

# **SAINT GREGORY'S SCHOOL**

**121 Old Niskayuna Road  
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[www.saintgregoryschool.org](http://www.saintgregoryschool.org)

## **POLICIES & PROCEDURES**

### **Head of School**

Mr. Jeffrey P. Loomis

### **President**

#### **Board of Trustees**

Peter G. Crummey, Esq.

### **Mission Statement**

The trustees, faculty and parents of Saint Gregory's School are solidly committed to a rigorous, dynamic education that will prepare our boys for demanding secondary school programs. The spiritual traditions of the School and the ethical development of its students are derived from Judeo-Christian roots, as well as a strong adherence to the tenets of Catholicism. From its inception, the School has endeavored to inspire academic excellence along with a sense of leadership that is guided by a strong social and moral conscience. The Saint Gregory's community is one that strives to produce individuals who are confident in themselves and who are willing to share their abilities in a spirit of Christianity.

### **Admissions Policy**

Saint Gregory's School admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities administered by the School. The School does not discriminate on the basis of race, religion, color, national and ethnic origin in the administration of its educational policies, admission policies, financial aid policies, athletic programs and all other programs administered by the School.

### **Right of Dismissal**

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

## Learning Environment Philosophy

Saint Gregory's School is first and foremost an institution of learning. The environment that is most conducive to maximize learning is one based upon respect. Students must have a respect for themselves. Students must dress appropriately and follow the procedures and expectations that follow. Students must always give their best in the classroom, on assignments, and on assessments. Students must have respect for others. Teachers are to be seen as authority figures and role models in the classroom. Teachers are to be addressed in a respectful manner. Classmates are to be treated respectfully. This entails keeping your hands to yourself and not bullying in any form (physical, verbal, and/or electronically). Students must respect visitors to the School and guests of the School. Common courtesy is to be exhibited at all times. Students must have respect for their environment. No damage is to be done to any School property. Students should not touch property that does not belong to them. Students should not open anyone else's locker unless permission has been given by a School official.

## Policies and Procedures

**Appearance/Dress Code:** The School believes that the dress code is a significant part of creating an appropriate learning environment. Students are expected to maintain a neat appearance while on School grounds and at all School sponsored events.

- There are no uniform requirements for Nursery and Pre-Kindergarten. Girls in Kindergarten should wear: gray plaid skirt and white blouse. Boys in grades K-8 should wear: blue oxford cloth button down shirt (long or short sleeve), gray trousers, dark socks, dress shoes, black or brown belt, and maroon V-neck sweater. For a tie, grades 1-4 can wear the regimental stripe zipper or clip tie. Grades 5-8 must wear the regimental stripe four-in-hand tie. During the School day only the School sweater (grades 1-8) or the School blazer (grades 5-8) may be worn to classes. No other outer garments are allowed.
- Students should be well groomed at all times. Shirt and tie should be neat, collar buttoned, etc. Hair also should be neat. A boy's hair should not reach below his collar. The style of a student's hair should not detract from the learning environment. Students should do nothing to their hair (cuts, dyes, etc.) that call unnecessary attention to them. Students should not wear any jewelry except a watch. Hats of any kind may not be worn in the building.
- The uniform for physical education applies to all students in grades 1-8. Students must wear the School T-shirt or sweatshirt. The School shorts or sweatpants must be worn.

Sweatpants can be plain gray. White socks and athletic shoes are required. The PE uniform is available at the School's clothing supplier.

- On certain occasions, the administration may award a dress down day. On these occasions, the typical uniform policies are set aside. Students may wear t-shirts, shorts, jeans, etc. Sneakers or sandals may be worn. Socks are required. Hats may still not be worn in the building. Eighth grade students are granted the privilege of dressing down on their birthday or the school day nearest their birthday.

**Athletics:** Participating in the School's athletic program is a privilege and not a right. By participating in the School's athletic program students agree to the Athletic Code of Conduct found in Appendix B.

