

August 2018

### ***Welcome to Gesu School!***

Dear Parents and Guardians,

As the new school year begins, we will continue to implement our school's improvement plan approved by the Ohio Catholic Schools Accrediting Association. Our new Breen Family STREAM Center is now complete which enables us to advance the goals of our plan in exciting and creative ways.

Catholic Identity Goal: Students will increase their understanding of the prayers and related traditions that characterize our Catholic heritage.

Student Performance Goal: Students will increase their problem solving skills.

We continue to seek additional ways for our students to develop their intellectual, emotional, spiritual, and physical gifts to their fullest potential. We want their Gesu education to give them all the tools they will need for the role they will play in carrying the message of Jesus into the world now and in the future. We know that they can make a difference in the world and it is their Christian duty to do so with compassion and respect for all.

### ***School Personnel***

The Gesu School community is composed of many persons who are dedicated to contributing positively to each child's education. ***Each member of the teaching staff is licensed by the state of Ohio.***

They include the following:

Pastor and Associates	Principal/ Assistant Principal	Classroom Teachers
Resource Teachers	Educational aides (K)	Physical Education Teachers
Music Teacher	Gifted/Enrichment Teachers	Intensive Learning Teachers
Instrumental Music Teacher	Art Teacher	Spanish Teachers
Latin Teacher	STREAM Program Director	Technology Coordinators
Librarian	School Guidance Counselor	Clinic Nurse
School Psychologist	Auxiliary Services Clerk	Speech/Language Pathologist
Office Manager	Administrative Assistant	Admissions/Tuition Director
Preschool Director, Preschool	Co-Directors of Faith Formation	Maintenance Staff
Teachers & Educational Aides	Food Services Staff	

### ***Parent Responsibilities***

The primary responsibility for the education of the children belongs to the parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral, and spiritual attitude is the example you provide in your home.

Parents are responsible for:

- modeling and supporting your children's practice of the Catholic faith
- supporting school policies and cooperating with the administration and teachers
- encouraging your child to show behavior consistent with the *Gesu Way*
- discussing concerns with staff members and working cooperatively to find resolutions
- monitoring the completion of assignments and using online resources to check on student's progress

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- following the policies and procedures stated in the Family Handbook
- paying all fees (tuition, etc.) on time
- making restitution for any property destroyed (accidentally or intentionally)
- Parents are to keep current work/home phone numbers on file with the School Office. If contact information changes, please notify the school office so that we can update your family files.  Parents are encouraged to make direct contact with their child's teacher(s) when questions and concerns arise. The Principal will be available to help with issues that remain unresolved.

### ***Gesu School PTO***

The PTO consists of an Executive Board, the Principal, the Assistant Principal, a faculty representative, Committee Chairpersons, all parents and faculty. It provides an environment for parents, teachers, and administration to work together to enhance and maintain the school's high quality of education and its integral role in the Gesu Parish community. It acknowledges its full support of the school faculty and staff and hopes to share its talents to support the needs of the school. Meetings are held once a month. The primary function of the PTO is service. The PTO:

- publishes a school directory and other means of communication between home and office
- enlists room parents for each classroom and provides volunteers for various school needs
- provides opportunities for parent education
- conducts major fundraisers annually, the proceeds of which are used for various projects in the school
- organizes a uniform exchange and supports present/future school activities

### ***Parent Volunteer Program***

There are many opportunities for parents to become involved in activities at Gesu School. Parents assist the teachers in the following capacities:

- Library Volunteers
- Recess/Cafeteria Volunteers
- Technology Volunteers
- Field Trip Chaperones
- Destination Imagination Coaches
- Art Appreciation Volunteers
- Field Day Volunteers
- Career Day Speakers
- Special Event Volunteers

### ***Parent Volunteer Responsibilities***

- Parents are expected to maintain confidentiality regarding students.
- Parents are expected to follow the guidelines of the faculty member(s) coordinating the activity.

### ***Volunteers Requirements***

Volunteers are required to complete the following:

- Virtus training and update readings

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- Fingerprinting/Background Check
- Volunteer Application
- Volunteer Handbook/Signature Sheet
- Diocesan Handbook/Signature Sheet
- Standards of Conduct Handbook/Signature Sheet

## **ADMISSIONS & READMISSION PROCEDURES**

### ***Admissions***

Gesu School is a Catholic elementary school intended to provide a quality Catholic education to children of families who are registered members of Gesu Parish. Non-parishioners and non-Catholics will be considered for admission if space and financial considerations permit. Gesu parents are expected to share their time, treasure, and talent with Gesu School and Parish. Expectations for the parish include weekly attendance at Mass, financial support through the POP weekly offering program, and participation in parish activities. Opportunities to consider for school include volunteering through PTO and/or Gesu Boosters Club, attendance at parent/teacher meetings, assisting as requested by school personnel, and the option of the Full Funding Program. Application for admission is made through the school office. Applications for Gesu School will be considered on the basis of the following guidelines:

### ***Admission Priority***

Students will be considered for admission to Gesu School on the basis of academic ability, conduct, and moral character according to the following priorities:

1. Parishioners: i.e., children of families who are registered in, attend and contribute to Gesu Parish. Parishioner priority will be based on date of Gesu Parish registration.
2. Catholics from parishes without an elementary school: i.e., non-parishioners who are registered in, attend and contribute to a parish without an elementary school.
3. Catholics from parishes with an elementary school: i.e., non-parishioners who are registered in, attend and contribute to a parish with an elementary school with the specific written permission of the Pastor.
4. Non-Catholics: i.e., children of families of other faiths who desire a Catholic education.
5. Acceptance in grade 7 & 8 is on a case-by-case basis. While we may accept students relocating from other cities, it is not our usual policy to accept junior high students who wish to transfer from local area schools.

### ***Registration and Readmission***

Families whose children attend Gesu School will be required to re-register for each academic year. This re-registration will take place during the second semester, and will be confirmed by the payment of the nonrefundable registration fee. The student's academic and conduct records will be reviewed for readmission. Re-registration packets will not be issued to those who are not current on their tuition payments. All tuition and fees must be paid in full before the re-registration is considered complete.

Parents seeking admission of their children to Gesu School should call the school office (216-932-0620, ext. 117) for an application and current School Evaluation Form to be sent to them. An interview will be arranged with the Principal or her designee to review the student's academic and conduct records as well as the other documentation required for admission of new students. A screening test is normally used to assess reading and math levels. If it is determined that Gesu School is able to meet the educational needs of the student, the registration will be completed during the interview.

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The following documentation must be verified by the Principal:

- Parish registration and place of residence
- Birth and baptismal certificates
- Academic and conduct records from all schools previously attended
- Other records as the Principal may require to establish the applicant's qualifications for admission
- Child custody (copy of entire court order) if applicable

Children entering Kindergarten must be five years of age by September 30th. All incoming Kindergarten children will participate in a Kindergarten evaluation to determine readiness. Registration for Kindergarten is held in January. Applications are considered according to the admission priorities.

## **FINANCES**

### ***Tuition and Fees***

Tuition is determined yearly by the Gesu Parish Finance Board. Gesu parishioners pay a percentage of the per pupil cost. Non-parishioners must pay the entire per pupil cost.

Tuition payments can be made via one-time or semi-annually by check or cash. One-time payment is due on July 1<sup>st</sup>. Semi-annual payments are due on July 1<sup>st</sup> and January 1<sup>st</sup>.

Families wishing to pay monthly or quarterly must enroll in the ACH (automated clearing house) tuition program. Quarterly payments are withdrawn on July 1<sup>st</sup>; October 1<sup>st</sup>; January 1<sup>st</sup>; and April 1<sup>st</sup>. Monthly payments are withdrawn on the date selected beginning in July and ending in April.

Tuition is NOT tax-deductible. Tuition and technology fees are to be paid with separate checks and sent directly to the school office. The non-refundable registration fee is due at the time of registration or at reregistration. If a family moves during the school year, tuition refund will be handled on an individual basis.

