

Parent/Student Handbook

2024 - 2025



Caritas + Ratio + Ministerium

Contents

Contents	1
Disclaimer Statement	5
Catholic Schools of Texas Mission Statement	5
St. Edward Catholic School Mission Statement	6
St. Edward Vision Statement	6
St. Edward Catholic School Philosophy Statement	6
<i>Non-Discrimination Policy</i>	7
<i>Admissions</i>	7
<i>Age Requirements</i>	7
<i>Disclosure of Information</i>	7
<i>Enrollment/Re-Enrollment</i>	8
<i>Acceptance Order</i>	8
<i>Student Withdrawals</i>	9
Financial Policies	9
<i>Registration Fee</i>	9
<i>Books and Materials Fee</i>	9
<i>Tuition</i>	9
<i>Delinquent Payments</i>	10
<i>Defaulted Payments</i>	10
<i>Graduation Fees</i>	10
<i>St. Edward Extended Day (SEED) Program Fee</i>	10
Health Policies	11
<i>Immunizations</i>	11
<i>Health Screenings</i>	11
<i>Medication & Treatments</i>	11
<i>Medical Emergencies</i>	12
<i>Children with Injury or Illness</i>	12
Academic Policies	12
<i>Academic Misconduct</i>	12
<i>Independent Practice/Homework</i>	13
<i>Planners</i>	13
Late Work/Makeup Work Guidelines	13
Grading	13
<i>Report Cards & Progress Reports</i>	13
<i>Grades 1-8 Grading Scale</i>	13
<i>Pre-Kindergarten and Kindergarten Grading</i>	13
<i>Honor Roll</i>	14
<i>Conduct</i>	14
<i>Midterm and Final Exams</i>	14
<i>Electronic Grading System</i>	14
<i>Standardized Testing</i>	14
Attendance/Tardiness	14
<i>Attendance</i>	14
<i>Reporting Absences</i>	15

Early Dismissal 15

Promotion/Retention 15

Records..... 15

Subpoenas for Records in Child Custody Matters 16

Non-Custodial Parent/Parent Custody Rights 17

Use of Technology and Social Media 17

Technology Resources..... 17

Internet Access..... 17

Technology Use Expectations 17

Rules of Appropriate Use 18

Social Media..... 19

Cyber Bullying 19

Media Release..... 19

Special Needs Learners and Referrals 20

Introductory Statement 20

Legal References to Services..... 20

Records for Special Needs Learners..... 21

Criteria for Acceptance of Student with Special Needs 21

St. Edward’s Services for Special Needs Learners 21

New Students..... 21

Currently Enrolled Students 21

Student Success Expectations for Special Needs Learners 22

Accommodations for Special Needs Learners..... 22

Standardized Assessment for Students with Special Needs 22

Communication 22

Change of Information..... 23

Conferences 23

Parental Communication of Concerns 23

The Guidance and Counseling Program 24

Guidance..... 24

Self-Harm/Harm to others protocol..... 24

Administration 25

Electronic Devices, including Cell Phones..... 25

Dress Code 25

Elementary Uniforms (PK-4) 26

Junior High Uniforms (5-8)..... 27

School Functions 29

Spirit Day..... 29

Physical Education Classes—Junior High..... 29

Extracurriculars..... 29

Special Circumstances..... 29

Jeans Days, Dress Down, and Theme Dress Days..... 29

Socials and Special Occasions..... 29

Graduation Requirements 30

Beginning and Dismissal Times..... 30

Changes in Dismissal Plans..... 30

Early Checkout Procedures 30

After School Hours 30

Drop off/Pick up Procedures..... 30

Early arrival 7:00-7:30 AM..... 30

Arrival 7:30-7:50 AM 30

Late arrival after 7:50 AM 31

Departures 31

Student Release to an Impaired Parent/Guardian 31

Student Release to Rideshare services..... 31

Inclement Weather and Campus Closures..... 31

Before/After School Program:..... 32

St. Edward Extended Day Program (SEED) 32

Visitors 32

Rules/Consequences/Exceptions..... 33

Philosophy of Discipline 33

Code of Conduct..... 33

Academic Notifications..... 33

Demerits..... 33

Pre-Kindergarten and Kindergarten Discipline 34

Detentions..... 34

In-School Suspension/Out-of-School Suspension..... 34

Expulsion..... 34

Child Abuse 35

Rules & Policies 35

Backpacks/Purses 35

Birthday Parties 35

Class Parties..... 35

Lockers 35

Lost and Found..... 35

School Grounds..... 36

Asbestos Information..... 36

School Lunch 36

Smoking on Campus 36

Weapons..... 36

Complaint/Appeal..... 36

Use of Controlled Substances..... 37

Bullying 37

Level I - Conflict Resolution..... 38

Level II - Referral to Administration..... 38

Level III – Consultation with Pastor and/or Catholic Schools Office 38

Extracurricular Activities..... 39

Sports..... 39

Uniforms and Equipment..... 40

Field Trips Policies/Forms 40

Standard Permission Form..... 40
Supervision and Transportation..... 40
Safety Procedures **41**
 Emergency Procedures 41
 Safe Environment Program for Volunteers..... 41
Use of School Grounds **41**
Parent Service Requirements..... **41**
School-Affiliated Organizations..... **42**
 St. Edward Catholic School Advisory School Council 42
 St. Edward Parent/Teacher Organization (PTO)..... 42
 St. Edward Catholic School Booster Club..... 42

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 will be given prompt notification if changes are made.

