



PARENT POLICY MANUAL

2022-23

**Gesu Catholic School
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Welcome

Welcome to the Gesu Catholic School community. We are pleased that you have chosen Gesu as your child's school. By doing so, you are joining a unique community of students, parents, and teachers who believe that education should be about learning and growing. We seek to provide an education that instills responsibility, cultural appreciation, and strength of mind and character.

Gesu School is committed to the Catholic faith and its values, to academic excellence in the Jesuit tradition of education, and to fostering a climate which builds on the strengths of the community in which we live. Our efforts to meet these goals include the following:

- Our teachers develop and integrate progressive educational programs.
- We seek to preserve and to develop the various cultures represented in our community.
- All members of the school community become involved in our students' education and the families of our school have an important role in their children's education.

Whether you are a new parent or not, you may have questions about your child's classroom experience, about school policies, or about the school community. We hope that this Parent Policy Manual will answer many of your questions, or will direct you to those who may answer the rest.

Catholic Education in the Jesuit Tradition

We are dedicated to the holistic development of our students, and seek to encourage academic, social, and spiritual growth—the *cura personalis* (“care for the whole person”) in the Jesuit tradition of education. As a Catholic institution staffed by committed lay people and Jesuit priests, we teach all aspects of the Catholic faith. We endeavor to produce graduates who are truly men and women for others, and who are dedicated to following Jesus' example in their lives.

As well, through the parish's Catechesis of the Good Shepherd sacramental-preparation program, we endeavor to allow our students to grow in the Catholic faith and to become Catholic adults by encouraging them to receive the sacraments of the Eucharist and Reconciliation for the first time as well as Confirmation, which leads student-candidates into Catholic adulthood.

With Gesu School being one Catholic community of students, teachers, parents, staff and clergy, we encourage everyone to celebrate our community by attending scheduled school masses and prayer services at Gesu Church.

Admissions

Gesu School is operated under the auspices of the Catholic Bishop of Detroit in the Archdiocese of Detroit. The school admits students of any race, color, religion, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in this school. Gesu School does not discriminate on the basis of sex, race, religion, color, or national and ethnic origin in administration of its educational or employment policies, athletic or other school-administered programs.

Admission Age

Gesu School abides by the following age requirements for admission:

- Students entering pre-kindergarten must be three years old on or before September 1st of the year of enrollment.

- Students entering kindergarten must be five years old on or before September 1st of the year of enrollment.
- Students entering first grade must be six years old on or before September 1st of the year of enrollment.

All students must be capable (emotionally and intellectually) of participating in Gesu School programs.

All students entering pre-kindergarten and kindergarten should provide the following records:

- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization records

All students entering grades 1–8 must provide the following records:

- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization records
- Copy of most recent report card
- Scores of most recent standardized tests
- A pre-admissions assessment may be administered to students entering first through eighth grades if the transfer does not contain the necessary information

Students who have been diagnosed with a learning disability or other special need must provide the school with an IEP or evaluation. Gesu will only accept students whose needs can be met by the school’s programs. A post-admissions test may be administered to the student for placement purposes.

The State of Michigan does not allow students to attend school without first providing proper medical records to the school. For this reason, we are required to exclude students whose immunization records are not up to date.

Enrollment, Tuition and Financial Aid

Financial Expectations of Parents

Gesu School relies on its annual tuition revenues in order to operate. All families are required to sign a tuition agreement and to make tuition payments (as well as payments for other services) based upon their agreed-upon rates, and are required to do so in a regular and timely manner. Tuition rates per child for the 2022-23 school year are \$4,600 (Pre-K and 5th–8th grade) and \$4,500 (Kindergarten–4th grade). The rate for additional children from the immediate family is \$4,000 for the second child and \$2,300 for the third and each additional child. To the best of its ability through its Angel Fund, the school is committed to offering financial aid to all families that demonstrate a need and properly apply for aid in a timely manner. Each family interested in receiving financial aid must apply through the FACTS Grant & Aid process.

Gesu School contracts with FACTS (a tuition billing, management and collection service) to manage tuition accounts and financial aid for all families. Each new family should create an account with FACTS as soon as enrollment has been accepted. While families have children enrolled at Gesu School, each family is responsible for accessing and managing its online FACTS account as necessary in order to keep current with payments for all school charges. Except when otherwise arranged, annual tuition payments should be made in eleven equal installments due every month (July through May) by an

agreed-upon payment date. All tuition payments must be made in full by May 20, 2023. We accept payments in the school office by cash, check, and credit card (Visa, MasterCard or Discover). In the case of checks that are returned due to insufficient funds, a fee of \$20 will be charged, along with the bank fee charged to the school.

To enroll, each year, a family must submit a completed application for each enrolling student as well as pay a non-refundable, non-transferrable registration fee of \$300 per student. If a family submits an enrollment form without the \$300 registration fee, the \$300 charge will be billed to the family's FACTS account, with payment for that amount due at the next billing cycle. The school uses revenues from the registration fees to provide textbooks and other instructional materials to students throughout the school year. In addition, proceeds from the registration fee also help the school to pay for its use of the FACTS system.

All balances for tuition and all school products and services must be paid in full by May 20th of each school year. No diplomas will be conferred on eighth graders nor will eighth graders be allowed to participate in graduation ceremonies until all balances on all school accounts are paid in full and funds have cleared. No grades or records will be sent for eighth graders or transferring students until all school accounts are paid in full and funds have cleared.

After enrolling, each family is required to sign a tuition agreement. This agreement defines the tuition commitment for the family. We rely on every family to pay its tuition obligation to the school in a timely fashion. Only in this way is the school able to operate. In the event that a family falls behind on its tuition payments, it is the family's responsibility to contact the school administration and to formulate a payment plan. If a family fails to contact school administration, or fails to meet its obligation under the payment plan, the school reserves the right to withhold students' report cards and/or exclude children from school. If a family's tuition account is significantly in arrears, and the family has not demonstrated sufficient initiative in terms of bringing the account current, the school may exclude or expel that family's child as it deems necessary.

Please note as well that any families who are in arrears with payments to the school at the time of enrollment for the next school year will not be allowed to enroll their child for the next school year until their accounts are current.

