

I. PHILOSOPHY

We, the faculty and staff of the Gesu School, believe that each student is a gift from God who needs nurturing, love, guidance and devotion. We believe that each child has the ability to learn. We believe that it is our responsibility and purpose to provide unconditional love and a supportive atmosphere in which each child can develop to their fullest potential.

A. EXPECTATIONS OF GESU TEACHERS AND STAFF

1. To pray daily for each child, parent and co-worker.
2. To treat each child, parent and co-worker with respect.
3. To prepare lessons thoroughly, assign homework daily and return corrected assignments in a timely manner.
4. To implement teaching skills appropriate to the learning style and needs of each child.
5. To maintain regular contact with parents/guardians for positive and negative feedback.
6. To support and attend school activities.
7. To instill in each child a positive self-concept and a desire to learn.
8. To implement the practice of non-violence and cooperation in the classroom. To encourage open discussion during the daily community meetings.

B. EXPECTATIONS OF GESU PARENTS/GUARDIANS

1. To pray daily for your child, our teachers, staff, and fellow parents. Parents are encouraged to attend school liturgies.
2. To support the Judeo-Christian attitudes, values and goals taught at Gesu through:
 - daily family prayer,
 - regular attendance at Church,
 - observance of school policies and
 - by practicing non-violence in your home and neighborhood.
3. To volunteer time and talents to support the Gesu learning experience, school needs and fund raising activities.
4. To support the educational goals of Gesu by:
 - Checking homework each night.
 - Signing all progress reports and tests.
 - Thoroughly reading the material sent home in the Tuesday folder.
 - Limiting the time allotted to television, video games, online activities, etc.
 - Supervising all online activities every day.
 - Providing proper diet, rest and exercise for each child.
5. To support the discipline policy of the Gesu School.

6. To pay tuition and fees on time.
7. To attend all parent meetings and conferences.
8. To ensure students are on time for school and attend regularly.
9. To submit the required forms in order to be considered for financial assistance.

C. EXPECTATIONS OF GESU STUDENTS

1. To pray daily for themselves, their families, their classmates and the teachers and administrators of the Gesu School.
2. To develop Judeo-Christian attitudes and values and attend Church weekly.
3. To practice non-violence in word and action every day.
4. To seek peer-mediation or conflict resolution to settle disagreements.
5. To develop good study skills and to accept responsibility for learning by completing homework and study assignments.
6. To learn to love reading.
7. To believe in his or her own potential for excellence and to encourage one another to achieve according to their own potential.
8. To avoid the use of alcohol, drugs and tobacco.
9. To respect oneself and the rights and property of others.
10. To be on time for school and attend school regularly.

II. EDUCATIONAL STANDARDS AND PROCEDURES

We, at the Gesu School, are committed to educating our students in the skills and attitudes necessary to be successful in life. Our focus is on proficiency in the basic skills necessary for future learning and in the formation of basic Christian attitudes and values.

A. Grading Policy

Grades one through three receive the following letter grades:

O = Outstanding = 95 or above	S = Satisfactory = 75 – 83
VG = Very Good = 90 – 94	I = Improvement Needed = 70 – 74
G = Good = 84 - 89	U = Unsatisfactory = 69 or below.

Grades four through eight receive numerical grades. A 70 average is considered a passing grade.

Grades are also assigned for Effort and Behavior.

1 = Emerging	2 = Growing
3 = Achieving	4 = Exceeding

HONOR ROLL

FIRST HONORS

Grades one through three: VG or above in all subjects and a 3 or above in Effort and Behavior. Three or less latenesses in a trimester.

Grades four through eight: An average of 92 with 85 or above in each major subject. 3 or above in behavior and conduct. 3 or above in Music, Art, PE, Computer and Library. Three or less latenesses in a trimester..

SECOND HONORS

Grades one through three: G in all subjects and a 3 or above in Effort and Behavior. Three or less latenesses in a trimester.

