



# **St. Gerard Catholic School**

## **HANDBOOK**

### **School Hours:**

**Grades K to 8<sup>th</sup>/7:45a.m. – 2:45 p.m.**

### **Preschool Hours:**

**7:45- a.m. – 10:30 a.m.**

**11:45 a.m. – 2:25 p.m.**

**St. Gerard School Website: <http://stgerardlansing.org>**

Updated 8/2020

**St. Gerard School**

**Mission Statement**

**St. Gerard School, in partnership with family and church, provides a Catholic education that focuses on faith, academics, and service while living and sharing the light of Christ.**

**"Living and Sharing the Light of Christ"**



## **A MESSAGE FOR PARENTS AND STUDENTS**

The Faculty and Administration welcome you and your family to St. Gerard School as we begin another academic year. The Catholic School difference is reflected in our mission that permeates the total formational and educational process and the lives of our students, families and faculty.

At St. Gerard, we strive to be a community of believers sharing in experiences of faith and values. These values lead us to solidarity with all the People of God, promoting the dignity of the human person, the importance of family, as well as promoting acts of charity and justice.

The family and school serve important functions in the formation and education of all our young people. We see this as a partnership. The quality of the parent-teacher relationships during this time will have an influence upon your child throughout their formative years. Parents are asked to be as actively involved as possible within the school community. Volunteering your time and talents will mean something special to your child. We wish you and your family a successful and faith-filled year at St. Gerard. May God continue to bless your family and the St. Gerard School community.

Sincerely,  
Raymond Rzepecki, Principal

## **ROLE OF THE CATHOLIC SCHOOL**

Canon 795 of the Code of Canon Law states: "Since a true education must strive for the integral formation of the human person, a formation which looks toward the person's final end, and at the same time toward the common good of societies, children and young people are to be so reared that they can develop harmoniously their physical, moral and intellectual talents, that they acquire a more perfect sense of responsibility and a correct use of freedom, and that they be educated for active participation in social life."

The United States Catholic Bishops further this belief in the National Directory for Catechesis:

Catholic schools are vital to the Church's mission of evangelization and catechesis. They exist in order to educate the whole person: mind, body and soul. They present the totality of the Catholic faith. Whether Catholic schools are a part of the parish structure or are regional, diocesan, or private, growth in the Catholic faith for the children and young people who attend them is essential to their identity and purpose.

A parochial school is an integral part of the total parish catechetical plan. It is an evangelizing community within the larger evangelizing community that is the parish. A parochial school depends on the parish of which it is a part to provide the ecclesial vision for its particular participation in the Church's mission. As one of the components of the total catechetical effort of the parish, the parochial school should be in harmony with and complement the other catechetical programs offered by the parish. Similarly regional, diocesan, and private Catholic schools not affiliated with a specific parish should work in close collaboration with neighboring parishes.

The Catholic school should strive to integrate the Catholic faith into every aspect of its life. It seeks to relate all human culture to the news of salvation, so that the life of faith will illuminate the knowledge that youth gradually gain of the world, of life, and of mankind. In Catholic schools, children and young people can "experience learning and living fully integrated in the light of faith" (NDC, p. 262).

Our curriculum is organized around the basic subjects of Religion, Reading, Writing, and Mathematics. It also includes courses in English, Social Studies, Science, Art, Music, Physical Fitness, and Computer Education. In addition, opportunities for community building and service to others are provided and encouraged. The school follows a course of instruction issued by the Superintendent of Schools for the Lansing Diocese, and is in accord with State requirements for all elementary schools in Michigan. St. Gerard School is fully accredited by the Michigan Association of Nonpublic Schools.

### **PARENTS AS PARTNERS**

It is expected that parents who enroll their children at St. Gerard School be committed to the mission, vision, values, policies, and procedures of the school. All families are expected to support the school by giving their time, talents, and financial support. St. Gerard School will not discriminate on the basis of sex, race, creed, color, religion, or national origin. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## ADMISSIONS

New kindergarten students must be 5 years old on or before September 1 of the school year in which they are enrolling. A birth certificate and baptismal certificate must be presented at the time of registration. A complete immunization record must also be presented. Pre-screening and/or testing of a child's readiness for kindergarten is required.

Upper level students who are transferring from other schools must arrange to provide copies of their academic record to insure admission to the proper classes.