Tuition agreements between the school and individual families are completely confidential. Gesu School pledges not to share either financial information provided by families or information regarding each family's account. **No family should share its own tuition and financial aid information with any other party.**

Students will be considered enrolled in Gesu School when a completed enrollment form is submitted; the non-refundable, non-transferrable registration fee is paid; and an account is created with FACTS, the school's tuition management and collection system. In the event a family withdraws a student for whatever reason at any time, the school is under no obligation—under any circumstances—to refund monies already paid to the school. This includes, but is not limited to, monies paid toward tuition, registration fees, the After School Latchkey program, uniforms, extracurricular activities, school events and field trips.

In order to create a stable educational environment for our students and to promote commitment to Gesu, families are expected to honor their tuition agreement for a given year once their child has been enrolled. For a family of a student that chooses to leave Gesu School after September 15th of a given school year for the reason of transferring the student to another school, the family will still be responsible for full payment of that student's entire tuition balance for the school year in question. **All families with a**

student enrolled at Gesu School on or after September 15th of a given school year are responsible for payment of the entire balance of that student's tuition for the school year in which the student has been enrolled.

Academic Policies

Daily Schedule

The school day starts at 7:55 am and ends at 3:15 pm each weekday. For K–8 students, the school building opens each morning at 7:30 am, and K–8 students may enter through the north Oak Drive door and proceed to their homeroom at this time. For those K–8 students planning to get breakfast at school, they must arrive between 7:30 am and 7:40 am and enter the school through the south Oak Drive door and proceed to the Social Hall to eat breakfast. Prior to 7:55 am, except for those K–8 students eating breakfast in the Social Hall, students are not permitted in any part of the building other than their homeroom. **All K–8 students are required to be in their homeroom no later than 7:55 am.**

Between 7:00 and 7:55 am, all Pre-K students should be dropped off in the Pre-K classroom, which is accessible through the south Oak Drive door. All Pre-K students should be dropped off in the Pre-K classroom no later than 7:55 am.

Any student who is not in the school at 7:55 am will be considered tardy. (Please see the tardy policy under Attendance.)

At the end of the day, classes will leave the building at 3:15 pm with their teachers (with the exception of students in pre-kindergarten, who will be picked up in their classrooms). Parents have three options for picking up their children:

1. On foot, they may meet their children on the Oak Drive sidewalk.
2. In their car, they may enter the school parking lot through the Quincy gate and proceed in the line of cars to pick up their children, exiting north on Oak Drive to Santa Maria.
3. In their car, they may enter the additional parking lot (near the parish center) via the north Birchcrest gate, park their car and wait for their children. Once they have picked up their children, they should exit the lot from the south Birchcrest gate.

Parents of K–8 students should not wait in the school hallways for their children, nor should they pick up their children at the classroom doors.

After-school care is available in the school building from 3:15 until 5:30 pm through the After School Latchkey Program. Students not enrolled in the Latchkey program who are not picked up ten minutes after dismissal will automatically be sent to the school office, and office staff will call the parent/guardian. Additionally, a \$15 fee for a late-pickup will be charged to the family's FACTS account.

If a student must leave school early, **a note explaining the reason for the early dismissal and the time requested to be dismissed must be given to the teacher at the beginning of the day** (except in cases of emergency). Parents must come to the school office to pick up their child early, and must sign out their child.

Attendance

Daily school attendance is compulsory in the state of Michigan for children six through sixteen years of age. The responsibility for compliance with the law belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent record each school year.

Absences

Students who are regularly absent miss valuable continuity of instruction and their work is negatively affected. However, students should not attend school when it might be detrimental to their own health or to the health of others. **If a child must be absent on any given day, parents should call the office no later than 9:00 am in order to notify the school that the child will not be attending school that day.**

Whenever a student is absent, the absence must be explained in writing. On the day that he/she returns, **the student should bring a note from a parent or guardian (and a signed note from a medical doctor, if applicable)** for the student's teacher, which will be placed in the student's file. It is expected that students will miss fewer than fifteen (15) days over the course of the school year due to absence. In the case of any student who has more than fifteen absences during the year, the school administration reserves the right to retain that student in his/her current grade for an additional year or to require that the student transfer out of Gesu School.

Parents must request permission from the principal in advance of a student's absence for reasons pertaining to travel or to illness (e.g., scheduled surgery). Families are encouraged to plan their vacations during the school's Christmas and spring breaks. The administration reserves the right to deny permission for a student to travel at any other time during the school year unless the travel is related to a death or illness in the family. However, if permission is granted, families assume the responsibility of ensuring that students engage in learning activities that will help them catch up on missed classwork or homework. **Teachers are not responsible for providing students with homework before a student's absence.** Rather, teachers will meet with a student upon his/her return in order to review learning activities that the student missed and to help the student catch up with the rest of the class.

Tardiness

Success in school also requires that a student arrive at school on time. Frequent tardiness interferes with the continuity of a student's education and interrupts the school day for fellow students and teachers alike. In cases of excused tardiness that require a student to arrive late (such as a doctor's appointment), families should notify the school in writing as soon as possible beforehand.

Gesu School does not tolerate frequent unexcused tardiness. Any student who arrives tardy must obtain a tardy slip, which must then be given to the student's teacher, and which will be kept in that student's file. **Students may not be tardy without an excuse more than nine (9) times per semester.** If a student demonstrates a pattern of unexcused tardiness, an Unexcused Tardy Alert form will be sent home to notify the family. **If a student has more than nine instances of unexcused tardiness during a semester, the school reserves the right to retain the student in his/her grade for the next school year.** This policy applies to students of all grade levels. Additionally, we ask for your cooperation in modeling honesty, discipline and responsibility for our students by not encouraging them to enter the building surreptitiously and by not disputing a teacher's and/or an administrator's determination of tardiness.

Academic Honesty

We at Gesu Catholic School set high standards for our students' good character. One way to accomplish this is to ensure that our students maintain academic honesty and integrity at all times. All students are expected to do their own homework, to test without using unauthorized aids and to submit their own work for all assignments.