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 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 Vision Statement

To establish a community of life-long learners built on the pillars of love, reason, and service.

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 recognize 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 message.

We believe that a solid foundation of educational skills following the Catholic enhanced state curriculum provides spiritual and educational experiences for students to grow and become lifelong learners. The learning environment emphasizes the importance of respect, self-discipline, responsibility and self-confidence as each person reflects upon and lives 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 all and to teach students the skills necessary to become effective adult Christians.

Students are immersed daily in Catholic traditions and prayers with many diverse opportunities to engage in the sacramental life of the Church. 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 is promoted 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 activities of Spiritual and Corporal Works of Mercy.

Intellectual development of students is promoted 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 (e.g., art and music).

Physical development of students is promoted by:

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

Social development of students is promoted by:

- Positive reinforcement of good behavior.
- Fostering opportunities for positive interactions between students.
- Encouraging students and teachers to engage in meaningful discussions on a consistent basis.

Admission Policies

Non-Discrimination 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.

Admissions

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.

Registration for the new school year opens in January of the current school year. Currently enrolled students are given a priority re-enrollment period provided they have met financial obligations and continue to meet academic and behavioral standards.

Age Requirements

Students must meet the age guidelines listed below and be fully potty trained:

- PreK-3 students – must be 3 years of age on or before September 1st.
- PreK-4 students – must be 4 years of age on or before September 1st.
- Kindergarten students - must be 5 years of age on or before September 1st.
- First Grade students – must be 6 years of age on or before September 1st.

Disclosure of Information

Parents are expected to fully disclose relevant medical and psychological diagnoses to the school when applying and re-enrolling so appropriate action plans are established. Parents who fail to disclose medical or psychological diagnosis and recommendations put their students at a disadvantage and limit the school's ability to adequately meet the needs of the student which may result in withdrawal of the student from St. Edward Catholic School.

Application Process**Step 1: Online Application**

- New students are required to complete and submit an online [application](#). There is an online non-refundable \$25 application fee.
- Applications are accepted on a first-come basis and all applicants are required to present the following documents: a birth certificate, a baptismal certificate (if applicable), and immunization records. Schools within the Archdiocese of Galveston-Houston, including St. Edward Catholic School, do not accept Conscientious Objections for the state required immunizations.
- New students applying to Grades 1 – 8 are required to present additional forms including a copy of the student's most recent report card, standardized test scores, submission of two recommendation forms (available online), and a Request for Student Records form (provided by the school).

NOTE: Single, separated, or divorced parents whose custodianship/guardianship has been determined or established by Court Order must submit a full and certified copy of the applicable Court Order. St. Edward Catholic School may request additional information from families as deemed necessary to be properly informed of the legal responsibility, accessibility, and/or care of a child enrolled at its school. Failure to provide this information will result in the student's denial of admission to or involuntary withdrawal from school.

Step 2: Family Interview and Student Assessment

All applicant families are interviewed by administration and student applicants are assessed for placement and to identify specific learning needs.

Step 3: Acceptance

Students are accepted on a conditional basis and are admitted for a 90-day probationary period.

Enrollment/Re-Enrollment

New Student Enrollment - Upon acceptance to St. Edward, new students will be required to complete an online enrollment packet and submit a non-refundable new student enrollment fee (payable online).

Re-Enrollment - Returning families are invited to re-enroll their students if there are no outstanding tuition or fees and provided that the student remains in compliance with school regulations (e.g., academic, behavioral).

Acceptance Order

At the time of the Enrollment period, students are accepted in the following order:

1. Returning students who continue to meet school academic & behavioral standards
2. Siblings of students already enrolled
3. Children of registered St. Edward Parishioners
4. Catholic students from other parishes
5. All other students

If more students apply for admission than places are available, a waiting list will be established. Registrations to St. Edward Catholic School must be renewed annually, including persons who are on the waiting list.

Student Withdrawals

Parents wishing to withdraw their children from St. Edward Catholic School are to notify the School by completing the Student Withdrawal form available from the Registrar. Parents will receive report cards/academic records after financial obligations are resolved and school-owned property (textbooks, library books, athletic uniforms, etc.) is returned.

St. Edward Catholic School can only release records to other schools if parents have submitted the completed Student Withdrawal form to the Registrar.