### ***Non-Payment Policy***

- Reports regarding past due tuition will be given to the parish Finance Council throughout the year.
- Transcripts will be withheld until all financial obligations are met.
- Re-registration will not be completed until tuition payments are up-to-date for the current school year.
- Delinquent accounts will be referred to the parish Finance Council if tuition obligations are not satisfied at the end of the school year.

### ***NSF Checks***

It is the policy of Gesu Parish that checks returned from the bank identified as NSF will be treated as follows:

First Offense: NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks (currently \$20.00).

Second Offense: NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks, and fined an additional \$25.00.

Third Offense: NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks, fined an additional \$25.00, and required to pay tuition and other fees only by cash or certified check.

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This policy will be applied and interpreted by the parish Pastor.

### ***Aladdin Food Management Services Accounts for School Lunches***

In order to purchase food in the school cafeteria parents need to create an account at [myschoolaccount.com](http://myschoolaccount.com). Parents will receive a password and then they will be able to add money into the account either by credit card or ACH transfer. It is also possible to write a check to Aladdin Food Management Services and send it to the Gesu School Office.

Parents can track the purchases made by their children and parents are encouraged to subscribe to the low balance alert which will remind you when to provide additional funds. Students will be unable to purchase food if the balance due for the account exceeds \$17.50. Remaining funds in the account will be carried over to the next school year or refunded to families not returning to Gesu.

There are no cash transactions in the cafeteria. Students use their fingerprint ID to pay for the food they wish to purchase.

### ***Parishioner Financial Assistance***

Information is available on the parish and school websites regarding the McAuley and Dietz Scholarships. Gesu parishioners who may find it necessary to request financial aid are to obtain a Financial Assistance Form from the parish office and to submit it to the Pastor by May 30th for the following school year. Families whose application is approved will be notified in writing of the amount of their grant at the beginning of the school year. Families receiving a grant are expected to pay the student fee and the tuition balance and to submit a letter to the Principal detailing a payment schedule. **FAMILIES WHO HAVE RECEIVED A GRANT IN THE PAST MUST APPLY EACH YEAR IF THERE IS A NEED.** Questions regarding the procedure for financial assistance may be directed to the Principal.

## **ADMINISTRATIVE PROCEDURES**

### ***Attendance***

Parents have a serious obligation to insure that their child's attendance is consistent and timely. Students with irregular attendance risk missing important class activities which may result in poor grades and a lack of enthusiasm for school.

### ***School Hours***

Students may begin reporting to their classrooms at 7:45 AM to organize and prepare for the day. All students are expected to be ready for class when the first bell rings at 8:00 AM. Morning prayer and announcements on the daily TV broadcast begin immediately following the first bell. Classes end at 2:40 PM. Grades K-4 have a fifteen-minute morning recess and all classes have a 35 minute lunch period.

The building is open at 7:00 AM. The school office is open from 7:30 AM to 3:30 PM. There is teacher supervision in the cafeteria from 7:15 to 7:45 AM for all students who arrive by bus or arrive at school early due to morning child care issues. All other students (walkers and car riders) are encouraged to arrive at school in time to report directly to their classrooms at 7:45 AM. Students are to leave the school property by 2:50 PM unless they are under direct adult supervision (i.e., 2:45 Club, teacher, coach, etc.). If not picked up by this time, students must report to the school office.

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The school office is closed from mid-June to the end of July. Supply lists, school calendar, and sports calendar may be found at [www.gesu.com](http://www.gesu.com).

### ***2:45 Club***

The 2:45 Club is Gesu School's three hour after-school program for students in Grades K-6. Students enjoy an afternoon snack, participate in a supervised study period, and explore a variety of safe and stimulating enrichment activities directed by Gesu School teachers and other adults. Parents have the option of three pick-up times as well as the number of days the service is needed for their child(ren). Enrollment is limited in this popular program and fees are based on an hourly scale. Contact Mrs. Rosemary Nemeth at 216-9320620, ext 112 or email her at [rnemeth@gesu.com](mailto:rnemeth@gesu.com) for more information.

***Tardiness*** Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are requested to see that their children cultivate the habit of punctuality. Students are considered tardy after the first bell at 8:00 AM. Excessive tardiness may result in disciplinary consequences.

### ***Appointments***

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the office by 8:00 AM if the student is to be excused for an appointment during the school day. Students must be picked up in the office by the person specified in the note.

***Lost and Found*** Please "name tag" all clothing. Lost and found articles will be placed in the southeast corner of the cafeteria. Periodically all unclaimed articles will be sent to various missions. Lost valuables (i.e., glasses, watches, keys, jewelry, cell phones) can be claimed in the school office.

### ***Cafeteria and Noon Regulations***

The food service program at Gesu is handled by Aladdin Food Management Services, LLC. Students can purchase an entire lunch or select a la carte items. Monthly menus are posted on the school's website and payment transactions are handled electronically through the family account established online at [www.myschoolaccount.com](http://www.myschoolaccount.com).

Gesu School's cafeteria participates in the government subsidized lunch program. The price of the lunch is announced in August. Children who carry their lunch from home can purchase a half-pint of milk, the cost of which is also announced.

Applications for Reduced or free lunches (through the Federal Program) may be made by contacting the Principal. Applications will be approved or denied according to Federal guidelines. Detailed information appears in the Gesu News in the fall.

Gesu School is a nut-safe environment and all students are asked to remember this when bringing food from home either for lunch in the cafeteria or for snacks in the classroom.

During noon recess, students MAY NOT leave the playground without the permission of the Principal or Assistant Principal. Failure to comply with this regulation is considered a serious offense. All students are expected to show respect and cooperation with all teachers and supervisors in the cafeteria and on the playground.

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Students are expected to eat their lunch in the cafeteria and refrain from taking food outdoors. Parents are encouraged to refrain from sending food in glass containers or glass bottles. Students in the junior high spend the lunch recess in “open gym sessions.” They are also encouraged to go outdoors in good weather. On rainy days the fifth and sixth grade students may be invited to spend recess periods in “open gym sessions.” Students in third through sixth grades have the option of taking advantage of “Legos at Lunch” during the lunch recess period. Students are expected to fully cooperate with the code of conduct established by the playground supervisors on duty. Failure to do so will result in loss of this privilege.

### ***Birthday Celebrations***

Students may dress up/dress down on their birthday. Parents of children in the primary grades may wish to send a simple treat for the class on the occasion of their child’s birthday. Treats should be individual rather than cakes, pies, pizzas, etc. Students may choose to purchase a book for the library as their “birthday gift” to the school. A special nameplate will be placed in the book. In this way a student of Gesu will continue to celebrate a birthday long after the donor has graduated.

**Any treats that are brought to school for classroom celebrations should be nut-safe. We highly encourage SIMPLE, healthy treats.**

### ***Invitations to Social Events***

Invitations to any type of social events are not to be distributed in school. Please utilize electronic communications or contact families at their homes.

### ***Reporting Absence***

Please CALL the school office by 9:00 AM if your child is absent. If a call is not received at the school office, the absence will be considered unexcused. NO CALLS OR VERBAL REPORTINGS ARE ACCEPTED FROM MINORS. Parents who do not call regarding an absence will be called at home or at work by the school. Parents are to keep current work/home phone numbers on file with the School Office. If contact information changes, please notify the school office so that we may update your family files. If a student is absent from school for more than 30 days for reasons other than extended illness verified by a doctor, it may be necessary for the child to repeat the grade.

### ***Make-up work due to absence***

If a child is absent one or two days, assignments can be made up when he/she returns to school. If a child is absent for three or more days, parents may request homework. To do so, please call the school office and leave your child’s name, homeroom, teacher’s name, and the time you will pick up the work. One day’s notice is necessary and the work should be secured either before or after school in your child’s homeroom or at the office. (If necessary, the homeroom teacher will have the work gathered from other subject teachers.) Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher.