## ARRIVAL AND DISMISSAL

Parents delivering or picking up students by car are asked to use the parking lots on the SOUTH SIDE OF THE SCHOOL ONLY OR THE LOWER WEST LOT. If using the south lot, please enter via Clark Rd. and exit by way of Robins Rd. If using the lower west lot, please enter and exit via Robins Rd. Students should be dropped off in the designated drop off zones. **Kindergarten students are to be dropped off at the back of the school along with the other students. The lot in front of the school, i.e. computer room and library area, is for preschool drop-off and pickup only.** The northeast lot is for **bus use only** at drop off and pick up times. Please observe this important rule.

Students are deemed tardy if they arrive after the 7:50 bell has rung and are to report to the school office. All students should enter the building by use of the SOUTH SIDE OF THE SCHOOL until 8:00 a.m., as to keep traffic in the front of the building to a minimum. After 8:00 a.m., students should enter the building by use of the main office doors.

Parents (K-Gr.8) are asked **not** to walk their children into the school. This is particularly important during the first days of school. Experience has shown that it is a much easier adjustment on the students if parents drop their children at the curb rather than accompany them to their classrooms. If parents have business within the school, please drop your child(ren) and proceed to the front lot for parking. Both areas of the back parking lots will be closed to parking from 7:00am until 3:00pm. This is to ensure a safe space for all our students during the school day. The lower lot and spots along the baseball fields are available for parking if needed. Please do not park or leave your vehicle unattended in the carline. It creates a hazardous situation for students, staff, and other moving vehicles.

In order to avoid confusion and to minimize disruption and noise, **please do not wait in or outside the office; stand in the hall, or outside your child's classroom before dismissal time.** The end of an academic day is very important. It is at this time that "last-minute" review and instructions are given to all students and dismissal prayer is said.

Fr. Weber Hall is open and supervision is provided before school whenever the weather is deemed too inclement for our students to remain outside.

**Students should not arrive at school before 7:30am** and should be picked up promptly at 2:45pm. 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/extracurricular activities 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.

## **ATHLETICS**

The school provides a number of opportunities for students to participate in athletics as well as at Lansing Catholic. Teams typically include basketball, baseball, softball, and volleyball. All students are expected to abide by Diocesan and St. Gerard Policies related to athletics. These policies are contained in the Athletic Handbook.

St. Gerard School teams are recognized in the community as either “St. Gerard” or “Falcons”. These names may not be used for community teams that are not explicitly sponsored by St. Gerard School.

See also: Eligibility for Athletics

**NOTE:** No student may participate in a St. Gerard sponsored sport without having a current physical form on file. A student who does not attend school on a particular day, or leaves school for more than a half a school day due to illness, appointments, or suspension may not return after 2:40 p.m., to participate in after school activities. **If a student is excused from gym class and/or recess, they will be unable to participate in St. Gerard sponsored and/or affiliated sports or activities after school hours. To be excused completely from gym class a doctor’s note must be present. Otherwise, the 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. **YOU MUST CALL THE SCHOOL OFFICE IN THE MORNING IF YOUR CHILD WILL BE ABSENT.** If you wish homework for your student, please request it when you call in the morning. This allows sufficient time for the teacher to prepare it. All homework is to be picked up in the school office by 3:00 p.m. Normally, if a child is only absent for one day, work can easily be made up upon the student’s return to school. Junior high students should note additional regulations specific to their grade level contained in their handbook.

NOTE: A student who does not attend school on a particular day, cannot participate in gym class and/or recess, or leaves school for more than a half of a school day due to illness or suspension, may not return after 2:45pm to participate in after school activities. **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**

This 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 manner appropriate to age and role, 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. Guests are not allowed to ride the Waverly School District bus. 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. Hot lunches and milk are ordered online from the 18<sup>th</sup>-25<sup>th</sup> of the month for the next month. Students may also bring their own lunch.

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. Out of respect for the feelings of others, students are not to save seats. When finished with lunch, students should ensure that their place is free of crumbs. 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 for students at lunch. Soda/pop is prohibited. Special group treats are prohibited.

### **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 TV, the school's messaging system, as well as posting on the school's website and the 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 cubby, 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 a parent can retrieve the cell phone. A service activity may also be required. 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.