Tuition payments are non-refundable/non-transferable/non-assignable and not prorated. Tuition for the month in which the student withdraws will be due in full.

Financial Policies

St. Edward Catholic School uses FACTS-SIS (Student Information System) and FACTS for its fees and financial management needs. All tuition, fees, and expense transactions are communicated and settled electronically via FACTS. St. Edward Catholic School does not accept payments for tuition or administrative fees on site.

All families must enroll in a FACTS Payment Plan by August 1 or enrollment date (whichever is later). A payment plan allows institutions to assign a student's tuition schedule for the year and apply incidental charges as they are incurred. Payment plans allow families to define a payment schedule that best accommodates their financial needs. Families can select an auto-draft date, frequency, and payment method for settling all tuition, fees, and incidental expenses. Failure to enroll in a payment plan will delay a student's start of school.

For the most recent 'Tuition & Fees Schedule', families should refer to the school website under the admissions tab.

Registration Fee

The registration fee is due at the time of the annual Spring enrollment. It is non-refundable and does not apply to any other fee.

Books and Materials Fee

Each student is charged a books and materials fee which includes the rental of textbooks, consumable books, classroom supplies, and some desk supplies as well as licenses for online resources. This fee is due on July 10. 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 will be charged \$100 per textbook and \$40 per workbook. The school will replace the lost book or workbook. At the end of the year, the rented books are returned to the school. Students will be fined for damaged books. If a consumable book is lost, the student will be responsible for replacement cost.

Tuition

Tuition payments are due according to the family's FACTS payment plan schedule. Tuition and fees are to be paid electronically via the FACTS system. St. Edward Catholic School does not accept regular payments for tuition or fees at the school office.

Delinquent Payments

If payment is declined the amount due will be re-presented electronically.

- After 10 days past due the family will be contacted by the registrar
- After 30 days past due the past due amount will be divided over the remaining payments.
- Accounts that are 60 days past due will result in the withdrawal of the student from St. Edward Catholic School.
- Report cards will not be issued to families with delinquent accounts.

Families experiencing financial difficulty are encouraged to speak to the Principal before missing any payments to see what steps can be taken to prevent accounts from becoming delinquent.

Defaulted Payments

Payments in default (including canceled credit cards, e-Checks, etc.) will be assessed an 'insufficient funds' fee. Any bank fees charged to the school will be added to the family's account.

Graduation Fees

There is a non-refundable graduation fee charged to 8th graders to help defray the costs associated with end-of-the-year activities and ceremonies. Eighth grade students with delinquent financial accounts will not participate in Graduation Ceremonies.

St. Edward Extended Day (SEED) Program Fee

St. Edward Catholic School provides an Extended Day Program (SEED) for students whose parents' schedules require care options before and after school hours. SEED follows the policies and procedures defined by the Archdiocese of Galveston-Houston.

All families register for the SEED program during enrollment. Families are charged if their children attend SEED.

Students registered for 3-day or 5-day SEED programs pay SEED program fees applied to the family's FACTS payment plan for auto-draft on the date that tuition payments are scheduled.

Drop-in rates and late fees will be applied to a family's account monthly. Electronic invoices will be sent through FACTS and payment is due upon receipt. If payment is not received by the due date, late fees will apply. Unpaid SEED fees follow the same steps as Delinquent Tuition Payments and result in removal of the student after 60 days.

Students who are not picked up by the end of dismissal will be checked in at SEED and parents will be able to pick them up from SEED at 3:45 PM. Students will be charged the standard minimum for drop-in care.

Health Policies

Immunizations

Every student enrolled in a Catholic school in the Archdiocese of Galveston-Houston must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health, commonly known as the Minimum State Vaccine Requirements for Texas School Entrance/Attendance.

(Visit <https://www.dshs.texas.gov/immunize/school/schoolrequirements.aspx> to see current immunization requirements).

Each year, every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. It is now acceptable to receive an immunization record from a pharmacy for a student; the record must come directly to the school from the pharmacy.

There are no exceptions to the foregoing requirement unless the student presents a written statement signed by the student's physician (M.D. or D.O.) who is authorized to practice in the State of Texas. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for one year from the date signed by the physician. Schools within the Archdiocese of Galveston-Houston including St. Edward Catholic School do not accept Conscientious Objections for the state required immunizations.

Health Screenings

Annual height, weight, vision, hearing, and Texas risk assessment for type 2 diabetes screenings are conducted on all 4-year-old students as well as students in K, 1, 3, 5, 7, and all new students. All 5th & 7th grade girls, and 8th grade boys are screened for spinal curvature, or scoliosis. Parents will be notified when these screenings will take place. The school Clinic Manager will send home a referral notice to parents/guardians if further evaluation by a physician is indicated. Parents who opt not to participate in on-campus screenings are responsible for providing screening information from a doctor or licensed medical provider to the school within 2 weeks of the school scheduled screenings.

