



PARENT/STUDENT HANDBOOK

St. Gerard Catholic High School

521 S. New Braunfels Ave.
San Antonio, Texas 78203
(210) 533-8061
<http://stgerardsa.org>

**ST. GERARD CATHOLIC HIGH SCHOOL
PARENT - STUDENT
STATEMENT OF RESPONSIBILITY**

The statement below must be signed and returned to the school office by August 30.

"My child/children and I have read the St. Gerard Catholic High School Policy manual and we understand the student must adhere to school regulations while he/she is at school or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy."

_____ Parent/Guardian Signature	_____ Date
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"As a student of St. Gerard Catholic High School, I accept responsibility for my behavior and agree to follow all rules and regulations that govern student behavior at my school, in my classroom, and at school-sponsored activities."

_____ Student Name (PRINT)	_____ Grade
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_____ Student Name (SIGNATURE)	_____ Grade
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_____ Student Name	_____ Grade
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State Law requires documentation of student and parent receipt of student discipline policies.

CUT OR PRINT OUT, SIGN, AND RETURN TO SCHOOL OFFICE

ST. GERARD CATHOLIC HIGH SCHOOL

Dear Parents:

This book of policies has been prepared for you so that you might fully understand the philosophy, goals, and practical operation of our school.

We intend to operate our school by the policies presented in this book. You would be at a disadvantage not to familiarize yourselves with the policies. Many of your questions and problems will find a ready answer here. Moreover, questions that come to mind throughout the school year should be researched here before inquiring at the school office.

The first goal of our school is to teach and live the doctrines of Jesus Christ. Our second goal is to offer a fine academic program. We believe that these two goals complement each other, working together to form the whole person.

We are counting on you to give the words within this handbook life. By your cooperation, our school can become a great one and your children can achieve the greatness of life for which God created them.

Respectfully,

Peter Rivera, M.Ed.
School Principal

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MISSION STATEMENT

The purpose of St. Gerard Catholic High School, San Antonio, Texas, is to offer a quality education in the Catholic tradition, continuing the legacy of Catholic schools in the Archdiocese of San Antonio, which began in 1851, under the leadership of the Ursuline Sisters--and continues today. Proclaiming the message of Jesus Christ is the first and foremost mission of our school, as well as offering an enhanced academic program for students in grades 9-12. We align ourselves with this purpose, united with other Catholic schools of higher learning in our diocese, nation, and world, spreading the message of Jesus to our students and, in essence, spreading His message to all those we meet on our faith journey.

ACCREDITATION

St. Gerard Catholic High School is accredited by the Texas Catholic Conference Education Commission (TCCED) and holds membership in the National Catholic Education Association. (NCEA)

STATEMENT OF PHILOSOPHY, GOALS, AND OBJECTIVES

St. Gerard Catholic High School is a Catholic institution committed to the teaching of Catholic doctrines and Christian values, and is dedicated to providing a quality academic & athletic program to meet our students' needs. The school recognizes the rights of individuals as children of God deserving honor and respect, and works toward the following goals and objectives with the involvement and cooperation of the students, parents, or guardians.

These goals are as follows:

1. To provide St. Gerard Catholic High School students a well-rounded academic program in the Catholic tradition.
2. To provide a quality education to all those children in the neighboring parishes and schools who desire to take advantage of such an opportunity.
3. To instill a positive attitude towards life long learning while providing students with the opportunity to achieve academic excellence.
4. To promote and practice Christian morals and values, and instill in our students the importance of using their knowledge and education to benefit themselves as well as to serve others.
5. To promote unity, love, respect, and understanding among all people regardless of race, religion, or socio-economic group.
6. To foster positive self-esteem and mature responsible behavior with the purpose of arriving at the fullness of Christian life.
7. To encourage teachers to strengthen their commitment and professional growth; and to become life long learners.

Religious Practice

The great truths of the Catholic faith must be taught in the home by parents - first by example, then by **precept**. Family prayer should be emphasized, for it is one of the surest ways to develop a consciousness in children of the abiding presence of God.

If the child is a Catholic, a baptismal certificate, proof of First Communion and birth certificate must be presented at the time of registration. All non-Catholic students must present a birth certificate, previous school records and schedule an interview with the principal prior to acceptance and admission. Current immunization records in accordance with Texas law must be provided at the time of registration.

