

ST. GREGORY THE GREAT ACADEMY  
**FAMILY HANDBOOK**  
2017-2018

*Opening the Gate to Discipleship*



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**ST. GREGORY THE GREAT ACADEMY  
FAMILY HANDBOOK**

*The purpose of this handbook is to acquaint all stakeholders in our academy with the foundational documents, policies, and procedures which govern the operation of St. Gregory the Great Academy*

**Vision**

St. Gregory the Great Academy aspires to be a loving and faith-filled center of academic excellence passionately grounded in our Catholic tradition, so that all students are empowered to succeed, to grow in knowledge of the faith, and to be 21st Century learners through discipline, accountability, and global responsibility.

**Mission**

Saint Gregory the Great Academy, a ministry of Saint Gregory the Great Parish, is committed to empowering students to become faithful disciples of Jesus Christ and lifelong learners as they journey toward academic excellence and moral formation in an authentically Roman Catholic environment.

**Beliefs**

*We believe...*

...in the values revealed through the Gospels, which are centered in God's love and rooted in our Catholic faith, and the application of these values, which should permeate all facets of the St. Gregory the Great Academy community.

...in an integrated, interactive and challenging academic environment, that recognizes and addresses different learning styles and the individual needs of every student.

...in the need to provide students with quality opportunities for community service involvement, in an effort to develop their personal growth and an obligation to affect social justice.

...in a commitment to a Christian vision that promotes self-discipline, self-discovery, and the self-worth of every student, through fairness, tolerance, accountability, responsibility and compassion.

**Academy Philosophy**

St. Gregory the Great Academy takes measures to assure that students and their families understand and uphold the academy's philosophy and mission. Faculty and staff collaborate to instill the Gospel vision by integrating the spiritual, academic, social, and physical development of the children within a comprehensive program of academic excellence. Students learn about themselves and the global community and are empowered to become faith-filled disciples, responsible citizens, and life-long learners in the Roman Catholic tradition. Data and surveys affirm that parents, faculty and staff support the philosophy and mission which is consistent with ethical norms and demonstrates respect for persons of all races, creeds and cultures. Through brochures, promotional materials, policy, procedural handbooks, websites and similar resources, St. Gregory the Great Academy's philosophy and mission are clearly communicated.

## OBJECTIVES

The basic objectives of St. Gregory the Great Academy are:

### A. RELIGIOUS

1. To foster an appreciation for the gift of faith and things pertaining to faith so that the student:
  - a. participates actively in Liturgical worship
  - b. receives the Sacraments of Penance and Holy Eucharist frequently
  - c. develops a spirit of sacrifice and self-discipline
  - d. learns to practice true humility in order to facilitate the practice of truthfulness
  - e. respects the commandments and teachings of the Magisterium
  - f. responds with reverence to all of God's creation
  
2. To promote the practice of mutual charity in order that the student:
  - a. accepts all members of the academy community as members of Christ's mystical body
  - b. speaks kindly to others
  - c. excuses others for minor offenses and thoughtlessness
  - d. rejoices in the success of others
  - e. uses opportunities to reach out in service to the members of the academy, parish, and local community
  - f. learns to practice the spiritual and corporal works of mercy

### B. ACADEMIC

1. To provide an academic atmosphere with a variety of learning experiences that will stimulate each student's desire to achieve his/her potential to:
  - a. form opinions of his/her own
  - b. solve his/her own problems or seek proper guidance
  - c. notice and correct his/her own faults
  - d. grow up with the ability to think clearly:
    - \*situations
    - \*choices
    - \*important issues
  - e. give his/her full cooperation
  - f. recognize that school is a beneficial institution and a good place during these formative years
  - g. conclude that success in any enterprise or labor (intellectual or manual) requires ability and willingness to learn
  
2. To develop a basic curriculum which will help students to acquire skills necessary for service to others and to cultivate specific study habits so that according to ability the student:
  - a. finds means to learn and retain material taught
  - b. develops powers of observation & critical thinking
  - c. evaluates his/her own progress

C. PERSONAL

1. To develop in the student a positive self image based on God, Our Father's love for each one of us. Good personal attitudes and habits are formed by:
  - a. working positively with each student and helping him/her to assume responsibility for his/her actions
  - b. enabling him/her to respond to praise, love, success, and recognition rather than punishments, pressure, ridicule, and other inappropriate methods of disciplining
2. To assist the student in coping with change and recognizing value systems in the world around him/her.
3. To develop desirable character traits in the student by employing all school activities that support him/her in self-control, honesty, loyalty, cooperation, cheerfulness and courtesy.

D. SOCIAL

1. To help the student attain a sense of social justice required for effective service to others so that he/she will:
  - a. be alert to global issues
  - b. care about people in other parts of the world
2. To cultivate in the student proper attitudes toward school, home, and civic communities so that he/she:
  - a. obeys community laws of safety regarding:
    - \*bicycle riding
    - \*use of crosswalks
    - \*bus safety regulations
  - b. respects officers of the law, including:
    - \*patrol boys and girls
    - \*police
    - \*playground supervisors
  - c. shows interest in public affairs by:
    - \*observing Ecology week, Fire Prevention Week, Red Cross activities, etc.
    - \*encouraging voter registration
    - \*electing worthwhile officers for class
  - d. exhibits reasonable care for public and private property by:
    - \*keeping school area, picnic grounds, streets and parks clean
    - \*taking precautions with campfires
    - \*protecting wildlife
    - \*avoiding vacant buildings

E. PHYSICAL

1. To provide opportunities for developing a healthy, well-coordinated body and to instill a sense of true sportsmanship through:
  - a. a fully integrated program of physical fitness
  - b. free competition in sports and related activities

## GUIDELINES AND PROCEDURES

### ACADEMIC HONESTY

All students are expected to adhere to the highest moral standard with regard to academic honesty. Cheating of any type is considered most serious and will result in a loss of credit for the assignment and communication with the student's parents. Plagiarism, defined as the copying of text from a print or electronic source and attempting to pass the copied text as if it were the student's own words, is a grave offense. Any student who is found to have committed plagiarism will receive a failing grade for the assignment and serve a detention for the first offense. Parents are encouraged to discuss these policies with their children to ensure that the policies are clearly understood.

### ADMISSION POLICY

St. Gregory the Great Academy gives preference in admission to:

1. Siblings of students currently attending St. Gregory the Great Academy.
2. Children of worshipping and contributing members of the parish who are actively involved in parish life.
3. The length of time a child's application has been pending will be considered (grades 1-8)
4. Children from parishes without a school, if space is available. Verification that a family is active and contributing will be required to qualify for "parishioner" tuition category.

There is an annual registration fee of \$225.00 per child (Grades Preschool 3- 8) and is **non-refundable**.

*Nondiscrimination Policy: St. Gregory the Great Academy admits students of any race, color, national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in administration of its educational and admission policies and practices. While the Academy does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the academy are based upon the student's emotional, academic, and physical abilities, and the resources available to the Academy in meeting the student's needs.*

### ATTENDANCE (GRADES K-8)

It is important that children be present each day that school is in session unless illness or other serious reasons prevent attendance. Under the law, a child must be present ONE FULL HOUR of each session to be counted present for that session. This means that anyone who leaves before 9:05 AM is absent for the day; anyone who leaves after 9:05 AM but before 1:00 PM is considered absent for the afternoon; and anyone who comes in after 11:00 AM is considered absent for the morning. Four-hour days (12:30 dismissal) are considered full days. Anyone who leaves before 12:30 PM is considered absent for the afternoon session. **A student may not participate in or attend any extracurricular activity on the day he/she is absent from school (i.e., dance, clubs, EDP, etc.) without the permission of the Principal or the Assistant Principal.**

Parents are asked to call the Academy by 8:30 AM if their child is going to be absent. Please use the attendance voice mail at 587-1131, ext. 6. A child who has been absent is required to present upon his/her return to school a note of explanation signed by the parents. It should give the student's name, homeroom, dates of absence, and the reason. Absence is excused for personal illness, death in the family, quarantine, suspension, academy related activities, and certain emergencies. "Excused" absences are documented and counted against the required 180 school days. All other absences are unexcused and are illegal.

When a child becomes ill during the school day, the Academy nurse will call the parent to pick the child up. Parents should pick up a sick child within one hour of the nurse's call. Children are considered dismissed at the time the nurse contacts the parent/guardian to pick up their child. We urge you to make doctor, dental, and orthodontist appointments after school hours. Family vacations should be planned relative to the school vacation schedule. Written assignments cannot replace class attendance. **IT IS ACADEMY POLICY THAT TEACHERS ARE NOT EXPECTED TO PROVIDE PRE-PLANNED MATERIAL FOR UPCOMING TIME OUT OF SCHOOL.**

Early Excuses - Students must present a note to the homeroom teacher signed by a parent explaining the reason for the early departure. When being excused early, the student is to report to the Main Office or wait to be called by the Main Office when the parent arrives. Parents or their designee must pick the student up at the Main Office and SIGN THE STUDENT OUT. If he/she returns, the child is to report back to the office where the parent is to SIGN THE CHILD IN. Consistently signing students out early at the end of the day impedes their ability to be prepared and organized for the following school day.

Students must meet attendance requirements before a passing grade for any course will be granted. Excessive absenteeism disrupts the learning process. Only those students in attendance for at least seventy-five (75) percent of each trimester qualify for a grade. All absences will be included except for Academy sponsored activities and long-term illnesses qualifying for home instruction.

Possible exceptions to the attendance requirement, due to extenuating circumstances, will be reviewed by the administration and the student's teachers.

An incomplete mark (I) is used when a student has missed twenty-five (25) percent or more in a given marking period. Students will have two weeks after the report card is issued to make up all work. Students assigned to home instruction are to be considered as in full-time attendance.

The following scale is to be used when determining the incomplete grade:

1 <sup>st</sup> Trimester	15 days or more = I
2 <sup>nd</sup> Trimester	15 days or more = I
3 <sup>rd</sup> Trimester	15 days or more = I

When a student has been absent from school and/or classes for twenty (20) days, a letter of notification will be sent to the parents. This letter will indicate that an Administrative Review will be convened by the principal.

The following people may be included in the Administrative Review: principal, assistant principal, nurse, teacher/s, parents, and student. The Administrative Review recommendations may include, but are not limited to the following:

1. Consultation with the Child Study Team
2. Legal proceedings pursuant to Truancy and Juvenile Delinquency
3. Summer School

Since tardiness disrupts classes in session, please help us by having your child at school ON TIME. A student who arrives after 8:05 AM is tardy. Tardiness demonstrates a lack of respect for the school community. The impact of tardiness is felt from the Main Office (as each student is issued a late slip to be admitted to class) to the classroom (as students coming in late disrupt the classroom routine or lesson).

### **BOOKS, BOOK BAGS, AND ACADEMY-ISSUED TECHNOLOGY**

Each student is responsible for the school texts entrusted to him/her. Lost and/or damaged books shall be paid for by the student. Students are required to return the same text book they were issued by the teacher. All textbooks must be covered at all times. We ask you to see that your child has a school bag and has his/her books covered.