Medication & Treatments

In the event students need to receive medication during school hours, parents must:

- Complete a medication Permission Form signed by both parents and the physician. Medication Forms are on the school website.
- All medication (prescription and non-prescription) must be in the original container, labeled with the student's name, dosage instructions, and date.

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

All medication is secured in the clinic. 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 include information regarding the student's physician and dentist as well as a parent/guardian signature that gives St. Edward Catholic School the right to seek medical care. The school will 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 Clinic Manager will notify the parent/guardian if a child must go home. Students sent home for fever, vomiting, and diarrhea will not return to school until they have been symptom-free for 24 hours. Students should not come to school if they exhibit symptoms of a contagious disease (cold, flu, rash, red or tearing eyes, vomiting, diarrhea, etc.). Students exhibiting symptoms of contagious diseases should remain at home and the Clinic Manager should be notified by email or by phone (281-353-4570). The Clinic Manager should be notified of all communicable diseases documented by a physician.

Academic Policies

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

In addition to attending religion classes (which fulfill the qualifications of Catholic Faith Formation in Archdiocese), all students attending St. Edward Catholic School attend Mass and religious services as deemed appropriate by the Pastor, Principal, and/or teacher.

Grade 2 students who are parishioners of St. Edward Catholic Church are prepared for the first reception of the Sacraments of Reconciliation and Eucharist through Parish Sacramental Preparation courses. The schedules for the parent sessions and the student sessions are published by the parish Director of Evangelization and Catechesis. Students who are registered members of a different parish should participate in sacramental preparation at their home parish.

Students of registered parishioners who are in grade 3 or above and have not yet received the Sacraments of Reconciliation and/or Eucharist should contact the St. Edward Parish Director of Evangelization and Catechesis for information about preparation for these Sacraments.

Academic Misconduct

Students at St. Edward Catholic School are expected to adhere to the highest standards of behavior regarding academic honesty. Students who are guilty of cheating, plagiarism, fabrication, the use of artificial intelligence to complete assignments, or any other form of academic misconduct will be subject to both academic and disciplinary consequences.

Independent Practice/Homework

Independent practice is given on a regular basis in accordance with the skills and needs of each student's grade level. Summer Reading is encouraged for all students entering Grades 1-8.

Planners

St. Edward Catholic School issues planners to students in Grades 2-8 for the recording of assignments. Assignments are to be written in planners daily by subject.

Late Work/Makeup Work Guidelines

Incomplete or late homework is not given full credit. Students in Grades 5-8 have 10% deducted per day for late work. Assignments receive a grade of 0 after the third day. When answers to an assignment are given in class, the late work policy does not apply.

Students are required to complete all class work and homework missed during any absence. Students will be given one day for every day absent to complete any missed assignments. Make up tests are scheduled by the teacher. Major projects do not receive automatic extensions due to absence.

Assignments will not be given in advance of planned unexcused absences. Recreational trips or vacations taken during regularly scheduled school days are strongly discouraged.

Grading

Report Cards & Progress Reports

Report cards are issued quarterly. First quarter reports are not issued for students in PreK or Kindergarten. Report cards will be held for delinquent financial accounts.

Progress reports will be available online between grading periods (at four and one-half weeks) and report cards are issued according to the published schedule on the master calendar.

Grades 1-8 Grading Scale

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 and above are passing grades.

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

A+ 99 – 100	B+ 91 – 92	C+ 84 – 85	D 75 – 77
A 95 – 98	B 88 – 90	C 80 – 83	D 72 – 74
A- 93 – 94	B- 86 – 87	C- 78 – 79	D- 70 – 71
			F Below 70

Pre-Kindergarten and Kindergarten Grading

Students in Pre-Kindergarten and Kindergarten will be marked as follows:

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

Honor Roll

Students in Grades 3-8 can earn Honor Roll in the following categories:

- *Summa Cum Laude Honor Roll*: Students who have earned all A's all E's in conduct.
- *Magna Cum Laude Honor Roll*: Students who have earned all A's with no more than one B and have earned all E's and S's in conduct.
- *Cum Laude Honor Roll*: Students who have earned all A's with no more than three B's and have earned all E's and S's in conduct.

Conduct

The following Conduct scale is used for all Progress Reports and Report Cards:

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

Midterm and Final Exams

In Grades 6-8, semester exams are administered and averaged as 20% of the student grade for each semester. Mid-terms and finals schedules will be posted on the school website in November and May.

Electronic Grading System

Each family receives an access code for the electronic grading system for each student. In case of separate parental households, an additional access code is given for each student. Access will be blocked for delinquent financial accounts.

Standardized Testing

Standardized testing is one of several means of assessing student performance and gauging student growth. St. Edward Catholic School administers 3 standardized benchmark tests each year using NWEA Map. To support our Catholic Identity, we also administer the NCEA ACRE test for Grades 5 and 8.