### ***Family Vacations***

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal, teachers, and school office should receive written notification well in advance. Teachers may choose to give the student work to take along or have the work available when the student returns, depending on grade level of the child and the type of work missed. Students are responsible, under the supervision of their parents, for the mastery and completion of work missed during an absence. Parents need to understand that many activities (videos, computer website presentations, experiments, discussions,

etc.) missed during a lengthy absence cannot be replicated. Teachers will assign a reasonable length of time in which assignments are to be completed. Work that is not made up will be marked as incomplete and graded accordingly. Parents need to understand it may not be possible to make up standardized tests missed because of family vacations.

When parents, but not children, are on vacation the office must be informed of the following:

1. the adult in charge of the children
2. emergency phone numbers
3. other pertinent information regarding the children

### ***Parent Broadcast/OneCallNow***

Gesu Catholic School uses an automated parent notification service that allows the principal or authorized personnel to reach school families within minutes when the need arises. We use this powerful tool to notify parents of emergencies, school closings, delayed openings, and to remind parents about early dismissals or other vital news.

***Receiving messages from OneCallNow*** •If a family has Caller ID, the school's phone number will display.

- Live answer—A parent will hear a signature tone, an introductory message, followed by the school's message. Prompts will allow a parent to replay the message.
- A parent may call (877) 698-3261 or (866) 321-4255 to retrieve missed messages for messages answered by a younger family member or cut off by an answering machine or cell phone connection. At the greeting, press 1, and then enter the home or cell phone number.

### ***Emergency Closing Procedures***

If the CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOLS close, Gesu School is also closed. In some situations, Gesu School may decide to close on a day when Cleveland Hts.-University Hts. elects to remain open. Gesu School would then be listed separately on the TV and radio school closing lists. Please listen to the television or radio for this announcement. Various on-line resources will also notify you of our school closing. **DO NOT CALL THE PARISH OFFICE.** Notification will also be given through the OneCallNow phone call system.

### ***Home-School Communication***

Most bulletins and messages from parish and school organizations, and other information, are sent home through the Gesu weekly email on Wednesday. Some notices are also sent home in the Wednesday folder. Each student is given a folder for this purpose to assure that these communications arrive home. Parents are encouraged to check the weekly email as well as to look for the Wednesday folder in your child's backpack so that no family is without this important information.

### ***Telephone and Email Messages***

Phone messages for teachers and staff members are handled through the main office. The Office Director will connect callers to the voice mail accounts of the teacher(s) involved. Teachers and staff members will return the call at their earliest convenience. Email addresses of teachers and staff will be listed in the school directory and can also be found on the Gesu website. Email listings are only for parental use and parents are asked to correspond with teachers for academic and business purposes only. Parents are urged to do so after 3 PM with the understanding that the email will be answered as soon as the teacher is free to respond.



### ***Emergency Messages during School Hours***

In an emergency, a message may be given to a child through the office. Parents are not to call a student from the classroom or interrupt the teacher during school hours. Please discuss after-school arrangements with your child before coming to school in order to keep the number of phone messages delivered to classrooms to a minimum. This will also help us eliminate unnecessary calls from the school office at the end of the day. Use of the school phone by students is limited to calls of an emergency nature.

### ***Security Procedures***

Gesu School engages a security system that includes secured entry buzzers and monitoring cameras on all entrances to the building. All school doors will be opened for 45 minutes in the morning and will be locked at 8:00 AM through the remainder of the day. Both the Preschool and TOPS programs will make special arrangements for entrance to the building. It will be necessary for anyone who needs to enter the building when doors are locked to come to the front door of the school and ring the buzzer. Visitors to the building must register at the office and obtain an ID badge. Students and faculty will be instructed not to open doors for people who want to get into the building. The doors to the school will be locked following dismissal at the end of the day. Parents of 2:45 Club students will pick up their children in the area near the Breen Family STREAM Center. An employee will admit each parent and sign the child out. The facilitator of the sports program will buzz students into the building through the Family Center doors for practices in the gyms.

Monthly drills are conducted with students and staff members to prepare for various crisis scenarios.

### ***Release of students***

Students needing to be dismissed early from school must bring a signed note to the school office. A written note must be presented to the office by 8:00 AM if the student is to be excused for an appointment during the school day. Students must be picked up in the office by the person specified in the note.

### ***Family/Custodial Situations – Relationship with the School***

Gesu School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Gesu School personnel, will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, mid-quarter reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has custody of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Gesu School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the full decree bearing the case number must be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the

custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. Gesu School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work or papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services. Should a family request duplicate copies of materials sent home in the Wednesday folders, the family will be asked to provide the school office with the necessary self-addressed stamped envelopes in the beginning of the school year. Further, parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching all students.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. A fee will be charged if the non-custodial parent requests that a second copy be mailed by the school office.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment will be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child at this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Gesu's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures or if there are extenuating circumstances you feel necessitate other arrangements, please contact the principal personally.

## **CURRICULUM**

### ***Religious Education Program***

Religion classes are taught to all students. The content of the classes is determined by the course of study for the Diocese of Cleveland. Teachings of the Catholic faith are frequently integrated into other subject areas and applications are also made in the social justice projects that involve students on many grade levels. Attendance at parent education programs is required for those whose children will be receiving the following sacraments:

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□ *Eucharist*

Children in Grade 2 receive instruction and have the opportunity to receive the Eucharist.

□ *Reconciliation*

Children receive instruction in and have the opportunity to receive the Sacrament of Reconciliation in Grade 2. Students in Grades 3 through 8 usually have two scheduled opportunities for Reconciliation throughout the year. Students attend one service during the school day and are invited to participate with their families at a parish service during Lent.

*Liturgy*

Grades 2 through 8 attend Mass once a week. On holy days and other significant occasions, Grade K through 8 celebrate the 8:30 AM liturgy.

*Christian Formation in Sexuality*

The Diocesan Curriculum is the official guideline for Catholic schools. Gesu School integrates the curriculum into religion and health in grades K through 8 aiming to promote a Christian attitude of respect for life and human sexuality. Parents of students in grades 5 through 8 are given the opportunity to preview the materials and resources used in the classroom program. This may include speakers from programs such as Operation Keepsake and other local agencies.

*Altar Servers*

Students in grades 6-8 serve at parish and school liturgies. Fifth grade students are trained to be servers in the spring. Please contact the Parish Office if you have questions.

*Service Learning*

In the Jesuit tradition of our parish, Gesu students learn to live the mission of being *Persons for Others* through service learning opportunities and fundraising activities that support local and international charities. These activities are often led by the Student Council members who are assisted by staff members who coordinate the various events held each year.

**Instructional Program**

Gesu School implements the Graded Course of Study prepared by the Office of Catechetical Formation and Education in compliance with the Common Core State Standards which have been adopted by the State of Ohio. Technology is integrated into the curriculum for all grade levels.

*Kindergarten:* The students in Kindergarten receive instruction in religion, readiness activities in handwriting, mathematics and reading, as well as art, language arts, health, music, physical education, science, social studies, and Spanish.

*Grades One through Six:* Students at each grade level receive instruction in religion, language arts, humanities, reading, mathematics, social studies, science, and health. In addition, instruction in art, music, Spanish, and physical education is given weekly. An introductory Latin class is taught in grades 5-6.

*Grade Seven and Eight:* Students in the Junior High receive instruction in religion, language arts, Spanish, mathematics, reading, science, and social studies. Instruction in art, Latin, physical education, programming/robotics, speech/debate, music, and technology is taught in nine-week elective sessions.

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*Reading (Grades 1-8):* A multi-level approach is used in the reading instruction. Students are grouped within their grade level on the basis of achievement tests administered three times/year and learning style.

*Math (Grades 5-8):* A multi-level approach is used in mathematics instruction. Students are grouped within their grade level on the basis of achievement and aptitude tests as well as learning style.

*Other Courses of Study:* The following topics may be integrated into one or more course of study for the subjects listed on a given grade level. They may also be developed by resource persons chosen by the Principal to present information appropriate to a given grade level.