All students, Catholic and non-Catholic alike, are expected to fully participate in the religious observances of our school. Each student will be required to lead the Morning Offering, as well as prayers before each class. Daily scripture readings will also be an integral part of the school day at St. Gerard Catholic High School. All students will attend Mass and will participate in all aspects of our worship services.

Admission Priorities:

Listed below are some of the more important criteria for admission:

Catholic families in St. Gerard and neighboring parishes, especially those families who already have children attending Catholic schools;

All other admission priorities will comply with the admission policy of the Diocesan school office.

Nondiscriminatory Practice

St. Gerard Catholic High School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Title IX

St. Gerard High School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

SENIOR INFORMATION

Commencement Requirements: In order to receive a diploma and participate in the graduation ceremony, a senior must meet the following requirements:

- Completion of all credits by the last Friday of April, as well as the completion of any make-up deficiencies due to excessive absences.
- Completion of all second semester courses with a passing grade and no excessive absences for the second semester.
- Completion by May 1st of 100 hours of community service as required in the handbook.
- Completion of ACT or SAT
- Completion of three (3) college applications.
- Payment of all financial obligations. This includes all fines, tuition, fees, including graduation fee, athletic uniforms returned and all fund raising obligations fulfilled.
- Attendance at the last senior Mass
- Attendance at commencement practice

Senior Honor Graduates: The following criteria will be used to determine senior honor graduates:

- Cumulative GPA of 3.5 or above
- In the top 10% of the graduating class according to class rank
- A student MUST be enrolled in St. Gerard Catholic High School for a minimum of two years to be an honor graduate.
- The first honor graduate will be named the valedictorian, and the second honor graduate will be named the salutatorian.

College Visitation Day:

College bound seniors will be allowed one administrative field trip to visit the college of their choice prior to the end of April. The student should meet with the guidance counselor at least one month prior to the administrative field trip to discuss plans for the visit. Approval from the administration and guidance counselor must be obtained at least two full weeks before the scheduled visit, and the procedures outlined by the guidance counselor must be followed. It is the responsibility of the student to meet with each teacher to schedule make-up work or tests. An absence from school for an approved administrative field trip will be counted as an excused absence. Verification from the registrar's office must be submitted upon return to the school. Failure to follow these guidelines will result in unexcused absences for each day missed.

Class Rank

Class rank is based upon the Grade Point Average and rigor of high school course work. It is computed on a 4-point scale. The final ranking is taken after the 8th semester and is printed on the final transcript. This ranking is only one of the criteria used by colleges to determine the likelihood of collegiate success.

Curriculum

St. Gerard Catholic High School will follow diocesan and Texas state requirements regarding basic materials, specific courses, and time allotments.

1. A planned instructional program will lead to discovering and developing the abilities of each student.
2. St. Gerard Catholic High School will offer a balanced curriculum including religion, language arts (English, reading, literature, oral and written communication, speech arts, spelling, usage, and grammar), science, mathematics, social studies (history, geography, civics, economics and Government), art, music, health, physical education, Catholic Family Life, computer science, and such electives as deemed practical and helpful.
3. St. Gerard Catholic High School is a college preparatory school offering students a strong core curriculum as well as electives and extracurricular activities. Parent/guardian, student, guidance counselor and principal collaborate to determine a student's schedule. Dual Credit courses are offered and testing is available for college credit. All students are required to perform 25 community service hours per academic year. The following courses are offered:

Religious Studies

English (Grammar/American Lit, English Grammar/British Lit, Research/Writing AP/Speech)

History (World, United States, Contemporary American, U.S. History, US Government)

Math (Algebra I & II, Geometry, Pre-Calculus, Advanced Quantitative Reasoning)

Science (Biology, Anatomy/physiology, Physics, Chemistry)

Graduation Requirements

St. Gerard meets or exceeds Texas state requirements for graduation. The school requires a 28 credits core curriculum plus elective course work. The average St. Gerard student will graduate with 28 – 32 credits.

<u>Core Curriculum</u>	<u>Years</u>
Computer	1
English	4
Fine Arts	1
Foreign Language	2-3
Health	.5
Mathematics	4
Physical Education	1.5
Religion	4
Science	4
Social Studies	4
Speech	.5
Electives	5

Testing

The PSAT is administered in October to sophomores. Before graduation, each student must take either the ACT or SAT. To facilitate vocational planning, the Armed Services Vocational Aptitude Battery (ASVAB) is given in November to all juniors and seniors.