Attendance/Tardiness**Attendance**

St. Edward Catholic School follows the compulsory attendance laws set by the State of Texas and adopted by the Texas Conference of Catholic Bishops Education Department. According to this law all students are required to attend a minimum of 90% of the time school is in session in order to be promoted to the next grade level. Failure to meet this minimum will result in review by the attendance committee. All absences both excused and unexcused count toward the attendance requirement.

School begins at 7:50 AM. All students arriving after 7:50 AM are marked tardy. Attendance is recorded at the beginning of Morning Announcements.

Students arriving after 10:00 AM will be marked one-half day absent. Students leaving prior to 10:00 AM will be marked one full day absent.

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.

Students are not permitted on the school grounds before 7:30 AM unless attending the St. Edward Extended Day (SEED) program. Students who remain on campus after 3:30 PM (unless they are part of an organized activity sponsored by the school) will be placed in SEED. Students not registered for SEED will be charged the Daily Drop-in Rate.

Reporting Absences

- Call or email the school office by 8:30 AM to report the absence.
- Send a note with student when they return to school. Indicate the date(s) of absence(s), student name, homeroom teacher, and the reason for the absence.

Parents are notified through Email from FACTS/Renweb when a student is marked absent.

Early Dismissal

In the event a student needs to be dismissed early the parent will update the dismissal in the PikMyKid app and send an email to the registrar and the student's homeroom teacher.

Promotion/Retention

A student is promoted to the next grade if, after considering the student's abilities, the student exhibits mastery of the current grade curriculum standards. Students in Grades PreK-5 who are at risk of failing to meet the minimum standards for their grade level are identified by the academic support team as early in the year as possible so intervention and support can be implemented to prevent retention. A student will not be retained more than once in Grades K-8.

In Grades 6-8, the core subjects are: Religion, English, Reading, Social Studies, Math, and Science. If a student's final average in a core subject is below 70, the student fails the subject for the school year.

Students who fail core subjects will be required to successfully complete credit recovery over the summer. Credit recovery is completed through Catholic Virtual. Parents are responsible for all fees associated with the credit recovery program.

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

Records

Parents/guardians who wish to view their students' school records must make an appointment with the Principal. The records are then viewed with supervision at school. Student records are not allowed to leave campus.

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 respect parental and student rights to information and to confidentiality.

The school will:

- Provide parents and students access to records directly related to the student (e.g., the duplicate report card, health records).
- Obtain the written consent of parents/guardians before releasing personal information from the student's records.
- Notify parents/guardians 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 documentation must be in the school file. In the 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.

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

Subpoenas for Records in Child Custody Matters

Catholic schools in the Archdiocese of Galveston-Houston attempt to conform to appropriate court orders governing rights and duties of parents/guardians in regard to their child(ren). If there are Court orders regarding their children, parents/guardians must provide certified copies of such orders with the School. Parents/guardians 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/guardians choose to litigate their disputes in Court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators should inform the Legal Department immediately in the event the school or any of its employees are served with subpoenas. School administrators should contact the Archdiocesan Legal Department with questions regarding interpretations of the court orders and other questions that arise.

The school will endeavor not to take sides in disputes between parents/guardians, in recognition of the crucial role of both parents in the lives of their children. Continued strife between the parents/guardians is harmful to the children and does not set a good example for them. It is expected that parents and guardians will treat one another with Christian charity. Ongoing parental disputes can be counterproductive to the mission of the school and when appropriate, the Pastor will be contacted to discuss whether continued enrollment of the child(ren) is a viable option.

The parent/guardian initiating the subpoena must reimburse the school for reasonable costs of production. The school shall charge the parent initiating a subpoena a fee for the time and resources spent on obtaining and copying records. Photocopy costs will be billed at a rate of \$1.00 per page. An additional fee will be charged to the parent/guardians issuing a subpoena for a personal appearance by a school employee. The parent/guardian will be charged for the cost of hiring a substitute or the daily rate for the subpoenaed employee. Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the school, agrees that he or she

shall pay a fee to the school.

Non-Custodial Parent/Parent Custody Rights

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 Policy states: “Organizations, agencies, or persons may only assume custody of a student on school premises during school hours or immediately before or after school only on the explicit authorization of the parent” (Administrator’s Handbook 24/25 sec 2075). Questioned authorization for the release of a student must be confirmed by the School Administration with the legal custodian. The Principal and staff 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.

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.

Use of Technology and Social Media

Technology Resources

St. Edward Catholic School offers students access to technology resources for educational purposes, which may include computer hardware and 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 and may be revoked if abused.

Internet Access

Internet access enables students to explore thousands of libraries, databases, museums, and other repositories of information as well as 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. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users 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. Students are expected to follow the Rules of Appropriate Use below.

Rules of Appropriate Use

Network Use - Network accounts are to be used only by the authorized owner of the account. Users will 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 block 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 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 students who knowingly allow another student to use their login will 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. Further, students should not 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 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. Students encountering such material by accident 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.

Access to websites is allowed with teacher approval. Students will be informed of allowed and disallowed websites and the list may change during the school year. Students who access websites that contain inappropriate visual or audio material will be disciplined.

Personal Safety and Personal Privacy - Students should not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc.

Electronic Communication - Whether occurring on- or off-campus, when the use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student, parent, or volunteer will be subject to disciplinary actions, including revocation of the volunteer's services, being asked to withdraw the student from the school, or expulsion. 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.

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 parish owns the school and the school's name. 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 the school's reputation and the educational experience of other students. 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 limited to, the following:

- Sending cruel digital messaging or threatening e-mails. Sending mean, repeated cell phone text or chat 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, videos, or messages 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, will be subject to the full range of disciplinary actions set forth in the handbook including expulsion of the student if necessary.

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 Catholic 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*, and *The Catholic Heart*.
- Publish your child's image or work done by your child on school-managed websites.
- Release your child's image or 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 Administration.

St. Edward Catholic School will not publish private personal information of its students in any school publication except the School Directory. Parents are provided an opportunity to opt out of the School Directory at enrollment.

Last names will 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 the publication of pictures in the school yearbook nor the publication of group photographs, including but not limited to, those of athletic teams, extracurricular clubs, homerooms, or First Communion.

While the school limits access to school buildings by outside photographers, it has no control over the news media nor 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.

Special Needs Learners and Referrals

Introductory Statement

Consistent with the Church Document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese of Galveston-Houston seeks to include students with exceptional learning needs in Catholic schools to the extent that the needs of such students maybe met within the scope of the programs and available resources. Catholic schools understand that admission of students with exceptional learning needs must be considered and reviewed on an individual basis.

Legal References to 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). The "Child Find" process must be conducted in consultation with private schools' 175 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 significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section provides that no otherwise, qualified individual with a disability shall, solely by reason of his or her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within the resources of each Catholic school, Catholic schools will offer services to eligible students with special needs, when possible. Private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments 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 file at the school for a period of 7 years after the exit of the student. These records are kept in a secure file and are accessible only to the Principal, the Instructional Specialist, the Counselor, and other appropriate staff members 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 decision regarding the admittance of a particular applicant, the school will review the child's ability to meet the school's academic, behavioral, social, and physical standards. Each school determines its ability to meet the needs of the student applicant. Consideration is given to the following:

- the student's demonstrated ability to meet grade level standards,
- the record of student's ability to follow school rules and regulations,
- the student's ability to meet socially acceptable behaviors, and
- the student's ability to meet the physical requirements of attendance.

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

Parents must complete a Special Needs Information Disclosure Form and an Authorization for Release of Confidential Information/Records Form. Principals and other appropriate school personnel review current academic, social, medical, and psycho-educational evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If eligibility for admission is determined, the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

Currently Enrolled Students

When a student is having difficulty with school tasks, academics, and/or behaviors the teacher and parent bring these concerns to the Administration. The Administration appoints an educational team to review the child's classroom observations and academic progress to determine if additional interventions are required or a psycho-educational evaluation referral is recommended. The team may include the principal, classroom teacher, designated intervention specialist and any other school personnel that work with the student. If a psycho-educational evaluation is recommended, then the principal and educational team will provide parents with referral information to the local school district and/or private agency. Documentation for all referrals must be kept in the student's file. The principal and the educational team will be responsible for gathering the following data and documentation:

- the student's current educational status including attendance records, grades, assessment data, and classroom observations,
- previous educational interventions and strategies provided for the student and results,
- documentation of recent vision and hearing screening,
- updated general health history inventory

- other relevant information provided by the parents or teachers.

After a psycho-educational evaluation is completed by the local school district and/or private agency, parents are expected to disclose any pertinent information that may assist St. Edward Catholic School in determining the appropriate educational program for the child. Principals and other appropriate school personnel will review the psycho-educational evaluation and determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

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 enrollment status of the student will be affected.

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 (changes in methods of instruction) can be made in the classroom for students 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 received verification of the students' recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular standards.) 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 are provided by the classroom teacher or the counselor.

Communication

- Email is the preferred method of communication. Teachers will respond to e-mails within 24 hours (longer for emails sent on Fridays or holidays) under normal circumstances by phone or e-mail.
- The Parent Portal in FACTS also provides the school a means to communicate with parents

and students. The school uses IRIS (Immediate Response Information System) as a means of communication with parents when there is an urgent need, such as inclement weather. IRIS delivers a voice, text and/or email to parents relaying a message of late arrival, early dismissal or school closure

In the event of an emergency, parents will be notified through PikMyKid with specific instructions relating to the emergency.

- St. Edward sends regular announcements and reminders home in our Weekly Email Update sent through Flocknote. It is the parents' responsibility to read these updates.

Change of Information

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 important for parents to update the FACTS Parent Portal with changes to email addresses, physical addresses, and phone numbers so that the school may have correct contact information on file at all times.

Conferences

Communication between students, parents, and teachers is essential to a strong education program. A formal parent/student/teacher conference time is scheduled in the fall after a noon dismissal. In the spring, teachers are asked to schedule conferences after school or during their planning time for students with academic or behavioral concerns. 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 Administration.

Attendance at a school conference is restricted to parents or guardians and licensed professionals serving as advocates of the student. Other friends and family members are not allowed.

Conferences should be constructive with all parties working towards the goal of what is best for the student while communicating in a friendly and cooperative manner. Confrontational conferences are not productive and do not serve the student's best interest. Any conference that becomes heated, angry, or confrontational will be ended.

Parental Communication of Concerns

In keeping with the Church's principle of subsidiary, 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 Administration to discuss the concern.

The Guidance and Counseling Program

Guidance

A comprehensive, developmental guidance program is vital to the academic success of all students. The Texas Catholic Conference of Bishops Education Department (TCCBED) defines a guidance program as lessons/activities conducted through all grade levels which address the student's spiritual, physical, social, emotional, and academic development.

The mission of the St. Edward Catholic School guidance program is to foster a student's spiritual, social, emotional, academic, and physical growth in a Christ-centered community. A comprehensive developmental guidance program, directed by the St. Edward Catholic School counselor, is based on the standards set by the Texas Catholic Conference of Bishops Education Department (TCCBED). The counselor works in partnership with teachers to foster social-emotional learning by offering lessons and activities throughout all grade levels in which students learn to manage their emotions, build self-awareness, maintain positive relationships, show empathy for others, and make decisions based on their faith. The counselor also directs school-wide programs such as Friendly Social Emotional Learning Program, Monarchs with Merit, bullying and drug prevention, Student Ambassadors, and career exploration.

Additionally, the counselor is a student advocate for all students. The counselor regularly consults and collaborates with teachers, parents, and staff to ensure the well-being of the child. The counselor also works directly with students to resolve conflicts and to manage executive functioning skills in support of academic success.

Requests for assistance from the counselor can be initiated by the student, parent, or teacher. Students may seek the counselor's help at any time when normal developmental issues occur. Parent permission is not required for the counselor to conference with a student; however, a parent will be contacted if a recurring problem persists or there are safety concerns. If a student presents the need for ongoing counseling, a referral system to external agencies is in place to provide further support for parents and children.

Self-Harm/Harm to others protocol

The Archdiocese of Galveston-Houston has put the following procedures in place if a student makes a statement to self-harm/kill himself or harm/kill another student:

- 1) The principal and counselor will be notified, and the student will be interviewed.
- 2) The Catholic Schools Office will be notified.
- 3) Parents will be required to come to school for a meeting the same day.
- 4) Parents will be required to have a psychiatrist or psychologist evaluate the student before the student can return to the school:
 - A. Parents will provide the school with a copy of the psychological evaluation and written confirmation from the evaluating psychiatrist/psychologist that the child does not pose a threat to self or others and can safely return to school.
 - B. Parents will then meet with the principal and counselor to review a safety plan which will be put into place for the student's well-being.
 - C. Parents will provide the school with a signed authorization to release information from the psychiatrist or psychologist.
- 5) Parents are expected to continue mental health treatment for the child by a psychiatrist, psychologist, LPC, LMFT, and/or LCSW.
- 6) The student will be monitored by the school.

Failure to follow the Safety Plan issued by the Licensed Professional or adhere to the school guidelines will affect the continued enrollment of the student at St. Edward Catholic School.

Administration

The Principal is the School Administrator. In his or her absence, the Assistant Principal, Counselor, or another deemed Administrator will assume that position.

Electronic Devices, including Cell Phones

Students are not permitted to use the telephone during school hours. 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 regular school hours, in the waiting line at dismissal, during extracurricular activities or while in SEED. The office telephone and the classroom telephones are not intended for general use by parents or students.

If students have a cell phone on campus, it must be turned off and turned into their homeroom teacher at the beginning of the day. If the administration suspects that a cell phone has been used in violation of guidelines, items including, but not limited to, photos, call history, and text messages will be reviewed. Failure to follow the cell phone policy will result in the student not being allowed to bring a cell phone to campus. The school is not responsible for lost or damaged cell phones.

Cell phones and other electronic equipment that could serve as a distraction are not permitted at school socials or on any activity bus. This includes, but is not limited to, items such as toys, portable music players, electronic tablets, "smart" watches, laser pens, audio/visual recorders, and electronic games.

Consequences for violation of the Electronic policy are as follows and devices will only be returned to the parent:

- 1st offense: One after-school detention
- 2nd offense: Two after-school detentions served consecutively
- Any additional offense: \$50 fine assessed through FACTS per offense.