- Study skills
- Energy conservation
- Christian human sexuality
- Library skills
- Citizenship
- Human relations
- Career education
- Multicultural education
- Drug/Alcohol education
- Bullying
- Safety of children

*Field Trips:* Field trips are educational excursions which are preplanned learning experiences, related to the curriculum of the specific grade level and followed by evaluation. Written parental permission is obtained prior to each excursion. Cost of field trips is an extra fee charged per student. The school reserves the right to refuse a student's permission to participate in a field trip if his/her behavior is inappropriate or could jeopardize the personal safety of self or that of the group.

*Homework:* A reasonable amount of homework will be given daily. The assignment will be an outgrowth of class work to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills. Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. All students are expected to record homework assignments in their daily agenda book. Parents can use this to monitor the homework assignments given and check on their completion. Students should also record information about long range projects in their agenda so that they can learn to plan their time wisely. If parents feel the homework assignments are excessive, please discuss this with the teacher. Homework is posted nightly on the school website for grades five through eight and assignments can also be found on the DASL Progress Book grading system.

### ***Student Evaluation***

*Monitoring and Evaluating Student Achievement:* Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means to measure achievement in the particular subject on a given grade level.

*DASL/ProgressBook* is the online student information system used by Gesu School. It allows students and parents to see assignments and grades that teachers have posted each week. Parents are given passwords to this system at the curriculum nights held at the beginning of the school year. Parents are encouraged to use this resource to monitor progress throughout the quarter. One feature of this system is the option for parents to be automatically notified in the event of work receiving a D or F grade. **Since parents and students have daily access to current grades, we will no longer issue a formal mid-quarter report card. Paper copies of a student's grades will only be issued at the end of the quarter.** Grades can fluctuate throughout the quarter so it is wise to use this resource frequently.

*Report Cards:* Report cards provide parents with tangible evidence of their child's growth and development and promotes mutual understanding between home and school. Report cards are issued four times a year, and are distributed the week following the end of the quarter. Report cards are to be signed by the parent or guardian and returned to school. The "Achievement Code" for the Diocese of Cleveland includes the following areas: daily work, class participation, test scores, and homework.

## Grading Scale

**A = Superior (100-93%)** Consistently does superior work in accomplishing goals, objectives and requirements. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Consistently high test grades.

**B = Above Average (92-85%)** Usually does above average work in accomplishing goals, objectives, and requirements. Good knowledge and use of skills in subject matter. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Above average test grades.

**C = Average (84-77%)** Usually does average work in accomplishing goals, objectives, and requirements. Adequate knowledge and use of skills in subject matter. Completes daily work and related assignments. Demonstrates ability to work independently and cooperatively. Average test grades.

**D = Below Average (76-70%)** Usually does below average work in accomplishing goals, objectives, and requirements. Insufficient knowledge and use of skills in subject matter. Limited effort in daily work and related assignments. Demonstrates limited ability to work independently and cooperatively. Low average test grades.

**F = Failing (69-0%)** Usually does unsatisfactory work in accomplishing goals, objectives, and requirements. Daily and related work below standard. Limited ability to work independently and cooperatively. Unsatisfactory test grades.

**O = Outstanding U = Unsatisfactory S = Satisfactory (N) = Needs Improvement**

(O, S, U will be used for conduct and effort and may be used for Music, Art, Physical Education, and Spanish.)

## Academic Honors:

*First Honors:* ALL As in the following subjects: Religion, Math, Reading, Language Arts, Social Studies, Science, Health, and Spelling. In grades 6, 7, and 8, a student must have an A or B in Humanities, Foreign

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Language(s), Art, Music, and Physical Education. In grades 4 and 5, a student must have Satisfactory or better in these areas.

*Second Honors:* A AVERAGE (More A's than B's in the subjects above. No C's). In grades 6, 7, and 8, a student must have an A or B in Humanities, Foreign Language(s), Art, Music, and Physical Education. In grades 4 and 5, a student must have Satisfactory or better in these areas.

*Third Honors:* B AVERAGE (Any combination of A's and B's or all B's. No C's). In grades 6, 7, and 8, a student must have an A or B in Humanities, Foreign Language(s), Art, Music, and Physical Education. In grades 4 and 5, a student must have Satisfactory or better in these areas.

Honors are given each time report cards are issued. A final Honors certificate will be presented at the June Awards Assemblies for grades 4-8. This recognition will be based on a child's yearly average in each subject. This information appears in the last column on the report card. This set of grades is also placed on his/her permanent record card.

***To qualify for academic honors, a student may not have more than 2 N's (Needs Improvement) in any area (academic, effort or conduct). A "U" (Unsatisfactory) in ANY area (academic, effort or conduct) disqualifies a student from honors regardless of grade average.***

*Parent Conferences:* Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student. Conferences are also a means of strengthening home-school communications. Parent conferences are held at the end of the first academic quarter and midway through the third academic quarter. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time.

*Standardized Testing:* Gesu Catholic School participates in the standardized testing program of the Diocese of Cleveland. Directives received from the Diocesan Education Office regarding dates of tests, forms of tests, etc. are followed. Tests currently include the Cognitive Abilities Test (Grades 1,3,5,7) and the MAP testing program which will evaluate student growth periodically throughout the school year. These tests are administered by the classroom teachers. The administration will attempt to make arrangements for makeup testing for students who were absent for the standardized testing. Test results are used for individual student intervention and for examining the overall effectiveness of the academic program at Gesu School. Test results are one of several factors used in determining a student's program or grade placement. Informal assessment may include observation, portfolios, anecdotal records, inventories, interviews, and classroom paper/pencil tests among others. In the lower grades teachers also use reading inventories to monitor student progress.

The school psychologists are available to do individual testing when necessary.

#### *Promotion and Retention*

Promotion is based on the satisfactory completion of the respective grade level work.

Retention is considered in individual cases after thorough discussion with the teacher, Principal, and parents. Retention may be considered for the following reasons:

1. Grades 4-8: Failure in an individual subject is defined as receiving a grade of an F in two or more quarters or a D average in the year.
2. Grades 1-3: Failure to master fundamental skills of reading and math.

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### *Student Records/Files*

Student records are confidential. This includes permanent record cards. All student records/files are kept in a locked file in the school office. Health records are kept in the school clinic. Parents must submit a written request for student records to be sent to another school.

Each spring parents receive the results of the standardized testing completed by their child during the school year. This is one more way that progress is monitored. At this time teachers may advise parents that their child could benefit from additional skills work during the summer. This can be done through tutoring by qualified individuals or at educational learning centers in the Cleveland area.

## **EDUCATIONAL RESOURCES**

### *Auxiliary Services*

The services of a school psychologist, a school guidance counselor, a speech and language pathologist, intensive learning teachers, an intervention specialist, a nurse, and an auxiliary services clerk are available through Auxiliary Services Funding.

### *Speech, Language, and Hearing Services*

All children new to Gesu School (Grades K-8) are screened in the areas of speech and language. Children referred by the professional staff, parents or physicians are given a threshold hearing test. For students identified with speech, language, or hearing concerns, the therapist plans an individualized follow-up program and maintains on-going parent and teacher contact.

### *Psychological Testing and Counseling*

A school psychologist is available for individual testing and a school guidance counselor offers opportunities for academic and social counseling.

### *Intensive Learning Program/Resource Teachers*

Individual and small group instruction is provided for special academic needs on all grade levels. Instruction takes place both inside and outside the classroom setting. The educational needs of students are assessed, periodic evaluations are made, and close contact with teachers and parents is maintained. The Intervention Assistance Team meets frequently and its members serve as grade level liaisons. They meet with teachers to track the progress of students on their grade level and they recommend any adjustments that might be needed.

### *ZOOM: Gifted/Enrichment*

Gesu Catholic School's ZOOM program maximizes the development of student learning by cultivating, leading and inspiring innovative thinkers and expert communicators through the implementation of an inquiry-based, differentiated, and enriched curriculum. The teachers in this program work with individual students who have been identified as academically gifted and they also do enrichment programs with entire grade levels. The Gifted/Enrichment program also directs extracurricular competitions and experiences designed to engage students in their areas of special interest.