### **COMMUNICATIONS**

It is extremely important that ongoing communication takes place between school and home. Formal methods of communication include:

- Report cards  
The teacher's best judgment of your child's achievement in school is indicated by a report card issued quarterly: November, January, April, and June. Report cards and/or envelopes are to be signed by the parents and returned within three days.
- Conferences  
Individual parent-teacher conferences are held twice a year. Those dates are contained on the annual calendar and a special announcement is sent home regarding the dates and times of the conferences. Parents are encouraged to attend these conferences as they provide an opportune time to discuss the student's achievements, his/her work, and social habits. These conferences also provide the teachers an opportunity to gain valuable insight from the parents concerning their child's progress.
- Newsletter  
A newsletter containing items of interest to students and parents will be distributed monthly. A monthly menu will be distributed the last week of each month.
- Thursday Communicator

Special envelopes bring weekly information from school for grades kindergarten through six. These communicators are normally sent on Thursday. Parents are asked to sign and return these envelopes. Weekly information from the office is also sent to families through our student information system (PowerSchool). This information is delivered to all families electronically. Parents may receive actual paper copies if desired.

PowerSchool/School Messenger

PowerSchool is an online reporting system. Parents may enter their unique password to view students' grades, office referrals, and news specific to each grade level. PowerSchool is currently being used in grades 3-8. School Messenger is an online notification system that allows the school to send notifications in the form of an email, phone message and/or text.

Website

St. Gerard's website, [stgerardlansing.org](http://stgerardlansing.org) is a good source of information for a variety of St. Gerard programs. The website is updated on a weekly basis.

Parents are encouraged to contact the teachers or the school office whenever there are any questions regarding their child's progress. It is critical that the school and the homework as partners for the benefit of our children.

## **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 teachers.

## **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 a detention completely, then two detentions must be served. 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 an 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 deserve such action, include:

1. Smoking on the school premises at any time.
2. Stealing, cheating, foul language, fighting or any violence or the threat of violence, 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 include but are not limited to:

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.

SEE ALSO: Sexual Harassment

## **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 in grades five through eight:

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. Unsatisfactory conduct grades will also result in the student being 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.

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.

The athletic handbook includes additional guidelines related to eligibility.

## **EMERGENCY DRILLS**

Schools are required to conduct and record yearly the 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. Record of these drills may be found on the school's website.

## **FIELD TRIPS**

Field trips to nearby points of interest are scheduled by teachers throughout the school year. 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. Students who are transported by bus or car on a field trip must return to school on the same transportation. In the event that parents drive students on a school-sponsored field trip, proper driver liability form must be on file. Sometimes a small amount of money may be requested from each student to help defray transportation or facility usage costs.

## **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. See also: 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. (Extended health issues will be evaluated on a case-by-case basis). 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. Honor roll recognition begins in the fifth grade.

## **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. Remember, an emergency telephone number where parents can be reached, and the name and number of the student's family doctor must be on file in the school office. 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 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.

## **LITURGY AND SACRAMENTS**

Students have frequent opportunities for liturgical and sacramental celebrations. Students normally attend Mass once a week. The Sacrament of Reconciliation is celebrated twice each school year. In addition, students participate in a variety of prayer services.

Preparation and/or initial celebration of sacraments occur at the following grade levels:

Eucharist	Second Grade
Reconciliation	Second Grade
Confirmation	Eighth/Ninth Grade

## **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. **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.

### **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 designee or call the office 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.



## **PARENTS, VOLUNTEERS, VISITORS & GUESTS**

A school can only be as successful as its volunteers. Recognizing the value of parental involvement, it is our belief to utilize parents in as many areas of the school program as possible. In order that our school community might benefit from the time and talents of all its families, each school family (parents or grandparents) is asked to volunteer as needed in helping fulfill the mission of the school. Opportunities for service include homeroom parents, field trip chaperones, teacher assistance, front office help, library assistance, and other services as needs arise. We are grateful to anyone who can donate time and energy to our school. **Upon arrival, please report to the main office to receive a visitor tag to be worn during your stay.** Please return to the office at departure time to sign out. Visitors should use only the front entrance, adjacent to the office.

In maintaining a safe environment for our children, all parents and school volunteers (driving for field trips, coaching school athletics, volunteering in the classrooms, sitting in on classes, etc.) must have a background screening if volunteering more than four hours per month or attending an overnight trip with students. All volunteers must complete a VIRTUS training session. Forms will be provided to parents or any other individual for completion. Additionally, for safety reasons, younger siblings or your children should not accompany volunteers working at the school. Each year we may have a number of new staff members, and this will allow us to get to know the people in the building as well as to maintain a safe environment.

