Verbal permission cannot be accepted but fax transmission or a signed form that is scanned and electronically submitted is acceptable. The permission forms must be kept for at least two years.

Transportation for Field Trips: (Arch Policy #8040.3) The use of buses for transportation of students for field trips is strongly recommended. Contracted transportation must provide proof of insurance. Use of passenger vans must follow Archdiocesan policy (See Appendix Form C#115c). If private vehicles must be used, only those personally owned vehicles, whose owners carrying liability insurance for a minimum of \$100,000/\$300,000, shall be used. Confirmation of this insurance should be on file in the Principal's office. Drivers must be 21 years of age or older and have a valid driver's license (See Appendix Form #C115e).

Ten to Fifteen Passenger Van Use: (Arch Policy #8040.3.1) Effective July 1, 2003, the Catholic Umbrella Pool II has adopted the following policies governing the use of 10 to 15 passenger vans (whether owned, leased, or borrowed).

- **The use of 10 to 15 passenger vans to transport children or adults is totally prohibited beginning July 1, 2004.** Beginning July 1, 2004, 10 to 15 passenger vans may be used for cargo hauling only if all but the two front seats are removed.
- Nine passenger vans, or smaller, may continue to be used to transport children or adults. A nine-passenger van is defined as a van **designed** to transport nine passengers plus the driver for a total of ten people.

Co-curricular and Extracurricular Activities: (Arch Policy #8050) Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends.

Certain school sponsored activities should not be scheduled on Sundays. Sundays have always been accorded a special place in the life of the Church. In addition to worshipping God through the Sunday Eucharist and providing space for cultivating family life, the Church recognizes that this is a day that can also foster cultural, social and religious life. As long as activities are celebratory, communal and occasional, they would be in accord with the way we are called to live out Sundays. In the case of school sponsored activities that do not clearly fit within these criteria, the Pastor of the parish school (in the case of single parish elementary schools) or the Pastors on the board (in the case of high schools and consolidated elementary schools) in consultation with priests in the pastoral region, will make the decision to allow or disallow the activity in question. [This policy is taken from the policy statement Appendix P in the Archdiocesan Handbook for Priests.]

In providing co-curricular and extracurricular opportunities for students, schools must be highly sensitive to the rights and dignity of all students, male and female. In the context of Catholic high school athletics, schools will abide by the applicable civil laws.

Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. God created men and women to be equal yet different, so that through their complementarity they would reflect His image (cf. Gen. 1:26-28). In writing about the "ecology of man," Pope Francis states that "valuing one's own body in its femininity or masculinity is necessary...It is not a

healthy attitude which would seek to 'cancel out sexual difference because it no longer knows how to confront it." (Laudato Si)

Consequently, there may be some sports/activities that in a Catholic school will be restricted to like-sex participation, regardless of what is accepted by the Kansas State High School Activities Association (KSHSAA). (One such example of an activity that is inappropriate for mixed sex competition is wrestling.) The Superintendent of Schools, with direction from the Archbishop or his designee, will determine on an as-needed, case- by- case basis what other athletics/activities besides wrestling also should be so restricted.

In addition, Church teachings dictate that proper attire and decorum be maintained at all events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values and Catholic Church teachings. School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum.

Participation Forms and Transportation for Co-curricular and Extra-curricular Activities: (Arch Policy #8050.1)

All schools must have a Transportation Policy for co-curricular and extra-curricular programs that is communicated in writing to parents. Parents will acknowledge in writing that they have read this statement. For school sponsored activities held in a location other than the school grounds, the school will attempt to provide transportation for players, participants, coaches, and sponsors. The school will communicate in writing to parents when transportation is not provided.

In those situations where transportation is not provided, a participation and transportation release must be on file. (See Appendix Form #C115f).

Supervision for Co-curricular and Extra-curricular Activities: (Arch Policy #8050.2) Students will be supervised at all times by certified staff. The Principal shall determine the appropriate number of adults for adequate supervision as well as the responsibilities of the certified staff. Volunteers shall be instructed as to the expectations regarding their duties and responsibilities as well as the responsibilities of the certified staff. Applicable policies, if any, contained in the Archdiocesan Policies and Procedures Concerning Sexual Misconduct will be followed.

INSTRUCTION

Academic Expectations: (Arch Policy #8100) Schools will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Technology offers unique learning opportunities if used

appropriately. Each school shall establish its expectations, policies, and procedures with regard to technology and learning.

Instruction for Students with Special Needs: (Arch Policy #8130) The Catholic Schools in the Archdiocese of Kansas City in Kansas are committed to the goal of meeting the needs of students with disabilities. Students with special needs can be supported on a variety of levels: home, instructional interventions, minor adjustments in classroom and school setting, and potentially in partnership with the local public school district where the student resides if the student meets the criteria for an Individualized Education Program (IEP) through the public school district. The Teaching All God's Children Intervention Circle (see appendix in the Arch Handbook) is a chart that represents the support of students with special needs provided by the Archdiocese of Kansas City in Kansas. See below for specific service provided by Perfect Wings to assist schools in serving student with special needs.

While Catholic schools strive to support students with special needs, Catholic schools may not be able to provide a comprehensive special education program that mirrors what is offered in public schools for students with disabilities. In the event the learning center or resource center at the Catholic school becomes the primary educational setting for the student with special needs, the student's placement in Catholic school must be reevaluated. The goal for providing all supports for students with special needs is for the student to become as independent as possible. Any individual working with students and/or staff must do so in accordance with policy #3220.1 and #3220.2.

Perfect Wings offers the following services to support schools in serving students with special needs:

- Professional Development
- On-site consultation and transition planning
- Perfect Wings newsletter
- Link to community and state resources
- Mission focus

Individual Education Plans (IEP's): (Arch Policy #8130.1) Catholic Schools may provide learning support services to students with special needs. However, if a student meets the criteria, a student may be provided an IEP from the public school district where the student resides. The public school district is responsible for the creation and implementation of the IEP. The Catholic Schools in the Archdiocese of Kansas City in Kansas will make every reasonable effort to support the student's IEP in the Catholic School setting. However, special education services (e.g. specialized instruction, occupational therapy, speech therapy, physical therapy) are provided by the public school district responsible for implementing the IEP. Concerns regarding the creation or implementation of the IEP must be directed to the public school district.

St. Gregory students with IEP's will receive special education services at Marysville Elementary School and transportation will be provided by USD #364.

Kindergarten Readiness - "Ages and Stages" (Brooks Publishing): (Arch Policy #8315)

Administered August 1st - September 20th

Kansas Assessments: (Arch Policy #8320) All Kansas students at the designated grades including special education students and English Language Learners (ELL) are tested. Special Ed students are excluded from traditional testing only when the student's IEP specifically states it and an alternative assessment is to be given. ELL's must participate in the State Assessments unless they are recent arrivals. Recent arrivals are defined as ELL students who have attended any U.S. school for less than 1 calendar year from the date the assessment window opens.

The Kansas assessments are based on the Kansas Curriculum Standards in five subject areas. MATHEMATICS — Administered annually: Grades 3-8 and 10--usually administered between February and April. ELA (ENGLISH LANGUAGE ARTS) — Administered annually: Grades 3-8, 10 -- usually administered between February and April. SCIENCE (Grades 5, 8 and 11), and HGSS (HISTORY, GOVERNMENT and SOCIAL STUDIES (Grades 6, 8 and 11) – Administered annually.

The Local Performance Option for each assessment is also available through the University of Kansas Center for Testing and Evaluation.

Accommodations for State Assessments: (Arch Policy #8320.1)

Accommodations are **NOT** limited to students with disabilities. Students' with 504 plans, English language learners, students who receive Title I services, students with IEPs and occasionally students in the general education setting may need accommodations for the State Assessments. The following are guidelines developed by KSDE for Accommodations for State Assessments.