Certain grades will be issued tablet computers (“Chromebooks”) for the purpose of instruction. Some student texts will only be available online, which will require the use of the Chromebook during school. Students who are issued Chromebooks will be bound by the “Chromebook Policy” distributed with the device. Only students whose parents indicate so on the policy will be permitted to take the Chromebook home. At all times, the Chromebook must be transported carefully in an approved carrying case.

## **BUS REGULATIONS**

Students **ARE NOT PERMITTED** to ride any bus other than the one they are assigned by the local school district. Neither the parent nor the Academy can give permission to ride another bus. Students can be refused a ride if they do not carry the passes issued to them by those in charge of transportation. Decisions about providing bus transportation are made by the local Board of Education in which the student resides; the Academy has no authority to add a child to a bus route, or to change the route.

Students who ride buses MUST observe the following regulations:

1. Students should be on their corners five minutes ahead of schedule and should wait in an orderly fashion.
2. Courtesy is to be extended to all on the bus, especially the bus driver and safety patrols.
3. Show respect for the rights, the property, and safety of others.
4. Remain seated **at all times**. Students MUST wear seat belts.
5. Speak in a moderate tone of voice so that the bus driver is not distracted from his/her responsibility.
6. Open windows with the driver's permission only.
7. Keep hands in the bus.
8. While on the bus, students are not permitted:
  - \*to eat or drink
  - \*to change out of uniform
  - \*throw anything out of windows.
9. **The Academy takes NO RESPONSIBILITY FOR radios, electronic readers, iPods, cell phones, electronic games, or any other electronics that students bring on the bus. Students who use such devices on the bus DO SO AT THEIR OWN RISK.**
10. The bus driver or safety patrols will report to the Assistant Principal the names of those students who are causing disturbances. The Academy reserves the right to assign seats as necessary. The law gives the Principal permission to deny a student transportation if his/her conduct warrants such action. Parents will be notified if it is necessary to deny school bus transportation for a reasonable amount of time, in which case the parents become responsible for seeing that the student arrives at school. (Diocesan Policy #5114.9)

## **CELL PHONES**

**Students who bring cell phones to school must keep the phones in their backpacks, turned off. School hours are defined as beginning the moment the student arrives on Academy grounds and lasting until the student is picked up or leaves the bus. Any student who is found to be using a cell phone to call, take photos, text message, or receive aforementioned **WITHOUT A TEACHER’S PERMISSION** will have the phone confiscated and be subject to disciplinary actions. The phone will only be returned to the parent after the parent makes an appointment with the Assistant Principal. **The Principal reserves the right to inspect any and all electronic communication devices (phones, iPods, electronic readers) at any time and for any reason, and to confiscate such devices at any time and for any reason.****

## **CHANGE OF ADDRESS OR TELEPHONE**

Please notify the Academy office immediately if you should have a change of address or telephone number. This also applies to your work and emergency telephone numbers as well as any change in FAMILY STATUS.

## **COMMUNICATION**

Communication is the key to strengthening a sense of community between the home and academy. Generally, all written communication will be handled through the use of an electronic document posted on the Academy website, the weekly "CHIRP." The web document will contain the monthly academy calendar, lunch menu, and newsletter, plus any other pertinent information regarding upcoming events each Friday. Please remember to check the website each Friday. General Academy information can also be found on our website. Visit <http://www.stgregorythegreatacademy.org> to stay informed of Academy events.

Our School Messenger system is used to communicate school closing, delayed opening, or other EMERGENCY information. Parents are responsible to keep current the names, email addresses and telephone numbers that will be called in the event of weather closings and emergencies. Dr. Briggs frequently makes use of parent email addresses for Academy communication, so please be sure that your email address on file is kept up to date. Changes in email address should be supplied to the Main Office.

**In keeping with the Church's principle of justice, it is advisable that parents having a concern with a teacher communicate directly with that teacher before going to the principal. Faithful to this principle, teachers are also expected to communicate their concerns regarding a student with the parents. This kind of open communication will ultimately benefit our children.**

Parents are strongly encouraged to check the E-Boards every day to check for information, assignments, and other communication from individual teachers. There is one tab per grade; please refer to the title of each post to see which classes that it applies to.

## **COMPUTERS: STUDENT ACCEPTABLE USE POLICY**

### **TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS**

#### INTRODUCTION

"Technology must be at the service of the human person...in conformity with the plan and the will of God" ... "This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all."

(Catechism of the Catholic Church, #2293, #2294)

We believe **that technology including the Internet** is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate **the resource** advantage of all technology and not use it in any manner that violates these values and ideals.

**Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and e-mail.**

#### PURPOSE

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of



and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the school website.

#### FACULTY RESPONSIBILITIES

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

#### STUDENT SUPERVISION

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian in the form of a parent signature on the Student Acceptable Use Policy, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy as well. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought to into school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.

- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).
- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.

#### STAFF RESPONSIBILITY

All school staff members **are responsible for supervising students using technology and** are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

#### PARENTAL RESPONSIBILITY

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

## GUIDELINES

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's credentials.
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

## ELECTRONIC MAIL

Electronic mail (e-mail) is a private electronic message sent by or to another person having Internet mail access. **Students may not access private email at the Academy unless directed to by a teacher, they are under the direct supervision of said teacher, and the purpose is educational. Students in those grades which have been assigned credentials for the SGGG Google Drive are to understand that all activity on the Google Drive must conform to the standards set forth in this handbook. Student Google Drive email accounts cannot send or receive messages from outside of the St. Gregory the Great Academy domain (i.e. they will only accept messages from email addresses ending in "@sggacademy.org")** Messages received by the system are retained on that system until deleted by the recipient. Members are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not attended to regularly by the member.

The system administrators may inspect the contents of mail sent by one member to an identified addressee, investigate complaints regarding mail alleged to contain inappropriate, unkind, inaccurate, abusive, profane, sexually

oriented, threatening, racially offensive, or otherwise illegal material. *SGGA reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the academy network.*

## SOCIAL MEDIA

**No student is to access or make posting to social media sites, including but not limited to Facebook, Twitter, Instagram, Kik, Snapchat, etc., while at the Academy. Students are also prohibited from making postings on such sites which threaten or degrade St. Gregory the Great Academy, its teachers, and/or students. Students are prohibited from using the Academy seal without written permission. Students who make postings which are deemed inappropriate by the principal will face disciplinary measures. Students who make postings which are deemed threatening will be reported to local law enforcement, and St. Gregory the Great Academy will cooperate fully in legal investigations of such behavior. PARENTS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR THE ONLINE CONDUCT OF THEIR CHILDREN.**

### DIOCESAN POLICY 5050.9: STUDENT PARTICIPATION ON SOCIAL NETWORKING SITES

Social Networking Sites are a part of 21st century culture for students today. It is important that Catholic elementary and secondary students understand that they have a responsibility to participate in Social Networking Sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a Social Networking Site.

The following points, while not comprehensive in nature, provide initial guidance:

- Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that in the discretion of the school or the diocese contains inappropriate content.
- Students are not to infringe upon another's copyright or trademark without appropriate permission.
- Students are not to write or post anything that is sexual in nature.
- They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, co-workers or teachers.
- Students are not to interact with current administrators or teachers on a Social Networking Site. This includes, but not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators or teachers pages or profiles.
- Students shall screen, block and/or remove any comments that violate this policy.
- Students should critique any third party comments or postings prior to publication
- The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

**Signing the diocesan/school Acceptable Use Policy indicates student's agreement to comply with this policy. If a student violates this policy the local school and diocesan discipline policy will be followed.**

## ACADEMY-ISSUED TECHNOLOGY ("CHROMEBOOKS")

**Certain grades will be issued tablet computers ("Chromebooks") for the purpose of instruction. Some student texts will only be available online, which will require the use of the Chromebook during school. Also, each student**

in certain grades will be assigned an Academy account within Google Drive. Students will use Google Drive to complete and submit assignments, as well as receive feedback from teachers. Students who are issued Chromebooks will be bound by the "Chromebook Policy" distributed with the device. Only students whose parents sign the policy will be permitted to take the Chromebook home. At all times, the Chromebook must be transported carefully in a backpack. The Chromebook remains the property of SGGA, and can be confiscated at any time by any Teacher or Administrator.

## **CONFERENCES**

Any parent is free to make an appointment to meet with a teacher or teachers by writing or calling the Academy for a conference. No parent is permitted to see a teacher before school, during the teacher's lunch break, or after school without an appointment. NO PARENT IS PERMITTED TO GO TO A CLASSROOM WITHOUT FIRST CHECKING IN AT THE OFFICE.

All parents will be provided with an opportunity to meet the teachers during Back-to-School evenings and for regularly scheduled conferences.

In accordance with school law, non-authorized persons should not be in the building or on the Academy premises at any time. Academy personnel should inform the office of any intruders. Any non-authorized person in the building or on the Academy premises will be requested to leave and if his/her activities or actions disrupt the orderly operation of the Academy, he/she may be subject to prosecution. Therefore, it is important that "parent helpers" wear visitor badges while on campus.

## **COURTESY**

Courtesy has often been described as a sensitive awareness of the feelings of others. At St. Gregory the Great Academy, we encourage our students to be outstanding in this area and we appreciate parental support. We expect each student to:

- be considerate of the rights of others
- respect his/her own property and that of others
- display appropriate conduct and language on the way to and from school, on the academy grounds, in church, in school buses, and during extra-curricular activities
- practice courtesy, honesty, and self-discipline at all times

## **DISCIPLINE/SELF-DISCIPLINE**

The attainment of self-discipline is inherent in the philosophy of St. Gregory the Great Academy because the essence of Christian discipline is self-discipline. Recognition of human dignity and respect for human rights leads to a wholesome discipline with its purpose to safeguard liberties rather than to restrict them. Our academy rules are a responsible use of freedom so that others may enjoy their full rights rather than merely a restraint on personal freedom.

Discipline is the underlying framework around which other aspects of education are structured. The ultimate goal of learning is self-discipline and self-direction. Good discipline begins with the earliest training in the home and extends to the academy and the community. Discipline in a Catholic-Christian educational community is part of the **teaching/learning process**; therefore, it shall be the responsibility of Catholic schools to attempt to provide each individual student with moral guidelines and leadership. **Mutual respect and cooperation between home and school must exist if discipline is to be maintained.**

It is important that there be complete unity in authority between parents and teachers. It is a good policy to WITHHOLD JUDGMENT on what appears to be a problem or grievance until you receive all the facts from the proper

person. Classroom teachers appreciate a call first; then contact the Assistant Principal if necessary. Problems discussed with neighbors and friends may not be factual at times and can hurt all involved.

Our students come to school to develop spiritually, intellectually, emotionally, socially, and physically. To this end, we endeavor to develop and foster within each student:

- Respect for adults, fellow students, their persons and possessions.
- Respect for school and Church property (books, desks, equipment, buildings and grounds).
- Courtesy, good manners, and proper and respectful language.
- Neatness, cleanliness and proper dress at all times.
- Good sportsmanship and school spirit.
- Responsibility for one's actions.
- Compliance with all Academy regulations.

