



St. Gabriel
CATHOLIC SCHOOL
An Independence Mission School

St. Gabriel School Community Handbook 2019-2020



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I. ST. GABRIEL SCHOOL

“A true education aims at the formation of the human person with respect to his ultimate goal...” Declaration on Christian Education, Vatican II

St. Gabriel Independence Mission School is fully accredited by the Middle States Association Commission on Elementary and Secondary Schools.

MISSION STATEMENT

St. Gabriel Catholic School is an Independence Mission School committed to the empowerment of our diverse community by upholding our Catholic Values through holistic education, collective accountability and individual responsibility.

ST. GABRIEL INDEPENDENCE MISSION SCHOOL BELIEF STATEMENTS

We believe St. Gabriel Independence Mission School...

Develops an ongoing relationship with Christ through Catholic Doctrine instruction, private and communal prayer, preparation for the reception of the Sacraments of Reconciliation, Holy Eucharist and Confirmation.

Provides students and staff with a safe and secure environment.

Holds high expectations for all students.

Educates the whole child spiritually, academically, socially, physically and emotionally.

Shares responsibility for education among parents/guardians, administration, faculty and students.

Embraces and appreciates the diversity of our school community.

Recognizes and respects the uniqueness of each individual person.

Encourages each student to perceive himself/herself as a unique individual capable of reaching their highest potential through critical thinking, problem solving skills, communication and collaboration, creativity and innovation, and compassion.

Believes with confidence, that each student maintains the roles of Christian leadership and service into the 21st century.

To accomplish these ends, teachers/staff, parents/guardians and students work together in support and trust...thus forming the Caring Community that is St. Gabriel Independence Mission School.



HISTORY

St. Gabriel School began its own unique history in September 1908 in the Grays Ferry Community of Philadelphia. In 1999 St. Aloysius and King of Peace Schools merged with St. Gabriel's and new name of Our Lady of Angels was adopted. In 2006 the school name returned to St. Gabriel School. Built on the foundation of the histories of the three schools that gave it life, it remembers and reverences all the Clergy, the Religious Sisters and Brothers, and the dedicated Lay Teachers who are a part of those three histories. In September 2012, St. Gabriel School became an Independence Mission School. The Independence Mission Schools educate children of all faiths in the Philadelphia region from low income and underserved neighborhoods. We are committed to providing an excellent, student-centered academic program defined by faith-based values.

SCHOOL-CHURCH AFFILIATION

Children of different Christian denominations are welcomed at St. Gabriel School. While each child's faith and religious practice is respected and prayerfully supported, all are expected to participate in prayer, in daily religious instructions and in planned religious services. This is an important part of the curriculum, character and philosophy of St. Gabriel School.

SCHOOL COLORS

The school colors of St. Gabriel School are blue, white and silver.

ENROLLMENT

St. Gabriel School's student body is made up of boys and girls of different racial, religious and socioeconomic backgrounds. The students range from Pre-K to 8th grade.

II. CURRICULUM

St. Gabriel School is part of the Independence Mission Schools Network. As such, we implement the research-proven Eureka Math curriculum. In addition, our school follows the Common Core State Standards of the state of Pennsylvania. Christian values, social skills, effective listening, classroom deportment, experiential and cooperative learning, and respect are all emphasized throughout the curriculum.

In **Pre-K and Kindergarten**, the curriculum is based on a developmental approach to learning. These grades focus on the growth of the total child academically, spiritually, physically, socially, emotionally and intellectually. Students are given a basic foundation in religion and subject areas, in social skills in classroom participation, in careful and effective listening, and in working productively within the classroom



structures and the school rules. Additionally, kindergarten students gain skills in reading and math that serve as a solid foundation for their future academic career.

The curriculum for **1st Grade through 5th Grade** includes: Religion, English Language Arts, Mathematics, Science, Social Studies, Art, Music, and Physical Education. Christian values, social skills, effective listening, classroom behavior, experiential and cooperative learning, and respect are emphasized throughout the curriculum. Critical thinking and conceptual understanding (especially, but not limited to, mathematics) are also emphasized to prepare students for middle school and beyond.

