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## Catholic Schools of Texas Mission Statement

***Accredited by the Texas Catholic Conference of Bishops Education Department, St. Edward Catholic School fulfills state requirements, is published in the Texas School Directory for accredited schools, and is a member of the National Catholic Education Association and the Texas Association for Non-Public Schools.***

All schools adhere to the Archdiocesan Board of Education Policy 652.1 regarding non-discrimination that states “the Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, national or ethnic origin in the administration of its admission, loan, athletic, or scholarship programs.”

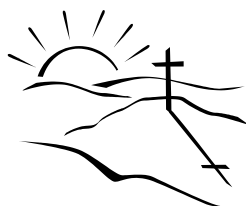
The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

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.



## St. Edward Catholic School Mission Statement

St. Edward Catholic School teaches students to know, love and serve God, in partnership with parents, and prepares them to be Christian examples for the Church community while fostering their spiritual, intellectual, physical and social development through Gospel values.

Adopted: August 2011

## St. Edward Catholic School Philosophy Statement

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 faculty and staff recognizes parents as the primary educators of their children. Through collaborative efforts between the home, school, and parish communities, a positive atmosphere is created for each student to grow with the Gospel messages.

We believe that a solid foundation of educational skills following the Catholic enhanced state curriculum provides educational and spiritual experiences for students to grow and become successful, active, lifelong learners. The learning environment emphasizes the importance of self-confidence, respect, self-discipline, and responsibility as each person reflects upon and acts out the Spiritual and Corporal Works of Mercy. The St. Edward faculty and staff are expected to serve as Christian role models for students through their interactions with students and one another and are to teach students the skills necessary to become effective adult Christians.

Students are immersed daily in Catholic faith beliefs and given opportunities to practice their faith and Christian values. Students are challenged to develop intellectually and physically through a comprehensive curriculum. We believe that an educational program within an ordered, safe, caring and disciplined environment, based on Catholic teachings and values, enables each student to grow in better understanding of self in relationship to God and others. Students are then encouraged to go beyond self and become aware of the needs of others as Jesus did and learn to serve in the larger community.



## St. Edward Catholic School Goals

Spiritual development of students may 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 students the message of Christ by helping students develop a spirit of prayer and worship through religious education
- 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.
- Participating in events prompting use of the Spiritual and Corporal Works of Mercy.

Intellectual development of students may 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 may 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

### 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 be required to attend religious services at school consistently. This is a required part of the religious curriculum of this school, and a pattern of frequent absences from these may result in a parent conference with the administration and other possible consequences, such as a reduced grade in Religion (a core subject).
- Students will come to class prepared with assignments, proper books, paper, pencils, etc.
- Students will keep all rental textbooks covered; a fine may 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 may be confiscated.

### Parental Responsibilities:

- Parents must be cognizant of the contents of this handbook and acknowledge this by signing and returning the Handbook Receipt within two weeks of the start of classes.
- 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.

### Parental Responsibilities (continued):

- Parents may establish and maintain in the home a positive, supportive attitude toward education, the school, and the teachers.
- Parents may show an interest in their child's schoolwork and progress through regular contact and communication with the school. Parents may provide time and a quiet place for the completion of homework on a regular basis.
- Parents may encourage and support their child's efforts and be available for questions while remembering homework is the child's responsibility, not the parent's.
- Parents must keep themselves informed of school activities by reading communications sent to them from school in the weekly newsletter updates. Additional information may be accessed through the school website at [www.stedwardschool.org](http://www.stedwardschool.org).
- The school may also utilize the IRIS Alert system, which may notify parents of various events such as early dismissal.
- Parents will read, sign, and help their child to honor the Agreement for the Use of Computers and Telecommunications.
- Parents may attend the annual Parent Night conducted by the homeroom teachers.
- Parents may assist their child in dressing according to the published dress code.
- Parents may insure their child's daily attendance and may keep their child out of school when he/she is obviously ill.
- Parents may report and explain to the school any absence before 8:30 a.m. on a daily basis.
- Parents may 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.
- Parents may 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 may secure the highest advantages in spiritual, academic, physical and social education for every child.
- Parents may ensure their student's consistent attendance at school Masses.
- Parents may pay all fees as they come due.
- Parents may supervise their children everywhere on campus when visiting the school after regular hours including on the playground and in the gym. This includes athletic events, conference days, etc.
- Parents may be aware that no child may 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 may be called.
- Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school may not be held responsible for failing to honor arrangements that have not been made known to the school.



Parental Responsibilities (continued):

- Parents may be aware that no dogs or other animals are allowed on campus unless written permission is obtained from the Principal.
- Parents may be aware that Archdiocesan policy stipulates that ALL persons who have on-going and continuing contact with students must be VIRTUS trained and verified.

Administration:

- The Principal is the school administrator. In his/her absence, the Dean of Students and/or Counselor may assume that position.

Teacher Responsibilities:

- Teachers are primarily responsible for classroom instruction, safety, and welfare of students.
- Teachers are also 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 documented contact with parents to keep them apprised of their child's progress via telephone, e-mail, Plus Portals, and/or Grade Quick.
- Teachers will understand, sign, honor, and enforce the Agreement for the Use of Computers and Telecommunications for themselves and their students.

Everyone:

Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student, staff member, volunteer or parent can be subject to the full range of disciplinary consequence, including expulsion, termination, revocation of the volunteer's services, or being asked to withdraw their student from the school.

AdmissionNon-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

Admission to St. Edward Catholic School is based on the availability of space and resources as well as the developmental, scholastic and behavioral qualifications of the applicant.

Due to funding limitations, some resources required to meet student needs may not be available. Therefore, our school will not be able to meet the needs of some students.

Registration of St. Edward students may take place in February of each year for the following school year. Students already enrolled at St. Edward Catholic School may 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>.

***To secure a student's grade level placement, the registration forms accompanied by the non-refundable registration fees must be turned in by the designated deadline. Specific teacher requests will not be honored.***

New students will be required to complete an application packet. Upon administrative approval, registration forms will need to be completed. These forms should be filled out completely, signed, and returned by the appropriate date. Applications are accepted on a first-come basis. New applicants for Grades 1 – 7 will be required to successfully pass an admission test or a Kindergarten Readiness Assessment to qualify for entrance to Kindergarten.

All new students entering St. Edward Catholic School must present a birth certificate, a 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 may 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 six week 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.

If the 8th grade class is not at capacity, students may be accepted *only if* transferring from another Catholic School due to relocation and

- 1) are in good standing with the prior school,
- 2) are academically passing,

- 3) have no discipline concerns, and
- 4) have successfully passed admission test.

*Admission will not be allowed for students of families who have outstanding tuition and fees from St. Edward or any other school.*

At the time of the spring registration, students may 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 may be established and parishioners' children may be accepted according to the date of their parents' registration in the parish, which may be verified at the Pastoral Office. Other students may 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.

### Immunization for Admission

A complete immunization record validated by a U.S. physician is required at the time of registration. Archdiocesan policy requires all new students present written evidence of TB testing and the results.

All students must be in compliance with the immunization requirements of the Texas Department of Health, Immunization Division.

Exemptions: St. Edward Catholic School follows the exemptions for medical reasons allowed by the State of Texas:

To claim an exclusion for medical reasons, the student(s) must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States, who has examined the student, in which it is stated that in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only **one** year from the date signed by the physician.

### Attendance/Absences/Tardiness

#### 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 7:50 a.m. and ends at 3:15 p.m. School will dismiss early (2:30 p.m.) for staff development every Friday. Dates are noted on the yearly and monthly calendars.

Students arriving after 10:00 a.m. may be marked one-half day absent. Students leaving prior to 10:00 a.m. may 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 2:30 p.m. on early dismissal (unless they are part of an organized activity sponsored by the school) may be placed in SEED, and parents/guardians may 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 children playing on the playground.

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

### Absence

St. Edward Catholic School uses the compulsory attendance laws for Texas schools as a guide. St. Edward Catholic School requires that students be in attendance for at least 90 percent of the days classes are in session. Excessive absences of 18 days or more may affect student promotion and/or re-enrollment for the following year. Cases are reviewed on an individual basis. In addition, ten or more absences during a semester are considered excessive and may result in the student having to attend remedial classes during the summer or repeating the current grade level.

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 may be called to verify the absence. A written note 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. (1:30 p.m. on early dismissal days) may 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.

*After ten (10) absences annually, a student will no longer be eligible for the end of the year awards, "A" Honor Roll, and the Academic Excellence Award (for 8<sup>th</sup> grade only).*

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 may 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 or serious/prolonged illness in the immediate family are always handled on an individual basis. Special care and consideration for the student and his/her family may dictate the procedure that the school may 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 may 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 and missed time may result as an absence. Please make every effort to schedule medical and dental appointments after school hours. Parents must send a written note to the school office stating the time they wish to pick up the child. The office may then notify the classroom teacher when the child's parents are here to pick him/her up. A student returning to school is to be taken to the school office and signed in by the parent/guardian before being admitted back into class.
- **Vacations: Vacations during the school year are discouraged.** Vacations should not be scheduled during Iowa Basic Skills Testing, mid-terms or final exams.

Changes in Dismissal Plans Students must know their dismissal plans when arriving to school in the morning. **Any dismissal changes must be submitted in writing or via email to the teacher and the office administrator before noon.** The office will not accept any phone calls regarding changes in dismissal plans for students except in the case of an emergency.

When absent, a student may ordinarily have a day's grace period for each day of absence to receive full credit. Please view the missed work policy in the Homework section as it applies to student absences.

In order to help parents monitor their students' attendance, the administration may (will) send a letter home with the student after his/her 9<sup>th</sup>, 12<sup>th</sup>, and 15<sup>th</sup>, absences. A student that is absent more than 18 days within a school year may be retained or will not be allowed to return the following year.

### Tardiness

#### **Students should be in the gymnasium at 7:50 AM for assembly**

Students not present for the beginning of assembly in the school gym are considered tardy. Students arriving after **7:50 shall proceed** to the school office to receive the tardy slip, which will admit the student to class. All late arrivals are recorded in the office log and become a part of the student's permanent attendance record.

Prayers and announcements begin promptly at 7:50 AM when the tardy bell rings.

Tardiness is not acceptable. Consideration is given for inclement weather, traffic and emergencies.

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 may be made up after school or during recess time. Work made up due to tardiness may be graded as late work. Tardies to school are recorded on Report Cards.

### Early Checkout Procedures

- Send a written note with your child to **their homeroom teacher** regarding the time he/she may be leaving. You may also contact the receptionist at the main office.
- The child may not be called out of class until the parent has signed him/her out in the Jr. High office. **All children leaving early must be signed out in the Jr. High office. Parents are asked not to sign out students less than 20 minutes from dismissal time.**
- Parents are asked to not park in the church office parking lot.

### After School Hours

Children may 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. (2:45 p.m. early dismissal days) may be sent to SEED. Students taken to SEED will not be released to parents/guardian arriving late, until they have been released by SEED personnel.

Use of the school or the school facilities during non-school hours must be scheduled through and approved by the St. Edward Parish office.

## Educational Programs



### Religious

All students attending St. Edward Catholic School may attend religion classes given at their grade levels. They may 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 Parish and the classroom, the child's religious education is the primary responsibility of the parents. Parents are required to attend two training sessions to assist their children in preparation for the reception of these sacraments. 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 may also be prepared for these Sacramental Encounters, provided parents attend the required training sessions.

### Academic

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

## 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 may 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 without 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 may investigate the incident and notify the principal who may 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 may 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 demerit and may not be given full credit.

Anticipated homework time allotment **(on average)**:

Grades 1 – 30 minutes per day

Grade 4 – 45 minutes per day

Grades 2 – 30 minutes per day

Grades 5 & 6 – 60 minutes per day

Grades 3 – 45 minutes per day

Grades 7 & 8 – 90 minutes per day

***Students are required to complete all class work and homework missed during any absence.*** Students will be given one day for every day absent not counting the day they return to school to complete any missed assignments or tests.

Recreational trips or vacations taken during regularly scheduled school days are strongly discouraged. Absences from classes due to trips or vacations are considered unexcused. School work will not be sent with students who leave for vacations or other absences during the year. ***All school work will need to be completed upon return from the extended absence per the prescribed timetable set by the student's teachers. If the work is not made up according to the timetable, the student will earn a reduction of points, or possibly a zero, for incomplete work.***

Please make vacation plans around the school calendar.

Summer Reading will be required for students entering grades 2-8.



***The Student's Role in homework:*** Each student has the responsibility to develop good work and study habits. The student should:

- Understand the assignment before leaving class.
- Write daily assignments in the assignment planners provided by the school.
- Take home any materials and information needed to complete the assignment.
- Use time wisely. Long-term assignments should be planned so they do not have to be done all at once.
- Set aside a special time and a special place free from distractions when doing homework.
- Check the completed assignments carefully.
- 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 may receive the consequences set by the teacher.**
- Assume responsibility for obtaining and completing any work missed during an illness or excused absence. **Assignments which are missed due to illnesses or excused absences are the student's responsibility to obtain upon returning to school.**

***The Parents' Role in Homework:*** 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:

- Provide a quiet, well-lighted study area for their son or daughter.
- 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.
- Encourage and support their child's efforts; be available for questions while remembering homework is the child's responsibility, not the parents'.
- Communicate with the teacher whenever their child has consistent difficulty with homework assignments.
- Encourage their child to seek help and ask questions when in doubt about any assignment.
- Help students organize adequate time for homework completion and long-term assignments.
- Parents may not be allowed to deliver their child's forgotten homework, projects, etc.

### Homework Requests

Requests for homework may not be honored. Students should gather missed work assignments upon their return to school from the teachers. However, for a prolonged illness that causes a student to miss 3 or more days, a parent may call in a request for homework. That work can be picked up in the school office between 3:30pm and 4:00pm.

Missed homework is to be made up in a timely manner. Tests missed during an absence may be taken on the first day of the student's return as test dates are posted well in advance.

## Planners

St. Edward Catholic School issues planners to students in grades 2-8 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 number is published in 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)).

## Reading Material

Reading material brought from home other than St. Edward library books or novels must be approved by the school librarian, the principal and or reading teacher. If a book is deemed inappropriate for the school, the student may pick it up in the school office at the end of the school day.

The use of any personal electronic reading device at school is not permitted unless listed in a student accommodation plan

## Field Trips

Each grade may be allowed one field trip each year and one service project. 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.**

If a parent chooses not to send a student on a field trip, the student will be counted as absent and must stay home with the parent; this includes Camp Kappe and the 8<sup>th</sup> grade retreat. The parent must provide a written note to the school stating the student will not attend the field trip. If the student is not able to attend a field trip due to medical reasons, a note from the student's primary care physician stating the specific medical restrictions must be submitted to the school nurse at least four days prior to the field trip. Once verification is completed by the school nurse, the student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher. Field trips are scheduled for educational purposes and fulfill the learning objectives of the curriculum. If a student is not permitted to go on a field trip by the school, the student should come to school, and the school will place the student in another class for the length of the field trip. If a student is absent on the day of the field trip, trip fees will not be refunded as the fees are based on a specific number of students for class participation.

Parents are required to sign a permission and liability release form in order for the student to participate in a field trip. Permission slips may not be altered. **NO EXCEPTIONS WILL BE MADE. Each student will pay for entrance fees and an equal share of the bus fee.**

When possible, students may be transported by bus. Teachers, students and when necessary, chaperones may use the bus for local field trips. When transported by private car, drivers may 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 may be assigned to a specific chaperone/driver that may be responsible for the safety and supervision of these students. Teachers may provide a duty list for chaperones and be responsible for overseeing the safety of all students 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.

If a student becomes ill on a field trip, the parent will be notified to pick up the student at the location of the field trip.

Uniforms are required for all school-sponsored field trips for all grades.

### St. Edward Extended Day Program -- SEED

Our 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.

The Archdiocesan Catholic Schools Office requires that all students have on file a completed SEED registration form regardless of whether you intend to use the program or not. *If you intend to use the program, the annual registration fee must accompany the registration form.* The registration and medical forms and the parent contract are available on the school website and in the school office.

In order for the school to have the appropriate personnel to student ratio, students utilizing SEED *must be registered for a specific day(s) for the afternoon program*. In case of emergencies, if an additional day of SEED is required, please contact the school office.

Students participating in this program are required to adhere to all school regulations found in the Student Handbook concerning behavior, respect for others and their property, good order, not leaving the grounds, wearing of uniforms, etc..

There is 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. may be charged by the minute. **Students who are frequently picked up late may be excluded from the extended day program. Please refer to page 51 of this handbook for SEED payments.**

## Clinic/Health Program

**Immunizations:** Students in the Archdiocese of Galveston-Houston Catholic Schools must be in compliance with the immunization requirements of the Texas Department of Health Services' Immunization Policy (please read more on **p. 10 in this handbook**). Parents must present a copy of a current immunization record and complete a TB survey at the time of registration. Please visit the website, ([www.stedwardschool.org](http://www.stedwardschool.org)), to view the latest vaccination requirements. The school nurse may notify parents/guardians of enrolled students that need additional immunizations, and a period of 14 days is given to comply and present proof of the required vaccinations.

**Health Screenings:** Annual height, weight, vision, hearing and Texas risk assessment for type 2 diabetes screenings may be conducted on all 4 year olds, and students in K,1,3,5,7 and all new entrants. All students in grade 6 are screened for spinal curvature, or scoliosis. The school nurse may send home a referral notice to parents/guardians if further evaluation by a physician is indicated.

**Medication & Treatments:** Administration of medication and treatments at school are to be **kept at a minimum**, so please ask your physician to prescribe before and after school, and bedtime treatments and medication. "Medication Permission Forms" must be completed and signed by both parent and physician if medication must be given at school. Medication Forms are on the school website. All medication (prescription and non-prescription) must be in the original container, labeled with the students' name, dosage instructions and date.

- 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 may 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.

**Medical Emergencies:** Every student must have a completed Student Emergency Information Form on file at the school. It must have the child's physician and dentist, and a parent/guardian signature that gives St. Edward Catholic School the right to seek medical care. The school may first attempt to contact a parent in an emergency, however, the school reserves the right to call EMS to treat and transport to a local hospital for medical care in an emergency.