Students should not misrepresent test materials, research information, or classwork/homework assignments as their own. All students must deny all requests made of them by other students to copy classwork, homework and/or tests. These types of behaviors are the essence of academic dishonesty (or “cheating”). No forms of academic dishonesty are tolerated at Gesu School; these include (but are not limited to) the following:

- Turning in any work, or part thereof, that is not the student’s own work
- Using electronic devices as a testing aid in any unauthorized manner, including (but not limited to) researching, photographing, recording or texting information
- Copying another student’s (or any other person’s) work and misrepresenting it as one’s own
- Allowing another student to copy one’s work
- Putting one student’s name on another student’s work
- Using a “cheat sheet” or any unauthorized material to aid in taking a quiz or test
- Giving another student help on what has been designated as a quiz or test to be completed individually
- Using any material from the Internet without a proper citation or appropriate credit and misrepresenting it as one’s own work
- Tampering with a teacher’s grade records or tests (this is subject to possible suspension or expulsion)
- Stealing and/or selling quizzes or exams (this is subject to possible suspension or expulsion)

Teachers and/or administrators are solely responsible for determining if academic dishonesty (or “cheating”) has occurred. Consequences for academic dishonesty will be determined on an individual basis, and may include (but are not limited to) the following:

- Teacher and/or administrator contacting parents
- Student receiving no credit for the work or test in question
- Incident becoming a part of the student’s permanent record
- Student being suspended
- Student being expelled

Homework

Homework is an integral part of our students’ education. The purpose of assigned homework is to further academic achievement, to reinforce skills learned and to instill a sense of responsibility concerning schoolwork and study habits. The amount of homework assigned will depend on the age and the academic needs of the student.

The school recommends that each student make home study a regular evening routine. This encourages good study habits. Parents can help by:

- Providing the child with a quiet place to study
- Setting aside a regular study time each evening
- Removing distractions (television, smartphones, etc.)
- Encouraging children to share their work and to discuss their school experiences

Positive integration of home and school activities enriches a child’s educational experience. We believe that mutual support and cooperation between school and home are an essential part of the educational process.

Gesu School requires homework to be completed on time and in a manner that demonstrates effort and understanding. Homework that is incomplete or poorly done should be corrected and re-submitted by the student. Failure to consistently complete homework requirements will necessitate a conference between teacher, student, and parent/guardian. In addition, teachers may take additional measures, including recommending after-school tutoring or study time in order to ensure that homework is completed per requirements.

Promotion/Retention

The policy of the school dictates that, in most cases, it is neither preferable nor beneficial to retain students in a grade for more than one year. However, in certain cases, the possibility of retention will be considered for its possible academic, personal and/or social benefits. Whenever possible, in cases when retention is being considered, the parents/guardians of the students involved will be notified in writing. Parents are encouraged to work with teachers and administration in determining the best course of action for the student. The principal reserves the right to make the final decision regarding student promotion/retention.

Evaluation of Students: Conferences, Report Cards

The school's reporting system has been designed with an eye toward promoting positive interactions and discussions between students and their families with regard to school. Twice during each school year (fall and spring), each family will be scheduled for a fifteen-minute conference with the teachers. **The fall conference is mandatory; all families are required to attend.** At these conferences, the teacher will report on the student's academic progress and parents/teachers will discuss ways in which the child can improve during the remainder of the school year.

The school recommends that families use the report card to help students establish and meet their educational goals. Families are encouraged to analyze their child's areas of strength and to support their child's efforts to do schoolwork well. Families are also encouraged to focus on areas in which their child can improve, using the report card as a guide. In kindergarten through 2nd grade, students are assessed using standards-based grading that focuses on learning and helps increase achievement. In 3rd through 8th grade, schoolwork is graded using the scale below:

A	93% - 100%
B	83% - 92%
C	72% - 82%
D	60% - 71%
F	59% and below
I	Incomplete

Families may aid their child's progress by monitoring their child's classwork and homework with respect to the benchmarks provided on the report card. Each student is evaluated based on his/her ability to provide evidence of understanding of the topics studied in all subject areas throughout the grading period. Parents are welcome at any time to consult with their child's teachers or with an administrator regarding the report card and how it can be used at home to encourage learning.

Emergency Procedures

All students must have emergency information on file in the school office. Parents must fill out this form, identifying the primary individual(s) whom they wish to be contacted in the event of an emergency involving their child. **During the course of the school year, it is imperative that parents inform the school of any changes to their relevant contact information, including emergency contacts.** The parent completing the form will also identify and provide contact information for the child's primary

medical professional, who may be contacted if necessary. A release allowing the school to call emergency services is also included on the Emergency Information form and must be signed by parents.

In the case of an emergency, the school will immediately contact the appropriate individual(s) listed on the Emergency Information form in order to notify them of an incident. If, however, the school is unable to contact parents or legal guardians, it will proceed as necessary to deal with the situation given the nature of the emergency. Whenever a child is injured at school, the school will take any and all reasonable steps that are appropriate given the situation, and the child's parents will be contacted immediately. After the first response, it will be the parents' responsibility to choose the appropriate course of action and/or treatment for their child. The school will offer all possible resources and support. However, please note that it is the parents' responsibility to cover the costs of the emergency, unless the school is deemed legally liable for them.

School Closings

If the school must close because of inclement weather or some other emergency, the information will be conveyed by e-mail to the community, a notice will be placed on the home page of the website, and local media will broadcast the information. Every attempt will be made to communicate this information as quickly as possible once a decision to close the school has been reached. Please do not call the school office or contact school personnel for this information; if there is no closing information relayed or if there is no news of a closing broadcast via the local media, the school will be open as per usual.

Administration of Medicine

Parents/guardians have the primary responsibility for the administration of medicine to their children. The administration of medicine to students during regular school hours and during school-related activities is discouraged unless it is absolutely necessary for the health and well-being of the student. The school will not allow students to take medication (either administered by school personnel or self-administered) on school grounds unless the **Medication Authorization** form has been completed by the parent/guardian and signed by the principal. Parents may request a Medication Authorization form from the school office. Medication received by the school in accordance with a completed Medication Authorization form will be stored in the school office.

