

## STUDENT HANDBOOK-2016-17

**ARRIVAL AND DISMISSAL** Parents delivering or picking up students by car are asked to use drop off area on the SOUTH SIDE OF THE SCHOOL OR THE LOWER WEST LOT. If using the lower west lot, please enter and exit via Robins Rd. These are the only areas car traffic is allowed for the safety of all of our students. Please observe this important rule.

Students should not arrive at school before 7:30am and should be picked up promptly at 2:45 pm. Should it become necessary for a student to arrive earlier or remain later, the administrator must be advised in writing so that proper supervision can be arranged. Students in school after hours for athletics must remain in the gym. Students riding buses are supervised from the time they are delivered to school until the bell rings. Supervision is also provided after school until the last bus departs. Fr. Weber Hall is open and supervision is provided before school whenever the weather is deemed too inclement for our students to remain outside.

**ATHLETICS** (see also: eligibility for Athletics and Athletic Handbook) Should a student be excused from gym class and/or recess, they will be unable to participate in an St. Gerard sponsored and/or affiliated sports or activities after school hours. To be excused completely from physical education class a doctor's note must be present. Without note, student will be expected to participate at some level.

### ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught sequentially, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a hardship for a student and is regarded as a very serious problem.

The school reserves the right to judge the reason for an absence and to determine whether the absence is necessary or unnecessary.

Sickness excuses a student from attendance in school. PARENTS, PLEASE CALL

THE SCHOOL OFFICE IN THE MORNING IF YOUR STUDENT WILL BE ABSENT. An assignment sheet is kept for each absent student, which includes any special instructions or papers the student may need for completion of his/her work. Upon the student's return to school, it is the student's responsibility to pick up the assignment sheet and to finish all assigned work within the allotted time. It is the responsibility of the student to arrange to take any missed tests or quizzes. Any requests for homework for an absent student must be made when the absence is reported in the morning. **If a student is absent for any class, but returns before the end of the day, it is the student's responsibility to pick up the assignment sheet and have homework completed the next day.** A student who does not attend school on a particular day or leaves school for more than half a school day due to illness or suspension may not return after 2:45pm to participate in after school activities or sports. **This includes participating in athletic games/practice.**

### BICYCLE

Students may ride bikes to school with parental permission. All bikes must be parked in the designated bike racks. The school assumes no responsibility for bicycles. Skateboards, roller blades, or scooters are not allowed.

### BULLYING/HARASSMENT

St. Gerard School seeks to be a place where students, parents, teachers, non-instructional staff, administrators, and others live ever more fully in the presence of Jesus, whom they encounter in the Sacraments, in the Word, and in each other. Bullying is thus fundamentally and wholly incompatible with the Gospel values that are the foundation of this school. We therefore will not tolerate bullying in our school, on our property, or in our programs and activities.

It is not possible to comprehensively define the concept of "bullying." Normally bullying involves one or more students intentionally subjecting another student to repeated degrading actions, words, or social interactions. Individual incidents of unkindness, such as a fight or an insult, are improper, but might not constitute bullying. Bullying goes further with actions or speech that are deliberate and sustained, and are intended to isolate, hurt, or humiliate. Ordinarily, bullying would not involve silence or inaction, or mere physical presence, but it is possible that those non-actions could intentionally exacerbate a bullying situation. Bullying speech could occur in the victim's hearing or elsewhere, and could be oral, written, or electronic. Any student, parent, teacher, or other person who is aware of a bullying situation should

immediately notify the principal. Upon such a report, the principal will determine the facts and take appropriate action.

Just as bullying cannot be comprehensively defined, it is not possible to catalogue in advance all the appropriate responses that the school might choose to take. However, by enrolling a child in the school, parents and guardians give consent to the school's exercise of complete discretion to take any action it deems appropriate including, without limitation, oral caution, written warning, probation, conditions, suspension, expulsion, or even referral to civil authorities.

Every member of our community shares in the responsibility for the well being of this Catholic Christian educational community. As appropriate to age and role, each of us should model good behavior, shelter the vulnerable, and treat with respect and kindness other members of this community. Bullying and other unhealthy and immoral behaviors are sometimes portrayed in popular media as normal. This school exists for the purpose of introducing children to a fundamentally different way of living — a life in Jesus. Each of us should be vigilant about bullying and unceasing in our prayer for all the members of this community.

### **BULLYING-(CYBER)**

The law defines cyber-bullying as “any electronic communication intended to harm one or more students by interfering with education opportunities, adversely affecting a student’s ability to participate in school or district education programs, having an actual or substantial negative effect on a student’s mental or physical health causing a substantial disruption in the operation of the school.” That being said, the school reserves the right to handle any public statement (in any medium including electronic and Internet sites) made toward or about any member of our community or about the school which can be considered injurious to the dignity or reputation of the person(s) or school.

### **BUSES**

Students residing in the Waverly School District are eligible to ride the Waverly School bus at no charge. Busing is provided to our Waverly residents in the morning and afternoon. Guests are no longer able to ride Waverly buses. Behavior on all buses must be above reproach. Riding the bus is a privilege and safety must be our priority. Nonsense will not be tolerated. Students who show disregard for their own safety or the safety of others will be asked to find alternate transportation.

### **CAFETERIA**

St. Gerard School provides a hot lunch each day for those students interested in purchasing it. Students may also bring their own lunch. Milk is available for a small charge. Lunches are ordered online from the 18<sup>th</sup>-25<sup>th</sup> each month for the following month. Our lunch hours are staggered to allow students to eat with others of the same age group. While eating, students are expected to observe good table manners. When finished with lunch, students should make sure their place is free of crumbs. Out of respect for the feelings of others, students are not to save seats. Trash is to be deposited in the proper receptacles. Students who choose to be disruptive in the cafeteria may be asked to go home for lunch. All students are expected to take a turn helping with cleanup in the cafeteria. No food or drink may be taken to the playground area. Parents are discouraged from dropping off fast food to students for lunch. Soda pop is prohibited. Special group treats are prohibited in the cafeteria.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school administration is well aware of the hardship that can be caused by an abrupt cancellation or early dismissal. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation including public service announcements on radio and TV, the school's messaging system, website, and Edline home page.

## **CELL PHONES**

Students are discouraged from bringing cell phones to school. However, should it be necessary for a student to have a cell phone, the phone must be turned off and kept in the student's cubbie, coatroom, or locker. If a cell phone rings, or is found on a student's person during the school day, the phone will be confiscated and will remain in the office until the student completes a required service activity. A parent may then retrieve the cell phone. Repeat offenders will not be allowed to have a cell phone at school. Cell phones are not to be used after school and/or on school property.

## **CHANGE OF ADDRESS/EMERGENCY NUMBERS**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or if your emergency numbers, including cell phones, change during the school year.

## **COUNSELOR**

St. Gerard School provides a school counselor. The counselor is available to assist students with questions regarding social problems and crisis situations. Students are encouraged to make use of the counselor by arranging for an appointment whenever they feel it would be helpful. The counselor also works with students referred by parents and/or teachers. Appointment slips are available in the school office and with the homeroom teacher.

## **DETENTION**

Students who cannot comply with school rules must serve a detention. Detention takes place at 7:15am the school morning following the detention. If a student arrives late for detention, they must serve detention the following day. If a student misses detention completely, they will serve it the next two days. Once a student has accumulated 5 detentions, then the student must serve a Saturday detention. Saturday detention takes place from 8:00am-10:00am. Students serving detention on Saturday will engage in service to the school at this time.

## **DISCIPLINE**

Diocesan Regulation #5414 states:

The essence of Christian discipline is self-discipline wherein a student is brought to awareness that true freedom and the ability to direct one's actions responsibly are synonymous. In order to assist the student in achieving such discipline, clearly stated expectations and responsibilities as well as consistent and patient direction by administrators and teachers are necessary.

Respect for the dignity of the student precludes the use of corporal punishment and verbal abuse as a means of seeking adherence to the rules and regulations of the school.

St. Gerard School recognizes and affirms the regulations of the Diocese of Lansing. In addition, the following should be stated:

Since we believe and stress discipline as self-discipline, we should never be obliged to invoke serious penalties. However, if there are flagrant violations of school regulations or repeated indifference is demonstrated, appropriate disciplinary action will be taken. Offenses, which would deserve such action, include:

1. Smoking on the school premises at any time.
2. Stealing, cheating, foul language, fighting, or any conduct unbecoming a good citizen. Behavior that is detrimental to the good health of others is prohibited. Note: see sections on harassment and language.
3. Deliberately destroying or damaging school property.
4. Persistent disobedience and/or disrespect toward teachers and/or administrators.

Appropriate disciplinary actions may include **any or all** of the following:

1. A conference between the administrator and the student; the administrator, student, and parents; the student and the student's teacher; or all of the above.
2. Appropriate action may include expecting the student to make restitution for any damages he/she is responsible for causing.
3. Suspension may result if the administrator feels it is in the student's best interest to spend some time away from school.
4. Expulsion.