Honor Roll

St. Gerard Catholic High School honor roll is posted for each quarter grading period. Honors are acknowledged as: a) All A Honor Roll; b) A and B Honor Roll.

Academic Records

In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, parents and students have access to the student's official academic record. Each student has an official folder in which is placed academic transcripts and academic testing. If a parent wishes to view their child's academic record, the school requests a two days notice and requires that the parent make the request in writing. E-mail requests are not acceptable.

Students requesting a driver's license form must have a 2.0 and must bring their last report card to the office by 8:00 A.M. The Driver's Release Form may be picked up at the end of the following day.

Semester Exams

At the end of each semester, all grades are computed on a strict percentage scale with each quarter grade weighing 40% and the semester exam assessment weighing 20%. A student will not be allowed to take semester exams early. The Catholic schools of Texas do **not** permit waiving of semester exams.

Promotion

Promotion will be based on the passing mark of seventy percent (70%) or parent/teacher consensus. Two failures constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the principal before the child is permitted promotion.

Guidance Program

Every teacher is concerned with helping students meet their personal, emotional and educational needs. The guidance program involves the following services:

1. Orientation of pupils
2. Records: individual inventory of physical and mental growth
3. Testing: Achievement tests are administered to students at the time designated by the Diocesan School Office.
4. Parent-Teacher conferences are held twice each school year. Additional conferences for individuals may be arranged if the teacher or parent indicates this need. The Parent-Teacher conference can be an invaluable help to both parents and teachers. The student's life is continuous, and unless both home and school unite in a close partnership to make his growth continuous, the student is heavily penalized and suffers

accordingly. Learning situations should not be such that one kind of growth exists at school and an entirely different kind of growth at home. Parents are also urged to compare the child's achievement with previous records, rather than with the attainment of others, and to consider achievement in terms of ability.

The classroom teacher is responsible for:

- Informal guidance in classroom, etc.
- Formal individual counseling for personal, educational and social needs
- Referrals to a professional source

Homework Assignments

Homework assignments, whether written or study work, are a necessary part of each student's educational program. One of the most important objectives of education is to teach the student how to study. Parents can do much to help their child attain this objective by:

- Providing an atmosphere conducive to study
- Scheduling a definite time for study
- Showing an interest in the child's work
- Realizing that homework does not solely consist of written work, but that both written and study work are important
- Expecting the child to have his assignments for homework written down
- Checking with the teacher if the student repeatedly says he/she has no homework

Homework study time varies according to the needs of the individual child.

CHILDREN WILL NOT BE PERMITTED TO CALL HOME FOR FORGOTTEN ASSIGNMENTS.

If your child is ill, call the school office at 210-533-8061 by 9:00 a.m. to report the absence and to request homework. Homework can be picked up in the school office.

School Hours:

The school day begins at 8:00 a.m. The doors **WILL OPEN** at 7:00 a.m. For the **SAFETY** of your child, we strongly urge you to plan the child's arrival to coincide with the opening time as closely as possible. Students will be dismissed at 3:05 p.m. and provisions should be made by their parent for pick up at that time. Teachers will be on duty until 3:20. Any student left at school after 3:20 will be sent to the YMCA to await pick up. Parents should notify the office as soon as possible if they are going to be late picking up their child. Upon arrival, the parent should report to the school office. Parents who habitually fail to pick up their child after school will have a conference with the principal so a course of action can be established.

Arrival/Departure During school hours:

If students are not in their classroom before the tardy bell, they must report to the school office to receive a Tardy Slip to give to their teacher. Any student receiving 3 tardies in one 9-week period will be given 1 absence for that class. If tardiness continues, a conference will be held between the parent and the principal. When a student is leaving during the school day for any reason, the parent or designated adult should sign the

student out/in through the office. Every effort should be made to schedule dentist/orthodontist /doctor appointments during the student's study hall or after school. If your child will arrive after homeroom period, call the school before 8:30 if you wish to order lunch. Extra lunches will not be ordered after the lunch count has been turned in.

RenWeb

RenWeb is the primary source of information used by teachers. Students and Parents/Guardians are expected to use this system to check grades, attendance, behavior and homework. Parents who do not have the Internet at home may use the school library to check on their student's progress. Students have access to their RenWeb account at school through the counselor's office, computer lab, and school library.