From Kansas Guidelines for Determining State Assessment Accommodations for Students with Disabilities:

- An accommodation must not change what is being measured. i.e. An accommodation would be allowing a student to read the test aloud to him/herself rather than reading silently.
- Any student may receive an accommodation when it is appropriate for that student; however, that student must regularly receive the accommodation during routine class assessment activities. i.e. a student may not leave the regular education classroom and test individually in the learning center unless this student always goes to the learning center for testing.
- Accommodations are given on an individual basis. i.e. when you have a student that has the accommodation of having the directions read orally, you cannot read the instructions to the entire class. The directions can only be read orally to the identified student.
- If any student receives an accommodation(s), that accommodation(s) must be documented as required by KSDE.

For additional information on accommodations go to www.kansped.org/ksde/assmts/9assmts.pdf. Specific accommodation questions may be directed to the Associate Superintendent for Student Services/Perfect Wings Coordinator of the Archdiocesan Office of Catholic Schools or the State Assessment Coordinator, Dr. Cheryl Randall at 785-296-3996.

NCEA ACRE Assessment program: (Arch Policy #8340)

(Assessment of Catechesis Religious Education)

Schools in the Archdiocese of Kansas City in Kansas have the opportunity to administer the ACRE (Assessment of Catechesis Religious Education) to students in grades 5,8, and high school. The Religion subject area committee recommends that schools administer this test as a pre and post assessment tool. The purpose for using the ACRE is not to compare schools but rather to provide an individual school with the opportunity to evaluate the effectiveness of its religious instruction.

The ACRE is recommended to be used:

- Test 1 (Grade 5) End of 5th
- Test 2 (Grade 8) End of 8th/ Beginning of 9th
- Test 3 (Grades 11-12) Junior or senior year

Principals order materials directly from CAL (Computerized Assessments & Learning). See the ordering and billing information below.

Costs and Further Information on the Assessment of Catechesis and Religious Education

Costs - *The Archdiocesan Office of Catholic Schools will reimburse the school for \$1.75 of the answer sheet or scoring cost.*

Testing Window - *Consult the Archdiocesan Office of Catholic Schools calendar for current testing window dates.*

Ordering Information - *Computerized Assessments and Learning (CAL) prefer online orders. Schools will be invoiced for the booklets and for the answer sheet/scoring costs. The school will request reimbursement from the Archdiocesan Office of Catholic Schools for \$1.75 of the answer sheet/scoring cost.*

-To order, contact Computerized Assessments and Learning (CA&L) call toll free (866) 406-3850 or order online at <http://ncea.caltesting.org/>.

Reporting of Scores - *Student scores are normed with other Catholic schools across the country. (SOR classes are now normed separately). Scores for 8th graders will be forwarded to the Catholic high school(s) of their choice.*

Additional Testing: (Arch Policy #8350) Principals, at the local school's expense, may choose to administer additional tests.

Public Release of Assessment Results: (Arch Policy #8360) It is the policy of the Office of Catholic Schools of the Archdiocese of Kansas City in Kansas not to release or publicly discuss any test results for individual schools. The purpose of assessments, especially the Kansas Assessments, is to help individual schools determine areas for improvement rather than to compare schools.

Parents/Guardians may contact individual schools for such information. The decision regarding whether to release information is made by individual schools. Schools are not to release assessment information that compares individual Catholic schools.

Grading: Grades provide an indication of academic progress. Reports of grades will be made to students and parents or guardians by quarters. Each quarter represents approximately nine weeks of class work. Two-quarter grades are averaged along with semester examinations to produce the semester grade. Uniformity of grading shall be conscientiously maintained throughout each quarter. This means that similar quality of work shall receive a similar grade from all teachers. Our school uses the Archdiocesan report cards for students in grades K-6 and the Archdiocesan grading scale for students in grades 3-6.

The 3-6 grading scale is as follows:

100 = A+	99-96 = A	95-94 = A-
93-92 = B+	91-89 = B	88-87 = B-
86-84 = C+	83-78 = C	77-75 = C-
74-73 = D+	72-70 = D	69-68 = D-
below 68 = F		

Report Cards: (Arch Policy #8370) Report cards for each student in the Catholic Elementary Schools in the Archdiocese of Kansas City in Kansas shall be readily available to parents. These reports shall provide the parents with valuable and pertinent information about student development and performance. Beginning no sooner than 3rd grade, letter grades and/or percentages may be used to indicate student achievement. (If letter grades are used, the following percentage equivalency applies and is printed on the report card: 94-100 = A; 87-93 = B; 75-86 = C; 68-74 = D; 67-below = F). Every effort should be made to provide parents with as much information as is reasonable and useful regarding how the grade was determined.

Guidelines for Reporting to Parents/Guardians: (Arch Policy #8380) All K-12 report cards, as well as the individual student results from various assessments, should be seen as a means of communication reflecting a child's progress. Both strengths and areas of improvement should be shared with the child's parents/guardians. Grades should reflect the degree to which a student has mastered expected outcomes and should not reflect punishment for behavioral issues unless those behavioral issues directly relate to the achievement outcomes. Behavioral issues should be addressed in a separate area of the report card.

EduConnect: Parents may check their student's current grades and attendance by logging on to St. Gregory Catholic School EduConnect web-site. Each parent is issued a password from the office. If you have lost or forget your password, you can request this information from the school office. We cannot give out passwords by e-mail or over the phone due to confidentiality and security. This is the first year St. Gregory will be using the EduConnect platform. (PowerSchool was previously used.) As we begin using this new platform, we will send home information to parents to help them learn how to use the new platform.

Homework: Students should spend some time each evening doing class assignments or engage in profitable reading, studying flash cards, and/or spelling words. Homework is an opportunity for a student to become proficient in the skills and concepts presented in the classroom. Students benefit from a quiet atmosphere free from distractions. When a student is unable to do assigned work, he/she should

be encouraged to ask the parent or teacher for help. In order to stress the development of responsible students, we strongly encourage parents NOT to bring forgotten supplies (including homework) to school. **Students will not be allowed to call home for forgotten homework.**

General School Policies

School Hours: The school day begins at 8:00 a.m. and ends at 3:40 p.m. daily. The main school door will be opened at 7:40 a.m. Pre-School sessions are from 8 to 11 a.m. and 12:40 to 3:40 p.m. The only door to be unlocked will be the main entrance (north doors) until 8:10, after that time, persons will need to be admitted by an adult in the building. All doors are locked during the school day. This is to ensure the safety of our students. All doors are fire doors and may be readily opened from the inside when necessary. We discourage student arrivals before 7:40 a.m. We are not liable for students who arrive early. Students arriving between 7:40 and 8:00 a.m. should report to the Multi-Purpose Room and will be supervised until the start of the school day.

School Cancellation: Because of bus service, St. Gregory school year generally follows that of Unified District #364. The exception will be when in-service or other special days are called by the principal or our Archdiocesan School Superintendent. In case of inclement weather, late starts, early dismissal, school cancellations, and other emergencies notice will be given by the radio station KNDY AM 1570 or FM 103.1, T.V. stations WIBW-Channel 13, KSNT-Channel 27, KTKA-Channel 49 through e-mail and on the St. Gregory School Facebook page. On other occasions parents will be notified by a school newsletter or e-mail.

School Lunch: St. Gregory Catholic School participates in the lunch program provided by USD #364. Our program is designated as "Serve". This means that each plate contains each menu item. Every lunch is planned to include all five food groups: fruit, vegetable, protein, grains, and milk. Students are encouraged to try all of the foods on their plate. Lunch prices are set by USD #364.

A lunch menu will be sent home at the beginning of each month. Money will be collected and kept under a family's name. Both lunches and milk are charged to the same account at each purchase. As the credit balance declines, parents will be notified. Written notification of outstanding balances will be sent home with students in their navy blue folder. Please be sure to look for these notices.

Sack lunches may not include candy or pop. Parents should limit sugary treats and desserts. "Fast Food" is not appropriate for sack lunches. **Meals purchased at fast food outlets to be consumed at school must not be brought to school in their original containers. Caffeinated beverages are not allowed in sack lunches to be consumed in the cafeteria.**

Meal Charge Policy: Children who are participating in the paid or reduced rate lunch program, but do not have money in their account or in hand to cover the cost of the meal at the time of service may charge the meal to their account up to 5 times not to exceed a debt of \$20. Written notification of outstanding balances will be sent home with the students in their orange folder. If money is not added to the account

after the 5th charge, parents will be called and asked to send lunches with their child(ren) until payment is made.

