

# ST. GERARD CATHOLIC SCHOOL PARENT – STUDENT HANDBOOK 2021 - 2022



An Early College 6<sup>th</sup>-12<sup>th</sup> Campus

When students accept the invitation to attend St. Gerard, they agree to wear the proper uniform every day and during all school functions where the uniform is required. On:

- Monday's students may wear a college/military t-shirt with their "Standard Uniform" bottoms,
- Thursdays students will dress in formal dress/mass attire, and
- Friday's students may wear a Royal Spirit t-shirt with their "Standard Uniform" bottom.
- Review Royal uniform and dress code guidelines and requirements:

**All St. Gerard apparel can be purchased at:**

**DENNIS UNIFORMS 431 Isom Suite 101 San Antonio, TX 78216**  
**Office (210)366- 2003 Web-site at [www.dennisuniform.com](http://www.dennisuniform.com)**

*If you are experiencing any problems with complying with our uniform guidelines, email Dean of Students, @ [dr.vargas-lew@stgerardsa.org](mailto:dr.vargas-lew@stgerardsa.org) so arrangements can be made, and your child is not sent home due to non-compliance.*

It is the responsibility of all students to dress properly each day for school. Furthermore, it will be the responsibility of the faculty, staff and administration to enforce the dress code policy. Students should, at all times, observe high standards of neatness and cleanliness. Any distraction caused by a student's dress or grooming will be dealt with as a disciplinary matter.

Chronic disregard for maintaining or wearing the school uniform will result in further disciplinary action and/or separation from the school. Standards of dress and appearance for all Middle and High School students include:

1. Uniforms should be clean and **ironed**, and shoes should be in good repair.
2. Shoes are part of the school uniform and should be worn as intended and polished on a regular basis. Shoes should be free of graffiti. Any student requesting an exemption regarding shoes due to medical necessity must present medical documentation and meet with the respective administration to determine specific dates for the exemption.
3. All clothing should be labeled with the student's name.
4. Clothing or accessories that are out of uniform may be confiscated and kept in the main office. Chronic confiscation of non-uniform items may result in the items being given to charity.
5. Boys must be clean-shaven.

6. Hair must be appropriately groomed and of a presentable color **and natural shade** (blond, black, brown, red).
7. Wearing of hats is not permitted during the academic day or indoors, except during inclement weather or on an “Out of Uniform” day. Hats must be solid black or blue with no logo visible.
8. Boys and girls pants will be standardized and must be purchased from [Dennis Uniforms](#).
9. Spirit wear may **not** be worn on Mass/Dress uniform days.
10. **Dress uniforms** are only to be worn every Thursday /Community Prayer/Mass days and special occasions. On all other days, the Standard Uniform will be mandated with Monday’s reserved for College/Military t-shirt day and Friday’s reserved for St. Gerard Spirit T-shirt day.
11. Monogramming uniforms with initials is optional, and monograms may not exceed 1 ½ inches on all items of clothing.
12. **Black Blazers** - We are adding black blazers as part of the uniform for both boys & girls this 2021-22 year. The blazer will be optional for this school year however, the blazer will be **required for the 2022 -2023 school year**. There will be no St. Gerard insignia on the blazer so students may also use their blazer for personal use and special occasions (e.g., when meeting with college representatives on or off campus for interviews, scholarship interviews, career/shadow day interviews, etc.)

**All apparel can be purchased at [Dennis Uniforms](#). Sweaters/outerwear can also be purchased at the Royal Spirit Store. If in doubt about a uniform item, before it is worn, bring it to the St. Gerard administration for approval.**

Respectfully,

*Oscar*

Oscar W. Garza, Principal

[St. Gerard Catholic School](#), A College Preparatory 6<sup>th</sup> – 12<sup>th</sup> Campus

Office: 210-533-8061 / Email: [ogarza@stgerardsa.org](mailto:ogarza@stgerardsa.org)



# ST. GERARD CATHOLIC SCHOOL

## UNIFORM DRESS CODE

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
College/Military <b>T-shirt Day</b> , and Standard Uniform bottom	Standard Uniform	Standard Uniform	Standard Uniform	<b>Royal T-shirt Spirit Day</b> , and Standard Uniform bottom

### UNIFORM SHOES

St. Gerard uniform shoes can be purchased at various stores (*e.g., JCPenny's, Shoe Carnival, Macy's, Wal-Mart, Kohl's, Amazon, etc.*) or other authorized dealers. 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.