Email

Email is used to send progress reports, discipline concerns and announcements of class events. Each teacher has their own Email address for home- school communication.

Voicemail

Each teacher has their own voicemail to which the Parents/Guardians can leave messages directly to the teacher.

Crisis Plan

St. Gerard has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your students safe. In the event of such an emergency, circumstances permitting, all students will be moved to the Cafeteria.

Transfer Students

All transfer students are admitted to the school on a 9-week probationary basis. Transfer students must have a current transcript and meet with the guidance counselor and principal before admission. All transfer students will follow the diocesan graduation requirements. The 5 point grading scale is not honored at St. Gerard Catholic High School. Calculation of the GPA will be computed on a 4-point scale. Course credit of more than 4 points will only be credited as 4 points upon transfer.

Child Abuse

Any individuals having contact with or responsibility for children at St. Gerard Catholic High School are mandated by law to report any suspected child abuse or neglect. Suspected abuse or neglect must be reported immediately to the principal, and the Department of Human Services or SCAN must be called. The reporter should not attempt to investigate or substantiate the suspected abuse, nor should he or she contact the child's parent(s) or guardian(s) unless requested to do so by the investigative agencies. Any person required to report suspected abuse, and willfully fails to do so is subject to a fine and jail sentence as well as being civilly liable.

Tuition

To meet all financial obligations to the school, Tuition collection is managed through FACTS Tuition Management, is due the 1st of every month and is considered late on the 10th of the month with a late fee of \$25.00 applied after the 15th of the month. If a Parent/Guardian's financial situation changes or if a Parent/Guardian knows the tuition will be late, they should call the Principal to discuss the matter. If an account is 45 days over-due, the student is at risk of not being allowed to attend school until the account is brought current. Our tuition schedule is as follows: ten months beginning August 1 and ending May 1. Parents paying the entire year's tuition at the beginning of the year will receive a discount. **Students of families at St. Gerard Catholic High School with tuition in arrears 61 days or greater will not be allowed to take semester exams unless financial arrangements have been made with the school Principal.**

Field Trips

If a teacher plans a field trip for a class, a notice will be sent home to the parents. The parents must sign this note giving permission to participate in the field trip. The teacher **reserves the right to deny** a student field trip permission. The parents may be asked to help with transportation. Parents who drive must also send in **their** child's permission slip. All drivers must possess a valid driver's license and automobile insurance. Proof of insurance and driver's license must be presented to the office each time the driver drives. Drivers must also read and agree to uphold the Diocesan Sexual Abuse Policy. Each child must wear a seat belt while being transported to and from the field trip destination. It is the responsibility of the parent providing the transportation to make sure each child is buckled up. Teachers shall advise each parent as to his/her responsibility. All students on field trips should be in school uniform unless alternate dress is approved by the principal.

Discipline

The main purpose of good discipline at St. Gerard Catholic High School is to train the pupils in self-discipline. Self-control on the part of the students is essential to good classroom order. To bring this about, the school has imposed regulations, which every student is expected to follow.

Classroom Rules

1. Be charitable and courteous.
2. Keep hands, feet, and objects to yourself.
3. Come to class with assignments and materials.
4. Food must be eaten in the cafeteria or in designated outside area.
5. Raise your hand to speak and wait to be recognized.
6. Follow directions.

These rules will be posted in each classroom. Every student will be expected to know and follow these rules.

A learning atmosphere and discipline are practically synonymous. It is our desire to instill respect for authority and for the rights of others. Students must fully understand that **ANY** teacher has the authority to correct misconduct at any time.

One of the valuable assets of a Catholic education is to instill in its students **self-discipline**. Should corrective measures be needed, constructive and positive measures shall be used. Positive reinforcement and the promotion of the student's self-esteem are an integral part of our discipline program. A consultation with the parents shall be requested if a major problem arises.

Chewing gum is not permitted on school grounds.

Suspension

Suspension is defined as the temporary exclusion of a student from school for disciplinary reasons. Suspension from the school will be the decision of the principal. The principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and requirements for reinstatement.

Expulsion

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the superintendent.

1. Notification of the expulsion will be sent to the school board president.
2. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s) and to the diocesan superintendent.