In the interest of fostering an atmosphere where academics can be better developed and Christian responsibility and attitudes can be nurtured, St. Gregory the Great Academy has adopted a **4-tiered Code of Conduct** for the teacher to handle infractions, including communicating with parents by phone call, letter or behavior/discipline alert when a child's choices of behavior become a pattern of concern or more serious misbehavior occurs. Should student behavior not improve, then detention, meeting/s with the Academy counselor for student and/or parent, suspension, and expulsion may result. All communication with parents regarding Academy discipline is kept in the student's discipline file. The focus of these disciplinary procedures will, in all cases, be to improve behavior and counsel students so that expulsion is a last resort.

There are four primary levels of infractions. A **Level 1** infraction would be that a student made a choice in his/her behavior that was disruptive toward others or the Academy. A behavior alert would be issued to the student that would require a parent signature. A **Level 2** infraction would be that a student made a choice that was disrespectful, dishonest, or dangerous to oneself, others, or the academy. A detention notice would be issued to the student that would require a parent signature and serving the scheduled detention. A **Level 3** infraction would show a pattern of inappropriate behavior or a major disciplinary infraction both of which are contrary to the good order of the entire Academy community. Parents will be notified by a phone call to the parent by the principal or assistant principal and the student will be suspended. (Please reference below for a more detailed description) A **Level 4** infraction is any action that indicates that the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the academy, community, or both. Student will face expulsion from the Academy. (Please reference below for a more detailed description)

The following are possible infractions that could occur at each level, **but are not exhaustive lists**:

#### LEVEL 1 – Behavior Alert

1. Disruptive behavior, blurting out, wandering around
2. Dress code infractions
3. Lunchroom misconduct
4. Disorder during a fire drill
5. Misbehavior on the bus
6. Computer misuse
7. Use of electronics (gaming systems, MP3 players, etc.) without permission
8. Participating in and/or watching group intimidation toward another student
9. Cell phone violation (Please refer to cell phone contract)

#### LEVEL 2 – Detention Notice

1. Foul Language
2. Verbal harassment and/or gestures
3. Verbal and/or nonverbal disrespect to authority
4. Dishonesty – lying, cheating, stealing, etc.

5. Out of bounds – in an unauthorized location
6. Defacing Academy property (including tampering with computer programs, files, etc.)
7. Serious school yard misconduct
8. Accumulation of 3 Behavior Alerts

### LEVEL 3 – Suspension

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

1. Bullying/Cyber-bullying
2. Intimidating another student by verbal and/or physical aggression
3. Willful disobedience or defiance of authority
4. Truancy
5. Any type of disturbance endangering the safety of others whether in school or on the school bus (i.e. throwing snowballs or other objects, lighting matches, bringing any controlled substance to school or Academy-sponsored functions)
6. Bringing any look-alike weapon to school (i.e., water pistols, toy guns, knives, etc.).  
(K-4 = a Level 2, 5-8 = a Level 3)
7. Other inappropriate behavior or conduct unbecoming a Christian student and contrary to the good order of the entire the Academy.
8. Accumulation of 4 detentions

### LEVEL 4 – Expulsion Proceedings

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged. While it is not possible to enumerate all cases that could arise, several categories of cases are listed for guidance. Please note that this no two situations are the same, and each will be dealt with on an individual basis. Other problems of equal seriousness may arise and will be treated similarly by the principal:

1. Three suspensions during an academic year.
2. Arson
3. Assault of any kind
4. Continued and willful disobedience or /defiance of authority
5. Alleged criminal activity, including pending criminal charges or indictment
6. Cyber-bullying
7. Extortion or attempted extortion
8. Fighting
9. Gambling for financial gain
10. Gross disorder including mob action
11. Defacing or destruction of school property or another student or employee
12. Harassment, of any kind, of students or personnel
13. Hazing of a student or group of students
14. Inappropriate use of cell phone
15. Violation of the Acceptable Use Policy (use of the internet and digital devices)
16. Improper use of social networking sites
17. Noncompliance with behavioral contract
18. Possession of a weapon or look-alike weapon
19. Possession and/or trafficking of pornographic materials
20. Possession, use and/or sale of an illegal substance

21. Verbal and/or physical threats
22. Using electronic or other means to share or forward images of nudity

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school

**THREE behavior alerts** shall cumulatively equal **ONE DETENTION**. Accumulation of **FOUR DETENTIONS** in a trimester will result in a "U" in conduct on that trimester report card and a suspension. Also a suspension for a more serious infraction warrants a "U" in conduct on the student's report card. A formal meeting with the principal or assistant principal and parent may be required. Any student who receives a "U" in conduct on the report card will be placed on probation. This will lead to exclusion from any Academy sponsored extracurricular activities until the next report card is issued. Accumulation of **THREE DETENTIONS** in a trimester will result in an "N" in conduct on that trimester report card

**A positive and constructive working relationship between St. Gregory the Great Academy and the student is essential to the fulfillment of the Academy's educational purpose. Therefore, the Academy reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if (i) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community; (ii) a student, parent, guardian or other individual closely associate with a student fails to cooperate with the Academy or disregards or is unable to abide by the rules and regulations of the Academy; or (iii) the Academy determines that the continued involvement of a parent or guardian with the Academy is not in the best interests of a student or the Academy.**

***The Academy administration reserves the right to adapt the Code of Conduct as individual situations arise. The principal, in consultation with the pastor, is the final authority on all discipline matters.***

#### LUNCH DETENTION

Lunch Detention will be issued for infractions for which a student made a choice in his/her behavior that was disruptive toward others or the Academy. Lunch detentions will be served in the Counselor's Office or the Principal's Office.

#### DETENTION

Detention will be issued for infractions judged to be disrespectful, dishonest, or dangerous to oneself, others, or the academy. Students and parents will have at least 24 hours' notice of a scheduled detention, which will be served after school between 2:45PM – 3:30PM. Teachers will communicate a scheduled detention via email, and parents



will be required to inform the teacher of how the student is to be dismissed from detention (i.e. parent pick up, dismiss to EDP, etc.)

## SUSPENSION

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

### IN-SCHOOL SUSPENSION

In-school suspension is a one-day suspension where the student is removed from the regular classroom and is required to do regular class work under a teacher's supervision. Parents and students will be notified in advance by telephone or by letter concerning the reason for the suspension.

### OUT-OF-SCHOOL SUSPENSION

Formal suspension is a major step toward possible dismissal. Parents, guardians, and students will be informed of the school's action. The student will also be given the opportunity to present his/her side of the situation.

If, in the judgment of the principal, the student's actions warrant removal from the Academy community and any extracurricular activities for a period of time, the parents or guardians will be informed in writing.

Following out-of-school suspension, the student will be readmitted to school only after a conference with the parents, teacher, principal and assistant principal. Parents are to sign a formal agreement in which they signify their understanding of the problem and agree to follow the Academy's recommendations to correct student behavior.

## EXPULSION

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

Upon enrollment, parents understand that the enrollment agreement is for the entire school year, and agree that the Academy may require the withdrawal of or dismissal of any student if, in its sole discretion, it concludes that such student's attitude, influence, or behavior does not serve the best interests of the Academy. Parents further understand that a positive and constructive working relationship between the Academy and a student's parents (or guardian) is essential to the fulfillment of the Academy's mission, and agree that the Academy may terminate enrollment, or decline to re-enroll a student, if the Academy, in its sole discretion concludes that the actions or inactions of a parent (or guardian) make a positive and constructive working relationship impossible, or interferes with the Academy's accomplishment of its mission. **Parents agree that in accordance with the Academy's tuition policy, no portion of any tuition or fees for a student be either refunded or canceled upon early withdrawal or dismissal of the student for disciplinary reasons.**

## **DISMISSAL**

The K-8 Car Rider line will be called for dismissal at approximately 2:30pm. The Grade 5-8 car rider line will exit from the BACK of the parish center into the parking lot on the left side of the building. The Grade K-4 car rider line will enter Ferrante Hall and will be seated by grade at the tables. Once the students are seated, parents will need to enter Ferrante Hall to pick up their K-4 children. This process ensures the SAFEST method for picking up our young students. Please park your cars in the lot near the back of the Parish Center to wait for your child and then exit the lot by way of Mario Drive. Preschool students who have siblings in Grades K-8 may be signed into the Preschool Car Rider Line book in the morning when they are dropped off. Preschoolers who are signed into the Preschool Car Rider Line book will come over to Ferrante Hall in line at approximately 2:40pm so that parents with a preschooler and a K-8 student can pick up in one location. Only preschoolers with K-8 siblings in the Academy may be signed into the Preschool Car Rider Line; all other preschoolers must be picked up at the Preschool Entrance. Preschool EDP students will be brought to EDP at 3:00 p.m. The K-8 EDP Line will be called last, and will report to the Parish Center for EDP.

All parents and teachers are asked to enter and leave the parking lot according to the parking lot patterns, and at a VERY CAUTIOUS SPEED. All cars must park in a designated space in the parking lot. Please do not park your car along the curbs in front of the Academy, old convent, or Parish Center.

Any parent who needs to pick up a child before their line is dismissed MUST come to the Main Office between 2:15 and 2:20 p.m., sign the child out, and wait for the child to be called to the Main Office. Parents MUST not take children from the classroom or from the dismissal line before they are escorted to the car rider pick-up area.

Teachers are not responsible for children when parents change dismissal procedures without notification. All students should go directly home from school. Students are not permitted to visit stores or eating places before school in the morning or after dismissal unless permission is given by parents and the academy is notified in writing. **DISMISSAL CHANGES ARE NOT TO BE EMAILED OR SENT VIA TEXT TO ANY SCHOOL PERSONNEL, AS THERE IS NO GUARANTEE THAT SUCH MESSAGES WILL BE SEEN IN TIME FOR DISMISSAL OR THAT A PARTICULAR TEACHER IS NOT ABSENT.**

Any child not picked up by 2:40 p.m. will be escorted from the parking lot directly to the Main Office in the academy. Parents will be called to come pick up their children. Please note that there is no adult supervision after school hours for students who are not picked up. **Children remaining after 2:45 will be sent to the Extended Day Program (EDP), and the parents will be billed \$25.00 per occurrence plus the hourly rate for the time the students are at EDP.**

Preschool dismissal will be via the Preschool Entrance. The only exception to this policy will be those preschoolers who have siblings in Grades K-8 who are car riders. Preschoolers in this category may be signed into the Preschool Car Rider Line when they are dropped off at the Academy. These preschoolers will be brought to Ferrante Hall at approximately 2:40pm to be picked up by their parents.

Parents are discouraged from permitting their children to walk to local establishments for lunch after school, especially on half days. This unsupervised time has proven problematic in past years. Should a parent still grant their child permission, it is against the advice of the Academy. Such permission must be granted by a parent in writing and contain both the name of the destination and a signature of the parent. **PHONE CALLS AND EMAILS WILL NOT BE ACCEPTED FOR THIS PURPOSE.**

Parents are also discouraged from using Uber, Lyft, or any other travel companies to pick their child up from school. We have no way to verify the identity of those who represent these services.

### **ELECTRONIC DEVICES**

The Academy takes NO RESPONSIBILITY FOR radios, electronic readers, iPods, cell phones, electronic games, or any other electronics that students bring to school. Students who bring such devices to school DO SO AT THEIR OWN RISK. The Principal reserves the right to inspect any and all electronic communication devices (phones, iPods, electronic readers) at any time and for any reason and to confiscate such devices at any time and for any reason.

### **EMERGENCY CLOSING**

St. Gregory the Great Academy generally follows the school closing decisions of Hamilton Township, however, the School Messenger message will deliver the final decision made by our Academy. If Hamilton Township schools are closed for an emergency, such as snow, we will usually be closed as well. Depending on conditions, the township may call for a 90 minute delay; therefore, student arrival time would be 9:35 a.m. Students may not be dropped off before 8:45 a.m. as there will not be supervision. Other sending districts, (i.e. Robbinsville, East Windsor, Upper Freehold) may make a different closing decision than St. Gregory the Great Academy, and this will affect bussing. If a sending district is operating on a different schedule or is closed due to an emergency, the busses from these districts will follow the schedule from the sending district and NOT that of St. Gregory the Great Academy. Therefore, please be careful to also check the opening status of your public school district if students use school busses. Emergency closing of school due to inclement weather, power failure, or other reasons will **NOT BE BROADCAST ON TELEVISION AND RADIO STATIONS.** We are now utilizing School Messenger, which will be activated any time there is a school cancellation, a delayed opening, or an early closing or in the case of other emergencies (such as bus incidents). Parents are strongly encouraged to check the Academy website for the latest information on an emergency or early closing. Please do not call the Academy as the phone lines need to be open for the townships and bus companies to call in.

### **EXAMINATIONS**

Diocesan Policy #6155 states: "Examinations as a form of cumulative assessment can be appropriate for Grades 7 and 8. Alternate and developmentally appropriate assessments of student achievement can be utilized in other grade levels."

Thus, teachers may give book tests, chapter tests, end-of-unit tests, or end-of-book tests in January and June. January's tests will be averaged as part of the second trimester grade. June's tests will be averaged as part of the third trimester grade.

### **EXTRA-CURRICULAR ACTIVITIES**

St. Gregory the Great Academy believes in the development of the whole child. As a result of this belief, the Academy offers the following after school activities: Chess Club, Tech Team, Choir, S.T.E.M. Club, School Play, Spanish Club, Coding & Photography Club, Book Club, and Scouts. On occasion, other after school activities are offered throughout the year; these will always be announced via the CHIRP.

## **FACULTY MEETINGS AND WORKSHOPS**

Occasional full days and half days are reserved for faculty meetings, planning, or professional development. Please check the monthly calendar carefully for half days and whole days off for students. Our sessions are not always conducted in the academy itself since we attend diocesan workshops and those presented by book companies, etc. We bring this to your attention as it is important that all car riders leave the Academy property by 12:30 p.m. on half days. **Parents are discouraged from permitting their children to walk to local establishments for lunch after school, especially on half days. This unsupervised time has proven problematic in past years. Should a parent still grant their child permission, it is against the advice of the Academy. Such permission must be granted by a parent in writing and contain both the name of the destination and a signature of the parent. PHONE CALLS AND EMAILS WILL NOT BE ACCEPTED FOR THIS PURPOSE.**

## **FIELD TRIPS**

Field trips are educational in nature and expand the learning process. **These trips are a privilege and not a right and may be denied to any student if he/she fails to meet academic or behavioral requirements.**

Prior to a scheduled trip, a letter plus the official Diocesan permission slip (unaltered) must be returned before the field trip. Students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Parents may refuse to allow a child to participate in a field trip but the child must attend school or be marked absent.

Parents are asked to chaperon field trips and are NOT PERMITTED TO BRING SMALLER CHILDREN with them.

## **FINANCIAL OBLIGATIONS**

St. Gregory the Great Academy has an obligation to operate as a responsible steward of time, talent, and treasure. As you are aware, it takes a great deal of money to educate children today. When you registered your child in the Academy and signed the Parish-Family partnership, you agreed to pay the full amount of your family tuition cost. The Church of St. Gregory the Great, through fundraisers and a parish subsidy, subsidizes every family in the school by covering the portion of the true per pupil expenditure over and above what tuition covers.

**By enrolling in the Academy, parents accept full legal responsibility for their child(ren) and agree to pay in full on the date due all tuition and fees payable with respect to such student(s). We understand that any failure to meet financial obligations may result in the child(ren) not being permitted to attend classes and that until all financial obligations with respect to the student have been satisfied in full, the Academy will have no obligation to transfer credits, grant a diploma, or release interim or end-of-year records or transcripts.**

**Students may be EXCLUDED from school if any tuition account falls more than 60 days behind.**

Additionally, parents understand that the Academy reserves the right to use collection agencies and other legal means to collect unpaid tuitions.

Please note that should a child complete less than a full school year at St. Gregory the Great Academy, the family is responsible for a percentage of all tuition and fees equal to the actual percentage of the school year that the child attended the Academy. **REGISTRATIONS FEES ARE NON-REFUNDABLE!**

## **HEALTH**

State law requires evidence of the following immunizations to enter school in Grades K-8:

- 1) DPT
- 2) Polio
- 3) MMR
- 4) Hepatitis B
- 5) Varicella (chicken pox)

**St. Gregory the Great does NOT accept religious exemptions from immunizations; medical exemption requests must be provided by a licensed physician and must contain the reason for the exemption request and the name of the contraindicated immunization. Medical exemptions will be reviewed by the Diocesan Superintendent, and a final decision will be communicated to the parents.**

Over the course of the year, the following tests are conducted in the office of the Academy nurse:

- Vision Screening – Grades K, 2, 4, 6, & 8
- Hearing Screening – Grades K, 1, 2, 3, & 7
- Scoliosis Screening – Grades 5 & 7

Physical examinations by your private physician are required upon entering Kindergarten and Fourth Grade. These examination reports from the doctor and all immunization records must be submitted to the Academy Nurse by August 31. Students with incomplete health records will not be permitted to attend school until the necessary forms are received.

Help your child to practice good health habits which we attempt to reinforce in school. If your child contracts a communicable disease, do not send him/her to school until your physician gives you permission to do so. A doctor's note is required if a communicable disease is the cause of absence.

You are asked to follow the procedures listed regarding medications:

1. The administration of medication in the Academy should be avoided wherever possible.
2. If medication must be given during school hours, there must be written permission from the parent AND a medication form completed by the doctor for all medications, even over-the-counter medications.
3. Children are NOT permitted to carry any medication in school, with the exception of EPI-PENS and INHALERS.
4. Students who carry INHALERS (per #3 above) may ONLY do so if they have a completed self-medication form completed by their physician on file with the Academy Nurse.
5. All medication must be kept in a locked facility in the nurse's office and the academy nurse will administer it provided there are written directions from the parent and doctor.
6. All medication (even over the counter medicines) must be kept in the original container and labeled with the child's name and proper dosage.
7. Medications must be administered by the Academy nurse or by the parent. Children are NOT permitted to take medication themselves.

Medications will not be administered unless these procedures are followed.

The Academy keeps emergency files on each student. The parents should list on the forms provided, the name and telephone number of a responsible adult to be called in their absence. It is extremely important that this information be kept current.

## STUDENT ALLERGIES

St. Gregory the Great Academy recognizes the unique dignity of every person, and that each child has been created by God. To this end, the Academy has established reasonable policies for dealing with student allergies which are designed to both protect the well-being of our students and be realistically manageable in a large, multi-use institution. The Principal will modify this policy as necessary, and provide notification to the Academy community. To this end, the following policies are in place with regard to student allergies:

1. St. Gregory the Great Academy **IS NOT** able to provide an allergen-free environment to meet the needs of student with severe inhalation allergies. The Academy building is used by multiple parish groups, and we therefore cannot guarantee that allergens are not brought into the Academy building.
2. St. Gregory the Great Academy **IS** able to take reasonable steps to protect students from allergens during the school day. These reasonable steps include:
  - A. Preferential seating during student eating
  - B. Allergen-free classroom materials (modeling clay, balls, toys, etc.)
  - C. Prior parental notification of foods/treats given to the entire class **IF PARENTS REGISTER ON THE "ALLERGEN ALERT EMAIL LIST" using the proper form.**
3. St. Gregory the Great Academy **IS** able to provide ready-access to EPI-PENS and anti-allergen medication (such as Benadryl) to students during the school day. This is to be accomplished by sending **TWO** EPI-PENS to school and **ONE** package of anti-allergen medication (such as Benadryl). One **EPI-PEN** will be kept in the classroom Allergen Bag that will travel with the student throughout the day, while the other pen and the anti-allergen medication will be kept in the Academy Nurse's Office. **Both the EPI-PENS and the anti-allergen medication must be sent to school immediately WITH DOCTOR'S ORDERS. ONLY the ACADEMY NURSE may administer the anti-allergen medication.**
4. St. Gregory the Great Academy **IS** able to establish a system of parental notification when a class/whole Academy treat is planned. This will be accomplished via the **"ALLERGEN ALERT EMAIL LIST."** The form for registering on this email list in on the Academy website. ALL Academy organizations who intend on distributing a treat/snack to students (PTA, Room Parents, Walk-a-Thon, etc.) must send notification via the Allergen Alert Email List AT LEAST 48 hours prior to the time of the snack. Parents of students who have an allergy who receive the email have the option of 1) allowing the child to eat the snack, or 2) sending an alternate snack to school.

## **HARASSMENT, INTIMIDATION, AND/OR BULLYING (HIB)**

### POLICY STATEMENT

St. Gregory the Great Academy is committed to creating and sustaining a safe, caring, respectful learning environment for all students. We will treat all members of our community with civility and respect in an inclusive environment. Key words that represent our actions and our words are our three traits we value as an Academy: respectful, responsible, and ready to learn. Our Academy strictly enforces a prohibition against bullying of any students or staff. The Administrative Team expects that in collaboration with teachers, families and community members, the Academy will implement the anti-bullying policy and procedures as published in this handbook.

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

### DEFINITION OF HARASSMENT, INTIMIDATION, AND/OR BULLYING

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile

or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate policy.

### RETALIATION

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

### REPORTING INCIDENTS OF HARASSMENT, INTIMIDATION, AND BULLYING

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

When a case of bullying is reported or suspected, the Academy's Bully Prevention Coordinator will contact the parents of the students involved to set up a time to meet to discuss the situation. The goal in all cases of bullying shall be elimination of the offending behavior and healing for all parties involved. Parents are **STRONGLY** encouraged to take any communication from the Academy regarding bullying seriously, regardless of how "out of character" it may seem.

### RESOLVING COMPLAINTS OF HARASSMENT, INTIMIDATION, AND BULLYING

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

### TYPES OF BULLYING

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

## WHY STUDENTS BULLY

1. Students who bully have strong needs for power and (negative) dominance.
2. Students who bully find satisfaction in causing injury and suffering to other students.
3. Students who bully are often rewarded in some way for their behavior with material or psychological rewards

## ROLE RESPONSIBILITIES

**Parents:** Parents need to have an open line of communication with your sons and daughters. Please make an effort to engage your child(ren) in conversation about the school day. Don't accept the answer "nothing" when you ask what happened in school each day. Take it seriously if the same name comes up multiple times as having hurt your child. At the same time, don't treat every word that your sons and daughters utter as gospel, because sometimes facts get embellished. Remember, studies have shown that children who are comfortable and accustomed to talking to their parents are much less likely to be untruthful. Look for warning signs of behaviors similar to the "Why Students Bully" list above. Bullies almost always engage in such behavior because of something lacking in their own lives; try your best to prevent these behaviors.