Grades four through eight: An average of 85 with 80 or above in each major subject 3 or above in behavior and conduct. 3 or above in Music, Art, PE, Computer and Library. Three or less latenesses in a trimester.

B. PROMOTION AND RETENTION POLICY

Students with a cumulative numerical average of 70 or above and who have demonstrated mastery of the focus skills appropriate to their grade level will be promoted to the next grade.

Students demonstrating difficulties in mastering focus skills or achieving below 70 in major subjects will not be promoted to the next grade.

Progress reports are sent home to all students in the middle of each trimester.

C. REPORT CARDS

Report cards are issued three times a year. The first report card is issued to the parents at a mandatory parent conference. Report cards must be signed and returned to school within one week. Students losing report cards will be subject to a charge for a new card. Report cards will be withheld from students who are behind in their tuition payments.

D. PARENT TEACHER COMMUNICATION

Communication folders will be sent home each Tuesday. The folders will contain the students' most current test marks, communication flyers from the school office, and the student behavior checklist. **Parents are to sign and return the folder to school on Wednesday mornings. Parents who do not receive a Tuesday folder are asked to call the school office on Wednesday morning.**

Failure to return the Tuesday folder by Thursday will result in a detention. Students losing the Tuesday folder will be subject to a charge for a new folder.

The faculty and administration of the Gesu School are available for scheduled meetings with parents. Teachers cannot be interrupted between the hours of 7:45 am and 3:15 pm. Call the school office or send a note to the teacher to schedule a meeting.

All parents/guardians are to set up an email address and share it with Gesu. Changes in phone numbers must be immediately given to the front office.

All parent-teacher conferences should take place in an atmosphere of mutual respect and care for the student. Abusive language or threats have no place at such a meeting. (C.f; Expulsion Policy.)

Meeting with the President of Gesu School: Meeting with the President of Gesu School are by appointment only. No "drop-in" meetings. Please call Ms. Kellner at 215 763 3660 to schedule an appointment.

E. REFERRAL POLICY

The Gesu School offers a variety of educational services including Speech Therapy, Psycho-educational testing, counseling, Peer Mediation, Rainbows for Children, etc.

Any student identified by the faculty as being in need of special services must be tested and evaluated as soon as possible. Parents choosing to use services other than those at Gesu must provide the school with verification of service provided.

Parent/guardians who are unwilling to have their child/ren evaluated within thirty days of the school's request for an evaluation place their child/ren in danger of being dismissed.

F. LATENESS

Students **must be seated in their classrooms ready to begin the day at 8:00 AM.** Those **NOT** in their classrooms ready for work will be marked late on the roll slip.

Excessive latenesses will result in a detention, suspension from co-curricular activities, and if extreme, suspension from school.
(Each trimester)

- 7 latenesses = Detention
- 8 latenesses = Detention and suspension from co-curricular activities
- 9 latenesses = In School Parent Conference
- 10 latenesses = Suspension from school.

G. ATTENDANCE

Students who have been absent **must** present a note to the teacher from the parent/guardian before being readmitted to school.

Absences of four consecutive days or more require a doctor's certificate for readmission to school.

Medical and dental appointments should be made outside school hours. No student will be dismissed from class unless a parent or guardian signs them out in the school office. Students must present a written note from their parent for an early dismissal.

PERFECT ATTENDANCE certificates will be awarded only to those students who have never been late or absent.

H. Dismissal: Students not participating in an after school program will be dismissed to Thompson St. or 17th St. Students not picked up within fifteen minutes of the dismissal time (3:00 on Mon., Tues., Thurs., Fri., and 2:00 on Wed., with the exception of 11:30 dismissal on First Wed of the month) will be sent to the afterschool program. There is a charge for this program.

I. Early Dismissal: To receive an early dismissal:

1. Send a note to the teacher indicating the reason and time for the dismissal.
2. Students must be accompanied from school by a responsible adult. Individuals may be asked to provide a photo identification.
3. No early dismissals will be permitted between 2:30 and 3:00 PM on Monday, Tuesday, Thursday and Friday. No early dismissals between 1:30 and 2:00 on Wednesdays.
4. Students who leave early will be marked absent for the remainder of the day.

