



St. Gregory the Great Academy - Handbook: Parent/Student

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I. INTRODUCTION

St. Gregory the Great Academy, is a private school for grades K through 12 and a 501(c)(3) non-profit organization. This handbook is provided as a reference to school parents and students regarding school policy. St. Gregory the Great Academy does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration and hiring of personnel, admissions, or any other school administered programs.

II. MISSION AND VISION

Mission: The mission of St. Gregory the Great Academy is to provide children with a thorough Catholic education founded on traditional values. Through our rigorous curriculum, students will develop skills in collaboration, critical thinking, and communication. These skills will form good Catholic citizens for service of family, country, and the restoration of all things in Christ.

Vision: The vision statement of St. Gregory the Great is to prepare Catholic students with the necessary skills to serve their family, country, and God.

III. ADMISSIONS

School personnel will review the following for prospective students: academics, testing scores, behavioral records from previous schools, student work samples (for homeschooled students). A placement test may be scheduled if necessary before initial grade placement.

New Students

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes. The following are required for new student enrollment:

- A letter of recommendation from student's Pastor or from the most current teacher
- Student work samples (for homeschooled students). A placement test may be scheduled if necessary before initial grade placement.
- All academic, standardized test, and behavioral records if applicable
- Baptismal and sacramental certificates (copies)
- Updated/completed immunization record and/or notarized religious exemption, as mandated by state law
- Registration and book fees paid
- Meeting with the director
- IEP or other relevant educational plans (if applicable)



IV. DAILY SCHEDULE

There are three ways for students to attend class at St. Gregory The Great Academy.

1. Students attend classes in person all 5 days of the week.
2. Students attend classes on some days in person and some days virtually.
3. Students attend classes virtually all 5 days of the week.

Below is an example of the daily schedule.

Monday/Wednesday/Thursday												
K-5 Schedule												
	Period 1	Period 2	Recess	Period 3	Period 4	Lunch	Angelus/Sext	Lunch/Break	Period 5	Period 6	None-Music	Period 7
	8:20-9:05	9:10-9:50	9:55-10:05	10:10-10:50	10:55-11:35	11:40-12:00	12:00-12:10	12:10-12:20	12:25-1:05	1:10-1:50	1:55-2:05	2:10-2:50
K-5	LA	LA		Math								
6-12 Schedule												
	Period 1	Period 2	Terce-Music	Period 3	Period 4	Lunch	Angelus/Sext	Lunch/Break	Period 5	Period 6	None-Music	Period 7
	8:20-9:05	9:10-9:50	9:55-10:05	10:10-10:50	10:55-11:35	11:40-12:00	12:00-12:10	12:10-12:20	12:25-1:05	1:10-1:50	1:55-2:05	2:10-2:50
6-12												
Tuesday/Friday												
K-5th Schedule												
	Period 1	Period 2	Recess	Period 3	Period 4	Period 5	Angelus/Sext	Lunch	SST			
	8:00-8:45	8:50-9:30	9:35-9:45	9:50-10:30	10:35-11:15	11:20-12:00	12:05-12:15	12:20-12:50	12:50-2:50			
K-5	LA	LA		Math								
6th-12th Schedule												
	Period 1	Period 2	Terce-Music	Period 3	Period 4	Period 5	Angelus/Sext	Lunch	SST			
	8:00-8:45	8:50-9:30	9:35-9:45	9:50-10:30	10:35-11:15	11:20-12:00	12:05-12:15	12:20-12:50	12:50-2:50			
6-12												

V. CALENDAR

The school distributes a yearly academic calendar and will notify parents of any changes should they occur. It is the parents' responsibility to be aware of important school dates and functions. The calendar is available on the school's website.



VI. ATTENDANCE POLICY

Absence

In the case of an unforeseen absence, parents need to notify the director by 9:00 am and provide an explanation.

Types of Absences:

1. **Excused Absences** An excused absence is when a student is absent for a legitimate reason. Examples of excused absences include, but are not limited to:
 - Illness or injury
 - Medical or dental appointments
 - Family emergencies
 - Bereavement (death of a close family member)
2. Parents/guardians are required to provide documentation (e.g., doctor's note) for absences longer than 5 consecutive days.
3. **Unexcused Absences** An unexcused absence occurs when a student is absent without a valid reason, or the absence was not reported in a timely manner. Assignments missed on account of unexcused absences will be penalized at the director's discretion. Examples include:
 - Non-emergency personal reasons
 - Avoidable family vacations during school days
4. **Exempt:** Under certain circumstances, St. Gregory the Great Academy will count a student as exempt. The following situations are exempt: Serving as a page or honoree of the General Assembly, serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election, when subpoenaed to testify in court, serving with the National Guard for no more than 10 days, or serving with the Civil Air Patrol for up to 5 days, the student is approved for an educationally related non-classroom activity, and the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

Make-Up Work

1. **Excused Absences**
Students who are absent due to an excused absence will be permitted to make up missed work. Teachers will provide a reasonable amount of time for students to complete assignments and tests missed due to an excused absence.
2. **Unexcused Absences**
Students who are absent without a valid excuse will be required to make up missed work, but no additional time beyond the regular school policy will be allowed. The school is not required to provide make-up work or alternative assignments for unexcused absences.