**Students:** Students need to feel empowered to report when they are mistreated. In the primary grades, the challenge is helping students distinguish between tattling and justified reporting. This is a learning experience. In the intermediate and middle school grades, the challenge then becomes overcoming the fear of repercussions when justifiably reporting mistreatment. This becomes an issue of teaching these children that they have the right to feel safe and comfortable at school. Bullies are empowered when they "get away" with inappropriate behaviors; a powerful way to counteract this power is to foster a culture of respect and make it clear that such behavior will be addressed.

**Academy Personnel:** Academy personnel need to take reports of mistreatment seriously. A key component to addressing bullying is establishing a pattern of behavior. A single incident between students is usually not bullying, but a repeated pattern is! Teachers and aides must be aware of the school environment and be proactive about observing student interactions. The Academy will also offer bullying awareness/prevention programs to the students proactively. The Academy also has a responsibility to the child who is displaying the bullying behavior. We are dealing with children here too, not hardened criminals. The Academy must take all possible steps to help these children avoid bullying behaviors.

## PROHIBITION AGAINST FALSE REPORTING OF BULLYING

False reports concerning bullying will be subject to appropriate school discipline, including short or long term consequences as previously outlined within this policy.

## POLICE NOTIFICATION

When bullying behavior involves conduct that violated criminal law, the police department shall be notified immediately by the victim's family or school administration.

## MEDIATION BOARD

The Principal of St. Gregory the Great Academy may establish a Mediation Board to resolve complaints of bullying in circumstances where mediation may provide an appropriate remedy. The Mediation Board could include clergy, administrators, teachers, school social workers, and where appropriate, students.



## VOLUNTARY PARTICIPATION IN MEDIATION

No student who is the victim of bullying shall be required to participate in mediation or to accept any apology tendered by the bullying student. The decision of a victim of bullying not to participate in a mediation program shall not diminish the obligation of the school to impose discipline against the student who has committed an act of bullying.

## HOMEWORK POLICY

### HOMEWORK PHILOSOPHY

The faculty of St. Gregory the Great Academy recognizes the positive relationship between homework and academic achievement. We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management and sound study skills. Students may be asked to apply newly acquired skills to real-life situations or to prepare for class participation about a topic. The amount of homework time, generally speaking, will increase at an appropriate pace from grade to grade. The intent of this progression is to encourage the student to realize the regularity, continuity and importance of home study while they develop the study skills necessary to maximize learning. Homework is about learning to make choices about when to do homework, how to do homework, where to do homework, and when to turn it in.

Homework guidelines maintain communication between home and school. Parent support of homework is an extremely important factor toward building positive attitudes and successful study habits. Parents have an opportunity to become actively involved in their child's education and gain insights into the Academy's philosophy, curriculum and objectives. When parents show interest in their child's schoolwork, it reflects a belief that school is a priority. It is important that the student does the homework with minimal parental assistance. It is appropriate for parents to give examples, clarify directions, provide encouragement and assist in organization, but the assignment is the student's responsibility to complete.

### TYPES OF HOMEWORK

Assigned homework may take many forms. Often times, homework will be assigned that supports the development of a particular intelligence or that offers choices based on the student's preferred intelligence. The assignments are checked for understanding and for accuracy and graded depending on the purpose of the assignment.

Most assignments will be mandatory. However, some assignments may be optional. Most assignments are meant for the students to complete independently. Others may be designed for the students to work on cooperatively with other students, or even to work on with parents and other family members.

### COMPLETION

Some students have difficulty taking responsibility for completing their homework and turning it in on time. Kindergarten, first and second grade teachers send weekly homework assignments and handle concerns as they arise. Teachers in third and fourth grades also communicate with parents when missing homework becomes a pattern. In kindergarten through fourth grade, parents should check nightly that all homework is completed by reviewing completed homework with the student. For fifth through eighth grade, parents may readily monitor homework completion (and other graded assessments) via Parent Portal.

Certainly, it is much better to focus on positive ways to reward students for completing homework. Ideally, the student will experience the intrinsic satisfaction that arises from completing a task to the best of his/her ability. Incentives can also be established by parents as a very effective way to motivate the student. When a child is having difficulty getting work completed and handed in, parents can help motivate by setting a weekly goal. They can also establish ways to celebrate after the child successfully reaches that goal. Since we believe that communication is very

important, the Homework Alert form provides parents with information that they need to support *their child at home*.

### **HONOR ROLL CRITERIA (GRADES 6-8)**

First Honors = 93 or above in all major subjects; 3 or above in all co-curricular subjects  
Second Honors = 85 or above in all major subjects; 3 or above in all co-curricular subjects

Due to the accelerated pace and level of challenge in the Pre-Algebra and Algebra I classes, five (5) points are mentally added to the report card grade to determine Honor Roll eligibility. In the 6<sup>th</sup> grade Accelerated Math class, three (3) points are mentally added to the report card grade to determine Honor Roll eligibility.

DIOCESAN POLICY 2420/INSTRUCTIONAL PROGRAM - Students will be primarily responsible to classroom teachers. The instructional and non-instructional services which are provided in each school will be brought into the life of each child in a manner determined by the classroom teachers and principals of each school. Catholic education requires the active interest and involvement of parents in their child's school progress. However, involvement will not be permitted to become interference. Where parents repeatedly and insistently attempt to impose their views as to the educational process upon the academy Administration, the educational progress both of that child and of other students will be adversely affected. In such instances the parents will be requested to remove the child from the Academy.

### **LIBRARY**

The library is open daily from 9:00 a.m. to 2:30 p.m. All classes from K-4 have an assigned library schedule. The children in kindergarten and first grade have a story-time once a week. It is suggested that students supplement library visits by going to their local libraries at least twice each month. Student book circulation is usually for one week but may be renewed for another. There is a five cent charge for overdue books. If a student should lose or damage a book, the cost of the book must be paid to the librarian.

### **LUNCH DUTY**

As you know, each family is required to serve one day of lunch duty for each child. We would appreciate your help and cooperation in protecting your children during their lunch period. In order to do this properly, we ask that you observe the following rules and keep them for reference:

1. Please be on duty from 11:00 AM to 1:00 PM. As per the Parish-Family-Partnership, tardiness in excess of 10 minutes equals a NO SHOW. Failure to show places a double burden on the other parents. Therefore, a \$100.00 charge is placed.
2. You must sign the duty book upon arrival to the Academy - located in the kitchen.
3. Please be on time. Being late for cafeteria duty will cause considerable disruption for the children and the staff members. Parents are expected to help out wherever needed.
4. Some parents will be asked to assist in the recess yard during the lunch period; please be sure to follow the directions given by the teacher on duty.

### **LUNCH PERIOD/LUNCH PROGRAM**

Preschool	Determined by student schedule
Grades K, 1, & 2	12:20 -12:40
Grades 3 & 4	12:00 - 12:20
Grades 5 & 6	11:20 - 11:40
Grades 7 & 8	11:40 - 12:00

CaféTerias, Inc. is the food service vendor who manages our Academy lunch program. **The cost of a full lunch is \$3.75 per day.** Students may bring a bagged lunch from home or purchase lunch from the food service which is offered each full day of school. Lunches can be purchased in blocks ahead of time or may be purchased on a daily basis with cash in hand. All payments are to be made payable to “CaféTerias, Inc.” Milk, juice, or snacks may also be purchased separately from the full lunch. Students are expected to demonstrate good manners while eating and talk in a normal tone. Please put names on lunch bags or boxes and see that napkins are included. **STUDENTS ARE EXPECTED TO HAVE A NAPKIN TO PLACE UNDER THEIR FOOD.** Tables and floors **MUST** be left clean. Children are to be encouraged to eat their entire lunch and drink all their milk. “Lunchables” are strongly discouraged for children in grades P3-2, as they are high in sodium and usually more than students can eat. If they are unable to finish, the remainder of the lunch should be taken home. If sending both a lunch and a snack for EDP in the lunch box, please label the food as to which time the food is to be eaten.

Students may go to the lavatory at any time during their lunch period except at the end of the lunch period when it is time to move on.

No food may be purchased during the last few minutes of the lunch period because any unfinished food is not allowed outside. After going outside, students may not return to the cafeteria or re-enter the building until directed to do so by the staff member on duty. While outside, students are to play in a manner that is not rough. Pushing, shoving, tackling, or other rough conduct will not be tolerated and will be handled as a violation of school conduct.

**MARKING CODE FOR REPORT CARD FOR ALL MAJOR SUBJECTS (GRADES K-8)**

GRADE K:	P = Proficient	D = Developing	E = Emerging	N = Not Yet Evident
GRADES 1-2:	O = Progress is Outstanding	G = Progress is Good		
	S = Progress is Satisfactory	N = Progress is Needed		
GRADES 3-5:	A= 93-100	Outstanding		
	B= 85-92	Good		
	C= 76-84	Satisfactory		
	D= 70-75	Needs Improvement		
	F= ≤69	Not Meeting Curriculum Expectations		
GRADES 6-8:	Passing Grade:	70%		
	F (≤69%)=	Not Meeting Curriculum Expectations		
Co-Curricular Subjects	4 = Progress is Outstanding	3 = Progress is Good		
K-8:	2 = Progress is Satisfactory	1 = Progress is Needed		

**MARKING CODE FOR SCHOOL CONDUCT (GRADES 3-8)**

S	-	No more than 2 detentions
N	-	No more than 3 detentions
U	-	4 or more detentions and/or a suspension

**MISSIONARY CHILDHOOD ASSOCIATION**

The Missionary Childhood Association is a Pontifical Association established for the specific purpose of children helping children. Each student benefits from the prayers, masses, and sacrifices offered for the membership as well as the satisfaction of knowing that the poor are being helped. Membership dues are \$1.25.

Beyond that, there are special MCA Advent and Lent collections which encourage children to sacrifice some of their own money for the missions in a spirit of love for Christ and concern for the less fortunate throughout the world.

### **PARENT CUSTODY**

At the beginning of each school year when information data is gathered, it should be noted WHO HAS CUSTODY. If the court extends or limits the rights of either parent there should be a valid court order of entry specifying these extensions or limitations. A parent (custodial or non-custodial) should produce a valid certified copy of such an order to the principal if they are seeking a right outside the usual rights. It is the parent's duty to inform the Academy of a separation or any court order.

ST. GREGORY THE GREAT ACADEMY ABIDES BY THE PROVISIONS OF THE BUCKLEY AMENDMENT. THUS, NON-CUSTODIAL PARENTS WILL BE GIVEN ACCESS TO THE ACADEMIC RECORDS AND TO INFORMATION REGARDING THE ACADEMIC PROGRESS OF THEIR CHILDREN, UNLESS THERE IS A COURT ORDER SPECIFICALLY STATING THAT THE NON-CUSTODIAL PARENT IS DENIED ACCESS TO SUCH INFORMATION. NON-CUSTODIAL PARENTS MAY KEEP ABREAST OF SCHOOL PROGRAMS AND RECEIVE COPIES OF THEIR CHILDREN'S GRADES BY REQUESTING, IN WRITING, TO HAVE PROGRESS INFORMATION SENT TO THEM.