The school reserves the right to deny requests to administer medicine to students provided that such denial is indicated on the Medication Authorization form. If the school denies a request to administer medicine, parents/guardians must make other arrangements for administering the medicine to their children, such as arranging for the medicine to be administered before or after school or arranging with the principal to have the parent/guardian (or designee of the parent/guardian) administer the medicine in school.

Student Medical Records

The Michigan Department of Education requires that parents provide proof of necessary immunizations and a physical exam upon initially enrolling in the school. According to Public Act 368 of 1978, any child enrolling in a Michigan school for the first time must be adequately immunized, vision-tested and hearing-tested. A [Health Appraisal](#) form for new students should be signed by a doctor and by a parent/guardian, and should include the child's immunization history. If proper immunization documentation is not provided for any student by September 25th of a given school year, the student will be excluded from school until the family can provide the necessary documentation. Please click [here](#) to see the immunization requirements for students enrolled in school in the state of Michigan.

Visitors and Volunteers

All visitors to the school should enter through the main (north) Oak Drive entrance only. All visitors to the school must first proceed to the school office (up the stairs and to the right after entering the main entrance) before going anywhere else in the building. Once in the school office, all visitors must identify themselves, sign in and obtain a visitor's pass—which must be worn at all times while they are in the school. Before visitors leave the school, they must return to the school office in order to sign out and surrender their visitor's pass.

Since the classroom is a place of learning for your child, it is necessary that classroom time between students and teachers be respected. For this reason, visitors to classrooms are not allowed, except when an instructionally-related visit is prearranged between the teacher and the visitor and has been pre-approved by the principal, or if pre-kindergarten parents/guardians are picking up their children at dismissal. If parents need to see their child during school hours for non-school-related business, they should either call the school to request permission from the principal or visit the school office so that arrangements can be made to see their child.

If parents wish to meet with a teacher regarding their child, they must schedule a meeting with the teacher. Teachers may not be interrupted during instructional time (7:55 am until 3:15 pm). As well, teachers and staff should not be interrupted during time in which they are moderating after-school clubs or coaching sports teams.

If a non-custodial parent or relative should not legally be allowed to see a child, the custodial parent must inform the school and render a relevant court order to be filed in the school office at the beginning of the school year, or whenever appropriate.

Many parents have talents and abilities that can and should be shared with our students. Parents are encouraged to volunteer, and arrange beforehand the type of volunteer work that will be done. Parents are encouraged to participate actively in the school through various activities set up especially for parental participation: cultural/social/academic events and field trips.

For the safety of our students, please note that all school volunteers—before they are able to volunteer—must sign and adhere to a code of conduct, undergo a background check and attend relevant training as required by the Archdiocese of Detroit's Department of Catholic Schools.

Discipline

As members of our educational community, Gesu students are expected to display a positive attitude toward their education and to behave in a manner that enhances the learning process for all. Students whose behavior or attitude disturbs the learning of any of our students will be disciplined. In order to maintain our educational environment, each student has the same rights and responsibilities within the school community, which are derived from the Code of Conduct.

Code of Conduct

Gesu School students are expected to be:

1. **Studious:** to accept responsibility for one's own education; to ask questions and obtain the information necessary to complete schoolwork successfully; to seek assistance from teachers,

administrators and parents whenever necessary.

2. **Responsible:** to come to class with completed homework assignments and all materials needed to participate fully in classes; to accept responsibility for behavior and for consequences of behavior.
3. **Respectful:** to be respectful and courteous at all times to teachers, staff, administration and fellow students; to respect each other's personal space and property as well as the property of the school.
4. **Orderly:** to arrive on time and be prepared for class and school activities; to comply with the school dress code; to cooperate fully during school convocations and safety drills.

Disciplinary Procedures

Each teacher is entrusted with the disciplinary rights and responsibilities of his/her students. Each classroom's disciplinary procedures will be designed to provide a high-quality, uninterrupted educational environment which allows for the full participation of all students. Specific procedures, requirements, and consequences will vary based on the nature of the learning activity as well as on the ages and abilities of the students.

Disciplinary Suspension

Students are not permitted to interfere with the learning process of their class or classmates. In cases where a student's behavior infringes on the rights of other members of the school community, the student may be removed from her/his classroom. Students may be suspended in the school building for one or more days, or may be required to serve a suspension at home. In either case, a student who is suspended will not be readmitted to class until the issues which have led to the suspension have been resolved to the satisfaction of the teacher and the principal. Students may be suspended for a minimum of one school day in instances of fighting, or in situations in which the student threatens another member of the school community in any way. In all cases, decisions regarding disciplinary suspensions are subject to the discretion of the principal.

Disciplinary Probation

A student who commits a serious violation of school rules may be placed on probation for a given period of time before a decision will be made as to whether to allow the student to continue to attend Gesu School. The process for placing a student on disciplinary probation may include the following:

- A conference between the student, parent(s), and the principal
- A signed form detailing the agreement on the student's part to correct his/her behavior

Expulsion

Students who pose a serious or repeated threat to the rights of others may be expelled from the school. Offenses which could lead to expulsion include, but are not limited to, the following:

- Excessive unexcused absences or tardiness
- Possession or use of cigarettes, electronic cigarettes ("vaping"), alcohol, or other drugs during the school day or on school grounds
- Bullying, physically harming or threatening other students
- Destroying school property or the property of any member of the school community

- Possession of a weapon or potential weapon of any kind
- Blackmail and/or extortion of another member of the school community
- Refusal to correct behavior after repeated offenses

Behavior

Three issues are of particular concern in protecting all members of the school community, and the following policies have therefore been adopted:

1. Bullying is contrary to Gospel values and has no place in a school. Bullying is intentional, repeated and hurtful, and comprises a physical, verbal, emotional or sexual act committed by one or more persons against another person or persons. Bullying is characterized by: aggressive behavior toward others; intentional and repeated hurtful acts over a period of time; an imbalance of real or perceived power between the bully and the victim. In all cases, these negative acts are not intentionally provoked by the victim. All allegations of bullying will be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.
2. Sexual harassment of students, staff or volunteers is strictly unacceptable conduct. Students who engage in any type of sexual harassment will be subject to immediate and appropriate discipline, including suspension or expulsion. Any student who feels that he or she has been a victim of sexual harassment may bring the problem to the immediate attention of a teacher or administrator.