The curriculum for **6th Grade through 8th Grade** is departmentalized. Students cover all academic subjects taught on lower levels, changing classes/teachers as the schedule indicates. Respect, self-esteem, self-discipline, responsibility, and assertiveness are emphasized as important foundations for the necessary social learning and education in drug awareness, aids prevention, and a healthy understanding of human sexuality. Values underlying social justice are incorporated into the curriculum, particularly the religion and social studies programs. The concept of “Family” reaching beyond the home and school community is central, as students become more aware of global struggles, global needs, and their own ability to bring about change. In addition to a rigorous academic program, collective accountability is emphasized as students get further involved with missional and/or social work.

SUBJECT AREAS:

RELIGION

At St. Gabriel School, all students participate in liturgical celebrations, prayer services, and daily prayer in school, and are expected to attend Mass/services with their families on the weekend. Parents are urged to be examples to their children, and to lead them in the practice of their faith. Preparation for the Sacrament of Reconciliation and Holy Eucharist takes place in grade three, and Confirmation in grades six and seven, with support from the St. Gabriel parish.

ENGLISH LANGUAGE ARTS (ELA)

The Language Arts Program emphasizes the Integration of Reading, Writing, Handwriting, Listening, Speaking and Thinking skills to help students acquire verbal and written competencies that will equip them for the future. Thus, language is explored as “Language in use”, not as a separate set of skills.

EUREKA MATHEMATICS

According to Great Minds, Eureka Math is “a new curriculum for a new day.” Eureka Math connects math to the real world in ways that take the fear out of math and build student confidence—helping students achieve true understanding lesson by lesson



and year after year. With a focus on conceptual understanding, Eureka math helps students to transfer their knowledge to any instance requiring mathematical skills.

SOCIAL STUDIES

The Social Studies Curriculum presents a broad spectrum of historic, civic and geographical learning throughout the grades. Recurring themes include: Communities, Transportation, Communication, Land Forms, Natural Resources, Trade and Economy. Historical events covered include: The Revolutionary and Civil Wars, Early Settlers, Immigration, Reconstruction, The Federal Period, Western Expansion, World Wars I and II, the Korean, Vietnam and Gulf Wars. Emphasis is placed on Pennsylvania, its history and geography and on current events.

SCIENCE

Concepts of Life, Earth and Physical Science are taught in different degrees of complexity at the different grade levels. Emphasis is placed on reading, critical thinking, the Scientific Method and hands-on experiential learning.

SCHOOL LIBRARY

Students will have the use of the school library weekly for varied activities: storytelling, checking out books, library skills, resources and research. Books borrowed from the library must be returned on the due date. There is a \$5 fee for each item lost. Students with outstanding library fines and/or library books will not receive their final report card until the fee is paid and/or the book(s) are returned.

MUSIC AND ART

An appreciation of, and experiential learning in, both Music and Art is provided weekly in all grades. Students' talents are encouraged and all students are invited to participate in musical programs and art activities during the school year.

PHYSICAL EDUCATION

Physical Education plays a very important part in the education of the whole child. The Physical Education Program includes individual and team exercise, fitness, coordination and motor skills, and a developmental introduction to athletic skills, games, and sports. All students have Physical Education class once a week.

III. SPECIALIZED PROGRAMS

ELWYN PROGRAM

Our network partnership with Elwyn provides in-house mental health services for students. St. Gabriel School recognizes that mental health is equally as important as physical health in the success of our students. Students who are Title I-eligible may be seen by our Elwyn counselor and/or school psychologist. Elwyn also provides speech



therapy and occupational therapy for students who qualify. Parent permission is required for student participation.

CATAPULT LEARNING

Our network partnership with Catapult Learning (a Title 1, federally funded program) provides an in-house Reading Specialist who provides extra help in reading for eligible students. The partnership also provides a mathematics specialist who provides extra math help for students who qualify. Some students may be eligible for both services. Parent permission is required for student participation.

SOCIAL SERVICES

Catapult Learning also supplies a full-time, in-house, Family Connections social worker. This professional meets with Title 1-eligible students to support them with mental health, academics, positive social skills, and (when necessary) will support with family situations. Parent permission is required for student participation.