Girls **Black** Penny Loafers or **Black/White** Saddle Oxfords (see image below)



Boys **black**, polishable dress shoes (loafers or lace-up shoes) must be worn. All shoes must have a distinct, raised heel (see image below)



**BOYS' MASS/DRESS UNIFORM** – To be worn on Mass days and for special occasions. **All apparel can be purchased at [Dennis Uniforms](#)**. Sweaters/outerwear can also be purchased at the Royal Spirit Store.

The Mass/Dress uniform will consist of:

- 2021-22 optional black blazer\*, **required 2022-23**, No logo may be visible.
- A solid white dress shirt (*short- or long-sleeved*) with button front must be worn. No visible logos or embroidery will be allowed **except the Royal logo**. A solid white t-shirt may be worn tucked in under the dress shirt,
- The traditional blue tie,
- **Black or Navy blue pants** (*In light of shortcomings of Dennis Uniforms inventory due to the pandemic, those parents who email Dr. Vargas-Lew for pre-approval, their child will be temporarily allowed to wear khaki pants for mass/dress uniform*),
- Black dress socks. No pattern or logo must be worn. **Athletic or low-cut socks are not allowed.**
- Black, leather polishable dress shoes (*loafers or lace-up shoes*) must be worn. All shoes must have a distinct, raised heel (***see images below***),
- A simple black belt with plain, unornamented buckle must be worn.
- A sweatshirt/jacket with no pattern or logo, except the Royal logo, may be worn for outdoor wear

**BOYS' STANDARD UNIFORM** – Same as “Dress uniform” however:

- Blazer is optional, \* **required 2022-23**, No logo may be visible.
- Khaki pants in lieu of black pants may be worn (*black/khaki knee length shorts at discretion of administration*)
- Uniform top available at [Dennis Uniform St. Gerard selections](#). To be worn daily except mass days of each week.
- Dress socks (**black or white only**). No pattern or logo must be worn. **Athletic or low-cut socks are not allowed.**

## PE/ATHLETICS

A set uniform is sold through [Dennis Uniforms](#) and/or the St. Gerard Spirit Store. Only the approved St. Gerard Royals PE/Athletics t-shirt and shorts are permitted during those class periods. Outside clothes are not allowed.

**GIRLS' MASS/DRESS UNIFORM** – To be worn on Mass days and for special occasions. **All apparel can be purchased at [Dennis Uniforms](#).** Sweaters/outerwear can also be purchased at the Royal Spirit Store.

The Mass/Dress uniform will consist of:

- 2021-22 optional black blazer\*, **required 2022-23**, No logo may be visible,
- Skirt or Pants (**black or navy**),
  - skirts should be no shorter than two (2) inches above the front and back of the knee.
  - **Black bike shorts may be worn under skirt.**
- The traditional blue tie,
- A solid white button down dress blouse (*short- or long-sleeved*),
- Dress socks (**black or white only**). No pattern or logo must be worn. **Athletic or low-cut socks are not allowed.**
- A sweatshirt/jacket with no pattern or logo may be worn (Royal logo allowed for outdoor wear).
- Uniform shoes (*see images below*).
  - Shoes should be polished, lace-up black and white saddle oxfords (black saddle) or black penny loafers (*see images below*),
- A white, black, or blue hair ribbon or headband may be worn.
- Patterned hair accessories are permissible only if purchased from the Royal Spirit Store.
- Monogramming uniforms with initials is optional, and monograms may not exceed 1 ½ inches on all items of clothing. Monograms should be in blue, black, or white thread.