Long-Term Absences

1. **Planned Absences**
If a student will be absent for an extended period (e.g., family vacation, medical condition), parents/guardians should notify the school at least 5 days in advance. Teachers will work with the student and family to make arrangements for missed work.
2. **Extended Illness**
In cases of extended illness (more than 5 days), a medical note may be required. The school will work with the family to provide accommodations for the student, including possible online or alternative learning opportunities.

Consequences for Non-Compliance

1. **Attendance Monitoring**
The school will monitor student attendance on a regular basis. After 10 unexcused absences, a formal warning will be issued, and a meeting may be scheduled with the student, parents/guardians, and school officials to discuss possible interventions.



2. Disciplinary Actions

In cases of excessive absences or tardiness, the school may implement disciplinary measures, such as:

- Detention or loss of privileges
- Academic probation
- Referral to a school counselor or social services

Early Departure

Parents must inform the director in advance of any instance when a student needs to leave the school premises before the usual dismissal time. This notice must indicate the reason for dismissal (doctor, dentist appointment, etc.) Whenever possible, parents should schedule appointments outside of school hours.

VII. MEAL POLICY

Parents should closely supervise all school meal preparations made by their children. Students need good nourishment to function properly in school. Children given excessive sugar frequently exhibit hyperactivity and irritability. All students are to pack their lunches. Meals will not be provided. Parents must notify the school of all food allergies, as well as their specific nature and severity.

Lunch: All students should bring lunches to school each day. Please mark all containers with the family name. Good manners are expected at the table. Please mark over manners with your children.

VIII. HEALTH POLICY

Communicable Disease

A student suffering from a contagious illness or a bad cold will not be allowed in school.

Parents must report all instances of communicable disease to the director. Communicable diseases include but are not limited to chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ringworm, roseola, strep throat, German measles, mononucleosis, and scarlet fever.

Parents unsure of the communicability of an illness should consult a medical professional and call the director before sending a child to school.

Illness and Injury

The school will notify parents immediately in the case of a serious, non-emergency illness or injury that occurs at school. In such cases, children will be sent home only in the care of a parent or a person designated by the parent. In emergency situations, the school will contact emergency medical services and parents (or designated personnel) as expeditiously as possible.

Vaccinations

State law requires that children enrolled in all Indiana schools be vaccinated against certain diseases. Parents must therefore submit applicable pupil vaccination documentation, and provide updates as required. Parents assume all legal and financial responsibility in representing to the school whether or not the child is in compliance with all required immunizations.



IX. GRADING AND ACADEMIC DISCIPLINE

Grading Scale

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

Academic Discipline/Probation

The school will issue report cards at the end of each quarter.

Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade. Students must maintain at least a composite weighted average of 65% in all subjects and cannot receive a D or less in three or more classes in order to be advanced to the next grade. .

Any student demonstrating consistently poor academic performance will be placed on academic probation by the director for a designated period. If probationary students show no substantial progress, their parents will meet with the director to determine a proper course of action, which may include expulsion.

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will provide thorough critiques of papers and drafts, taking special care to elucidate the nature of legitimate research. Teachers will alert the director of suspected plagiarism. In confirmed cases, the director in cooperation with the teacher will determine appropriate sanctions and consequences.

All academic, discipline, and ultimate consequences remain at the sole discretion of the director.

Parent-Teacher Conferences

Parents are required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

X. HONOR ROLL

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. From the 4th grade on, students are eligible for the Honor Roll as follows:

Summa cum Laude

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

Magna cum Laude

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+)

Cum Laude

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B)



XI. HOMEWORK POLICY

Teachers assign homework to reinforce knowledge and instill a sense of responsibility. Students must turn in assignments on time and make up homework assignments missed due to absence. Teachers expect students to work to the best of their abilities. Students are responsible for obtaining missed assignments from their teacher.

XII. UNIFORM POLICY

Required Uniforms

Students will be required to maintain a dress code similar to the expectations for attending Mass. The dress code will be updated soon.

Ladies:

Gentlemen:

XIII. GENERAL SCHOOL RULES AND GUIDELINES

Character training is an important element of the education at St. Gregory the Great Academy. The school expects loyalty, respect and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order, and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

Forbidden Items

School personnel will confiscate these and other inappropriate items.

- Cell or smart phones*
- Electronic devices including but not limited to radios, CD players, iPods, CDs, DVDs, and games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content
- Any drugs or alcoholic beverages
- Any tobacco or smoking paraphernalia, including matches, lighters, etc.
- Weapons of any kind

*Students are allowed to bring parent-approved phones to school but must turn them into the school office at the beginning of the day and pick them up before leaving. Parents must fill out an approval form for the phone at the beginning of the school year.

*Students may take parent approved phones on school trips for communication purposes only but must hand them over at the beginning of the trip to a school trip supervisor, who will give them to students only for necessary calls home.