IV. STUDENT ACTIVITIES

STUDENT COUNCIL

St. Gabriel School's student council is comprised of student leaders from 6th Grade through 8th Grade who are elected and approved to represent the student body in dialogue, cooperation, and service with the faculty and the administration. Under the direction of a faculty moderator, this council discusses problems, makes suggestions and helps to plan some student activities. The Student Council also participates in community service projects.

Student council elections are held at the beginning of the school year. Students wishing to run for office must: submit an essay stating their reasons for wanting to represent their class, be approved by the principal and faculty, and address their classmates regarding why they would make good representatives. To maintain an elected position on the council, a student must follow school rules and policies, keep academic grades up to or surpassing ability level, and maintain a satisfactory conduct grade. Representatives should be an example to other students of school spirit and Catholic values.

STUDENT FIELD TRIPS

Educational field trips bridge the gap between classroom learning and life experience. Local trips scheduled within the limits of the school day will be planned for each class. However, the field trip must be related to the subject matter being studied, and the educational value of the trip must justify the time, distances, and expense involved.



All field trips are to be approved by the principal, well planned, well spaced, well chaperoned, and accompanied by staff and/or faculty members of St. Gabriel School. The school uniform or gym uniform (depending on the nature of the trip) is worn on all field trips, unless the principal has authorized an exception.

***Please note that field trips are considered a privilege which school administration reserves the right to deny at their discretion.**

For each field trip (and for any learning activity in which a student leaves the school during school hours) a signed permission slip from the parent/guardian requesting that the student be allowed to participate is required. Parents who do not wish their child to go on a particular field trip may refuse permission.

Please note that the field trip form requires insurance information so that the teacher would have it in an emergency situation. It will not be used for any other purpose.

V. STUDENT SERVICES

SACRAMENTS

St. Gabriel students will assist at Mass/Prayer Service in St. Gabriel Church for scheduled feasts. The schedule of Masses/Prayer Service will be sent home on the monthly calendar. Students have the opportunity for Confessions at school two/three times during the year.

OST PROGRAM (AM & PM)

After-school care (**OST PROGRAM**) is available each school day. All information about the OST program can be obtained through the OST office, which is run by Catholic Social Services. Dominic Reda is the director of the program at St. Gabriel School. The OST office phone number is (215) 465-3300.

SCHOOL NURSE

St. Gabriel School has a school nurse in it's healthcare office every Wednesday. Routine vision and hearing tests are performed on every student, and health histories, shot records and physical reports are continually updated with the cooperation of the parents/guardians.



BREAKFAST/LUNCH PROGRAM

Early Morning Breakfast Program is provided in the Lower Hall from 7am – 7:30 am. Any student arriving before 7:30 must report to the Breakfast program. **Students will not be provided access to the school building before 7:40 am** as there is no adult staff present to supervise them.

All students at St. Gabriel School eat lunch in school during assigned lunch periods. The school offers a breakfast/ lunch each day through the Federal Government Nutrition Program. Parents may choose this nutrition program for their child/ren, or they may choose to pack a lunch each day. Parents who provide lunch for their children are asked to send nutritious lunches and to refrain from excessive sugar and junk foods. What a child eats at lunch greatly affects the rest of the day. **Please note that no soda is permitted at lunch.**

ST GABRIEL SCHOOL DAY

Full Day:

Grades K - 8	7:55am – 3:00 pm
PRE-K	7:55am – 2:45 pm

Half Day:

Grades K – 8	7:55 am – 12:00 pm
Pre – K	7:55 am – 11:45 am

LUNCH WILL BE SERVED ON HALF DAYS.

VI. SCHOOL POLICIES

ADMISSION

For admission into Pre-K, a child must turn three years of age by September 1. For admission into Kindergarten, a child must be five years of age by September 1st. Certificates of Birth, Baptism, Parish Membership (if applicable), and Immunization must be presented at the time of registration.

Admission to grades two-eight requires the same certificates required for PRE-K, Kindergarten and grade one, as well as a transfer slip, a copy of the last report card, and the latest standardized test scores from the previous school. Testing for placement purposes and for identifying the educational strengths/needs of incoming students may be administered at the time of registration. Transfer students may be accepted on a probationary basis.