### **PARENT TEACHER ASSOCIATION (PTA)**

It is a well-established principle of the Catholic philosophy of education that parents are the primary educators of their children. Those parents who have chosen to send their children to St. Gregory the Great Academy have delegated responsibility for the formal educational process to our Academy staff. Through their active membership in the PTA. and its various committees, these parents may participate with the Academy in carrying out this responsibility. This organization is dedicated to providing information to its members concerning the operations of the Academy and furnishing assistance, where needed, to help conduct the formal educational process. Some areas of parental involvement are:

1. Preparation for Sacraments: Programs are provided to assist parents in preparing their children for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Your active participation in these programs is of utmost importance.
2. Academy Service: You also play a vital role in the day-to-day implementation of Academy services through volunteer service in the Health Office, Library, Cafeteria, Yard, Bingo, Fund Raising, and Main Office, as well as instructional service for individual students.
3. Enriching Experiences: Parents also have the opportunity to enrich the students' background by sharing experiential resources such as career information or travel.

### **PHYSICAL EDUCATION**

Since physical education is considered part of our curriculum, all students are expected to participate unless the Academy has a notice from a doctor. Jewelry (necklaces, bracelets, earrings, rings, watches) **MAY NOT BE WORN** during Physical Education class.

### **PROGRESS REPORTS**

Midway through each report card period, progress reports are sent to all parents of children in Grades K-2. The purpose of the progress report is to inform the parent of the child's academic progress thus far in the marking period. Parents of students in Grades 3-8 have constant access to student progress via Parent Portal. Parents in all grades are encouraged to keep in regular contact with teachers; please do not wait until the end of the trimester to share your concerns. Preschool 4 students will receive three reports per year; one in November, one in March and one in May. Preschool 3 students will receive one report in May.

## PROMOTION AND RETENTION

Parents will be kept informed about the inability of students to progress satisfactorily. Ordinarily, this requires input from the Child Study Team, diagnostic testing and conferencing. If retention is recommended, arrangements will be made for a conference with parents no later than the end of the second trimester. Students completing a grade's work to the best of their ability generally are to be promoted to the next grade.

Any student failing one or more major academic subject for the year (IE: Religion, Integrated Language Arts, Math, Social Studies, Science) shall successfully complete summer school or tutoring before receiving notification of graduation or promotion.

## RECORDS

All official Academy records will bear the child's first and last name as it appears on the birth certificate. In 1965, the Buckley Amendment, also known as the Family Education Rights and Privacy Act gave parents the right of access to records. Opportunity for review of records will be provided in the Main Office upon written request.

## REGISTRATION PROCEDURES

St. Gregory the Great Academy admits students of any race, color, or national and ethnic groups.

To be eligible for Preschool 3, the child must be 3 years old by September 30th of the year they are to enter school. To be eligible for Preschool 4, the child must be 4 years old by September 30th of the year they are to enter school. To be eligible for Kindergarten, the child must be 5 years old by September 30th of the year they are to enter school. New students entering any grade must present the following:

- Birth/Baptismal Certificates
- Immunization Records from the physician
- Report Cards/Standardized Test Results (gr. 1-8)

Students entering the Academy are accepted on "probationary" terms, and must sign a copy of the probation agreement.

## RELIGIOUS INSTRUCTION

Each week all students in grades one through eight receive at least 150 minutes of religious instruction. Lessons include content relating to doctrine, moral behavior, scripture, prayer, liturgy, Church history, devotions and service. Each day begins and ends with prayer, and students are encouraged to pray frequently. Grades 1-8 use the religion series Faith and Life in their religion classes. **NO STUDENT WILL BE GRANTED AN EXEMPTION FROM RELIGION INSTRUCTION.**

**In order to properly nurture the students' proper love of the Eucharist, students attend Holy Mass every Friday and other holy days of obligation. Preschool classes visit church as appropriate.** Academy participation at Holy Mass every Friday and prayer services for special occasions is an important part of our Liturgical calendar. Students also attend Adoration with Solemn Benediction during the school year, as well as the Sacrament of Reconciliation. We encourage parents to share these special occasions with us as well as attend Sunday Mass EVERY WEEK. **It is vital that the love of the Eucharist that is fostered at school begin in the home!**

The pre-sacramental programs are an ESSENTIAL part of the preparation of parents and students for the sacraments of RECONCILIATION, EUCHARIST, and CONFIRMATION. Information on these processes shall be published and distributed by the St. Gregory the Great Office of Religious Education.

**St. Gregory the Great Academy fully observes all directives from the Bishop's Office regarding the Safe Environment Program training for adults and Safe Environment education for students.**

### **REPORTING PROGRESS AND TESTING**

The school year is divided into three marking periods. At the close of each period in November, February, and June, report cards will be issued.

Students in 2-8 take a battery of standardized tests (Terra Nova) in the springtime. Teacher-made tests, textbook assessments, portfolios, authentic assessments, and observation-based assessments are also used. It is good for parents to check results and review the material with the child. If the teacher requests your signature, please sign. Your signature will indicate that this has been completed.

### **SAFETY PATROL**

This is an organization of volunteer boys and girls who help their classmates develop safety habits as well as obey Academy rules. Under the direction of the Assistant Principal, we hope to stress character formation in these young adults and depend on you, the parents, to instill in your children respect, obedience, and cooperation for their efforts to insure safety for all our children.

### **SCHOOL GROUNDS**

Children are not permitted to leave the Academy grounds for any reason during the school day (lunch hour included) except with the permission of the principal and a note from the parent. They are also expected to keep the Academy and Academy grounds neat and free from debris. No eating is permitted outside on Academy grounds.

### **SCHOOL SUPPLIES**

Supplies may be purchased at the Lion's Den School Store each morning. It is important that you check regularly to see that your child has adequate and proper supplies. We discourage the use of spiral composition books as they are both hazardous and tear apart easily. FAD and NOVELTY pens and pencils often hinder proper penmanship and SHOULD NOT be part of school supplies.

### **SPORTS**

Our Academy offers many opportunities for our students to enjoy competitive games and sports. These CYO sponsored activities foster school spirit, sportsmanship and loyalty. The sports programs available are basketball, soccer, track and field, softball (girls) and cheerleading (girls). Students who participate must be representative of our Academy as well as maintain academic requirements. If scholastic achievement or behavior is deemed unsatisfactory, the principal may remove the students from the team either temporarily or permanently. If a child is absent from school or sent home ill on the day of a practice or game, the student may NOT participate in the sport on that day. As a courtesy, all sports injuries should be reported to the Academy nurse on the next school day.

**WHEN A TEAM PRACTICE IS SCHEDULED BEFORE 6:00 P.M. AND THE CHILD IS NOT GOING HOME FIRST, THE CHILD MUST GO TO EDP UNLESS ALTERNATIVE PLANS HAVE BEEN MADE BY THE PARENT/S. A WRITTEN NOTE SIGNED BY THE PARENT/S MUST BE RECEIVED BY THE MAIN OFFICE OUTLINING THESE PLANS. ONCE A CHILD LEAVES THE ACADEMY GROUNDS, THE ACADEMY IS NO LONGER RESPONSIBLE FOR THE CHILD.**

## **STUDENT ACCIDENT INSURANCE**

All students are automatically covered DURING SCHOOL HOURS. Please notify the nurse of all injuries occurring during school hours and during Academy sponsored activities. The appropriate forms will be sent home after the injury is reported.

## **STUDENT SUPPORT SERVICES (GRADES K-8)**

### **CHILD STUDY TEAM REFERRAL AND EVALUATION**

A student may be referred for a Child Study Team evaluation by a teacher or administrator when it appears that there is a barrier preventing the student from reaching his or her full potential in the classroom. Once a teacher makes a referral for an evaluation, the parent will be asked to sign Form 407-1, which authorizes the Child Study Team to begin the evaluation process. The team will conduct several observations of the student in the classroom, and complete a variety of assessments with the student. The results of the observations and assessments will determine if the student meets the criteria for classification, thus entitling the student to special education services. Once these results are obtained, an initial meeting will be scheduled with the parents, the Child Study Team, the student's teacher(s), and the principal or his designee. At this meeting, the team will share the results of the evaluation with the parents and make its recommendation regarding classification and the specific modifications and goals that this classification would entail. This information will all be incorporated into the student's Individualized Service Plan (ISP), which is a legal document governing the classified student's modifications. Once a student is classified, there will be an annual meeting with a member of the Child Study Team to determine progress toward the goals stated in the ISP, as well as a re-evaluation every three years to determine if the stated goals need to be adapted or if classification needs to be removed.

### **RESOURCE ROOM**

St. Gregory the Great Academy employs two full-time Resource Room teachers who plan and implement alternative reading and writing programs for qualifying students in Grades K-4. Students qualify for Resource Room Language Arts instruction based on the recommendation of the Child Study Team. The Resource Room covers the same essential Language Arts curriculum at each grade level as instruction in the regular classroom does, but does so using alternative methods in small student groupings. The Wilson Reading Program is routinely used to assist students in achieving the goals outlined in their service plan. More information may be obtained about the St. Gregory the Great Resource Room by contacting St. Gregory the Great Academy Director of Special Services.

### **COMPENSATORY EDUCATION**

Compensatory Education is provided to students who qualify under New Jersey Chapter 192. Services are available to students in both communications (reading and/or writing) and computation (mathematics). Students may be referred for this service by their classroom teacher, based on classroom observation and achievement on standardized tests and report cards. Essentially, students are referred for Compensatory Education when, in the teacher's judgment, the student can benefit from some extra personalized attention in communications and/or computation. Services are provided by qualified teachers who are contracted by the Hamilton Township Board of Education using Chapter 192 funds, as funding permits. Referral for Compensatory Education does not require a classification, nor should it necessarily be viewed as the first step toward classification. More information may be obtained from the New Jersey State Department of Education at <http://www.state.nj.us/education/nonpublic/192193man.pdf>.

### **SUPPLEMENTARY INSTRUCTION**

Supplementary Instruction is provided for students who qualify under New Jersey Chapter 193. Supplementary Instruction is provided to a student with a disability classified as eligible for special education and related services as

an addition to the primary instruction for the subject being taught. The program of supplementary instruction shall be specified in the student's service plan. This program is designed to meet specific learning goals for the student as outlined in the service plan, and is intended to augment the student's classroom instruction. Services are provided by qualified teachers who are contracted by the Hamilton Township Board of Education using Chapter 193 funds, as funding permits. Referral for Supplementary Instruction is discussed at a student's Child Study Team evaluation. More information may be obtained from the New Jersey State Department of Education at <http://www.state.nj.us/education/nonpublic/192193man.pdf>.

#### SPEECH AND LANGUAGE

Speech and Language services are provided under the New Jersey Chapter 193, as funding permits. These services provide therapy for issues including language, articulation, voice, and fluency. All kindergarten students are screened for speech issues, and students in other grades are screened at the request of teachers. Speech and Language services are provided by a licensed speech therapist that is contracted by the Hamilton Township Board of Education using New Jersey Chapter 193 funds.