Assertive discipline is an important part of St. Gerard Catholic High School. However, realistically, with some students other measures will have to be taken from time to time.

Major Offenses - Immediate Suspension (expulsion if warranted):

- Fighting
- Defiance of school authority (Principal, Teachers, Staff)
- Cruelty to other students (Verbal and/or Physical)
- Willful destruction/defacing of school or church property
- Bringing or using alcohol, tobacco in any form, and/or illegal drugs on the school grounds
- Bringing pocket knives, slingshots, firearms or any type of weapon on the school or church grounds
- Profanity, verbal abuse or obscene gestures, language,
- Leaving campus or designated area without permission
- Theft, Cheating, Gambling
- Any other offense deemed major by the principal

Illegal Substances

Students distributing and/or selling illegal drugs (or unprescribed drugs) on the school grounds or at a school activity will be subject to a search of their personal items and are liable for expulsion. Any student found distributing drugs or alcohol will immediately be removed from the school or event and parents/guardians notified. Information will be turned over to the police.

St. Gerard maintains zero tolerance for the possession of illegal substances of any kind.

Public display of affection is the physical demonstration of affection for another person while in the view of others. Public displays of affection including but not limited to kissing, excessive hugging (when more than a brief greeting), cuddling, caressing, groping is not acceptable as conduct while on the St. Gerard campus or school sponsored events, and will warrant disciplinary action.

Harassment, Bullying and Cyber bullying

St. Gerard Catholic High School attempts to provide a safe environment for all individuals. Harassment or threats by any means (including, but not limited to, physical, verbal, written, texted or online) against the physical or emotional well-being of any individual is taken very seriously and **will not be tolerated**. Students involved in harassing behavior (seriously or in jest) will face suspension, and/or expulsion depending on the seriousness of the offense.

St. Gerard will report incidents to Law Enforcement Authorities as appropriate per state and local laws.

Archdiocesan Harassment Policy

This policy and the following procedures are in accordance with Policy 4609 Anti-Harassment Environment, in the Handbook of Policies Regulations for Catholic Schools, Archdiocese of San Antonio, (Also see the appendix: Harassment 4609A)

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities; all students, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

The administration of St. Gerard Catholic High School reserves the right to impose appropriate consequences, which are warranted for improper behavior or actions at the school, or school-related activity. The administration reserves the right to dismiss a student when the attitude or behavior of the student is judged to be contradictory or harmful to the atmosphere and values of St. Gerard.

Complaints

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If no solution is found to the problem, the matter will be referred to the superintendent.
4. **School board members are not to attempt to solve school problems** but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

Fire Drills

Fire drills will be conducted once a month. Students will be informed of the fire exit plans.

Medications

In accordance with state standards, we adhere to the following regulations regarding medications taken by children at school:

1. The medication must be in the original container with the child's name on the prescription.
2. Over-the-counter medication that may be required by your child (i.e. Tylenol, Sudafed, etc.) must be kept in the school office with specific instructions listed.
3. A consent form must be signed before **any** medication will be given at school. **HANDWRITTEN NOTES ARE NOT ACCEPTABLE.** Consent forms are available at the school office.

Allergy Policy

St. Gerard recognizes that life threatening allergies including food allergies are an important condition affecting many school students and positively welcomes all pupils with allergies. In order to minimize the incidence of life threatening allergic reactions, St. Gerard will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose Parent/Guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Allergy Training

In order to minimize the incidence of life threatening allergic reactions, St. Gerard will provide training and education for all St. Gerard staff. In conjunction with the student's Parent/Guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include but not be limited to: a description/definition of

severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.

The correct use of an Epinephrine auto-injector (EpiPen).

Specific steps to follow in the event of an emergency.

Minor accidents are taken care of by the teacher. In case of a serious accident, the principal will contact the parents as soon as possible. If the parents cannot be reached, the emergency number on file will be tried. If the emergency number cannot be contacted, the injured child will be taken to the hospital immediately.

Textbooks

Any student who loses or damages a book shall replace it at full cost. All students are required to cover books through the rental system. Consumable books and materials must be purchased. **BOOK FEES ARE DUE AT TIME OF REGISTRATION AND ARE PAID DIRECTLY TO ST. GERARD CATHOLIC HIGH SCHOOL.** If for any reason a parent wishes to purchase a textbook, this may be done; however, the book rental fee must also be paid.