J. HOMEWORK

Homework is generally given daily by teachers of grades one through eight. Grades one and two will receive a weekly homework sheet.

Students should receive ten minutes of homework for each year they are in school, e.g. sixth grade students should receive sixty minutes of homework each night.

Parents are asked to sign homework nightly. Students in grades 6 through 8 who do not complete the homework assignment will be required to complete the assignment after school. Parents will be notified by phone or e mail of the detention.

K. MEDICATIONS

All medications are to be kept in the main office. This includes all prescription medications, as well as, over the counter medication. The principal or school secretaries will administer medicine. All medicine must be in original package with **instructions clearly stated and the child's name on the medication.** Dispensation of medication will be recorded in a medicine logbook. Parents/Guardians are responsible for making sure the medication/prescription has not expired and refills are provided to school on time.

- There is an allergy free table at each lunch period in the cafeteria.

L. SCHOOL PROPERTY

Students are responsible for the text books and chrome books loaned to them for their use. All books **MUST** be covered at all times.

Students are responsible to reimburse the school for any lost or damaged books, furniture, computers, etc.

M. FIELD TRIPS

Each student must present a signed permission slip to attend a field trip. **NO ONE WILL BE PERMITTED ON A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.** Children not participating in a class field trip should not report to school on that day.

Adults attending school field trips must present Child abuse clearance, Criminal Record Check and FBI fingerprint clearances.

N. Tuition

All tuition and fees will be paid through SMART tuition account: (<https://www.smartuition.com> or by using a deposit slip for PNC Bank. Gesu School does not accept payment of tuition or fees on site.

O. Financial Aid Application:

Financial Aid based on income is available. Parents must complete the full, financial aid application on Smart Aid. (www.smartaidforparents.com) in order to be considered for financial aid. In the case of divorced, separated or never married parents each parent retains the obligation to contribute to the education of his/her own child/ren regardless of whether a legal agreement to do so exists. In this instance, both parents must complete required financial forms. Grants will be made only after considering the financial resources of both parents.

II. BEHAVIORAL STANDARDS AND EXPECTATIONS

At Gesu School we recognize the rights and responsibilities of each student. Our Peer Mediation Program and Discipline Policies are based on the following:

A. GESU SCHOOL STUDENT BILL OF RIGHTS

1. I have the right to learn without interference.
2. I have the right to work and play in a safe environment.
3. I have the right to move without interference.
4. I have the right to be touched by another person only when I chose.
5. I have the right to have my work respected.
6. I have the right to get help when it is my turn.
7. I have the right to be listened to when I am speaking.
8. I have the right to express my feelings appropriately and to have my feelings respected.

B. GESU SCHOOL STUDENT BILL OF RESPONSIBILITIES

1. I have the responsibility to allow others to learn.
2. I have the responsibility to work at learning, stay on task and exercise effort.
3. I have the responsibility to do my homework daily.
4. I have the responsibility to care for myself and the environment so as not to endanger others.
5. I have the responsibility to manage my own body so that I do not touch others when they do not want to be touched.
6. I have the responsibility to respect the property of others.
7. I have the responsibility to keep my possessions where they belong.
8. I have the responsibility to respect the work of others.
9. I have the responsibility to take care of my work area.
10. I have the responsibility to listen and respond to others clearly, honestly and respectfully.
11. I have the responsibility to wait my turn and respect other's turns.
12. I have the responsibility to ask for help when I need it.
13. I have the responsibility to express my feelings and opinions appropriately.
14. I have the responsibility to respect the feelings and opinions of others.

A. DISCIPLINE POLICIES

1. CLASSROOM DISCIPLINE

Classroom rules will be carefully explained to the students. Classroom rules are posted in each classroom.