#### OCCUPATIONAL THERAPY

Occupational therapy services are provided by St. Gregory the Great Academy as funding permits. Such services are included in a student's service plan when the student has difficulty with fine or gross motor skills, or has a physical disability.

#### IN-CLASS SUPPORT TEACHERS

In-Class Support is provided under the federal Individuals with Disabilities Education Act to students in Grades 5-8 whose service plans specify such support. This is accomplished by scheduling dedicated in-class support teachers into specific classes throughout the day in Grades 5-8. The function of these teachers is to implement the modifications mandated by the classified students' service plans in the regular classroom. In-Class Support Teachers are licensed teachers provided by the Hamilton Township Board of Education using IDEA funds, as funding permits.

#### COUNSELING

Student counseling is provided by St. Gregory the Great Academy on an as-needed basis. The Academy employs a licensed counselor for the Academy five days per week. Students may be referred to the counselor by teachers or administrators based upon classroom observation or issues that are brought to the attention of the administration. The initial referral and student/counselor meeting may be at the Academy's discretion; however the parent must authorize the counselor to continue meetings after the initial meeting. The Academy administration reserves the right to mandate regular counseling sessions in response to serious student issues or behaviors. Parents are also encouraged to contact the Academy counselor to discuss concerns that they may have about their child, especially with regard to major changes or tragedies that may have occurred in the student's life. For more information, please contact the Academy Counselor, Mrs. Kristin Bricker, at 587-1131, extension 230.

#### STUDENT USE OF SOCIAL NETWORKING SITES

Social Networking Sites are a part of 21st century culture for students today. It is important that Catholic elementary and secondary students understand that they have a responsibility to participate in Social Networking Sites and Apps in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a Social Networking Site. **Social Networking Sites and Apps, for purposes of this policy, are defined as online websites or smart phone applications including, but not limited to, Facebook, Twitter, Instagram, Blogger, Kik, Snapchat, etc.**



The following points, while not comprehensive in nature, provide guidance:

- Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that in the discretion of the school or the diocese contains inappropriate content.
- Students are not to infringe upon another’s copyright or trademark without appropriate permission.
- Students are not to write or post anything that is sexual in nature.
- They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, classmates or teachers.
- Students are not to interact with current administrators or teachers on a Social Networking Site. This includes, but not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators or teachers pages or profiles.
- Students shall screen, block and/or remove any comments that violate this policy.
- Students should critique any third party comments or postings prior to publication.
- Parents agree to direct their children to remove any posting on social media which is brought to their attention by the principal and which the principal requests to be removed.

The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

### **TELEPHONE/CELL PHONE**

Children are permitted to use the office telephone only in emergencies and with the permission of the principal or secretary. Policy requires that student-owned cell phones be kept in backpacks and turned off. Students may only use their cell phones with teacher permission.

Teachers will not be called to the office for a telephone call during school hours unless it is an emergency call. Teacher voicemail boxes may be accessed by entering the teacher’s three-digit extension at any time during the greeting message. If you leave a message, the teacher will return your call after school hours. Please do NOT call teachers at their homes unless you are requested to do so by the teacher.

Telephone Menu:	Enter	#1	Religious Education
		#3	Academy Main Office
		#6	Academy Attendance Line
		#7	Academy Nurse
		#8	Extended Day Program
		#9	Academy Counselor’s Office
		#*	Rectory

### **TIME SCHEDULE (GRADES K-8)**

7:50	-	Students Enter Building
8:05	-	Prayers and Announcements
8:10	-	Classes Begin
2:20	-	First Dismissal Bell
2:30	-	Dismissal
12:30	-	Early Dismissal Time

The safety of children is of prime importance for the academy and parents. In recognition of this fact it is important for parents to realize that St. Gregory the Great Academy does not provide supervision for children dropped off before 7:15 AM and is not responsible for their safety before that time. Any K-8 child arriving after 8:05 AM is considered late and must report to the Main Office.

### **TRANSFER PROCEDURES**

Parents are asked to notify the Academy Main Office in advance of the date of transfer. The following information should be given:

1. Name and grade of child
2. Reason for transfer
3. Address of new school and zip code
4. Last date your child will attend St. Gregory the Great Academy

Upon receipt of the above information, the Academy Administrative Assistant will mail out the transfer, transcript of scholastic record and standardized testing results, and health record directly to the school providing that:

1. All text and library books have been returned
2. All bills are paid to date

***Enrollment of a student at St. Gregory the Great Academy assumes that parents will support and accept all policies and procedures contained within this handbook.***

***The principal retains the right to amend the handbook for just cause. The principal will give parents prompt notification of changes that are made in school policy.***

# SAINT GREGORY THE GREAT ACADEMY

## 2017-2018 UNIFORM POLICY FOR GRADES K-8

Good dress habits promote good work habits and a healthy self-image. Students are to be neat, clean, and dressed appropriately for school. All oxford shirts must be tucked in at all times. A plain white undershirt or tee shirt may be worn underneath all shirts but may not be longer than the shirt. We count on parents to ensure that hair is clean, away from the eyes, and styled in such a manner that it is not distracting. **Boys'** hair length must not reach the bottom of the neck in the back. **Boys** are not permitted to wear earrings or caps while in school. **Girls** are not permitted to wear make-up; only clear nail polish may be worn. All other make-up is inappropriate for school, and **girls** wearing non-clear nail polish or make-up to school will be sent to the School Nurse to remove it. Jewelry is limited to a watch, religious medal or cross, and post, stud, or small hoop earrings. Pierced tongues, noses, eyebrows, and any other areas aside from ears are not acceptable. Colored hair extensions or adornments ("feathers", etc.) are not permitted for **boys or girls**. Students may not dye their hair any color that is not "**naturally occurring**" (defined as black, brown, blonde, auburn, or a shade of one of these colors).

On **out of uniform days**, long pants, jeans, capris, or shorts **that reach at least to the mid-thigh** may be worn with an appropriate shirt. **Cut-off shorts, yoga pants, and pajama pants are not acceptable.** In order to promote a positive, Christian self-image, we count on parents to reinforce the uniform code with their children. **Students who are found to be in violation of the uniform code will need to contact a parent to bring appropriate attire OR clothing will be provided from the used uniform closet and billed to the parents.** The complete school uniform is to be worn at all times to and from school. The school **physical education uniform** must be worn to school on the day the student is scheduled to have physical education class. Uniforms must be purchased from the school uniform company, Flynn and O'Hara. **Shoes, for students in Grades 1-8, must be COMPLETELY BLACK and EITHER OXFORD, SPERRY, LOAFER, OR MARY JANE style. Such shoes may be purchased at any retailer. If there is a question about the appropriateness of shorts or a shoe, the Assistant Principal should be consulted and will make the final judgment.**

### WINTER UNIFORM

October through April

#### **GIRLS AND BOYS PHYSICAL EDUCATION**

*All students in Grades 1-8 wear the physical education uniform to school on the day of their assigned Physical Education class. Kindergarten wears the physical education uniform to school every day.*

#### **BOYS AND GIRLS - Grades 1-8**

- Navy blue uniform sweatpants (elastic around ankles must be kept intact and sweatpants may not be worn tucked inside sneakers)
- Navy blue uniform sweatshirt (hooded or non-hooded)
- Navy blue mesh shorts and grey tee shirt (long or short sleeve) with school seal (top and bottom must be worn under sweats)
- NO jewelry may be worn during physical education class.

#### **GIRLS REGULAR UNIFORM**

#### **GIRLS- Kindergarten**

- Navy blue uniform sweatpants with school seal (elastic around ankles must be kept intact and sweatpants may not be worn tucked inside sneakers).
- Gray uniform tee shirt with school seal (long or short sleeve) or navy blue uniform sweatshirt with school seal. (non-hooded)

## GIRLS - Grades 1-4

### Option #1

- Uniform **jumper** may be worn with a white peter pan collar blouse (short or long sleeve)
- Navy blue knee socks or tights
- Black non-scuff oxford, Sperry, or Mary Jane shoe – **MUST be all black and oxford, Sperry, or Mary Jane style ONLY. Such shoes may be purchased at any retailer.**

### Option #2

- Navy blue uniform **pants** with white knit shirt with school seal, with or without navy blue sweater or V-neck sweater (both sweaters with school seal).
- Navy blue or white crew socks which must show above the shoe
- Black non-scuff oxford, Sperry, or Mary Jane shoe – **MUST be all black and oxford, Sperry, or Mary Jane style ONLY. Such shoes may be purchased at any retailer.**

### Option #3

- Navy blue “2-pleat” uniform **skort** with white knit shirt with school seal, with or without navy blue sweater or V-neck sweater (both sweaters with school seal).
- Navy blue knee socks or tights
- Black non-scuff oxford, Sperry, or Mary Jane shoe – **MUST be all black and oxford, Sperry, or Mary Jane style ONLY. Such shoes may be purchased at any retailer.**



## GIRLS - Grades 5-8

*Girls in Grades 6-8 are to have a uniform girl's blazer with school seal to be worn every day during Winter Uniform, with the exception of Physical Education days. Girls in Grade 5 have the OPTION to wear the uniform blazer.*

### Option #1

- Uniform skort (no shorter than 2½ inches above the knee – **EXTRA LONG SKORTS ARE NOW AVAILABLE THROUGH FLYNN AND O'HARA** – may be worn with:
- A white or light blue oxford cloth shirt (short or long-sleeve)
- Blazer/Sweater as follows:
  - GRADE 5: A navy blue sweater or V-neck sweater with school seal may be worn OR the navy blue girl's blazer with school seal may be worn.
  - GRADE 6-8: The navy blue girl's blazer with school seal must be worn.
- A plain white tee shirt or camisole may be worn under the shirt.
- Navy blue knee socks or tights
- Black non-scuff oxford, Sperry, or Mary Jane shoe – **MUST be all black and oxford, Sperry, or Mary Jane style ONLY. Such shoes may be purchased at any retailer.**

### Option #2

- Navy blue uniform ladies' pants may be worn with:
- A white or light blue oxford cloth shirt (short or long-sleeve)
- Blazer/Sweater as follows:
  - GRADE 5: A navy blue sweater or V-neck sweater with school seal may be worn OR the navy blue girl's blazer with school seal may be worn.
  - GRADE 6-8: The navy blue girl's blazer with school seal must be worn.
- A plain white tee shirt or camisole may be worn under the shirt.
- Navy blue knee socks or tights
- Black non-scuff oxford, Sperry, or Mary Jane shoe – **MUST be all black and oxford, Sperry, or Mary Jane style ONLY. Such shoes may be purchased at any retailer.**

## **BOYS REGULAR UNIFORM**

### **BOYS- Kindergarten**

- Navy blue uniform sweatpants with school seal (elastic around ankles must be kept intact and sweatpants may not be worn tucked inside sneakers).
- Gray uniform tee shirt with school seal (long or short sleeve) or navy blue uniform sweatshirt with school seal. (non-hooded)

### **BOYS - Grades 1-4**

- Navy blue uniform pants - a navy blue, black or dark brown belt is suggested. The pants are to be worn with one of the following options:
  - White knit shirt (short or long-sleeve) with school seal
  - White or light blue oxford cloth shirt (short or long-sleeve) worn with or without any appropriate necktie of the student's choice.
- A white tee shirt may be worn under any of the shirts
- Navy blue sweater (vest or V-neck) with school seal
- Navy or white crew socks which must show above the shoe
- Black non-scuff oxford or loafer – **MUST be all black and oxford or loafer style ONLY.** Such shoes may be purchased at any retailer.