**Children with Injury or Illness:** At St. Edward Catholic School, we strive to maintain a high level of wellness in our student population. It is the parents' responsibility to monitor the health of their children and keep them at home if they are ill. Children with medical complaints or injury are sent to the clinic. The nurse may notify the parent/guardian if a child must go home. Students may not return to school for 24 hours after being sent home from school for fever, vomiting, diarrhea and be symptom free from communicable

diseases. Please read the state and Archdiocesan guidelines for **excluding students from school**. Your child should not come to school if he/she has symptoms of a contagious disease (cold, flu, rash, red or tearing eyes, vomiting, diarrhea, etc.). He/she should remain at home and the nurse should be notified by email: [kdumoit@stedwardschool.org](mailto:kdumoit@stedwardschool.org), or phone 281-353-4570, ext. 327. The nurse should be notified of all communicable diseases documented by a physician.

## Student Evaluation

### Parent-Student-Teacher Conferences

Parent-Student-Teacher Conferences may 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.

Communication between parents and teachers is vitally important in the educational process. Please do not hesitate to call the school or write a note to the teacher.

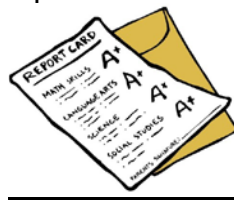
**Please do not contact teachers at their homes or on their personal cellular phones.** Parent-Teacher-Student conferences are held twice a year to communicate student progress. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. Students must be present for conferences since learning is ultimately the responsibility of the student.

### Report Cards

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

### Progress Reports

Progress reports are issued between grading periods (at four and one-half weeks), and report cards are issued every nine weeks for Grades 1-8. Mid-quarter reports are available for students in grades K-8. Progress reports will be available online.



### Grading Scale

Student achievement is determined by the quality of class work, class participation, homework, and assessments. Each **grade level** has a grading policy unique to that **grade level** and subject matter. Please refer to handouts received at orientation for a full understanding of these policies.

Grades are given to each student for every subject every nine weeks. Any grade below 70 is recorded on the report card as failing. Grades 70 or above are passing grades. The following Grading Scale may 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		
B+	91 – 92	D+	76 – 77		
B	88 – 90	D	72 – 75		
B-	86 – 87	D-	70 – 71		

### Conduct Code

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

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### Honor Roll

Students in grades 3-8 may be considered for the purpose of Honor Roll. Students who have achieved all A's and all E's and S's in Conduct may 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 may be named to the *Academic Honor Roll*.

### PreK and Kindergarten Grading

Pre-Kindergarten progress reports/report cards are issued starting with the second quarter marking period. Progress for the first quarter will be discussed verbally at the fall Parent-Teacher-Student Conference.

Pre-Kindergarten and Kindergarten Marking Code:

S	Satisfactory:	Goal Achieved
T	Transition:	Student is in process of learning
NA	Needs Attention:	Student is not able to complete goal

### Midterm and Final Exams

In grades 6-8, semester exams will be given and averaged as a major part of the student grade for mid-semester and final averages. Mid-term and Finals schedules will be sent to parents via email and posted on the school website in November and May.

Under no circumstances may any student be given an exam prior to or after the scheduled date for that exam with the exception of illness with a doctor's excuse.

### 8th Grade Exam Exemption

8<sup>th</sup> graders meeting the criteria outlined, may be exempt from final exams:

- 97.0 average in the course at the end of the year (not rounded up)
- Teacher recommendation
- No more than 8 demerits in a semester
- No suspensions during the year
- Final exam grade will be subject average at the end of the year

## Standardized Testing

Standardized testing is one of several means of assessing pupil performance. The Iowa Assessment (IA) is administered each year to grades 1-8 during the designated testing weeks. The nationally normed test administered throughout Catholic schools in the State of Texas each year is the Iowa Test of Basic Skills, or the IOWA. Standardized testing is administered each year during the designated Archdiocesan testing weeks.

At St. Edward Catholic School we examine the **IOWA** scores of each student individually. Their scores are graphed, which helps us track their progress annually. This enables us to work on any weaknesses and help strengthen academic areas. In other words, we measure your student's individual academic growth.

- Cognitive Ability Test (CogAT Test) is given yearly to students in Grades K-8.

## Promotion/Retention

A student is promoted to the next grade if, after considering the student's abilities, the student satisfactorily completes the current grade curriculum.

A student may not be retained more than twice from Grades K-8 and no more than once in the same grade.

In grades PreK-5, the student's homeroom teacher and the principal may decide if a student has satisfactorily completed work of the current grade level in order to be promoted to the next grade level.

In grades 6-8, the core subjects are: Religion, English, Social Studies, Math, Science, and Literature. If a student's final average in a core subject is below 70, the student fails the subject for the school year. **If a student fails one core subject, they will be placed into the next grade on a 9 week probation. If a student fails two core subjects, they will fail that grade for the year.**

Should a student in 8<sup>th</sup> grade fail a core subject, he/she may not be allowed to graduate with his/her class or participate in graduation activities. Students will not be allowed to repeat the 8<sup>th</sup> grade at St. Edward.

If a parent(s) does not act on the school recommendations for a child, including diagnostic evaluation, or if a student's academic or behavioral progress is not sufficient, the administration may request that a parent withdraw the student if currently enrolled or refuse admittance for the next school year.

## Electronic Grading System

Each family will be given an access code for the electronic grading system for each student. In case of separate parental households, an additional access code may be given per student. As with all accounts, access will be blocked for unpaid financial obligations for the parent in arrears.

## Emergency Procedures

## Emergency Procedures

In the event of dangerous weather, fire, or emergency situations, the school will follow the procedures that are in accordance with state, local, and Archdiocesan regulations. These procedures are practiced during drills conducted regularly throughout the school year to ensure that all students, faculty, and staff know what to do in case of an emergency. The drills practiced by all grade levels will be fire, tornado/hurricane, lockdown, and emergency preparedness.

## Inclement Weather/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 usually closes when the Klein Independent School District closes.

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

KPRC TV 2 KPRC  
Radio Station 950

KTRH TV 13

KHOU TV 11

KTRH Radio Station 740

Parents should listen for radio or TV announcements; some electrical outages may cause some phones not to work.

## Emergency School Closing

The school will use the IRIS (Immediate Response Information System) system which places calls and sends messages to your phone and e-mail with important information on emergency school closing and re-opening. If it becomes necessary to evaluate the closing of the school at any time during the day because of inclement weather or any other emergency, St. Edward Catholic School will utilize the IRIS system. It is vitally important then that all parent contact information be up to date at all times in the Parent Portal of the Admin Plus system. Please notify the school with any and all changes since registration.

## Emergency Dismissal

A procedure is in place that will be followed in order to ensure all students are picked up by parents and accounted for by the school staff. In an emergency, we will dismiss from the best suited facility on campus given the circumstances. Parents will have to follow the directions issued through the IRIS alert. Parents/emergency contacts will need to sign out students. Faculty and staff will have sign out sheets ready to be signed by parent or parent designee at the dismissal location.

**Please be patient as this will be a slower dismissal process.**





## 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 8 are to wear the adopted school uniform. Uniforms are to be complete, clean and neat in appearance, and of the proper size. Basic and Mass uniforms are purchased from **Risse Brothers**. P.E. uniforms for grades 7-8 and school sweatshirts are purchased in the school office (sweatshirts will not be reordered for the following year). **The new school uniform through Risse Brothers is not mandatory this 2018-19 school year. The former uniform is acceptable for this year, if all items still fit. If a new uniform is needed due to growth, the new uniform items are listed as an addendum in the back of this handbook. Former uniform components may not be mixed with new uniform components.** 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, stains, tears, or holes) and fit properly. Students coming to school out of uniform or inappropriately dressed for the day may call their parents to bring the appropriate garments. If the parents cannot be reached, an attempt to provide the student with the appropriate garments may 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 may result in a Demerit.

Periodic uniform inspections will take place and dress code violation forms will be sent home with students out of uniform.

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

**Student names are to be written clearly in all uniform items and outer garments worn to school. Labels may be purchased to help identify student garments.**

Official School Uniforms: **The NEW Uniform components from Risse Brothers is the very last insert of this handbook.**

***P.E. Uniform for K through 6th grade:*** NONE

- kindergarten and grades 1 - 6 will not dress for P.E. classes; however, tennis shoes are required.

***P.E. Uniform for 7<sup>th</sup> through 8<sup>th</sup> grade:*** (Purchased through the school)

- P.E. uniforms (7<sup>th</sup>-8<sup>th</sup> grades) are mandatory and deductions may be taken from the daily P.E. grade for non-compliance.
- St. Edward Catholic School white P.E. T-shirt  
(If T-shirt is worn under day shirt, T-shirts should not hang below sleeves.)