**When chaperoning on a field trip or school activity with students, smoking and drinking alcoholic beverages is not permitted.**

Parents are always welcome to visit their child's classroom and get acquainted with the teacher. Classroom visitations are not a time for parent/teacher conferences. Please do not attempt to discuss classroom issues at the beginning of each school day with your child's teacher. As a courtesy to the teacher, it is suggested that an appointment be made for all visits. Contacting the teacher or principal, by note or telephone in advance is recommended. No parent may take a child out of the classroom unless he/she has permission from the school office. Parents must sign children out if they are taking them out of the school before the end of the school day.

## **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. 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.

Supervision must be afforded if a student remains inside. Please do not request this permission unless absolutely necessary. The playground is not supervised after school with the exception of bus supervision. Therefore, students are expected to leave for home immediately following dismissal.

Students with casts and other medical situations may be asked to remain in the building for the safety of all. Gym class participation will be left up to the gym teacher. A doctor's note is required in order for the student to resume gym activity.

### **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 moneymaking project that directly benefits the school. With the help of all parents, these projects can be very successful.

### **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.

### **SCHOOL HOURS**

School is in session from 7:50am-2:45pm. St. Gerard also has a before and after school program. The hours of operation of the childcare program are 7:00am-6:00pm.

### **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 the school administrator has subjected you to sexual harassment, 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.

## **SPECIAL SERVICES**

**Psychological Testing:** The services of a school psychologist are available when needed.

**Hearing and Vision Screening:** Annual testing is provided by the Health Dept. for specific grade levels.

**Speech and Language:** The services of a speech and language teacher are available upon referral.

**Teacher Consultant for the Learning Disabled:** The services of a teacher consultant are available upon referral.

**Reading Resource:** The services of a reading resource teacher are available for students in grades 1<sup>st</sup> through 3<sup>rd</sup>. Referral required from the homeroom teacher.

**Counselor:** See section on Counselor

**Resource Room Teacher:** The services of a resource room teacher are available if deemed required. Placement will be determined through our Child Study Team.

## **STUDY SKILLS**

A parent can help his/her student be aware of skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class on time and prepared with pencil, paper, and other necessary supplies. Leave at home anything that could cause distractions to the learning process, eg. toys, tapes, etc.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best possible. Just “getting by” is not a worthwhile goal.

## **SUBSTITUTE TEACHERS**

Every student will be taught by a substitute at some point in the school year. The most common reason for using substitutes occurs when the regular teacher is ill. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately. Our school uses only professionals as substitute teachers. Parents need not be concerned about the presence of a substitute in their child’s classroom.

## **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 child arriving at school after 7:50am or after his/her designated lunch period will be marked tardy. Hopefully, this will be very rare as the habit of punctuality is an important one to instill in children. When a child is tardy, he/she is to report to the school office before going to his/her homeroom. Junior high students who do not report promptly to 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 and 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 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.

## **TESTING**

St. Gerard participates in the standardized testing program approved by the Diocese of Lansing. Grade 3 -8 students participate in the NWEA (Northwest Evaluation Association). Students in grades K-2 participate in Dibbels testing, which looks at student growth in reading during the months of September/January/May.

## **TEXTBOOKS**

All non-consumable 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 book covers)

## **UNIFORM DRESS CODE**

St. Gerard School is committed to a strong uniform dress code. Students violating this code will be asked to choose a uniform from the used uniform cabinet. Uniforms are expected to be clean and neat. Students may not write on their arms, hands, legs, etc. Cooperation from parents is necessary so that valuable class time is not wasted when teachers and administrators are put in the position of having to enforce the following guidelines:

**UNIFORM DRESS CODE**  
**Grades K-8**  
**GIRLS**

SHOES: Required

1. STYLE: with 1" heel or less:
  - a.oxfords b.saddle shoes c.loafers d. docksiders e.flats
2. COLOR: **solid only**
  - a.black b.brown c.navy blue d.white e.red f. beige or tan

NOTE:

- 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

SOCKS: required

1. STYLE
  - a. Anklets (plain, non fancy only), no lace socks
  - b. Knee socks
  - c. Tights – no footless tights
  - d. Nylons-optional for 7-8 grade only
2. COLORS: solid only
  - a. white b. navy blue c. red d. dark green e. kelly green f. black
3. COLOR of nylons-solid only (grades 7-8 only)
  - a. Plain natural skin shades
  - b. Nylons must be non-textured and without design