Uniform Policy

Uniforms are required for all students attending St. Gerard Catholic High School. In addition to being a convenience for both parents and students, uniforms play an important role in maintaining the proper academic atmosphere.

Girls

- School Issue knee-length box pleated skirts. Shorts must be worn under the skirt.
- School issue V-neck sweater...School issued Polo shirt
- White button down oxford, short or long sleeve. All students must have at least one school issue logo-embroidered white oxford shirt. No tight fitting shirts are allowed.
- Khaki Shorts should be no shorter than 2 inches from the ground when kneeling.
- No logos on clothing is permitted
- White or blue plain knee socks
- A belt must be worn if Khaki pants have loops
- School issue necktie

Boys

- Khaki pants and white school issued polo shirt
- White button down oxford, short or long sleeve. All students must have at least one school issue logo-embroidered white oxford shirt. No tight fitting shirts are allowed.
- Khaki shorts (no cargo short permitted)
- No logos on clothing is permitted
- White plain knee or crew socks (above the ankles).

- A belt must be worn if pants have loops.
- School issue necktie

Boys & Girls

- T-shirts worn under shirts must be solid white with no writing or graphics
- Hat and bandanas may not be worn in the building
- Sagging is not permitted.
- Jackets and coats may be worn to school, but must be placed in student's locker or assigned hook before the tardy bell rings.
- All students must have (1) school approved white shirt with embroidered school logo for class trips and yearbook photos.

Shoes

No open-toe or open-heel shoes are allowed at St. Gerard's. Shoes with non-marking soles including bucks, loafers, or predominately white, brown, or black shoes are permitted. Sandals and open-heel Birkenstocks are not permitted at any time.

School uniforms are to be worn in a proper manner. Shirts and blouses are to be tucked in, belts worn, neckties tied, etc. If any student is not in compliance with the dress code, parents will be called to bring appropriate attire.

Jewelry

Jewelry should be kept to a minimum so as not to detract from the uniform. Expensive jewelry is not permitted. Hair barrettes, bows, ribbons, headbands, and earrings should be modest in size and style. No dangling or hoop earrings (bigger than a quarters) are permitted. Colors should coordinate with school uniform. No earrings for boys. Necklaces may be worn under the shirt or blouse.

NO VISIBLE TATTOOS OR BODY PIERCINGS, FINGERNAIL POLISH, OR ARTIFICIAL NAILS ARE ALLOWED.

Casual Day Attire

Casual day is defined as a designated day in which students are not required to be in uniform. It is understood that students are to be modestly, tastefully, and appropriately clothed on casual days. No short-shorts or very short skirts/dresses are allowed. T-shirts must not have inappropriate logos or print.

Lunch

Lunch may be purchased at school each day. Lunch menus are furnished monthly, and are posted on www.stgerardsa.org. If a student does not wish to purchase lunch on a particular day, he/she must bring a lunch from home. If a parent/visitor wishes to eat lunch in the cafeteria he/she must call or notify the school office before 8:30 a.m. to reserve a lunch. Students may either purchase a school lunch, or bring a lunch from home. **No outside lunches permitted.** If there is a medical, religious, or other reason that your child would eat no lunch at all on a regular basis, please send a written notice to the school office.

Parties

No individual student birthday parties will be held. No gift items of any kind shall be delivered to students. Invitations to private parties can be delivered at school provided **each** student in the class receives an invitation.

School Council

The members of the School Council are elected by parishioners of St. Gerard, or appointed by the principal. The function of a school council is to establish policy, not to administer the school. Administrative decisions are the responsibility of the principal who seeks to conduct the educational program in terms of established policy. The School Council meets on a regular basis.

Parent Teacher Council

St. Gerard Catholic High School Parent Teacher Council meets regularly. A notice will be sent home to the parents to inform them of the dates and times of the meetings and the special topics to be discussed or the events scheduled. Parents of children in the school become members at registration. Parents are urged to attend Parent Teacher Council meetings, as they are a means of keeping open lines of communication between the home and the school.

Booster Club

The St. Gerard Catholic High School has a Royal Booster Club that supports the athletic program. Membership is open to anyone who wishes to increase "Royal Pride." Contact the principal or athletic director for more information.