### **BOYS - Grades 5-8**

*Boys in Grades 6-8 are to have a uniform boy's blazer with school seal to be worn every day during Winter Uniform, with the exception of Physical Education days. Boys in Grade 5 have the OPTION to wear the uniform blazer.*

- Navy blue uniform pants - a navy blue, black or dark brown belt is suggested.
- White or light blue oxford cloth shirt (short or long-sleeve) **This shirt will be worn with any appropriate necktie of the student's choice.** (A white tee shirt may be worn under the shirt).
- Blazer/Sweater as follows:
  - GRADE 5: A navy blue sweater or V-neck sweater with school seal may be worn OR the navy blue boy's blazer with school seal may be worn.
  - GRADE 6-8: The navy blue boy's blazer with school seal must be worn.
- Navy or white crew socks which must show above the shoe
- Black non-scuff oxford or loafer – **MUST be all black and oxford or loafer style ONLY.** Such shoes may be purchased at any retailer.

## **SUMMER UNIFORM**

September, May, and June Only

## **GIRLS AND BOYS PHYSICAL EDUCATION**

### **BOYS AND GIRLS - Grades 1-8**

- All options for winter, and student may wear uniform navy blue mesh gym shorts and grey tee shirt.

## **GIRLS REGULAR UNIFORM**

### **GIRLS - Grades K-8**

- All options for winter dress code with the additional option of navy blue uniform **shorts**. (Note that the uniform navy blue "2-pleat" **skort** for Grades 1-4 is now an option year-round.)

- Grades 5-8: The oxford cloth shirt will be worn; **students do not wear the knit shirt above Grade 4.**
- White or navy crew socks (must show above the shoe).
- Same shoe code as winter uniform
- Kindergarten may wear the uniform blue mesh shorts.

## **BOYS REGULAR UNIFORM**

### **BOYS - Grades K-8**

- All options for winter dress code with the additional option of navy blue uniform **shorts**
- Grades 5-8: The oxford cloth shirt will be worn; **students do not wear the knit shirt above Grade 4.** The necktie is OPTIONAL with summer uniform.
- White or navy crew socks (must show above the shoe).
- Same shoe code as winter uniform
- Kindergarten may wear the uniform blue mesh shorts.

## 2017-2018 CLERGY, ADMINISTRATION, FACULTY, AND STAFF

Rev. Michael T. McClane	Pastor	
<i>BA, Princeton University; STB, Pontifical University of St. Thomas Aquinas (Angelicum), Rome; JCL, The Catholic University of America</i>		
Rev. Lines Dela Cruz	Parochial Vicar	
<i>AB, Divine Word College; STB, Pontifical Lateran University, JCL, Pontifical University of the Holy Cross</i>		
Rev. Al Gamalo	Parochial Vicar	
<i>AB, The Nativity of Our Lady College Seminary, Borongan, Philippines; STB, St. Mary's Seminary and University; M.Div. St. Mary's Seminary and University</i>		
Dr. Jason C. Briggs	Principal	Religion 7
<i>BA, Caldwell College; MA, Caldwell College; MA, Georgian Court University; EdD, Neumann University</i>		
Mrs. Michele Rivera	Assistant Principal	Social Studies 8
<i>BS, Elizabethtown College; M.Ed. The College of New Jersey</i>		
Mrs. Kristin Bricker	Academy Counselor	
<i>BA, Coastal Carolina University; MA, Seton Hall University</i>		
Mrs. Susan Furman	Academy Administrative Assistant	
Mrs. Jane Mesday	Academy Administrative Assistant	
Mrs. Mary Lynn Adams	Academy Administrative Assistant/	Preschool 3 Educational Assistant
Mrs. Marcia Worthy	Academy Nurse	
<i>RN, JFK Muhlenberg Snyder School of Nursing</i>		
Mr. Sean Semple	Director of Advancement	
<i>BA, Providence College; MA, Georgian Court University</i>		
Mrs. Cheryl Kobren	Pre3 Blue	
<i>CDA, National Credentialing Program</i>		
Ms. Maureen Smitley	Pre3 White	
<i>BA, Trenton State College; MA, Trenton State College</i>		
Mrs. Cathleen Sunshine	Pre4 Blue	
<i>AA, Mercer County Community College</i>		
Miss Alyssa Donahue	Pre4 White	
<i>BA, William Patterson University</i>		
Miss Kathleen Holub	KA	Essentially Self-Contained
<i>BS, Trenton State College</i>		
Mrs. Nancy Darrah	KB	Essentially Self-Contained
<i>BA, Rider University</i>		
Mrs. Amy Jo Wiegartner	1A	Essentially Self-Contained
<i>BS, Mount St. Mary's College</i>		
Mrs. Kristy Schiano	1B	Essentially Self-Contained
<i>BA, Kean University</i>		
Mrs. Cloe McGilberry	2A	Essentially Self-Contained
<i>BS, The College of New Jersey</i>		
Mrs. Kathleen Wilson	2B	Essentially Self-Contained
<i>BA, Rider University</i>		
Mrs. Gena Bitonti	3A	Religion 3; Integrated Language Arts 3
<i>BS, Trenton State College</i>		
Mrs. Julie Boles	3B	Religion 3; Math 3; Science 3; Social Studies 3
<i>BS, Seton Hall University</i>		
Mrs. Jennifer Gallagher	4A	Math 4; Science 4; Social Studies 4
<i>BA, Neumann University, MA St. Joseph's University</i>		
Sister Natalie Panas, OSF	4B	Religion 4; Integrated Language Arts 4
<i>BA, Neumann College; M.Ed., Boston University; MA, Georgian Court University</i>		

Mrs. Karen Stives <i>BS, Wesley College</i>	5A	Science 5 & 6; STEM 1,2,3
Mrs. Elizabeth Mills <i>BA, Providence College; MS, University of London; MPA, Rutgers University</i>	5B	Religion 5; ILA 5 & 6; Math 5
Mr. Paul Cutaneo <i>BS, St. Joseph University</i>	6A	Religion 7; Social Studies 6 & 7
Mrs. Tracey Mularadelis <i>BS, Trenton State College; MAT, The College of New Jersey</i>	6B	Religion 5 & 6; Social Studies 5; Math 7
Mrs. Dana Hoover <i>BA, Gwynedd-Mercy University</i>	6C	Religion 8; ILA 5 & 6; Math 6
Mrs. Christina Ely <i>BA, The College of New Jersey</i>	7A	Math 7 & 8
Mrs. Claudia Carle <i>BS, Trenton State College</i>	7B	Science 7 & 8
Mrs. Kelly O’Keefe <i>BS, St. John’s University; MS, St. John’s University</i>	8A	ILA 6 & 8
Mrs. Brittany DiGregorio <i>BA, Richard Stockton College</i>	8B	Religion 8; ILA 7; Math 6
Mrs. Maria Carfaro <i>BS, Kutztown University</i>		Science Lab K-8
Mrs. Christine Fucello <i>BS, Trenton State College; M.Ed., Trenton State College</i>		Physical Education P3-8
Mrs. Susann Leidemer <i>BA, James Madison University</i>		Art P3-8
Sister Barbara Furst, OSF <i>BS, The College of New Jersey; ME, The College of New Jersey; MA, Georgian Court University</i>		Library K-5
Mrs. Kristin Bergin <i>BA, Trenton State College; MA, Trenton State College</i>		Music P3-8
Mrs. DiAnne Trail <i>BA, Bethany College</i>		Technology K-8
Mrs. Loretta Palmieri <i>BA, State Univ. of Oneonta; MS, C.W. Post College</i>		Spanish P3-7
Mr. Robert Solecki <i>BA, Hunter College – CUNY</i>		Latin 7 & 8
Mrs. Kari Huang <i>BA, Adelphi University</i>		Mandarin Chinese 5 & 6
Miss Francesca DeVito <i>AAS, Ocean County College</i>		American Sign Language 3 & 4
Mrs. Regina Ratzlaff <i>BS, Trenton State College; M.Ed., The College of New Jersey</i>		Director of Special Services; Resource Room
Mrs. Amy Parrotta <i>BS, The College of New Jersey</i>		Resource Room
Mrs. Tracy Bailey		Educational Assistant – Preschool 3
Mrs. Tanya Beckman <i>BA, Siena College</i>		Educational Assistant – Preschool 3/4
Miss Elyse Ciaramella <i>Mercer County Community College</i>		Educational Assistant – Preschool 4
Mrs. Jeannine Furman <i>BA, Trenton State College</i>		Educational Assistant – Preschool 4
Mrs. Katherine Larason <i>BFA, The College of New Jersey</i>		Educational Assistant – Preschool 4



Mr. David Murray <i>The College of New Jersey</i>	Educational Assistant – Preschool 4
Mrs. Mary Ann Crawford <i>BS, East Stroudsburg University</i>	Educational Assistant – Preschool 4
Mrs. Mary Lou Chopan	Preschool Morning Assistant
Mrs. Nadine Cleveland <i>BBA, Anna Maria College</i>	Educational Assistant – Grade KA
Mrs. Jean Margadonna <i>AA, Blue Hills Regional Technical Institute</i>	Educational Assistant – Grade KB
Mrs. Kathleen Moynahan <i>BA, St. Peter's College</i>	Educational Assistant – Grade 1A
Mrs. Allison Maffia <i>AA, Mercer County Community College</i>	Educational Assistant – Grade 1B
Mrs. Kara Valentino	Educational Assistant – Grade 2A
Mrs. Michelle Klama <i>BA, Rider University</i>	Educational Assistant – Grade 2B
Mrs. Carolyn Kokotajlo <i>BA, Immaculata University</i>	Educational Assistant – Grade 3A & 3B
Mrs. Katherine Hughes <i>AA, Brookdale College</i>	Science Lab Assistant
Miss Nicole Seitz <i>BA, Monmouth University</i>	Support Assistant
Mrs. Robin Muccia <i>BA, Farleigh Dickinson University</i>	Support Assistant
Mrs. Tracy O'Neill	Extended Day Program Coordinator
Dr. John Shaddy	Director of Sacred Music
Mrs. Susan Scibilia	Director of Development
Mrs. Maureen Cozzi	Parish Business Manager
Sr. Carolyn Houck, MPF	Director of Religious Education
Sr. Domenica Troina, MPF	Religious Education Assistant
Mrs. Patricia Seladi	Bookkeeper
Mrs. Donna Kalinoski	Parish Business Office Staff
Mrs. Patricia Colamarino	Parish Scheduler/Secretary to the Pastor
Mrs. Cathy Fisher	Rectory Secretary
Mrs. Pat Carnevale	Rectory Secretary
Mr. Thomas Raynor	Maintenance Supervisor
Mr. Jason Bonifazi	Maintenance
Mr. Rolando Archila	Maintenance
Mr. Cosmo Cavallaro	Groundskeeper

*List current as of 8-25-2017*