Consequences for breaking the rules will be clearly and consistently enforced in a manner that seeks to change behavior in positive ways.

2. THE FOLLOWING STUDENT BEHAVIOR WILL BE CONSIDERED INAPPROPRIATE AND WILL REQUIRE CORRECTIVE ACTION:

- Disruptive behavior
- Disrespect for the rights of others
- Disrespect for an adult, e.g. answering back, having the last word.
- Disrespect for school property.
- Talking and/ or running during a fire drill
- Running in the school building
- Throwing things in the classrooms, hallways, cafeteria, etc.
- Profane, obscene and vulgar language
- Fighting, verbally or physically, in school or in their school uniform
- Chewing gum or candy in the school building or on the playground
- Violating the dress code
- Failure to report to assigned class or to the office when sent.
- Wandering through the school building without adult supervision.
- Entering or staying in a room without adult supervision.
- Use of cell phones or cameras on school property.
- Inappropriate use of the internet or school computers.

3. ACCEPTABLE CORRECTIVE MEASURES WHICH MAY BE USED:

- a) Personal interview with the pupil by the teacher.
- b) Daily behavior sheet – to be signed by parent and teacher.
- c) Extra meaningful assignment.
- d) Loss of privileges, e.g. recess, field trips, etc.
- e) Time after school with prior notification of parents.
- f) Isolation from the group – being sent to Discipline Office.

Students sent to the Discipline Office from the classroom will receive a disciplinary referral. Copies of the referral will be sent home DAILY. Parents are to sign and return the referral on the next school day. Failure to have disciplinary referrals signed by parent/guardian and returned will result in a

detention. **SIX pink slips in a trimester will result in a suspension.**

Forgery of parent signature will result in a suspension.

- g) Parent conference with parent, student, teacher and administrator.
- h) Interventions: Recommended counseling, testing or parenting class.
- i) Suspension from school. Parents will be notified by phone and in writing.

4. INFRACTIONS WARRANTING IMMEDIATE SUSPENSION

- a) Leaving school property without permission during school/after school hours.
- b) Stealing.
- c) Vandalism, e.g. writing on furniture, walls, bulletin boards, etc.
- d) Fighting in school uniform or fighting on school property.
- e) Blatant disrespect, consistent backtalk.
- f) Bringing pornographic material to school or locating it on the internet.
- g) Failure to report to late detention.
- h) Bullying and/or threatening another student or adult. This includes Verbal, physical and on line bullying and threatening., (includes Cell phones and social media)
- i) Seeking unsuitable web sites on Gesu computers.
- j) Forging parent/guardian signature.
- k) Posting the Gesu Name or pictures taken in school on Social media.
- l) Hitting another child. If the child does not hit back, only the child hitting will be suspended.
- m) Destruction or damaging any school property, including computers, ipads, bathroom fixtures, school furniture, etc.

Suspension may occur at the discretion of the School Administrators.

TWO SUSPENSIONS: Student is placed on official probation.

THREE SUSPENSIONS: Student is expelled from Gesu School.

The length of the suspension is decided by the Principal in consultation with the Dean of Students.

5. INFRACTIONS WARRANTING IMMEDIATE EXPULSION

- a) Possession of drugs or alcohol.
- b) Possession of weapons or instruments to be used as weapons.
- c) Hitting or pushing a faculty or staff member.
- d) Verbal, written, drawn or physical abuse of a faculty or staff member by a student or parent.

- e) Fighting, resulting in physical harm.
- f) Making arrangements for a fight.
- g) Bully and/or Cyber bullying. (Definition on p. 12)

The administration of the Gesu School reserves the right to amend this policy. If a student is expelled, no tuition will be refunded.

DRESS CODE

BOYS – GRADES ONE TO EIGHT

Navy dress pants (No Dickies or cargo pants)

No raggedy or torn cuffs.