### *Foreign Language Program*

Students participate in Spanish classes which are an exploration and study of the Spanish language and culture. Grades K-6 have Spanish once a week. Grades 7 & 8 have more intensive Spanish as part of their Language Arts block. Students in grades 5- 8 participate in Latin classes which are an exploration and introduction to Latin and the ancient cultures of Greece and Rome.

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### *Fine Arts Program*

All grades participate in a fine arts program, including vocal and instrumental music, art appreciation and visual art. A full-time music teacher provides weekly instruction in vocal music and music theory to all grades. The optional instrumental music program in Grades 4 through 8 provides the opportunity for small group lessons during the school day and participation in the Gesu School Band. Gesu students are also invited to participate in the liturgical choir.

All students spend time each week in the Conway Family Art Studio where art is taught by the art teacher and/or the homeroom teacher. Parent volunteers also assist in providing experiences in art appreciation.

### *STREAM Program*

The Breen Family STREAM Center is located on the first floor of the school. It includes two large Makerspace areas equipped with a variety of technological applications which students are encouraged to explore. It also includes the school chapel which classes are encouraged to use for their religion lessons and prayer time. The STREAM Center coordinator works with teachers and the technology staff in designing interdisciplinary lessons that will extend students learning in the areas of Science, Technology, Religion, Art and Math.

### *Athletics Program*

Students have weekly Physical Education classes. Additionally students have many opportunities to participate on both intramural sports teams and CYO league play. The purpose of this program is to foster the development of physical skills and the development of the social and moral skills that come with being part of a sports team. This program is administered by the Athletic Director of Gesu Parish with the support of the Gesu Parish Boosters. The success of this program is dependent upon the assistance of parents who serve in many roles. The Gesu Athletic Director maintains a comprehensive website ([www.gesubulldogs.com](http://www.gesubulldogs.com)) with information about programs and policies. Registration for the Gesu athletic programs is done online for each sports season.

### *Technology Program*

The goal of the Gesu technology curriculum is to enhance the teaching and learning process through the integration of technology skills throughout the curriculum. In their weekly class time in the large computer lab in the Gerald J. Breen Media Center, and in their daily experiences with the computer in each classroom, Gesu students learn to access information, reinforce concepts, create multi-media presentations, execute projects and communicate with persons around the world. Gesu employs a technology specialist who is available to assist teachers with preparation for these classes as well as solving problems that may arise. The technology specialist also acts as a resource in the training of teachers with new software and computer peripherals so that the teacher is better able to implement the technology course of study.

Students in grades 4-8 have access to their own tablet computer throughout the day. There are also carts of iPads and Surface tablets available to students in the lower grades. The Gesu Broadcast Studio is also a part of the Gerald J. Breen Family Media Center and students collaborate each morning on a daily broadcast to the entire school.

### ***Student Acceptable Use Policy***

Gesu Catholic School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote



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educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Gesu Catholic School's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

*Definition of school technology system:* The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or Districtserver based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

*Acceptable Use:* Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

***Access to the Gesu Parish and School computer/network/Internet is a privilege, not a right.***

*Access to communication system:* Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

*Inappropriate Use:* Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

**Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:**

- cyber bullying;

- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

*Vandalism or Mischief:* Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

*Modification of Computer:* Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

*Students Access:* Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Get appropriate approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.

- g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

*School Email and Communication tools:* Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. Internet access is filtered by Gesu Catholic School on personal telecommunication devices in the same manner as Gesu Catholic School's owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

*Subject to Monitoring:* All Gesu Catholic School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. Gesu Catholic School reserves the right to access, review, and copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Gesu Catholic School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

*Consequences for Violation:* Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the

responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

*Supervision and Monitoring:* School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed

*Agreement Form:* In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at **Gesu Catholic School** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Gesu Catholic School does not give permission to any non-authorized person to publish to the Internet any materials (text, picture, and video) that includes Gesu Catholic School's name, teachers, administrators, or staff members or students.

The parent or legal guardian of the student, and the student as well, are asked to read the **Student Acceptable Use Policy** and grant permission for their child(ren) to access Gesu Catholic School's information technology resources. These resources are intended for educational purposes. Gesu Catholic School may not be able to restrict access to all controversial materials, and will not be held responsible for materials acquired on the network.

#### **Gesu Website: [www.gesu.com](http://www.gesu.com) and Gesu Facebook**

The Gesu website and the Gesu Facebook page are created and maintained by Gesu School staff members. They are updated regularly to provide additional communication related to school events and activities. Gesu School has established the following guidelines for work and pictures contained on the school website and Facebook page:

1. Students' pictures will only be used with permission. No names will be used with pictures.
2. Students' work will only be used with permission. Work will be identified by first name only.

Parents will be asked to sign a release form in the fall of each school year stating their wishes in these matters pertaining to the school website and Facebook page.

#### **Electronic Devices**

Students who bring cell phones to school do so with the knowledge and understanding that the phone must not be out at any time on school premises. This includes the schoolyard before/after school and on field trips. We ask that phones be turned OFF and that they are not carried by students or in their possession during the school day. Electronic devices should be turned OFF and remain in a backpack in their school locker. Failure to comply will result in disciplinary consequences. Please refer to the Acceptable Use Policy

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for further guidelines regarding communication devices, Additional items, e.g. Smart watches, that have the capacity to text, send or receive emails, or access the Internet are not permitted.

### **Library / Media Center**

The Gesu School Library has an automated circulation of more than 15,000 volumes of books, periodicals, and reference materials available for student and teacher use. Grades K-4 participate in a weekly library period during which they are instructed to develop, maintain, and expand basic library skills and apply them to a variety of learning tasks on their grade level. Students are encouraged to choose good literature and develop their background of leisure reading experiences. Students in grades 5-8 are welcome to use the library for reference work any time there are no scheduled classes and whenever classroom teachers schedule class visits. Additional library periods may be arranged by the teacher for classes involved in independent study or library research activities. The computers in the Gesu School library have Internet access and also are able to access catalogues of local libraries. Books checked out on library day are due the next scheduled library day. No new books may be taken home until overdue books are returned to the library. Books are assigned a return date. Fines may be incurred if a book is damaged. In the event a student loses a library book, the cost of the book and its processing fees are charged so that a replacement can be reordered from a school library vendor.

### **Gerald J. Breen Family Technology Center**

The Gerald J. Breen Family Technology Center has a fully equipped lab with 30 computers, scanners, and printers. The lab is used daily by teachers for whole class instruction and a newly renovated Broadcast Studio allows our students to utilize current technology and digital media in the development of video broadcasting and multimedia presentations. This technology is available to students before and after school and during the noon hour with faculty supervision.

## APPEARANCE AND UNIFORM POLICY – 2018-2019

Our school uniform policy encourages students to focus on grooming that presents a positive image of our young people and our school. Neatness, cleanliness, and appropriateness in dress and appearance are conducive to an academic atmosphere and will be expected of all Gesu students at all times. While dressed in the Gesu School uniform at school and in public places, all students' conduct, actions, and language will be consistent with the philosophy and values of Gesu Catholic School.

Faculty and administration reserve the right to determine if a student is dressed in a manner consistent with the Gesu School uniform policy. Students found to be in violation of the uniform policy may be asked to correct their attire or call home for proper clothing. This may result in a loss of class time and/or possible disciplinary action. The administration reserves the right to revise, assess, and review this policy at any time.

### Apparel:

- Hair is to be well groomed and combed. **Haircuts for boys** should be above their ears, eyebrows, and collars. **Highlighting or dyeing** of hair for either boys or girls is **not** permitted.
- Gesu School permits students (boys and girls) to wear **only** sweatshirts purchased from Schoolbelles, in red, navy, and hunter green **or** the navy quarter zip Gesu sweatshirt (available online at the Gesu Spiritwear Web Store). **Sweatshirts from Gesu sports and extracurricular activities may only be worn on "Spirit Days" and Fridays.**
- All sweaters (boys and girls) are to be solid color, plain knit in red, white, navy, or hunter green (*no hoods on sweaters, no logos or insignias*).
- Socks are to be plain, solid-colored crew socks, knee socks or tights in colors complimentary to the uniform.
- Shoe style should be appropriate for school wear, such as oxford-style tie, penny-loafer styles, or sturdy slip-ons. Shoe colors are limited to plain gray, brown, tan, black, red, or navy blue. **Boots of any kind** (fashion, construction, high-or-low tops) are not to be worn with school uniform. Shoes **must** have **closed heels**.