Those who have not paid their lunch balance in full at the end of the school year may not register their child(ren) for the following year and may not have records forwarded to other schools until payment is received. Sixth graders may not participate in Promotion activities until all fees are paid.

If money remains in the family's school lunch account, at the end of their enrollment at St. Gregory the Great Catholic School, families will be reimbursed for the amount in their account as long as it is above \$5. If the family's school lunch account is at or below \$5, at the end of their enrollment at St. Gregory the Great Catholic School, the family will not be reimbursed this amount.

Lunchroom Guests: Parents or other family members are always welcome to have lunch with their child. We ask that you call the school office before 9 a.m. to have a lunch ordered. Meals such as pizzas or other "fast food" cannot be brought in for a group of students or class without prior permission from the principal.

Library: Students are assigned times for library use. Teachers also work with the librarian in providing special time for research and other group work. The librarian will familiarize all students with the book check out and return system, with the use of reference materials, Accelerated Reader, and with rules of behavior for the library. Fines are assessed for damaged or lost library books. All library books need to be returned at the end of the school year.

Textbooks/Supplies: Textbooks are the property of St. Gregory School. Textbooks will be provided by the school and must be properly cared for. Contact paper is not permitted for book covers. The student is responsible for the books assigned to him or her. Textbooks taken home must be in backpacks or book bags. Fines will be imposed for excessive wear of the books. Students will not be allowed to have backpacks with wheels; because they damage steps and lockers.

Returned Checks: Checks written to St. Gregory School and returned to the bank for any reason for any school fees (including the food service program and PTO) will be charged \$30.00 for each returned check. Payment for the insufficient check must be made by cash, certified check or money order.

Student Money: Students are discouraged from bringing money to school other than for school functions and expenses. If it is necessary that a child bring personal money to school, it should be left in the school office before school and picked up after school.

Confidentiality: Teachers, staff, and principal, will keep confidential student information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Accreditation – Cognia and State of Kansas: (Arch Policy #9000) The schools in the Archdiocese of Kansas City in Kansas are expected to be accredited by the State of Kansas as well as Cognia™. Cognia™ offers many training workshops and

webinars each year. Principals and teachers are strongly encouraged to attend training sessions each year, as time and resources permit.

Cognia™ is a global school accreditation organization utilizing rigorous research-based standards to examine the performance of the entire school. At the conclusion of a 5-year cycle, an Engagement Review Team evaluates the school based on the three domains of leadership capacity, resource capacity, and learning capacity. The review team shares positive feedback on great practices occurring at the school, and provides information on areas of improvement.

Cognia™ Contact in the Archdiocesan Office of Catholic Schools:

Allison Carney, Associate Superintendent
Kansas Cognia™ Advisory Council Team Member
Phone: 913-721-1570, ext. 138 or 913-647-0332 (direct line)
Email: acarney@archkckcs.org

Cognia™ Contact: Shannon Vogler, Director of Client Services
Phone: 888-413-3669, ext. 5801 Email: shannon.vogler@cognia.org

The Archdiocesan office of Catholic Schools provides support to schools throughout the process. In addition to Cognia™ accreditation, Catholic schools are expected to maintain accreditation through the State Department of Education.

Archdiocesan Guidelines for School Fund-raising: (Arch Policy #9020) Fund-raising activities/events should be in keeping with the doctrine of the Catholic Church and accepted legal practices. Activities that require students to solicit from strangers are not appropriate. Approval of President (Secondary schools), the Principal and/or Pastor/Board chair (in the case of single parish elementary and consolidated elementary schools) must be obtained before fundraising activities are conducted and before any monies generated from fund-raising efforts are dispersed.

Funds should be maintained in an approved school account, under the control of the school President or Principal. At the end of the fiscal year, any funds in excess of an amount predetermined by the President (in the case of secondary schools), Principal/Pastor/Board chair (in the case of parish elementary or consolidated schools) should be deposited into the school's general fund. An independent review of finances with regard to fund-raising shall be conducted annually by an independent reviewer with the appropriate expertise.

Child Protection – Virtus Training for Adults and Volunteers: (Arch Policy #9060) The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

Child Protection – Virtus Training for Students: (Arch Policy #9070) Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

Parties/Dances: (Arch Policy #9240) Catholic Schools in the Archdiocese of Kansas City in Kansas shall assume full moral and legal responsibilities for student parties that they sponsor. This responsibility includes parties that are held on the school premises or other locations. Care should be taken to ensure that social activities are age and developmentally appropriate and are in keeping with the Church's views on the purpose of dating, (which is ultimately to prepare individuals for Catholic marriage. For example, while date dances/mixers may be acceptable at the high school level, these events are not appropriate activities for 8th grade or younger students. In addition, date dances at the high school level are provided as Catholic dating opportunities for students, and their participation is to reflect this.

In the cases where parents are sponsoring events or parties that are not considered school-sponsored events, the schools must not be involved with the organizing, promotion, or any other aspects of the events.

Photographs: (Arch Policy #9250) In order to use/reproduce photographs of school community members, schools must obtain the permission of the photographed subject (See Appendix Forms #C129 & C130).

Prayer: (Arch Policy #9260) Prayer shall be an integral part of each school day in all elementary and secondary schools of the Archdiocese. It will be the responsibility of the Principal to design and implement a plan for frequent and regular prayer activities for students and faculty/staff.

St. Gregory Technological Resources Policy: St. Gregory School provides guidelines for Internet and computer use in accordance with Archdiocese Policy. All users will be provided with a written copy of guidelines and must give written agreement to the terms and conditions as stated. Parents must acknowledge in writing that they have received the guidelines. **Students are not allowed to access the internet at school until this policy has been signed and returned.**

Privileges: The use of the Internet is a **privilege, not a right**, and inappropriate use will result in a cancellation of those privileges. Students who receive access will participate in a discussion with the appropriate instructor / system administrator pertaining to the proper use of the network. The system administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access.

Net Etiquette: Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Message should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Cyber-bullying in any way, shape, or form is strictly prohibited. Students who participate in cyber-bullying can depend on receiving consequences. Students who feel they have been the target of cyber-bullying should report it to their parents and the school principal.
- Do not reveal personal addresses or phone numbers or the addresses and/or phone numbers of fellow students or other school personnel.

- Illegal activities are strictly forbidden, i.e. the illegal copying or installation of software, or violation of copyright laws.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that another user's work would be disrupted or invaded.

St. Gregory School and its personnel make no warranties of any kind, whether expressed or implied, for the service it is providing. St. Gregory School and its personnel will not be responsible for any damages suffered. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. This is to say that St. Gregory School is not responsible for the accuracy or quality of information obtained.

Security: Security on any computer system is a high priority, especially where the system involves many users. If a user feels he / she can identify a security problem on the Internet, the user, is to notify the system administrator or classroom teacher. A security problem could mean that the user has gained access to data in error. Attempts to access the Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, of the Internet or any agencies or other networks that are connected to the Internet. This includes, but is not limited to the uploading or creation of computer viruses.

Plagiarism: All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites.

Communication over the network should not be considered private. Professional supervision, system maintenance, and other interactions may require review and inspection of directories and messages.

The Acceptable Use Policy for Technology must be signed and turned in to the School Office.

Cellular Phones/Electronic Devices: Students are not allowed to carry cell phones with them at school or on the school campus including the school building, parish hall, church, playground, and bus line as well as on school sponsored field trips. All cell phones need to be turned off and stored in the student's locker during school hours. Electronic devices such as I-Pods, tablets, electronic readers, CD/DVD players, electronic games, etc. are not allowed at school unless special permission is granted by the principal.