Dress Code

All students attending St. Edward Catholic School wear uniforms to promote community and to lessen distractions. Students are expected to observe good grooming habits and uniforms are to be complete, clean and neat in appearance, and of the proper size. All uniform items should be washed frequently and free of permanent stains. Periodic uniform inspections will take place and dress code violation forms will be sent home with students out of uniform. The school administration reserves the right to determine the appropriateness of accessories, articles of clothing, or appearance. Parents may be required to bring appropriate clothes or pick up the student from school if they are dressed inappropriately. Student names are to be written clearly in all uniform items and outer garments worn to school. [Mabel's Labels](#) may be purchased to help identify student garments.

SECS has two uniform categories: Mass and Basic. Mass uniforms may be worn on **any** school day but they **must** be worn each Friday for School Mass and on any other special days announced by the school. Basic uniforms may be worn on any school day that is not a

Mass day or announced special day. Uniform components are purchased from [Flynn O'Hara](#) or from our SECS Used Uniform Sale, unless noted.

Elementary Uniforms (PK-4)

Required Mass Uniform

Girls

- Blue plaid drop waist jumper (worn with black cartwheel shorts)
- White round collar (Peter Pan) blouse (short- or long-sleeve) with Crown logo on collar
- Black or plaid tie
- Black cardigan with SECS logo

Boys

- Black twill pants with black belt
- White Oxford shirt with SECS logo (short- or long-sleeve)
- Black or plaid tie
- V-neck sweater vest OR long-sleeved sweater with SECS logo

Every Day Optional Uniforms

Girls

- Mass uniform (see above)
- Blue plaid 2-pleat skort
- Black twill walking shorts with black belt
- Black flat front slacks with black belt
- Gray polo with SECS logo (short- or long-sleeve)
- Blue Performance (Dri fit) polo with SECS logo
- Shoes are to be solid white or solid black tennis shoes
- Crew socks, knee highs, or tights are to be opaque solid white or solid black
- Socks/tights **MUST** be the same color as shoes worn (i.e., white with white, black with black)
- Optional: Full zip front blue fleece jacket with SECS logo from Spirit Store (Fully Promoted)

Boys

- Mass Uniform (see above)
- Black twill pants with black belt
- Black twill shorts with black belt
- Gray polo with SECS logo (short- or long-sleeve)
- Blue Performance (Dri fit) polo with SECS logo
- Shoes are to be solid white or solid black tennis shoes
- Crew socks are to be solid white or solid black
- Socks **MUST** be the same color as shoes worn (i.e., white with white, black with black)
- Optional: Full zip front blue fleece jacket with SECS logo from Spirit Store (Fully Promoted)

Junior High Uniforms (5-8)

Required Mass Uniform

Girls

- Blue plaid pleated shirt with elastic waist (worn with black cartwheel shorts)
- White Oxford blouse with SECS logo (short- or long-sleeve)
- V-neck sweater vest OR long-sleeved sweater with SECS logo
- Black or plaid tie

Boys

- Charcoal dress pant with black belt
- White Oxford shirt with SECS logo (short- or long-sleeve)
- V-neck sweater vest OR long-sleeved sweater with SECS logo
- Black or plaid tie

Every Day Optional Uniforms

Girls

- Mass uniform (see above)
- Blue plaid pleated skirt with elastic waist (worn with black cartwheel shorts)
- Blue plaid 2-pleat skirt
- Black twill walking shorts with black belt
- Black flat front slacks with black belt
- Gray polo with SECS logo (short- or long-sleeve)
- Blue Performance (Dri fit) polo with SECS logo
- Shoes are to be solid white or solid black tennis shoes
- Crew socks, knee highs, or tights are to be opaque solid white or solid black
- Socks/tights **MUST** be the same color as shoes worn (i.e., white with white, black with black)
- Optional: Full zip front blue fleece jacket with SECS logo from Spirit Store (Fully Promoted)

Boys

- Mass Uniform (see above)
- Black twill pants with black belt
- Black twill shorts with black belt
- Gray polo with SECS logo (short- or long-sleeve)
- Blue Performance (Dri fit) polo with SECS logo
- Shoes are to be solid white or solid black tennis shoes
- Crew socks are to be opaque solid white or solid black
- Socks **MUST** be the same color as shoes worn (i.e., white with white, black with black)
- Optional: Full zip front blue fleece jacket with SECS logo from Spirit Store (Fully Promoted)

Additional Uniform Reminders

General Appearance

- Shoes must be properly secured (tied, buckled, etc.) with laces the same color as the shoes. No lights, music, sequins, sparkles, glitter, or wheels are allowed. Shoes should have arch support and non-skid soles.
- No hard-soled Mary Janes, Vans, Toms, Converse (Chuck Taylors), basketball shoes, or

high-tops of any type are permitted.

- Socks must cover the ankles.
- The hems of jumpers and skirts must be at the knee. This means that when the student is standing, the hem should touch at the top of the knee; the hemline may not be above the top of the knee. Alternatively, the hemline may be at the middle of the knee or bottom of the knee. The hems of skorts and shorts must be no shorter than 2 inches from the front and back of the knee.
- