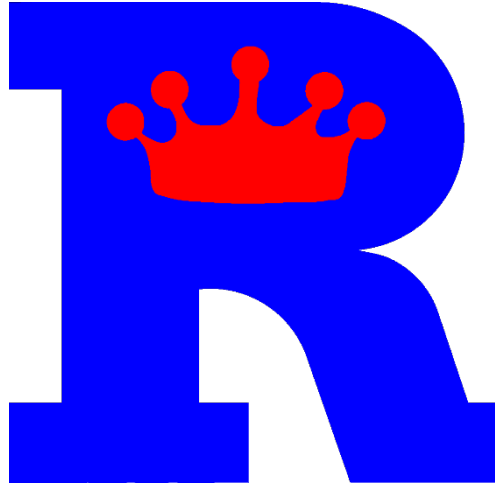

**ST GERARD CATHOLIC
HIGH SCHOOL
& REGIONAL MIDDLE SCHOOL**

PARENT – STUDENT HANDBOOK 2019-2020



National Catholic Education Association (NCEA)
Texas Education Agency (TEA)
Texas Catholic Conference Education Department (TCCED)
Southern Association of Colleges and Schools (SACS)
Independent School Association (ISA)

This school handbook belongs to: _____

**ST GERARD
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DISCLAIMER

This handbook does not constitute a binding contract between St. Gerard Catholic High School and Regional Middle School, the student or the student's parent(s)/guardians(s). While every effort is made to keep the contents of this handbook up to date, the School Administration reserves the right to change or alter any statement herein without prior notice. In the interest of fairness, however, students and parents are informed of policy changes as they occur.

**St. Gerard Catholic High School
& Regional Middle School
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GENERAL INFORMATION AND POLICIES

ADMINISTRATION

St. Gerard Catholic High School and Regional Middle School (StG) is managed by The Archdiocese of San Antonio, Department of Catholic Schools, and is administered by the Principal with assistance from members of the Administrative team.

ADMISSIONS

The Admission Policy of StG is non-discriminatory on the basis of ethnicity, religion, color, or national origin.

StG processes admission applications for two types of applicants: Incoming freshmen and transfer students.

Incoming Freshmen are admitted on the basis of high school placement test scores, the sixth, seventh, and eighth grade school record, recommendation from a current teacher, counselor or Principal, history of standardized test scores, and evaluation of the application by the StG Admissions Committee.

The StG Admissions Committee admits **Transfer Students** above the ninth grade level on the basis of a comprehensive review of their high school transcript, a recommendation by a current teacher, counselor or Principal, a personal interview with the Principal or other member of the administrative team, and the information on the application. In general, students will not be accepted into the twelfth grade unless they are transferring from out of town into the San Antonio community with their families.

STUDENT INFORMATION SHEET

Parents are required to completely fill out the Student Information Sheet each year and **inform the school whenever any of the information is no longer current**. An emergency contact, other than parent, is required. Updates can be done in Parents RenWeb under Web Forms at any time.

In the event that parents plan to be out of town, additional emergency contact information pertinent to the arrangements during their absence must be provided in writing and submitted to the attendance office. **To update any information on the student's records, please call 533-8061.**

STUDENTS WILL NOT BE RELEASED TO ANYONE WHO IS NOT NAMED AS AN EMERGENCY CONTACT, WHICH IS LOCATED ON THE BACK OF THE STUDENT INFORMATION SHEET/ CARD.

SCHOOL HOURS

The main school office is open daily 7:30 a.m. to 4:00 p.m. The school building is open at 7:00 a.m. Students are supervised from 7:55 a.m. until 3:35 p.m., on regular school days, and during all school-sponsored activities. SAPD may patrol the campus periodically during the day and/or evening.

SCHOOL DAY

The school day begins at 8:00 a.m. During Advisory, attendance is taken, announcements are made, and other business pertaining to students as a whole is conducted. Lunch is scheduled from 12:02 - 12:33 p.m. on Regular Schedule Days. Dismissal is at 3:25 p.m.

COMMUNICATING WITH STUDENTS

To receive routine messages from parents or family, students will be called to the main school office during afternoon advisory. Students are called to the office during the day only in case of an emergency. Please **DO NOT** call or text message your son/daughter during the school day as the use of cell phones is not permitted between 8:00a.m. - 3:35p.m. Cell phones are to remain in the lockers from 8 a.m.-3:35p.m. Consequences for the student will be given regardless of whom the communication is with.

Parents are welcome to drop off lunches, homework, clothing, etc., at the main office. All items should be clearly marked with the student's name, grade and Advisory. Students are responsible for picking up any items left for them throughout the day.

In order to not cause disruption to the learning environment, announcements over the intercom are limited to emergency situations. Parents and students are requested to make prior arrangements to give or receive messages during the day.

COMMUNICATING WITH PARENTS - RENWEB

RenWeb School Management Software provides comprehensive and immediate information for parents and students via the "Parents Web." This is an integrated, web-based communication system that allows families to securely log-in to password protected data.

RenWeb provides information on the following areas: attendance, academic progress, missing assignments, individual student grades, teacher websites, service hours, calendar of school events, school announcements, contact information, and much more.

You can gain access to RenWeb from any Internet connected computer. All information is posted in real time. This means when any record is created or modified, parents can view that information instantaneously.

After viewing your child's record, should you need further information, you may contact the main office for assistance.

RENWEB INFORMATION

E-mail submission to school - Parents and Students The first and most important step is for parents to submit their e-mail address to the school, in writing, via the Student Information Sheet or by contacting the Main Office Secretary at 533-8061. Each parent/guardian is able to submit his or her own e-mail and thus receive a different password to access the system separately. Students are also able to have access to their information by using their own e-mail and password. This will allow parents/guardians and students to have equal, but separate access to RenWeb.

Log-in Instructions – For first time users. Once your e-mail has been submitted to the school and entered into RenWeb, you should do the following: 1) Log onto www.renweb.com, click on Logins.

- 2) Click on "Parent's Web Login"
- 3) Enter the following:

St. Gerard district code: **STG** Click **Create New Parents Web Account** – Type in **the same email address that was listed on the Student Information Sheet.** **An email will be sent to you.** **Within your email click to Change Password.** **This link is only valid for 30 minutes.** **A web browser displays your Name and RenWeb ID.** **Type User Name, Password and Confirm the password.** **Save the Password.** **A message displays at the top “User Name/Password successfully updated.”**

- 4) Return to www.renweb.com
- 5) Click on “Parent’s Web”
- 6) Enter the following Box 1- **STG**

Box 2 - **Your User Name**

Box 3 - **Password**

- 7) Click on **Parent log-in** 8) **Welcome to RenWeb system!**

If you are experiencing difficulty accessing RenWeb, check the following: (a) e-mail not submitted to the school, (b) incorrect User Name(c) incorrect log-in, (d) spam blocker may be turned on. This will block RenWeb from sending your password. For immediate assistance, please call 533-8061.

A returning family logs in the same way as the previous school year.

CONFERENCES

Parent-Teacher Conferences take place once in the fall and once in the spring semesters, as listed on the school calendar. Parents are also encouraged to discuss their child's progress with teachers or counselors, as needed, throughout the year. Conferences may be arranged with individual teachers through e-mail or voice- mail systems, as listed in the school's directory, and/or by written request. For additional assistance, please contact the main office at 533-8061.

PARENTAL CONCERNS

If the student and/or parents have questions regarding a grade or some other matter pertaining to a specific course, the first step is to schedule a conference with the teacher involved. Every effort should be made on the part of the parent, student, and teacher to satisfy all concerns. It is St. Gerard policy **that a parent/teacher conference should occur before requesting Administrative intervention.**

If a satisfactory agreement is not reached, as a result of the teacher conference, the parent and/or teacher should contact the appropriate department chairperson to schedule a follow up conference. If further intervention is required, Administration will be contacted by the Department Chairperson for additional help in resolving the matter. Discussions about more general matters, such as study habits or performance in more than one class should be directed to one of the school counselors.

Concerns about attendance issues should be addressed to the Main Office.

Issues concerning the athletic program should be addressed first to the team coach of the sport, then to the Athletic Director.

PARENT/GUARDIAN CONDUCT

The integrity of the educational process requires appropriate and responsible conduct on the part of Administrators, faculty, staff, students, and parents/guardians. Parental/Guardian, family, and/or guest behavior that is threatening or harassing to any employees or disrupts campus community life or the integrity of the educational process may result in denial of access to school grounds and/or requesting the family to withdraw from StG immediately.

SEVERE WEATHER

In the event of severe weather conditions, announcements concerning school closing will be made on radio station WOAI (1200 AM). The decision to delay or close StG will be made official by the Archdiocese of San Antonio.

LOSS OF SCHOOL TIME

In the case of an emergency for which extended school time is lost, students will be expected to make up equivalent time as directed by the Principal.

VISITORS

Any student wishing to host a visitor during the school day must request permission from the Principal and the Director of Enrollment at least three days prior to the visit. Both the host student and the guest must complete and submit the StG Visitor Request Form. The form must be completed with signatures of the students, both sets of parents/guardians, and emergency phone numbers for the visitor's parents/guardians.

The visitor is expected to **comply with the StG non-uniform dress code**. (Refer to the section discussing uniform and non-uniform requirements in this handbook.) It is the policy of StG to honor attendance policies of other schools in the city. For this reason, requests to visit St. Gerard should also have the approval of the student's current school.

Parents are welcome to visit the school at reasonable times. **StG hosts a variety of activities designed just for the student body, a particular grade level or the entire community. The school calendar and Renweb announcements will indicate which activities are open to the entire school**

community. StG policy requires that parents and other visitors sign in at the main office to obtain a Visitor's Pass. All persons on campus not wearing an official nametag or a visitor's pass may be stopped and asked for identification and/or their purpose for being on campus.

StG is a closed campus for lunch. Immediate family members are welcome to have lunch with their child. Administration asks that the Main Office is notified 24 hours before the lunch date. **Friends of students and extended family are not permitted to eat lunch with StG students. Deliveries are not permitted for lunch at any time. If lunch was forgotten, a sack lunch or money can be dropped off at the Main Office for the student.**

The protection and safety of the learning environment is the main concern in decisions made in regards to visitors. The administration reserves the right to limit the number of visitors on campus at any one time and/or deny permission to any visitor while school is in session.

ACADEMIC HONESTY

The mission of St. Gerard Catholic High School and Regional Middle School calls for the highest standards of academic and personal honesty. Grades earned are viewed as a reflection of the student's original work and the student's level of mastery in a particular academic area.

Students are expected to practice honesty and uphold integrity by submitting only their own, original work on examinations, tests, quizzes, homework or other assignments. Students are also expected to refrain from sharing information on quizzes, tests, or other assignments. No flash drives, calculators, etc. are ever to be shared, loaned, or borrowed. This can be considered as academic dishonesty and may result in no credit for all students involved. Plagiarism and/or academic dishonesty of any kind will result in a grade of 0%, with no opportunity to make up the grade, for all students involved.

Incidences of personal dishonesty, such as forging signatures or lying to avoid accepting responsibility for one's actions will be viewed as a serious breach of school policies. This may be considered as a form of cheating.

Information regarding consequences for academic dishonesty and plagiarism will be explained to students through their English class and at grade level meetings.

Students and parents are required to sign an Academic Honesty Contract at the beginning of the school year.

ACADEMIC POLICIES

GRADING SYSTEM

StG follows Texas Education Agency guidelines for grading. In order to keep students apprised of their progress, St. Gerard issues mid-term academic checks (progress reports), nine weeks grade reports, and semester grades.

Credit is awarded each semester upon successful completion of the semester's work. First and second semester grades are independent of each other and both are recorded on the student transcripts. StG does not average the two semesters of a year-long course.

Grade-point weighting (10 points) for pre-AP, AP and dual credit occurs on a semester basis. The ten points are added during the calculation of the overall GPA. It does not show as the course grade on the report card or as the grade on the transcript.

A student must be enrolled in a minimum of 7 courses each semester. Exceptions must be approved by the Principal.

ACADEMIC CHECKS (PROGRESS REPORT)

An academic check is a mid-quarter report, can be viewed on RenWeb approximately 5 weeks into the quarter.

REPORT CARDS

Report cards can be viewed on Parents web and will no longer be mailed home. Report cards reflect the student's grades, tardiness, absences, and demerits. All academic checks and grade reports are cumulative and reflect the student's grade up to that point in time.

GRADES

Grades are reported as numeric grades, not letter grades, and no official use of a numeric-letter equivalency scale is made. The minimum passing grade is 70 in all courses.

Although grades posted on academic checks and nine-week report cards are not final grades, **they do impact the student's eligibility to participate in school extra-curricular activities and TAPP's competitions.**

Semester grades and access to RenWeb will be blocked if any financial obligations are outstanding, including those to the Business Office, Library, the Athletic Department, or any other department. No transcripts will be sent to another school, college, organization or employer, nor will they be released to a parent or guardian of the student until all financial obligations have been met.

GRADES IN RENWEB

Once grades have been updated by teachers, they will be available for viewing through RenWeb. Parents and students should be aware that grades posted at the cut-off date are recorded as final for that grading period. Please note this includes progress reports. Updates and any additional grades will be counted in the next

marking period. Approximately one week before grades are due and for a few days after the cut-off date, grade viewing in RenWeb may be temporarily disabled. This will allow all teachers to simultaneously update grade information. Should you have inquiries about grades, please contact each teacher individually.

LATE WORK POLICY

StG adheres to a no late work policy for unexcused absences. A zero will be averaged for each missing assignment or test. If faculty request that their classes adhere to alternative late work policies, the policy will be communicated in writing as part of the course syllabus distributed at the beginning of the course. Any course work not completed by a grading period deadline will be averaged into the grade as a zero unless arrangements have been made between the teacher and the student.

FAILING GRADES

If a student receives a failing grade (69 or below) for the semester in any course, that course must be satisfactorily completed either in summer school or in a subsequent semester for credit to be earned. **The grades for both courses will appear on the transcript and will be included in the student's cumulative GPA.**

NOTE: St. Gerard does not average the two semesters of a year-long course; each semester stands alone. Failure in a semester requires that the semester must be repeated or recovered in summer school, or during second semester, depending on the course.

SEMESTER EXAMS

All students are required to take semester exams during the scheduled exam days at the end of each semester. **Parents should not make vacation plans during this exam time.** Any student who has been given prior approval by the Principal to miss a scheduled exam will be required to take an "incomplete" for the semester and complete the exam at a later date for a fee per exam. There are no early exams given.

Students missing a semester exam for illness must contact the Main Office immediately. The student will be allowed to make up the exam if supporting and valid documentation from a physician is provided. Parent notes will not be acceptable documentation for missing a final exam. Ordinarily, students must make-up the exam on the first day a physician allows the student to return to school. Make-ups should be coordinated through the Principal's Office.

There will be a charge of \$40 for each exam that is taken outside the scheduled exam proctoring period. No grade will be posted on the transcript until the \$40.00 charge has been paid. Since all Advanced Placement (AP) students are required to take the AP exam, they may forego taking the final course exam in that subject with student agreement and parental permission.

Performance courses, such as art, choral, piano, may have a final portfolio or performance prior to the exam period. In these cases, no additional exam is required. The weight of the exam in the semester grade is stated on the course syllabus or classroom policy statement.