Student Supervision: (Arch Policy #9330) Students will be supervised at all times by staff. When possible, staff should carry school issued cell phones to ensure timely communication in the event of an emergency. "Walkie-Talkies" or two-way

radios are not a substitute for cell phones. While supervising students, staff may only use cell phones for emergency calls. The use of parent volunteers to assist staff on an ongoing basis is discouraged. Volunteers may be used for special situations (e.g. field trips). Volunteers shall be instructed as to the expectations regarding their duties and responsibilities as well as the responsibilities of the certified staff. Applicable policies contained in the Archdiocese Sexual Misconduct Policy will be followed. All parent volunteers must be Virtus trained and approved by the Principal. The Principal shall determine the appropriate number of adults for adequate supervision.

Technological Resources: (Arch Policy #9340) The use of technological resources, including but not limited to, eReaders, cell phones, mp3 players, computers, mobile devices, wifi, WAN/LAN, intranet, cameras, is encouraged to support and enhance educational goals and objectives. Using technological resources is a privilege, not a right.

Each school must provide written protocol for the terms and conditions for use of technological resources. This protocol shall include stipulations for using personal devices/programs/applications that students and faculty/staff may bring to school or school sponsored events/activities. Parents, students, faculty and staff must acknowledge in writing that they have received the protocol. In addition, in order to assure child safety and protection, schools shall maintain filtering software on all school-issued devices used by and/or accessible to students.

Anyone who uses technological resources will participate in a discussion with the appropriate instructor/administrator pertaining to the proper use. The administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access. In addition, all students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The school will develop a curriculum in compliance with the Children's Internet Protection Act, as well as Catholic teachings.

Parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese: (Arch Policy #9340.1) The following are to be followed by all schools of the Archdiocese of Kansas City in Kansas.

Schools technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner.

The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.

3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. The School is not responsible for damages to any party arising from the use of any School technological resource.
6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.
7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secret.
12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.
13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary.

Parameters for acceptable use of non-school technological resources: (Arch Policy #9340.2) Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to non-

school technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use.

Traffic Safety: (Arch Policy #9350) Before the opening of the school year, the Principal should arrange with local police officials for the protection of children who cross traffic intersections on their way to and from school. In addition, the Principal should develop an on-site traffic plan that is communicated in writing to parents.

Student Dismissal: For the safety of all our students the following procedures for picking up students will be in effect. All incoming traffic must enter through the North gate. Parents are asked to park their vehicle facing **EAST** and form rows of 5 or 6 cars across with other cars filling in behind the ones in the front row. Vehicles should **NEVER** drive across the north/south crosswalk painted on the playground.

Parents of students in grades Pre-K thru 3 must walk to the students' waiting area to pick up their child. When leaving the parking lot, parents are asked to wait until the car in front of them has left before they proceed to leave by the East gate. Please do not pull around other cars to exit. We insist that parents drive slowly and safely on the parking lot for the safety of our students. Pets are not allowed on the parking lot at any time.

Students riding buses will be expected to wait in quiet orderly lines for buses to arrive. Students walking home should wait in the assigned area to be escorted to the appropriate crosswalk so that crossing guards may provide adequate supervision. Students will be escorted across 14th and Carolina and across 14th and Center Streets. Students will not be allowed to cross these streets on their own. If students wish to change their way of leaving school at the end of the day, (e.g. not riding the school bus or going to someone else's home), we must be certain parents are aware of this change. Parents must notify us, preferably in writing, but at least orally. Please notify the school office if your child is to leave school with someone other than parent, relative, or caretaker. The school reserves the right not to release a child to an unauthorized person.

Parents who will be coming into the school for business or conferences are asked to park on the street or near the north side of the parking lot so as to not block the flow of traffic. During the school day, parents are asked to park on the street when coming into the school because we use the parking lot as a playground.

In case of inclement weather, students are dismissed from inside the school. Parents must come in to the school in order to pick up their students. To inform parents of indoor dismissal a red poster will be hung in the school office window. Parents should look for this poster when entering the school parking lot.

Parents/Visitors/Volunteers: Parents are always welcome to visit the school. Anyone desiring to visit a classroom should make advanced arrangements with the principal. Parents should not plan to have a conference with the teacher at the time of the visit while the teacher is responsible for all the students in the classroom. **Parents and volunteers are asked not to drop in on their child's classroom while in the building.** For the safety of the children, all doors are locked during the

school day. **Everyone, including parents, coming into the school for any reason during school hours must first stop at the school office, sign in, and pick up a Visitor's badge. No one is to go directly to a classroom.** All visitors/volunteers must report to the school office. All School Volunteers in our Archdiocese who interact with children will be required to attend a Virtus/Protecting God's Children Awareness Session (virtus.org).

ACTIVITIES

Birthday Celebrations: We are happy to celebrate important occasions such as your child(ren)'s birthday(s) at school; however **simple** treats are recommended and **SMART Snacks are encouraged.** (Please see the list of SMART snacks below.) Extravagant parties or elaborately decorated cakes are not allowed. Treats will be distributed at a time determined by the teacher. Birthday balloons, flowers, etc. delivered during the day will be kept in the school office and will be sent home at the end of the day. Students are not allowed to pass out invitations for home parties at school. We encourage students who have summer birthdays to celebrate their **Half-Birthday.** In that way we avoid trying to celebrate all summer birthdays in the last few days of school.

Classroom Parties: Classroom parties are held for holidays during the school year. St. Gregory PTO is in charge of planning for room parents for the parties. It is **required** that parents/grandparents/guardians have completed VIRTUS training to attend these celebrations. **No adult will be allowed to participate in classroom activities unless they have had VIRTUS training.** Parents who are in charge of bringing snacks for classroom parties are encouraged to bring SMART Snacks. (Please see the list of SMART Snacks below.)

St. Valentine's Day: Balloons and/or other gifts delivered to school are discouraged. Please make arrangements to have them delivered to your home. If gifts are delivered to the school during the day, they will be kept in the school office and will be sent home at the end of the day.

SMART Snacks:

Why are Smart Snacks important?

- 1.) More than a quarter of kids' daily calories may come from snacks.
- 2.) Kids who have healthy eating patterns are more likely to perform better academically.
- 3.) Kids consume more healthy foods and beverages during the school day. When they are Smart Snacks, the healthy choice is the easy choice.
- 4.) Smart Snacks Standards are a Federal requirement for all foods sold outside the National School Lunch Program and School Breakfast Program.

For more information on SMART Snacks visit the USDA website and search "SMART Snacks" or click on the following link to view a PDF with information about SMART Snacks: <https://fns-prod.azureedge.net/sites/default/files/tn/USDASmartSnacks.pdf>

Examples of SMART snacks:

- Fresh fruit/vegetables with low fat dip
- Fruit parfaits

- Mix unflavored popcorn with dry roasted peanuts and a handful of raisins.
- Applesauce cups
- Fruit cups
- Fruit kabobs
- Pretzel sticks
- Ants on a log – pretzel, graham cracker, or celery with peanut butter and raisins on top
- Mini peanut butter and jelly sandwiches
- Popcorn popped in canola oil
- Bananas or apples with peanut butter
- Cheese (string, sliced, or cubed)
- Low fat yogurt in cups or squeeze tubes
- Whole grain crackers - graham crackers, animal crackers, goldfish crackers
- Trail mix
- Whole grain cereals
- Mini muffins
- Peanuts
- Dried fruit mix
- Cheese and crackers
- Granola bars
- Baked tortilla chips with guacamole
- Sugar-free pudding cups

School Pictures: Individual school pictures are taken each fall. Students in grades K-6 are required to wear their school polo for the fall school pictures. Individual pictures are also taken in the spring. Students do not have to wear their polo for the individual spring pictures however their dress must be in compliance with the appropriateness standards of the dress code. Class pictures of students are taken in the spring. For the class picture students in grades K-6 are required to wear their school polo.

Students Attending Community Events: We give witness to our Christian principles by our behavior at all events in all places. The student is a St. Gregory student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by St. Gregory School officials. This includes acts of cyber-bullying.

Bus Transportation Rules – Policy of USD #364: (NO POP CONTAINERS ALLOWED ON THE BUS!) All students riding buses shall adhere to the following disciplinary and safety rules —

1. Bus passengers are to remain in their seats until the destination has been reached and the bus is stopped.
2. If seats are assigned by the bus driver, the assigned seat must be occupied until permission is given to make changes.
3. Pupils must be on time – the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push fellow students.