Telephone

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. **No student will be allowed to use the office phone to request a forgotten lunch or schoolwork.** Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an **emergency**. Teachers are not called to the telephone during class hours unless it is an emergency. All messages are written and delivered as soon as possible.

Foreign Exchange Students

Foreign exchange students will be allowed to participate in commencement exercises if the student meets the requirements for graduation and fulfills the conditions of their acceptance to St. Gerard High Catholic School. All foreign exchange students must possess an approved student VISA as established by the federal government.

Copier

Except in the case of an emergency, considered as such by the office, students are not allowed to make copies on school copiers. Student copies will be charged per sheet as posted by the office.

Lockers

Each student is assigned a locker on a yearly basis. Any contraband found in lockers will be turned over to the principal. The school reserves the right to inspect lockers at any time. It is the responsibility of each student to clear his/her locker by the last day of school. Books or materials left in lockers after the last day of school will be given to an organization for the needy. Tape or “sticky” stuff is not allowed in or on the lockers. Magnets should be used to post items in the locker.

Faculty Workroom

The workroom is off limits to the students, except when given permission by a faculty member. Students should knock before entering the workroom.

Accidents

Any accident on school grounds or at a school sponsored activity that results in personal injury and/or property damage must be reported immediately to the administration. In case of a serious accident, the principal will contact the parents/guardians. If the parents/guardians cannot be reached, the injured child will be taken to the hospital immediately. Minor accidents will be taken care of through the office and parents notified of the incident.

Cell Phones

Personal phones on campus are not encouraged and may only be used before or after school. The devices must be turned off during school hours and kept out of sight. Any phones in use during school hours will be confiscated and kept until after school. Consistent abuse of phone policy by a student will warrant permanent removal of that item from student. A fine will be assessed for phone confiscation.

Technology Usage

Use of the computer and the internet are available to students for research purposes only. The use of the internet to send jokes, e-mails, or other communications such as social networking sites not related to the curriculum is strictly prohibited. Transmission of such material may result in the loss of computer privileges/suspension/or expulsion. Students shall have on file a signed copy of the school’s acceptable use policy form. This form shall only be good for the current year.

Automobile Policy

At the beginning of each semester, any student driving an automobile to school must present to the office a valid drivers license and proof of insurance. Except for driving on and off the campus, the use of vehicles during school hours is off-limits. Students cannot sit in cars during school hours. Violation of this policy will result in a 30 day suspension from driving on campus. Reckless driving on the campus will result in a 30 day suspension or withdrawal of driving privileges. Students may **NOT** enter their cars for any reason during the school day.

Miscellaneous Policies

Pregnancy

In keeping with our Catholic philosophy regarding respect for human life, the unmarried student who becomes pregnant will be treated with dignity, compassion, and concern for what is best for the student and child. The student is given the option of: a) continuing her studies at St. Gerard; b) receive credits through St. Gerard at another facility; or c) transferring to another school. In the case of a student who is in her senior year, the administration will determine the more appropriate setting for receiving her diploma. This policy is universally applied for all the Catholic Schools of Texas.

Matrimony

A married student may not enroll at St. Gerard Catholic High School. If a student chooses to marry while enrolled at St. Gerard, withdrawal procedures must be completed at the time of his/her marriage. This policy is consistent with all Catholic Schools of Texas.

Lost & Found

The Lost and found is located in the office. At the end of each 9-week period, unclaimed items will be given to an organization for the needy.

Cafeteria

The cafeteria is the designated area for food and drink.

Service Learning Program:

All students are required to perform 25 hours of documented community service each academic years. Details of community service will be discussed in Religion class. Parents are required to perform 15 hours of volunteer service per school year. If a parent is unable to volunteer at the school, soft drinks or bottled water may be donated. These drinks will be sold to the students during their lunch period. One (1) volunteer hour will be given for each case of drinks donated to the school lunch program. Many opportunities are available for parents to obtain their 15 hours. Please call the school office for more information.

Parents/Visitors:

All parents and visitors are required to check into the school office upon entering the school building for any reason. They must sign a volunteer card or sign-in/out book where appropriate. If you are driving for a field trip, please wait for the teacher to bring the entire class **outside** the main doors. The teacher will give you your list of passengers and give you your group near the Main doors. If you are eating in the cafeteria, you must call the school office **before** 8:30 a.m. to reserve a lunch.