Some behaviors are so destructive, not only for the student involved but for all students, that there is only one choice: expulsion.

These behaviors would include:

1. Carrying alcoholic beverages on parish property or being under its influence.
2. Carrying narcotics as defined by law, purchasing it, selling it, consuming it, or being under the influence of it on parish property.
3. Having weapons or explosive devices of any kind.

NOTE: If a student is suspended from school that student is prohibited from taking part in any after-school activity that is in any way related to school or parish until the suspension has ended. Any grades, quizzes, or tests taken while the student is suspended will earn a grade of zero although students will still be expected to complete all assignments.

**SPECIAL NOTE:** The Gun Free Schools Act and P.A. 328 also requires the EXPULSION of students who possess a dangerous weapon on school property (including the school bus) or at school activities, or who commit arson or rape in a school building or on school grounds. St. Gerard School recognizes and will comply fully with this requirement as well as the policies of the Diocese of Lansing regarding weapons.

### **ELIGIBILITY FOR ATHLETICS**

Students should be aware of the fact that academic success and the formation of good character are of utmost importance. Representing our school/parish as an athlete is a privilege that includes a measure of responsibility on the part of the student athlete. All athletes must abide by the rules contained in the St. Gerard Athletic Handbook.

Specific academic requirements pertain to athletes:

If a student is failing any major subject, and that failure is accompanied by an unsatisfactory effort or conduct grade, the student will be declared ineligible. Grades will be reported to the coaching staff quarterly and midway through each academic quarter.

Once a student is declared ineligible that student's grades will be rechecked after two weeks. If the student remains ineligible, the student will be declared ineligible until the next regular reporting time. All athletes are expected to conduct themselves appropriately at all times. If a student is suspended for disciplinary reasons, that student is ineligible to play or practice throughout the time of the suspension. The school reserves the right to declare a student ineligible at any time for conduct unbecoming a student athlete.

A student who does not attend school on a particular day or leaves school due to illness or suspension may not return after 2:45pm to participate in after school activities or sports. If a student/athlete is also excused from gym class and/or recess, that student may not participate in St. Gerard sports/Junior Cougar sponsored sports after school hours. Students may participate in a St. Gerard sponsored and/or affiliated sport (Junior Cougar) without having a current physical form on file.

## **EMERGENCY DRILLS**

Schools are required to conduct and record yearly-recommended number of fire drills, tornado drills, and lockdown drills per year. Students are given instruction on the proper procedures for safe evacuation of the school building or sheltering in place.

## **FIELD TRIPS**

Teachers throughout the school year schedule field trips to nearby points of interest. These trips are designed to supplement different aspects of the curriculum, to introduce students to the resources of the community, and/or to build community among our students. Parents will receive advance notice of field trips and must sign a permission slip. No student will be allowed to participate in any field trip without the signed permission slip. Sometimes a small amount of money may be requested from each student to help defray transportation or facility usage costs. In the event that parents drive students on a school-sponsored field trip, proper driver liability form must be on file. Students attending the field trip must ride the bus both to and from the event.

## **FINE ARTS**

Students have the opportunity to explore classes that may interest them in our Fine Arts Program. These classes may be taught by staff or by parent volunteers. Students are expected to conduct themselves appropriately and are expected to sign a contract acknowledging that failure to do so will result in removal from the fine arts class and forfeiture of any fees paid.

## **GUM**

There is absolutely no gum allowed anywhere on school property. Violations of this policy will result in the student being required to assist with some of the cleaning that becomes necessary when gum is not disposed of properly.

## **HARASSMENT**

St. Gerard School believes that all people are made in the image and likeness of God, and that the dignity and worth of every individual must be respected. If we truly believe this basic tenet of our faith, then it only follows that harassment of any type cannot and will not be tolerated. Harassment takes many forms: verbal, written, or physical. It is considered extremely serious and the penalties for harassment will be identical to those of other serious infractions contained in the discipline section of this handbook. Also, see specific section re: sexual harassment or bullying.

## **HOMEWORK**

Homework is valuable for pupil training and helpful to a student's learning experience. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and critical thinking. Students are expected to complete and turn in homework assignments when they are due. Students who are absent for extended periods of time will receive their work upon their return. They will then have 2 school days to complete their assignments.

Periodically situations arise that warrant our attention in regards to preserving the integrity of our students' schoolwork (homework, classwork, projects and assessments). Any form of cheating will not be tolerated. Should these situations arise, no credit will be given for the work produced.

## **HONOR ROLL**

The honor roll is a very special recognition for academic achievement. It is based on academic grades and citizenship. One aspect of membership into National Junior Honor Society requires at 93% overall average of the student's six core classes. This will be calculated after third quarter of seventh grade. Conduct will also factor into acceptance into NJHS. These eligibility requirements will continue to be monitored throughout their 8<sup>th</sup> grade year.

### **National Junior Honor Society:**

The National Junior Honor Society (NJHS) is more than an honor roll. It is one of the highest honors that can be awarded to a student. Membership in National Junior Honor Society is an honor bestowed upon students who uphold the pillars of the society: scholarship, service, leadership, character, and citizenship. Each year, students are selected by the Faculty Council to be inducted into the NJHS. The purpose of the

National Junior Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership, to develop character and to encourage good citizenship in our students.

**Initial Eligibility:** The review process for potential National Junior Honor Society members begins after the third quarter during the seventh grade year. Seventh grade students who obtain an overall average of 93% in their six core subjects will be considered for membership. The NJHS faculty council will then evaluate these top academic students on character, leadership, service, and citizenship. This committee consists of junior high teachers, elective teachers, and school administration. Of these top academic students, only those who have demonstrated exemplary character, leadership, service, and citizenship will be invited to apply for membership. Discipline problems, unacceptable behavior, and/or poor effort and conduct grades are some examples that may result in a student being ineligible. Eligibility will be checked after each quarter. Students not meeting the expectations of NJHS membership will be placed on probation or be dismissed.

### **ILLNESS OR INJURY**

In the event a student becomes ill or injured at school the student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents will be contacted. If the parents are not available, the student will be transported to the emergency room of the nearest hospital. Parents will be responsible for any financial liability incurred from this transportation. No student will ever be released from school until the school has contacted the home or until the person designated by the parent is on hand to pick up the student or take care of him/her upon arrival. All students are to be signed out and picked up in the office.

### **LANGUAGE**

Students at St. Gerard School are expected to conduct themselves properly and to use appropriate language at all times. Vulgar, obscene, or inappropriate language cannot be tolerated in a Catholic/Christian atmosphere. The use of such language will carry consequences: A student who uses vulgar, obscene, or inappropriate language will be given one warning. Subsequent violations may result in suspension and a meeting between the administrator, the parents, and the student. Further offenses may result in prolonged suspension or possible dismissal from school.

### **LOCKERS**

Each junior high student is issued a locker. The locker should be kept neat at all times. Only necessary books and materials are to be kept in the lockers. Stickers and tape are prohibited on both the inside and outside of the lockers. If a problem arises concerning a locker, the student should contact the homeroom teacher. All lockers must have a school-approved lock. The combination to this lock must be given to the student's homeroom teacher. **St. Gerard School reserves the right to open any locker at any time.**

### **LOST AND FOUND**

All articles that are found will be placed in the school office or in a box located near the gym. Articles left over thirty (30) days will be given to charity.

### **COLD LUNCHES**

In staying with our Wellness Policy guidelines, please provide your child with a healthy lunch. This helps them to sustain their energy for the remaining school day. For this purpose, we prohibit fast food lunches. If the need arises, the student will be asked to eat their lunch on their own in the school office. This avoids unnecessary distractions in our lunchroom. Special group treats are prohibited.

### **MEDICAL APPOINTMENTS**

If at all possible, appointments should be scheduled outside of school hours. The school recognizes that this is not always possible. If a student is to be excused for an appointment, he/she must bring a note from the parents to the principal stating time of the appointment and parental permission to leave school. Students are to be picked up in the school office to avoid disrupting the classroom. A student must be in attendance 1½ hours for the am/pm session to be considered present for that session. If a student is not in attendance for the required time, he/she will be considered absent.

## **MEDICATION**

Medicating an individual is a serious responsibility. If you must bring medication to school, the following requirements must be met in accordance with the Law SB 261, Section 378:

1. Either the parent must bring the medication to school and give it to the principal or call the principal to advise that the student is bringing medication.
2. The container of medicine must be clearly marked as to: dosage, directions for administering.
3. For non-prescriptive drugs, written directions should be given instructing the designated person to administer the medicine.
4. A "Request to Administer Medication and Release" form must be signed by the parent to permit the principal or designated person to administer the medication.
5. The school may not keep quantities of medication at school for a specific student for the purpose of having a student determine his/her need to take the medicine. If medicine is kept over a long period of time, the school must receive directions from the student's physician.

The school may not dispense any medication without the written consent of the parent including aspirin or "Tylenol". Please do not ask for an exception. Students may never carry medication on their person unless the administrator grants permission.