Parents/guardians of incoming students must agree to take an active role in the education of their child, to support the school's development efforts and projects, and to cooperate with and reinforce all school policies, rules, and regulations. Parents/guardians of incoming students of different religious denominations must agree to have their child/ren participate in all the religious activities and instructions that are part of the core curriculum of St. Gabriel School.

New admissions into any grade depend upon the space available.

OFFICE RECORDS

Parents/guardians are asked to inform the school office of any change of address or telephone number. In addition to their home and work numbers, the school must have the name and number of a person to call in case of emergency (if a parent cannot be reached). Parents/guardians who do not have telephone service are asked to provide the name and number of a person who will contact them for us.

ATTENDANCE

There are 180 scheduled days of student attendance in the school year. Legal or excused absences are those warranted by:

- personal or family illness
- death in the family
- quarantine
- inclement weather
- other urgent reasons (e.g. court attendance, etc.)

Parents are asked not to plan family/student trips for days when school is in session. If a student is excused from school during the day for a medical/dental appointment that cannot be scheduled outside of school time, a written excuse from the doctor is required on the student's return.

Each day that a student will not be in school, the parent is asked to call the school office (215-468-7230) by 9:00am. If not contacted, the school secretary or the school autodialer will be calling the parent to check on the student. This is a safety precaution.

On returning to school after any absence, a student must bring a note from the parent to the office explaining the absence. If a student is absent for three or more days, a doctor's note must be submitted. This is a State of Pennsylvania regulation. It is the responsibility of the student, with the cooperation and supervision of the parents/guardians, to make up work missed during absence.

MORNING ARRIVAL

Students are not to arrive at school before 7:40AM as there will be no supervision provided before that time. Any student arriving before 7:30AM



must report to the Breakfast Program in the lower hall. Students enter school by the 30th Street entrance and go directly to their classroom. Parents are to leave them at the school door and are not permitted to enter the building through the 30th St. doors.

Parents who drive students to school are asked to **park their cars legally by the curb** and see that students exit on the pavement side, and not into the street. Students needing to cross the street must cross at the corner where there is a crossing guard.

Parents walking children to school are asked to see them to the schoolyard gate and leave promptly so that there is a clear passageway for other students.

Parents bringing students to school after the morning bell has rung may bring students to the main office using the Dickinson Street entrance and then signing them in. Parents are not permitted to go to the classroom with students.

Forgotten lunches must be brought to the school office before 11 am.

LATENESS

Students are expected to be on time for school. Being on time means being in the school building *before* the 7:55am bell. Students arriving after this bell are considered late and must go to the office for a late slip.

Unusual lateness caused by an extraordinary situation, or by a necessary appointment (medical, dental, legal, etc.) may be excused, however a note from the student's parent/guardian is required. Repeated, unexcused lateness and continued lateness will warrant a parent conference.

Excessive lateness disqualifies a family from tuition assistance grants.

Unexcused lateness breaks a student's Perfect Attendance Record

(Perfect Attendance means being on time every school day.)

EARLY DISMISSAL

If it is necessary that a student be excused or dismissed during school hours, a note is to be sent from the parent to the teacher beforehand, stating:

- The reason for the early dismissal
- The time the student will be picked up
- The person who will be coming for the student

A person coming to pick up a student before the regular dismissal time must come to the school office to sign out the student and to wait there for the student. No student will be dismissed from the classroom, lunchroom, or schoolyard.

***Students will be dismissed early from the school office only.**



REGULAR DISMISSAL

Regular dismissal for grades K - 8th is at 3:00pm.

Parents picking up their students are asked to observe the NO PARKING signs on the school side of Dickinson and 30th Streets. No student may get into a car that is not parked. Parents are not to stop in the middle of Dickinson Street to pick up their child/ren.

- Pre-K students are dismissed at 2:45 pm from the 30th Street schoolyard. Students in Pre-K who are waiting to walk home with older siblings will wait with their teacher until the older students are dismissed.
- K – 2 students will be dismissed from the 30th Street yard.
- 3 – 8 students will be dismissed from the Dickinson Street yard.

Students in the OST Program will be dismissed from school at 2:50 pm to the program directors who will take them to the lower hall.

EMERGENCY CLOSINGS/SCHOOL CANCELLATIONS

In case of seriously inclement weather, or other emergency necessitating late opening, early closing, or school cancellation, the message will be announced on the Radio Station **KYW – 1060 AM or the local TV stations**. Ordinarily, we follow the Philadelphia Archdiocesan schools on the matter of cancellation due to inclement weather. The school will also send out an automatic/autodial message to your listed phone number to alert you of the closing.

TELEPHONE USE/TELEPHONE MESSAGES

Students are not permitted to use the telephone without permission from a faculty member who will monitor the call. Important messages for students may be called into the school office before 2:00 p.m. Only in emergency matters will a student be called out of class to come to the telephone.

PHONE NUMBERS:

School Office:	215-468-7230
Lower Hall:	215-468-8740
Rectory:	215-463-4060

CELL PHONE POLICY

St. Gabriel School allows students to carry cell phones for safety purposes. Cell phones must be powered off and turned in to students' homeroom teachers immediately upon arrival. Devices are kept by the teacher and returned at the end of the school day to the student. Students who fail to follow this rule are subject to loss of privilege at the discretion of an administrator. The school assumes no responsibility if a child opts to bring their cell phone to school.



MEDICATION

Student medication must be dispensed from the school office when the following requirements are met:

- must be clearly identified as to name and type of medication
- must be in the original container
- prescription medicine (including inhalers) must carry a prescription label with the child's name, drug identity, dosage, instructions, doctor's name and current prescription date
- must be accompanied by a parent permission form stating the child's name, dosage amount, dosage time and any other instructions
- must be dispensed by school office personnel or the school nurse who document the dispensing of medication carefully
- **Medicine that does not meet these requirements will not be dispensed.**

No Medicines (including over-the-counter/non-prescription medications) are to be brought into the classroom. All medicines must be appropriately labeled and turned in to main office staff upon arrival.

HEALTH SAFEGUARDS

Students with any special health problems such as asthma, diabetes, sickle cell anemia, etc. must bring in a physician's evaluation of the problem each school year so that the school may better assist the child. A student showing evidence of strep throat, virus, pink eye, ringworm, or any contagious disease should be kept home from school, and receive the necessary medical attention before returning to school. If a student becomes ill during school hours, a parent will be called to pick up the student. Students must remain lice-free for 24 hours after treatment before returning to school.

VISITORS

As a matter of safety and good order, **all visitors (including parents/guardians) are required to ring the bell at the Dickinson Street entrance and report to the school office upon entering the building.** If the visitor is coming to pick up a student, the secretary will send for the student. No visitor may go directly to a classroom. No teacher or student may admit a parent/visitor through another school door. * **Teachers have been instructed not to open classroom doors to unannounced visitors unless the visitor is accompanied by a school administrator.**

FIRE DRILLS

Fire Drills are held monthly under the supervision and consultation of the Philadelphia Fire Department. At such times, all students, staff and visitors are expected to exit the school building as quickly as possible. Fire drill procedures are posted in each room



and all students in all grades are carefully instructed in rules for a safe and efficient evacuation.

SHELTER IN PLACE/LOCK DOWN DRILLS

Shelter in Place drills are held periodically. Teachers use walkie-talkies to keep communication open throughout the building.

CARE OF BOOKS

All hardcover textbooks are on loan to students. Books are numbered for use in each classroom and each student will be held accountable for the books he/she uses. Papers, pencils, etc. should not be stored between the pages or inside the cover of hardcover texts.

Teachers will check textbooks periodically. Students whose books are damaged may be fined and must rectify the problem. Books lost or destroyed must be replaced at the student's expense. A formal textbook check will be conducted before the end of the school year.

Every student in Pre-K through eight must use a school bag.

HOMEWORK

Homework is assigned by each teacher to reinforce class work, to strengthen recall and transfer skills, and to teach self-discipline and responsibility. While parental supervision is requested for homework completion and for study check, written assignments consist of review work, which may be completed by the student independently.

Students will have homework each weekday night, unless it is a special school holiday, etc. Weekend homework is a teacher option, which is recommended for projects, and for a student who fails to complete work during the school week.

Homework assignments – both study and written – should not exceed the following limits:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

All students are to use their homework assignment book (provided by the school) in which homework is copied and dated each day. Parents are asked to check student assignment books daily, and to check completed work for accuracy and neatness.

Students who are unprepared for class must make up the work.



LOST AND FOUND

We ask that parents/guardians label student clothing and accessories. Lost articles will be kept in a closet near the school office. Students who have lost an item at school may check with the school office.

STUDENT CUSTODY

Parents are asked to inform the school when one parent retains custody of the child/ren. If there is a legal reason why one parent may not pick up a child, a copy of the document stating this fact must be on file in the school office. The non-custodial parent has the right to receive a copy of the report card each quarter. We will comply with this right if we receive a request and the correct mailing information.

SCHOOL UNIFORM

GYM UNIFORMS

Pre-K and kindergarten students wear this uniform as their daily uniform. Students in grades 1-8 wear the navy blue gym uniform with school logo to school only on the day their class has Physical Education.

COLD WEATHER

Navy blue sweat suit (logo on shirt/pants)
Gym socks
Sneakers

WARM WEATHER

Navy blue tee shirt/shorts (logo on shirt/shorts)
Gym socks
Sneakers

The school uniform and gym uniform are both available at Cramers Kids and BoysTown/GirlsTown. The Gym uniform with school logo **must be purchased** at one of the above stores. Please contact the main office for store information.

Students in grades 1-8 are to wear the following St. Gabriel School Uniform daily:

Female Uniform:

- Navy Blue basic-A-Line Jumper
 - (not more than 1" above the knee)
- White blouse with "Peter Pan"(round) collar
- Navy blue or black knee socks or navy blue or black tights
- Shoes:
 - 1st - 5th Grade: Navy Blue/Black tie shoe or MaryJanes
 - **NO SNEAKERS**
 - 6th - 8th Grade: Navy Blue/Black tie shoe
 - **NO SNEAKERS**



Male Uniform:

- Navy Blue pants held above the hips with a dark belt
 - **No cargo pants**
- White golf shirt **with school logo** tucked inside pants at waist
- Navy, black, or white socks
- Black tie shoe
 - **No sneakers**

**No additions or substitutions to the school uniform are allowed.*

SPECIFICS OF THE UNIFORM POLICY:

JEWELRY

Jewelry in general may not be worn. Only a simple, religious medal or cross and small post earrings (for girls) are allowed. Boys may not wear earrings to school.

MAKE-UP

No make-up, long nails or artificial nails are allowed.

HAIR

Hair is to be neatly groomed (boys' hair trimmed above the collar; girls' and boys' hair away from the eyes), with no exotic colors, extreme styles, spikes, tails, etc.

HATS/CAPS

Hats/caps may not be worn, carried, or hung from a belt in the classroom or school building.

TATTOOS

Tattoos on the arms, legs or anyplace visible are inappropriate and are not permitted. **This includes henna and temporary tattoos.**

**Parents are asked to support the school in its enforcement of the uniform policy.*

VIII. CODE OF CONDUCT

At Saint Gabriel School, we believe that respect and responsibility are the cornerstone of a successful learning community. Rules are necessary for the safety of all and to teach students good social habits. Appropriate consequences are a necessary learning experience when a student chooses to break the rules. Consequences will be assigned with patience, understanding, and respect for the dignity of all involved.



Students must be willing to acknowledge and accept responsibility for their choices, as their teachers will do the same. Consequences vary based upon age and the severity of the behavior and are treated on an individual basis within the framework of our Code of Conduct.

EXPECTATIONS FOR STUDENT BEHAVIOR

As safety is our number one priority, we expect students and staff to conduct themselves in a way that is conducive to a safe learning environment.

The classroom is intended to be a happy place where both teachers and students experience freedom, flexibility and growth. To enable us to reach our academic, spiritual, and social goals as a school, the following positive expectations are set for each student of St. Gabriel School:

- to work consistently and carefully up to individual ability
- to complete homework assignments neatly and regularly
- to listen attentively and respectfully in class
- to work quietly and with consideration for others
- to show self-control
- to choose behavior and language that expresses and strengthens a sense of personal dignity
- to show respect, care, and kindness to one's self, to teachers, and to other students

We expect students to conduct themselves in a way that reflects the rights and privileges of themselves and others to have a safe learning environment.

CORE VALUES

- **Self-Control** - Students regulate their emotions, thoughts and behavior in the face of temptations and impulses.
- **Responsibility** - Students are able to act independently while being accountable for those actions. This includes following school policies/rules and dress code.
- **Respect** - Students give due regard for the feelings, wishes, rights, or traditions of others.
- **Cooperation** - Students model positive relationships while working with others, and offer ready compliance with requests.
- **Generosity/Service** - Students lift up those around them, and help those in need modeling Christian behavior.

LIVING THE CORE VALUES

Students are expected to practice and assimilate the Core Values into their lives and behaviors. The students' Core Values Report will track student behavior during each



trimester, and will be used to help determine the student's grade on the Personal & Social Growth section of their report card.

The grading system is as follows:

- **4 - Exceeds expectations:** The student has a record of excellent behavior, and has been a role model for their peers.
- **3 - Meeting expectations:** The student has a record of good behavior with problems happening infrequently.
- **2 - Partial mastery:** The student is working on improving, but still has one or more areas where problems were noted consistently.
- **1 - Unsatisfactory:** The student has problems noted in multiple areas with no improvement over time.

The Core Value Report and Personal & Social Growth grade should be used to help students be self-reflective and take ownership of their actions.

When students choose actions that do not meet the Core Values, the following **DISCIPLINARY MEASURES** will be used:

STUDENT CORRECTION by the teacher or administrator.

PARENTAL COMMUNICATION

Student progress/difficulties are communicated to parents/guardians through notes, and the Core Values Report. Telephone conferences with parents/guardians to alert them to issues can also be expected.

DETENTION

Detention is assigned to an individual student when warranted. Detention is determined by each teacher. Detention can also be assigned for a single incident at the administration's discretion, depending on the severity of the behavior. Parents are notified at least one day before the assigned detention, and asked to sign the detention slip and return it to school. The slip will indicate how the student is to go home.

TEACHER/PARENT/STUDENT CONFERENCE:

When there is a serious or a continuing problem with a student's attitude, academic progress, or behavior, parents/guardians will be asked to come to the school for a conference with the teacher and administrator. The student involved is to be present for the description of the problem and the effects of the problem on the student and on the class. At this time, a plan will be developed to include *positive* expectations and the necessary consequences when expectations are not met.



SUSPENSION

In the case of serious infractions, physical conflict, public disrespect for a teacher, leaving the school property without permission or continuous failure to meet the school's standards of behavior (as determined by administration) a student may be suspended from school for a designated length of time. Multiple suspensions may activate Disciplinary Probation at the discretion of administration. A parent/guardian will be called to come to the school immediately to pick up the student. In very serious cases, a parent/student/school moderator conference will be scheduled before the student is readmitted to class. **Fighting is considered a serious offense and may result in suspension or dismissal. A written contract, outlining expectations for the trimester will be given to the student and the parents/guardians.**

STUDENT TRANSFER/DISMISSAL

All disciplinary measures used at St. Gabriel School are used with the hope and intention of improving student attitude, academic work, and behavior. When a student does not respond positively to the previously described measures, a transfer from St. Gabriel School is warranted.

PHYSICAL PUNISHMENT

Physical punishment in any form will not be used at St. Gabriel School. Likewise, parents/guardians will not be allowed to administer physical punishment to a student in school or on the school grounds.

PARENT SUPPORT

The support and solidarity of parents/guardians and guardians with the school is integral to child development. We ask parents/guardians to expect quality work and careful responsibility from their students, to expect students to follow school rules, to expect their students to adhere to dress code, and to expect a loving respect from students in any situation. When home and school expectations are the same, it is easier for the student to make constructive choices, and to reach their personal, academic, and spiritual goals. To this end, parents/guardians will be asked each year to commit themselves to the policies, goals, and expectations of St. Gabriel School, as we are committed to the success of your student.

CONFISCATION OF PROPERTY

No personal electronics (including video games and music players), trading cards, games, toys, or items that are distracting to the learning environment are permitted in school without prior permission. They will be taken from the student and returned only to a parent or guardian who is physically present at school to receive them.