### Accessories:

- Girls may wear one pair of small post earrings on the ear lobe, a watch and a simple necklace or bracelet. Make-up is not allowed. If nail polish is worn, it must be a natural or light color. Artificial nails are not allowed. Boys are not permitted to wear earrings, but a watch and a simple chain are permitted. Apple watches and any smart watch that has technology and the capability to email, text etc. are **not** permitted. Hair ornaments (*barrettes, clips, etc.*) must be in solid colors or the uniform plaid.

### Dress Code: Grades K-8

#### Girls:

- Plain white blouse, white knit shirt with collar, either short-or-long sleeved, or banded white knit shirt with collar, either short-or-long sleeved (available at Schoolbelles).
- **Option One:**  
**Grade K:** Are to wear tunic jumper purchased at Schoolbelles (may also be worn in grade one)  
**Grades 1-4:** Are to wear a V-neck plaid jumper purchased from Schoolbelles, **length not shorter than 2 inches above the knee.**

**Grades 5-8:** Are to wear a pleated plaid skirt, kick-pleat (new this year), or wrap-around kilt skirt purchased from Schoolbelles, **length not shorter than 2 inches above the knee.**

**Grades 7 & 8 ONLY:** may choose to wear a **navy blue wrap-around kilt skirt** (new this year) purchased from Schoolbelles, **length not shorter than 2 inches above the knee.**

**Option Two:**

**Grade K:** plain navy blue dress slacks purchased from Schoolbelles, no belt

**Grades 1-4:** plain **navy blue dress slacks**, purchased from Schoolbelles, with belt (no denim or corduroy).

**Grades 5-8:** plain navy blue or light khaki dress slacks, purchased from Schoolbelles, with belt (no denim or corduroy).

- Turtlenecks (*white only*) may be worn under long-sleeve blouses in cold weather.
- T-shirts worn under blouses must be solid white and sleeves may not show under uniform blouses.
- V-neck or cardigan sweater vests in red, white, navy, or hunter green may be worn by girls in grades 5-8.
- Navy blue button-down vest (new this year)

**Boys:**

- **Grades K-4:** Are to wear light blue or white dress shirt or plain **white** collared knit shirt.
- **Grade K:** navy blue trousers purchased at Schoolbelles, no belt.
- **Grades 1-4:** Are to wear **navy blue dress trousers**, purchased from Schoolbelles, with belt.
- **Grades 5-6:** Are to wear light blue or white dress shirt worn with uniform color ties (red, navy, or hunter green) or the Gesu School tie.
- **Grades 7-8:** Are to wear light blue or white dress shirt worn with uniform color, (appropriate) printed, pastel, plaid or striped ties.
- **Grades 5-8:** Are to wear navy blue or light khaki dress trousers, purchased from Schoolbelles, with belt.
- Solid, plain knit sweaters in red, navy, hunter green, or white.

**Warm Weather Options:**

Please note that the **warm weather options** can **only** be worn from the first day of school in August to September 30<sup>th</sup> and then again from May 1<sup>st</sup> to the last day of school. The school administration may extend this time if weather necessitates it. **These items are strictly optional and are not required.**

*The following items are warm weather options for both boys and girls, all grades:*

- **All grades:** Navy blue walking shorts with belt (grades K-8) to be purchased **ONLY** from Schoolbelles; students wearing uniform shorts may wear athletic shoes with plain white, blue, or black socks.
- **Grades 5-8 only:** Light khaki walking shorts with belt to be purchased **ONLY** from Schoolbelles; students wearing uniform shorts may wear athletic shoes with plain white, blue, or black socks.
- **Note:** Cargo shorts and shorts with pockets on pant legs are **NOT** allowed.
- **All grades:** light blue or white dress shirt **OR** plain **white** collared knit shirt.
- White knit shirt also may be worn with jumpers, skirts, or long pants. Knit shirts **must** be loose-fitting.

**“Casual Day” Code:**

- Students may wear sweats, sweatshirts, jeans (*not torn or frayed*). Low-cut or form-fitting clothes are **NOT** appropriate. Tight pants, leotards, or “baggy” pants are not appropriate. Logos on the seat of the pants or skirts are **NOT** permitted.
- T-shirts (*no inappropriate sayings or slogans that are identified with values contrary to Gesu School*) may be worn in warm weather.
- During warm weather shorts that are **no more than 3 inches above the knee** may be worn; shorts may not be torn or frayed.
- **Yoga pants and leggings** are **NOT** permitted unless an appropriate top, shirt, or blouse, etc., is **at least fingertip length and worn over them**.
- Tank tops, tube tops, and halter-tops are **NOT** permitted. Shoulders and midriffs **MUST** be covered.
- Footwear for boys and girls should be worn with socks.
- Flip-flops and clogs are NOT permitted.

## **NEW FOR THE 2018-2019 SCHOOL YEAR**

In order to assure appropriateness of dress, we have revised our Physical Education uniform policy for the 2018-2019 school year. Students found in violation of the uniform policy may be asked to correct their clothing or call home for proper clothing. This may result in a loss of class time and/or possible disciplinary action. Please support us in our efforts by making sure your student has the correct clothing for gym class. If you have any questions, please contact Ms. Herbert at extension 117 or via email at [jherbert@gesu.com](mailto:jherbert@gesu.com).

### **Physical Education Uniform, K-8**

**New this year**, students in grades K-8 are **required** to wear Gesu School gym shorts or Gesu School sweatpants purchased at Schoolbelles or Gesu School gym shorts “approved for school wear” from the Gesu Spirit Wear Store. *Please note that girls’s athletic shorts purchased in the past from the Spirit Wear Store may no longer be worn.* Thank you in advance for your support and cooperation in this matter.

**Grades K – 2:** Students are to wear their Gesu School gym uniform to school on gym days:

- **Gesu School navy blue** athletic shorts or **Gesu School navy blue** sweatpants purchased at Schoolbelles or Gesu School navy blue athletic shorts “approved for school wear” from the Spirit Wear Store.
- **Gesu School navy blue cotton-blend t-shirt** purchased at Schoolbelles or **Gesu School navy blue** Athletic Dry Fit t-shirt available from the Spirit Wear Shop. Gold Gesu t-shirts purchased at the former bookstore may still be worn.
- Tennis shoes that Velcro or tie (no black soles, light-up shoes, or slip-on shoes).

**Grade 3-8:** Students in grade 3-8 change into their Gesu School gym uniforms at school. Students must wear:

- **Gesu School navy blue** athletic shorts or **Gesu School navy blue** sweatpants purchased at Schoolbelles or Gesu School navy blue athletic shorts “approved for school wear” from the Gesu Spirit Wear Store.



- **Gesu School navy blue cotton-blend t-shirt** purchased at Schoolbelles or **Gesu School navy blue Athletic Dry Fit-t-shirt** available from the Spirit Wear Shop. Gold Gesu t-shirts purchased at the former bookstore may still be worn.
- Tennis shoes that Velcro or tie (no black soles, light-up shoes, or slip-on shoes).

**Administrative discretion shall determine whether uniform items are acceptable. Students found to be in violation of the uniform policy may be asked to correct their attire or call home. This may result in a loss of class time, and/or possible disciplinary action. The administration reserves the right to revise, assess, and review this policy at any time.**

### *Student Behavior Code*

GESU CATHOLIC SCHOOL is called to be a Catholic faith community based on the shared acceptance of the message and challenge of the gospel. Growth in self-discipline, a healthy responsibility to Catholic moral values, and a loving respect for the rights of all persons are encouraged and nourished by the teachers and staff of Gesu School. Students are encouraged to follow the three simple tenets of the GESU WAY:

- Do your best.
- Do what is right.
- Treat others the way you wish to be treated.