5. Bus passengers are to remain facing forward at all times while the bus is in motion.
6. No person will be permitted out of his/her seat while the bus is in motion.
7. Students are not to talk with the driver while the bus is in motion.
8. TALKING IS PERMITTED IN A LOW CONVERSATIONAL VOICE TO THOSE IN THE SAME SEAT OR DIRECTLY ACROSS THE AISLE. LOUD TALKING OR CALLING TO PEOPLE IN OTHER SECTIONS OF THE BUS IS FORBIDDEN.
9. Paper is to be kept off the floor. The cleanliness of the bus depends upon the cooperation of every student riding the bus.
10. Obscene or vulgar talk is absolutely forbidden.
11. For the safety of all concerned, students are not permitted to have hands or head out of windows at any time.
12. Any person willfully damaging or marring a bus will be held responsible for such action.
13. The bus driver is in charge at all times when students are on the bus.
14. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
15. Radios and electronic games will not be allowed on the buses. Students who fail to follow the district regulations regarding conduct while riding a school bus shall be reported to the Director of Transportation by the driver. The Director of Transportation shall report such incidents to the building principal. The penalty for violating such rules shall be determined by the building principal.

Bus Consequences when Reported to Building Principal by Director of Transportation – Policy of USD 364

1st Violation – Student assigned a seat. Parent notified by Principal.

2nd Violation – Report to Principal. Principal, student, parent conference. One week bus suspension

3rd Violation – Report to Principal. One month bus suspension.

4th Violation – Report to Principal. Bus suspension for remainder of school year.

Note: The bus driver may take steps prior to notifying the principal of student misconduct on bus; however, the above steps will only go into effect upon notification to the principal by the Director of Transportation.

COMMUNICATION

Chain of Communication: Honest and consistent communications are vital for all partnerships. There is a procedure to follow when a problem arises. All problems should be brought to the right person at the time of concern. Any person having a concern will first contact that teacher with the concern at the time. Parents can do this by making an appointment with the teacher or staff member through telephone, e-mail, or written correspondence. If the concern is still not resolved with the classroom teacher, the concern should be brought to the principal. In the event that the incident is not resolved, the principal or parent may refer the concern to the pastor.

Home/School Communications: Every student at St. Gregory Catholic School has a navy blue folder. One side of the folder is marked "Return to School" and the other side is marked "Keep at Home". These folders are used to aid communication between home and school. Teachers will send home classroom newsletters,

completed papers, and other important information in the navy blue folder. On Fridays, the weekly school newsletter will also be sent home in the navy blue folder. It is the parent's responsibility to check this folder and respond when needed. Each teacher and staff member has e-mail access and will respond to parents during specified times each day. The school secretary will also use e-mail to send out information. The school website is at www.stgregorychurch.org. It contains the newsletters, calendar, and other important school information.

Buckley Amendment

St. Gregory School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-generated information regarding the child. St. Gregory School is not obligated to provide information given to the school by custodial or non-custodial parent to the other parent. We feel sharing that information is the obligation and privilege of the parent providing the information to decide if they will share that information with the other parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the principal with an official copy of the court order. To help us better know the expectations we request copies of all custody orders to be on file in the principal's office. These need to be updated each school year. The school will abide by these official papers. If there is to be an exception, it must be made in writing and signed by both parents.

STUDENT SAFETY

Safety Plans: Each classroom will have designated routes and directions to follow for fire drills, tornado drills, and other events of immediacy. The students and teachers will practice these on a regular schedule as a provision for total school safety in compliance with Archdiocese Policy.

Emergency Action Plan: The goal of St. Gregory School Emergency Action Plan (EAP) is to provide a plan that is used for any emergency, including natural disasters, violent incidents and possible terrorist acts. The purpose for the EAP is the safety and accountability of the students, faculty, and visitors. The staff will rely on crisis preparedness training, the EAP, their leadership, and problem-solving skills in responding to a variety of emergency situations. Each emergency incident will involve a multitude of factors. The staff will be flexible and adaptable in developing and implementing response strategies. Students and Staff will have emergency drills during the school year. **(Parents will be given a printed version of the Emergency Action Plan. Please note an EAP cannot account for all emergency and disaster situations and is only a guideline to be used in such cases.)**

In case St. Gregory School must be evacuated, the following procedures will be enacted. The primary evacuation site will be St. Gregory Church Hall. In case that site is inappropriate, the students, under the supervision of their teacher, will walk to the Knights of Columbus Hall. Students will be dismissed from either site or the school only to their parent/guardian or other relative/friend/daycare provider designated on the school emergency form. Each child will be signed out through the designated representative of St. Gregory School (i.e. Principal, Secretary, Lead

Teacher). The decision to dismiss students for bus transportation or to whom the student(s) are released to is at the discretion of St. Gregory personnel.

In cases of critical medical emergency at school, the Principal (or her designee) will call 911. To the best of our ability, we will follow your predetermined wishes on the emergency form. It is imperative that the emergency form be kept up-to-date. Therefore, please inform the office of any changes.

Parents should know that access to school during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on radio, television, and the Internet about emergency procedures and updates. In any case, student and staff safety is our first priority. All procedures are designed for their protection.

Bicycles, Roller Blades, Scooters, and Skateboards: Students should park bicycles in the parking area on the grounds. Students may not use their own or another student's bicycle, roller blades, scooter, or skateboard during the day. Bicycles, scooters, and skateboards must be walked on the school and church premises and across the street. Students must obey all traffic laws when going to and from school.

St. Gregory School is not responsible for bicycles, roller blades, scooters, and skateboards when brought to or left at school.

Gun Free/Smoke Free Buildings and Grounds: Firearms of any nature are not allowed on the playground or carried into the school. St. Gregory School and its grounds are a Smoke-Free Zone.

*** The administration reserves the right to amend these policies at his/her discretion.**

K-6 Grade Uniform Policy for St. Gregory the Great Catholic School

The purpose of the St. Gregory the Great Catholic School uniform policy is to foster self-respect, modesty, and self-discipline within our students. Uniform dress among our students affects the attitude and self-image of the student, it instills a spirit of confidence, and it promotes pride in our school. The uniform policy also reinforces the concept that a person is defined by who they are, not what they wear. Students are required to wear the adopted school uniform in its intended purpose. A student's appearance should not detract from nor disrupt the educational process. All clothing must be clean, neat, modest, fitting appropriately, and in good repair. Purchase of uniform polos, uniform sweaters, and school t-shirts with school logo may be made through IdntiTeetz. Classic navy plaid skirts and jumpers must be purchased through Lands' End and be the approved styles. Khaki and Navy pants, shorts, and skirts may be purchased from anywhere.

2021 – 2022 School Dress Code	
Shirts	<p>Monday</p> <ul style="list-style-type: none"> - Students may wear a St. Gregory T-Shirt with logo or a school polo <p>Tuesday through Friday</p> <ul style="list-style-type: none"> - <u>Navy or White polos with new school logo</u> (No polos with old logo) - A school polo must be worn under uniform jumpers. - Plain, solid color long sleeve shirts under polos (no hoods on undershirts) - Students are encouraged but not required to tuck in their shirts
Pants	<p>Monday</p> <ul style="list-style-type: none"> - Pants of any color may be worn - Athletic material bottoms may be worn only on Monday. <p>Tuesday through Friday</p> <ul style="list-style-type: none"> - <u>Khaki or Navy Pants</u> - Must be solid in color - Must be dress attire. No sweat pants, jeans, or athletic material pants
Shorts/ Capris During the 1st & 4th Quarters Only	<p>* Length of bottom hem on shorts must be longer than fingertip length when arms are held at the sides.</p> <p>Monday</p> <ul style="list-style-type: none"> - Shorts and capris of any color may be worn - Athletic material bottoms may be worn only on Mondays. <p>Tuesday through Friday</p> <ul style="list-style-type: none"> - <u>Khaki or Navy shorts or capris</u> - Must be solid in color - Must be dress attire. No sweat pants, jeans, or athletic material.
Skirts/ Jumpers * For Girls*	<p>* Length of bottom hem on skirts must be longer than fingertip length when arms are held at the sides.</p> <p>* Shorts, tights, or leggings must be worn under skirts for modesty.</p> <p>* During the 2nd and 3rd Quarters skirts must be worn with leggings that cover to the ankle.</p> <p>Monday</p> <ul style="list-style-type: none"> - Skirts of any color may be worn - Printed, striped leggings/socks/tights allowed under skirts <p>Tuesday through Friday</p> <ul style="list-style-type: none"> - <u>Khaki or Navy solid color skirts or Lands' End Classic Navy Plaid Skirt or Jumper</u> For plaid skirt or jumper order online at www.landsend.com Preferred School #900183617 Jumper may be ordered with or without the school logo - Skirts must be made of a dress fabric. No skirts made of sweat pant, jean, or athletic material. - Plain, solid color leggings/socks/tights under skirts or jumper