IX. HOME/SCHOOL COMMUNICATION

REPORTING SYSTEM

REPORT CARDS

The report card is a reflection of a student's in-school performance and an indication to the student and family of areas of strength and areas for growth. Report cards for students in kindergarten through grade eight will be sent home three times a year. Students in Pre-K will receive a progress report in December, March and June.

PROGRESS REPORTS

Progress Reports will be issued three weeks before the end of a marking period to inform parents/guardians of their students' progress. We ask that you please sign the progress report and return it to the homeroom teacher.

CLASS DOJO

Class Dojo is a school wide communication system for parents/guardians, teachers, and students. Class Dojo is a tool that allows students and teachers to build a positive classroom culture. Class Dojo provides feedback on classroom behaviors so that the student can make immediate adjustments and see real time feedback for their choices.

PARENT/GUARDIAN – TEACHER CONFERENCES

A teacher will contact parents/guardians for a conference if he or she has a concern about the student that he or she would like to discuss. Likewise, a parent wishing to set up an appointment with a teacher may call the school office, or send a note to the teacher with the student. **Please note that teachers may not meet with parents/guardians during instructional time and parents/guardians may not go to the classroom without previous authorization from the school office.** Teachers are available to hold conferences with parents/guardians from 7:30-7:50am, during their prep period (if applicable), or from 3:00-3:30pm Monday, Tuesday and Wednesday.

WEEKLY COMMUNICATION FOLDERS

In order to be more environmentally friendly and save the earth which God has given us, St. Gabriel School is attempting to go paperless. Although it may still be necessary for teachers to send home relevant information in a Communication Folder, parents/guardians can also download and access our school app at any time.



MONTHLY CALENDARS

An overview of the yearly school calendar will be sent home at the beginning of the school year for your reference.

A school calendar will be sent home at the beginning of each school month. It is recommended that this calendar be kept where it may be checked for school events, liturgies, meetings, holidays, etc.; and where it may be filled in with new events as these are announced.

X. PARENT FINANCIAL RESPONSIBILITY

TUITION PAYMENT

Tuition for St. Gabriel School is paid over a ten-month period from August to May, through the TADS Tuition Payment Plan. A late fee is incurred when payments are not made by the contracted date. All payments must be made by check or money order directly to TADS. **No money will be collected or accepted at school.**

The tuition policy will be published by the school annually. Questions or concerns about tuition should be addressed to TADS. Tuition must be paid according to the parent agreement if students are to continue at St. Gabriel School.

No student may participate in graduation, retreat, field trips and end of year celebrations if tuition is outstanding. No report cards, transfers, or records will be issued if tuition is outstanding.

Tuition payments must be kept up to date. At the end of the 1st and 2nd trimester if there is outstanding tuition, no Report Card will be given. Students may not return to school if tuition payments are 2 months late, and notice will be sent home to parents/guardians.

DEVELOPMENT

While the school tuition calls parents/guardians to make sacrifices, it does not cover the cost of student education at St. Gabriel School. The additional expense is defrayed by the development projects in which families are asked to participate. Parents are expected to participate in and support all fundraisers in the school.

SCHOOL WELLNESS POLICY

St. Gabriel School recognizes that student wellness, proper nutrition and regular physical activity are related to a student's physical well-being, growth, development and readiness to learn. It also recognizes that schools can provide an environment in which students can learn about and participate in positive



dietary and lifestyle practices. The school is committed to providing a healthy school environment that promotes these concepts as part of the education of the whole child.

HOME AND SCHOOL ASSOCIATION

The Home and School Association supports St. Gabriel School by planning special activities for students, assisting with school/class projects for student enrichment, and by organizing parents/guardians for communication relays etc. Parents/Guardians are strongly encouraged to support the Home and School as it directly benefits all students.

CARING COMMUNITY OF BELIEVERS

When there is a deep and genuine love and care, and when there is a real desire to follow Christ and to grow, rules don't feel like rules, policies have greater meaning and work and study can be a little less burdensome.

Our hope and prayer is that parents/guardians, faculty, staff and students of St. Gabriel School may always be guided in work, in thought, and in decision-making, by He who has begun the work in us, He who will give it meaning and support, and He who will bring it to completion...

Our Administrator, Teacher, Brother, and Friend, Jesus Christ.