Teachers on each grade level shall make available to the parents of their students specific guidelines for behavior and the corresponding disciplinary measures that will be taken when violations occur. These guidelines are established at the beginning of each school year and communicated by the teachers at the opening parent information nights. ***Beginning in Grade 5 teachers will use a school-wide demerit system to document rule infractions. Students will serve an after-school detention if they accumulate three demerits within a quarter. The school will notify parents within the week that the detention should be served.***

In keeping with our mission statement ALL Gesu students will be expected to:

1. Show obedient, courteous, respectful behavior toward teachers and all adults.
2. Use appropriate language.
3. Speak kindly and respectfully to and about others.
4. Complete class assignments and participate in class.
5. Wear the full school uniform at all required times.
6. Respect school property and the property of others.
7. Eat in designated areas. Food (gum, candy, pop) is not acceptable in class or on the school grounds unless exceptions are made and permission given.
8. Refrain from deliberate disruption in the classroom or on school property.
9. Follow good manners and willingly help clean the tables in the school cafeteria.
10. Play in the assigned playground areas and abide by good sportsmanship.
11. Students are not permitted to bring to and have at school items such as the following: real or toy knives, sharp objects, matches, lighters, skateboards, water pistols, real or toy guns, electronic devices, radios, video games, CD players, laser pointers/pens and beepers.

The following acts of misconduct by a student on school premises or off-school premises or at any school sponsored activity shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to, written or verbal warning, detention, suspension, behavioral contracts, and/or expulsion.

- Abusive language to school personnel, volunteers, students, or visitors
  - Weapons or look-alike weapons
- Vandalism to school property of teachers/staff members and students
  - Conducting games that involve betting or gambling
  - Repeated disregard for school work and assignments
- Verbal or written harassment of another student, teacher, or staff member
  - Major or repeated violations of the Cheating policy
- Acts which put the health and safety of another student in jeopardy
  - Use of vulgarity or profanity
- Failure to accept corrective action or discipline
  - Fighting
  - Insubordination
- Repeated acts of disrespect.
  - Cell phone in use during the hours of 7:00 a.m. – 3:30 p.m.
- Misuses of the Internet
  - Cyber-bullying
  - Identity theft
  - Morally improper website postings

***This is not an all-inclusive list.***

Situations with specific consequences:

- Gesu School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges.
- Students responsible for stealing, destroying, or vandalizing Gesu School or Parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. The police will be notified if the situation warrants it.
- Truancy will be referred to the Pupil Personnel Office of the public school district of residence. If necessary, the case will be referred to Juvenile Court and/or Children's Services. Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission.
- Students are prohibited from the use, possession, transmission and attempted transmission, selling, or the concealment of drugs, controlled substances, drug paraphernalia, alcohol, tobacco, explosive materials or weapons or look-alike weapons on Gesu property, at Gesu-sponsored events whether held during or outside of school hours, and on public school buses. Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the student returns to school. Intervention by trained professionals may be required as a condition for the student to remain at Gesu School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

***Bullying***

The faculty and staff of Gesu Catholic School and all who represent Gesu School in the roles of coaches, volunteers, student teachers, etc. are committed to developing a school climate characterized by:

- warmth, positive interest, and Christian witness by adults as well as peers
- adults who act as mentors, positive role models, and authorities who will assure that Gesu School is a fair and accepting place for all students
- firm limits to unacceptable behavior
- non-hostile, non-physical consequences, consistently applied for aggressive behavior; the goal of

the disciplinary action is to help students be accountable for their actions and develop pro-social habits and attitudes

All aggressive behavior that is deemed to be harmful to students' safety, well-being, or academic success will be addressed by adults in a manner that is developmentally appropriate to the children involved.

When it is determined that an **individual willfully and repeatedly exercised power or control over another with hostile or malicious intent** (i.e. repeated physical, verbal, or psychological oppression of a less powerful individual by a more powerful individual or group) the school will define such action as bullying and it will be addressed directly by the school administration. Parents will be immediately informed of the situation and a record of the incident will be filed in the school office.

School personnel reserve the right to address bullying that takes place outside of school when/if it affects a child's well-being or academic performance in school.

As a part of the Religion and Health curriculum at each grade level, students will participate in lessons which will help them identify aggressive behaviors that lead to bullying and also learn ways to shift the power away from the bully. A strong component of this program will be instruction in empathetic ways to help others who are targets of aggressive behavior.

### ***Student Threats***

Gesu School had adopted the following policy regarding student threats:

- Any and all student threats to inflict any harm to self or others must be taken seriously and dealt with immediately.
- Whoever hears the threat should report it immediately to the Principal.
- Police should be notified immediately.
- The student should be kept in the Principal's office under supervision until the police arrive.
- The parent or guardian of the student who has made the threat should be notified immediately.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
- The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written, comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

### ***Suspensions or Expulsions***

1. Suspensions may be issued by the Principal when it is determined that a student has committed an infraction of school regulations. It is left to the discretion of the Principal to decide on whether the suspension will be executed in school or out of school. The Principal will also determine the number of days for the suspension.
2. Because it is impossible to foresee problems which may arise, this clause empowers the Principal to issue disciplinary measures for any action which violates the spirit and philosophy of the school, even though not specified here in this Handbook.
3. Work missed by the student due to the suspension may be made up. It is the student's responsibility to obtain these assignments and return them to the teachers in accordance with the deadlines established.
4. Repeated suspensions in a school year will mandate a conference with the Pastor, Principal, parents, and student, and may result in expulsion. This conference will be held to determine the advisability of a student's readmission to Gesu School in future years.
5. Expulsion of a student is a serious matter. In some cases the Principal and/or Pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the Principal and/or Pastor.

### ***Policy on Cheating***

Honesty and integrity of life are important human values for the individual and for society, and for this reason cheating in any form is considered unacceptable behavior.

Definition: Cheating is defined as any act by which a student uses the work of another for his/her own gains. This includes looking at or attempting to look at the work of another, copying classwork, homework, or any other assignments, or communicating in any way with another during a testing situation. It also includes providing one's own work to another, except when joint or group study has been recommended by the teacher. It also includes theft of tests or looking at stolen tests or any other act which the administration deems as cheating.

Plagiarism is a form of cheating in which the student presents as one's own work the work of another by copying. This includes work found on the Internet that is not properly cited.

#### ***Disciplinary Action for Cheating:***

1. Parents will be notified.
2. The incident may result in loss of credit, detention, or further disciplinary measures.

### ***Care of Books and Property***

Since books are expensive both to purchase and for the school to maintain from year to year, parents are urged to help their children be responsible for textbooks. Books are to be kept covered and clearly identified. Children are financially responsible for the loss or damage of textbooks and other materials (including technology) provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or to other students.

Gesu School does not assume responsibility for toys, cameras, electronic devices, and similar items brought to school by a student. Parents are asked to see that these items are kept at home.

### ***Sexual Harassment and Sexual Violence Policy***

The administration and staff at Gesu Catholic School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. Gesu Catholic School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

*Purpose:* Gesu School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Gesu School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

*Sexual Harassment defined:* For the purposes of this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand & parent notification, entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension

- expulsion

### ***Sexual Violence***

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 21541.421). The Department of Children's Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 21541.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. In these cases, the Department of Children and Family Services and the police will be contacted immediately.

### ***Gangs***

*YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED.* A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment; initiation; a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang; displaying gang markings or slogans on school or personal property or clothing; having gang tattoos; possessing literature that indicates gang membership; fighting, assault, hazing; extortion; establishing turf; use of hand signals, gang vocabulary, and nicknames; possession of beepers or cellular phones; possessions of weapons or explosive materials; possession of alcohol, drugs, drug paraphernalia; attendance at functions sponsored by a gang or known gang members; exhibiting behavior fitting police profiles of gang-related drug dealing; being arrested or stopped by police with a known gang member; selling or distributing drugs for a known gang member; helping a known gang member commit a crime; or any other action directly resulting from membership or interest in a gang.