Gesu School is committed to providing learning and work environments that are Christ-centered and free of harassment for all of its students and employees. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential and thorough manner. Harassment of any kind will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Searches of School Property

All property of the school, including students' desks and lockers (as well as contents) may be opened, searched and inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses or articles of clothing on the school campus.

To uphold the dignity of the human person and the sacredness of human life, and to provide a safe, secure environment, students shall not possess, carry or use weapons anywhere on the school campus. Weapons include (but are not limited to) the following: knives, handguns, brass knuckles, billy clubs, bats, pipes, sticks and any other object that can potentially cause bodily harm. **Any student violating this policy is subject to suspension and/or expulsion.**

School officials are required to report weapons violations to the Detroit police. Any weapon confiscated by the school will be turned over to the Detroit police.

Parents' Behavior

Parents/guardians of the school community are expected to demonstrate respectful behavior at all times to faculty, staff, administration, students, other parents, volunteers and all others, whether on school grounds or at school events offsite.

In dealing with school-related behavioral matters involving their own children and other students, parents are required to allow the school to handle all aspects of a behavioral matter, including intervening, investigating, interviewing, disciplining and creating behavior-modification plans to improve a situation

going forward. Under no circumstances are parents/guardians permitted to take matters into their own hands in a behavioral matter or incident by approaching a student from another family or any member of the family of another student.

At Gesu School sporting events, since sports are intended to foster a spirit of teamwork, effort, discipline and respect for participants (and since our children learn from the behavior exhibited by their elders), parents/guardians (as well as their family and friends in attendance) are expected to conduct themselves with dignity and decorum so that they may serve as role models to our students and represent Gesu School in a way that is fitting and proper. Unacceptable behavior at such events will not be tolerated. These behaviors include, but are not limited to: harassment, verbal abuse, or assaults on or threats to faculty, staff, administration, students, other parents, volunteers and all others at any school-related event.

When conducting business with the school, all parents/guardians as well as family members and friends are expected to act with honesty, integrity, professionalism as well as respect for all members of the staff and the community. At all times, parents/guardians (as well as family members and friends) should remember that they are part of a larger community, and that accordingly, they have responsibilities that they must accept. When, in the judgment of the school's administration, the behavior or attitude of a parent/guardian (or their family member or friend) seriously interferes with teaching, learning, the business of the school, and/or a positive environment in the school or at school-related events, the school administration may:

- Inform parents/guardians that the right of the parent/guardian (or their family member or friend) to be present on school grounds and/or at school events is temporarily or permanently suspended
- Suspend or expel the child(ren) of the parent/guardian (or their family member or friend) from school

Generally, a student is not to be deprived of a Gesu School education on grounds relating to the actions/attitudes of a parent/guardian, family member or friend. However, even though every reasonable opportunity will be extended to parents and family members in the interests of resolving issues through communication with the school's administration so that the child(ren) will be allowed to remain in the school, the school administration reserves the right (when necessary) to take the steps outlined above.

School Uniform

The school has created a uniform for all students. The uniform is meant to minimize distractions to learning and to reduce competitiveness among students with regard to clothes and material items with the ultimate goal of creating a positive environment focused solely on academic and personal enrichment.

Uniforms are available for purchase from [Schoolbelles](#) (Gesu's code is S2042); gym uniforms are available for purchase in the school office.

The school uniform for all students in Pre-Kindergarten through 8th grade is as follows:

Girls:

	Shirt & Blouse	Jumper and Skirt	Pants & Belt	Sweater/ Fleece	Shorts (optional)	Head Gear / Earrings	Socks	Shoes
P r e K - 5	*GREY Polo with Gesu crest. Short or Long Sleeved	*GESU PLAID Jumper OR Skirt OR Kilt	*NAVY BLUE Dress Slacks. *Black or Navy Blue Dress belt. No belts for PreK & K unless magnetic.	*NAVY BLUE Sweater with Gesu crest. (button-down cardigan, pullover cardigan, or pullover vest) OR Dark Green or Navy Blue ¼ zip fleece with Gesu crest.	*NAVY BLUE Shorts. Knee-length with a black or navy dress belt. Shorts may only be worn first day of class through September 30th and May 1 st through last day of class.	Simple plain navy, dark green, black, grey, white or Gesu plaid headbands, large ponytail holders, clips and barrettes.	*WHITE, NAVY, BLACK OR GREY Socks* Please note socks must cover the ankle and reach mid-calf length. Knee socks and opaque tights are acceptable. Please no stockings/nylons	*BLACK Dress or casual shoes. Please note No boots** athletic shoes, sandals, platforms, clogs, open toes, high heels, rollers, lights, sounds, wedges. Heels no higher than 1.5 inches. Pre-K & K: rubber soles only.
6 - 8	*WHITE Short or Long Sleeved oxford blouse with Gesu crest.	SAME AS PRE-K-5 TH GRADE EXCEPT NO JUMPERS.	SAME AS 1 ST - 5 TH GRADE	SAME AS PRE-K-5 TH GRADE	SAME AS PRE-K-5 TH GRADE	SAME AS PRE-K-5 TH GRADE	SAME AS PRE-K-5 TH GRADE	SAME AS 1 ST - 5 TH GRADE

- *No decorations, ruffles, lace, embroidery, appliques, prints, designs, jewels, riveting, etc. or logos other than “Gesu Crest” embroidered or imprinted by Schoolbellies may be worn on any shirt, tie, sweater, vest, belt, pants, head gear. Team apparel may not be substituted for required gym clothing.
- **During inclement weather, students may wear boots to school, but must change into school shoes upon arrival into the building.
- Please take note that students must wear all-black shoes on school-uniform days and have the option of wearing either all-black or all-white pairs of shoes on those days they participate in physical education classes.

Boys:

	Shirt	Pants & Belt	Tie	Sweater / Fleece	Shorts (optional)	Socks	Shoes
PreK-5	* GREY Polo with Gesu crest. Short or Long Sleeved.	* NAVY BLUE Dress Slacks. * Black or Navy Blue Dress belt Please note no belts for PreK and K unless magnetic	X	* NAVY BLUE Sweater with Gesu crest. (button-down, cardigan, pullover cardigan, or pullover vest) OR DARK GREEN OR NAVY BLUE ¼ zip fleece with Gesu crest.	* NAVY BLUE Shorts. Knee-length with a black, plain, dress belt. Please note shorts may only be worn the first day of class through September 30th and May 1 st through the last day of class.	* NAVY, GREY BLACK OR WHITE Dress Socks. Please note socks must completely cover the ankle and reach mid-calf length.	* BLACK Dress or casual shoes Please note no boots**, athletic shoes, sandals, clogs, open toes, rollers, lights, sounds, or platforms. Heels no higher than 1.5 inches. Pre-K and K: rubber soles only.
6-8	* WHITE Short or Long Sleeved button-down oxford dress shirt with Gesu crest.	SAME AS 1 ST - 5 TH GRADE	* PLAIN NAVY BLUE	SAME AS PRE-K-5 TH GRADE	SAME AS PRE-K-5 TH GRADE	SAME AS PRE-K -5 TH GRADE	SAME AS 1 ST -5 TH GRADE

- *No decorations, embroidery, appliques, prints, designs, jewels, riveting, etc. or logos other than “Gesu crest” embroidered or imprinted by Schoolbelles may be worn on any shirt, tie, sweater, vest, belt, pants. Team apparel may not be substituted for required gym clothing.
- **During inclement weather students may wear boots to school, but must change into school shoes upon arrival into the building.
- Please take note that students must wear all-black shoes on school-uniform days and have the option of wearing either all-black or all-white pairs of shoes on those days they participate in physical education classes.

Gym Uniform (to be worn on days students have gym class):

- Gesu t-shirt or Gesu sweatshirt; undershirts may only be white or gray; plain white or plain green t-shirts are not permitted
- Gesu shorts; Gesu sweatpants may be worn in colder weather
- All-black or all-white gym shoes (must be appropriate for school; no wheeled shoes or oversized shoes are permitted)

Teachers and administrators have the responsibility of interpreting and enforcing the school's dress code and the appropriateness of each student's appearance. It is at the discretion of the teacher/administrator as to whether to inform students and their parents/guardians if students are out of uniform. It is expected that any corrections to a student's appearance will be made immediately upon such notification. When an infraction occurs, students will be warned and parents will be contacted. For subsequent infractions, students may not be admitted to class and may be dismissed to the school office to await delivery of proper uniform clothing or to be dismissed from school (and marked absent). Any clothing items or accessories not allowed per the uniform code that are worn by students or that students have in their possession anywhere at school are subject to confiscation by school administrators or teachers. The school is not responsible in any way for these items after they have been confiscated.

On out-of-uniform days, students are expected to dress appropriately. If, in the opinion of teachers or administrators, students are dressed inappropriately on out-of-uniform days, parents will be contacted, students may not be admitted to class and may be dismissed to the school office to await delivery of proper uniform clothing or to be dismissed from school (and marked absent).

School Activities

After School Latchkey Program

The After School Latchkey program is a service offered to families who currently have children enrolled at Gesu School, and is administered from 3:15 until 5:30 pm on most school days. The After School Latchkey program offers students a place to complete their homework and participate in recreational activities. Any homework that has not been completed when students are picked up should be completed at home under parental supervision. Students enrolled in the After School Latchkey program may also participate in the various extracurricular activities offered after school.

There is an additional annual charge for this program, which can be paid in monthly installments using FACTS, the school's tuition management system. For the 2022-23 school year, the annual charge is \$1,500 per student.

Families that wish to register for the After School Latchkey program are encouraged to do so early in the school year. **All registrations must be completed no later than Friday, September 16, 2022; no students (except transfer students) will be admitted to the program after this date.** Families that have not enrolled in the After School Latchkey program but who need to use it in an emergency will be charged a daily rate of \$15 per child per day (with payment due in the school office on the day of service).

After School Latchkey program services start at 3:15 pm on most school days and end promptly at 5:30 pm. Please pick up your child on time; there is a \$20 charge per child per occurrence (billed through FACTS) if you pick up your child(ren) after 5:30 pm.

Because the school must hire After School Latchkey program staff based on initial enrollment in the program, please note that those families that enroll in the After School Latchkey program will be responsible for full payment of the charges for the program for the entire school year if they elect to leave the program any time after September 16, 2022.

All students who are enrolled in the After School Latchkey program must be picked up from the social hall at door #4 off of Quincy Street. Students should not be picked up from their homeroom nor should families unilaterally make arrangements with their children to meet them in front of the school at

dismissal in the event they will not be using Latchkey services on a given day. This policy exists so that all Latchkey moderators are aware of exactly where their students are at all times and so that no child may be presumed to be missing while attendance is being taken. **If families wish to arrange an early pick-up that would preclude their children from going to Latchkey on a given day, they should inform the school office by e-mail (schoolinfo@gesudetroit.org) at least three hours prior to dismissal on the day of the early pick-up.**

Extracurricular Activities

As part of reaching our goals related to social and emotional learning, Gesu Catholic School creates and maintains programs for students that go beyond instructional time of the school day. These programs are intended to provide students with opportunities to learn about goal-setting, self-discipline, teamwork, and to instill in them the enjoyment, pride and satisfaction that comes from participating in such activities. Extracurricular activities can include athletics, clubs (student leadership, theater, music, etc.), service opportunities and trips/excursions. In all cases, students and parents/guardians will be notified in writing of the time, place and duration of the activity, as well as of required fees, practices, events, games, etc. that comprise the activity. Students who wish to participate are required to obtain permission from a parent/guardian and parents are required to submit payment (if applicable). As well, students' participation may depend upon obtaining permission from teachers and/or administration. Any student wishing to participate in an extracurricular activity must first meet all classroom and other school-related obligations. Students will not be allowed to participate in extracurricular activities if their academic or behavioral performance does not meet school standards.

Students involved in extracurricular activities that take place after school should be picked up by their parent/guardian at the time the activity ends unless the child is enrolled in the After School Latchkey program.

Students will not be allowed to participate in extracurricular activities on days when they have been absent from school for most or all of the day. In addition, students who are suspended from school may not participate in any activities until they have returned to their classes and are considered ready to participate.

It is expected that any student who joins a team/club or participates in some other extracurricular activity makes a commitment to the rules of participation for that activity. Once committed, students are expected to maintain their commitment to the activity they have chosen. Any moderator or coach may dismiss a student from an extracurricular activity if the student does not demonstrate proper commitment. In the event of any scheduling conflict (e.g., an athletic event scheduled at the same time as another activity), arrangements should be made with the moderators or coaches of the events in question.

Field Trips

On occasion, teachers will schedule field trips for their classes that will take place during the school day. These trips will be of an educational nature and will connect to the curriculum of the class, but student participation is not required. Parent/guardian permission is required for a student to go on a class field trip and a payment may be required. Students who do not return a signed permission form will remain at school to work on assigned classwork.

Student Parties

For the purpose of fully respecting instruction time, student parties (or any other type of student celebrations) are only permitted in classrooms on special occasions. In order to have any kind of student celebration in the classroom, parents must make a request via e-mail to the classroom teacher at least seventy-two hours in advance. After the request has been made, and if the teacher agrees to the request,

the teacher will then obtain approval from an assistant principal. **All student parties/celebrations taking place in the classroom must be pre-approved by an assistant principal.** For the purpose of respecting the health and well-being of our students when a party or celebration has been pre-approved by an assistant principal, any food brought in should be nutritious (fruit, etc.). Foods such as soda, chips, cake, cupcakes, candy, fast food, etc. are discouraged at such celebrations.

Breakfast/Lunch

For the 2022-23 school year, the Archdiocese of Detroit continues its arrangement with Chartwells as its food service provider, and Gesu will participate. For the 2022-23 school year, breakfast and lunch will be offered free of charge every day to all students who are signed up—funded by the Community Eligibility Provision of the United States Department of Agriculture. Chartwells is responsible for all food preparation and distribution, and the company abides by all federal laws regarding food preparation and handling.

Students may sign up for the school's breakfast/lunch program or they may bring their own lunch to school. If students choose to bring their own lunch to school, the food should be nutritious (no soda, candy, chips or fast food), and students may not bring glass beverage containers. Additionally, food brought for lunch should be brought with the student when he/she enters the school building in the morning. Lunch drop-offs at the school after the school day begins are not permitted. Breakfast food carry-ins are not permitted. If your child is not signed up for the program and forgets his/her lunch, please alert the office so that we can endeavor to provide him/her with a lunch served from our food program.

Students may not share food with each other. This is necessary in order to discourage competition among students and to avoid potential allergic reactions and other health problems.

Please note that Gesu Catholic School strives to be a nut-free zone, so we ask that any food sent to the school not contain nuts or nut products. Gesu asks this to minimize the risk for children with documented allergies to nut products.

Lunch is served between 11:00 am and 12:30 pm in the Social Hall (except for pre-kindergarten students, who eat in their classrooms).

Student Records

By law, all parents/guardians and eligible former students (those over the age of eighteen) have the right to inspect and review a student's academic record. This may be done by submitting to the school office a written request to inspect a record; administration will then set a date (within ten school days) of when the record will be available. A parent/guardian or eligible student may seek a correction of an academic record which that individual believes to be inaccurate, misleading, or in violation of student rights. The parent or eligible student may only challenge grades on grounds that the grades have been inaccurately recorded. They may not challenge grades because of a disagreement with a teacher's grading and/or assessment procedures. Any such request must be in writing; the administration will respond to such requests within ten school days.

Privacy of Student Records

Gesu School will not disclose anything from a student's record except in the following cases:

- By the prior written consent of the parent/guardian or eligible student.
- Using contact information for a directory (parents wishing to restrict disclosure of their contact information must notify the principal in writing at the time of registration).
- By court order or lawfully issued subpoena.
- Under certain limited circumstances (at the discretion of the principal): e.g., to the parent, guardian, or student; to teachers/administrators providing educational services to the child; to pastors, counselors, or other school personnel when it is necessary to serve the student or the student's family; to other educational agencies providing support services to the child; to the Archdiocesan Department of Catholic Schools; to another principal when the child is seeking enrollment elsewhere.

Rights of Non-Custodial Parents

Gesu School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide (upon request) the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regardless of custody, and in the absence of a court order stating otherwise, both parents have the right to receive a copy of their child's academic reports. Non-custodial parents who wish to receive copies of their child's academic reports should contact the school office in order to make the necessary arrangements.

Gesu Parent Organization

The Gesu School Parent-Teacher Organization is called the Gesu Parent Organization (GPO), and it is made up of those parents who wish to volunteer their time and talents in order to help plan certain social and cultural events for students throughout the school year. The role of the GPO is to exchange ideas and to assist with the planning and execution of these various school activities and events.

The GPO will work to develop and nurture the Gesu School community of parents and families, and offer assistance and support to our teachers, staff and administration. All parents are welcome to join in order to get involved with the planning of these activities, which are designed to enrich the students' educational, social and cultural experiences outside of the classroom.

Communication

At Gesu School, we recognize that communication between families and school is an important factor in a child's education. The school will take the following steps in order to ensure effective communication:

- GPO meetings will be held in the school periodically throughout the year.
- The school will post regular newsletters and monthly activity/event calendars on the school's website as well as send some of these documents to parents via e-mail and/or folders sent home with students.
- The school will send updates home with students or by e-mail regarding student extracurricular activities, school events and other news.