White golf shirt with Gesu logo

Navy or white Gesu sweatshirt

Navy or white crew socks

BELT – buckled at waist

Regulation School Shoe

GIRLS – GRADES ONE TO FIVE

Plaid uniform jumper **-mid knee length**

White uniform blouse

Navy or white Gesu sweatshirt

Navy or white knee socks or leotards

Regulation School Shoe.

GIRLS – GRADES SIX TO EIGHT

Regulation Plaid skirt – **Mid-knee length**

White Gesu golf shirt with Gesu logo

Same as above.

Hijab worn out of religious conviction on a daily basis must be navy blue and free of any jewelry, etc. It may not cover the Gesu School Logo on our uniforms

All children must have shirttails tucked in and buttons buttoned. All who wear pants **MUST** wear a belt! Undershirts must be navy or white and **NOT** visible outside of the regulation uniform. Shoes must be tied.

PE UNIFORMS – Mandatory on the day the children have gym.

Gesu t-shirt or Gesu sweatshirt.

Navy sweatpants/shorts in September, May and June.

White or navy crew socks

BLACK SNEAKERS.

CHILDREN PRE-K AND KINDERGARTEN WEAR THEIR PE UNIFORM DAILY.

JEWELRY POLICY: Students are not permitted to wear jewelry to school.

Very small stud earrings may be worn by the girls. Earrings are to be smaller than a diameter of one centimeter.

Boys are **NOT** permitted to wear earrings.

MAKE UP POLICY: Gesu students are not permitted to wear make-up of any type to school. This includes hair coloring, false nails, nail polish, lip gloss, etc

FACIAL HAIR: Gesu students are not permitted to wear facial hair, e.g. Moustaches, beards, long sideburns, etc. to school.

Plain navy blue headbands are permitted when required to keep hair in place.
Hairbands/scarves may not be worn for any other reasons.

No FAD HAIRSTYLES ARE PERMITTED AT GESU SCHOOL.

The appropriateness of a hair style will be determined by the Principal, Vice Principal or the Dean of Students.

Hairbrushes are NOT to be brought to school.

NO TATTOOS/ HENNAS ARE PERMITTED AT THE GESU SCHOOL.

Cell phones:

ALL cell phones in grades 4 – 8 must be turned in to the teacher in the morning every day. Cell phones will be returned at dismissal time.

All phones must be turned off during the school day. This includes all afterschool programs. Phones ringing or buzzing during the school day on school property will be confiscated until a parent picks it up in the main office. A second offense will result in the student not being allowed to bring a cell phone to school.

If a student needs to make an emergency phone call during the school day, they are to use the phone in the main office.

NO cameras are permitted in school. Cameras being used during the school day will be confiscated until the last day of school in June. This includes the use of the camera on cell phones.

No Smart watches or Apple watches are permitted to be worn at Gesu School.

Gesu is not responsible for lost or stolen phones or cameras.

No electronic devices, e.g. video games, I pads, psp players, etc. are to be brought to school.

Money in School: If a child is bringing large amounts of money to school they must turn it in at the main office in the morning. It will be kept in the school safe and they can pick it up in the main office after dismissal.

Valuables should **never** be left in the lockers or in their desks. Gesu is not responsible for lost or stolen items.

COMPUTER POLICY

Gesu students are responsible to use our computers with care. Access to the internet is permissible only for purposes of research and learning. A student who seeks an unacceptable site will be immediately suspended. In order for students to have access to the Internet his/her parents must sign the student access contract.

Parents are responsible for the maintenance of the Chromebook, iPad or any electronic device distributed by the school for student use. The parent must pay the replacement cost for any damaged or lost electronic device.

Social Media

Students may not post to social media while in the Gesu School. Students posting photos, stories, etc. on social media using the Gesu Name or building at any time will receive an immediate suspension.

Bullying and Cyber Bullying

Gesu strives to maintain an educational environment in which bullying and cyber-bullying in any form shall be subject to appropriate discipline.