Other Uniform Policies		
General Policies	No clothing that is ripped, torn, or has holes in it No tight bottoms of any kind No leggings or tights worn as pants No shorts or skirts shorter than fingertip length. No tear-away athletic pants.	No sleeveless attire (Shoulders must be covered.) No tops that do not extend over the waistline of bottoms. No clothing with inappropriate stamped or printed messages, pictures, symbols, or labels.
Belt	Brown or black dress belt is optional for students when bottoms have belt loops.	
Sweaters	Only school uniform sweaters with the school logo are allowed to be worn in the classrooms. Students may wear sweaters of any brand to and from school and when they go outside.	
Jackets or Coats	Jackets or coats must be worn when temperatures outside are 60° and below including wind chill. Outerwear must be removed when entering a classroom and placed in the student's locker. No jackets or coats shall be worn in the classrooms.	
Shoes	Must be closed-toed and have a back (i.e. no flip-flops, Crocs, or similar). - On PE days students are encouraged to wear tennis shoes. - For Girls: Footwear should not have a heel greater than ½ inch.	
Hair	Style must not be distracting to classroom learning. Hair must be the student's natural color. No fads. For Boys: Hair must be cut short, combed and neat in appearance. For Girls: Hair accessories should be conservative in size and color and be complimentary to the uniform.	
Jewelry	The wearing of jewelry is discouraged for safety reasons. Watches are acceptable. Jewelry must be minimal in size and not distracting to learning in the classroom. Girls only may wear earrings of moderate length and design. Girls may only wear one earring in each ear.	
Misc.	Make up: is not appropriate. Scarves: are not to be worn in the classroom. Hats: are not to be worn during the school day unless approval has been given.	

Spirit Days: On Mondays and other designated days throughout the year, students will be allowed to wear a **St. Gregory Logo T-shirt** with bottoms of their choice.

Dress Code for Non-Uniform Days: Occasionally, for special events, non-uniform days may be held. The general uniform policies above, as well as the policy for shoes, hair, and jewelry, applies on non-uniform days.

Violations and Consequences:

- For the first violation, parents will be informed with a violation notice sent home from the teacher in the student's blue folder. Parents are asked to acknowledge receipt of the documentation by signing the violation notice and returning it to the student's teacher or the school office the next school day.
- For the second violation, the teacher will contact the parent either by phone or e-mail and send home a second violation notice to be returned to the school the next day. The student will also be sent to the office to find clothing that complies with the uniform policy.
- Any subsequent violations will result in a call to the parents from the school office to bring appropriate clothing for the student to change into.

Violations of modesty requirements will be sent to the office right away to find appropriate clothing that complies with the uniform policy. If this is not possible, the school office will call parents to bring appropriate clothing.

* Administration reserves the right to determine violations of the uniform policy.

APPENDIX B:

St. Gregory the Great Catholic School: **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

This policy must be signed and returned to the office before student technology use.

St. Gregory the Great Catholic School provides access for student use of computer technology for use of the Internet and transmission of data or other information across the network infrastructure. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical, moral and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with the following guidelines:

Technological Resources: (Arch Policy #9340) The use of technological resources, including but not limited to, eReaders, cell phones, mp3 players, computers, mobile devices, wifi, WAN/LAN, intranet, cameras, is encouraged to support and enhance educational goals and objectives. Using technological resources is a privilege, not a right.

Each school must provide written protocol for the terms and conditions for use of technological resources. This protocol shall include stipulations for using personal devices/programs/applications that students and faculty/staff may bring to school or school sponsored events/activities. Parents, students, faculty and staff must acknowledge in writing that they have received the protocol. In addition, in order to assure child safety and protection, schools shall maintain filtering software on all school-issued devices used by and/or accessible to students.

Anyone who uses technological resources will participate in a discussion with the appropriate instructor/administrator pertaining to the proper use. The administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access. In addition, all students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The school will develop a curriculum in compliance with the Children's Internet Protection Act, as well as Catholic teachings.

Parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese: (Arch Policy #9340.1) The following are to be followed by all schools of the Archdiocese of Kansas City in Kansas.

The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.
3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user

- with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
 5. The School is not responsible for damages to any party arising from the use of any School technological resource.
 6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.
 7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
 8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
 9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
 10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
 11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secret.
 12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.
 13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary.

Parameters for acceptable use of non-school technological resources: (Arch Policy #9340.2) Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to non-school technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use.

Expectations for all Students

Students will:

- Use technology in the manner directed by building staff and administration.
- Use technology for educational purposes only.
- Take care of any equipment and report damages, problems, or in appropriate materials immediately to a staff member.
- Comply with all copyright, trademarks, and license restrictions, including citing Internet sources as you would all other reference materials.

Students will not:

- Share passwords or provide personal information to non-approved online sources.
- Expect their e-mail, files, or directories to be private.
- Use technology to harass others.
- Download, store, distribute, or share any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Intentionally access material through, or with, technology that would not be allowed for educational purposes in your school if presented in other media.
- Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any district technology system device, software, or network (inside or outside of the district).
- Access or attempt to access any system, file, directory, user account, or network to which they have not been granted access.
- Use technology in a manner that would hinder the learning environment for them or any other student.
- Install or attempt to install any software on a school owned technology device.
- Students with Personally Assigned Computing Devices: Expect any computing device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.

Consequences for AUP Violations

- Suspension from use of school technology
- Suspension or expulsion from school
- The district may notify law enforcement agencies
- Any consequences outlined in the school handbook.

Please review this policy with your student(s) and sign the attached page.

Students in grades K-6 are required to sign their own name after parents discuss with them the terms and conditions in the Acceptable Use Policy for Technology. Parents may sign for preschool students.

St. Gregory the Great Catholic School **Acceptable Use Policy for Technology**

St. Gregory Student(s):

I have read and will abide by the attached St. Gregory the Great Catholic School Acceptable Use Policy for Technology. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action taken.

Students in grades K-6 are required to sign their own name after parents discuss with them the terms and conditions in the Acceptable Use Policy for Technology. Parents may sign for preschool students.

I, _____, have read and will abide by the St. Gregory AUP for Technology.

Student Signature _____ Date: _____

I, _____, have read and will abide by the St. Gregory AUP for Technology.

Student Signature _____ Date: _____

I, _____, have read and will abide by the St. Gregory AUP for Technology.

Student Signature _____ Date: _____

I, _____, have read and will abide by the St. Gregory AUP for Technology.

Student Signature _____ Date: _____

Parent/Guardian:

I understand that technology use is designated for educational purposes and that St. Gregory the Great Catholic School and its officials have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for St. Gregory the Great Catholic School and its officials to restrict access to all controversial materials and I will not hold St. Gregory the Great Catholic School and its officials responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

I, _____, have read and will abide by the St. Gregory AUP for Technology.

Parent/Guardian Signature _____ Date: _____

APPENDIX C:

St. Gregory the Great Catholic School: **SUICIDE PREVENTION PLAN**

Catholic education intends to form young people through faith to live flourishing lives, and to live authentically in service to others. As such, the Catholic schools should be sanctuaries for young people to come to know themselves, discern deep questions, and feel God's love. Mercy should be the hallmarks of every Catholic school.