**Attendance:** The School believes that there is a direct correlation between a student's academic performance and a student's attendance. If students are truly ill, they should remain home for their own health as well as for the health of staff and other students. However, whenever possible, students should be in attendance.

- A student is considered to be legally absent or tardy when the student is sick, is attending a medical or dental appointment that could not be scheduled outside normal School hours, there is a death in the family, there is a family emergency that requires the student's presence, observing a religious holiday, or the student's school district is closed and not providing transportation.
- A student is considered to be illegally absent or tardy when the student is on vacation or unapproved trip, participating in a non-school sponsored activity, or is being kept home by parents/guardians for a reason not listed in the above paragraph.
- Families are expected to plan vacations during the regularly planned school vacation periods. If the student misses school due to a vacation, it is the student's responsibility to make up all missing work. Teachers are not obligated to provide work in advance due to illegal absences.
- When a student is absent from School, parents/guardians should notify the School at 785-6621 by 9:00. A student is considered tardy after 8:25. Students should notify the Main Office upon entering the School. If a student needs to be dismissed early, parents/guardians should notify the School in advance and arrive at the Main Office. The student needs to be signed out and if the student returns before the end of the day, the student must report to the Main Office and be signed back in.

**Book Bags & Backpacks:** These items are to be used for bringing books and supplies into School at the start of the day and taking these same items home at the end of the day. Students are not allowed to carry book bags or backpacks to classes during the day, including to physical education classes. The only exception to this rule is if the nurse deems it medically necessary for a student to use his book bag or backpack during the day. Book bags and backpacks are to be stored in their assigned areas during the day.

**Bullying & Fighting:** Bullying is defined as an attempt to alienate and/or intimidate another member of the School community. Bullying can be verbal, electronic, and/or physical in form. Bullying will be dealt with disciplinary actions up to and including expulsion. Fighting is also not allowed and will receive the same consequences as stated for bullying.

**Cafeteria:** Student behavior in the cafeteria will reflect respect and good manners at all times. The cleanliness of the cafeteria, which includes, tables, benches, and floor, is the responsibility of all students. Nothing shall be thrown in the cafeteria at any time. All trash must be placed in the receptacles. All food and drink must be consumed before leaving the cafeteria. Any food or drink leaving the cafeteria must be properly placed in a lunch bag. Students assigned to table cleaning will make sure that tables are properly cleaned and ready for the next lunch period.

**Cell Phones & Other Communication Devices:** Bringing a cell phone into the School is a privilege that will be revoked if the rules are not followed. Once a student enters the building, all cell phones are to be turned off and stored in a locker for the entire school day. A student who needs to contact his parents/guardians should ask a School official for permission to use a School phone. A phone that is on or in the possession of a student during the School day will be confiscated and given to the Dean of Students. Cell phones may be used after 3:30 inside the building. Students may not, at any time, take pictures or make a video of teachers or other students without the permission of the teacher or other student. Multiple violations of the cell phone policy will result in the student not being allowed to bring a cell phone to School. The School accepts no responsibility for the security of cell phones in the building.

**Cheating:** Cheating of any type, including plagiarism will not be tolerated. Cheating includes an attempt to copy answers when taking a quiz, test, or completing homework. This includes copying from another student or unauthorized notes. All sources used in preparing reports to include essays or lab reports are to be properly documented.

**Computer Use:** The School uses computers to enhance its mission of teaching skills, knowledge, and behaviors students will need to become life-long learners. Computers provide unequal opportunities to explore and use a varied and exciting set of resources. In order to

make these resources available to everyone, those who use the School's available technology must do so in a respectful manner. The Computer Use Policy in Appendix A provides general guidelines and examples of prohibited computer and Internet uses, but does not attempt to state all required and prohibited activities by users. Failure to comply with the Computer Use Policy may result in a loss of computer and Internet privileges, and/or legal and disciplinary action.

**Field Trips:** Field trips and other School-sponsored activities are held throughout the year to enhance the learning environment or as rewards. Conduct and language are expected to be respectful in nature at all times. Students are expected to follow the dress code posted for each event and be well groomed at all times. Students are expected to submit all required permission slips and payments. Failure to do so may result in the student not being allowed to attend. The School reserves the right not to allow a student to attend because of past behavior.

**Fire Drills:** Fire drills are a necessary part of the safety of the School and are required by state and federal laws. Evacuation routes are posted in every classroom and students are expected to follow the instructions of staff members. The evacuation of the building is to be done quickly and quietly. Any student not in a classroom when the fire alarm sounds is to exit the building by the closest door and report immediately to the nearest adult.

**Food & Beverages:** The School provides a lunch program that allows participation on a daily basis by completing monthly order forms. The School provides milk each day at lunch. Students are welcome to bring in their own lunches and snacks. Any food and/or beverages brought to School are to be stored in the locker during the course of the day. No food or beverages are to be consumed in the hallways. Food and beverages are to be consumed in the cafeteria, outside at recess, or in a classroom with a teacher's permission. No glass containers should be used to store food or beverages.

**Homework:** Homework is an essential part of the academic process. Homework is assigned on a nightly basis starting in first grade.

**Honor Roll:** Upper School students may earn a spot on the School's honor roll after each trimester. Students earning a GPA of 95.0-100 earn High Honors. Students earning a GPA of 90.0-94.9 earn Honors. Students earning a GPA of 85.0-89.9 earn Merit. The GPA in grades 5 and 6 are calculated by adding the grades for English, Math, History, Science, Spanish, half of Religion and half of Computer Science and dividing by six. The GPA in grades 7 and 8 are calculated in the same manner except the Latin grade is added in and the sum is divided by 7. GPA's are rounded to the nearest tenth of a point.

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

**Lockers:** Cubbies, school lockers, and athletic lockers are made available for student use throughout the school year. Lockers are to be treated with respect and nothing is to be permanently attached to a locker. In accordance with the School's honor code, no locks are to be placed on lockers and no student may open someone else's locker without the permission of a staff member. When it comes to the authority of the School, students should not expect any right of privacy when it comes to lockers. Cubbies and lockers remain the property of the School and may be entered by School officials if they deem it necessary in accordance with the policies and procedures in this handbook.

**Medical Examinations:** Students must present a completed Family Physician's Physical Examination when they enter the School for the first time and before entering Kindergarten, grades 1, 3, and 7. Transcript health forms from other schools are not acceptable. Students must turn in the required health forms and immunization records in order to attend school.

**Medications:** New York State law prohibits all School personnel, with the exception of the School nurse, from dispensing medication to students. The nurse can give medication to a student if the parents/guardians provide specific instructions and the prescribed medications with a doctor's order for administration. All medications will be kept in the Health Office.

**National Junior Honor Society:** Membership in the NJHS is offered to students in eighth grade. To qualify for the NJHS a student must have a cumulative Upper School GPA of 90.0 or better at the end of the first trimester of the eighth grade year. Further, a student must have completed all minimum service requirements for all Upper School years and achieved the rank of Squire or better by January 31 of the eighth grade year. Students who meet these qualifications will be given an application in early February. Students admitted to the NJHS will receive their membership during commencement ceremonies.

**Parent-Teacher Conferences:** Conferences are held at the mid-point of each trimester. Lower School conferences are pre-arranged with a 20-minute block. Upper School conferences take place between 8:30 and 11:30 and again between 12:30 and 3:00. Upper School conferences are limited to 5 minutes and are designed to be quick updates. If more time is needed, a separate time should be arranged.

**Report Cards:** Report cards are mailed home approximately two weeks after the conclusion of each trimester.

**School Closings:** If severe weather occurs, the School may cancel classes and activities for the day. Students and parents will be notified by television, radio, and Internet. The School will attempt to make all weather related decisions by 6:00 AM. Saint Gregory's is either open or closed. We do not delay the opening of School. We do not close early. Students will not be allowed to call home unless activities have been cancelled. If a public school district closes early and comes for its students, parents will be notified and be given the option of sending their children home on the bus or keeping them in school. During the times of inclement weather, parents always have the option of keeping their children home or coming to get them early.