### ***Consequences***

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention will be initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Children and Family Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

### ***Jurisdiction***

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police,

and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

### **Related Policies**

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the School Handbook.
2. Discipline policies and consequences as defined the School Handbook.
3. The right of school authorities to search lockers, student desks, and, upon request, personal property, if suspicion of gang involvement exists.
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

### **Prevention**

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, educational programs and activities will be provided as judged appropriate by the Pastor and/or Principal. These may include but are not limited to various guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish based youth ministry activities, etc.

### **Weapons or Look-alike Weapons**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Gesu School expressly prohibits the use, possession, sale, or discharge of any weapons, look-alike weapons, objects which may be used as weapons, or explosive devices in the school, on school grounds, or at schoolsponsored activities. Possession, transmission, or attempted transmission by students of weapons or lookalike weapons on school premises or at school-sponsored activities is prohibited. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device, and any dangerous object or object in danger of inflicting harm. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

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Disciplinary action may include, but is not limited to, immediate in or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

As is evident in the preceding policies, bullying and harassment of any type are not permitted. This includes cyber-bullying.

## **HEALTH CARE POLICIES**

### ***Clinic***

Gesu School Clinic is staffed by a nurse who administers first-aid in cases of injury or illness. The nurse is available daily. The school furnishes an emergency authorization form which directs the school's course of action in each individual case. It is essential that the parent notify the school of changes of phone number, address or employment throughout the school year so this data is always up-to-date. Forms for EpiPens, inhalers, and other medications may be obtained from the nurse. The clinic's telephone number is (216) 932-0620, ext. 119.

### **Health Services**

Health and immunization reports are due on or before the opening day of school for all new students. Students may be excluded from classes according to state law if these mandates are not followed. During the school year vision and hearing screenings and height and weight measurements are given to all students in Grades K, 1, 3, 5, and 7, and postural screening for Grades 6-8. Any test may be given upon parent or teacher request. (See also Speech/Language/Hearing Services)

### **Contagious Diseases**

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat and head lice. Notice of the contagious diseases is sent home to parents of students in the classroom or grade level when we have a large number of cases.

### **Peanut Sensitivity**

Realizing that more children have a nut allergy, please be sensitive when you send in treats. We have established a nut-safe environment at Gesu School and so we ask that you cooperate with this goal when you send treats with your child. It also applies to items students bring in their lunches.

### **Absence**

If a child has a fever or vomits during the night, he/she should be kept home a full 24 hours before returning to school.

**Parents should call the school office with all absences by 9:00 a.m.**

### ***Strep Throat Cultures***

If a child has a throat culture one day, he/she should be kept home the following day until the results of the culture are known.



### **Dismissal due to illness**

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the Clinic to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill child may not go home alone.

### **Medications**

School personnel can administer medications only when a specific procedure is followed. Forms must be obtained from the Clinic to be signed by the parent. A note from the doctor must accompany any medication, both prescription and non-prescription. Medication must be delivered by the parent to the school in a properly labeled container from the pharmacy. Parents should not send in medications with the child to be administered by the Clinic. Medications with students will be taken away.

### **AIDS Policy Regarding Students**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings provided:

1. The health of the child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In Parish elementary schools and Parish schools of religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school or a Parish School or Religious Program shall be provided with an alternative means of catechetical instruction.

### **Chemical Use/Abuse**

Use/attempted use/sale/attempted sale/possession/transmission or attempted transmission of tobacco, alcohol, drugs, controlled substances, or drug paraphernalia by students is prohibited on school premises and at school related or school sponsored events.

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, alcohol, or drugs, or to have drug paraphernalia in his/her possession on school property, on the bus or during off-campus activities sponsored by the school. A mandatory conference with both parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at Gesu School. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be

contacted by the Principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together they can assist the student in overcoming this dependency.

## **TRANSPORTATION/SAFETY**

### ***Busing***

Gesu School children are transported under the provisions of the Ohio Fair Bus Law. The law provides that elementary school pupils who live more than two miles from the school they attend must be transported to that school according to the policy of the public school district of residence.

Although a parent may request, by writing a note to the bus driver, that a child ride the bus with a friend, it is permitted only if seating is available. Notes from parents requesting a transfer of buses must be signed by office personnel by 8:10 a.m. **Please note that students MUST live in the same district as the student whose bus they will be riding.**

Each of the public school districts within Gesu's boundaries determines eligibility according to its own policy. Parents residing in other districts should contact the transportation office of their public school system to determine eligibility. Each district notifies parents of routes and schedules in August.

### **Field Trip Transportation**

As far as possible, public school buses will be used to transport students on field trips.

### **Basic Safety Rules:**

1. Cross streets only at the crosswalks and places designated by the crossing guards.
2. Bicycle riders must dismount COMPLETELY when crossing the street at a crosswalk and walk the bicycle across. The same applies for the school yard.
3. Obey the directions of the crossing guards at all times. Students who do not show respectful cooperation with the crossing guards will have disciplinary consequences at school.
4. The University Heights Police Department requests that the children living west of Warrensville Center Road cross at Warrensville ONLY at the protected Meadowbrook intersection. The Police Department should be notified promptly if a designated intersection is unguarded.

### **Walkers and Bike Riders**

Walkers are to cross at the guarded intersections ONLY. Walkers and bike riders are expected to follow the directions of the crossing guards. Walkers are to use the sidewalks and avoid cutting through private property enroute home. Gesu students are not to be on JCU campus at any time, or to cut through the campus enroute to or from school. Gesu School children have been requested by John Carroll authorities not to go into John Carroll buildings. They are not to stop there for any reason. Parents are requested to enforce this regulation. Disciplinary actions as a result of a student's conduct on John Carroll property will be handled by the Gesu School authorities according to the procedures of Gesu School. Bike riders are to walk their bikes in the schoolyard and to their designated crossing.

### ***Student Responsibility for Safe Conduct***

Students are expected to cooperate with bus drivers, crossing guards, and teachers on supervision. Students who choose not to cooperate with bus drivers receive violations signed by parents. Gesu School personnel support and cooperate with all bus districts in the issuance of bus violations according to district policy.

## **Traffic Pattern**

### ***Morning***

Buses only use the Miramar entrance (front door).

Walkers and car riders are to report to school beginning at 7:45 a.m.

Cars enter the parking lot from Conover Rd. or come from Miramar Blvd. via the drive near Thompson Lot. Cars to form one line along the church sidewalk and move along the cones towards the Family Center gym. Once stopped, begin unloading children from the passenger side. Drivers are asked to stay in line and proceed out of the parking lot using the Glendon Rd. driveway. Parents needing to park and enter the school are asked to park in the spots behind the church facing Conover or in the Thompson Lot. Absolutely no dropping off on Miramar Blvd. in front of the school. This is for bus traffic only.

### ***Afternoon dismissal***

Bus riders and most walkers exit to Miramar Blvd. Cars enter the rear parking lot and PARK facing the Family Center (ignore painted parking lines) or in Thompson Lot. Those drivers who do need to enter the school should park in Thompson Lot. Spaces behind the church are reserved for Parish Staff members. Please do not park in that area at dismissal time.

Parents of students in grades K-5 are asked to meet their children in the pick-up area and walk to their cars. Students in grades 6-8 may walk directly to their parents' cars. **Students are expected to be picked up no later than 2:50 p.m.** Students waiting for rides after 2:50 p.m. should go to the office area.

All cars exit in a cautious and orderly manner to Glendon Road driveway. There will be drivers merging from the preschool parking area and all cars are expected to travel carefully. There is absolutely no parking in the area between the rectory and the Bulldog Gym. This is the dismissal area for walkers, bike riders, and children moving to cars.

**\*\*All cars to pick up children are to enter the parking lot. Children are NOT to meet their rides on the street! This includes Miramar, Glendon, Conover, and Meadowbrook.\*\***

### ***School's Right to Amend***

The administration of Gesu School retains the right to amend the handbook and will promptly notify parents in writing if changes are made.