The topic of suicide is a sensitive topic for all involved, especially when it involves students. God is the giver of all life. Each of us has been made in God's image and likeness (Genesis 1:27) with both a body and a soul. Therefore, life is sacred from the moment of conception until natural death. The purpose of this document is to protect the health and well-being of the students enrolled at St. Gregory the Great Catholic School. This plan allows our school to put in place strategies to prevent, assess the risk, intervene and respond to suicide. St. Gregory the Great Catholic School is committed to suicide awareness, education, and prevention.

Awareness of the following signs/symptoms/behaviors will assist with self-harm and suicide prevention. Self-Harm and suicide can occur with children and adolescents of varying ages. Suicide is the second-leading cause of death among children and adolescents ages 10-24 in the state of Kansas.

Indicators Related to Suicide:

- Talking about or making plans for suicide
- Expressing hopelessness about the future
- Displaying severe/overwhelming emotional pain or distress
- Worrisome behavioral cues or noticeable changes in behavior (e.g. withdrawal from or changing social connections/situations, changes in sleep patterns, anger or hostility that is out of character or out of context, recent increased agitation or irritability)
- Putting personal affairs in order
- Giving away prized possessions
- Sudden interest or disinterest in religion
- Increased interest in death and dying
- Unexplained anger, aggression, irritability or mood change
- Direct expressions of suicidal ideation or intent, such as "I wish I were dead" or "I a going to kill myself"
- Indirect expressions of suicidal ideation or intent, such as "I wish I could go to sleep and never wake up" or "Everyone would be better off without me"
- Stockpiling pills or weapons
- Change in interaction with family or friends
- Recent disappointment or rejection
- Sudden decline or improvement in academic performance
- Increased apathy
- Feelings of hopelessness, that things will not get better
- Feeling you are a burden to loved ones

www.achoicetolive.org

Student Disclosure

In the event a student discloses thoughts or an intent to commit suicide the adult should be careful in their response.

Some things you could say...

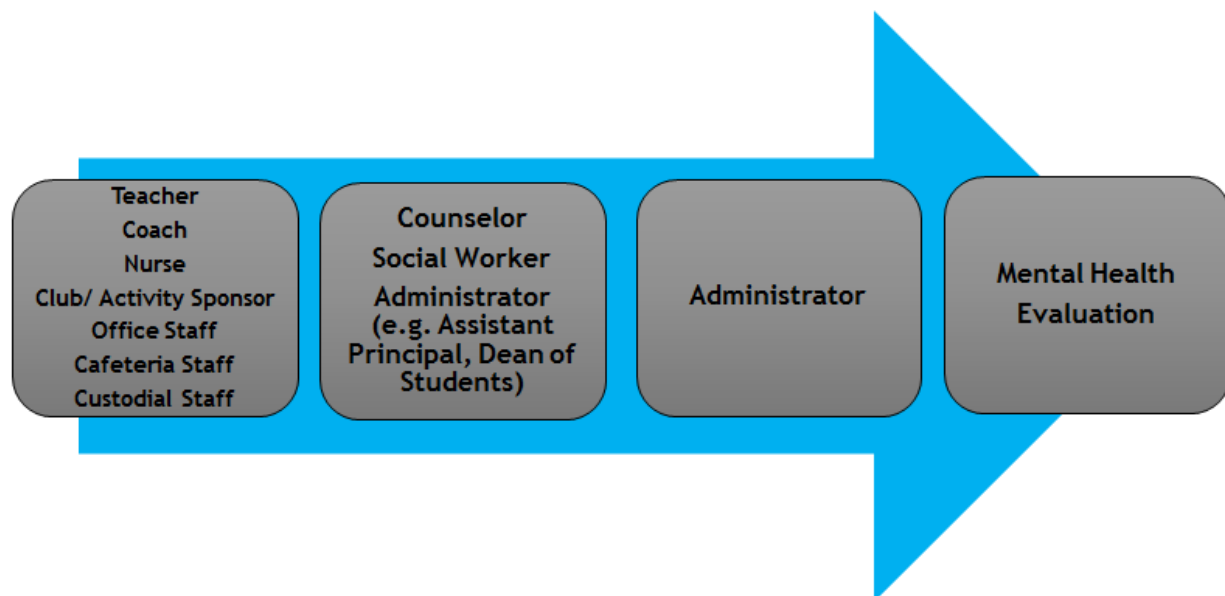
- "You are not alone in this. I'm here for you."
- "You may not believe it now, but the way you are feeling will change."
- "I may not be able to understand exactly how you are feeling, but I care about you and want to help."
- "When you want to give up, tell yourself that you can hold off for just one more day, hour, minute...whatever you can manage."

Some things you should not say...

- "You shouldn't feel that way."
- "It's not that bad."
- "You have so much to live for..."
- "I know how you feel. I have struggled with depression too."
- "You have everything going for you."

Referral

In the event a teacher/employee/volunteer has a concern about a student or a student threatens suicide the following protocol will be followed.



**** If the school does not have a counselor, social worker or additional administrators, the teacher/employee/volunteer should go straight to the principal to report concerns.***

Parental Notification

If a teacher/employee/volunteer reports self-harm or threats of suicide, the principal will immediately act to keep the student safe and contact parents. Parents/guardians should be advised to take every statement regarding suicide and wish to die seriously and avoid assuming the child is simply seeking attention (American Foundation for Suicide Prevention, 2016).

Suicide Prevention Protocols

St. Gregory the Great Catholic School will follow the suicide prevention procedures listed below. If any teacher, school employee, or school volunteer identifies a student who is potentially suicidal as a result of directly or indirectly expressing suicidal thoughts (ideation) or demonstrating warning signs we will:

1. Take the threat of self-harm seriously.
2. Take immediate action by notifying the principal.
3. The parents will be contacted to pick up the student.
4. The student will be monitored and kept safe until the parent arrives at the school.
5. The student's parents will take the student to a licensed mental health professional to assess the level of risk.
6. All school actions will be documented.
7. The parents or guardian will provide documentation from a licensed mental health professional that the student has undergone an examination and that they are no longer a danger to themselves or others.

How to Respond:

In-School Suicide Attempt

- First aid will be provided until emergency treatment can be received
- School staff will supervise the student to ensure safety
- School staff will move all other students out of the immediate area as soon as possible
- School staff will immediately notify parents
- Parents will be required to access a professional mental health evaluation
- Administrator will develop a communication plan for students, teachers, and parents

Out of School Suicide Attempt

In the event the school becomes aware of a suicide attempt by a student outside of the school, the parents or guardian will be asked to provide documentation from a licensed mental health professional that the student has undergone an examination and that they are no longer a danger to themselves or others.

Re-Entry Procedures for Students

For students returning to school after a mental health crisis (e.g. suicide attempt or psychiatric hospitalization) a meeting will be held to discuss the re-entry and appropriate next steps to ensure the student's readiness to return to school.

- A school employee (e.g. principal, counselor, or designee) will coordinate with the parent or guardian, student, and any outside mental health providers.
- The parent or guardian will be required to provide documentation from a licensed mental health professional that the student has undergone an examination and that they are no longer a danger to themselves or others.
- A designated staff person will periodically check in with the student and parents to address ongoing concerns.

Postvention

In the event of a suicide related death the following steps should be followed:

- The death should be verified
- The principal or designee should speak with the parents or the student
- The pastor should be notified
- Contact the Archdiocesan School Office to coordinate the Crisis Response Team
- Develop a communication plan for student, teachers, parents, and the community

Marshall County Mental Health Facility

Pawnee Mental Health Services
406 North 3rd St., Suite 3
Marysville, KS 66508
785-562-3907

Catholic Teachings on Suicide

- Everyone is responsible for his life before God who has given it to him. It is God who remains the sovereign Master of life. We are obliged to accept life gratefully and preserve it for his honor and the salvation of our souls. We are stewards, not owners, of the life God has entrusted to us. It is not ours to dispose of.

CCC2280

- Suicide contradicts the natural inclination of the human being to preserve and perpetuate his life. It is gravely contrary to the just love of self. It likewise offends love of neighbor because it unjustly breaks the ties of solidarity with family, nation, and other human societies to which we continue to have obligations. Suicide is contrary to love for the living God.