## **PICTURES**

Individual student pictures will be taken during the first quarter of the school year. Pictures are taken of all students. Parents are free to purchase the pictures if desired. An optional picture session may be scheduled for the fourth quarter of the school year.

## **PLAYGROUND SUPERVISION**

The playground is supervised in the mornings beginning at 7:30am. At noon, three playground supervisors are on duty each day. Students are to remain in the area designated for them. Students are expected to be respectful of the playground supervisors at all times. Each group must remain in this area and **MAY NOT** leave the grounds for any reason. If, because of illness, accident, etc. it is necessary to leave, permission must be obtained from the principal so that necessary arrangements can be made. Students who cannot go outside during the noon hour for reasons of health **MAY NOT** remain in the building without a written request from their parents. Students with casts and other medical situations may be asked to remain in the building for the safety of all. The playground is not supervised after school with the exception of bus supervision. Therefore, all students are expected to leave for home immediately following dismissal.

## **PROGRESS AND PROMOTION**

A student's academic progress is measured in a variety of ways: standardized tests, curriculum based tests and quizzes, daily work, as well as formal and informal observation. Progress is reported to parents by way of parent-teacher conferences, report cards, and our online report system, Edline. Failure of one subject for the year will result in the necessity of a successful summer school experience before advancing to the next grade. Failure of two subjects will necessitate repeating the grade. Students who are in junior high may not repeat a grade at St. Gerard School. They must transfer to another school.

## **P.T.O.**

St. Gerard School is fortunate to have an active P.T.O. whose main function is to support the administrator in improving the school. All parents are urged to become members and to actively participate. Meetings are scheduled well in advance and are publicized. Each year the P.T.O. engages in a money making project which directly benefits the school. With the help of all parents, these projects can be very successful.



## **SEXUAL HARASSMENT**

St. Gerard School will comply with the following Diocese of Lansing policy:

Sexual harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic Church, includes a profound respect for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated.

Sexual harassment is exactly what the name implies-harassment of a sexual nature. It includes: (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature when (3a) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education; (3b) submission to or rejection of such conduct is used as the basis for employment or educational decisions; (3c) such conduct has the purpose or effect of substantially interfering with a person's work or school performance; or (3d) such conduct has the purpose or effect of creating an intimidating hostile working or educational environment. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).

If you believe that you have been subjected to sexual harassment, please contact the school administrator without delay. If you believe that you have been subjected to sexual harassment by the school administrator, please contact the pastor of the parish. If dissatisfied, contact the Moderator of the Curia (342.2450) or the Chancellor for the Diocese of Lansing (342.2454) without delay.

A report of sexual harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law. Retaliation for a report of sexual harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.

If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Moderator of the Curia or by the Chancellor, the person should contact the Bishop in writing.

## **SNOWBALLS**

Throwing snowballs on school property at any time is strictly forbidden.

## **SUPPLIES**

Each teacher will furnish his/her students with a list of supplies at the end of the school year for the following year. Students are expected to have necessary supplies when needed. Supplies will need to be replenished from time to time.

## **TARDINESS**

Any student arriving after 7:50am or after his/her designated noon period will be marked tardy. Additionally, junior high students who do not report promptly for each class may be required to report to the office for a tardy slip. While promptness to school may not be the responsibility of the student, it is of the parent. Extreme circumstances will be handled on a case-by-case basis. Extreme circumstances may result in alerting truancy officials.

## **TECHNOLOGY**

All St. Gerard students will be required to sign a contract indicating their intention of complying with Diocese of Lansing and St. Gerard policies for ethical use of current technology and responsible use of the equipment. Students who abuse the privilege of using technology properly may be asked to refrain from using the school's computer facilities. **That being said, the school reserves the right to handle any public statement (in any medium including electronic and Internet sites) made toward or about any member of our community or about the school which can be considered injurious to the dignity or reputation of the person(s) or school.**



## TELEPHONE

The school phone is a business phone. The phone is not to be used by students, except in an emergency. Students are responsible for bringing all necessary items for the day, and should make arrangements for after school activities prior to the day.

## TEXTBOOKS

All nonconsumable textbooks must be kept covered at all times. Textbook covers are available in the school office. Students are responsible for the textbooks assigned to them, and must reimburse the school for any damaged books. Books should not be covered with any type of material that will damage the binding or the book (eg. stretchy or adhesive materials of any type).

