

# MISSION STATEMENT

## CATHOLIC SCHOOLS OF TEXAS

The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be freed to appreciate and understand the living organism called Earth, the people and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

August 1991  
Texas Catholic Conference Education Department

# MISSION STATEMENT

## ST. EDWARD CATHOLIC SCHOOL

It is the goal of St. Edward Catholic School, as part of a larger faith community, to help students of our parish develop a personal relationship with Jesus Christ, a strong sense of self-worth, and a commitment to serve the Church and society. The school, in partnership with the parents, fosters the spiritual, intellectual, physical and social development of each student. Through an education permeated with Gospel values, the students are empowered to make intelligent, moral decisions that enable them to meet the responsibilities of the present and the challenges of the future.

Adopted: July, 2008

## PHILOSOPHY STATEMENT

### ST. EDWARD CATHOLIC SCHOOL

St. Edward Catholic School is an elementary school in the Archdiocese of Galveston-Houston, which provides opportunities for students to develop their potential in a Christian environment.

The St. Edward faculty and staff are expected to serve as Christian role models for students through their interaction with students and one another and are to teach students the skills necessary to become effective adult Christians.

Students are taught the essentials of the Catholic faith and given opportunities to practice their faith and Christian values. Students are challenged to develop intellectually and physically through a comprehensive curriculum.

## **GOALS**

Spiritual development of students will be achieved by:

- Developing a sense of self-worth and respect for each individual.
- Promoting an understanding of the Catholic faith and appreciation of Christian values.
- Teaching skills for Christian living, including decision-making strategies and acceptance of responsibility.
- Providing opportunities for participation in worship services and in social service activities.

Intellectual development of students will be attained by:

- Following an age-appropriate curriculum that stresses the basic skills of reading, writing, computing, listening, and communicating.
- Providing opportunities for logical thinking – including analysis, evaluation, synthesis, and problem solving.
- Encouraging creative thinking in terms of developing new ideas and solutions, from artistic to literary to scientific.
- Providing opportunities for participation in the fine arts - art and music.

Physical development of students will be attained by:

- Emphasizing the importance of physical fitness.
- Encouraging the achievement and maintenance of good health and wholesome habits.
- Encouraging good sportsmanship through its physical education and sports programs.

## **EDUCATIONAL RESPONSIBILITIES**

If students are to receive an education appropriate to their age and abilities, it is important that students, parents, and teachers accept and meet their responsibilities.

### **STUDENT RESPONSIBILITIES**

- Students will obey the directives found in this HANDBOOK and those given by teachers and staff.
- Students will show respect for and be courteous to all teachers, staff members, the principal, the pastor, the associate pastor, parent volunteers, and each other.
- Students will show respect for school property and the property of others.
- Students will be on time for all classes.
- Students will come to class prepared with assignments, proper books, paper, pencils, etc.
- Students will keep all rental books covered; a fine will be assessed for lost or damaged textbooks.
- Students will understand, sign, and honor the Agreement for the Use of Computers and Telecommunications.
- Students will keep desks and lockers in good order. School authorities may inspect student desks and/or lockers when they feel there is sufficient reason to do so.
- Students will use assigned play areas during recesses in accordance with established playground rules. Permission to leave the grounds to obtain toys or play articles is to be obtained from a playground supervisor. These articles are to be used only during recesses, or they will be confiscated.

## **CODE OF CONDUCT**

### **Philosophy of Christian Conduct**

Catholic schools have a vision and values: a vision of Jesus Christ calling all members of the school to be an active community of faith in restoring all things in Christ; and values like faith, hope, reconciliation, courage, service, justice, and love.

The idea of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship. Children first must learn appropriate behavior through someone or something outside themselves (role models). As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live

responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

Self-respect and respect for all others who make up our school community are essential requirements for a Christian environment. The rights of individuals must always be balanced with the acceptance of responsibilities toward the entire school community. It is our charge to help children accept responsibility for their actions and to understand the consequences. Based upon Jesus' command to "...love the Lord, your God, with all your heart, with all your soul, and with all your mind...and to love your neighbor as yourself," St. Edward's students are asked:

- To develop a truly Christian attitude in all activities and relationships with adults and other students.
- To be courteous and considerate of others.
- To maintain a respectful and academic atmosphere in the classrooms and halls at all times.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.
- To carry this philosophy of discipleship into the community.

As we teach, enforce, advocate, and model the virtues we wish to instill in our children, we are obligated to enforce certain rules and consequences.

## **PARENTAL RESPONSIBILITIES**

1. Parents will be cognizant of the contents of the HANDBOOK and acknowledge this by signing and returning the Handbook Receipt within two weeks of the start of classes.
2. **Parents, who are custodial parents or share custody with another parent, are to present a copy of the custodial resolution to the school office.**
3. Parents are expected to adhere to behaviors that are consistent with good moral principles and do not interfere with the operation of, or reflect adversely on, the school. Disruptive, threatening or illegal behavior of a parent may result in the expulsion of a student.
4. Parents will establish and maintain in the home a positive, supportive attitude toward education, the school, and the teachers.
5. Parents will show an interest in their child's schoolwork and progress through regular contact and communication with the school. Parents will provide time and a quiet place for the completion of homework on a regular basis.
6. Encourage and support their child's efforts; be available for questions while remembering homework is the child's responsibility, NOT THE PARENTS'.

7. Parents will keep themselves informed of school activities by reading communications sent to them from school personnel or access the school website at [www.stedwardschool.org](http://www.stedwardschool.org). The school will also utilize the IRIS Alert system, which will notify parents of various events such as early dismissal.
8. Parents will read, sign, and help their child to honor the Agreement for the Use of Computers and Telecommunications.
9. Parents will attend the annual Parent Night conducted by the homeroom teachers.
10. Parents will assist their child in dressing according to the published dress code.
11. Parents will insure their child's daily attendance and will keep their child out of school when he/she is obviously ill.
12. Parents will report and explain to the school any absence, before 8:30 a.m. on a daily basis.
13. Parents will inform the school of any physical or psychological condition or other circumstances that may affect their child's ability to learn, to attend school regularly, or to participate in school activities.
14. Parents will support school activities that enhance the educational program and give volunteer hours in service. Parent involvement is integral to the mission of St. Edward Catholic School. Parents have a number of opportunities to become involved in the school. Primary among these is the PTO and Booster Club. The primary objective of the parent involvement is to develop the unified efforts between parents and staff that will secure the highest advantages in spiritual, academic, physical and social education for every child.
15. Parents will pay all fees as they come due.
16. When visiting the school after regular hours, it is the responsibility of the parent to supervise their children everywhere on campus, including the playground and in the gym. This includes athletic events, conference days, etc.
17. No child will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

No dogs or other animals are allowed on campus unless written permission is obtained from the Principal.

**ARCHDIOCESAN POLICY STIPULATES THAT ALL PERSONS WHO HAVE ON-GOING AND CONTINUING CONTACT WITH CHILDREN MUST BE VIRTUS TRAINED AND VERIFIED.**

## **TEACHER RESPONSIBILITIES**

The teacher's primary responsibility is classroom instruction. The teacher is responsible for supervision of students, effective communication with the school community, and following guidelines of the curriculum for the grade, provided by the Archdiocesan Curriculum in accordance with the Essential Elements of the State of Texas.

Teachers will serve as Christian role models.

Teachers will recognize and respect the uniqueness of students.

Teachers will help students become self-disciplined and responsible persons.

Teachers will prepare lesson plans that follow the diocesan/state curriculum and meet the needs of students.

Teachers will maintain orderly classrooms.

Teachers will maintain needed contact with parents to keep them apprised of their child's progress via telephone, e-mail, Edline and Grade Quick.

Teachers will understand, sign, honor, and enforce the "Agreement for the Use of Computers and Telecommunications" for themselves and their students.

## **EDUCATIONAL PROGRAMS**

### **RELIGIOUS**

All students attending St. Edward Catholic School will attend religion classes given at their grade levels. They will also attend Mass and religious services as deemed appropriate by the pastor, principal, and/or teacher.

Second grade students are prepared for their first reception of the Sacraments of Reconciliation (Penance) and the Eucharist. Although the children receive training in the classroom, the child's religious education is the primary responsibility of the parents. To assist parents in training their children for the reception of these sacraments, parents are required to attend two training sessions. The schedule for parent sessions is published in advance of these mandatory meetings under the direction of the parish Director of Religious Education.

Students who are in grade three or above and have not yet received the Sacraments of Reconciliation and/or Eucharist will also be prepared for these Sacramental Encounters, provided parents attend the required training sessions.

## **ACADEMIC**

All students attending St. Edward Catholic School will attend and participate in all classes required by the State of Texas and the Office of Catholic Schools of the Archdiocese of Galveston-Houston.

## **CURRICULUM CONTENT**

St. Edward Catholic School's curriculum follows the curriculum guides set by the Archdiocese of Galveston-Houston. The implementation and pace of the curriculum is determined by the school administration.

### **PRE-KINDERGARTEN**

Religion  
Language Arts  
    Reading Readiness  
    Story Time  
Math Readiness  
Science/Health  
Social Studies/Skills Development  
Music/Art  
Physical Education  
Guidance Activities  
Library

### **GRADE ONE**

Religion  
Language Arts  
    Reading  
    Language  
    Phonics  
    Spelling  
    Handwriting  
Math  
Science/Health  
Social Studies  
Guidance  
Computer Literacy  
Art/Music  
Spanish  
Physical Education  
Library

### **KINDERGARTEN**

Religion  
Language Arts  
    Reading Readiness  
    Handwriting  
Math Readiness  
Science/Health  
Social Studies  
Computer Literacy  
Music/Art  
Guidance  
Library  
Physical Education  
Spanish

### **GRADE TWO**

Religion  
    Sacramental Preparations -  
    Reconciliation and Eucharist  
Language Arts  
    Reading  
    Language  
    Phonics  
    Spelling  
    Handwriting - Cursive  
Math  
Science/Health  
Social Studies  
Guidance  
Computer Literacy  
Art/Music  
Spanish  
Physical Education  
Library

**GRADE THREE**

Religion  
 Language Arts  
   Reading  
   Language  
   Spelling  
   Handwriting  
 Math  
 Science/Health  
 Social Studies  
 Guidance  
 Computer Literacy  
 Art/Music  
 Spanish  
 Library  
 Physical Education

**GRADE FIVE**

Religion  
 Language Arts  
   Reading  
   Language  
   Spelling  
 Math  
 Science/Health  
 Social Studies  
 School of Environmental Education  
 Guidance  
 Computer Literacy  
 Art/Music/Band  
 Spanish  
 Library/Research  
 Physical Education

**GRADE SEVEN**

Religion  
 Language Arts  
   Literature  
   English  
 Math  
   Pre-Algebra for qualifying students  
 Science  
 History - Texas  
 Music/Band  
 Computer Literacy  
 Spanish  
 Physical Education  
 Guidance  
 Library Research

**GRADE FOUR**

Religion  
 Language Arts  
   Reading  
   Language  
   Spelling  
   Handwriting  
 Math  
 Science/Health  
 Social Studies  
 Guidance  
 Computer Literacy  
 Art/Music/Band  
 Spanish  
 Library  
 Physical Education

**GRADE SIX**

Religion  
 Language Arts  
   Reading  
   Language  
   Spelling  
 Math  
 Science/Health  
 Social Studies  
 Computer Literacy  
 Music/Band  
 Spanish  
 Library/Research  
 Physical Education  
 Guidance

**GRADE EIGHT**

Religion  
 Language Arts  
   Literature  
   English  
 Math  
   Algebra for qualifying students  
 Science  
 History - United States  
 Music/Band  
 Computer Literacy  
 Spanish  
 Physical Education  
 Guidance  
 Library Research

## **ACADEMIC MISCONDUCT**

Students of St. Edward Catholic School are expected to adhere to the highest standards of behavior with regard to academic honesty. The following policies apply to the school day, SEED, and any school sanctioned activities. Failure to comply with these standards will result in disciplinary action.

***Cheating*** is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include: copying from another person's work during an examination or while completing an assignment, allowing someone to copy from a student during an examination or while completing an assignment, using unauthorized materials during an examination or while completing an assignment, collaborating on an examination or assignment without authorization, taking an examination or completing an assignment for another student, and communicating with another student by any means, electronic, verbal or written, regarding the contents of a quiz or test before grades are posted.

***Fabrication or falsification*** is a form of dishonesty where a student invents or distorts the origin or content of information used as an authority. Examples include: citing a source that does not exist, attributing to a source, ideas or information that are not included in the source, citing a source for a proposition that it does not support, citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper, intentionally distorting the meaning or applicability of data, and inventing data or statistical results to support conclusions.

***Plagiarism*** of any kind is completely contrary to established practices where students are expected to acknowledge the original intellectual work of others. In some cases, plagiarism may also involve violations of copyright law. Plagiarism may occur with respect to unpublished, as well as published material. Acts of copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

***Intentional plagiarism*** is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference or footnote. Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity, as well as the honor code. Such plagiarism may subject the student to appropriate disciplinary action.

Academic misconduct includes other academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.

- Changing or altering grades or other official education records.
- Obtaining or providing to another, a non-administered test or answers to a non-administered test.
- Breaking and entering into a building or office for the purpose of obtaining a quiz, test, or teacher's materials.
- Continuing work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class with disclosure and approval.
- Removing reference materials from the library that are not allowed to be checked out.

Each faculty member is responsible for establishing and communicating to students the expectations of behavior with respect to academic honesty and the student's conduct in each class. The responsible faculty member will investigate the incident and notify the Principal who will determine and take appropriate action. If the incident of academic dishonesty involves the violation of a public law, i.e., breaking and entering into an office or stealing an examination, the act should be reported immediately by the Principal to the appropriate law enforcement agency.

## **HOMEWORK**

Homework is an important learning resource; the purpose of homework is that of reinforcing, extending, enriching, and/or strengthening skills. Homework will be given on a regular basis, in accordance with the skills and needs of each student's grade level. Incomplete or late homework may warrant a detention and will not be given full credit. When absent, a student will ordinarily have a day's grace period for each day of absence to receive full credit.

### ***The Student's Role:***

Each student has the responsibility to develop good work and study habits. The student should:

1. Understand the assignment before leaving class. Daily assignments are to be written in the assignment planners provided by the school.
2. Take home any materials and information needed to complete the assignment. Please remember to reference Ed-Line.
3. Use time wisely. Long-term assignments should be planned so they do not have to be done all at once.

4. Set aside a special time and a special place free from distractions when doing homework.
5. Check the completed assignments carefully.
6. Return all work completed to the teacher by the required date and time. **Any work not brought in by the student upon entering the school is considered late work and will receive the consequences set by the teacher.**
7. Assume responsibility for obtaining and completing any work missed during an illness or excused absence (i.e. band, serving, etc.). **Assignments which are missed due to illnesses or excused absences are the student's responsibility to obtain upon returning to school.**

### ***The Parents' Role:***

Participation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework.

Parents should:

1. Provide a quiet, well-lighted study area for their son or daughter.
2. Establish a regular "homework time" in the home and have a special place free from excessive noise and other distractions where the child can work.
3. Encourage and support their child's efforts; be available for questions while remembering homework is the child's responsibility, NOT THE PARENTS'.
4. Communicate with the teacher whenever their child has consistent difficulty with homework assignments.
5. Encourage their child to seek help and ask questions when in doubt about any assignment.
6. Help students organize adequate time for homework completion and long-term assignments.
7. Parents will not be allowed to deliver their child's forgotten homework, projects, etc. to the school.

### **PLANNERS**

St. Edward Catholic School issues planners to all students for the use of communication with parents and the writing of assignments. Assignments are to be written in planners daily by subject. In a subject that has no homework for the night, NH (no homework) may be written. Any questions about assignments or lack of an assignment should be directed to the particular teacher for that subject.

Student success is highly related to parent communication. St. Edward Catholic School believes these planners to be the most effective form of daily communication available. Should a problem arise, a parent is encouraged to e-mail or phone a teacher at any time. The school phone is published several places for ease of communication and the teacher e-mail addresses are included in the directory and on the school website ([www.stedwardschool.org](http://www.stedwardschool.org)).

### **FIELD TRIPS**

Field trips supplement the instruction program by utilizing the educational resources of the community. In keeping with the class' instructional objectives, teachers in K-8 plan the place of the field trips. Participation in field trips is a privilege and can be denied to students who fail to meet behavior requirements.

Parents are required to sign a permission and liability release form in order for the student to participate in a field trip. According to state law, children are not allow to attend a field trip without this written permission from their parents or guardians. Permission slips may not be altered. **NO EXCEPTIONS WILL BE MADE.**

When possible, students will be transported by bus; when transported by private car, drivers will need to present a copy of a valid driver's license, proof of Personal Injury Protection coverage, and an authorization for a Motor Vehicle Report. Drivers must be at least twenty-five years of age unless the person is a parent of a child participating in the field trip. Drivers must be Virtus trained.

In the interest of safety, students will be assigned to a specific chaperone/driver who will be responsible for the safety and supervision of these students. Teachers will provide a duty list for chaperones and be responsible for overseeing the safety of all on the field trip. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of the teacher. **Drivers are not to take or make any unscheduled stops (i.e. for food, drink, etc.).**

Siblings **may not** be taken on field trips so that chaperones may fulfill their duties.

Each grade will be allowed one field trip each year and one service project. Uniforms are required for all school-sponsored field trips for all grades.

***ARCHDIOCESAN POLICY STIPULATES THAT ALL PERSONS WHO HAVE ON-GOING AND CONTINUING CONTACT WITH CHILDREN MUST BE VIRTUS TRAINED AND VERIFIED.***

### **ST. EDWARD EXTENDED DAY PROGRAM -- SEED**

A before and after school program is available for students whose parents' working hours conflict with the school day schedule. This program is an extension of the school day and provides study time, physical exercise, and an after-school snack. Students participating in this program are required to adhere to all school regulations concerning behavior, respect for others and their property, good order, not leaving the grounds, wearing of uniforms, etc.

There will be a non-refundable registration fee and an hourly charge for students participating in this program. Students who are picked up after 6:00 p.m. will be charged by the minute. **Students who are frequently picked up late may be excluded from the extended day program.**

## **HEALTH PROGRAM**

Students will be required to present a record of immunizations and a TB survey at the time of registration. **Please visit the website ([www.stedwardschool.org](http://www.stedwardschool.org)) for the latest immunization regulations.** Students will be given hearing and vision screenings on a regular basis according to state and diocesan guidelines; sixth graders will be given a scoliosis screening. These screenings are in compliance with the Texas Department of Health, Bureau of Children's Health Requirements.

When it is necessary for students to be given medicine at school, the following guidelines as stated in the Texas Education Code 21.914 are to be observed:

Parents/Guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before/after school and at bedtime.)

Medication (prescription or non-prescription) may be administered to students only upon written request by the parent/guardian and physician. The request must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, EXACT dates medication is to be given, liability release, signature of the parent/guardian and physician. Parent, guardian, or designated adult must deliver and pick up medicine to be administered. (Form HF -7.0)

All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and the date the prescription was filled. Non-prescription medication must be in its original container indicating directions for use and labeled with student's name.

If there is a medication discrepancy that might be injurious to the student, the school nurse or principal designee has the responsibility to question the discrepancy and to refuse to give medication, until a consultation with the Nurse Consultant, student's physician, or parent/guardian is done and documented by the school nurse or principal designee before the medication is administered.

All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required. It is the responsibility of the student to report to the designated area to take his/her medication.

When a child is sent to the clinic for care, the parent will be notified if the child must be sent home. No child is to be left at school once he/she has become ill or injured. The clinic is a place for an ill or injured child to wait as comfortably as possible until a parent/guardian can come for him/her. To be able to notify parents, it is imperative that parents give the school accurate telephone numbers where they or their designee can be reached during school hours. This information is critical and it is mandatory to update it as it changes. Parents, who are going to be out of town while school is in sessions, must furnish the school with the name and telephone number(s) of the person taking care of the child during the parent's absence.

If the student has a fever or symptoms of a contagious illness (cold, flu, etc.) in the morning before coming to school, he/she should remain at home. If a child remains at home because of a communicable/contagious disease, a parent should call the school to determine when the child may return to school. In case of a fever, diarrhea, or vomiting, a student must not return to school for 24 hours following the last occurrence. Refer to page 1 in Forms section.

### **IMMUNIZATIONS**

Students in the Archdiocese of Galveston-Houston Catholic Schools must be in compliance with the immunization requirements of the Texas Department of Health, Immunization Division. Registration requires a current immunization record. Parents/guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/guardians have 14 days to obtain the required immunization(s). After 14 days, if the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s). Refer to page 2 & 3 in Forms section.

### **MEDICAL EMERGENCIES**

Each student must have a completed Student Emergency Information Card on file at the school. It must have the name of the child's physician, dentist, and a signature that gives St. Edward Catholic School the right to seek emergency medical care. The school will first attempt to contact the parent in an emergency; however, the school reserves the right to call an ambulance to transport the child to seek medical care, should it become necessary.

## **STUDENT EVALUATION**

### **PARENT-STUDENT-TEACHER CONFERENCES**

Parent-Student-Teacher Conferences will be scheduled twice each school year. Parents or teachers may request conferences at any time as the need arises. Parents are urged to have their child attend these conferences.

### **REPORT CARDS**

Report cards are issued quarterly. First quarter reports are not issued for Pre-Kindergarteners, Kindergarteners, and First Graders. Report cards will be held if any financial obligations have not been met.

## **GRADING SCALE**

The following Grading Scale will be used for all Progress Reports and Report Cards:

|    |          |    |         |   |          |
|----|----------|----|---------|---|----------|
| A+ | 99 – 100 | C+ | 84 – 85 | F | Below 70 |
| A  | 95 – 98  | C  | 80 – 83 |   |          |
| A- | 93 – 94  | C- | 78 – 79 | E | 90 – 100 |
| B+ | 91 – 92  | D+ | 76 – 77 | S | 80 – 89  |
| B  | 88 – 90  | D  | 72 – 75 | N | 70 – 79  |
| B- | 86 – 87  | D- | 70 – 71 | U | Below 70 |

## **CONDUCT CODE**

The following Conduct Code will be used for all Progress Reports and Report Cards:

|   |                   |
|---|-------------------|
| E | Excellent         |
| S | Satisfactory      |
| N | Needs Improvement |
| U | Unsatisfactory    |

## **HONOR ROLL**

All subjects will be considered for the purpose of Honor Roll. Students who have achieved all A's and all E's and S's in Conduct will be named to the Principal's Honor Roll. Students who have achieved all A's, no more than three B's, and all E's and S's in Conduct will be named to the Academic Honor Roll.

## **MID-QUARTER PROGRESS REPORTS**

Mid-quarter progress reports are issued midway into each quarter. Mid-quarter reports are given to students in grades one through eight, with the exception of the first quarter for first graders.

## **STANDARDIZED TESTING**

Students in grades two through eight will take the Iowa Test during the second semester at a time determined by the Catholic School Office.

## **PROMOTION / RETENTION**

A student is promoted to the next grade if, considering his/her abilities, he/she has satisfactorily completed the work of the current grade. If a student's final report card average in a subject is below 70, the student fails the subject. If two or more major subjects are failed, the student will be recommended for retention. The major subjects are: English (Spelling, Language), Social Studies, Math, Science, and Reading. If two or more major subjects are failed, the student will be retained or referred to summer school.

## ADMISSION/ATTENDANCE/WITHDRAWAL

### NON-DISCRIMINATORY POLICY

St. Edward Catholic School accepts students of any race, color, national and ethnic origin. The School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and student aid programs, and athletic and other school-administered programs.

### ADMISSION

Registration of St. Edward students will take place in the spring of each year for the following school year. Students already enrolled at St. Edward Catholic School will receive Re-registration Forms provided they have continued to meet established academic and behavior standards and are in compliance with school regulations.

PreK-3 students must be 3 years of age on or before September 1<sup>st</sup> and must be fully potty trained; PreK-4 students must be 4 years of age on or before September 1<sup>st</sup>; Kindergarten students must be 5 years of age on or before September 1<sup>st</sup>; and first graders must be 6 years of age on or before September 1<sup>st</sup>.

All new students entering St. Edward Catholic School must present a birth certificate and baptismal certificate (if applicable) and immunization records. New students in grades one to eight must present their last report cards, standardized test scores, and recommendation forms from the transferring schools. Once all final records are received and reviewed, the principal will determine if a student is accepted or refused admission. An interview with the principal may be required.

**All new students are accepted on a conditional basis and are admitted for a one month probationary period. New students may be asked to withdraw at any point during the school year if the administration determines that their needs are not being met or that they are unwilling to comply with both the academic and behavioral standards of St. Edward Catholic School.**

A non-refundable Registration Fee is paid at the time of registration.

At the time of the spring registration, students will be accepted in the following order:

- FIRST:       Returning students who continue to meet school standards (academic and behavioral).
- SECOND:     Siblings of students already enrolled.
- THIRD:      Children of registered St. Edward parishioners.
- FOURTH:    Catholic students from other parishes.
- FIFTH:      All other students.

In the event that more students apply for admission than places are available, a waiting list will be established and parishioners' children will be accepted according to the date of their parents' registration in the parish, which will be verified at the Pastoral Office. Other students will be accepted in the order of registration.

Registrations must be renewed annually at the time of Spring Registration, including persons who are on the waiting list.

The Kindergarten teachers will test incoming Kindergarteners. Kindergarten teachers at the Pre-K teachers' discretion will test Pre-K students currently enrolled at St. Edward. Placement in Kindergarten is not guaranteed if a child does not demonstrate readiness.

Incoming first grade students must pass a readiness test before being enrolled in first grade.

## **ATTENDANCE**

Regular attendance at school is essential for a student to achieve his/her potential and to acquire the skills necessary for promotion to the next grade level. Students are to attend school unless ill or otherwise excused by the principal. The school calendar consists of 180 student days; the student day begins at 7:45 a.m. and ends at 3:15 p.m. School will dismiss early (2:00 p.m.) for staff development on the second and fourth Fridays of each month. Dates are noted on the yearly and monthly calendars.

In compliance with the Texas Catholic Conference Education Department (TCCED), St. Edward Catholic School follows compulsory attendance laws. Students arriving after 10:00 a.m. will be marked one-half day absent. Students leaving prior to 10:00 a.m. will be marked one full day absent.

Students are not to be on the school grounds before 7:30 a.m. unless attending SEED. Students who remain on campus after 3:15 p.m. or 2:15 p.m. on early dismissal (unless they are part of an organized activity sponsored by the school) will be placed in SEED, and parents/guardians will be charged appropriately. A parent/guardian or designated adult must directly supervise student spectators at athletic competitions and siblings of students who are involved in athletics; this includes the playground. Student safety is a very serious concern.

The school establishes a calendar before the beginning of each school year. Parents/guardians are expected to honor the calendar.

Daily school attendance is the only effective way to assure continued academic progress.

## **ABSENCE**

When a child is absent, his/her parent is to call the school office between 7:30 and 8:30 a.m., reporting the absence and the reason. Should an absence not be reported to the office, the parent/guardian will be called to verify the absence. A written excuse from the parent/guardian is to be sent to the teacher upon the student's return to school, regardless of whether the parent has called the office. Please indicate the date(s) of absence(s), student name, homeroom teacher, and the reason for the absence.

Any student arriving after 10:00 a.m. or leaving before 2:00 p.m. will be considered ½ day absent. All children must be fever-free for 24 hours and symptom-free from all contagious illness before returning to school.

School absence is categorized in the following manner:

- **Absence Because of Illness:** If a student is unable to come to school due to illness (including all dental and doctor appointments), the parent/guardian is expected to notify the school office. All absences will be considered unexcused unless written notification is received by the school nurse/office by the second day following the student's return to school.
- **Family Emergency:** Absences due to a death in the immediate family and serious or prolonged illness are always handled on an individual bases. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.
- **Absence for Other Reasons:** If it is absolutely necessary for parents/guardians to remove the children from classes for reasons other than family emergencies, illness or other medical concerns, they may do so only with permission from the Principal. Work that is missed will be made up at the teacher's discretion. Assignments may not be given in advance of an unexcused absence.
- **Early Dismissal:** Early dismissal of students is discouraged in order to maximize instructional time. Please make every effort to schedule medical and dental appointments after school hours. Parents must send a written note to the child's teacher stating the time they wish to pick up the child. The office will then notify the classroom teacher that the child's parents are here to pick him/her up. A student returning to school is to report to the school office before being admitted back into class.
- **A student that is absent more than 18 days within a school year may be retained or asked to withdraw the following year.**

### **EARLY CHECKOUT PROCEDURES**

1. Send a written note with your child to school regarding the time he/she will be leaving. Instruct your child to bring the note to the registrar or secretary upon their arrival to school.
2. The child will be given an early dismissal slip that he/she will give to the teacher so they will be aware of the early dismissal.
3. The child will not be called out of class until the parent has signed him/her out in the Jr. High office. **All children leaving early will be signed out in the Jr. High office.**

## **HOMEWORK REQUEST**

Requests for homework will **not** be honored. Students should gather missed work assignments upon their return to school from the teachers. Missed homework is to be made up in a timely manner. Tests missed during an absence will be taken on the first day of the student's return. For full credit, the student will be given one day for each day of absence, to complete and turn in missed assignments.

## **TARDINESS**

**Students should be in their classrooms at 7:55 AM** to begin preparing for class. Announcements begin promptly at 7:55 AM when the tardy bell rings. A student is considered tardy if they are not in their homeroom at 7:55 AM. Tardiness is not acceptable at St. Edward Catholic School.

Students **arriving** after 7:55 AM will be considered tardy and need to "Sign-in". Students must obtain a Tardy Slip from the office before going to class.

Tardiness affects the entire class, causing the teacher to have to stop lessons to bring the late student up to speed. Therefore, any work that is missed due to tardiness, will be made up after school or during recess time. Work made up due to unexcused tardiness will be graded as late work.

Tardies are recorded on both Progress Reports and Report Cards.

Habitual tardiness seriously affects a student's overall academic performance. To discourage tardiness, the following consequences will be imposed. Habitual tardiness will be handled as follows:

- \*3<sup>rd</sup> tardy in a 9-week period – Warning letter sent home to parents/guardians
- \*4<sup>th</sup> tardy in a 9-week period – Parent / Guardian conference with Principal
- \*5<sup>th</sup> tardy in a 9-week period – Parent / Guardian notification letter
- 6 or more tardies in a 9-week period – Morning detention (7AM – 7:45AM to be served with the principal) and one absence.

## **VACATIONS**

**Vacations during the school year are discouraged.** All work missed will be made up following the student's return to school, within a reasonable time. The principal and homeroom teacher should be consulted and notified in writing **well in advance** of such vacations. Vacations should not be scheduled during Iowa Testing, mid-terms or final exams.

## **AFTER SCHOOL HOURS**

Children will not be detained after school without the prior knowledge of parents. No student may remain in school or on the premises after school hours unless he/she is detained by a teacher or is taking part in a school-sponsored activity under the supervision

of an adult. Students who are left at school after 3:30 p.m. (2:15 p.m. early dismissal days) will be sent to SEED.

### **SCHOOL CLOSING DUE TO DISASTER OR STORM**

In the case of emergency weather conditions or other disaster, the Catholic schools follow the decision of the local public school district in which the Catholic school is located. **St. Edward Catholic School closes when the Klein Independent School District closes.**

Announcements are normally made over the following radio and TV stations:

|                        |            |
|------------------------|------------|
| KILT Radio Station 610 | KPRC TV 2  |
| KTRH Radio Station 740 | KHOU TV 11 |
| KPRC Radio Station 950 | KTRH TV 13 |

A telephone relay system may be activated when there is an emergency closing; however, parents should listen for radio or TV announcements, as electrical outages cause some phones not to work. IRIS alerts may also be issued in such an event.

### **STUDENT WITHDRAWALS**

Parents wishing to withdraw their children from St. Edward Catholic School are to notify the principal of their intent. The transfer of records will be made only after all financial obligations have been met and all textbooks and library books have been returned.

## **STUDENT DRESS AND UNIFORM CODE**

Students attending St. Edward Catholic School are expected to observe good grooming habits and to dress appropriately for each school day. Students enrolled in Pre-Kindergarten through Grade Eight are to wear the adopted school uniform. Uniforms are worn correctly from the first day of school until the last day of school. Uniforms are to be complete, clean and neat in appearance, of proper size, and purchased from Parker Uniform Company. **The navy St. Edward P.E. shorts must be worn under the jumpers and skirts. P.E. uniforms are available through the school only. \*\*Tennis shoes and FULL crew socks that cover the ankle bone entirely are to be worn daily.**

Students should arrive at school properly dressed (in compliance with the uniform policy) for the day and remain properly dressed for the entire school day. Our goal is that the students be neat in appearance and reflect pride in themselves and in the school. Final judgments about what constitutes acceptable or unacceptable dress lies with the teacher or the school administration.

Uniforms must be in good repair (no rips, tears or holes) and fit properly. Students coming to school out of uniform or inappropriately dressed for the day will call their parents to bring the appropriate garments. If the parents cannot be reached, an attempt to provide the student with the appropriate garments will be made through the clinic. If the proper uniform items must be borrowed from the clinic, a rental fee may be charged to the parents. Non-compliance will be reflected in a Conduct Demerit.

- Shirts must be tucked in and remain tucked in

- Shoes must be properly secured (tied, buckled, etc.)
- Waistbands and shirtsleeves may not be rolled
- Waistband must be visible

Scouting uniforms may be worn on meeting days provided that scouting uniform is worn in its entirety. Daisy aprons are to be worn over the school uniform.

Periodic uniform inspections will take place.

**STUDENT NAMES ARE TO BE WRITTEN INDELIBLY IN ALL UNIFORM ITEMS AND OUTER GARMENTS WORN TO SCHOOL.**

## **SCHOOL UNIFORMS**

The school uniform is purchased from the Parker Uniform Company; P.E. uniforms are purchased through the school office.

The adopted uniform for St. Edward students in Kindergarten through Grade Eight is as follows:

### **Boys**

- |                 |                                                                                                                                                                                                                                                                                                                                                           |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Basic Uniform - | PK-4 Red Plaid Shirt<br>Red Polo Shirt with School Logo<br>Navy Walking Shorts/Slacks<br><b>Mass uniform:</b><br><b>Red Plaid Shirt and Navy Slacks</b>                                                                                                                                                                                                   |
| 5-8             | Navy Blue and/or white Polo Shirt<br>Khaki Slacks or Khaki Walking Shorts<br>Plain white undershirts only<br><b>Mass uniform:</b><br><b>White button down Oxford shirt with School Logo (long/short sleeve) and Khaki Slacks</b>                                                                                                                          |
| PK-8            | Navy Cardigan Sweater with School Emblem<br>Navy Sweat Shirt with St. Edward Logo<br>Navy or Black Belt<br>Solid white <b>full crew</b> socks<br>Predominantly white, black, gray, or navy (or a combination of these colors) tennis shoes with the same color laces. No "lights and/or music" will be permitted on shoes.<br>Shoe laces need to be tied. |

**Shirts are worn inside shorts/pants so belt/waistband is visible. Shirts must have all buttons closed with the exception of the top button.**

## **GIRLS**

- Basic Uniform - PK-4 Tulane (round collar)  
 White Blouse (long/short sleeve)  
 Red Plaid Jumper  
 White Button Middy Blouse with Tie worn with  
 Red/Navy Plaid Walking Shorts  
 White Button Middy Blouse with Tie worn with  
 Navy Pleated Slacks  
**Mass Uniform:**  
**Plaid Jumper and Tulane (round collar) white blouse**
- 5-8 Navy and White Polo Shirt with School Logo  
 Khaki Slacks  
 Navy and Khaki Skirt  
**Mass Uniform:**  
**White button down Oxford with School  
 Logo (long/short sleeve) and Khaki or Navy Skirt  
 Navy knit vest are optional**
- PK-8 Navy Cardigan Sweater with School Emblem  
 Navy Sweat Shirt with St. Edward Logo  
 Navy or Black Belt  
 Solid white **full crew** socks  
 Navy Tights (during cold weather)  
 Predominately white, black, gray, or navy (or a  
 combination of these colors) tennis shoes with  
 the same color laces. No "lights and/or music" are  
 permitted on shoes.  
 Shoe laces need to be tied.  
 Navy Pullover Sweater with School Emblem  
 White or Navy Tights (during cold weather)  
 Hair Bows- School plaid bows or small-sized  
 solid navy, white, or red bows.

**Blouses are worn inside skirts/shorts/slacks so that belt/waistband is visible.  
 Shirts must have all buttons closed with the exception of the top button.**

*The navy St. Edward P.E. shorts/modesty shorts must be worn under the  
 jumpers and skirts. P.E. uniforms are available through the school only.*

Teachers will enforce all uniform rules – even on free dress days. The parents  
 will be notified of any violation of the dress code and asked to pick up their  
 student to rectify the situation.

**BOTH SCHOOL UNIFORM AND P.E. UNIFORM NEED TO WASHED  
 AND CLEANED AT LEAST WEEKLY**

- P.E. Uniform** - Grades 4 through 8 will dress for P.E. classes.  
 The St. Edward Catholic School white T-shirt, navy shorts, and tennis shoes are required.  
 If T-shirt is worn under day shirt, T-shirts should not hang below sleeves.  
 Last name of student is to be printed in 2-inch block letters on front of T-shirt with permanent marker.  
 Kindergarten and Grades 1 - 3 will **not** dress for P.E. classes; tennis shoes **are** required.

P.E. UNIFORMS ARE MANDATORY AND WILL BE CHECKED DAILY BY P.E. PERSONNEL. DEDUCTIONS WILL BE TAKEN FROM THE DAILY P.E. GRADE FOR NON-COMPLIANCE.

## SPECIAL GUIDELINES

- Skirt Length:** Jumpers, skirts, and shorts are to be **NO** shorter than **3 inches** above the knee in the front and back. (measurement is taken while kneeling)
- Use of Nail Polish:** **No nail polish** or false nails will be permitted.
- Use of Make-Up:** **No make-up** will be permitted.
- Hair:**
- Must be its own natural color.
  - No coloring or highlighting is permitted for boys or girls.
  - Must be combed, clean, and neat in appearance.
  - Boys must have a traditional cut above the collar, upper ear, and eyebrows.
- Jewelry:**
- One **silver or gold** stud or loop earring per ear may be worn by girls on the bottom only of the lobe and may not be larger than a **nickel** in circumference. No dangles or rhinestones/beads.  
 (Earrings are not permitted for boys)
  - One traditional religious necklace may be worn inside the shirt. It must not show.  
 No choker, beaded, or shell necklaces allowed.
  - **NO** rings permitted.
  - One watch may be worn but all sound features must be turned off.
  - No bracelets allowed.

NO FOOTIES OR ANKLE SOCKS ALLOWED. NO MARY JANES.  
 NO VANS, HIGHTOPS, CONVERSE OR BASKETBALL HIGH TOP SHOES OF ANY COLOR ALLOWED. SHOES MUST BE AN ATHLETIC SHOE WITH ARCH SUPPORT AND NO-SKID SOLES.

## **DRESS CODE FOR FREE DRESS DAYS AND/OR SPECIAL CIRCUMSTANCES**

Dress code for special circumstance days will be strictly enforced. Parents are expected to know, understand and enforce these guidelines before the student leaves the home. Failure of a parent to enforce the requirements puts the school in a difficult position and parents will be required to pick up the student and return them in compliance to complete the school day.

## **FREE DRESS REQUIREMENTS FOR ALL STUDENTS**

These requirements are decided by St. Edward Catholic School, and will be enforced for all students.

- Shoe's and socks or hosiery must be worn at all times.
- Appropriate undergarments are expected and will be covered from view at all times. White or tan bras are expected – not colored.
- No flip flops, thongs, or beachwear sandals allowed at any time.
- Jeans cannot be frayed, tattered, tight, spot-faded, low-rise or baggy. All jeans with belt loops will be worn with a belt, and the shirt will be tucked in.
- If a student chooses to wear shorts, only uniform shorts are allowed.
- Any shirt or blouse which exposes the mid-drift or lower back with the arms above the head or while sitting is not allowed. This includes but is not limited to spaghetti strap tops, tank tops, t-shirts with inappropriate slogans/pictures or implied meaning, low-cut or baby-doll blouses designed to expose a young woman's cleavage, camisoles, halter tops, leggings, low-rise skirts or miniskirts. Jackets or sweaters designed to disguise the wearing of these tops are not allowed.
- Pants or skirts with belt loops must be worn with a belt and the shirt or blouse must be tucked in.
- Skirts/dresses/shorts must not be low rise nor be shorter than three inches above the knee when kneeling. Clothing must be conservative and chaste, decent and in good taste.
- All blouses/shirts must cover the shoulders, having a strap a minimum of two inches wide.
- Purses are not allowed, however, young ladies may have a personal hygiene bag kept in their locker.

## **DANCES AND SPECIAL OCCASIONS**

Clothing for dances must be conservative and chaste, decent and in good taste. We understand this is counter cultural and may sometimes be a difficult choice. All requirements listed above for free dress will be enforced. This dress requirement is for all dances held on school property whether school sponsored or sponsored by the religious education department. Special occasions will be covered by the same dress requirements.

St. Edward Catholic School strives to enact the school's Mission Statement in all of its activities, before and after school. Pursuant to this goal, we have dress guidelines for school dances and special occasions. Shoes must be worn. The following dress is unacceptable at school functions and will result in the student being sent home:

- Halter tops on shirts and dresses
- Spaghetti straps – straps must be at least TWO inches wide
- Inappropriate skirt or short length
- Visible undergarments
- Bare midriffs
- Strapless tops and dresses
- Articles of clothing may neither be too tight or suggestive, nor excessively baggy or loose fitting.

Requirements for all school dances:

- A parent/guardian must walk the student into the dance and sign him/her in
- A parent/guardian must walk into the dance to pick the student up & sign him/her out

### **GRADUATION / MARY CELEBRATION/CHURCH ATTIRE**

These requirements are decided by St. Edward Catholic School, and will be enforced for all students. Students and/or families not wishing to comply are expected not to participate. Students reporting for these religious celebrations inappropriately dressed will be asked to change in order to participate. Failure to dress appropriately as deemed by St. Edward Catholic School requirement will be grounds for removal.

Requirements for 8<sup>th</sup> grade graduation:

- Boys – dark suit or blazer, khaki/dark slacks, tie and dress shoes
- Girls – Sunday/church dress in compliance with the above regulations. Shoulders must be covered during mass.

**STUDENTS ARE EXPECTED TO KNOW AND OBEY THE RULES. PARENTS ARE RESPONSIBLE FOR MAKING SURE STUDENTS COMPLY WITH THIS DRESS CODE. THERE WILL BE ABSOLUTELY NO EXCEPTIONS. PLEASE DO NOT PUT YOURSELF OR YOUR CHILD IN AN UNCOMFORTABLE SITUATION..**

### **PLEASE NOTE:**

Students in 3<sup>rd</sup> through 8<sup>th</sup> grade will be allowed to bring rolling backpacks only if they are no larger than a standard-sized backpack. They can be a safety hazard in the primary grades and storage space is limited. Please keep this in mind when purchasing a backpack.

Students are **NOT allowed to bring purses** to school.

All polo and oxford uniform shirts must be purchased from Parker with the embroidery of the school name and/or emblem.

**Toys, trading cards, card games, electronic games, walkmans, i-pods, flash drives, portable stereos, pager, palm pilots or similar distractions may not be brought to school. In-line skates, skateboards, roller skates, and heelys are banned at all times on school property, unless included as part of the school curriculum.**

**If a student is caught with any of the above items:**

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>First offense:</b>  | <b>\$5 fine and return of item to the student's parent</b>  |
| <b>Second offense:</b> | <b>\$10 fine and return of item to the student's parent</b> |
| <b>Third offense:</b>  | <b>\$15 fine and item will be returned on May 27th</b>      |

An exception is made for cell phones. Refer to "Cell Phones" section for details.

The school is NOT responsible for lost or stolen items.

## **DISCIPLINE / GRIEVANCE PROCEDURES**

### **STUDENT DISCIPLINE**

A primary goal of the Catholic School is the on-going formation of the Christian person. It is the duty and privilege of faculty, as Christian educators, to help the student form behavioral patterns consistent with Christian social standards. Teachers are to instill in students a respect for the administration, faculty members, staff, visitors, and fellow students; also, for civic leaders, our country, and our flag. The most effective way to accomplish this is by good example. All teachers are expected to monitor the hallways.

Courtesy and politeness are practiced in school. Teachers will instruct their pupils in the time-honored customs of giving their elders the right-of-way, of opening doors for others or holding a door at least until the next person puts his hand on it, of offering to carry heavy books and packages, of saying "Please" and "Thank-you," "Pardon me," "Yes sir/ma'am," etc., of never interrupting adults in conversation, and of never calling an adult by their first name.

Students should be taught to stand and greet the clergy, administration and any adult when they enter their classroom.

The positive approach to discipline is to be used. Corporal punishment, **in any form**, is forbidden in all schools of the Archdiocese of Galveston-Houston.

### **HARASSMENT / BULLYING POLICY**

Harassment/bullying, as defined for St. Edward Catholic School, is any behavior that is sufficiently severe, persistent, or pervasive, adversely affecting a student's education, or behavior that creates a hostile or abusive education environment. The act of harassment/bullying is a direct violation of the Christian behaviors and values upheld in the school. Harassment/bullying involving students, school and parish faculty, parent, or visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment/bullying, each incident will be reviewed independently, and action taken may range from a disciplinary report to expulsion from the school and in some cases legal action.

Should anyone be a victim of or witness harassment/bullying, the following steps should be taken:

- Immediately notify some in authority, such as a parent, teacher, faculty/staff member, principal or priest
- After reporting the harassment/bullying, keep the information confidential
- If necessary, write an account of what happened for future reference

### **The Demerit System**

This year, we will instill a system utilizing a demerit system. All demerits require a parental signature. There are three types of demerits, all explained below.

- *Academic Demerit* – is issued on the basis of class work/materials – or lack of class work/materials. Upon the issuance of five demerits, the student would automatically be assigned an after school detention in a 9 week period.
- *Conduct Demerit* – is issued on the basis of conduct, attitude, tardiness, and dress code. Three conduct demerits and the student would automatically receive an after school detention.
- *Detention* – any student can be assigned a detention when deemed necessary (i.e. severe back talk, disrespect, cheating, etc.).

The following examples are the kinds of situations handled by teachers and may warrant demerits or in extreme circumstances detentions:

Arguing, excessive talking, annoying others, bullying, poor work habits, cheating, uncooperative attitude, misrepresenting the facts, tardiness, and actions disrupting the learning process, etc.

The following are considered to be serious offenses that call for immediate referral to the administration and may warrant suspension or expulsion:

Defiant acts, offensive language, indecency, physical injury to another person, fighting, wrestling, damaging property, stealing, truancy, use or possession of drugs, use or possession of weapons or items perceived to be weapons, the harassing and/or abusing of other students or school personnel, and involvement in gang-related activities, etc.

The disciplinary process is intended to be instructional and corrective, not punitive. The purpose is to change student behavior that is unacceptable. The seriousness of the offense, the age of the student, the frequency of the misconduct, the attitude of the student, and the degree of cooperation will be considered in determining which action is to be taken.

St. Edward Catholic School expects a high level of conduct from all its students. If repeated attempts to help a student correct inappropriate behavior fail, the following procedures will be initiated: detentions, conferences with those concerned, in-school suspension, out-of-school suspension, and/or expulsion.

## ETIQUETTE RULES

- A. Hallways
1. Keep to the right
  2. Walk (not run) at all times
  3. Be Silent when required
  4. Refrain from loitering
  5. Keep hands to yourself
- B. Cafeteria
1. Follow cafeteria directions
  2. Refrain from throwing food or any object
  3. Remain seated in your designated area
  4. Clean area before leaving
  5. Talk only to people at your table – quietly
  6. Walk to designated area
- C. Playground
1. Remain in assigned areas
  2. Use equipment properly
  3. Do not throw any object
  4. Maintain good sportsmanship
  5. Return all equipment
- D. Restrooms
1. Go directly to and return directly from restroom
  2. Respect each student's privacy
  3. Wash and dry hands after use
  4. Do not loiter, yell, play or vandalize
- E. Assesmblies
1. Sit in assigned area
  2. Listen to speaker or program
  3. Enter and leave in an orderly manner
  4. Show appropriate approval
- F. Carpool
1. Remain seated in assigned area
  2. Follow directions of teachers
  3. Do not eat or drink
  4. Cell phone use allowed with permission or after carpool
- G. Church
1. Be silent when entering or leaving
  2. Actively participate in a reverent manner
  3. Sit, kneel, and stand straight
  4. Keep feet off kneelers
  5. Move and replace songbooks and kneelers quietly
- H. Homeroom
1. Be seated and quiet until dismissed
  2. Be attentive to announcements and opening/closing exercises
  3. Follow teacher directions; be respectful of teacher's authority
  4. Be respectful of personal property, the property of others and school property
- I. Office
1. Be silent when entering or leaving
  2. Wait to be acknowledged before speaking
  3. Speak in a quiet voice
  4. Be respectful of office property
  5. Ask permission prior to using office equipment
- J. General campus
1. Place trash in trash cans
  2. Walk or sit only in designated areas
  3. Place unclaimed uniforms or other items in the Lost and Found area
  4. Be respectful of school property – including landscaping and monuments

## **AFTER-SCHOOL DETENTION**

After-school detentions will be held on Tuesdays and Thursdays from 3:15 to 4:15 p.m. Teachers are asked to remind students who are in their homeroom and on the detention list, what classroom to report to promptly. Teachers are also asked to be discreet when reminding these students, not allowing it to bring attention to that student.

The Discipline Coordinator will e-mail the list of students who will be serving detention to all teachers. This will prevent students from loitering after school.

Detention will be a silent period. Students should sit straight with hands folded on the desk looking ahead.

## **SATURDAY DETENTION**

Three after school detentions in a 9 week period will result in a Saturday detention. Saturday detentions are scheduled once a month from 8:30 a.m. to 10:30 a.m.

## **IN SCHOOL SUSPENSION / OUT OF SCHOOL SUSPENSION**

Both the *In School Suspensions (ISS)* and *Out of School Suspensions* will be issued by the principal at his discretion.

Students may be suspended for serious behaviors, including but not limited to:

- Conduct unbecoming a Christian student; behavior in contradiction to Christian values.
- Participation in disruptive activities of a group such as a gang.
- Fighting, wrestling, rough housing, etc.
- Possession of a beeper, electronic pager, cell phone or any other type of communication system that becomes disruptive to instruction.
- Possession, use, or delivering of narcotics, dangerous drugs or alcohol on school property or at school-sponsored activities.
- Smoking or using any tobacco products on school property or at a school-related activity.
- Off-campus behavior that reflects unfavorably upon the reputation of the school.
- Possessing, using, or concealing a weapon (any instrument which may produce bodily harm or death).
- Harassing (teasing, bullying) and abusing of other students and/or school personnel.
- Threatening bodily injury or harm to another student or school personnel.
- Vandalizing school property or the property of others.
- Incurable or persistent behavior that interrupts the learning environment with his/her behavior.

Suspension forms will be kept in the principal's file.

### IN-SCHOOL SUSPENSION

After four after-school detentions in a nine-week period or the commission of a serious offense, a student will be given an In-School Suspension, which consists of assignment to a room away from the school routine and classmates where he/she will be assigned class work to be completed during this day under the supervision of a professional. The fourth after-school detention will be served and an In-School Suspension will be assigned.

### OUT-OF-SCHOOL SUSPENSION

Two In-School Suspensions or the commission of a serious offense may warrant an Out-of-School Suspension of one to three days duration.

Parents will be notified of a suspension and will be expected to come for a conference regarding the reason(s) for the suspension within a reasonable amount of time.

Students may not participate in after-school activities, practices, games, clubs, etc., on the day(s) of a suspension.

### EXPULSION

Expulsion is a serious matter and may be invoked immediately for extremely serious offenses, which could include those listed above, or when every attempt to help a student improve his/her behavior has been fruitless. Parents will be notified immediately and efforts will be made to assist parents in finding another suitable learning environment.

### SEXUAL HARASSMENT

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience, and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or intimations;
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play because of sex;
- Retaliation for having reported or threatened to report sexual harassment.

DIOCESAN SCHOOL POLICY 3140

### USE OF CONTROLLED SUBSTANCE

The use and unlawful possession of illicit drugs (including alcohol, tobacco and other drugs that are illegal for youth) is wrong and harmful.

A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution if while on school property or while attending a school sponsored or school related activity, on or off school property, there is question of:

1. Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, tobacco, alcohol, inhalants, marijuana or controlled substance).
2. Acting under the influence of an illegal drug - alcohol, narcotics, marijuana or a controlled substance.
3. Medication misuse or overdose.

The principal, school nurse, and/or a counselor will work together with the student and the family toward bringing about a complete recovery and elimination of the drug abuse by the student involved.

Upon the removal of a student from class the principal will:

1. Report the incident to the Superintendent.
2. Notify parent(s)/guardian immediately and request a conference.

After the conference with the parent and student, the student may be suspended for a period of three (3) days. During this time it is recommended the parents enroll in some type of family therapy with the student, as suggested by their physician or the office.

At the completion of the suspension the student will return to school with a contract to continue the therapy until the therapist feels a complete recovery has been made.

### **APPEALS PROCESS**

Although the Diocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the current Diocesan appeals process/grievance procedure for further details. Also please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Diocesan schools.

DIOCESAN SCHOOL POLICY - 3360 - JULY, 1997

### **TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)**

St. Edward Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental

permission as verified by the signatures in the TAUP agreement. Should a parent prefer that a student not have internet access, use of the computer is still possible for more traditional purposes such as word processing.

## Internet

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. ***Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.*** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

## What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. **The use of technology resources is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

## What are the Rules of Appropriate Use?

**Acceptable Use** - The use of the Internet is solely for education and research and must be consistent with St. Edward's educational objectives. Students are not to use school workstations or computers for social networking. Transmission of any material in violation of any user or state regulations is prohibited; this includes material that is copyrighted, protected by a trade secret, obscene or threatening.

**Social Networking** - Accessing social networking websites (e.g. myspace, friendster, facebook, tagged, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited. Students who maintain and use a website, blog or other social networking site even at home must realize that even if they consider their particular site to be a personal one that they are in effect representing the school when they identify themselves as (or by making it possible to be for them to be identified as) affiliated with St. Edward School. Consequently, the way in which they portray themselves in image or in words, the level of language they use or the values they express must not contradict the values of the school as expressed in such documents as its mission statement and statement of philosophy.

**Personal Safety and Personal Privacy** - Students will not post personal contact information about themselves. Personal contact information includes their address,

telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

**Network Etiquette** - Students are expected to employ network etiquette which includes being polite, using appropriate language, keeping addresses and phone numbers of others private, and seeing that their actions do no disrupt others.

No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

**Illegal copying** - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

**Security** - Security on any computer system is a high priority, especially when the system involves many users. The Technology coordinator or computer teacher must be notified of any identifiable security problems on the network or Internet. [Do not demonstrate the problem to other users.] Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the network or Internet.

**Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network, Internet or any other agency and will subject the offender to disciplinary action.

**Violations** - Any violation of the regulations stated in this policy may constitute loss of access privilege, school disciplinary action and/or appropriate legal action.

### **Succinct Advice**

These are guidelines to follow to prevent the loss of technology privileges at school.

1. Do not use technology to harm other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.

8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

From time to time, St. Edward Catholic School or the local media may want to publish articles about, photographs, video or audio media of SES students. This is most often done to publicize and feature student activities, achievements or special events that are of interest to students, parents and the community. By enrolling your child in SES, you give your consent and grant permission to the school to:

- Publish your child's image or work in various publication including, but not limited to the St. Edward Catholic Church Bulletin
- Publish your child's image or work done by your child on school managed websites
- Release your child's image or student work to local media/newspapers, including, but not limited to *The Houston Chronicle*
- Use your child's image or work for marketing or public relation purposes

This consent is valid for the entire time the student is enrolled in St. Edward Catholic School unless revoked by written notification to the school Principal.

While the school limits access to school buildings by outside photographers, it has no control over the news media or their entities that may publish an image of a named or unnamed student. The media may print your child's full name along with an image/depiction, video and/or student work, and the school has no control over outside media sources' use of your child's likeness, name or photograph once it has been released to them. It is common practice for news media to post articles and images in hard copies and on their website.

St. Edward Catholic School will never publish addresses, phone numbers, or social security numbers of its students in any school publication except the school phone directory. Parents will be provided an opportunity to opt out of the school phone directory.

Parents may not opt out of publication of pictures in the school yearbook.

Parents may not opt out of the publication of group photographs such as those of athletic teams, extracurricular clubs, homerooms, First Communion, etc. although last names will not be published on the internet or provided to outside media sources when such photographs are released.

Last names will not be used to caption student images or work in school managed publication or on school managed websites except graduation videos and other class projects produced specifically by parents or students for parents or students.

## **STUDENT ARRIVAL AND DEPARTURE PROCEDURES**

In order to insure the safety of students during arrival and departure times, the following guidelines are to be observed when bringing children to school and picking them up at dismissal.

### **CARPOOL**

Students and parents must follow the established carpool procedures during arrival and afternoon dismissal. For safety purposes, parents should refrain from using their cell phones during carpool. Student who have not been picked up by 3:30 p.m. or 2:15 p.m. on early dismissal days, will be checked into SEED.

### **ARRIVAL**

**Students may not be dropped off before 7:30 a.m. If your child needs to be dropped off prior to 7:30 a.m., they may go to SEED beginning at 7:00 a.m.**

Students in Kindergarten through grade four are to be dropped off at the front door of the elementary building. Cars with only fifth, sixth, seventh, or eight graders may drop their riders off at the front door of the Educational Center. Parents who need to come into the building can then park in either parking lot and then take care of office business. If there is a real need to bring a child into the school, parents should park in the Church parking lot and walk their child through the breezeway.

Please remember all parents are asked to leave promptly to allow the daily schedule to begin.

Pre-Kindergarten students are to be walked to their rooms. Their parents are to park in the lot by the Church to cut down on the traffic in the school lot.

### **DEPARTURES**

Pre-Kindergarten children are picked up at their classroom doors. Parents should park in the Church parking lot when picking up Pre-Kindergarteners.

Students in Kindergarten through grade eight, and Pre-Kindergarteners who are picked up at 3:15 p.m., will be dismissed via a carpool system.

- There will be two pick-up routes, blue and yellow.
- The pick-up system will begin at dismissal time. Due to safety issues, vehicles should not line up before 15 minutes prior to dismissal.
- Faculty and staff members will open the doors for the students to get in the vehicles.
- Drivers are to remain in their vehicles at all times. If parents must pick up students early for an appointment, they are requested to do so through the office at least 30 minutes before dismissal time.
- There will be no parking allowed in the west parking lot during the carpool pick-up system. Parking near the gym/annex for athletics or SEED should open up around 3:20 p.m.

- No student is exempt from this carpool pick-up system. A parent with extenuating circumstances should discuss their situation with the principal.
- Cell phones are prohibited in the carpool lines.

Drivers are reminded that they must drive slowly and cautiously while in the school parking lot and that the school-zone speed limits are in effect in front of the campus on Spring Stuebner Road.

## **SAFETY PROCEDURES**

The doors to all school buildings and outside restrooms will be locked during school hours. All parents and visitors must enter and exit through the front doors of the Junior High building and sign in with the receptionist to obtain a visitor's badge.

### **CELL PHONES**

If students have a cell phone on campus, it must be turned off and turned into their homeroom teacher. Students may **not** use cell phones during school hours, inclusive of arrival and dismissal times. After 3:30p.m. (2:15p.m. early dismissal days), cell phones may only be used with the permission of a supervising adult in emergency cases only. The Principal may revoke the student's right to have a cell phone on campus. The school is not responsible for lost cell phones.

#### **Consequences are as follows:**

- **1<sup>st</sup> offense: \$10 fine, a detention and phone will be returned to the parent only.**
- **2<sup>nd</sup> offense: \$25 fine, two detentions served consecutively and phone will be returned to the parent only on May 27<sup>th</sup>.**

### **CHANGE OF INFORMATION**

All serious accidents or illnesses are reported to parents. Parents or guardians should keep the school informed during the school year of changes in telephone numbers, mailing addresses, and or persons to contact in case of an emergency. It is absolutely necessary to have current telephone numbers to reach parents and/or persons authorized to pick up the student from school.

### **COMMUNICATION**

Parents and students may contact the school staff by e-mail. Teachers will respond to e-mails within 36 hours under normal circumstances by phone or e-mail. Edline also provides the school a means to communicate with parents and students. The school will also use IRIS (Immediate Response Information System) as another means of communication with parents.

## **CONFERENCES**

Communication between students, parents, and teachers is essential to a strong education program. Two formal parent/student/teacher conferences are scheduled during the year. Students are required to attend these conferences with a parent. Additional conferences may be arranged at any time by contacting the student's teachers.

## **COUNSELING SERVICES**

The school counselor works with students through a program of diverse services, each of which, is designed to help students learn and develop to their highest potential. Typically, the counselor works with students individually, in small groups and in the classroom to address their educational, personal, and emotional needs. Some of the issues addressed in school counseling are problem solving, conflict resolution, social skills development, anger management, and stress management.

Counseling is available to all students here at St. Edward Catholic School. A student may be referred to the counselor for individual counseling in several ways. Teachers, as well as parents, may suggest that the counselor see a child. Parents may make referrals over the phone, by e-mail or by appointment. A child may also make the request himself by filling out a student referral form.

Once a referral is made, a student will be seen for an initial assessment. After the assessment, parents may be contacted if the child needs additional counseling. At times, the counselor may suggest that parents seek therapy outside of the school for their child. In this case, referrals for counseling agencies and therapists will be given. Parents of children in on-going counseling are encouraged to communicate with the school counselor through conferences and phone calls. The counselor will make every effort to maintain communication with parents of any child using counseling services.

## **EXTRACURRICULAR ACTIVITIES - GRADES 5-8**

St. Edward Catholic School, under the sponsorship of the school and/or the Booster Club, will offer extracurricular activities – Student Council, National Junior Honor Society, interest clubs or groups, and athletics for students in grades 5-8.

The following guidelines will assist students and parents in recognizing and accepting academic work as a primary responsibility:

To participate in any school-sponsored extracurricular activity, a student must have a grade of E or S in Conduct and Effort, and at least a passing grade of 75 in all subject areas; consequently, a student may not have a grade of N or U in Conduct and Effort, or a grade below 75 in any subject area. The National Junior Honor Society has specific guidelines which will be adhered to by the principal, sponsors, and teacher selection committee when deciding eligibility and maintaining student membership.

There will be a grade review at the time of the mid-quarter reports, and at the time of report cards. Should a student be ineligible he/she will be placed on a two-week probationary period. The probationary period shall begin on the Monday following the issuance of the mid-quarter reports or report cards. During the two-week probation, an ineligible athlete will continue to attend and participate in all practices with the team. Attendance at all games is required for the ineligible student; however, the ineligible student **will not** “dress out” in the team uniform or participate in the game. However, he/she will sit with the team, support the team, and be of assistance to the coach, if so requested. Ineligible Student Council officers/representatives and interest club/group members will not be allowed to participate in meetings or other such activities during the probationary period.

A review of the subject area grades and/or Conduct and Effort grades shall be made two weeks after the issuance of the mid-quarter reports or report cards. If subject area grades have improved to at least an S and/or the subject areas have been brought up to at least a 75, the student shall be deemed eligible to return to full participation in games/activities. Eligibility shall be resumed on the Monday following the two week review. If, however, the student is still ineligible at the end of the two-week probation period, he/she will no longer be able to participate in the sport/group in any capacity. Probation/ineligibility is automatically transferred into other activities if this period is still in effect when a new activity or sport begins; probation/ineligibility will not carry over from one school year to the next. Eligibility can be regained at any time during a school year by meeting the subject area grade and/or conduct and effort requirements set out above.

Students who are diagnosed as learning disabled may be exempted from the above scholastic requirements. Such requests will be reviewed and then approved or denied by the principal after consultation with the student’s teacher(s) and parents.

At the beginning of each sport season, the coaches will submit team rosters and game schedules to the principal. Team lists and game schedules should be submitted no later than the first week of each season. It will be the responsibility of the Athletic Director to give written notification to the coaches and teachers of ineligible players, after the distribution of mid-quarter reports and report cards and at the end of the suspension periods.

Any student absent from school on the day of a scheduled sports event may not participate in that event on that day or the weekend following the absence.

Sponsors of other extracurricular activities will submit a list of student participants no later than the first week of the start of the group’s activities to the principal. It will be the responsibility of the principal or his/her delegate to give written notification to the sponsors of ineligible participants, after the distribution of mid-quarter reports and report cards.

## **UNIFORMS AND EQUIPMENT**

School issued uniforms and equipment are to be used for all St. Edward Catholic School games, competitions, practices and special activities. Care must be taken to keep uniforms and equipment in good condition. At the end of each sports season or club season, all uniforms and equipment, in clean and good condition, must be returned to the school. Uniforms must be returned immediately after an activity is finished. Failure to do so will result in an assessment of a fee equal to the cost of the uniform.

Students may not compete in another sport or activity until uniform matters are resolved.

## **SCHOOL FEES**

School fees are to be paid in a timely manner as they become due; it is strongly recommended that all fees be paid by check or money order to insure accurate bookkeeping records.

### **REGISTRATION FEE**

The registration fee is due at the time of the annual spring Registration, is non-refundable, and is not applied to any other fee.

### **BOOKS AND MATERIALS FEE**

Each student is charged a book and materials fee. This fee, which includes the rental of textbooks, consumable books, classroom supplies, and some desk supplies, is due before the opening of school, on July 1. Students are responsible for the care of the books issued to them. If a student loses a book, he/she is responsible for notifying the teacher. The student will be charged the full amount of purchase so that the book can be replaced. Most textbooks cost approximately \$75 and workbooks cost \$20. At the end of the year, the rented books are returned to the school. Students will be fined for books that are damaged. The condition of the book is noted on the inside front cover at the time of issue. Fines will be assessed according to the amount of damage during the given school year. All school owned texts are to be COVERED at all times to provide protection and to minimize wear and tear. If a consumable book is lost, the student will be responsible for replacement.

### **TUITION**

Tuition payments are due on the first of each month (first payments are due August 1). If payment is not received by the tenth of the month, a late charge will be assessed on the eleventh day of the month.

A two percent (2%) discount is given if tuition is paid in full by August 1.

## **EXTENDED DAY (S.E.E.D.) PROGRAM FEE**

S.E.E.D. statements for the previous month will be issued during the first week of each month and will be due upon receipt. If payment is not received by the tenth of the month, a late charge will be assessed on the eleventh day of the month and students will be subject to exclusion from the S.E.E.D. program.

## **DELINQUENT PAYMENTS**

**If tuition for a student is one month delinquent without approval of the principal, that student's enrollment in St. Edward Catholic School will be subject to termination.** If enrollment is terminated, the student will be re-enrolled upon receipt, in full, of delinquent tuition and/or fees.

If tuition or fees, including Extended Day charges, are delinquent at the end of a marking period, no report card will be issued until all obligations have been paid in full.

## **LUNCH**

Lunch is available daily in the gym. Families who are participating in the Hot Lunch Program will send in payments through the school office to the designated catering company. The school will sell cartons of milk to students who bring lunches from home. Students are not allowed to bring food from home to microwave. Soft drinks packed in lunches from home are strongly discouraged.

### **School Lunch Rules:**

All food and drinks are to be consumed in the school cafeteria. It is expected that proper conduct be exercised at all times in the dining area of the cafeteria. Consequences for any student who does not obey rules will follow school disciplinary procedures. The cafeteria rules are:

1. Speak in a soft voice.
2. Observe basic table manners
3. Listen and show respect for all adults.
4. When finished eating, put your trash in the trash can, and clean your own area and other areas as needed.
5. Enter and exit the lunch area quietly and orderly. Students must have permission to leave the lunch area.
6. Remain properly seated while you eat.

**Although the office staff wishes to help parents in any way possible, they are not able to deliver lunches brought to school during the school day. All late lunches should be brought to the Jr. High office no later than 10:45 AM, labeled with your child's name, grade and homeroom teacher. Your child can collect their late lunch in the "Late Lunch Bin" in the cafeteria at their lunch time.**

Parent lunch is TUESDAY AND THURSDAYS **ONLY** (October through May). Parents may eat lunch with only their child(ren) at the special lunch table designated for this purpose located in the cafeteria. We ask that you respect this rule. Lunchtime is not an appropriate

time to conference with a teacher. Please schedule a conference with the teacher if needed.

Lunch boxes and bags left after lunch will be removed from the area, placed in lost and found, and donated to the less fortunate of our community at the end of the school year.

### **OTHER FEES**

There will be a graduation fee charged to 8<sup>th</sup> graders to help defray the costs associated with end-of-the-year activities and ceremonies. All fees, i.e. band, library, etc. are to be paid in full as they come due.

### **RETURNED CHECKS**

There will be a fee for all returned checks; after a second returned check, payments will have to be made by a cashier check.

## **OTHER IMPORTANT INFORMATION**

### **VISITORS**

The office will be open between 7:30 a.m. and 3:30 p.m. each day for the convenience of parents and students. All visitors to the building are asked to report to the Jr. High office to sign in and receive a visitor's badge.

**Parents are not allowed to interrupt classes to see a teacher during the school day. Parents wishing to see a teacher should request an appointment in writing, by e-mail, or by a voice mail message to the teacher.**

### **TELEPHONE CALLS**

No child will be called to the telephone during school hours, except in cases of extreme emergency and with the approval of the administration. Students will be allowed to use the office phone in the event of a last-minute or unforeseen change in schedule of a school-sponsored event or activity. Students are NOT allowed to use cell phones during the regular school hours or in the carpool line at dismissal. The office telephone and the classroom telephones are not intended for general use by the parents or students.

**EMERGENCY MESSAGES** only are to be left with the school secretary. A child will be permitted to use the school phone only in a case of emergency. Phone calls for forgotten articles (homework, books, etc.) are not permitted.

### **LOCKERS**

Lockers are the property of St. Edward Catholic School and may be inspected at any time. Their use is a privilege extended to the students in fifth through eighth grades; a privilege that can be withdrawn at any time. Lockers should be kept neat and clean at all times. No

one may put stickers, pictures or inappropriate items in/on lockers; or write on them. If the locker is damaged, students and parents will be assessed a fee. Special decoration may be approved by the Principal.

## **WEAPONS**

Weapons are not allowed on school property or at any school related activity. A weapon is any instrument which may produce bodily harm or death; or an item construed to be, or has the appearance of, a weapon.

## **WEBSITE**

The school website address is [www.stedwardschool.org](http://www.stedwardschool.org).

## **BIRTHDAYS**

### **CELEBRATIONS**

**No Birthday Parties are permitted in the cafeteria or classroom.**

Birthday treats may be shared with all classmates at lunchtime. Treats are to be in individual servings; other types of treats will be sent home.

### **INVITATIONS**

Invitations to private birthday parties may be distributed at school **ONLY IF**: each class member receives an invitation, or each girl receives an invitation, or each boy receives an invitation.

Invitations sent to school that do not comply with the above will be sent home for distribution by mail or other means.

### **CLASS PARTIES**

During the school year, there will be certain celebrations in the classroom (i.e. Christmas, Valentines Day, etc.) **This is NOT the time to conference a teacher.** Please schedule a conference with the teacher through the school office if needed.

## **SCHOOL-AFFILIATED ORGANIZATIONS**

### **ST. EDWARD CATHOLIC SCHOOL BOARD**

The School Board is a participatory body sharing responsibility with the Bishop and Pastor in the formation of policies pertaining to the formal educational program of the school.

Functions of the Board include: to identify goals, to formulate policy to attain goals, to review decisions of the administration in respect to the achievement of goals, to evaluate effectiveness of Board Policy on the school, to determine sources of funding for the school budget, to prepare and approve the school budget and to maintain a three-to-five-year projection of school needs and development.

Board meetings are open meetings, except for executive sessions, and are held monthly. Meeting dates are published on the monthly calendar. The right of non-members to address the Board shall be limited to those persons who have submitted to the President no later than three (3) days before the scheduled meeting date a written summary of the issues to be addressed.

### **ST. EDWARD PARENT TEACHER ORGANIZATION (PTO)**

The primary objectives of this group are: to provide assistance to parents in their roles as the primary educators of their children; to serve as a communication hub between the home and school regarding organizational activities; to build and strengthen the home-school community, and to assist in fund-raising activities that will benefit the educational program of St. Edward Catholic School. It was also created as a joint effort between parents and staff to give our students the best spiritual, academic, physical and social education possible. All families of the school are eligible to become members. The pastor, the parish priests, the Principal and all faculty members are automatically members.

Meetings are held monthly as noted on the monthly school calendar and general meetings are scheduled as deemed appropriate; all members are encouraged to attend PTO meetings. All are welcome to attend.

The PTO board is made up of the president, vice-president, secretary and treasurer.

### **ST. EDWARD CATHOLIC SCHOOL BOOSTER CLUB**

The Booster Club's purpose is to sustain the school athletic program and to promote increased awareness of the athletic program within the school and community.

Parents of students in all grades are members of this organization. Booster Club Board Officers meet monthly with a minimum of four regular meetings scheduled yearly. Meetings are noted on the monthly school calendar. All parents are encouraged to participate in Booster Club activities.

Both the Booster Club and the PTO do not control policies of the school or direct the administrative activities. These organizations provide educational and fund-raising events for the benefit of the school and the athletic program. All events or fund raising must be approved by the Principal.

### **DISCLAIMER STATEMENT**

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