**GIRLS' STANDARD UNIFORM** – Same as “Dress uniform” with

- Blazer optional,
- Khaki pants allowed or skirt (*black/khaki knee length shorts at discretion of administration*)
- Uniform top may be substituted with [Dennis Uniform St. Gerard selections](#). To be worn daily except mass days of each week.
- White crew socks allowed

## **PE/ATHLETICS**

A set uniform is sold through [Dennis Uniforms](#) and/or the St. Gerard Spirit Store. Only the approved St. Gerard Royals PE/Athletics t-shirt and shorts are permitted during those class periods. Outside clothes are not allowed.

## **INCLEMENT WEATHER EXTRAS FOR STUDENTS IN FORMS 6 – 12**

- Girls and boys may wear a **solid** white turtleneck tucked in under their uniform top.
- Coats must be **solid** black or blue with no logo visible.
- Gloves, hats, and scarves must be **solid** black or blue with no logo visible.
- Hats must be **solid** black or blue with no logo visible. Hats must be taken off inside buildings. Wearing of hats is not permitted during the academic day or indoors.
- Girls may wear **solid** black leggings with skirts over tights for extra warmth. Leggings must be worn with uniform socks.

## **DRESS CODE FOR SCHOOL TRIPS**

On day trips during school hours, students will wear the assigned school uniform. On overnight trips, students should dress according to the guidelines established by the teacher or trip sponsor.

**DRESS CODE FOR OUT OF UNIFORM (OOU) DAYS** Throughout the year, St. Gerard has periodic out of uniform days. Clothing should be appropriate for school and in good taste, and must follow the approved guidelines established for the individual OOU day provided by the division office sponsoring the day.

Students may wear either jeans or khakis, but may not wear non-uniform skirts. **Open-toed shoes are always prohibited.** **St. Gerard reserves the right to send students home if their clothing is inappropriate or lacks standards of decency suitable for a school community.**

**DRESS CODE VIOLATIONS** Students must be properly dressed according to these uniform guidelines to attend school. Students with out of uniform deficiencies that can be corrected should make the correction. Students unable to correct a uniform violation will be given a warning for the first infraction. Students will be allowed one uniform violation per quarter. Second violations will result in a student being given the option to correct a uniform violation (if the item can be purchased from the St. Gerard Spirit Store) or the student can elect to serve detention or after-school work detail. If a student incurs a second violation in a quarter,

he or she can expect a notification sent to the parent from the administration. A third violation will result in the student being required to purchase the item from the St. Gerard Spirit Store (if available), and the student will receive detention or work detail. Students with flagrant or chronic uniform violations will be sent to the administration, who may administer more serious disciplinary action that may include in-school suspension or suspension of extracurricular privileges.

## **EXTREMES IN FASHION SHOULD BE AVOIDED IN HAIRSTYLES AND DRESS**

- Jewelry for girls must be confined to one small gold or silver necklace with gold or silver pendants no larger than a dime, and gold, silver, or pearl stud earrings.
- Piercings should be limited only to the earlobes and limited to one. Earrings on boys are not acceptable.
- Colored or fad jewelry is not acceptable for girls or boys.
- Students may only wear pins awarded for recognition by St. Gerard.
- Hair must be appropriately groomed and of a presentable color and natural shade (blond, black, brown, red).
- Girls: A white, black, or blue hair ribbon or headband may be worn. Patterned hair accessories are permissible only if purchased from the St. Gerard Spirit Store.
- Jewelry, make-up, and hair adornments must be understated and appropriate to the uniform.
- No facial jewelry is allowed, including pierced ears, 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.
- Undergarment tops worn under the uniform tops must be white or flesh tones with no markings or writing on them.

**If students wear inappropriate items with their uniforms,  
they will be asked to remove them.**

**We ask that all parents help by insisting that your children adhere  
to the prescribed standards of dress.**