- St. Edward Catholic School navy athletic shorts
- tennis shoes & white school socks
- P.E. Bag (optional: SECS drawstring bag; suggestion: nylon drawstring athletic style)

**Former Mass Uniform for Girls PreK-4<sup>th</sup> grade:**

- red/navy plaid jumper
  - white round (Peter Pan collar) blouse-ONLY worn with jumper
  - modesty (fitted) shorts (navy or black)
  - solid white socks
  - solid black or solid white tennis shoes\*
- \*Optional: Keds Saddle Oxford – Available at Parker Uniform (navy & white)

**Former Mass Uniform for Girls 5<sup>th</sup>-8<sup>th</sup> grade:**

- navy monogram sweater vest
  - white Oxford monogram shirt
  - navy or khaki pleated skirt
  - modesty shorts (navy or black)
  - solid white socks
  - solid black or solid white tennis shoes\*\*
- \*\*Optional: Sperry Topsiders – Available at Parker Uniform (*solid tan or brown leather only*)

**Former Mass Uniform for Boys PreK-4<sup>th</sup> grade:**

- navy pants with navy, black, or brown belt
- red/navy plaid monogram shirt
- solid white socks
- solid black or solid white tennis shoes

**Former Mass Uniform for Boys 5<sup>th</sup>-8<sup>th</sup> grade:**

- white Oxford monogram shirt
  - navy blue clip-on tie
  - khaki pants with navy, black, or brown belt
  - solid white socks
  - solid black or solid white tennis shoes\*\*
- \*\*Optional: Sperry Topsiders – Available at Parker Uniform (*solid tan or brown leather only*)

**Former Basic Uniform for Girls PreK-4<sup>th</sup> grade:**

- red/navy plaid jumper **with** white round (Peter Pan collar) blouse (Mass uniform) and modesty shorts (navy/black) OR
- red/navy plaid walking shorts **with** white button midddy (sailor) blouse with plaid tie OR
- navy pleated slacks **with** white button midddy (sailor) blouse with plaid tie
- solid white socks
- solid black or solid white tennis shoes\*

\*\*Optional: Keds Saddle Oxford – Available at Parker Uniform (navy & white)

**Former Basic Uniform for Girls 5<sup>th</sup>-8<sup>th</sup> grade:**

- white Oxford monogram shirt OR navy/white (unisex) polo shirt with school logo
- navy or khaki pleated skirt with modesty shorts (navy/black) OR khaki slacks
- solid white socks
- solid black or solid white tennis shoes\*\*

\*\*Optional: Sperry Topsiders – Available at Parker Uniform (*solid tan or brown leather only*)

**Former Basic Uniform for Boys PreK-4<sup>th</sup> grade:**

- navy pants with navy, black, or brown belt OR navy walking shorts
- red/navy plaid monogram (Mass) shirt OR red polo shirt with school logo
- solid white socks
- solid black or solid white tennis shoes

**Former Basic Uniform for Boys 5<sup>th</sup>-8<sup>th</sup> grade:**

- white Oxford monogram shirt OR navy/white (unisex) polo shirt with school logo
- khaki pants with navy, black, or brown belt OR khaki walking shorts
- solid white socks
- solid black or white tennis shoes\*\*

\*\*Optional: Sperry Topsiders – Available at Parker Uniform (*solid tan or brown leather only*)

**Former Additional Optional Uniform items for basic dress days:**

- navy cardigan sweater with school logo
- navy vest with school logo (over white button down oxford)-middle school only
- navy sweatshirt with school logo
- 8<sup>th</sup> grade sweatshirts can only be worn by the current 8<sup>th</sup> graders. No siblings will be allowed to wear old 8<sup>th</sup> grade sweatshirts. This is a privilege that the graduating class earns. Class sweatshirts cannot be worn to mass.

*Girls only:*

- navy, white or black tights during cold weather (no leggings allowed)
- hair accessories: small school plaid, solid red (Elem. only), solid navy, or solid white hair bows, head bands and head ties

**Former Additional Uniform Rules:****Shoes:**

- shoes must be properly secured (tied, buckled, etc.)
- shoe laces must be tied and be the same color as the shoes
- no shoes with lights, music, or wheels are allowed
- no Mary Janes, Vans, Toms, Converse (Chuck Taylors), basketball shoes, or high-tops of any type are allowed
- shoes must be solid black or white athletic with arch support and non-skid soles
- solid leather (preferred)
- shoes should NOT have sequins, sparkles, glitter, etc.

**Socks:**

- socks must be worn by all students
- options: SOLID WHITE ONLY
  - full crew
  - triple-folded (bobbie)
  - ankle
- no knee socks allowed (nothing higher than the calf)
- socks may not be rolled or scrunched down
- NO logos, NO stripes, SOLID white only

**Jumpers/skirts/shorts/pants:**

- jumpers, skirts, and shorts are to be NO shorter than 2 inches above the knee in the front and back (measurement is taken while kneeling)
- navy St. Edward P.E. shorts OR navy/black modesty (fitted) shorts must be worn underneath ALL jumpers and skirts (no colored shorts allowed)  
Options: spandex or knit bike shorts, monkey bar shorts (available at Parker Uniform)
- waistbands/belts must be visible
- waistbands may not be rolled down
- modesty shorts must be shorter than the skirt line (not visible when standing up with arms at sides)
- pants length should touch the ankle bone; no high waters

**Shirts/sweatshirts:**

- shirts must be tucked in so that the waistband/belt is visible (exception: middy sailor shirt is designed to be worn untucked)
- uniform sleeves may not be rolled up
- shirts must have all buttons closed with the exception of the top button
- sweatshirts may not be worn for Mass **and will be phased out after this year.**

**Undergarments:**

- only clean St. Edward P.E. shirts OR plain white t-shirts may be worn as undershirts
  - a fresh, clean undershirt should be worn after P.E. class each day
- NO turtlenecks or mock turtlenecks
- Only scoop neck or V-neck undershirts are allowed
- Undergarments should not draw attention through the uniform shirt.

- Girls only: only solid white or flesh colors bras allowed
  - Recommended: solid white tank top, spaghetti strap or sport-back undershirt or flesh colored camisole
- girls must wear navy or black modesty shorts underneath the skirts/jumpers
- girls may wear opaque white/navy/black SOLID tights; NO LEGGINGS
- long sleeve undershirts are not to be worn, no undershirts should be visible from the sleeve edge

***Outer garments:***

St. Edward sweatshirts or sweaters can be worn in the classroom. Personal outer garments worn to/from school may be worn at recess only; not in the classroom.

***Cleanliness:***

- The school uniform, P.E. uniforms, and sweatshirts should be washed frequently and free of permanent stains.

***Make-up/nail polish:***

- nails should be keep short and clean
- no nail polish or false nails permitted
- no make-up permitted; no permanent or semi-permanent makeup allowed

***Hair:***

- natural color - no coloring or highlighting is permitted for boys or girls
- hair must be combed, clean, and neat in appearance
- boys must have a traditional cut above the collar, upper ear, and eyebrows
  - no trendy cuts (i.e. razor cuts, Mohawks, writing, rat tails, etc.)
- boys must be clean shaven (no facial hair)
- no feathers or non-natural accessories (including extensions).
- girls' hair may not cover their eyes; it must be pulled back or cut appropriately

***Jewelry:***

- one silver or gold stud or loop earring per ear may be worn by girl's bottom 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 with one medallion may be worn inside the shirt - it must not show
- no choker, beaded, or shell necklaces allowed
- no rings are permitted
- no bracelets are permitted
- one watch may be worn but all sound features must be turned off
  - No i-watches, Fitbits, calorie counters, etc. to distract the student(s).

**Enforcement:**

- teachers will enforce all uniform rules – even on free dress days
- the parents may be notified of any violation of the dress code and asked to pick up their student **or bring proper clothing items** to rectify the situation

**Dress Code for Jean Days and/or Special Circumstances**

Dress code for special circumstance days may 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 may be required to pick up the student and return them in compliance to complete the school day.

***Jean Day Requirements:***

- shoes and socks must be worn at all times
- no flip flops, thongs, high heels, or beachwear sandals allowed at any time
- appropriate undergarments may be worn and covered from view at all times
- white or tan bras are expected – not colored
- jeans cannot be frayed, tattered, tight(skinnny), spot-faded, low-rise or baggy
- all jeans with belt loops may be worn with a belt, and the shirt may be tucked in
- if a student chooses to wear shorts, only uniform shorts are allowed
- pants or skirts with belt loops must be worn with a belt and the shirt or blouse must be tucked in
- purses are not allowed; however, young ladies may have a personal hygiene bag kept in their locker
- articles of clothing may neither be too tight (no leggings as pants) or suggestive, nor excessively baggy or loose fitting
- clothing must be conservative and chaste, decent and in good taste

***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. This dress requirement is for all dances held on school property whether school sponsored or sponsored by the religious education department. Special occasions may be covered by the same dress requirements.

- skirts/dresses/shorts must not be low rise nor be shorter than three inches above the knee when kneeling
- any shirt or blouse which exposes the mid-drift or lower back with the arms above the head or while sitting is not allowed

- 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 are not allowed
- all blouses/shirts and dresses must cover the shoulders (dresses that do not cover the shoulders must be covered with a jacket, shrug, or sweater)
- no strapless dresses are allowed at any school event

For all school dances, a parent/guardian must walk the student into the dance and sign him/her in and then a parent/guardian must walk into the dance to pick the student up and sign him/her out.

**Graduation/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 religious celebrations inappropriately dressed may be asked to change in order to participate. Failure to dress appropriately as deemed by St. Edward Catholic School requirements will be grounds for removal and none participation in graduation ceremonies.

Requirements for 8<sup>th</sup> grade graduation, 2<sup>nd</sup> grade Communion, Special Occasions:

- Boys – suit or blazer (optional), button-up shirt, khaki/dark slacks, tie and dress shoes
- Girls – Sunday/church dress in compliance with the above regulations. Shoulders must be covered during mass. No strapless or spaghetti strap dresses allowed **even if the dress is covered**. NO semi-formal or formal prom dresses allowed. Heels on shoes should not exceed 2 inches.

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



## Standard of Conduct/ Discipline / Grievance Procedures

### Standard of Conduct

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 and also for civic leaders, our country, and our flag. The most effective way to accomplish this is by good example.