## UNIFORM DRESS CODE

All students are expected to be in proper uniform at all times. Uniforms are expected to be clean and neat. Students may not write on their arms, hands, legs, etc. It is not expected that teachers spend valuable class time taking care of problems that result when students do not abide by the uniform policy. This policy includes jewelry and shoes. Parents will be notified in writing if a student is not in uniform and the student will be scheduled for a morning detention. Serious or continued violations of this policy will necessitate a conference with the parents, student, and the school administrator

### UNIFORM DRESS CODE

1. SHOES: Required
  - a. Dockersiders
  - b. Flats/Saddle shoes
  - c. Oxfords
  - d. Loafers
  - e. No Canvas
2. COLOR: solid only –
  - a. Black
  - b. Brown: beige or tan
  - c. Navy blue
  - d. White
  - e. Red
3. NOTICE:
  - a. No shoes above the ankle
  - b. No high-heeled shoes
  - c. No boots of any type or style for indoor wear
  - d. No athletic shoes of any type or color for indoor wear
  - e. **No moccasins or footwear resembling slippers.**
  - f. **No canvas or glitter shoes**

SOCKS: required

1. STYLE
  - a. Anklets (plain, non fancy only)
  - b. Knee socks
  - c. Tights
  - d. Nylons
2. COLORS: solid only
  - a. White
  - b. Navy blue
  - c. Red
  - d. Dark green
  - e. Kelly green
  - f. Black

### Grade 7-8, Girls

3. COLOR of nylons-solid only
  - a. Plain natural skin shades
  - b. Nylons must be nontextured and without design
4. NOTE:
  - a. No designer socks
  - b. No low cut socks

BLOUSE/POLO SHIRT: Required

1. STYLE: Educational Outfitters or Identical
2. COLOR: White
3. SLEEVE LENGTH
  - a. Short sleeve-between shoulder and elbow – no fitted sleeves
  - b. Long sleeve
4. NOTICE:
  - a. All buttons must be buttoned except at neck line
  - b. Blouse/polo must be tucked in to slacks or skirt.

SKIRT:

1. Education Outfitters choices
2. **Hemline must be at the knee**
3. Notice: **Skirts are not to be rolled at the waist.**

SLACKS: optional

1. Uniform company choices or identical
2. NOTICE: Slacks may not be rolled up from the hemline.

**SHORTS: EDUCATIONAL  
OUTFITTERS CHOICES OR LANDS'  
END ONLY**

(Beginning of school-Sept. 30, May-end of school year.) Note: Cargo shorts are not considered uniform shorts.

**SWEATERS: optional**

2. Uniform choices or identical
3. **FABRIC:** close knit without patterns or designs in the front
4. **STYLE:**
  - a. Crew-neck or v-neck cardigan – or pullover – waist length
  - b. V-neck vest
5. **COLOR: (Solid Only)**
  - a. White
  - b. Navy blue
  - c. Red
  - d. Dark green
  - e. Kelly green
  - f. Black
6. **NOTICE:**
  - a. No hooded or belted sweaters
  - b. No shaker, cable, fish net, boucle, or knobby knit
  - c. No oversize or baggy sweaters

**SWEATSHIRT/VEST:**

Official St. Gerard sweatshirt or vest purchased through the uniform companies may be worn in place of a sweater.

7-8 – Half zip pullover with official St.

Gerard logo – acceptable

- a. Sweatshirt/1/2 zip must have a school shirt underneath.

**BELTS: optional for uniform slacks**

1. Coordinated
2. **NOTICE:**
  - b. worn only within the belt loops
  - c. only allowed on belt looped clothing
  - d. no suspenders

**JEWELRY:**

1. **EARRINGS:** small posts that are less than the size of the earlobe
2. **WATCHES:** wristwatches only
3. **FITNESS BANDS** – acceptable, but St. Gerard is not responsible for lost, stolen, or damaged items.
4. **NOTICE:**
  - a. No dangling earrings
  - b. No rings
  - c. One acceptable bracelet band – Bracelet must be for a cause/charity or with religious medal
  - d. Religious medals acceptable

**HAIR: Grades K-8**

Hair must be neatly groomed at all times. Hair must not fall into the eyes and stop at the eyebrows.

Unusual dyes or cuts with letters or symbols are not allowed.

**MAKE UP: Allow only minimal in grades 6-8**

**HATS: Hats are to be worn outside only.**

**COATS:** Although there is no specific policy regarding the type or color of jackets or coats, the administrator reserves the right to request that students not wear coats that display or contain offensive slogans or graphics.

**NO body art (permanent or temporary)**

**UNIFORM DRESS CODE**

**Grades 7-8, Boys**

**SHOES: Required**

1. **STYLE:** with 1” heel or less
  - a. Oxfords
  - b. Penny loafers
  - c. Docksidors
  - d. Saddle Shoes
2. **COLORS: Solid only**
  - a. Black
  - b. Brown
  - c. Navy blue
  - d. Gray
  - e. Beige

**NOTICE:**

No canvas shoes

No shoes above the ankle

No high-heeled shoes

No boots of any type or style for indoor wear

**No athletic shoes of any color or type of material**

**No Moccasins or footwear resembling slippers.**

**SOCKS: Required**

1. **COLOR:** solid only
  - a. White
  - b. Navy Blue
  - c. Black

Note: Socks must be at least an inch above the ankle No low cut athletic socks.

**SHIRT: POLO SHIRT- EDUCATION  
OUTFITTERS OR LANDS' END  
ONLY**

1. **COLOR:** white
2. **SLEEVE LENGTH:**
  - a. Short sleeve-between shoulder and elbow
  - b. Long sleeve

- b. No rolled sleeves
  - c. Shirt must be tucked in
- Buttons must be buttoned except at the neckline.

TROUSERS: Education Outfitters choices or identical

- d. STYLE:
  - a. Dress straight leg with 1" cuff
  - b. Dress straight leg, no cuff

COLOR: Solid only

- a. Navy blue
- 3. NOTICE: No rolled up pant legs
  - No frayed edges
  - No sagging of pants
  - No cargo

SHORTS: EDUCATIONAL OUTFITTERS OR LANDS' END ONLY (Beginning of school-Sept. 30, May 1-end of school year.

- a. No cargo shorts

SWEATERS: optional

- 1. FABRIC: close knit without patterns or designs in the knit
- 2. STYLE:
  - a. crew-neck, v-neck cardigan or pullover – waist length
  - b. v-neck vest

COLORS: solid only

- a. white
- b. navy
- c. red
- d. dark green
- e. kelly green
- f. black

NOTICE:

- a. no hooded or belted sweaters
- b. no shaker, cable, fish net, boucle, or knobby knit

SWEATSHIRT/VEST:

Official St. Gerard sweatshirt/vest purchased through the uniform company may be worn in place of a sweater.

7-8 – Half zip pullover with official St. Gerard logo - acceptable/Must have uniform shirt under.BELTS: Optional for belt-looped clothing

- 1. Coordinated
- 2. NOTICE:
  - b. worn within belt loops only
  - c. no suspenders
  - d. No sagging of pants

JEWELRY:

WATCHES: wristwatches

only

- 1. Fitness Bands – acceptable, but St. Gerard is not responsible for any lost, stolen, or damaged item.

1. NOTICE:

- a. no rings
- b. one appropriate band bracelet – bracelet must be for a cause/charity or with a medal
- c. religious medals acceptable

HAIR:

Hair must be neatly groomed at all times. Hair may not fall into the eyes, should stop at the eyebrows or fall below shirt collar. Unusual dyes or cuts with letters or symbols are not allowed. Mustaches, goatees, beards, or any other facial hair are not allowed.

HATS: Hats are to be worn outside only.

**NO body art (permanent or temporary)**

COATS:

Although there is no specific policy regarding the type or color of jackets or coats, the administrator reserves the right to request that student do not wear coats that display or contain offensive slogans or graphics.

**VACATIONS**

If for some reason a vacation absolutely must be scheduled during school time, the work a student misses will be given upon the student's return to school. When the student returns, he/she will be given **two school days** to complete the missing assignments. If work is not completed at the end of that time, no credit will be given. It is not the responsibility of the teacher to pursue the missing assignments or to tutor the student regarding work he/she has missed.

**VALUABLES**

St. Gerard School cannot be responsible for valuables students bring to school. It is strongly recommended that students leave all valuables at home and bring to school only the tools necessary for learning. Personal electronics such as ipads, ipods, calculators with text messaging, cameras, electronic books (nook, kindle) etc. should not be brought to school. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by bringing them to the school office. The school recognizes that there are some circumstances where these devices might be beneficial to the learning community. Student and teacher need to communicate these exceptions.

## **VISITORS**

Parents are welcome and encouraged to visit the school. For your child's safety, however, all visitors to the school are to report to the school office upon entering the building. During school hours you must enter by the doors nearest the school office. Parents are asked not to take articles directly to their child's classroom. It is vital that classes are disrupted as little as possible.

From time to time parents request that a relative or friend come to school with their child. This is discouraged as it places an extra burden on the classroom teacher and can prove to be somewhat disruptive to our students.

## *Out of Uniform*

From time to time students are allowed to be out of uniform. Students are still expected to dress in a neat, clean, modest manner. Please refer to the following list for clothing that is acceptable when students are out of uniform.