NOTE:

No designer socks; no low cut athletic socks

BLOUSE: Required (**no knit shirts**)

1. STYLE: EDUCATIONAL OUTFITTERS
2. COLOR: White
3. SLEEVE LENGTH:
  - a. short sleeve-between shoulder and elbow – **no fitted or puffy sleeves**
  - b. long sleeve-button at wrist
  - c. Peter Pan collar/oxford – acceptable
  - d. No colored camisoles underneath blouse

NOTE:

- a. all buttons must be buttoned except at neck line
- b. blouse must be tucked in

POLO SHIRT: JUNIOR HIGH ONLY

1. STYLE: EDUCATIONAL OUTFITTERS
2. COLOR: White
3. SLEEVE LENGTH:
  - a. short or long sleeve

NOTE: Shirt must be tucked in.

Dri-fit (grades 7-8 only)

JUMPERS: Grades K-6 SKIRTS: Grades 7-8

1. Educational Outfitters choices NOTE: Jumper length must be at the knee.
2. Skirts must not be rolled at the waist.

SLACKS: optional for grades K-8

1. EDUCATIONAL OUTFITTERS  
NOTE: Slacks may not be rolled up from the hemline.  
Slacks may not be "jean type" or cargo pants.

SHORTS: optional for grades K-8

1. EDUCATIONAL OUTFITTERS OR LAND'S END ONLY
2. May be worn beginning of school year-Sept.30; May 1-end of school year  
Note: Cargo shorts are not considered uniform shorts.

SWEATERS: **optional for grades K-6 only**

1. EDUCATIONAL OUTFITTERS
2. FABRIC: close knit without patterns or designs in the knit
3. STYLE:
  - a. crew-neck, v-neck cardigan, or pullover – must be waist length
4. COLOR: solid only
  - a. white b. navy blue c. red d. dark green e. kelly green f. black

NOTE:

  - a. no hooded or belted sweaters
  - b. no shaker, cable, fish net, boucle, or knobby knit
  - c. no oversize, baggy sweaters
5. JACKETS
  - a. No fleece jackets

SWEATSHIRT/VEST

Official St. Gerard sweatshirt/vest purchased through EDUCATIONAL OUTFITTERS may be worn in place of a sweater.

- a. No designer warmup jackets/Nike, Polo etc.
- b. Sweatshirt/1/2 zip must have a school shirt underneath.
- c. **Half zip pullover with official St. Gerard logo for grade 7-8 only.**

BELTS: Optional for belt-looped clothing

1. Coordinated  
NOTE:
  - d. worn within belt loops only
  - e. only allowed on belt looped clothing
  - f. no suspenders

JEWELRY: Grades K-8

1. WATCHES: wristwatches only
2. Fitness bands – acceptable, but St. Gerard is not responsible for lost, stolen, or damaged items.
3. EARRINGS: Small posts that are less than the size of the earlobe  
NOTE:
  - a. no rings b. no dangling earrings c. religious medals acceptable d. one acceptable bracelet band – bracelet must be for a cause/charity or with a religious medal

HAIR/MAKE-UP: Grades K-8

Hair should be neatly groomed at all times. Hair should not fall over the eyes. **Unusual dyes, cuts, excessive hair accessories or anything that might draw attention are not allowed.** Grades 6-8 allow minimal make-up only.

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 K-8 BOYS

SHOES: Required

1. STYLE: with 1" heel or less:
  - a. oxfords
  - b. penny loafers
  - c. saddle shoes
  - d. docksiders – no canvas shoes
2. COLOR: **solid only**
  - a. black
  - b. brown
  - c. navy blue
  - d. gray
  - e. beige

NOTE:

- 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

SOCKS: Required

1. COLOR: solid only
  - a. white, navy blue or black
  - b. socks must be crew length

NOTE:

no designer socks; no low cut athletic socks

SHIRT: Dress shirt, (not knit) Grades K-6

1. EDUCATIONAL OUTFITTERS CHOICES OR IDENTICAL
2. COLOR: Light blue
3. SLEEVE LENGTH:
  - a. short sleeve: between shoulder and elbow
  - b. long sleeve: button at wrist
4. No colored shirts under uniform

NOTE:

- a. buttons must be buttoned except at the neck line
- b. no rolled-up sleeves
- c. shirt must be tucked in
- d. no denim shirts