Bullying shall mean an intentional electronic, written, verbal or physical conduct directed at another member of the school community that:

- Occurs in a school setting or while wearing Gesu uniform.
- Results in physical, emotional, or mental harm; and
- Substantially interferes with a student's education, or
- Creates a threatening environment, or
- Substantially disrupts the orderly operation of the school.

School setting means in school, on school grounds, in school vehicles, at bus stops, at any activity sponsored, supervised or sanctioned by the school. It also includes any activities done while wearing the Gesu uniform.

Cyber-bullying includes, but not limited to, the following misuse of technology: Harassing, taunting, intimidating, threatening or terrorizing another member of the school community by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings, including social

networking sites. All forms of cyber-bullying are forbidden at Gesu School. Offenders of this policy will be subject to expulsion.

The administration of the Gesu School reserves the right to amend this policy.

CO-CURRICULAR ACTIVITIES

Gesu School sponsors athletic, music and social programs. All students are invited to participate.

There is a \$25.00 activity fee for all students participating in a Gesu School Team sport. The fee must be paid before the first game of the season. Uniforms will be issued after the fee is paid.

Suspension from active participation in Gesu sponsored co-curricular activities will occur when a student receives:

**2 or more failures in major subjects on a report card
and/or a 1 in Behavior and Effort or is
serving a suspension.
Excessive latenesses.
Unpaid tuition fees.**

Students will be reinstated after consultation with student, teacher, dean of discipline and moderator.

STATIONERY SUPPLIES

Parents are required to pay a stationery fee each year. This fee covers the cost of a homework journal, copybooks, book covers, copier paper, etc.

WEATHER RELATED AND EMERGENCY CLOSING:

Gesu School uses the Option C Notification system. Messages will be sent by e mail and by telephone (text). THIS WILL NOT BE USED FOR WEATHER RELATED CLOSINGS, e.g. snow, hurricanes, etc.

Please watch the major television networks or listen to KYW News radio. Gesu follows the Philadelphia Archdiocesan Schools.

Emergency Procedures:

Shelter in Place: Children and staff gather in cafeteria and All Purpose Room.

Lock Down: When our building is placed on lock down, all children are taken into the nearest classroom. ALL doors are locked. NO ONE may enter or leave the building until the “All Clear” is called. Children will remain in classrooms until “All Clear” is called.

Lock IN: Outside doors remain locked. No one may enter or leave the building until “All Clear” is called.

Child Custody Issues: It is the responsibility of the biological or adoptive parent to provide the most up-to-date Custodial Agreement to the School Administration. The agreement will be kept in the child’s file in the main office. Specific details regarding communication, transportation or other issues, will be communicated to appropriate staff to ensure the safety of the student.

Birthday Celebrations:

NO food or drink may be brought to school to celebrate birthdays. Birthdays may be celebrated with simple gift bags or special pencils, etc. for the entire class. Children may wear clothing of their choice on their birthday! (Dress down or up)

Gesu School reserves the right to use student pictures, videos and interviews, etc. on Gesu School media sites, website, newsletters, local/national media, strategic partners, etc. If you do not want this for your child, please send handwritten notification to the Principal by the end of September.

GESU SCHOOL RESERVES THE RIGHT AT ANY TIME TO AMEND OR ADD TO THE POLICIES, RULES AND REGULATIONS CONTAINED IN THIS HANDBOOK, AND TO MAKE CHANGES APPLICABLE TO CURRENT AND NEW STUDENTS WHEN THE SITUATION DICTATES.

The education of your child is a partnership between you and the Gesu School. If, in the opinion of the Administration of Gesu School, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

Parent/Student Signature Page:

Please detach this page from the handbook and return signed to Gesu School.

I, Parent/Guardian of _____, have read the Gesu Parent-Student Handbook. I agree to comply with the regulations of Gesu School.

Parent Signature

_Student Signature

Date

Parent Signature Page: Please detach this page from the handbook and return signed to school.

I, parent/guardian of _____, have read the Gesu Student Handbook. I agree to comply with the regulations of Gesu School.

Parent Signature

Student Signature

Date