- Parent/teacher/student conferences will be held twice during the school year; once in the fall and once in the spring. Attendance at the fall conference is mandatory for parents and students.
- Use of the school's website: www.school.gesudetroit.org

The school requires that parents assist with communication in the following ways:

- Read all school correspondence, including the regular newsletters
- Check the school's website regularly
- Attend the Welcome Back Night and other parent meetings
- Attend parent/teacher conferences
- Follow through with inquiries from teachers and administrators regarding your child's education as well as your accounts with the school

Parents are encouraged to discuss their child's education with teachers and administrators, and should contact them directly to do so. If any matter requires additional attention, or has not been resolved satisfactorily, parents should contact the principal to discuss the matter in question. The following is a summary of various issues and the appropriate personnel with whom such matters should be discussed:

- Issues involving the curriculum or instruction in a particular classroom should be initially discussed with the appropriate classroom teacher, then to the principal.
- Issues regarding disciplinary procedures or issues should be discussed with the principal.
- Issues regarding finance and tuition accounts should be discussed with the principal, assistant principal, director of advancement or the director of operations.
- Spiritual matters should be discussed with a member of the school's administration or with the pastor of Gesu Parish.
- Issues involving the administration of the school should be discussed with the principal, the director of operations, the director of advancement or the pastor.
- The school's administration and the pastor of Gesu Parish, according to the mission, philosophy and educational/operational goals of the school, make all decisions regarding policies, governance, operations, personnel and strategic direction of the school.

Parents are encouraged to approach any member of the school's administration at any time about a concern related to the school. To contact the administration, parents may call the office, send an e-mail or set up an appointment through the school's administrative assistants.

Use of Technology

Students' Use of Electronic Devices

Students may not use any type of personal, portable electronic device at school—whether during school hours, after school or at any other time. This means that no cellular phones, tablets, iPods, MP3 players, smart watches, video cameras, digital cameras, handheld video games (or any other electronic device that is not necessary for use in the classroom) may be used in the school building or on school grounds. Any electronic devices that are used by students anywhere at school are subject to confiscation by school administrators or teachers. **Please note that the school is not responsible in any way for these items after they have been confiscated, nor is the school obligated to return them.**

As well, students are not permitted to use the school phone system. If a student needs to get in touch with his/her parents, school staff will make that determination and will make the phone call for the

student. Parents should not expect to communicate directly with their children during the school day. For this reason, making plans with your child before the beginning of the school day is essential. If a child needs to be notified of an emergency, please contact the school office.

Computer and Online Practices

Gesu School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at the school by facilitating resource sharing, innovation and communication with the support and supervision of teachers, staff, administration and parents. The use of the school's technology resources is a privilege, not a right.

With access to computers comes the potential accessibility of material that may not be considered educationally relevant or may even be objectionable in the context of the school setting. However, Gesu School believes that the value of online information, interaction, and research capabilities outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of online technology, is no different than proper behavior in all other aspects of Gesu School activities. All users are expected to use computers and related technology in a responsible, ethical, and civil manner. The following activities are prohibited with regard to the use of the school's computers, network and online-access capabilities:

1. Violating students' rights to privacy and/or confidentiality
2. Unauthorized disclosure, use, or dissemination of personal identification information
3. Attempting any unauthorized access, including hacking of any computer or network
4. Downloading inappropriate materials
5. Forwarding or reposting another individual's personal communication without that individual's prior consent
6. Violating copyright law
7. Using the school's technology resources for personal financial gain, credit card fraud, electronic forgery, illegal activity or political purposes
8. Downloading, installing or storing software on a school computer without the approval of the school's administration
9. Changing or attempting to alter any configuration, program or password on any computer or network
10. Using a school computer without knowledge/approval of the appropriate school personnel
11. Using inappropriate language, pictures or gestures in any form on the Internet
12. Using the Internet for entertainment
13. Using the Internet for unauthorized purchases

Teachers and administration provide guidance to students regarding Internet use, and, to the best of their ability, monitor students' use of the Internet as a regular instructional activity. However, the Internet is fundamentally an open environment that has its share of pitfalls even when used wisely. Therefore, we encourage parents to have frank discussions with their children about ways in which the Internet should and should not be used.

Parents/guardians must sign a Technology Acceptable-Use Consent form before a student is given access to the school's Internet resources. Teachers/administration or the parent/guardian may withdraw student Internet-access privileges at any time.

The school is not responsible for any damages the student may suffer (including the loss of data) while using school computers or Internet access. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The parent/guardian is responsible for any damage and/or loss caused through the student's inappropriate use of the Internet.

Students' Use of Social Media

As noted above, students are not permitted to use personal electronic devices at school; thus, the use of social media on school grounds is not permitted at any time. When using social media away from school on their own time, it is the responsibility of all students to represent themselves appropriately as members of the Gesu Catholic School community. With this in mind, while we respect the right of students to utilize the variety of social media options available during their own time, all Gesu School students are expected to adhere to the following standards in their use of social media:

1. Students are encouraged to exercise the utmost caution when participating in any form of social media or online communications. Students should have permission from their parents and/or guardians if they use social media, and they should do so under appropriate supervision.
2. Students who participate in online interactions must remember that their posts reflect on the entire Gesu School community and, as such, are subject to the same standards set forth in the student Code of Conduct.
3. To protect the privacy of all members of the Gesu community, students may not, under any circumstances, take pictures or video recordings of Gesu community members either on school grounds or at school events offsite for the purpose of online publication or distribution.
4. Students may not use social media sites to post what could in any way be viewed as disparaging or harassing comments about Gesu community members or about members of other school communities (encountered through athletic or academic contests, etc.).
5. Students who choose to post content to any form of online media must ensure that their submissions reflect appropriately upon Gesu School and in no way put the school or members of the school or parish community in any objectionable light.

Failure to abide by these standards could lead to students facing disciplinary procedures as outlined in the Discipline section of this manual.

Additional Information about the Parent Policy Manual

Gesu Catholic School operates under the auspices of the Archdiocese of Detroit. As such, the school administration, faculty and board are bound to implement and enforce all policies and procedures established by the Archdiocese and the Department of Catholic Schools that are outlined in the Handbook for School Administrators. Local school policies and procedures found in the Gesu Catholic School Parent Policy Manual are additional directives that have been developed to govern the local needs of the school and do not contradict directives of the Archdiocese and/or Department of Catholic Schools.

During the course of the school year it may become necessary for the school to modify existing policies and/or develop new policies for the operation of the school. The administration of the school reserves the right to amend this policy manual or to develop new policies. In such cases, the school community will be notified in writing of all significant changes made to the manual during the school year.