PLEASE DO NOT SEND BALLOONS AND/OR FLOWERS TO STUDENTS

Parents are discouraged from interrupting classes to bring items (homework, lunches, books, etc.) forgotten by students or parents. The office staff **will not interrupt classes**

to ask the student(s) to come to the office to pick up the items. Students should leave home prepared for the school day.

ATTENDANCE AND ABSENTEEISM

Pupils are expected to be in attendance at all times when school is in session unless illness or an emergency prevents it. Per state law, if a student has obtained more than ten (10) unexcused absences per semester, he/she will **not** earn credit for that semester unless the student has made up the absences in Attendance Recovery sessions. Excused absences are for medical reasons and a doctor's note is required. Seniors on official college visit days must present a letter from the college registrar to St. Gerard for the absence to be excused.

At times, absence due to illness or family emergency is unavoidable. If a child is absent, please call the school office **before 9:00 a.m.** When calling to report the absence, you may also request homework to be left in the office or sent home with a brother/sister or friend. **The work may not be picked up in the office until the end of the school day.** UPON RETURNING TO SCHOOL, THE CHILD IS REQUIRED TO BRING A NOTE TO THE SCHOOL OFFICE STATING THE REASON FOR HIS/HER ABSENCE.

When requesting a student to be dismissed from school for any reason, parents are to submit a WRITTEN REQUEST IN ADVANCE to the school office. For the SAFETY OF THE CHILD, the parent or other authorized person must come to the office to meet the child and sign them out.

When parents take children out of school for vacations or trips, the PRINCIPAL AND THE TEACHER must be notified IN ADVANCE.

ATHLETICS – Eligibility Requirements

Students participating in sports and other extra-curricular activities must maintain a grade average of 80%. No F's on report cards or Interim Reports. Students will be removed from any team game participation and dressing out, but can go to practice and can be reinstated at the next grade report issuance. **IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN SPORTS, THE STUDENT MUST HAVE A CURRENT PHYSICAL OR LETTER FROM THE FAMILY PHYSICIAN ON FILE WITH THE SCHOOL.**

St. Gerard adheres to the Texas Association of Private and Parochial Schools (TAPPS) guidelines in regard to athletic and sanctioned competitive events. All students participating in any extra curricular activity at St. Gerard Catholic Schools must maintain a 2.0 or "C" average to participate, and evaluations will occur at each semester. Students falling below a 2.0 GPA will be on probationary status, meaning they will be able to practice with their respective teams, but will be unable to play in any official games.

CONDUCT

Students who participate in the extracurricular activities at St. Gerard are expected to maintain proper behavior at all times. The principal and coaches may remove a student from any game/team for behavior unbecoming of a St. Gerard Catholic High School student. Students receiving a behavior infraction (write-up) during the school day will not be allowed to play in athletic events for a period of one (1) week.

ATHLETIC EVENTS

All student athletes, as well as spectators, at St. Gerard athletic events are expected to conduct themselves in a manner that will support the Christian atmosphere fostered at St. Gerard. In the event that unsportsmanlike conduct occurs and persists, those involved will be liable of removal from the event, whether on or off the campus, and may not be allowed to attend upcoming events.

ALCOHOL AND OTHER ILLEGAL DRUGS

Students suspected of, found to be under the influence of, or possessing, or using illegal drugs (or unprescribed drugs) or alcohol on school grounds, or at a school activity on or off the campus, may be subject to a search of their personal items and will be liable for suspension and possible expulsion. Any student found to be under the influence of drugs or alcohol will be removed immediately from the school or school event and parents/guardians notified. Appropriate law enforcement will be notified.

COURTROOM TESTIMONY BY SCHOOL PERSONNEL

The principal or teachers will not speak in court unless subpoenaed.

HANDBOOK AMENDMENTS

The principal has the right to amend these policies and regulations at any time.

PARENTS AS VOLUNTEERS

All parents of children attending St. Gerard Catholic School are required to volunteer fifteen (15) hours of their time to the school. Volunteer activities are many, so please contact the principal or school secretary. Some suggestions:

- Drive for field trips
- Serve lunch
- Serve on school council
- Tutor students
- Assist with fund raisers
- Shop for the school
- Donate classroom or office supplies

ROLE OF PARENTS

"Since parents have conferred life to their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, which from their earliest years children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."

Declaration of Christian Education
VATICAN COUNCIL II