Courtesy and politeness are practiced in school. Teachers may 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.

Attending St. Edward Catholic School is a privilege and not a right. Administration and staff exercise professional judgment and discretion to address each situation fairly and consistently. However, when interventions have been implemented and unacceptable behavior continues, it may be necessary to remove a student from St. Edward Catholic School.

### Classroom Discipline

Teaching students the right choice is designed to give attention to the well-behaved student and to focus attention on developing social skills. It strives to assist the student to become confident and well informed enough to accept the responsibility for his/her conduct. The aim is to help students understand the concept of choices and consequences and enable them to move from externally imposed discipline to self-discipline. It is the belief of St. Edward Catholic School that parents, teachers, and students are all responsible for creating and maintaining an environment that encourages growth and learning.

Discipline routines and procedures will be discussed with students for understanding of expectations. Teachers will develop class rules and the concept of "choices" will be taught. Consequences will be serious, realistic, and consistent since consequences play a key role in maintaining discipline. Teachers, parents, and students are expected to conduct themselves in a manner befitting the reputation of a Catholic School, both on campus and at school sponsored activities. Failure to do so will result in disciplinary action being taken.

Unacceptable behavior subverts the mission of Catholic Education and threatens the educational experience and the well-being of all affected persons. Whether occurring within



or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student, volunteer or parent can be subject to the full range of disciplinary consequences, including expulsion, termination, revocation of the volunteer's services, or being asked to withdraw their student from the school.

Parents will receive a copy of the grade level classroom rules and consequences in order to be better informed of discipline procedures that will occur in the classroom learning environment. These grade level discipline policies are required to be signed and returned to the classroom teacher in August.

### PK3, PK4, and Kindergarten Discipline

Students in PK and Kindergarten classes who:

- Cause harm to others
- Bite
- Are Defiant
- Destroy/damage class or other student property

These students will be disciplined as follows:

1<sup>st</sup> Offense: Parents will be notified by the teacher

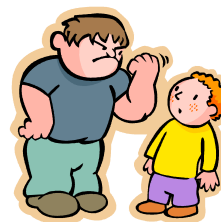
2<sup>nd</sup> Offense: Visit the Principal – may be sent home

3<sup>rd</sup> Offense: 3 Day suspension

4<sup>th</sup> Offense: Withdrawal from school

### Harassment / Bullying Policy

Harassment is immoral and illegal. It subverts the mission of Catholic Education and threatens the educational experience and well-being of all affected persons. Harassment is considered a serious infraction and may result in suspension, expulsion, or referral for prosecution.



Parents/guardians may be contacted immediately and a conference is required.

Harassment includes, but is not limited to:

The Archdiocese considers harassment, including bullying, as a severe infraction. **As a result, any reports or claims of harassment brought to the attention of teachers, school counselor or administration will be explored.** A referral to administration occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment. Harassment, includes, but is not necessarily limited to, the following behaviors.

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.
- Cyber-bullying defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person, Cyber-bullying includes, but is not limited to the following:
  - sending cruel instant messaging or threatening emails
  - sending mean, repeated cell phone text messages

- creating websites for the purpose of mocking students or school personnel
- posting humiliating or digitally modified images of students or school personnel
- forwarding private photos or videos to others
- pretending to be someone else by using their online screen
- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, strictly prohibited. Acts of retaliation will result in disciplinary action.

Students experiencing or witnessing any type of harassment need to report this to school personnel directly. Reporting is the first step in getting help with any type of harassment. When harassment is reported, the school handles the report by working through the following procedures.

**Level I - Conflict Resolution** - Incidents of harassment should be brought to the attention of the counselor, the dean of students, or the principal. They explore the situation. Bystanders and witnesses may be brought in to gather information. Each student involved in the situation is met with to gather information. Parent permission is not required for school personnel to meet with students. If appropriate, both parties are brought together to discuss the incident and let them know about future consequences should the behavior continue. The counselor, dean of students, and/or principal works with students to resolve conflicts on the school level. If the counselor, dean of students, and/or principal determines a need, parents will be contacted and brought into the process.

**Level II - Referral to Administration** - If a second incident of harassment is reported to the counselor or dean of students, the process in level I is followed in consultation with the principal. Parents are contacted for a conference and written acknowledgement is provided to parents noting further consequences should the behavior continue.

**Level III – Consultation with Pastor and/or Catholic Schools Office** - If a third incident of harassment is reported, administration investigates the situation and consults with the pastor and/or Catholic Schools Office. Consequences of a third incident of harassment can include, but is not limited to, counseling, in or out of school suspension or expulsion.

### Academic Notifications

Academic notifications are issued to students by teachers for infractions such as:

- Incomplete work
- Missing assignments
- Not bringing required materials to class

Academic notifications are communication tools to help make sure that parents know when their student's grades are being affected by these behaviors. Parents should sign these forms and have the student return them to the teacher.

### Demerits

Demerits are issued to students by teachers for discipline infractions such as:

- Arguing, excessive talking, annoying or bullying others
- Lying, copying homework, mild physical altercations
- Eating food or chewing gum in class
- Inappropriate language (1<sup>st</sup> offense)
- Not turning in their cell phone in the morning, or using it at school without permission
- Other disruptive or disrespectful behavior

Demerits should be signed by parents and returned to the teacher. An accumulation of 5 demerits will result in an after school detention.

### Detentions

Detentions are issued by the administration for an accumulation of 5 demerits or more serious infractions such as:

- Defiance, inappropriate language, injury to others, stealing, cheating on a test
- possession of drugs or weapons
- harassing or abusing other students
- Other disruptive or disrespectful behavior, including misbehavior in a class with a substitute teacher
- Other serious behaviors as determined by the administration

Detentions take precedence over all other after-school activities. The behaviors above may also warrant more serious consequences, at the discretion of the principal.

### In-School Suspension / Out-of-School Suspension

Both the *In School Suspensions (ISS)* and *Out of School Suspensions (OSS)* may be issued at the Principal's discretion. Suspension forms may be kept in the Principal's file.

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, 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.
- Inappropriate use of cell phone or other electronic device.
- Incurable or persistent behavior that interrupts the learning environment with his/her behavior.

***IN-SCHOOL SUSPENSION:*** ISS is defined as a student's attendance at school but being isolated from the student's peers. All class work and tests may be required to be completed by the end of the day.

***OUT-OF-SCHOOL SUSPENSION:*** OSS is defined as a day away from the school campus. All class work may be required to be completed during the suspension.

Assignments include any and all graded work, homework, projects due, and tests.

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

On the day(s) of suspension, students may not participate in school activities such as athletic games, field trips, assemblies, field days, etc.

### Cheating/Plagiarism

#### **First Offense:**

Notify parents  
Zero on the assignment

#### **Second Offense:**

Notify parents  
Zero on the assignment  
Detention

#### **Third Offense:**

Notify parents  
Zero on the assignment  
In-School Suspension

#### **Fourth Offense:**

May result in dismissal from school

### 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 may be notified immediately and efforts may be made to assist parents in finding another suitable learning environment.

### Sexual Harassment

Sexual harassment is immoral and reprehensible and may 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.

## SPECIAL NEEDS LEARNERS AND REFERRALS

### *Introductory Statement*

Consistent with the contents of the Church document, *To Teach as Jesus Did*, the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students. However, St. Edward Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

### *Legal References to Special Services*

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. Edward Catholic School, the local district is Klein ISD). This “Child Find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic education strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Edward and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

### *Records for Special Needs Learners*

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools persons, or agencies are forwarded to St. Edward Catholic School, upon request. These records are kept on field at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and other appropriate staff member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

*Criteria for Acceptance of Student with Special Needs*

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of the student's ability to follow school rules and regulations; and
- Student's ability to meet the physical requirements of attendance.

*St. Edward's Services for Special Needs Learners*

*New students* – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, St. Edward Catholic School will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined, the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

*Currently enrolled students* – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and St. Edward Catholic School as soon as possible. We work as a team to do what is best for the child and will discuss

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. St. Edward Catholic School will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations for the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child's permanent folder.

*Student Success Expectations for Special Needs Learners*

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School

success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendation for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

#### *Accommodations for Special Needs Learners*

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for student with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with St. Edward Catholic School after the administration has verification of the students recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the school after all available information has been reviewed.

#### *Standardized Assessment for Students with Special Needs*

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planning for in advance through a meeting with the school. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

#### Use of a 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, 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 a suspicion of:**

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics, alcohol, inhalants, marijuana or a controlled substance
- Acting under the influence of an illegal drug, narcotics, alcohol, inhalants, marijuana or a controlled substance
- Medication misuse or overdose

The Principal may report the incident to the Superintendent of Catholic Schools. Parents/guardians may be contacted immediately and a conference is required.

A recommendation to the parents/guardians may be made for evaluation and possible treatment for the student. The Principal, school nurse and/or counselor may work together with the student and the family toward bringing about a complete recovery and elimination of the drug abuse by the student involved.

An additional conference may be required before the student is re-admitted to class.

### Appeals Process

Although the Archdiocese 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. Please contact the Principal for a copy of the current Archdiocesan 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 Archdiocesan schools.

### 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 may be made only after all financial obligations have been met and all textbooks and library books have been returned.

When the new school requests records, the registrar will send copies of transcripts and the permanent record card only if release forms have been completed and returned to the registrar.

***There will be no refund of monthly tuition if a student withdrawal occurs after the 10<sup>th</sup> of the month***

## Technology Acceptable Use Policy

### Technology Resources

St. Edward Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware, software licensed to the school as well as supervised access to the Internet. Access to the school's technology resources, including the internet, is a privilege, not a right, and may be revoked if abused.

### Internet Access

Internet access enables students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other



Internet users around the world. Students are given internet access at school for the express purpose of enriching their educational experience.

### Technology Use Expectations

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 may comply with Archdiocesan standards and the specific rules set forth below. 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. All students are expected to follow the Rules of Appropriate Use set forth below.

### Rules of Appropriate Use

**Network Use** - Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network. Malicious attempts to harm or destroy data of another user, or to damage hardware or software is prohibited. This includes, but is not limited to, the uploading or creation of computer viruses, attacking school network and system services, or actively attempting to deny the use of school network and information resources. Unauthorized use of another person's computer, access accounts, and/or files is prohibited.

Students are responsible for keeping their login information private. Students may log on to the network using their username and password only. Any online resources, including but not limited to Accelerated Reader, must be accessed using student's own login. Students are responsible for activity occurring under their login. Students are responsible for logging off when they are finished using the computer. Students who knowingly use another student's login, or student who knowingly allow another student to use their login may be subject to disciplinary action. If a student believes that his/her login information is known to someone else, an administrator must be informed.

**Copyright and Fair Use** - Students should never download or install any commercial software, shareware, or freeware onto hard drives, 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, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Students who mayfully disregard copyright laws are in violation of this policy, doing so at their own risk and assuming all liability.

**Inappropriate materials or language** – Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, gambling, unauthorized chat, or chain letter communication is also prohibited. Should students encounter such material by accident,

they should report it to their teacher immediately. The use of cell phones to transmit unacceptable language and/or photos that are harmful to self, other students, and/or to other people is prohibited.

***Inappropriate Materials/Language*** – Access to websites will be allowed with teacher approval. Students will be informed of allowed and disallowed websites and the list may change during the school year. Due to the nature of the internet, occasionally inappropriate material may be encountered. Should a student encounter such material by accident, they should report it to their teacher immediately. Students who access websites that contain inappropriate visual or audio material will be reported to the administration. The website will be noted by the teacher.

***Personal Safety and Personal Privacy*** – Students may 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.

***Electronic Communication*** – Whether occurring within or outside of school, when the use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student, parent or volunteer can be subject to the full range of disciplinary consequence, including expulsion, revocation of the volunteer's services, or being asked to withdraw their student from the school. This policy applies to communications or depictions through e-mail, text messages, cell phones, or any online postings, whether they occur through the school's equipment and connectivity resources or through private communication, at the school or off-campus.

***Social Media*** – Social Media refers to the means of interactions among people in which they create, share and exchange information and ideas in virtual communities and networks.

The school or parish owns the school or school's name and administrators have the right to restrict its use. The handbook rules prohibit unauthorized use of images, names, and logos.

A Catholic school administrator can impose consequences for conduct occurring outside of school. What students do off-campus can detrimentally affect a school's reputation. The administration reserves the right to discipline students for off-campus conduct. Consequences for violating acceptable use of technology including social media, may result in suspension and/or expulsion of students.

***Cyber bullying*** – Cyber bullying is defined as the use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person. Cyber bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students, or school personnel.

- Posting humiliating and/or digitally modified images of students or school personnel.
- Forwarding “private” photos or videos to other students or other people.
- Pretending to be someone else by using someone else’s online screen name.

Students are encouraged to report any incident of harassment to the teacher or principal. The principal has the responsibility to investigate harassment or bullying complaints in an expeditious manner.

Any student who uses social networking websites or text messaging to bully, threaten or harass another student or staff member, whether in school or outside of school, may be subject to the full range of disciplinary actions set forth in this handbook including expulsion of the student if necessary.

### Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

1. Do not use technology to harm self, 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, distribute or display offensive or bullying messages or images.
6. Do not share your password/personal information or in any way obtain another person’s password/personal information.
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. Notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

### Media Release

From time to time, St. Edward Catholic School or the local media may want to publish articles about, photographs, video or audio media of St. Edward 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 St. Edward School, you give your consent and grant permission to the school to:

- Publish your child’s image or work in various publications including, but not limited to, the *St. Edward Catholic Church Bulletin*, *The Catholic Herald*, *The Catholic Heart*.
- 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 or newspapers including, but not limited to, *The Houston Chronicle*.

- Use your child's image or work for marketing or public relations 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.

St. Edward Catholic School may never publish private personal information of its students in any school publication except the School Directory. Parents may be provided an opportunity to opt out of the School Directory.

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

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. Last names may not be published on the internet or provided to outside media sources when such photographs are released. 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.

## 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 not use their cell phones during carpool. Students who have not been picked up by 3:30 p.m., or 2:45 p.m. on early dismissal days, may be checked into SEED.

### Arrival

Students should arrive between 7:30 a.m. and 7:45 a.m. Those arriving after 7:50 a.m. are considered tardy for school. **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.

All students are to be dropped off at the gym. Parents who need to come into the building can 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.

### Departures

All students may be dismissed via a carpool system.

- There may be ONE pick up route. Enter on the west side of property, form 4 lanes and merge into two lanes behind school. We may load two lanes at a time, a staff member may guide you for loading students in vehicles in the far east parking area.
- The pick-up system may begin at dismissal time. Due to safety issues, vehicles should not line up before 15 minutes prior to dismissal.
- Faculty and staff members may 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 may be no parking allowed in the Church 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 prior to 3:00 p.m.
- Cell phone usage is 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.

Parents are requested to use the car routes to pick up their student. For safety reasons, students may not be allowed to walk to parked cars in the parking lot.

Another LAW: Students should be loaded into cars with Texas state approved seat belt and booster seat requirements according to the Texas Department of Public Safety. Children generally outgrow the need for a booster seat when they are approximately 100 pounds and the adult shoulder belt crosses the center of the shoulder and center of the chest. The back seat of a vehicle is the safest place for children.

Parents will be directed to move forward to the overflow church parking lot next to the field to the “buckle up” zone to avoid loading delays.

Students and/or parents are not allowed back into the school buildings after dismissal to retrieve forgotten belongings (books, homework, personal items...etc.).

### Student Release to an Impaired Parent/Guardian

No child may 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 may be called. If no one answers, CPS may be notified.



## Safety Procedures

The doors to all school buildings and outside restrooms may 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.

## Child Abuse or Neglect

School personnel in the Archdiocese of Galveston-Houston have a moral and legal obligation to report any suspected abuse. A report of child abuse is not an accusation or a proven fact, and Texas does not require a reporter to know or to be certain that a child has been abused or neglected.

## 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 may contact the school staff by e-mail. Teachers may respond to e-mails within 48 hours under normal circumstances by phone or e-mail. Plus Portals also provides the school a means to communicate with parents and students. The school also uses IRIS (Immediate Response Information System) as another means of communication with parents when there is an urgent need and in cases of emergency, such as inclement weather.

St. Edward sends most announcements home via our Weekly Email Update. You will be notified through Plus Portals regarding updates. It is the parents' responsibility to contact the school registrar regarding changes to email addresses, physical addresses, and phone numbers.

## 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 teacher. Teachers will keep a

written summary of the additional parent conferences and will provide a copy to the parent. All conference summaries become part of the student's local school records.

Parents who have an issue with a classroom matter should contact the teacher. After speaking to the teacher, if the matter is still not resolved satisfactorily, the parent should then contact the principal.

### 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 by filling out a student referral form.

Once a referral is made, a student may 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 may be given. Parents of children in on-going counseling are encouraged to communicate with the school counselor through conferences and phone calls. The counselor may make every effort to maintain communication with parents of any child using counseling services.

### School Records

Parents who wish to view their students' school records must make an appointment with the principal. The records may then be viewed with supervision at school, but under no circumstances may they be taken from the school.

Archdiocesan Schools do not directly receive any federal funds from the U.S. Department of Education; they are not required to follow the Family Rights and Educational Rights and Privacy Act. As advocates for justice, however, they shall respect parental and student rights to information and to confidentiality. The school shall:

- provide parents and students access to records directly related to the student (i.e., the duplicate report card, health records, etc.)
- obtain the written consent of parents before releasing personal information from student's records; and
- notify parents and students of these rights through a school handbook, newsletter, or other means.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. A copy of such

document must be in the school file. In case of joint custody, both parents should be equally informed of their student's progress; **any questions by the school of custody rights will be referred to the Archdiocesan Legal Department.**

A custody information form must be on file for all parents who are divorced or separated.

Government and law enforcement officers may have access to the student's records as required by law and/or to protect the health and safety of the student or others.

### Separated and Divorced Parents

The parent(s), guardian, or legal custodian (the term "legal custodian" shall mean all such persons), shall be those persons identified as such on the student's enrollment and emergency form.

The Archdiocesan School Council Policy states: *"A student shall not be released to any person other than the legal guardian (managing conservator) except when the administrator has reasonable assurance that the release is authorized by the managing conservator."* (ASC 210) Questioned authorization for the release of a student shall be confirmed by the principal with the legal custodian. The principal and staff may require appropriate identification and authorization in writing from the student's legal custodian or managing conservator. Further, the principal and staff may require that written authorization be confirmed by telephone or in person. Archdiocesan legal counsel may be contacted for dispute clarification.