**Supplies & Textbooks:** Lower School supplies are purchased through the School. Upper School students are informed as to the needs during the first week of School. Textbooks are supplied by the student's home district. The textbook coordinator will ask you to sign a textbook request form in the spring. It is essential that this form is returned.

**Standardized Tests:** The ERB (Educational Record Bureau) standardized tests are offered in grades 3, 5, and 7. Grade 8 students may take the NYS Regents examinations in Integrated Algebra and Earth Science. NYS Proficiency Examinations are offered in Latin and Spanish.

**Stealing:** The respect for another's property is one of the major principles of the School. At no point in time, should a student be in the possession of another student's property without the explicit permission of the other student. The taking of another student's property is a serious violation and can result in consequences up to and including expulsion.

**Telephone:** The School has a limited number of lines and limited resources to provide messages to students. If you must deliver a message to your child, please do so before 2:00. Please do not call to check on activities or sports. All of this information can be found on the School's calendar on the website.

**Transportation:** Students may arrive and depart from School by private cars, public school buses or by walking or the use of a bicycle. Students travelling by public school buses are expected to adhere to all rules put forward by the district in which the student resides. Saint Gregory's considers the bus ride to and from School as an extension of the school day and

insists that all School rules are followed as well. If a student walks or rides a bicycle to School, a note must be on file in the Main Office granting permission to do so. If a student wants to take another bus to a friend's house or go home with a different adult, a note must be on file in the Main Office. Parents/Guardians must understand that a public school district has the right to refuse permission for another student to ride their bus, even if the parent/guardian has granted permission to do so.

**Zero Tolerance:** The School has a zero tolerance policy when it comes to alcohol, drugs, and weapons. The possession, use, or sale of alcohol and controlled substances is strictly forbidden. Violation of this policy will result in immediate disciplinary action up to and including expulsion. It may also necessitate the involvement of civil authorities. A weapon is considered any item use to inflict pain or intimidation on another member of the School community. The possession and/or use of a weapon will result in disciplinary action up to and including expulsion as well as the possible involvement of civil authorities.

## **Appendix A: Computer & Internet Use Policy**

**Computer Use is a Privilege, Not a Right:** Student use of the School's computers and Internet services is a privilege, not a right. No person will deliberately or willfully cause damage to computer equipment or assist another person in doing the same. Unacceptable use/activity may result in suspension or cancellation of privileges as well as further disciplinary action. The Head of School shall have final authority to decide whether a student's privileges will be denied or revoked.

**Acceptable Use:** Student access to computers, networks, and Internet services are provided for educational purposes and research consistent with the School's mission and curriculum. The same policies and procedures govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from staff members.

**Prohibited Use:** The user is responsible for his actions and activities involving School computers, networks, and Internet services as well as his files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, down loading or displaying materials that are defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing and/or illegal;
- Illegal Activities – Using the School's computers, networks, or Internet services for any illegal activity that violates School rules, policies, and procedures;
- Violating Copyrights – Copying or downloading copyrighted material without the owner's permission;
- Plagiarism – Representing as one's own work any material obtained on the Internet. When Internet sources are used in student work, the author, publisher and Web site must be identified;
- Copying Software/Media Files – Copying or downloading software without the express authorization of the system administrator; illegally downloading music, photos, movies, or other such files;
- Non-School Related Uses – Using the School's computers, networks, or Internet services for non-School-related purposes;
- Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords without permission and/or accessing other user accounts;
- Malicious Use/Vandalism – Any malicious use, disruption or harm to the School's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

- Unauthorized access to Social Networking/Chat Rooms/News Groups – Accessing social network sites or software, chat rooms, or news groups without specific authorizations from staff members.