Confiscated phones will be returned to parents of violators of these rules at the discretion of the director.

Lunchroom Behavior

- Students need to bring a bag lunch. Soda is not allowed. Candy desserts are discouraged.
- Students may not use the microwave or any other kitchen appliances.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.



Playground Expectations

- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors. Running and horseplay are forbidden inside the school.

Parties and Gift Deliveries

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.
- Feast Day and Holiday Parties: Teachers, parents and students will not arrange classroom parties other than those scheduled by the director.

Respect for School Property

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Damaged or lost books will be replaced at the parents' expense.

General Items

- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may not leave school premises during the school day without written permission.

XIV. DISCIPLINE POLICY

St. Gregory the Great Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

Minor Infractions

Incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Noncompliance with the dress code
- Excessive tardiness
- Neglect of school property
- Causing disturbances in class or during line-up
- Neglect or improper performance of academic duties

Teachers will correct minor infractions in the classroom at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

Major Infractions

Incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience
- Unexcused absence
- Lying or cheating
- Fighting
- Bad language
- Persistent failure to submit homework
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed above.

The director will handle infractions of this nature. Students will be punished at his discretion. A detention may entail extensive janitorial work.



Grave Infractions

Incidents indicating knowledge of wrongdoing with social and moral ramifications: Examples of grave infractions:

- Conduct or spirit prejudicial to the school
- Offensive behavior or lifestyle not in line with that of a traditional Catholic school student
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of weapons or fireworks
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material
- Excessive repetition of major infractions such as those listed above.

The director will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension may receive a zero, at the principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The principal may grant readmission at his discretion.

Notice of Disciplinary Action

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The director may request a meeting.

Disciplinary Probation

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Director for a designated period of time. If a student in a probationary status shows no substantial improvement in behavior, his or her parents will meet with the director to determine a proper course of action, which may include expulsion.

XV. FIELD TRIPS

Field trips can provide meaningful and enjoyable learning experiences for students. Parents need to fill out a general field trip permission form, a release of liability form, and a medical treatment consent form at the beginning of each school year. This permission form will remain on file for the entire academic year. The school will inform parents of field trips throughout the year for the specific activity.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically and behaviorally. Students who choose not to participate in a field trip will be marked absent for that day.

XVI. APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL

Appointments with Teachers or Administration

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance, by phone.

Contact with Teachers

Parents should contact teachers regarding school matters during regular school hours. Teachers will respond to messages left after hours at their earliest convenience. Parents should not contact teachers at their homes, via cell phone or other electronic means, or at parish functions regarding school matters.

XVII. VISITOR POLICY

Visitors, including parents, must enter the building through the main school doors and check in at the school office.



XVIII. EMERGENCY PROCEDURES AND SCHOOL CLOSINGS

In the event of a tornado warning, students will assemble in the safest locations within the buildings and the school will follow procedures recommended by the local authorities.

Fire and Tornado Drills

Fire drills are mandatory, and the school conducts them throughout the year. The school will conduct tornado drills as required. During drills, students must maintain silence and behave in a controlled manner to ensure safety of other students, faculty, and staff personnel.

Inclement Weather and School Closings

School will close or switch to remote learning at times due to inclement weather. These closings will be determined by the director and may not coincide with the local school district. Parents will be notified via the school messaging system.

XIX. TUITION

As it is a matter of justice and a contractual obligation for the financial stability of the school, parents must take their tuition obligations seriously. Parents, who for valid reasons cannot meet their obligation as agreed upon in the tuition contract, must contact the director to inform him of the difficulty and make alternative arrangements, such as a payment plan.

Tuition for the 2025/2026 school year is \$13,995. The tuition covers all expenses to educate students excluding the below fees. There are scholarships available for students. Please contact the director for more information.

Fees for the 2025/2026 school year:

Registration Fee - \$30

Instructional Materials - \$375

Technology - \$275

XX. VOLUNTEERING

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the director. For security purposes, volunteers may be asked to complete a routine background check release.

Confidentiality Agreement

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

Volunteers

Volunteers will:

- Respect the confidentiality of all faculty, staff, and students
- Remain in designated work areas
- Dress appropriately for activities
- Know and adhere to Academy rules and expectations
- Notify the school office and the appropriate teacher if they cannot come when expected

Volunteers will not:

- Hold unscheduled conferences with teachers
- Visit classrooms of their own children unannounced
- Bring their own children other than those directly involved to scheduled activities without prior approval
- Use cell phones while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties



XXI. WITHDRAWAL, TRANSFER, AND READMISSION

Continued enrollment requires strict observance of school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year and re-enrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school: either the parents or the school administration—or both—may withhold that agreement with or without cause.

Withdrawal Guidelines

In the event of withdrawal from the academy during an academic year:

- Parents should arrange a meeting with the director to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents need to return all borrowed books and materials to the school.
- Faculty will have at least 3 days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding, parents must pay all fees and reconcile all accounts.

Transfer

St. Gregory the Great Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic, and standardized test records from the Academy in writing with a transcript release form.