Archdiocesan School Council Policy is: *"Schools abide by the directives of individual court decrees and guidelines set forth by the State of Texas to settle questions concerning conservatorship; i.e., release of students, access to records, etc."* (ASC 210)

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate Court Orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file with the Catholic school their child(ren) attends certified copies of the most recent Court Orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents choose to litigate their disputes in Court both the Catholic Schools Office and the Archdiocesan Legal Department may attempt to minimize the involvement of the school, its teachers and personnel. School administrators inform the legal department immediately in the event the school or any of its employees are served with subpoenas. School administrators are encouraged to contact the legal department with questions regarding interpretations of the Court Orders and any other questions that arise. Ordinarily the schools may endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.



Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parent may treat one another with Christian charity and may display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the principal contact the Superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

### Extracurricular Activities

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

The following guidelines may 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 70 in all subject areas; consequently, a student may not have a grade of N or U in Conduct and Effort, or a grade below 70 in any subject area. N.J.H.S. requires an overall average of **95.0** to be maintained.
- The school Sacristans, N.J.H.S., and Student Council are organizations which emphasize leadership qualities. **Students who accumulate more than 3 demerits** or commit serious school infractions (cheating, disrespect towards faculty, or any offense resulting in ISS/OSS) may be considered ineligible for membership.
- Ineligible Student Council officers/representatives and interest club/group members may not be allowed to participate in meetings or other such activities during the probationary period.

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

### Sports

The Greater Houston Catholic Athletic Association is the governing body for sports in the Archdiocese. This organization provides all the information on sports for grades 5-8. Elementary students participate in a special track program in the spring.

Sports at St. Edward are a privilege, not a right. Athletes must be passing all subjects in order to be eligible to participate or try-out for the programs. Team members who are not passing after Progress and Report Cards are issued, will not be allowed to participate in games for a two-week period of time starting on the day following the report. Athletes will continue to attend and participate in all practices with the team. Attendance at all games is

required; however, the ineligible athlete will “dress out” in the team uniform but will not participate in the game. After two weeks, if the failing grades are passing, the student will be allowed to play in the games. If the grades are still failing, one more week of not playing will be imposed. Failure to attain a passing grade after this last period will result in the dismissal from the team.

Parent/Guardian behavior at games is closely monitored by officials and school personnel. Any inappropriate actions including gestures, name calling, harassing officials, etc., reflects on their student and the school. These actions may result in the parent/guardian removal from the game and continued actions may result in their child being removed from the team.

Cell phones will not be taken on the athletic bus when used for team travel.

Students playing “select ball” and other special non-school athletics must agree that the St. Edward athletic schedule has priority. There should be no conflict if games fall on the same day.

Awards are given at the end of the sport season to those students who meet the required criteria. The coaches and Athletic Director select the award winners. Awards are given for:

- Scholar Athlete of the Year (male and female)
- Athlete of the Year (male and female)

*Scholar Athlete of the Year criteria* – Must be an 8<sup>th</sup> grader; have the highest academic grade point average; must play one sport in 6<sup>th</sup> grade; must play two sports in 7<sup>th</sup> and 8<sup>th</sup> grades; maintain academic eligibility throughout the season; have no detentions or suspensions during their 8<sup>th</sup> grade year.

*Athlete of the Year criteria* – must be an 8<sup>th</sup> grader; must play at least two sports in the 8<sup>th</sup> grade; has not served a detention or suspension during their 8<sup>th</sup> grade year.

The same athlete cannot win both the Athlete of the Year and the Scholar Athlete of the Year awards.

A sports information booklet will be given to each athlete that will contain specific information for each of the sports. Parents that may wish to help with a sport should contact the Athletic Director. All adult personnel must complete the VIRTUS program prior to working with the students.

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 is 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.

Sponsors of other extracurricular activities may submit a list of student participants no later than the first week of the start of the group's activities to the principal. It is 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 may 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/Finances

School fees are to be paid in a timely manner as they become due. School invoices are sent to parents by e-mail. The e-mail provides parents with an option of paying fees online with an e-check or credit card. Fees can also be paid with a personal check or money order. Any of the methods mentioned is preferred over cash to ensure accurate bookkeeping records. If paying with cash, we cannot guarantee that change may be given as we do not keep excess cash on hand.

#### 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 which includes the rental of textbooks, consumable books, classroom supplies, and some desk supplies. This fee 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. In the case of lost books, the student may be charged \$85 per textbook and \$20 per workbook, and parents are not allowed to provide replacement books in lieu of paying the replacement cost. At the end of the year, the rented books are returned to the school. Students may be fined for books that are damaged. Fines may be assessed according to the amount of damage during the given school year, and if the damage is sufficient to warrant a full replacement cost, the student may keep the damaged book. 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 may be responsible for replacement.

### Tuition

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

Payments to the school may be made by check, credit card (parish office only) or online through our Parent Plus Portal system. Cash payments are also accepted but not recommended. If you choose to pay with cash, the exact amount is requested; otherwise, the excess paid will be applied to the account as change is not available.

### Extended Day (S.E.E.D.) Program Fee

St. Edward Catholic School may provide an Extended Day Program (S.E.E.D.) **for use by parents whose working hours do not permit them to pick up their children at dismissal times.** This is all in accordance with Diocesan policy and the Texas Catholic Conference Education Department.

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

*In addition, all students not picked up at regular dismissal may be taken to S.E.E.D, charged a minimum of thirty minutes in fees, and may not be available for pickup until 3:45 pm (3:00 on early dismissal) from the Annex.*

### 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 may be subject to termination.** If enrollment is terminated, the student may be re-enrolled upon receipt, in full, of delinquent tuition and/or fees.

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

### Graduation Fees

There may be a non-refundable graduation fee of \$125 charged to 8<sup>th</sup> graders to help defray the costs associated with end-of-the-year activities and ceremonies.

### Other Fees

All fees 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 may have to be made by a cashier check, cash, or money order.



## Lunch

GEOMAR is the school lunch vendor. Lunch payments should be made online through a PayPal account. NO CASH should be sent to school for lunch. If your child forgets his/her lunch at home and receives a lunch from GEOMAR, you will be required to pay this bill with a check. Otherwise, lunches should be ordered two days in advance and paid for online. For lunch ordering procedures, please refer to the school website.

### School Lunch Rules

Students are not allowed to bring food from home to microwave. Soft drinks (carbonated drinks) packed in lunches from home are not allowed. Milk may be sold through GEOMAR and must be ordered in advance and paid for online.

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:

- Speak in a soft voice.
- Observe basic table manners
- Listen and show respect for all adults.
- When finished eating, put your trash in the trash can, and clean your own area and other areas as needed.
- Enter and exit the lunch area quietly and orderly. Students must have permission to leave the lunch area.
- 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 10:00 AM, labeled with your child's name, grade and homeroom teacher. Parents are asked to not provide "fast food" lunches (except for Tuesday Parent Lunch days). Lunches should not be delivered directly to their students and should not include soda.

Parent lunch is on **First and Third Tuesdays ONLY** (October through April). **Parents must check in at the office to receive an ID Sticker before entering the cafeteria.** Parents may eat lunch with only their child(ren) at the special lunch table designated for this purpose located in the cafeteria. **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. **Parents are asked not to bring caffeinated drinks for children.**



## Other Important Information

### Asbestos

The school has been inspected for asbestos. Some ceiling tiles in the 1974 section of the elementary building were found to contain asbestos and have been removed (late 1980's).

### Backpacks/Purses

Students in 3<sup>rd</sup> through 8<sup>th</sup> grade may 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 in PK – 2 grades are not allowed to use rolling backpacks.

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

### Birthday Parties

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

Birthday treats may be shared with your homeroom or your entire grade level at lunchtime. Treats are to be in individual servings (cupcakes, cookies, popsicles...etc.); other types of treats may be sent home. **Please note PK 3 & 4 students only:** Cookies or a large cookie cake may be shared with your homeroom or your entire grade level.

**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 may be sent home for distribution by mail or other means.

**FOOD:** Any food brought into the school to be shared during classroom celebrations, birthday treats, parties, etc., must be store bought and have a label which lists the ingredients. No homemade or bakery items are allowed. Foods may not contain nuts of any kind.

### Campus Visitor Procedures

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. Volunteers on campus must comply with this policy.

The school has controlled access during the school day. Therefore, visitors to St. Edward Catholic School must enter through the main building entrance. The school utilizes Raptor, a visitor management software, to instantly screen for criminals and sex offenders. First time visitors to the school must present a valid state issued driver's license to be entered into the Raptor system and to receive a visitor pass. On all subsequent visits, visitors must check in at the school office to receive their visitor pass. Visitors must wear their visitor pass at all times while on campus, or they may be asked to leave. The school administration reserves the right to refuse admittance of visitors to the school as deemed necessary. If visitors will be interacting with students while on campus, they must be in compliance with Virtus requirements (please see page 56). Please refer to the **Lunch Program** section on page 51 for rules regarding visitors during lunch periods.

### Class Parties

During the school year, there may be certain celebrations (i.e. Christmas, Valentine's Day, etc.) The celebrations should be scheduled outside or in the gym (bad weather). **This is NOT the time to conference a teacher.** Please schedule a conference with the teacher through the school office if needed.