No Expectation of Privacy: The School retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the School. The School reserves the right to monitor all computer and Internet activities by students. Students have no expectation of privacy in their use of School computers, including email and stored files. Each student will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

School Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use: The School assumes no responsibility for any unauthorized charges made by students, including, but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### **Appendix B: Athletic Code of Conduct**

The School is aware that students participate in athletics for enjoyment, camaraderie, competition, and personal improvement. Therefore, the School commits to offer the students an enjoyable experience, provide the greatest opportunity for student-athletes to participate in both practice and competitions, promote personal improvement in skills, physical condition and knowledge of the sport, and promote programs of excellence that lead to success on and off the playing field. In order to achieve these goals, we hold the following expectations of the student-athlete:

#### **Competence**

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

#### **Character**

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

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

### **Civility**

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

### **Citizenship**

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

**The School also expects every student-athlete in the athletic program to abide by all rules and regulations developed for each individual team, and also all policies and procedures in this handbook. For any violation of the Code of Conduct or any other policy or procedure, student-athletes may be subject to discipline, including but not limited to exclusion from athletic events, suspension and/or expulsion consistent with the policies and procedures of the School.**

### **Appendix C: Disciplinary Consequences**

Disciplinary consequences have multiple purposes. They are meant to provide a punitive consequence to behaviors that violate the policies and procedures of the School. They serve to educate a student as to why his actions were inappropriate in hopes the student will not violate the same policy and/or procedure on subsequent occurrences. Finally, they are meant to provide a deterrent to other students who may be contemplating violating the same policies and/or procedures. Disciplinary consequences do not have to be equal for every student. The fairness of disciplinary consequences is in the fact that when policies and procedures are violated, consequences are invoked. The severity of the action in conjunction with a student’s past record may be considered when assigning consequences. Types of consequences are listed below, but may not represent an all-inclusive list:

Hallway: A teacher may ask a student to leave the classroom and stand out in the hall for no longer than ten (10) minutes. The purpose of this consequence is to refocus the class and allow for an opportunity to speak with the student. The student should be returned to class if possible, or sent to the Dean of Students for further consequences. It is expected that the teacher will notify the parents/guardians if this consequence is invoked. A copy of this notification should also be sent to the Dean of Students.

Teacher Detention: Any teacher may require a student report for detention. Detention time can be during a recess, at lunch, or after school. Teachers requiring the student to stay after school must immediately notify the parents, and, if needed, provide 24-hour notification due to transportation issues. It is expected that the teacher will notify the parents/guardians if this consequence is invoked. A copy of this notification should also be sent to the Dean of Students.

Saturday Detention: Saturday detention is reserved for students who continue to violate policies and procedures or commit a major infraction where suspension or expulsion is not invoked. Any teacher may assign a Saturday detention. It is the responsibility of the assigning teacher to monitor the detention. Detentions are not to start prior to 7:00 AM and not go past 12:00 PM. The Head of School and Dean of Students must approve a Saturday detention. It is the teacher's responsibility to notify the parents/guardians.

Suspension: Suspension from School is a very serious step and communicates to the student and parents/guardians that the violation was serious and/or the student may be nearing expulsion in the near future. A suspension can only be invoked by a member of the administration (Head of School, Division Head, Dean of Students) and must receive prior approval from the Head of School.

- Out of School Suspension: An out of School suspension is invoked when the administration feels that it is in the best interest of the student and the learning environment if the student is not in the building. It is the student's responsibility to obtain and make up all missing work. A suspended student may not participate in any School sponsored activities for the duration of the suspension.
- In School Suspension: An in School suspension is invoked when the administration feels the offending student should not be in the classroom, but should be in the building. An in School suspended student is the responsibility of the Dean of Students for the School day. A student suspended in School may be released at the normal dismissal time or be required to attend detention. A suspended student may not participate in School sponsored activities for the duration of the suspension.

Expulsion: Any student whose actions and/or influence is deemed to be a major violation, continually disrupts the learning environment, or is contrary to the values of the School, may be

expelled from Saint Gregory's. Expulsion from School is at the sole discretion of the Head of School.