SENIOR EXEMPTION FROM FINAL EXAMS

Seniors will be exempt from final exams in the last semester of a course if they meet all requirements:

- a) Grade Requirement: **90 percent or above in the class** (not GPA)
- b) Attendance Requirements: **no more than 5 absences (excused or unexcused)** from school for the semester. Athletic contests, required class or school activities, and approved college visits do not count in this absence total.
- **no more than 5 unexcused tardies** from school for the semester.
- c) Demerits: **no more than 5 demerits** for the semester.
- d) No abuse of the early dismissal policy (no more than 3 unexcused)
- e) Academic Honesty: An academic honesty infraction in a specific course for which the student would otherwise have been exempted from taking the final exam, will cause the student to rescind the right to be exempted from taking that course's final exam. NO exceptions.
- f) Behavior: Depending on the circumstances, students with other behavioral offenses such as truancy or serious offenses may lose their exemption. Students on behavior probation may also lose their exemptions.
- g) Service Hours: Must have service hours complete and turned in to their religious education teacher on the service hour due date.
- h) Parent Permission Required: A **signed letter** in which parents authorize students to be exempted from final exams is required by a set dateline. Students, who do not submit this letter by the established deadline, will be required to take final exams. The exam counts as 20% of the final grade. Once the exemption is granted by the administration, a student may not rescind their final exemption request.

All criteria above, except the grade requirement, accrues up to and includes the date of the final exam. The administration reserves the right to rescind the senior exemption privilege, as appropriate, for a significant disciplinary infraction(s). Decisions of the administration are final.

HONOR ROLL

Honor Roll for all classes will be determined at the end of each semester according to the numeric grades submitted by the teachers. Honor Roll recognition is given to a student who earns an overall GPA of 90 or above. A student receives High Honor Roll recognition if she earns an overall GPA of 95 or better.

The semester GPA which includes the 10 point increment from Pre-AP, AP, and Dual Credit courses, is used to determine eligibility for honor roll, not the course grade.

ACADEMIC PROBATION

A student may be placed on Academic Probation at the end of each academic check and nine-week grading period each semester. At the first academic check of each semester, a student will not be placed on Academic Probation **unless** they are failing two or more courses with a grade below 70. At the second and subsequent academic check or report card of each semester, Academic Probation will occur when a student receives any failing grade (below 70). A student may also be placed on Academic Probation as a condition of admission to St. Gerard.

A student on Academic Probation at any time may not:

- hold office, run for office, or be a representative of any school organization
- participate in any TAPPS (Texas Association of Private and Parochial Schools) competition (athletic, Academic, or fine arts)
- participate in activities (club or school organization) that takes time after school hours unless the activities are a requirement for a course grade; (i.e. required choral, dance, or theatre arts class performances);
- participate in or tryout for any athletic, academic, or fine arts activity (practice, games or competitions) until the end of the subsequent grading period.

When a student is placed on academic probation, parents, faculty, club sponsors, and coaches are notified. At the end of the next grading period, the student's academic record will be reviewed and probationary status removed if a student has no failing grade (below 70) and 2 or less grades between 70-72, inclusive.

If a student is consistently on Academic Probation, the student's academic record will be re-evaluated with a possible recommendation that the student withdraw from St. Gerard.

If on Academic Probation, the parents of a student participant who has no more than two grades below 70 with a minimum average of 60 may petition the administration for a "waiver" to allow their child to participate in a specific competitive activity. A student is allowed no more than a total of two waivers during an academic year. One waiver may be used for a fall activity or sport and one for a spring activity or sport. Waivers are available the Monday after grades are issued and will only be available for one week. The student remains on Academic Probation until grades are reported at the end of next grading period. If it is during vacation it is effective the following Monday. A student who ends the year on academic probation may be removed from probation if the credits from the previous semester are fully recovered in the summer.

STUDENT RECORDS

All educational records in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, the legal guardian, the parents and the student after their eighteenth birthday (Family Educational Rights and Privacy Act, 1974).

A non-custodial parent may also have the right to inspect and review the student's education records. In this case, the school shall delete all references in the records to place of residence of the custodian of the student before releasing copies of the records (Amendment of Texas Family Code, Section 14.04, 1983).

These records include the transcript in the Registrar's Office as well as the student's cumulative file. Students who are eighteen years old have the same rights to inspect and review their records as are accorded their parents.

Application to another educational institution implies permission for release of academic, disciplinary, health or other records from StG to that school, as permissible by law and school policy.

ADVANCED PLACEMENT & PreAP COURSES

All StG courses are considered college-preparatory and are designed to challenge the students, but some courses are designated as honors level to meet the needs of those students demonstrating advanced ability. Selection and student eligibility criteria for these courses include academic and attendance records, standardized or departmental test scores, teacher recommendations, and the commitment to excel. If an AP practice test is offered, the student must take it as a course requirement.

Entering 9th grade students have the option to take tests to determine eligibility for enrollment in PreAP courses or earn credit by exam for high school work completed in middle school. Students who earn credit by exam will receive a "P" for the course, but no numerical grade.

Returning StG students seeking to enroll in PreAP or AP courses must meet the following grade requirements of an 85 in Pre AP or AP course or a 93 in a regular course each semester.

In the event that a student has difficulty in the PreAP or AP course, the parent will be responsible for providing assistance and/or private tutoring as necessary to meet the requirements of the course curriculum. Should the student not meet the accepted standard in the course, they may be moved to the regular level of the particular course (at the teacher or parent's recommendation).

AP/PreAP WAIVERS

A student may petition for a waiver into only ONE PreAP or AP course. A waiver can only be obtained if the student's grade is no more than 5 points below the grade(s) required for admittance into the course or with the consent of the Pre AP or AP instructor. Waiver range:

- Regular level - a grade of 88 in one or both semesters in the previous course
- PreAP level - a grade of 80 in one or both semesters in the previous course

Questions about petition procedures should be directed to the department chair or the instructor in the respective subject area.

PRE-REGISTRATION

Mid second semester, the student pre-registers for the following year. Pre-registration forms must be signed by the student's parents, and the **non-refundable** general fees paid by the pre-registration deadline to secure a place for the following year, to allow the student to run for Student Council, class or club office and or participate in tryouts for the following year.

COURSE SELECTION

After pre-registration, each student will receive a course selection sheet for the next academic year. Students should confer with their current teachers and can schedule individual conferences to discuss their course selections if they wish. Course selection forms must be signed by the student and her parent/guardian.

COURSE CHANGES

There is a \$15.00 fee to add a course and a \$25.00 fee to drop a course. **The add/drop fee goes into effect on July for all course selections made during the spring semester.** At the beginning of each semester, course changes will continue to be accepted for a limited period of time (5-8 days) as announced to students. Add/drop slips must be signed by the student, student's parent, and an Administrator. After the first cycle (two weeks), all requests for course changes must be specifically approved by the Principal and Academic Dean. Course changes made within the first two cycles of the first semester are not reflected on the transcript; however, if a student drops a course after the first nine weeks of a semester or first nine weeks of the year for a year-long course, a grade of WP (withdraw passing) or WF (withdraw failing) will be recorded on the transcript and the student will continue on Academic Probation as per policy.

After requesting to drop or add a course, the student is reminded to continue to attend her originally scheduled courses until she receives a new schedule from the Main Office showing requested course changes. Failure to comply with this instruction will result in disciplinary action.

AUDITING COURSES

Students are permitted to audit a course when additional skills practice is considered necessary. Teachers will record grades in progress that will appear on the academic checks. No final grade is given at semester in a course being audited; instead "AU" will appear on the transcript.

The status of a course must be determined at the beginning of a semester and may not be changed during the semester.

INDEPENDENT STUDY COURSES

On rare occasions a course listed in the course catalogue may be approved as an Independent Study course by the Principal. These courses must be arranged and approved **within 5 days of the semester's start.**

CREDIT BY EXAMINATION

Incoming 9th grade students who receive credit by examination will receive a "P" on their transcript. A \$50.00 credit/exam fee may be assessed. Credit by examination for students in grades 10 – 12 is available in certain designated subject areas under extenuating circumstances. A minimum score is required for grade and credit to be assigned. The grade earned on the examination will be recorded on the transcript as the course grade. Eligibility for credit by examination is determined on a case by case basis. In some cases a \$50 fee is charged for a student to take the credit test and receive credit.

SUMMER SCHOOL POLICIES

Summer School programs are to offer students the opportunity to make up courses previously failed courses, take acceleration courses, and to offer courses that compliment and lighten the load during the academic year. Questions about summer school courses that may be taken to get ahead should be directed to the Academic Dean, Counselor, or Principal. Applications for summer school can be picked up at the Main Office or found on various accredited district websites beginning in April.

If a course, which a student needs to make up, is not offered in summer school or if there are extenuating circumstances, the student and parent must notify the Principal immediately to discuss the possibilities of an alternate plan.

No credit will be granted for summer school work that did not receive the prior approval from the StG Academic Dean, Counselor, or Principal. Summer school grades are recorded on the transcript and included in the student's cumulative grade average.

DUAL/COLLEGE CREDIT

Another acceleration opportunity is the Alamo Colleges/St. Phillip's College. Students desiring information should see the Academic Dean or Counselor.

CONDITIONS FOR NIGHT SCHOOL APPROVAL

Only seniors are permitted to earn credit toward St. Gerard graduation requirements through an accredited night school program. Credit will not be granted for night school work if the student did not obtain the prior approval from the Principal.

TRANSFER CREDIT

Students may acquire up to 4 credits, one per year, from outside schools with permission from the Principal.

GRADE LEVELS

Grade level and advisory classifications are made according to credits earned as follows: Sophomores, a minimum of 6 credits; Juniors, a minimum of 14 credits; Seniors, a minimum of 20 credits. *Seniors must be enrolled in 5 courses each semester during their senior year.* Students will not be allowed to enter their senior year if they cannot earn the necessary credits to graduate in May.

GRADUATION PARTICIPATION

Seniors who fail courses during their senior year so they lack more than 2.0 credits by May of their senior year will be asked to seek their diploma at another institution. Students failing three or more courses (1.5) in the second semester of their senior year will not be allowed to participate in the graduation ceremony. Seniors who have not completed their service hours, or whose business office accounts have not been cleared will not participate in the graduation ceremony.

GRADUATION REQUIREMENTS:

As of the class of 2016

Religious Studies	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
Foreign Language (same language)	2 credits
World History	1 credit
World Geography	1 credit
U.S. History	1 credit
Economics	.5 credit
Government	.5 credit
Fine Arts	1.5 credits
PE/Health	1.5 credit
Electives	3 credits

TOTAL: 28 credits

Graduation requirements are subject to change from one academic year to the next. Changes are made in accordance with directives from our accrediting institution TCCBED and adopted as policy by the Archdiocese of San Antonio. Parents and students will be informed of required changes and four year plans will be modified to reflect such changes. The plan under which a student enrolled remains in effect unless notified by the school.

SENIOR INTERNSHIPS

While enrolled as a Senior at StG CHS, all students (seniors) are required to take part in the campus Internship Program. Students will receive all documentation from the school beginning the Spring Semester of Junior year.

Internship location placement is at the discretion of StG Administration. Seniors must be transported to and from the Internship location each day either by a parent or guardian or driving themselves with a valid drivers license and insurance. Additionally, Seniors are required to wear the StG school uniform (following campus policy) and take their own lunch.

Seniors who do not take part in the StG CHS Internship Program will not be awarded a diploma from St. Gerard Catholic High School and will not be permitted to walk the stage for graduation.

COMMUNITY SERVICE HOURS

The graduation requirement of 100 service hours is one way for the St. Gerard community to share in this spirit of Christian service and social justice. Service is seen as an extension of classroom learning. The goal is to serve and learn from people themselves, particularly from the disenfranchised of society.

Both students and parents are required to complete service hours each year while enrolled at St. Gerard CHS/RMS. Students are required to complete 25 hours per year and parents/ guardians are required to complete 20 hours per year. Parents/ guardians who cannot complete hours can donate from the in-kind list provided in the Registration Packet or will be billed to their account for the balance due of missing hours (\$25 per hour).

GUIDELINES FOR COMMUNITY SERVICE HOURS

“In every way I have shown you that by hard work of that sort we must help the weak, and keep in mind the words of the Lord Jesus who himself said, ‘It is more blessed to give than to receive.’”
Acts 20:35

In the spirit of volunteerism, it is important to state that all service MUST be done without pay. Service that is done for a for-profit organization that does not have community service as its purpose cannot be counted toward a student's service requirement.

All service hours are to be completed at a pre-approved non-profit agency or organization. The school has a list of numerous approved agencies for your convenience. Service hours are to be completed outside of normal school hours, except for campus Service Days. Excused absences are not granted for service hours performed off- campus during regularly scheduled school time. During the preapproved process, teachers will work with students to assist them in choosing service that is appropriate.

Students are required to complete 25 service hours each year they are enrolled at St. Gerard. Parish hours may not include participation in or preparation for liturgy including choir, altar serving, lectoring, extraordinary ministry, etc. A list of approved organizations and opportunities for service will be available on a regular basis in the Main Office.

All service hours must be documented on the official St. Gerard Service Hour Form and can be accepted with the official letterhead from the organization for which the service was rendered. No credit will be given for service hours if documentation is not properly and completely filled out. Service hours should be turned in to the student's religious studies teacher no later than two weeks after the service is performed. The work done must be documented as complete clock hours (no minutes will be documented). All service hours must be completed, documented and verified by the due date as determined by the student's religious studies teacher.

Deadlines for turning in service hours to religious studies teachers will be communicated to students in class.

Parent responsibilities:

- Ensure that location site is pre-approved by Religion teacher and is a non-profit organization.
- Sign service documentation form. Parents or family member may not sign-off as the supervisor of any service activity. (The supervisor must be affiliated with the organization and it must be a non-profit organization.)
- Familiarize themselves with the organization, site, and personnel involved in the service project chosen, and help their child discern the appropriateness of their choice.
- Be aware that service hours must be completed outside of school hours; thus, excused absences will not be

granted for service hours performed off campus during regularly scheduled school hours.

Because we consider service to be an integral part of our StG CHS/RMS mission, we expect every student to generously respond to this call to service. Consequences for failure to complete the service hour requirement and documentation will be discussed in student and parent meetings and in religious studies class.

Since completing at least 100 service hours (a minimum of 25 service hours each year) is a graduation requirement, all seniors must have fulfilled this requirement by May 1st of their senior year in order to participate in the graduation ceremony and graduate from St. Gerard.

Campus Ministry has its own link with updated information, calendar of events, and forms to download. For further information, please visit our website at www.stgerardsa.org

NATIONAL HONOR SOCIETY

Selection for the National Honor Society is based on criteria in four areas: *scholarship, leadership, service, and character*. During the fall semester, eligible juniors and seniors are invited to submit documentation concerning their qualifications in the areas of leadership and service. In addition, faculty members are given the opportunity to offer further documentation in the areas of leadership, service, and character.

A selection committee, after reviewing the student's credentials and the faculty recommendations, makes the final decision. Transfer students must attend StG for at least one full semester in order to be eligible to apply for NHS membership. Transfer students who were members of NHS at another school must submit evidence of their membership and will be eligible for induction.

The selection committee uses the following criteria:
SCHOLARSHIP: Students with at least a 93 cumulative grade average meet the scholarship requirement.

SERVICE: Students applying for membership must be current with St. Gerard service hours. Members must participate in two NHS special service projects, as decided by the membership. Service hours for NHS members need to be completed and verified the first week of March each year.

LEADERSHIP: A variety of roles may be used to satisfy the leadership requirement: student government office, committee chairperson, organized group or team leader. Faculty recommendation forms also document a student's leadership in their daily interaction with peers. Students must demonstrate leadership in the school setting but may also demonstrate leadership in community activities or organizations.

CHARACTER: NHS members must maintain a discipline record of no more than ten demerits (no more than 5 per semester) in the current year. All members of the NHS are expected to **maintain the standards** of scholarship, leadership, service, and character that were used as the basis for their selection. NHS members may refer to their copy of the NHS by-laws for clarification concerning the selection process, disciplinary consequences and/or dismissal.

MU ALPHA THETA

StG maintains a chapter of Mu Alpha Theta, the national high school mathematics honorary society. To be offered membership, a student must have completed at least five (5) semesters of mathematics and earned an overall average in mathematics classes of at least 90 percent.

QUILL AND SCROLL

StG maintains a chapter of Quill and Scroll, a National Journalism Honor Society for juniors and seniors who have completed at least one year of work on a school publication staff. Members must be in the upper third of their class and demonstrate superior work in some phase of publication.

STUDENT SERVICES

A young student who embodies the qualities of an exemplary student will be invited to continue her education at St. Gerard. An exemplary student is evaluated by their success in the areas of *academics, community service, punctuality, and deportment*.

A student enrolled at StG is expected to strive to live a life that exemplifies the core values of academic excellence, integrity, service, community of faith, compassion and stewardship. If a student fails to act within the scope of the core values and does not embody the character of a Royal, the school reserves the right to administer consequences for their actions. Disciplinary actions at StG include but are not limited to demerits, detentions (after school and Saturday), behavior probation, suspensions (inschool and out of school), and expulsion.

BEHAVIOR PROBATION

Behavioral Probation is a special written agreement between the student, the parents, and the Administration of StG of which students are expected to comply with the specific expectations for a specific period of time.

The campus Behavior Committee decides collectively what the Behavior Probation expectations and consequences will be and conducts periodic reviews to determine probation status. Behavior Probation is unique to each student. Agreements will have specifics depending on each individual situation.

A student may be placed on Behavioral Probation for:

- committing a serious offense;
- any repeated violations of school policy;
- delinquent service hours;
- disruption to the learning environment;
- when deemed appropriate by school administration.

BEHAVIOR PROBATION CONSEQUENCES

Behavior Probation consequences and expectations for a student may include any combination of the following:

- have no disciplinary problems at StG from that point forward;
- required to have no more than 5 unexcused tardies, 5 unexcused absences, or 5 demerits from that point forward;
- assigned to designated classes/ tutoring
- removal from leadership positions / TAPPS
- barred admittance to St. Gerard events on or off campus;
- asked to serve in-school detention, Saturday detention (with fee), or perform light duty during or after school detention;
- required to complete additional community service hours, pre-approved by the Administration;
- asked to meet regularly with a campus counselor; required to seek outside counseling
- other consequences, as deemed appropriate by the Administration.

In addition to other consequences, as a matter of standard policy, a student placed on Behavior Probation will be required to:

- resign any club, class office or leadership position for a minimum of four weeks;
- discontinue representing St. Gerard as a member of any academic, Fine Arts, or athletic team or competition for a minimum of four weeks or longer, as deemed appropriate by the administration;
- discontinue representing any other academic institution where participation is a result of their enrollment at St. Gerard;
- forfeit the privilege of senior exemption for the current semester or for the remainder of the year, as deemed appropriate by the Administration.

DEMERITS

Demerits are a means of notifying students that they have committed an infraction of school rules. The expectation is that the particular infraction will not be repeated. A demerit may be issued for, **but is not limited to**, the following infractions:

- tardiness to class, labs, the library, or a scheduled appointment *(1);
- failure to keep a scheduled appointment *(1); uniform violation *(3); chewing gum *(1); failure to return required school documents (i.e., signed academic checks, etc.) *(3); out of designated area *(3); disruption of class or tutoring *(3); failure to follow school policy or procedure *(5); unapproved use of a cell phone or other electronic device during the school day *(3);
- inappropriate behavior during Mass, an assembly or fire drills or any school-sponsored event *(5); public display of affection *(5); insubordination – defiance of authority; noncompliance of rules & regulations*(5); use of another student’s ID *(5); open lockers/unlocked lockers/lockers with no locks*(3)
- *() indicates maximum number of demerits for that infraction.

Five (5) demerits will result in after school detention and every ten (10) demerits will result in Saturday detention with a fee of \$60.

GENERAL BEHAVIORAL CONSEQUENCES

Consequences for any violation of school policy may also include, but are not limited to, one or a combination of the following: parent/student conference, not permitted to make up course work for grading purposes, demerits, in-school detention, Saturday detention (fee-based), suspension from school, loss of senior sign-out privilege (for seniors only), completion of additional community service hours, behavioral probation, suspension, expulsion or any other measure, as deemed appropriate by the Administration.

AREAS DESIGNATED FOR STUDENTS

Throughout the school day students should be involved in learning activities in class, the Library, or the area of instruction. **Students should not be in any unsupervised areas.** Students are NOT ALLOWED in the following locations during the school day:

- cars, parking areas, or parking lots
- athletic fields, gym locker room or the gym, except during athletics or team practice
- gym, stage, or storage room
- **the cafeteria, except during scheduled lunch times or when under the supervision of a teacher or Administrator**
- an unsupervised classroom

Any student found in any of the above listed areas without written permission from a teacher is subject to disciplinary action.

TRUANCY

Acts of truancy compromise the student’s ability to fully engage in school activities and are considered a violation of school

policy. Truancy presents a serious academic, safety and liability issue for the student, the parents, and the school.

There are two types of truancy offenses, each with separate consequences: truancy within the school and truancy from school (leaving the school without permission). Truancy within the school is commonly handled by following standard disciplinary consequences; however, truancy from school constitutes a serious offense and is handled by following the guidelines established under serious offenses.

TRUANCY within the school may involve any of the following:

- failure to attend class or activities for the entire period or for part of the period;
- failure to report to morning or afternoon advisory; failure to attend a scheduled class meeting, activity, fire drill, or Mass.

CONSEQUENCES FOR TRUANCY within the school

Students involved in a truancy offense—within the school—will be subject to the following consequences **or any other disciplinary action**, as deemed appropriate by the Administration:

- **first offense** – after school detention (1 hour);
- **second offense** – after school detention (1 hour) and parent conference
- **third offense** – Saturday detention – A fee of \$60 will be assessed to cover the monitor’s fee. The student can pay this fee at the time of detention by cash or check made out to St. Gerard.

SERIOUS OFFENSES

Serious offenses include but are not limited to;

- smoking on school premises (tobacco/e-cig/any);
- possession of or being under the influence of alcohol, prescription or illegal mood-altering drugs or substances during school, on school grounds, or during a school event/ activity on or off campus;
- sale, distribution, or sharing of alcohol, illegal mood-altering drugs or substances, or prescription drugs during school or on school grounds, and/or during a school activity on or off campus;
- possession of any firearm or weapon of any kind;
- physical or verbal bullying or harassment – in person or in print (including social media);
- forms of dishonesty such as stealing, lying, cheating, plagiarizing, or forgery;
- truancy offenses: missing school without parent’s knowledge and/or leaving campus without parent/school’s knowledge or permission during the school day. (Once a student arrives on campus, they may not leave without permission even though the time of arrival is before 8:00 a.m.);
- vandalism of St. Gerard property;
- serious disrespect (physical or verbal) to any person within the St. Gerard community- in person or in print (including social media); including slander or libel

- disruption of the educational processes of the school;
- possession or circulation of inappropriate materials in any form;
- violation or misuse of the INTERNET or other technology;
- participation in a gang (an organized group of 3 or more) or in a gang activity or enhancing the image of gangs by way of symbols, graffiti, or other forms of gang identification. This includes, but is not limited to, groups with names, codes, membership, planned appearances, etc.

Any action that is contrary to the school’s core values and or any action that is disparaging to the name or reputation of St. Gerard may lead to suspension and/or expulsion.

Serious offenses including, **but not limited to** those listed above, may result in immediate dismissal from St. Gerard, behavioral probation, and/or any other disciplinary action, as deemed appropriate by the administration.

Protection of the learning environment as well as the safety of all concerned will be the primary consideration in decisions relating to these offenses. In the case of serious offenses, parents will be contacted and required to meet with the appropriate administrator before a final decision is rendered. The student may not be allowed to return to school until parents participate in a conference.

A student absent from classes for disciplinary reasons may neither receive participation grades in these classes nor be allowed to make up missed work unless authorized by the principal.

CONTROLLED SUBSTANCES -ILLEGAL DRUG SANCTIONS

ST GERARD CATHOLIC HIGH SCHOOL & REGIONAL MIDDLE SCHOOL ARE A DRUG AND ALCOHOL FREE AND WEAPONS FREE ZONE.

ST GERARD CHS/RMS HAS ZERO TOLERANCE FOR DRUGS, ALCOHOL, TOBACCO AND WEAPONS ON CAMPUS.

The following are StG penalties for unlawful use, possession or distribution of alcohol, tobacco, controlled substances, illegal or prescription drugs, or weapons during the school day or at a school-related function, such as dances, retreats, field trips, plays, games, practices, concerts, club-sponsored events, etc.

THE MANUFACTURE, SALE, OR DISTRIBUTION OF DRUGS, ALCOHOL, TOBACCO, AND / OR ILLEGAL/PRESCRIPTION DRUGS WARRANTS permanent dismissal from StG and notification to legal authorities.

POSSESSION, DISTRIBUTION, SALE OR USE OF DRUGS, ALCOHOL, TOBACCO AND / OR ILLEGAL/PRESCRIPTION DRUGS

Until proof is established, the student may be suspended from StG. During the investigation, students will be required to undergo drug testing and/or substance abuse counseling performed by a properly licensed professional. Official documentation of the drug test results must be promptly faxed, mailed, or delivered by messenger directly from the clinic/institution to the school within a 24 hour time period from being required. The financial responsibility for drug testing and/or substance abuse counseling will belong to the parents (or guardians). Results of the testing must be shown to the school within the required time frame. Refusal to cooperate with these directives will result in immediate withdrawal from StG and permanent separation of the student from all school activities. No tuition refunds or waivers will be approved.

If found responsible for the possession, distribution, sale, or use of drugs, alcohol, tobacco (cigarettes, e-cig, etc.) and or illegal/prescription drugs, the student will be dismissed from StG for the remainder of the academic year (minimum of two quarters from the date the infraction occurred), with no refund, during which time the student will be enrolled elsewhere to continue course work. The student will have to reapply to StG for the next school year. No tuition refunds or waivers will be approved.

Students in the company of those directly involved may be subject to the same sanctions, depending upon the degree of involvement.

If an infraction involves assault or weapons, the penalty is permanent dismissal from school. No tuition refunds or waivers will be approved.

DRUG DETECTION

StG is committed to providing a safe environment for our students. The school employs a drug detection agency to come in during the school year to do random drug searches. These agencies may utilize “drug detector K-9’s” to assist in the search. Please be aware that anything on the school’s property is legally subject to search. This includes cars in the parking lots, lockers, backpacks, athletic bags, purses etc.

StG will make a courtesy call to parents to notify them if their child’s property has been individually searched as a result of the school sweep.

BULLYING & HARASSMENT

StG is committed to providing a safe and civil Christian learning environment for all students, allowing all members of the school community to be treated with dignity and respect. Necessary disciplinary action will be taken based on any harassing/bullying and cyberbullying/sexting/hazing behaviors that are exhibited by StG students.

Definitions:

Bullying is threatening, intimidating, or humiliating conduct that threatens or intimidates a student and adversely affects the

ability of one or more students to participate in or benefit from the school's educational programs or activities.

Cyber-bullying is harassing, humiliating, threatening, or embarrassing another person through electronic methods, such as instant messaging, email, text messaging, and social networking sites. It involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Harassment, including sexual harassment, is similar conduct toward a student and is based on the victim's actual or perceived race; color; national origin; sex; disability, sexual orientation; gender identity; religion; or any other distinguishing characteristics.

Hazing is similar conduct that threatens and/or causes physical or emotional distress as a condition of being admitted to an official or unofficial group or team at the school.

Sexting is the act of sending sexually explicit messages or photographs via electronic devices and/or the internet.

Forms of Prohibited Conduct

Bullying, harassment, or hazing can occur through any written, verbal, physical, or electronic act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which meets one or more of the following conditions:

- places a student in reasonable fear or physically harms the student's person or property
- has a substantially detrimental effect on the student's physical and/or mental health, or substantially interferes with the student's education and/or academic performance
- is severe, persistent, or pervasive so that it creates an intimidating or threatening educational environment
- has the effect of substantially interfering with the student's ability to participate in or benefit from services, programs, activities, or privileges
- has the effect of substantially disrupting the daily operation of the school.

Harassment, bullying, hazing, or intimidation can take many forms including but not limited to: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. This includes cyber bullying; use of any electronic device (computer, text messaging, emails, internet posting, phone calls, etc.).

Scope of Prohibited Conduct

This policy is in effect not only while students or employees are on StG campus, but also includes while in school vehicles, at any school activity or school sponsored or sanctioned event, and while away from school grounds if misconduct has any effect on the school.

Punishments and Corrective Action for Prohibited Conduct

Counseling, corrective discipline, and/or referral to law enforcement will be used as consequences for the aggressor and to remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. A student found in violation of this policy shall be subject to corrective measures up to and including suspension and/or expulsion from school.

Procedure

Any student who believes that he/she is or has been bullied, hazed, or harassed must report the incident(s) to any or all of the following:

- The Principal
- The Vice or Assistant Principal
- The student's Counselor

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, hazing, bullying, cyber-bullying, and sexting. Such reports will be appropriately investigated and handled. Informal reports may be made to any faculty member, who will inform the administration. Informal remedies include an opportunity for the complainant(s) or school administration to explain to the alleged aggressor, either in writing or face-to-face, that the conduct is unwelcome, disruptive, or inappropriate; a statement from school administration to the alleged aggressor that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from school administration during an assembly or other student group gatherings reminding students of the policy, without identifying the complainant, parent, guardian, or others involved.

Anyone may initiate a formal complaint, even if the informal process has been initiated. With a formal complaint, there is no promise of confidentiality. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any conversations with school Administration.

Retaliation against any person for filing a bullying or harassment complaint or for assisting or participating in a harassment investigation or proceeding is prohibited. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and/or expulsion.

Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action, up to and including suspension and/or expulsion. Bad Faith Claims of Bullying, Hazing, or Harassment Are Not Protected.

Each complaint of harassment shall be investigated by the school. This policy is not meant as a weapon that one student may frivolously use against another. As such, if complaints are found to be in bad faith, the school may take action to protect students repeatedly accused by the same student, if such accusations have been investigated and found to be without merit.

COUNSELING

StG's Counseling Office offers a multitude of programs to assist and support our students' transition into, through, and out of high school. St. Gerard CHS & RMS provides written notification and consent of counseling services available on campus by way of the student-parent handbook. The St. Gerard Counseling Department is responsible for assisting students and parents/guardians in the areas of academic, college, and career counseling, as well as in the areas of personal, social/emotional counseling support. Students at this time may be experiencing periods of adjustment and evaluating their strengths, skills and abilities. As part of the mission of the St. Gerard Counseling Department, counselors provide overall system support, through direct counseling, consultation with faculty, and coordination of services, to help prepare students to become responsible citizens and servant leaders in their community and the greater society. Through listening and providing information, the Counseling Office staff is able to discuss any aspect of a student's academic, social, or personal life in a supportive, non-judgmental environment. The Counseling Office also helps students plan and achieve realistic goals so that they may make suitable decisions for their future.

Goals & objectives of the Counseling Office:

- To help the student develop a better understanding and appreciation of self, individual abilities, and relationships with others;
- To encourage the student to establish worthy educational and vocational goals and to make plans to realize their goals;
- To inform students of vocational programs and/or college admissions requirements;
- To provide information on college majors, vocational programs, characteristics of various colleges, and financial aid processes.

PRIMARY AREAS OF CONCENTRATION

PERSONAL DEVELOPMENT

- Self-esteem
- Healthy lifestyle
- Decision making
- Social skills
- Conflict resolution

Personal development can be facilitated through a variety of methods such as individual counseling, group counseling, mediation, outside counseling or outside referrals. *For information, please contact the StG Counseling Office.*

Confidentiality – Every effort is made to maintain student confidentiality as guided by the Family Education Rights and Privacy Act (FERPA). However, there are times when we share this information:

- *Permission to share this information is granted.*
- *If we believe a student is at risk of harming themselves or others.*
- *If we believe a student is being harmed or abused.*
- *If we have been asked for a professional referral.*

- Or as otherwise permitted or required by law.

ACADEMIC DEVELOPMENT

- Academic advising
- Study skills Time
- management
- Organization skills

Programs:

Four Year Academic Plan – Students may want to schedule a one-on-one meeting each year with their respective counselor. Parent(s)/Guardian(s) are encouraged to attend.

Tutoring – The Counseling Office can assist with information and resources regarding tutoring. If students cannot attend StG tutoring, they should seek outside tutoring from a local service or professional.

All Teacher Parent Conferences – The Counseling Office *only* schedules conferences with all teachers, the student and parent(s)/guardian(s). Should you need to speak with an individual teacher, please contact her/him directly.

Students with Disabilities Services (SDS)– StG supports approved accommodations for students with current, documented learning disabilities. (Please see Student Disability Services flyer available in Main Office.) Returning students to StG who already receive SDS coverage must provide an updated copy or records to the Main Office at the beginning of each school year.

Meeting with Your Child’s Counselor – Due to the nature of the Counseling Office and the many issues for which it is providing assistance, StG requires that parents/ guardians call and/or email in advance to schedule an appointment with a Counselor.

COLLEGE AND CAREER DEVELOPMENT

- Standardized tests
- Guidance curriculum
- Workshops
- College exploration
- Career exploration

Programs:

- High School Placement Test (HSPT) for 8th graders (co-coordinated with the StG Admissions Office)
- Preliminary Scholastic Aptitude Test (PSAT)
- Iowa Test for Educational Development (ITED)
- Advancement Placement Exam (AP)
- Information for the SAT, SAT Subject Tests, ACT, THEA, and ACCUPLACER is available in our office
- Test prep options are available

Career Exploration: These sessions are conducted in the spring semester of the school year to help students identify career interests and available majors/course of study. The Counselors will meet periodically with the students through the English classes to keep them aware of activities/events.

College Exploration: These sessions are conducted in the spring semester to help students better prepare for the college selection and application process. The StG Counselors will meet periodically with the students through English classes to keep them aware of activities/events.

College Preparedness: These upper level sessions are designed to help students with their college application and scholarship process. The Counselors will meet periodically with the students through the English classes to keep them aware of activities/events.

Workshops - Workshops are held throughout the year for all StG students and parents/guardians to present and discuss essential topics to assist in the career planning and college admissions process, including financial aid scholarships.

College Visits – Each year StG makes opportunities available for students to meet one on one with college admissions representatives ask questions, share information, and inquire about future events and campus visits. Students are allowed to attend presentations at StG as well as apply to travel to on-site university tours.

College Fair – Each year StG coordinates with other local private high schools to make available the Private Schools of San Antonio College Fair in which students and their families have an opportunity to meet and connect with college representatives from across the country.

SUGGESTED COLLEGE PLANNING

St. Gerard understands families have varying familiarity with the ever-changing college and financial aid processes. It is important to establish family dialogue since this is a family decision. We encourage parent(s)/guardian(s) to meet periodically to discuss academic, career, and college planning. Ultimately every family must decide the path to take with their son’s or daughter’s individual process; however, we look forward to providing helpful information and guidance to assist you in your decisions. Students and their parent/guardians may contact their respective counselor to make an appointment to explore options, and help provide information or clarification that may help in their decisions.

College Application – Applying to college is becoming increasingly competitive. It is essential to have multiple schools on your college application listing to ensure variety and choices in making your college admissions decisions. StG recommends each student apply to at least 5 colleges or universities.

Financial Aid – As tuition rates increase, it can be helpful to apply and receive some financial assistance in the form of scholarships, grants, work study and, at times, loans. Many of these are based on two criteria: financial need and merit. Each institution of post-secondary education provides opportunities to apply for assistance either by filling out the Free Application for Financial Assistance (FAFSA) through the U.S. Department of Education and College Selection Service (CSS) through College Board. In addition, there are websites available that include a listing of available scholarships to assist in your search StG highly encourages and recommends that your family research at least 5 scholarships, although in some situations (depending on tuition rates) this number should be greater.

StG understands that a student and parent/guardian may choose to apply to a smaller number of colleges/universities. However, StG requests that a Parent & Student College Consultation Form (provided to all students) be completed and signed communicating this decision. Parent(s)/Guardian(s) are encouraged to provide support, assistance and motivation to their child(ren) with the college and financial aid application process.

StG Leadership Programs – Every year StG invites students to apply and interview for positions as trainers, Fish Camp leaders, and campus mentors. Selected students attend a two-day training to prepare for incoming students (freshmen and transfer students). This is an esteemed leadership position that requires a strong passion to help others acclimate to StG and school life; promote The Royal Family, provide leadership, and, most importantly, our spirituality and mission.

OTHER SUPPORT SERVICES

OFFICE OF THE REGISTRAR

All questions regarding student schedules, course slips, schedule changes, report cards, progress reports, semester exams, and summer school should be directed to the Main Office in person or by phone at 533-8061.

Official Transcript requests will be processed for a \$ 3.00 fee and must be ordered 24 hours in advance. An official copy of a student's transcript must be mailed or sent electronically to the institution that requested it. Parents and students who are 18 years old may obtain an unofficial copy of the transcript for the same fee.

No transcripts are sent to another school, college or employer or released to a parent or guardian of the student unless all financial obligations have been met.

The TEA form required to register for driver's education or to obtain or renew a driver's license can be obtained in this office.

TEA forms are only valid for thirty days. Students must show their StG I.D. to request a TEA form, which will be provided within 24 hours.

LIBRARY

The mission of the StG Library is to foster learning and critical thinking with appropriate resources and programs. Students are encouraged to become lifelong learners who not only love reading but also have the skills to find, analyze, and use information. In support of the school curriculum, the library provides instruction on information literacy, offers space and resources to stimulate interest in reading, provides materials in multiple formats, and ensures 24/7 access to quality online resources. It is the primary center for independent study and research.

Hours are 8:00 a.m. to 4:00 p.m. daily for testing and scheduled faculty visits.

Research begins at the library tab on the StG webpage which contains links to the library catalog, academic databases, and useful sites. Usernames and passwords (UN/PW) to databases, tutorials, and research guides are available from the Librarian.

Library Information Packet: Each new student receives a complete packet which describes the resources and services available through the library. From navigating the stacks to choosing a database or organizing research with an online tool to avoid plagiarism, this packet is a resources students will use throughout their stay at StG.

Programs: The library collaborates with teachers by providing resources and classroom instructions on database searching, web evaluation, citation tools and the research process. Throughout the year, it hosts the Chess Club, campus activities, special events, and meetings.

Circulation policies: Checkouts are limited to five titles. Loan periods are two weeks for books, one week for audiovisuals, and one day for reference titles and periodicals. Fines are assessed for overdue items and replacement costs will be charged for materials lost or damaged. Overdue notices are sent to student school email accounts. Prior to the due date, a student may renew a book by logging onto her library account. If a book is lost, notify a library staff member as soon as possible to stop the accrual of fines.

Computers/data ports/printer/copier: The library has several public desktops for research and student use. In addition, wireless access is available throughout the library and the school on approved campus devices. The printer is located at the Circulation desk. Printing charges are five cents per page and photocopies are ten cents per copy. StG Internet Acceptable Use Policy applies at all times to all computer usage including personal laptops and electronic devices.

Common areas: Silent study is enforced in all common areas and students should enter and leave quietly. Disruptive behavior will be grounds for dismissal from the library. Students are expected to abide by the posted Library Rules.

IMPORTANT GENERAL INFORMATION

STUDENT ID

Each student is required to display their ID and appropriate colored lanyard at all times while on campus. Only the lanyard and ID case issued by StG should be used; except for seniors who choose to exercise the senior choice of lanyard privilege.

A student who does not have their ID will be issued demerits by StG faculty, staff, and/or Administrators.

Any student caught with another student's ID for any purpose will be subject to disciplinary action. If a student loses their ID, they must replace it immediately through the Main Office and pay the applicable replacement fee.

DISPLAY CASE

Clubs and organizations may schedule use of the lobby display case at the Main Office.

ANNOUNCEMENTS

Announcements are made via the school's public system during morning Advisory and at the end of the day. All announcements must be preapproved and signed by a member of Administration.

POSTING OF ANNOUNCEMENTS

All notices are to be posted on bulletin boards provided for this purpose. Posters may be placed only on approved areas throughout the school and must be affixed with masking or painter's tape only. No posters will be allowed on any painted wall or surface. No posters or flyers may be placed or distributed in the school without prior approval from an Administrator. Posters should be taken down immediately after an event.

LOCKERS

Every student is assigned a locker in which to keep their personal belongings. Students may not change or share lockers. StG is not responsible for loss or theft of personal items. Lockers should be kept locked at all times. **Only combination locks issued by StG may be used.**

StG reserves the right to remove any other lock.

All lockers remain the property of StG and may be opened by an Administrator, without student or parent permission, when that action is deemed necessary.

Students are expected to empty and clean their lockers properly, both inside and outside, twice a year. In December, students will be required to clear the outside of their lockers only. In May, they are required to completely clean both, the inside and outside and must remove all locks by the established dateline.

LOST AND FOUND/PERSONAL PROPERTY

Students are expected to exercise caution and care regarding their personal belongings. All books and personal property should bear the name and grade of the student. Items of excessive value or items whose loss would cause inordinate sadness or hardship should not be brought to school. Students should carry valuables with them or lock them in lockers. Purses, books, and other items of value should not be left unattended.

Items left unattended in hallways, restrooms, the cafeteria, the gym, or other public locations within the school will be taken to the Main Office for retrieval by the students. Demerits or other consequences may be issued to the students who repeatedly fail to assume responsibility for their personal property.

Articles lost or found should be claimed or left at the Main Office.

FIRE & SAFETY DRILLS

A fire drill is held monthly. A sign indicating the exit to be used is posted in each room. Students should observe silence and exit the building as quickly as possible. Students should move away from all buildings and keep all driveways and roadways clear. Students are expected to meet their Advisory at the designated area outside of the building.

Inclement weather and school safety drills are conducted throughout the year. Students should remain silent during all drills and follow Administration, faculty, and staff directions. Safe areas for regions of the building will vary so students need to remain alert and silent.

CAFETERIA

Lunch is served daily in the cafeteria. The concession stand is open as well with additional items for purchase. Prices and menus are posted in the cafeteria as well as on the monthly lunch calendar provided to students. Any student interested in purchasing a daily lunch must turn in the monthly lunch calendar by the designated deadline.

Each student is expected to attend lunch in the cafeteria unless there is a club or class meeting taking place. The specific time of each lunch varies depending on the schedule used. Students are to leave all personal items in their locker during lunch. Only lunch sacks and/ or money can be brought into the cafeteria. All bags, purses, backpacks, etc must be placed in the student's locker.

Students are responsible for maintaining cleanliness and order in the cafeteria at all times. **Students must consume all food and beverage items before leaving the cafeteria as no food or drinks can be taken out of the cafeteria.** Chewing gum is not permitted on campus. Students may purchase items from the concession stand only during lunch.

TRANSPORTATION

Texas Criminal and Motor Vehicle laws are in effect on StG property twenty-four hours a day, along with the StG Traffic & Parking regulations. Strict adherence to all regulations is required to protect pedestrians, property, and vehicles.

The San Antonio Police Department and all local law enforcement authorities and entities have jurisdiction to enforce all laws & regulations, with the right to ticketing, immobilization, or impound of any vehicle operated on or parked in violation of established laws and/or regulations. The owner of the vehicle will be responsible for all fees and fines incurred due to violation. Local law enforcement authorities have discretionary powers to enforce a policy of traffic control on and around the campus.

Students, faculty, and staff are expected to be familiar with and abide by all traffic regulations. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean nor imply that the regulation is no longer in effect.

REGISTRATION OF MOTOR VEHICLES

All vehicles' that are operated or parked on the StG campus or any StG affiliated parking lot at any time must be registered and display a **valid parking permit on the vehicle's front windshield above and even with the registration and inspection stickers. All students are required to pay a \$35.00 parking fee every school year. A parking fee must be paid before a parking permit is issued to the student.**

Students who park their vehicle on the StG campus without a parking permit may be subjected to parking fines.

To obtain a parking permit, students need to visit the Main Office to get instructions on how to register their cars. The person in

whose name a vehicle is registered will be held responsible for any violations. It is a violation for a person to register a vehicle belonging to another person, except in the case of a student using a parent's car with parental approval.

Consequences for violations to these rules will be determined by Administration and/or local law enforcement authorities.

OPERATION OF MOTOR VEHICLES

All campus roadways are designated one way and have a maximum vehicle speed of 5 MPH. Pedestrians have the legal right-of-way. A motor vehicle shall not be operated on any sidewalk, curb, or lawn.

A motor vehicle operator shall not operate a vehicle while a person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle.

PARKING OF VEHICLES

Students must park only in areas designated for student parking. Designated faculty/staff parking areas are clearly marked by signs.

All vehicles shall be parked, so that the entire vehicle is within the limits of the marked parking space. Students, faculty and staff should not park vehicles:

- on any red curb, sidewalk, or lawn;
- in any place designated or marked "Loading Zone," "Visitors" or "No Parking" or "Tow away;"
- beyond the outside ends of marked rows of spaces in parking areas;
- in front of movable barriers;
- in any place that will obstruct the normal flow of traffic;
- with no parking permit displayed;

Vehicles in violation of these parking regulations are subject to a ticket and immobilization or towing at the owner's expense.

TELEPHONES

Students are encouraged to make prior arrangements with parents as to avoid having to call them during the school day. *However, if the student has to make an emergency phone call, has a valid reason or becomes ill, they will be permitted to use the phone located in the Main Office or under the supervision of the School Secretary.* Students must have a written pass from a teacher to come use the phone in the Main Office.

CELLULAR PHONES, CAMERAS, OTHER PHOTOGRAPHIC AND ELECTRONIC COMMUNICATIONS DEVICES

Cellular Phones: Students **shall not** use cellular phones or any electronic/technology devices to make calls, tell time, take pictures, record audio or video, or otherwise capture images, for text- messaging, as a calculator, or to log in, view, or post to social media (personal or others) during school hours. **Students may not have their cellular phones with them during the school day. If a student chooses to bring their cell phone to school they are required to secure it in their locker by 8:00am. It can be used after 3:35 p.m. dismissal.**

StG expects parents to refrain from texting/messaging their child during the school day. Please contact the Main Office at 533-8061 if you need to get a message to your child and we will see that he/she gets the message.

Seniors are not permitted to use their cell phones while at their Internship location. School rules apply when Seniors are off campus at their Internship assignments.

Cameras and other photographic devices: For the safety and security of StG students and personnel, the use of cameras and video equipment, including those located on a cellular phone, watch, hand-held device, etc. are not permitted on campus. Students are not allowed to use cameras and/or any type of video equipment during the school day, unless it is part of a curriculum project and has been preapproved by the teacher. Students who take pictures or video of any students, faculty, staff, and/or Administrators on campus or at a school event or activity without permission can possibly warrant s e v e r e consequences. Additionally, if those images are used, posted, forwarded, shared, or published in any way, a formal investigation will take place. Once the investigation is complete, a final decision will be made by Administration as to the consequences for those involved.

A violation of the cellular phone, photographic devices, and auditory listening device policies will result in the immediate confiscation of the device by school personnel. Disciplinary actions listed below will apply if a cellular phone, camera, or other photographic and electronic communications device is confiscated:

- **demerits** may be issued for each incident (up to 5 demerits);
- **first time** - device is released to a parent or guardian (on student information card) after school between 3:35 – 4:00 p.m. only.
- **second time** – \$20 fine will be charged and device returned to the student’s parent or guardian after a conference with a member of Administration.
- **third time and every time thereafter**– the device will be returned to a parent or guardian and the student will serve a Saturday detention with \$60 fee each session.

If such devices are confiscated, the school reserves the right to have a school representative utilize the device to view, inspect, or listen to pictures, text, or other media for the purpose of determining a violation of this policy while on campus or at an official school event. Parent permission is not required. Failure to cooperate with the school representative in this regard will be considered a violation of this policy.

HEALTH SERVICES

The health coordinator, appointed by the Principal, is responsible for insuring that required health screenings are performed, followed-up and documented according to state regulations by certified screeners. Additionally, the coordinator monitors immunizations, maintains health records, completes state and archdiocesan statistical reports and performs other health service related duties.

IMMUNIZATION REQUIREMENTS

The Texas Department of State Health Services (requires that all immunizations be completed **before** students enroll in school, with a few exceptions (see Texas Administrative Code, Rules §97.62, 97.65, and 97.66). The records must include day, month and year and be validated by a physician.

- **Polio:** At least 3 doses are required provided at least one dose has been received on or after the fourth birthday.
- **DTP/DT/DTaP/Tdap (Diphtheria, Tetanus, Pertussis):** At least four doses of diphtheria-tetanus-pertussis vaccine are required. A booster must be given within 10 years of the student's last DTaP/DTP/Td/DT. (The booster must be documented as Tdap, unless a medical contraindication to pertussis exists, in which case Td is acceptable documentation.)
- **MMR (Measles, Mumps, Rubella):** 2 doses are required, one dose after first birthday. Two doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine is required.
- **Hepatitis B Vaccine:** Three doses required. For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax).
- **Varicella (chickenpox):** 9th and 10th graders: 2 doses are required, with one dose given on or after the 1st birthday. 11th & 12th graders: 1 dose is required, but if the student received the 1st dose on or after her 13th birthday, 2 doses are required. A written history of the disease validated by parent, guardian, school nurse, or physician is also acceptable in lieu of either or both doses.
- **Meningococcal:** 9th, 10th, 11th grade students must have 1 dose.

Please note that a student will not be considered registered and will not be allowed to attend classes until immunization records are complete and on file. If booster shots are necessary, the student must obtain them within the period of time designated by the school, or the student will not be allowed to attend class. **It is a requirement of the Texas Department of State Health Services that students may not attend class unless immunizations are current.**

HEALTH INFORMATION

Information about chronic health problems such as asthma, allergies, migraine headaches, and seizures should be reported to

the Main Office and medical documentation must be provided for the student's file. All health information is held confidential.

SCREENINGS

Scoliosis testing for 9th grade is provided by StG as part of the School Health Program required by the Health Department of the TEA. Parents may choose to use a private physician and send the results to the school.

However, a request in writing must be submitted to the school to excuse a student from routine school testing.

MEDICATION

Students are not allowed to bring medication to school and administer medication to themselves. If prescription or over-the-counter medication is required during the course of the school day, the medication in the properly marked bottle must be brought to the main school office with detailed instructions and a signed statement from the parent and physician allowing the school to administer the medication as directed. Students may not keep medications on their person.

The form required by the Archdiocesan office allowing the school to administer medications is available in the main school office. The medicine may be picked up at the end of the school day. Records of doses given to the student will be kept by the main office and shared with the parent, upon request.

StG does not have a fulltime nurse on-staff. Therefore students are solely responsible for reporting to the Main Office to receive their required medication, according to the instructions given by their physician. School staff will make every effort to assist students with this procedure, but will not be responsible for ensuring that a student reports to the main office to receive her medication dosage on-time. Parents are encouraged to follow up with the student and the main office.

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, **they should report to the Main Office.** As a student can only be released to an authorized adult, the parent/guardian will be contacted to pick up the student, or if she is able to drive, to provide permission to leave campus. If a student is running a fever, vomiting, or has other serious illness and continued symptoms a parent/guardian will be required to pick them up from school immediately.

If a parent receives a call or text from their child informing them they are ill, parents should direct their child to report to the Main Office so that school personnel can assist.

SERIOUS ILLNESS

In the case of serious illness or accident, appropriate medical personnel will be contacted, and if necessary, the student will be transported to a medical facility (See "Emergency Permission" section). Students should be free of fever of 100 degrees or over and/or vomiting for 24 hours before returning to school. A doctor's note is required authorizing the student is clear to return to school.

EMERGENCY PERMISSION

An information form listing addresses (residential and mailing), phone numbers (home and work), physician, dentist, and emergency contact person is **required annually**. Information must be updated as changes occur. Also required is a permission form and liability release for emergency medical treatment and, if necessary, transportation by ambulance or private car in the event that parents or emergency contacts cannot be reached.

It remains the parent's responsibility to keep these forms up-to-date. Parents and/or students are strongly encouraged to immediately notify the main office when a change occurs.

StG follows the Blood-borne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993 (see Archdiocesan Guidelines for particular procedures-section 4930).

COMMUNICABLE DISEASE

If a student contracts a communicable disease, the main school office should be contacted and provided with information necessary to the welfare of the entire student body. Further, if a school representative determines that a student may have a communicable disease, the school representative will order that student to the main office. If necessary, as the student can only be released to the authorized adult; the parent/guardian will be contacted to pick up the student, or if she is able to drive, to provide permission for her to leave campus. Any questions or concerns should be directed to the Main Office at 5338061.

UNIFORM REQUIREMENTS

Students are to wear the school uniform each day, unless a particular day is designated as non-uniform day due to a variety of reasons.

StG uniform is available at **Dennis Uniforms**, 431 Isom Suite 101, San Antonio, TX 78216 or call 210-366- 2003 or visit their web-site at www.dennisuniform.com. Students who arrive at school in non-uniform clothing are not in compliance with the uniform requirements and therefore are indicating their unwillingness to be prepared for school.

Students who are in violation of the uniform code will receive a demerit(s) for each infraction and/or may be sent home or asked to phone home to get appropriate clothing. Students may also be asked to make themselves presentable through ironing or mending of clothing.

Stapled hems and pinned zippers constitute non-compliance of uniform requirements.

DRESS UNIFORM

Dress uniform will be worn for special programs, Tours, Open House, when representing StG, and Mass.

The Dress/ Mass uniform will consist of skirt or slacks, white button down collar shirt, StG sweater or vest (as needed), tie, dress socks, appropriate colored lanyard, ID, and uniform shoes.

REGULAR UNIFORM

StG Uniform items should be chosen from the Dennis catalog or store.

Uniform skirts: skirts should be no shorter than two (2) inches above the front and back of knee. All uniform items, with the exception of the ties, are interchangeable.

Jewelry, make-up, and hair adornments must be understated and appropriate to the uniform. No facial jewelry is allowed, including pierced tongues, eyebrows, or noses. Hair adornments such as feathers, colored extensions, bright colors, etc. are not allowed.

Tattoos, markings, henna, or drawings of any kind should not be visible during school or at school sponsored events.

Hair color must be natural or colored appropriately. Colored hair in shades including but not limited to green, pink, bleached blond, blue, light red, etc. are not permitted at any time. Chunks, streaks, ombre, or other unnatural coloring is not permitted. Students who arrive at school with unacceptable hair color, enhancements, and/or extensions will not be allowed to return to StG until hair color is changed to an acceptable shade and/or style per Administration.

Pins that are worn on the school tie must be appropriate to the school environment.

Undergarment tops worn under the uniform tops must be white or flesh tones with no markings or writing on them. Demerits will be issued for non-compliance.

PE and Athletics classes have a set uniform sold through Dennis Uniforms and/or the school. Only the approved StG Royals PE / Athletics t-shirt and shorts are permitted during those class periods. Outside clothes are not allowed.

Please see StG Dress Code Policy Form for additional clarification and guidelines for all students.

UNIFORM SHOES

StG uniform shoes can be purchased at **School Shoes Unlimited** (734-9003) or other authorized dealers. Only styles and brands on school-approved list may be worn. Shoes must be in good condition throughout the school year. Torn, miscolored, or otherwise damaged shoes are not considered appropriate and must be replaced immediately upon request.

Students arriving at school without approved uniform shoes, regardless of the reason (i.e. medical, injury, personal reasons, damage, stolen or broken shoes, etc.) must report to the Main Office before the beginning of the school day. Depending on the reason and documentation provided, students may be given temporary permission to wear another style of shoe. Students attending school without authorized shoes may be subject to disciplinary action, as deemed appropriate by the Administration, or sent home with an unexcused absence.

NON-UNIFORM SPIRIT DRESS CODE

As announced, on certain days, students may wear non-uniform spirit dress to school. On these days students may wear approved StG spirit gear with khakis, slacks, or, jeans without holes (no jeggings, leggings, athletic pants, cargo or yoga pants), athletic shoes, or closed shoes. Students may not wear shorts, spaghetti strap or strapless tops, tank tops, sweat suits, sweat pants, wind pants, flipflops, house shoes, slippers, or pajamas. **StG spirit dress days are designed to promote Royal Pride and to support special StG projects and events such as Service Days, Breast Cancer Awareness, school spirit, etc.**

Any student who wishes may wear their uniform whenever non-uniform spirit dress is permitted.

Students who do not follow the non-uniform spirit dress code will be subject to the same procedures and/or disciplinary actions as those who do not follow the regular uniform requirements.

For special events, such as retreats, field days, etc., special dress regulations might be permitted by the administration. Students and parents will be notified through event information sheets and school announcements.

ID's on lanyards are always required, including during non-uniform spirit dress days.

ATTENDANCE POLICIES

Regular school attendance is essential for the student to make the most of their education. Attendance is taken during morning Advisory and during each scheduled class. Absences from class may hinder the student from mastering the instructional material taught that day; therefore, the student and the parent should make every effort to avoid unnecessary absences.

REPORTING AN ABSENCE

Parents/guardians must call the Main Office (5338061) before 9:00 a.m. to report their child's absence for all or any part of a school day.

COMPULSORY ATTENDANCE

The Texas compulsory school attendance law TEC Section 25.085(a) requires that a student between the ages of 6 and 18 is required to attend school each school day for the entire period the program of instruction is provided unless the student is otherwise legally exempted or excused.

ATTENDANCE FOR CLASS CREDIT

TEC Section 25:092 states that to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. StG reserves the right to deny credit and reenrollment to any student who accrues sixteen (16) absences for a year-long course, eight (8) per semester, regardless if the absences are excused or unexcused. These absences do not include school-related absences for athletic participation, field trips, or college visits.

A student who attends fewer than 90 percent of the days the class is offered may be referred to the Attendance Review Committee to determine if the student will receive credit. After 8 absences a student's absences will be evaluated by the Attendance Review Committee. Recommendation of the Committee may be to make up assignments during Saturday school for a fee.

It is the student's responsibility to monitor their attendance for each class. Parents are encouraged to communicate with teachers on a regular basis and log into RenWeb for up-to-date information. If credit is lost, the student or parent may appeal the committee's decision to Administration by filing a written request with the Principal's Office.

ATTENDANCE PROCEDURES

Attendance is taken immediately after Advisory begins. A student arriving at school **after 8:00 a.m. is considered tardy for school and must report to the Main Office upon arrival.** An ADMIT slip will be filled out, time-stamped, and filed in the office. The student will receive a time-stamped pass to Advisory or class.

If a student is absent 3 or more days without parent notification to the Main Office, it may result in a Family Well Visit. Additionally, when a student is absent 3 or more days, a doctor's note is required upon return.

Under no circumstances will a student be released to the custody of another student. Students who provide their own transportation will only be allowed to drive themselves with parental notification to the Main Office or a member of the Administration.

EXCUSED ABSENCES

Absences will be considered EXCUSED if they meet the following criteria:

- School-approved extracurricular activity
- Observance of family's religious holy days
- Illness with parent note turned in within 2 school days (limit of 3 per semester)
- Illness with doctor's note turned in within 2 school days. 3+ days absent requires a doctor's note.
- Documented health care appointment. Doctor's note is required within 24 hours of appointment or upon student's return to school. **Students with medical documentation will have up to three hours for a medical appointment.**
- Family emergency or unforeseen or unavoidable instance.
- One parish/church ACTS retreat per year. A letter is required from the parish.
- Approved college visitation (2 days per each school year for 9th and 10th; 3 days per each school year for 11th and 12th) provided the following documents are submitted to the Main Office: pre-approved planned absence form (submitted before the scheduled visit) and a college visit confirmation letter (submitted within 48 hours of their return to campus.) These days must be used prior to May 1.
- Temporary absence resulting from any cause acceptable to Administration, ie: family death, hospitalization, life event, etc.

UNEXCUSED ABSENCES

- Trips with parents/family members/ friends, etc.
- Driving examinations
- Babysitting
- Missed transportation
- Overslept
- Traffic (under normal weather conditions, as determined by the Principal)
- Job interviews
- Car trouble
- All other categories, as deemed unexcused by Administration.

NOTES FOR STUDENT ABSENCES

Parents and students are responsible and required to provide proper documentation to the school stating the reason for the student's absence within two (2) days/48 hours from the date the student returns to school.

In the belief that students and parents share with the school the value of regular attendance, StG supports the parents' role in determining the necessity for their son's or daughters to be absent from school.

Any discrepancies and/or appeals of classification of absences as excused or unexcused must be requested within a week of the absence occurrence.

EXTENDED ABSENCES/ EXTENDED ILLNESS

A student who has been absent for three (3) or more days will be required to present a physician or health clinic's note upon return to school. Failure to notify campus by the third day absent may result in notification to local authorities.

Parents must notify the Main Office (533-8061) whenever it is anticipated that a student illness will result in an extended absence, especially at the third consecutive day. Parents are also expected to contact the student's teachers via e mail to coordinate assignments during the student's absence.

ABSENCE/ILLNESS/HOMEWORK

Assignments or tests missed because of absence due to illness may be made up if the student makes arrangements with teachers upon returning to school. It is the responsibility of the student to make contact with each teacher. This does not apply to **major term assignments**.

PLANNED ABSENCE

Students are required to fill out a Planned Absence Request Form before their planned absence. Planned absences forms should be filled out anytime a student knows they will be missing a school day or days. Medical procedures, family trips, ACTS retreats, etc. all require planned absence forms. Not all planned absences are excused absences. StG grants a total of two days each school year for freshmen and sophomores and three days for juniors and seniors to visit a college campus without penalty of absence if a planned absence form is filled out and procedures are followed. These days must be used prior to May 1.

To be considered an excused planned absence the college visit confirmation letter must be turned in to the Main Office no later than two days upon the student's return to school, unless other arrangements are made with the attendance office. It remains the responsibility of the student to ensure that all forms are properly filled out and delivered or faxed to the Main Office in time.

TARDY TO SCHOOL

All tardies, with the exception of medical reasons with proper documentation presented upon arrival to school, are considered unexcused, regardless of reason. The time spent in morning Advisory helps build cohesive communities and is crucial to ensure students receive important school information. **Any discrepancies and/or appeals of classification of tardy as excused or unexcused must be requested in writing within 3 days of the absence occurrence.**

A student who is repeatedly tardy to school will be subject to the following consequences or other disciplinary actions, as deemed appropriate by the Administration.

When the student accrues:

- **3 tardies** – 1 full day's absence for each set of 3 days
- **5 tardies** – after school detention (1 hour)
- **8 tardies** – Saturday detention with a \$60 fee

- to cover facilitation costs. The student can pay this fee at the time of detention by cash or check made out to StG.
- **12 tardies and every time thereafter** –Saturday detentions (fee-based) and/or other disciplinary consequences, as deemed appropriate by Administration, and presented to the Attendance Review Committee for further action. *See
- Attendance for Class Credit.

TARDY TO CLASS

A student is considered tardy when they arrive to class after the class period has begun. A student who is tardy to class will be subject to the disciplinary consequences established under demerits, detention, or any other consequence, as deemed appropriate by Administration. Each teacher will determine the extent of a tardy and if a tardy to class will be considered excused or not.

LATE ARRIVALS

A Late Arrival is defined as arriving at school **90 minutes or less** after the beginning of the school day (8:00 a.m.). This is only permitted for special circumstances and/or medical reasons. **A student who misses 90 minutes or more in a day is considered absent for that day.**

EARLY DISMISSALS

A note from the parent or guardian requesting early dismissal must be turned in to the **Main Office** or to the **Advisor during morning Advisory** on the day of the early dismissal.

A student who misses 90 minutes or more in a day is considered absent for that day, unless for a doctor's appointment with proper medical documentation.

An early dismissal is defined as leaving school 90 minutes or less prior to the end of the school day. A student is **allowed three (3) early dismissals per semester**. Abuse of this policy will result in referral to the Attendance Review Committee. Early dismissals will be classified excused or unexcused according to the daily attendance classifications.

SENIOR SIGN-OUT

Senior sign-out is a privilege granted by the Principal and contingent upon stated criteria and parental permission. Since the nature of a privilege includes the possibility of revocation, students must not base employment plans on the anticipation of a permanent sign-out privilege. Seniors must apply for privileges by the stated deadline provided on campus in order to qualify.

Eligible seniors with written parental permission may leave school after their last scheduled class and during the pass period after 5th period. They must be present for any scheduled activity which involves the senior class or the entire student body.

A senior is not eligible for senior sign-out if they are on Academic or Behavior Probation. Seniors must sign out in the

Main Office. Students are expected to leave campus immediately after signing out and are not to return during the remainder of the school day. All school rules apply as long as the student is on campus, even though they have signed out. If the student returns to campus for an after school activity, they must either wear their uniform or follow the non-uniform dress code.

SENIOR SIGN OUT – LOSS OF PRIVILEGE

Seniors lose the sign-out privilege at any grading period for the following:

- one or more failing grades (69 and below)

Seniors lose the sign-out privilege immediately for the following:

- Academic or Behavior Probation as deemed appropriate
- by Administration any violation of school policy –
- on/off campus abuse of the sign-out privilege
- accumulation of more than 5 demerits attendance:
- accrues more than 5 absences attendance: accrues more
- than 5 unexcused tardies; attendance -no more than 2 absences from liturgies or

prayer service;

SENIOR SIGN OUT—ACADEMIC PROBATION

A Senior who loses Sign-Out due to a failing grade at any grading period may regain sign-out privilege at the subsequent grading period if the Academic Probation status is removed, otherwise the privilege will not be reinstated.

SENIOR SIGN OUT—REINSTATEMENT OF PRIVILEGE

A senior who loses senior sign-out privilege during the first semester may get it reinstated at the beginning of the second semester, provided the student is not on Behavior Probation, or, as deemed appropriate by Administration, has improved the behavior which caused them to lose this privilege.

STUDENT ACTIVITIES

ORGANIZATIONS

In an effort to develop various aspects of a student's life, membership in numerous organizations is offered at StG. Each organization is guided by a faculty/staff moderator.

All school organizations must have the approval of the Principal. Please read over the Clubs and Activities pamphlet that was sent home in the student information packet at the beginning of the school year. Additional copies are always available in the Main Office as needed.

STUDENT COUNCIL

An active, representative Student Council functions at StG. Officers are elected by the student body and inducted in a special school ceremony.

The Student Council functions as a student activity coordinating group as well as an effective aid to Administration in the carrying out of policies and procedures.

CAMPUS MINISTRY

Campus Ministry is a ministry that involves the entire faith community of the school. While the primary focus is on the student, the personal growth of each person in the school contributes to the goal of promoting and living a faith community. Components of campus ministry:

- Liturgy and worship *enable* students to be involved in meaningful liturgical and prayer events.
 - Our Music Ministry is a large component of our liturgical worship and helps to build and enliven retreat programs. The ministry is student led and all students with any musical ability are encouraged to join.
 - A retreat is an opportunity for our students to acquire a deeper understanding of themselves, their relationships with one another, and with their God. **As StG continues to strengthen its dedication to Catholic education, each student is required to attend the scheduled school community retreat day(s).**
- A school-wide Community Service Day is scheduled during the school year to continue to foster the mission and vision of StG. All students and members of the StG community participate in this day of service.
 - Any student who is absent for their class retreat or service day will be required to perform additional service hours. Ninth and tenth graders will need to complete an additional 15 hours of service. Eleventh and twelfth graders will need to complete an additional 15 hours for missing service day and an additional 25 hours for missing their class retreat. Failure to complete the additional hours will result in required Saturday service days at the school. All make up hours must be performed after the missed event and turned in on the service hour due dates.

DANCES

All dances are chaperoned by members of the StG faculty and Administration. **It is StG policy that dance tickets are presale only.** Refunds will not be issued for unused tickets. **All students and guests are expected to dress appropriately for the occasion. Please read over dress code regulations prior to each dance.** No students will be admitted to any dance after 9:00 p.m. All students and guests are expected to conduct themselves properly and to exemplify behavior that would reflect positively on the school. Any person not behaving appropriately will be asked to leave immediately and will not be allowed to return. If necessary, parents will be called. If students or guests choose to leave before the conclusion of the event, they will not be allowed to re-enter. This includes trips outside of each venue, including to vehicles in parking lots.

AS WITH ALL SCHOOL FUNCTIONS, NO DRUGS, ALCOHOL, TOBACCO, PERScription, OR OTHER ILLEGAL SUBSTANCES MAY BE USED, BE IN ONE'S POSSESSION, OR BE DISTRIBUTED.

Students under the influence of an illegal substance will be asked to leave the school event in the company of their parent and will face consequences for a serious offense per the rules and regulations in this handbook. Guest of StG students will also be released into the custody of their parents and their respective schools will be contacted.

OFF-CAMPUS ACTIVITIES

Field trips must be related to the curriculum. In order to participate in an off-campus activity, students must return the completed school sponsored off-campus activity form/permission slip to the faculty sponsor by the date designated on the form at least **one week prior to the event.** Parent signature must be obtained prior to teacher approval. All school rules and regulations apply during such activities. If a student does not arrive for any event or trip for which the student submitted a signed permission slip, the school will notify the parents as soon as possible.

CONFERENCES/CAMPS

Students may not attend conferences or camps as representatives of StG without an adult sponsor or chaperone approved by StG Administration. Any event or off-campus activity at which a student represents the school must be approved by the Principal. Approval includes permission slips, transportation arrangements, and expenses.

CLUB AND CLASS OFFICERS

Value points have been assigned to class and club offices in order to ensure that students do not overextend themselves in extra-curricular activities and to allow more students to participate in leadership roles. A listing of the points assigned to each office is as follows:

STUDENT COUNCIL OFFICERS

President	35
Vice-President	20
Secretary	20
Treasurer	20
Historian	20
Adjunct Officer	20

CLASS/CLUB OFFICERS & OTHER POSITIONS

Class President	20
Class Vice-President	20
Class Secretary	15
Class Treasurer	15
Class Historian	15
Class Lieutenant Representative	15
Advisory Representative	15
NHS President	20
Club President	15
Club Vice-President	15
Other Club Officers	10
Campus Ministry Representative	10
Editor of Literary Magazine	20
Member-at-Large	5
All other offices	5

No student may hold any combination of class and club offices which exceeds the total number value of thirty- five.

Specific qualifications to run for office, job descriptions, and leadership responsibilities of each office are available from any Student Council, class, or club sponsor.

ATHLETICS

StG offers athletic activities designed to promote a spirit of competition and fair play as well as physical endurance and mental well-being. StG athletes cooperate with all school policies and represent their school by participating in approved team sports. A PE credit for 98% participation for the season will receive a 0.5 credit per season.

The Athletic Director oversees the efforts of all coaches, teams, and managers. StG participates in TAPPS (Texas Association of Private and Parochial Schools) and has the following recognized teams known as THE ROYALS: baseball, basketball, cheer/ dance, football, soccer, softball, swimming, tennis, track and field, and volleyball.

Any student who wishes to participate in athletics must have a record of current physical examination and current athletic paperwork on file with the Athletic Director prior to beginning any athletic participation – preferably before the start of each school year.

Each sport has a published policy concerning tryouts and team selection. It is the student's responsibility to obtain from the coach a copy of the policy before the first day of tryouts. (Please refer to your Athletic Handbook.)

All StG practices are closed. Parents, guardians, family, friends, students, etc. are not permitted to attend / watch practice. StG Coaches and Administration reserve the right to ask any and all visitors / spectators to wait outside of a practice location or area until the end of all practices.

Students must satisfy all academic and behavioral requirements in order to try out for and continue to participate in any sport.

All athletes are required to return their athletic uniform and equipment to the coach within 5 school days following the end of the specific sport season. After the fifth day, students will be assessed a \$25.00 fine and 2 demerits per day until all obligations are met. Failure to turn in the uniform within one week will result in an assessment cost to replace the uniform.

PARENT GROUPS/ASSOCIATIONS

PARENT-TEACHER ORGANIZATION

The StG Parent-Teacher Organization is an organization, which enables the parents to become actively involved in their child's high school years. PTO fosters school spirit, supports the athletic program and other school activities, and provides additional fellowship opportunities for StG parents, faculty, students, and staff.

All teachers and parents are members of the PTO, as membership is paid at the time of pre-registration. See financial policy and fees for cost information.

STG ALUMNI ASSOCIATION

The StG Alumni Association fosters new friendships and continues the traditions and legacy of The Royal Family. The Alumni Association provides all graduates an opportunity to stay connected to each other and to current students through annual events and communication. Membership is free. The Alumni Association has a voluntarily-elected Advisory Board that helps coordinate events and activities to benefit StG, its students, and alumni. For more information, visit our web site at www.stgerardsa.org or contact the Main Office at 210.533.8061.

STG COMPUTER AND INTERNET ACCEPTABLE USE POLICY

In support of its mission and philosophy, StG provides students with computing resources including internet access and email accounts for research and educational purposes. Access is a privilege subject to the technology and use policies of StG. This access is granted with restrictions and responsibilities for use. Violations of the rules governing the use of technology resources may subject the student to loss of access privileges, disciplinary action, and/or other action as deemed appropriate by StG Administration This policy applies to StG computing resources including private laptops or devices using StG networks while on the StG campus / property.

StG CHS / RMS Acceptable Use Policies:

- Web pages may be created with faculty supervision. The following internet uses are prohibited:
 - Messaging, using an online journal or IM
 - Gambling
 - Accessing or viewing pornography
 - Attempting to “hack” other computers, networks, or devices
 - Attempting to bypass StG network internet filter
 - Using “proxy” servers or sites to conceal identity or visit illicit sites
 - Posting unauthorized media (pictures, audio, video) to the internet or social networking sites
 - Posting inappropriate or self-endangering information to the internet or social networking sites
 - Accessing any social media site during school hours and posting information on these sites during school hours;
 - Downloading viruses or other potentially harmful files or applications
 - Employing translation services for language classes without the expressed consent of the foreign language instructor
 - Using bandwidth for non-educational purposes during school hours (7:30am-4:30pm, Monday through Friday)
 - Harassing, antagonizing, or hazing individuals
 - Representing StG in a way that could be conceived as deleterious to St. Gerard’s reputation in the community
- Games - Students are not to play games during school hours, with the exception of educational games assigned by a teacher.
- Cheating - Student may not cheat, steal, or plagiarize work.

Any violation of the above policies will result in disciplinary action as deemed appropriate by Administration.

Students are also subject to the Archdiocese of San Antonio Catholic Schools use of electronic communications policy.

The Archdiocese San Antonio Handbook of Policies and Regulations for Catholic Schools policy 4610 USE OF ELECTRONIC COMMUNICATION:

Whether occurring within or outside of school, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school’s equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

If StG is notified that a student is inappropriately using the internet and/or social media sites or text messaging in a deliberate, repeated, hostile manner parents of the students will be notified.

FINANCIAL INFORMATION

BUSINESS OFFICE/DEPARTMENT OF FINANCE

For your convenience the StG Business Office is located in Main Office and is open Monday through Friday from 8:00 a.m. to 4:15 p.m. with an hour closed for lunch each day.

FINANCIAL POLICIES & FEES

The finances of St Gerard CHS /RMS are the responsibility of the high school Administration and The Director of Business Operations at the Department of Catholic Schools at the Archdiocese of San Antonio. The operating budget, regular financial statements, and investments, as well as financial planning are subject to regulations of The Archdiocese of San Antonio, which manages St. Gerard CHS / RMS.

PRE- REGISTRATION/FINAL REGISTRATION

For a student to pre-register for the next school year, parents must have met all previous financial obligations to StG. In addition they must complete and sign a tuition promissory contract and pay the required *non-refundable* deposit. Pre-registration for returning students as well as incoming freshmen is held during the months of February – April. Please contact the Main Office for exact dates.

Final registration is held in July and August, prior to the opening of school. A summer mailing will notify you of dates and times.

PAYMENT OF TUITION

Payments for tuition and fees are accepted at the **Main Office**. Payments sent via postal mail should be addressed to: St. Gerard CHS/RMS, 521 S. New Braunfels Ave., San Antonio, Texas 78203.

StG accepts cash, checks, and major credit cards for payment of tuition and fees. The following credit cards are accepted: Master Card, Visa, America Express, and Discover. All checks must be written out to St Gerard CHS/RMS and include the student’s name or student I.D number, and specific term on the memo of the check. This will help ensure that the account is credited properly.

StG offers parent(s) and guardian(s) two payment options for tuition and fees. The family can choose to either pay under the annual payment plan (Plan A); or 10 equal monthly installments under plan (Plan B).

It is the responsibility of the family to enroll in a payment plan annually. Failure to remit these payments may result in withholding of credits, transcripts, diploma and the use of RenWeb. A late payment fee of \$35.00 will be assessed each month for not submitting tuition payments as agreed.

TUITION PAYMENT PLANS

All plans payable to StG CHS/RMS.

Plan A: Annual Plan in Full: Date Due August 1st
(- 5% discount)

<i>Registration Fee: (paid in advanced)</i>	\$200.00
Mandatory Fundraisers:	\$500.00
PTC Fee:	\$70.00
Testing Fee:	\$100.00
Supply Fee:	\$100.00
Athletic Fee:	\$200.00
Graduation Fee:	\$200.00
HS Tuition	\$6300.00
or	
MS Tuition	\$4000.00

Plan B: 10 Monthly payments beginning on August 5th and continuing each consecutive month until the balance is paid in full. This does not include any applicable tuition assistance, grants, or other discounts.

Registration Fee: (paid in advanced) \$200.00
10 Monthly Payments dependent of student type:

RMS:	
6 th -7 th Non athlete	\$427
6 th -7 th Athlete	\$447
8 th Non athlete	\$447
8 th Athlete	\$467
CHS:	
9 th -11 th Non athlete	\$657
9 th -11 th Athlete	\$677
Senior Non Athlete	\$677
Senior Athlete	\$697

*****TUITION IS NON REFUNDABLE**

- **Mandatory Fundraisers are school wide. One is completed in the Fall (Catholic Life Raffle) and the other in the Spring (General Raffle).**
- **Each semester responsibility is \$250.00 for an annual total of \$500.00 per family. Tickets must be sold.**
- **Any unsold amounts will be billed to the student's account and must be paid within 30 days of billing.**

MULTI-CHILD TUITION SCHOLARSHIPS/GRANTS

Families with more than one child enrolled simultaneously at StG will receive a tuition scholarship for their second child. Families with three children simultaneously enrolled at StG will receive an additional tuition scholarship which will be applied to both students' (child two and three) accounts. Please see the most current Enrollment Packet for specific scholarship and grant amounts. All scholarships and grants awarded upon review by the StG finance department. Enrollment information is available in the Main Office.

SUMMER SCHOOL

If Summer School is held at StG, the cost for attending summer school is \$430.00 for one credit (1.0) and \$215.00 for half a credit (.5). Some classes do have fees associated with the course. Please check with the Main Office for a listing of the fees involved with a summer course if and when they are offered at StG.

LATE FEES AND RETURNED CHECKS

In the event of delinquency or default, the parent/guardian will be responsible for all costs of collecting, including, but not limited to any attorney fees and court costs necessary for the collection of any amount due.

In the event that the parent/guardian fail to make payment herein provided for at the time when the same becomes due, the parent/guardian will pay a late charge in the amount of \$35.00 for each late payment, for the sole purpose of defraying the expense of following and handling the delinquent payment. Payment not timely received, including returned checks, shall be considered late. In addition, if payment is not made when due, then the entire amount owed and unpaid hereunder shall, at the election of St. Gerard CHS / RMS, become due and payable and notice of such election is hereby waived.

If the bank returns a check for any reason, there will be a \$35.00 charge. **No post-dated or third party checks will be accepted.** No provision of the note shall be modified except by a written instrument expressly referring to this note and provisions to be modified. After the second returned check (NSF) from any one family, all payments must be made via cash, money order, or credit card when possible. Each NSF received will result in full repayment of original total, plus an additional cost of \$35 to cover bank fees for NSF check processing. This can only be paid via cash or money order.

DELINQUENCY

If a student account is delinquent, the following process will be followed to ensure families are made aware of delinquency and a plan to resolve delinquency is set in place.

14 days past due date: Parents/Guardians will receive a call, e-mail, and mailed letter from the StG Finance Department serving as an official notice of a delinquency.

30 days past due date: Parents/Guardians will receive a call, e-mail, and mailed letter from the StG Finance Department serving as an official notice of an ongoing delinquency. At this time, Parental and student access to RenWeb/FACTS SIS will be revoked and a late fee of \$35 will be assessed.

45 days past due date: Parents/Guardians will receive a call, e-mail, and a certified mailed letter from the StG Finance Department serving as the last official notice of a delinquency. If no attempt is made to resolve delinquency, student(s) will no longer be allowed to attend class, extracurricular activities, or any sporting events as a student/athlete representing StG. This includes exclusion from club & class meetings, tutoring, sports team practices & games, and any other school-affiliated events.

WITHDRAWAL PROCEDURE

A student's withdrawal from StG will be considered as occurring the day a parent or legal guardian turns in a completed withdrawal form to the StG Main Office.

It is the responsibility of the parent or legal guardian to obtain all the required signatures, the final signature being that of the **Principal** before the student's withdrawal will be considered official by the Registrar. Notice to an instructor or other office does not cancel registration or a student contract with the Business Office.

WITHDRAWAL WITHOUT PROPER NOTICE MAY RESULT IN FAILURE IN ALL COURSES FOR THE SEMESTER. IN ADDITION, THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR FULL PAYMENT OF ALL TUITION, FEES AND OTHER CHARGES.

Students withdrawing from StG will be refunded tuition only according to the Withdrawal/Refund Schedule listed below.

The parent or legal guardian of the student will be held responsible for non-refundable fees assessed to the student's account statement.

The total tuition for the respective academic school year is taken into consideration as well as the date of the student's last attendance. This determines the percentage of total tuition due upon withdrawal from StG.

With respect to students receiving financial aid (i.e., scholarships, grants and/or discounts), StG reserves the right to rescind any financial aid award when a student voluntarily withdraws or is mandated to withdraw from StG.

STG WITHDRAWAL/REFUND SCHEDULE

Student's School Attendance % of total Tuition
Refundable at Time of Withdrawal

Fall:

0 - 2 weeks 100%
3 - 5 weeks 50% of Fall & 100% of Spring

Spring:

0 - 2 weeks 100% of Spring only
3 - 5 weeks 50% of Spring only

All financial obligations must be paid in full before a student graduates or is officially withdraws from StG. Semester grades will be held if there are any outstanding financial obligations to StG.

No transcripts, grades, or diplomas are released until all financial obligations are met.

Required Tuition and Fees for StG

(A) Assessed to all Students:

<i>Registration Fee: (paid in advanced)</i>	\$200.00
Mandatory Fundraisers:	\$500.00
PTC Fee:	\$70.00
Testing Fee:	\$100.00
Supply Fee:	\$100.00
Athletic Fee:	\$200.00
Graduation Fee:	\$200.00
HS Tuition	\$6300.00
or	
MS Tuition	\$4000.00

All amounts are subject to change

** All fees are non-refundable*

*** Mandatory Fundraisers of \$500 must be paid in full.*

(B) The following are fees a student/parent/guardian may incur during an academic school year:

Collections Fee	\$50.00
Financial Aid / HFF App Fee	\$35.00
Graduation Fee (Seniors Only)	\$200.00
ID Card Replacement Fee	\$5.00
Retreats	\$60.00-\$150.00
Late Payment Fee	\$35.00 Late
Library Fines	Varies
Parking Fee	Varies
Return Check Fee	\$35.00
Service Hour Fee (each non-completion)	\$25.00
Testing Fees	\$100.00
Transcript Fees (each)	\$5.00
(C) Summer School Tuition	\$430.00 (per credit)
(D) Dual Credit Fees (test & courses)	\$132.00

*****ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

*****FEES ARE NON-REFUNDABLE**

FINANCIAL ASSISTANCE/SCHOLARSHIPS

All Financial Assistance is subject to fund availability and review by the Finance Department.

Questions commonly asked by families:

1. What is tuition assistance? Tuition assistance consists of funds given to families who demonstrate a financial need for assistance with tuition expenses at StG.

2. How is tuition assistance determined? An application with Hope for the Future must be on file to determine need. StG will require families to complete a financial assistance application. Families requesting financial assistance must submit a signed copy of their entire IRS

Form 1040 (including copies of all W-2 forms, schedules, and attachments). Incomplete applications will not be processed. When determining awards, the Financial Assistance Committee considers income, assets, essential living expenses, family size, and the number of students at tuition charging institutions. The Committee also considers the earning potential of a non-working parent if no small children are at home. Families with children at other independent schools or in college are expected to apply for financial assistance from those schools as well.

3. Who can apply? Anyone can apply for tuition assistance, but only students who have been accepted to StG, paid the pre-registration fee, and demonstrate financial need, as determined by the StG CHS/RMS Financial Assistance Committee, will be considered.

4. How much tuition assistance may I expect to receive? Each case is considered individually. The primary responsibility for financing the student's education rests with the family. After all of the family's own resources have been exhausted, parents may wish to apply for financial assistance.

CONFIDENTIALITY DISCLAIMER

All Tuition assistance, scholarships, grants or assistance received from StG and any of its donors & affiliates is completely confidential and should not be shared with any other families, students, or non-StG personnel. Failure to comply may result in immediate revocation of existing forms of financial assistance and may certainly inhibit any future forms of financial assistance.

Deadlines for financial assistance and scholarships for each school year occurs in the Spring and Summer of the prior year.

Assistance may be offered at a later date based on funds available. Check with the StG Finance Department. Although additional applications may be accepted after deadline dates, it is possible that funds will be exhausted.

Financial Assistance Application Deadlines for each school year are set as follows:

- **January** – Financial Assistance application for the Early Round, through Hope for the Future, for the upcoming school year opens.
- **Early March** - Completed applications are due.
- **Late March**- Early Round awards announced.
- **April**- Financial Assistance application for the Final Round, through Hope for the Future, for the upcoming school year opens.
- **Late July**- Final Round awards announced.

The majority of financial assistance will be funded through Hope for the Future. More information regarding specific dates and guidelines can be found at <https://www.archsa.org/hope/>.

Assistance may be offered a second time in September based on funds available. Although additional applications will be accepted after deadline dates, it is possible that funds will be exhausted.

6. *Is tuition assistance renewable each year?* Yes, a new application must be filed with the Business office each year. Changes in your financial status may affect the amount of the award from year to year.

See [FINANCIAL POLICIES & FEES](#) for more information on payment options. When Financial Assistance and/or Scholarships are awarded they are applied to the students' tuition account to reduce your payments according to the plan you chose. At no time can an award be used for the complete monthly amount due.

7. *Can I lose my financial assistance during the year?* Recipients of financial assistance are expected to meet the same standards of performance as all the other students enrolled. If a student withdraws from StG or is asked to leave, financial assistance awarded may be withdrawn.

Will St. Gerard CHS /RMS accept outside scholarships? Yes, our Business Office will require proof of the scholarship(s), which can be a copy of the award letter or certificate. It is the parent's responsibility to be sure the scholarship check is sent to StG. We will be happy to provide what information may be needed to show proof of enrollment for your student. If your tuition is adjusted by the scholarship but the awarded amount is not received, the family will be held responsible for the outstanding tuition amount.

Incoming freshmen may also want to inquire at their church parish organizations such as The Knights of Columbus for assistance with tuition expense. In the past Incoming freshmen have brought with them scholarships from their middle school. Check with your current school's main office to see if they will be offering any assistance.

GIFTS/DONATIONS

All gifts and donations (check, cash or in-kind) must be submitted for processing to the StG Main Office to ensure proper tax credit. For in-kind gifts, the in-kind gift form should be completed and returned to the Main Office. All gifts and donations are non-refundable regardless of student admission status. All gifts and donations from any individual do not give or imply any authority over the school, campus, or its affiliates.

FUNDRAISING

Any fundraising activities should be approved by the StG Principal in advance. All gifts and donations (check, cash or in-kind) must be submitted for processing to the StG Main Office to ensure proper tax credit.

ASBESTOS NOTICE

This is also our annual notice of the presence of asbestos containing materials in school. The location and condition of these materials are found in the Approved Management Plan located in the Main Office. The results of our reinspection and periodic surveillance conducted by ASTEX Environmental Services have been satisfactory and are recorded in the Management Plan.

ACKNOWLEDGMENTS AND CREDITS

The policies and regulations stated in the StG ParentStudent Handbook are consistent with the Handbook of Policies and Regulations for The Department of Catholic Schools for the Archdiocese of SanAntonio

CONDUCT AND DISCIPLINE (Supplemental procedure added for the 2019-2020 School Year)

CODE OF CONDUCT (3301)

The St. Gerard's School community believes self-discipline is the key to understanding God and the world around us. Learning respect for oneself and others begins at an early age and continues into adulthood. Through rules of behavior, St. Gerard's students are expected to conduct themselves according to a Catholic code of humility, understanding, respect for all life, and above all, a persevering spirit of community and reconciliation.

St. Gerard's administration, faculty, and staff are dedicated to the enlightenment of the child to understand, in a broad sense, the effects of his or her own words and deeds. It is believed that the child attends St. Gerard's for a purpose and that he/she is an integral blessing to the school community.

It is believed that through discipline, the home and school share the responsibility of engaging the child as an active member of God's greater community.

The classroom teacher is a powerful influence in creating a positive school climate. The teacher-student relationship is paramount for good discipline. Each teacher and her/his students create classroom expectations that are appropriate for the specific grade level.

The specific consequences for each grade level may be obtained from the student's teacher. Classroom expectations are posted in the classroom.

DISCIPLINARY ACTION (3401)

The following guidelines are utilized by all St. Gerard's Catholic School faculty and staff for establishing appropriate disciplinary action:

Good classroom discipline is first and foremost the responsibility of the classroom teacher. Emphasis should be placed on positive reinforcement rather than on punishment.

In dealing with student behavior, respect for the personal dignity of the student should be evident.

Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction are logged in Ren Web and kept on file for review or as documentation for any further disciplinary actions.

Administrative conference with parents and/or student may be required as part of a disciplinary issue and pre conferences may be held with the teacher regarding disciplinary incidents or concerns. ***St. Gerard's administration, faculty and staff implement the Code of Conduct and Disciplinary Action in a fair, just, dignified and loving manner with all students.***

Parent partnership, communication and support are imperative throughout this process. Discussions regarding the consequences of a student other than a parent's own child is strictly prohibited.

The Counseling office is available and should be utilized strategically by referring students who initially begin to demonstrate consistent and ongoing disruptive, defiant behavior, or a pattern of not accepting or neglecting personal and/or academic responsibility. A teacher may issue a counseling referral rather than a signature based on the severity of the demonstrated behavior.

It takes both home and school, working together, to nurture in a child a sense of responsibility, the importance of good choices, and Christian values and morals. It is believed that timely communication between home and school greatly facilitates this cooperative effort. In order to realize this objective, student discipline and accountability at St. Gerard's School is in the form of a teacher behavior event system implemented throughout the grades.

It is imperative that parents/guardians be kept informed of their child's progress, whatever the grade level, regarding conduct and work habits.

Every choice and every action have a consequence. Students respond better when the consequences for making improper choices are made clear to them from the beginning. The teacher clearly conveys to the class his/her expectations in order to optimize learning for the individual and for all the students in the class.

A Student Offense Report (SOR) is earned by one or a series of infractions. The *SOR* serves as notification to parents of significant misconduct. The misconduct and its consequence/s are noted on the *SOR*. The *SOR* is to be signed by the parent/guardian and returned the following school day to the homeroom teacher or an administrator; parents should keep their copy of the *SOR*. Parent support in talking with their child and using their judgment in imposing their own consequences at home will greatly influence their child and increase the effectiveness of modifying the behavior.

Note: *Failure to sign a disciplinary report either by refusal or omission will not negate the report or the consequence (detention, SOR, etc.).*

A student may be issued a conduct event for:

- Missing or incomplete assignments
- Failure to follow directions when given (verbal or written)
- Failure to be prepared for class
- Desecration of any issued texts or class materials
- Disrespecting one's own or another student's books, supplies or property
- Excessive talking in class
- Inappropriate/Disrespectful behavior
- Passing notes in class (depending on the content this may be more serious than a signature)
- Disrespectful or disruptive behavior (this may be more serious than a signature)
- Inappropriate language (verbal or written), drawings or gestures (this may be more serious than a signature)
- Failure to keep a scheduled appointment or commitment
- Uniform violation
- Chewing gum
- Failure to return required school documents (i.e., signed academic checks, etc.)
- Out of designated area
- Disruption of class or tutoring
- Failure to follow school policy or procedure
- Unapproved use of a cell phone or other electronic device during the school day
- Inappropriate behavior during Mass, an assembly or fire drills or any school-sponsored event
- Public display of affection
- Insubordination – defiance of authority;
- Noncompliance of rules & regulations
- Use of another student's ID
- Open lockers/unlocked lockers/lockers with no locks

Saturday School will be scheduled as needed. Students Serving Saturday School will be required to wear their school uniform.

Middle School Guidelines:

A student earning 4 behavior events in Conduct will be issued a detention; detentions are served on Tuesday, Wednesday or Thursday from 3:30 pm -4:15 pm under the supervision of the teacher.

PARENTS WILL BE E-MAILED REGARDING THE CHILD'S DETENTION.

Any student missing or late for a detention without making prior arrangements or rescheduling with an administrator or teacher will earn two detentions, one for the original infraction and the other for the missed or late detention.

The student may attend any extracurricular activity on the day the detention is served. However, it is at the discretion of the administration and faculty/coach and/or sponsor to determine if the student may participate or play that day.

Earning 4 additional behavior events in Conduct (total of 8) in Conduct events in another detention.

Earning 4 additional behavior events in Conduct (total of 12) results in the student earning a SOR and a Saturday School.

Earning 4 additional behavior events in Conduct (total of 16) results in a Saturday School (SS) and a parent meeting with the Administration.

Middle School: The behavior event count will start over each quarter for middle school students.

Several *SORs* Two or more *SORs* for conduct will result in a Family Support Meeting with the student, parents and the administration. Grooming and dress code infractions are recorded in Ren Web as well. A single or double infraction in grooming or dress may be considered as Responsibility event infractions but a series or pattern of the same infractions repeatedly will be treated as a Conduct infraction.

This process regarding discipline prepares students for the challenges of High School. Appropriate behavior, a sense of responsibility, and good work and study habits will establish a foundation for better moral choices, academic success, good citizenship, and preparation for High School placement

High School Guidelines

At this level, the discipline process, conduct events and consequences are more structured as the challenges for the older students are greater. Administration and faculty log in all discipline information in the Ren Web program. Parents have this tool of communication readily available to review their child's attitude, conduct, and responsibility. It is imperative that parents/guardians be kept informed of their child's progress about conduct and work habits by accessing the Ren Web program on a regular basis.

The behavior events recorded on Ren Web are cumulative only during the semester, first or second, in which they occur (August through December and January through June). In other words, students "start fresh" in August and January.

Consequences for Conduct events:

A student earning 3 behavior events in Conduct will result in an after-school detention. After school detentions are held on Tuesday & Wednesday's.

Parents will receive a minimum of a one-day notice. After-school detentions are served from 3:45 pm - 4:45 pm under the supervision of a teacher. Students will be required to complete homework during detention.

Any student missing or late for a detention without making prior arrangements or rescheduling with an administrator or teacher will earn two detentions, one for the original infraction and the other for the missed or late detention.

The student may attend any extracurricular activity on the day the detention is served. However, it is at the discretion of the administration and faculty/coach and/or sponsor to determine if the student may participate or play that day.

6 behavior events in Conduct result in another after-school detention

9 behavior events in Conduct will result in Saturday School and a Student Offense Report (SOR).

12 behavior events in Conduct will result in Saturday School and a 2nd Student Offense Report (SOR) and a parent meeting with Administration

13+ behavior events in Conduct will be handled at the discretion of the administration.

Grooming and dress code infractions are recorded in Ren Web as well. A single or double infraction in grooming or dress may be considered as Responsibility event infractions but a series or pattern of the same infractions repeatedly will be treated as a Conduct infraction.

The loss or destruction of a Planning Calendar is serious. Students are responsible for locating the lost book or purchasing a new one within two school days. Depending on the student's record of conduct and responsibility, a behavior event may be issued for a lost Planning Calendar. This will be at the discretion of the administrator or faculty member.

Student Offense Reports, In-School Suspensions, and Off-Campus Suspensions (3402)

A High School student will be issued a *Student Offense Report (SOR)* for nine conduct events resulting from a series of infractions (conduct or responsibility) or may be issued an *SOR* for one serious infraction. During a semester, when an *SOR* is issued, it may be accompanied by a Saturday School, *In-School Suspension (ISS)*, or an *Off-Campus Suspension (OCS)* for part of the school day, one full day or two full days.

Student Offense Report (SOR) Process and Policy:

A *Student Offense Report (SOR)* is earned by one, or a series of, infraction/s. It serves as notification to parents of a significant infraction. The infraction and its consequence are noted on the *SOR*.

Two or more SOR's will result in a parent conference and or a family support to discuss the pattern of offenses and any issues affecting the student's progress. For excessive SORs, the status of continued enrollment will be an issue.

In-School Suspension (ISS) Process and Policy (3402)

In-School Suspension (ISS) will be given for serious infractions at the discretion of the Administration.

The student is removed from the classroom for the day and placed in an on-campus setting with a supervisor. The student is expected to complete all assignments and any scheduled tests that the teacher sends to the ISS supervisor.

There is a \$25.00 ISS fee added to SMART tuition the day the student serves the ISS.

The process remains the same for the second through fourth ISS.

During the school year, any student who serves five ISSs, will automatically receive an *Off-Campus Suspension* and will be placed on probation for the remainder of the school year; NO extracurricular activities or events unless otherwise specified. A parent conference with the counselor and an administrator will be required and the status of continued enrollment will be discussed.

Off-Campus Suspension (OCS) Process and Policy (3403) An *Off-Campus Suspension (OCS)* may be issued to a student for one serious infraction, for repeated infractions, or for five *In-School Suspensions*.

Parents/guardians will be notified of any OCS via the SOR and phone call and/or in-person conference.

An OCS requires that the student be picked up from school for the remainder of the day or the student may be issued a full one-day or two-day suspension depending on the severity of the infraction. An all-day suspension (one or two days) requires a meeting with a parent upon the student returning to school.

BEHAVIOR PROBATION

Behavioral Probation is a special written agreement between the student, the parents, and the Administration of St. Gerard's of which students are expected to comply with the specific expectations for a specific period.

The campus Behavior Committee decides collectively what the Behavior Probation expectations and consequences will be and conducts periodic reviews to determine probation status. Behavior Probation is unique to each student. Agreements will have specifics depending on each individual situation.

A student may be placed on Behavioral Probation for:

committing a serious offense;

- Any repeated violations of school policy;
- Delinquent service hours;
- Disruption to the learning environment;
- When deemed appropriate by school administration.
-

BEHAVIOR PROBATION CONSEQUENCES Behavior Probation consequences and expectations for a student may include any combination of the following:

- Have no disciplinary problems at St. Gerard's from that point forward;
- Required to have no more than 5 unexcused tardies,
- 5 unexcused absences, or 3 behavior events from that point forward;
- Assigned to designated classes/ tutoring
- Removal from leadership positions / TAPPS; barred admittance to St. Gerard events on or off campus;
- Asked to serve in-school detention, Saturday detention (with fee), or perform light duty during or after school detention;
- Required to complete additional community service hours, pre-approved by the Administration;
- Asked to meet regularly with a campus counselor; required to seek outside counseling
- Other consequences, as deemed appropriate by the Administration.

In addition to other consequences, as a matter of standard policy, a student placed on Behavior Probation will be required to:

- Resign any club, class office or leadership position for a minimum of four weeks;
- Discontinue representing St. Gerard as a member of any academic, Fine Arts, or athletic team or competition for a minimum of four weeks or longer, as deemed appropriate by the administration;
- Discontinue representing any other academic institution where participation is a result of their enrollment at St. Gerard;
- Forfeit the privilege of senior exemption for the current semester or for the remainder of the year, as deemed appropriate by the Administration.
- The student will be ineligible for extracurricular activities during the days the OCS was served;
- The student is responsible for completing all class and homework assignments on the due date.

A student serving a two-day off campus suspension will be placed on probation for the remainder of the school year. The student may not participate in extracurricular activities.

If a student has served a two-day OCS and earns another OCS while on probation, a meeting must be scheduled with the student, parent/guardian, administrator, and pastor. Expulsion may be necessary in the best interest of the student and student body.

If a student shows no marked improvement or gives the impression that he/she has no intention of improving behavior or attitude, through his/her actions, the principal may ask the parent to remove the child from the school. If the parent refuses to remove the child from school, the principal or vice principal can expel the student.

The OCS process and policies apply to all students in all grades

Serious Infractions

For any infraction, it is the judgment of the principal or vice principal to invoke a severity clause. The consequences based on the severity of the action will be at the discretion of the principal, vice principal, and/or pastor, and may result in a School Offense Report, In-School Suspension, Off-Campus Suspension, and/or Expulsion.

The following are examples of, but not limited to, the types of behaviors that are not tolerated at St. Gerard's Catholic School at any time:

Forbidden Items - bringing to school any non-school supply or item that is inappropriate or can harm another without specific permission from the teacher or administrator. These include but are not limited to laser beam instruments, aerosol sprays, tape recorders, electronic games, radios, MP3 players, handheld games, iPods, iPads, Smart watches, etc. Any faculty or staff member has the right to confiscate such item and deliver to the principal or vice principal.

Cheating/Dishonesty- giving or receiving any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates in cheating and/or dishonesty. The student(s) will then be subject to disciplinary action.

Plagiarism - taking someone else's work and claiming it as one's own, such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying and pasting articles from an encyclopedia or website.

Bullying - repeated aggressive/hurtful behavior, verbal, psychological or physical, by an individual or group against others.

Physical Aggression or Horse playing - may or may not be malicious but is an act which can result in a child being hurt, i.e. pushing, pinching, tackling, biting, slapping, punching, throwing rocks or other objects.

Disrespect – any insulting actions, gestures, drawings, and/or language (verbal or written) directed at any student, parent, faculty, or staff member. This includes any posting on any social media or social networks.

Vandalism - damaging, destroying or misusing school equipment or school property in any manner. Parents will assume the cost of repair or replacement of any school property damaged by the student. Any taking or damaging of another person's property will require replacement of such stolen or damaged items.

Graffiti - any defacing of school property or the property of a student or teacher.

Forgery - signing a parent's or guardian's signature (by the student or any other unauthorized person) to a note, test, or other materials; a parent or guardian may not give their child permission to sign the parent's or guardian's name.

Gambling - betting in any form will not be permitted on the school campus or any place at which a school contest or activity is taking place.

Substance Abuse - using, possessing, or distributing any type of controlled substance including alcohol-based hand sanitizer.

Theft - taking or possessing any article of value that belongs to another person.

PDA - any public display of affection to include kissing, hand holding, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature is prohibited. Disciplinary action will be applied.

Cell phones – use of cell phones during school hours is prohibited (includes Before School Care and After School Care).

Smart Watches- use of any type of smart watch during school hours is prohibited (includes Before School Care and After School Care). I.e. Apple watch, Samsung Galaxy watches, fossil, and any watch with cell phone functions.

Chronic Disruptive Behavior - Behavior that repeatedly disrupts the flow of instruction and/or the teacher's efforts to maintain a harmonious classroom environment that is conducive to learning.

StG Catholic High School & Regional Middle School

Parent/Student Handbook Signature Sheet



This signed and dated form must be turned into the student's Advisor.

STUDENT'S PLEDGE

"On my honor, I will take an active part in seeing that others, as well as myself, uphold the spirit of the Academic Honesty Policy, as stated in the StG Handbook. Furthermore, I will strive to uphold my personal integrity and will commit myself to honest academic work."

"I have read and understand the school's Internet/ Acceptable Use Policy, Department Expectations, Uniform, and Attendance Policies and agree to abide by all school policies."

"On my honor, I will take an active part in seeing that others, as well as myself, uphold the zero tolerance policy towards bullying, drugs, and alcohol at StG. I agree to act in a manner that is not harmful, hurtful, or harassing to me or others while upholding the mission and values of StG CHS & RMS."

"I have read and understand all the policies and procedures outlined and explained in the Parent-Student Handbook. I understand that the my success depends upon our joint effort to enforce and follow the rules and regulations stated in this handbook. My signature below is an endorsement of the school's policy and my pledge to agreement and compliance."

Student's Name (Please Print your full name)

Grade

Student's Signature

Advisory

PARENT'S PLEDGE

"I have read and understand all the policies and procedures outlined and explained in the Parent-Student Handbook. I understand that the success of my child(ren) depends upon our joint effort to enforce and follow the rules and regulations stated. My signature below is an endorsement of the school's policy and a pledge to uphold and encourage my child(ren)'s agreement and compliance."

Parent's Name (Please Print)

Primary contact number or e-mail

Parent's Signature

Date