CCC2281

- We should not despair of the eternal salvation of persons who have taken their own lives. By ways known to him alone, God can provide the opportunity for salutary repentance. The Church prays for persons who have taken their own lives.

CCC2283



"Be More"

at St. Gregory the Great Catholic School

"The Church's mission consists essentially in offering people an opportunity not to 'have more' but to 'be more'." ~St. John Paul II

	Church	Classroom	Hallway	Lunchroom	Playground	Restroom
Be Responsible	<ul style="list-style-type: none"> - I participate fully by: <ul style="list-style-type: none"> - singing - responding - praying - listening - following along 	<ul style="list-style-type: none"> - I have materials ready. - I complete my work on time. - I take responsibility for my actions. - I keep my area neat. - I give my best effort. 	<ul style="list-style-type: none"> - I am quiet. - I walk in a line. - I take the most direct route. 	<ul style="list-style-type: none"> - I gather all supplies before sitting down. - I carry my tray with two hands. - I finish eating in a timely manner. - I leave the area clean. 	<ul style="list-style-type: none"> - I am a problem solver. - I take care of myself. - I use equipment appropriately. - I line up quickly when the bell rings. - I stand in line without talking. 	<ul style="list-style-type: none"> - I use proper hygiene. - I use water and supplies wisely. - I wash my hands with soap and water. - I keep the area neat. - I limit my time in the restroom.
Be Respectful	<ul style="list-style-type: none"> - I genuflect reverently. - I have good posture and face forward. - I respect the space of others. - I come in and leave quietly. 	<ul style="list-style-type: none"> - I listen and follow directions. - I treat others as I want to be treated. - I am kind. - I am respectful. - I use positive and encouraging words. 	<ul style="list-style-type: none"> - I am quiet and mindful that others are learning and working. - I am friendly. - I am polite. - I wait patiently. 	<ul style="list-style-type: none"> - I use my manners. - I say "please" and "thank you". - I sit with my legs under the table and food in front of me. - I control my voice level. - I show respect to the adults on duty. 	<ul style="list-style-type: none"> - I use positive and appropriate language. - I include everyone. - I take care of the equipment and materials. - I am a good sport. - I am a friend. 	<ul style="list-style-type: none"> - I respect the privacy of others. - I am quiet and mindful that others are learning and working. - I return to class promptly. - I wait patiently.
Be Safe	<ul style="list-style-type: none"> - I keep my hands and feet to myself. - I walk in a line to the church and returning to the school. 	<ul style="list-style-type: none"> - I am a good listener. - I focus on the teacher. - I recognize and report bullying. - I keep my hands and feet to myself. - I follow safety procedures. 	<ul style="list-style-type: none"> - I keep my hands and feet to myself. - I do not open the outside door without permission. - I follow safety procedures. - I follow teacher directions. 	<ul style="list-style-type: none"> - I walk in the lunchroom. - I keep my hands and feet to myself. - I stay in the lunchroom unless I am with an adult. - I walk in a line to the hall and returning to the school. 	<ul style="list-style-type: none"> - I stay in approved areas. - I report problems and injuries to the nearest adult. - I ask to leave the playground. - I am aware of strangers and surroundings. 	<ul style="list-style-type: none"> - I keep my hands and feet to myself. - I wait in line quietly and in assigned areas. - I recognize and report bullying. - I report anything unusual.

✠ Be Saints in Training ✠

APPENDIX E: Statement of Understanding

STATEMENT OF UNDERSTANDING, ACKNOWLEDGMENT OF RISKS AND AGREEMENT TO PARTICIPATE IN MODIFIED SCHOOL ACTIVITIES FOR St. Gregory the Great Catholic School For the 2021-22 Academic Year

As we are all well aware, the novel coronavirus, COVID-19, has been a worldwide pandemic and is extremely contagious. Our Federal, State and Local Leaders and Health Organizations, as well as our Catholic Schools Office and the Staff and Administration of this school continue to dedicate tremendous time and resources to creating and implementing plans and strategies to allow for our children, teachers and all other individuals who might enter our buildings to return to school for the 2021-2022 academic year in as safe a manner as possible.

As a result, in order to resume school activities, plans including alternate class schedules, distance learning, social distancing, mask use, handwashing and other hygiene measures, room and equipment sanitizing and other essential safety measures have been established. As the understanding of this virus increases, still other measures are likely to be implemented at a later time. Our School has put these preventative measures in place in an effort to reduce the spread of COVID-19 at School and at School activities.

NOTICES AND ACKNOWLEDGEMENTS:

RISKS ASSOCIATED WITH CORONAVIRUS/COVID-19:

Despite the above noted precautions, the risks associated with transmission of COVID-19 remain high. Even with the implementation of these safety protocols, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19 and attendance at School and/or participation in School activities could increase your risk and/or your child(ren)'s risk of contracting COVID-19.

OBLIGATION TO MONITOR FAMILY HEALTH:

School families must understand and agree that, in the event a child or other member of the family develops symptoms or suspected symptoms of COVID-19, they must contact the school and follow the appropriate protocols as directed by the school. Families must also understand and affirm that the School and School staff have discretion to determine whether a student is ill, or potentially contagious, and whether it is in the best interests of the student, student body, teachers, and School staff, to mandate that a child/student be picked up from school at the time of that determination.

POSSIBLE SCHOOL SCHEDULE MODIFICATIONS, INCLUDING CLOSURE: The operation of our school is subject to lawful orders of the Federal, State and local governments and agencies, and changes to the operational status of the school could occur. These changes could include modified schedules, limitation on building occupancy levels and complete closure. Depending on the conditions and timing of any necessary modifications, in-person classroom time may be reduced or eliminated completely, and replaced or augmented with a variety of options for virtual learning.

ACKNOWLEDGEMENT OF ONGOING FINANCIAL COMMITMENT:

The costs associated with these enhanced health and safety measures, as well as the additional resources necessary to facilitate the necessary changes to class sizes, schedules, staffing and other changes have and will continue to be significant. All school families must be aware of this reality, and as such, by their enrollment in our school for this academic year, school families are understood to have acknowledged and committed to their ongoing support through their required tuition and fee agreements. This commitment will be ongoing, and refunds or credits for tuition and fees will not be given in the event that it becomes necessary for classes to be administered via distance or other virtual learning arrangements, or other modifications that result from the ongoing pandemic.

ACKNOWLEDGEMENT OF OBLIGATION TO PARTICIPATE AS AN ACTIVELY ENGAGED SCHOOL FAMILY:

It is impossible in advance to specify all known and unknown conditions and risks that may arise in the coming year. It must be understood and acknowledged by all students and school families that the challenges before the school now and those that will likely arise in the weeks and months to come will require an increase in everyone's dedication, volunteerism, patience, understanding and most importantly, prayers to help our students and entire school community have a successful and safe school year.

2021-2022 Student/Parent Handbook Amendments

The following are updates to the St. Gregory the Great Student/Parent Handbook.

Appendix A: K-6 Grade Uniform Policy for St. Gregory the Great Catholic School (Revised 1/25/2021) (Pg. 73-74)

- A School polo must be worn under uniform jumpers
- No hoods on undershirts

Summary of Changes to the Handbook of Archdiocesan Catholic School Policies and Procedures and included in the St. Gregory the Great Catholic School Student/Parent Handbook Effective August 1, 2021

Policy #7131.1: Emergency Safety Intervention – Physical Restraint

Updated policy language re: New ESI training vendor Mandt System

Policy #8000: Curriculum Development

Added Theology of the Body to the list of curriculum subject areas; added reference to "Is it Beautiful" document in Appendix of Archdiocese School Handbook to reference when choosing instructional materials for student learning. Added policy language re: requiring approval of the principal for any video or movie materials used, even if just "clips" rated higher than "G". Principals may require parental consent of the video materials used.

Added information in regard to book fairs and other supplements for student use.

Policy #9000: Accreditation – Cognia and State of Kansas

Updated policy language re: Accreditation agency removing AdvacEd & replacing with Cognia.
Updated Accreditation contact information