Only two room parent coordinators per classroom are allowed to enter the classroom for set-up at the designated time. Additional parents may sign-in at the school office to attend at the time the parties begin, but all parents must have the Raptor identification sticker visible when on the school campus. **Siblings not registered at St. Edward School are not allowed into the classroom due to safety considerations.**

**Food that is healthy and allergy safe (avoid peanut products) should be served for class parties. Items such as string cheese, fresh fruits and vegetables, Rold Gold pretzels, and other items listed on safe snack websites.**

### Classroom Visits

*No class or teacher may be interrupted during school hours without permission received from the principal.* **Visiting classes is not recommended as it disrupts the class routines and requires VIRTUS compliances. If a visit is necessary, the principal will make arrangements. Regular teacher conferences may be scheduled with teachers during their conference times.**

### Deliveries

Deliveries of non-school related items to students will not be permitted.

### Emergency Messages

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

### Forgotten Items

Items forgotten at home, i.e. lunches, homework, books, etc., are to be placed on the cart located across from the school office. It is the student's responsibility to check the cart as classes will not be interrupted to deliver forgotten items. Items left on the cart must be labeled with the student's name.

### 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. Students are assigned lockers by teachers and may only use the unit assigned to them.

No one may put stickers, pictures or inappropriate items in/on lockers; or write on them. If the locker is damaged, students and parents may be assessed a fee. No decorations on the outside of lockers may be permitted for special occasions such as birthdays.

### Lost and Found

All items are kept in the box marked Lost and Found located outside the main office. All uniforms and school supplies must be labeled with the student's name in order to claim. Articles unclaimed for an extended time will be donated to the recycled uniform sale or St. Vincent de Paul Society. The box will be emptied at the end of every quarter.

### Parental Communication of Concerns

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. ***If parents have a concern with a teacher, they must discuss the difficulty first with the teacher.*** If the parent feels the concern is not resolved, the parent may make an appointment with the dean of students in the middle school or the principal for elementary.

Appointments with the principal or with teachers need to be requested in writing or by calling the school office to make an appointment. A teacher will return phone calls within 48 hours.

### Smoking on Campus

St. Edward is both a smoke-free and gum-free campus – even after school hours. Visitors to athletic events may not smoke anywhere on campus.

### Telephone Calls

No child may be called to the telephone during school hours, except in cases of extreme emergency and with the approval of the administration. Students may 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.

### Cell Phones and other Electronic Devices

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 3:30 p.m. (2:45 p.m. early dismissal days), cell phones may only be used with the permission of a supervising adult in emergency cases only. This includes the SEED room or extracurricular activities, including athletics.

If the administration suspects that a cell phone has been used in violation of guidelines, the photos, call history, text messages, etc. may be reviewed. The Principal may revoke the student's right to have a cell phone on campus. **The school is not responsible for lost or damaged cell phones.**

Cell phones are not permitted at school dances or on the activity bus.

Consequences for violation of the cell phone policy are as follows:

- 1<sup>st</sup> offense: A detention and phone may be returned to the parent only.
- 2<sup>nd</sup> offense: Two detentions served consecutively and phone may be returned to the parent only at the end of the school year.

Toys, CD players, tape recorders, laser pens, handheld computer games, iPods, iPads, electronic reading devices, MP3 players, electronic games, portable stereos, other electronic gadgets, etc. should not be brought to school.

If a student is caught with any of the above items, they may receive a demerit and the item may not be returned until the end of the school year.

Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property.

The school is NOT responsible for lost or damaged items.

### VIRTUS Program

All volunteers, school employees, or anyone who has either regular or unsupervised contact with students, need to complete the VIRTUS "Protecting God's Children" safe environment program. This program has been implemented throughout the Archdiocese of Galveston-Houston to assist Catholic Church communities in being safe havens for children, and in being messengers for preventing child sexual abuse within the Church and society in general.

A child-safe environment begins with making the adults that interact with children aware of how to protect children. The program is a 3 to 4 hour awareness session that educates and trains adults about the dangers of abuse, and appropriate responses to allegations of abuse.

Sessions are offered throughout the year at St. Edward or other Catholic parishes. To ensure that the office records are properly updated, individuals who have completed the program under the sponsorship of another Catholic organization should notify the school office. To register for training, please visit their website: [virtus.org](http://virtus.org).

### 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).

## School-Affiliated Organizations

### St. Edward Catholic Advisory School Board

The School Board is a participatory advisory body sharing responsibility with the Cardinal 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 whose written petition has been approved for the agenda no later than 10 working days before the scheduled meeting date.

### 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 may 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.

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. 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.

### St. Edward Volunteer Support Program

The Volunteer Support Program was conceived as a means of establishing a long term financial base to provide for capital improvements, ensure a high quality education, and provide for future enrichment for St. Edward Catholic School by asking parents to make a commitment to the school in addition to paying tuition.

All parents registering their child(ren) for PK-8 at St. Edward Catholic School must make a commitment to the Volunteer Support Program. Each family must choose to do 20 hours of volunteer work at the school or make a financial contribution of \$250 or a combination (10 hours and \$125).

Guidelines for Volunteering:

- Volunteers at school are **required to be VIRTUS trained**.
  - Register online at Virtus.org
  - Volunteers must be at least 18 years or older
- Volunteers are responsible for signing in and out for all activities at the front office.
- Volunteers are **required** to wear a name badge while on school campus during school hours. After hours, sign in and out on volunteer hour sheet and report to the volunteer coordinator of the event. *Any hours unrecorded may not be honored.*
- Volunteers cannot bring siblings that are not enrolled at St. Edward during volunteer activities. Volunteer hours may be provided to sitters during volunteer activities (Note: If a parent of a student is the care giver for another parent, care giver may be provided volunteer hours during activity as well as volunteer). All sitter volunteer hours must be recorded during event on sign in/out sheet.
- Volunteer sign in and out sheets must be submitted to front office to be recorded.

### Disclaimer Statement

The school and/or the principal retain the right to amend this handbook for just cause. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents may be given prompt notification if changes are made.

ST. EDWARD CATHOLIC SCHOOL Uniforms by Risse Brothers		
Style	Color	Description
		<b>GIRLS PK – 4<sup>TH</sup> MANDATORY</b>
194	92 plaid	Drop waist Jumper with Logo
5530	White	Short Sleeve Peter Pan Blouse (only worn w/jumper)
4009	Black	Modesty Biker Shorts (must be worn under Jumper & Skirts)
6430	Black	Crew Neck Cardigan Sweater w/logo left chest (fine gauge)
501	Black	Criss Cross Tie
		<b>GIRLS PK – 4<sup>TH</sup> EVERYDAY</b>
194	92 plaid	Jumper (MASS too)
5530	White	Peter Pan Blouse worn with Jumper only
5738	Royal	Short Sleeve Knit w/logo left chest (Optional)
<b>ALL</b>	<b>GIRLS</b>	<b>CAN STILL WEAR THE EVERYDAY UNIFORMS YOU HAVE</b>
		<b>GIRLS 5<sup>TH</sup> – 8<sup>TH</sup> MANDATORY</b>
505	92 plaid	Box Pleat Skirt w/adjustable waist
5515	00 white	Short Sleeve Oxford w/logo left chest
4009	Black	Modesty Biker Shorts (must be worn under skirt and jumper)
6430	Black	Crew Neck Cardigan Sweater (fine gauge)
501	Black`	Criss Cross Tie
		<b>GIRLS 5<sup>TH</sup> – 8<sup>TH</sup> EVERYDAY</b>
5738	Yellow	Short Sleeve Knit w/logo left chest
		Socks - <b>Mass</b> -- Black (Girls -Black Knee High-Thin gauge )
		<b>ALL GIRLS &amp; BOYS PK – 8<sup>TH</sup></b>
KJF14	Royal	Full Zip Front Fleece Jacket w/logo left chest
	Black or Brown	Black or Brown Belt worn with any bottoms that have belt loops
	White/ Black	Socks -Everyday Must be above the ankle bone for all students
	White	Solid Tennis Shoe
	Black	Solid Tennis Shoe
	Grey	Solid Tennis Shoe

		<b>BOYS PK – 4<sup>th</sup></b>
1267	Grey	Pull on Trousers ( <b>PK only</b> )
5115	maize	Sort Sleeve Oxford w/logo left chest
1240	Grey	Boys Flat Front Trouser
6432	Black	Sleeveless Sweater Vest w/logo left chest (Optional) Pullover Sweater w/Logo on left chest (Optional)
AFT	92 Plaid	Tie
		<b>BOYS PK – 4<sup>TH</sup> EVERYDAY</b>
1251	Grey	Pull on shorts ( <b>PK only</b> )
1239	Grey	Boys Flat Front Shorts with belt loops
5738	Royal	Short Sleeve Knit w/logo left chest
		<b>BOYS 5<sup>TH</sup> – 8<sup>TH</sup> MANDATORY</b>
5115	White	Short Sleeve Oxford with logo left chest
1358	Charcoal	Boys Flat Front Trouser
AFT	92 Plaid	Tie
		<b>BOYS 5<sup>TH</sup> – 8<sup>TH</sup> EVERYDAY</b>
5738	Yellow	Short Sleeve Knit with logo left chest
1358 1240	Charcoal Grey	Same trouser as mandatory or Grey twill slacks
<b>ALL</b>	<b>BOYS</b>	<b>CAN STILL WEAR THE EVERYDAY UNIFORM THEY HAVE</b>