SHIRT: Polo Shirt (knit or dri-fit), Grades 7-8

1. EDUCATIONAL OUTFITTERS OR LAND'S END
2. COLOR: White
3. SLEEVE LENGTH:
  - a. short or long sleeve

NOTE: Shirt must be tucked in  
Dri-fit (grades 7-8 only)

TROUSERS: EDUCATIONAL OUTFITTERS CHOICES OR IDENTICAL

1. STYLE:
  - a. dress straight leg with 1" cuff
  - b. dress straight leg with no cuff
2. COLOR: solid only
  - a. navy blue



NOTE:

- a. no rolled up pant legs
- b. Slacks may not be “jeans” type or cargo pants
- c. Slacks must fit appropriately. Baggy pants or sagging is not allowed.

SHORTS: optional for grades K-8

2. EDUCATIONAL OUTFITTERS OR LAND’S END ONLY
3. May be worn beginning of school year-Sept.30; May 1-end of school year  
Note: Cargo shorts are not considered uniform shorts.

SWEATERS: optional for grades K-6

1. EDUCATIONAL OUTFITTERS CHOICES OR IDENTICAL
2. FABRIC: close knit without patterns or designs in the knit
3. STYLE:
  - a. crew-neck, v-neck cardigan, or pullover – must be waist length
  - b. v-neck vest
6. COLOR: solid only
  - a. white b. navy blue c. red d. dark green e. kelly green f. black

NOTE:

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

SWEATSHIRT/VEST

Official St. Gerard sweatshirt/vest purchased through Educational Outfitters may be worn in place of a sweater.

- a. No designer warm-up jackets/Nike, Polo etc.
- b. Sweatshirt/1/2 zip must have a school shirt underneath.
- c. **Half zip pullover with official St. Gerard logo for grade 7-8 only.**

BELTS: Optional for belt-looped clothing

1. Coordinated

NOTE:

- a. worn within belt loops only
- b. only allowed on belt looped clothing
- c. no suspenders
- d. no sagging pants

JEWELRY: Grades K-8

1. WATCHES: wristwatches only
2. Fitness bands – acceptable, but St. Gerard is not responsible for any lost, stolen, or damaged item.
3. EARRINGS: Small posts that are less than the size of the earlobe – cultural

NOTE:

- d. no rings b. religious medals acceptable c. one appropriate band bracelet – bracelet must be for a cause/charity, or religious medal displayed.
- d. boys earrings prohibited

HAIR: Grades K-8

Hair should be neatly groomed at all times. Hair should be trimmed in such a way that it does not fall into the eyes or fall below shirt collar. Mustaches, beards, goatees or any facial hair is not allowed. **Unusual dyes, cuts, excessive hair accessories or anything that might draw attention are not allowed.** Haircuts with symbols or letters cut into it are not allowed.

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)

## **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 – acceptable – 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 of appropriate length – hem is knee length, 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 jeans, or tight fitting jeans must have shirt/dress that hits the knee.
- ✓ Shoes without socks
- ✓ Plastic footwear, flip-flop sandals, athletic sandals, or slippers

If you are unsure, please check with your teacher ahead of time or make another choice.

The administration reserves the right to require a student to change any clothing deemed inappropriate, immodest, or distracting.

## **VACATIONS**

While we understand that learning takes place other than in the classroom, we believe that class time is invaluable to a complete curriculum. Therefore, we discourage vacations and family trips that remove the child from school. We hope that travel will be done during scheduled vacation days. 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. They will then have 2 school days to complete their assignments. If work is not completed at the end of that time, no credit will be given.

## **VALUABLES**

St. Gerard School cannot be responsible for valuables that 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. Circumstances may arise 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. iPods, personal DVD players, laptops or computers, should not be brought to school at this time or without permission from the administrator.

## **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 for our students.

## **IN CLOSING**

**“This handbook has been compiled in an attempt to acquaint, and even refamiliarize you with the philosophy, policies and procedures of St. Gerard School. We feel this will strengthen the bond between home and school. Parents and students are required and expected to adhere to all policies included in this handbook – there will be no exceptions. This handbook may be revised at any time if the need arises. It is our sincere hope that this book will serve as a practical and useful guide during your years with us. Thank you for choosing St. Gerard School – we are glad that you chose to be a part of our family.”**

## **SPECIAL NOTE:**

**This handbook has attempted to address the most common questions and concerns. It is not all-inclusive. 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.