### **Dress that is acceptable for casual, "jeans" days:**

- ✓✓ Denim jeans
- ✓✓ T-shirts
- ✓✓ Sweat shirts
- ✓✓ Warm-ups/Sweatpants (no form fitting or yoga pants)
- ✓✓ Athletic shoes or sandals with heel straps

### **Dress that is acceptable for dress up days:**

Boys:

- ✓✓ Shirts with collars, turtlenecks, dress pants, dress shoes, ties optional

Girls:

- ✓✓ Blouses with collars, turtlenecks, dresses and skirts where hem hits the knee, dress slacks, dress shoes

### **Dress that is never acceptable:**

- ✓✓ Bare midriffs, strapless, low-cut, tank, cami, or halter tops
- ✓✓ See through attire
- ✓✓ Chains, including "dog" collars
- ✓✓ Clothing that is cut, torn, patched, frayed, stained or dirty, oversized, undersized, or sagging
- ✓✓ Clothing that displays messages promoting the use of tobacco, alcohol, drugs, or other inappropriate symbols for a preschool-8<sup>th</sup> grade setting.
- ✓✓ Hats and bandanas
- ✓✓ Anything paired with leggings/skinny or tight fitting jeans must have shirt/dress that hits the knee
- ✓✓ Shoes without socks
- ✓✓ Plastic footwear, flip-flop sandals, athletic sandals, or slippers

The administration reserves the right to require a student to change any clothing deemed inappropriate, immodest, or distracting. If you are unsure, please check with your teacher ahead of time or make another choice.

## SPECIAL NOTE:

This Junior high handbook has attempted to address the most common questions and concerns. It is not all-inclusive. Please see the school handbook for more general information regarding areas such as PTO, Special Services, substitute teachers, etc. We realize that all situations cannot be recognized before they happen. St. Gerard School administration reserves the right to revise or rescind its policies at any time for any reason.

St. Gerard School is fully committed to treating every student, parent, staff member, and visitor with Christian dignity and respect. No one will be subject to illegal discrimination on the basis of age, sex, religion, marital status, race, disability unrelated to the ability to do the essential functions of the job, national origin, color, height, weight, health history, or status in any group properly protected by state or federal law.



## **JUNIOR HIGH LOCKER CONTRACT**

Lockers are provided to junior high students at St. Gerard School. The use of a locker is a privilege that may be discontinued at any time. I also understand that my locker is subject to inspection at any time. I agree to the following use of the locker the school has assigned to me:

I will keep my voice to a whisper when in the hallway at my locker.

I will get in and out of my locker in an expedient manner, and will not loiter in the hallway.

I will keep my hands off of other people and their property.

My locker will be kept free of anything other than necessary school materials or approved decorations. (No adhesives of any type inside or outside lockers)

I will provide a **school approved** lock for my locker and will give my teacher the combination for this lock.

I understand that if I violate the terms of this contract, my locker privileges will be revoked for a period of time to be determined by St. Gerard School Staff. This period of time will be no less than a week and no longer than a semester.

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Student Signature

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Parent Signature



## HANDBOOK SIGNATURE FORM

PLEASE DETACH AND RETURN TO SCHOOL

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Family Name

---

Name/Grade of student

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Name/Grade of student

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Name/Grade of student

My signature verifies that I have received a copy of the St. Gerard School Handbook. I have read the handbook and discussed it with my child(ren). We agree to be governed by this handbook.

Parent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please note: A copy of the handbook can be found on our website at <http://stgerardlansing.org>  
We are required to have a record that parents have seen our handbook. In lieu of a signature you may send an email to [sguerrazzi@stgerardlansing.org](mailto:sguerrazzi@stgerardlansing.org) stating your name along with your child (ren)'s name(s) and grades and that you have read the handbook.

## **FINE ARTS/ELECTIVE PROGRAM**

Elective classes and classes in the fine arts are offered to enhance our junior high curriculum. Participation in these classes is a privilege and students are expected to conduct themselves accordingly. These classes may be taught by our full time staff or by guest teachers. Guest teachers donate their time and deserve the respect given any other teacher. Uncooperative students will be removed from the fine arts/elective program, and no refund of fees will be allowed. Guest teachers will provide grades in the fine arts/elective program for effort and cooperation, and follow the report card grading system in those areas. St.

Gerard faculty will provide grades based upon progress as measured by tests, effort, and cooperation.

Please sign and return:

I have read and agree to abide by the fine arts/elective contract.

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Student signature

I have read and agree that my junior high student must abide by the terms of the above contract.

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Parent signature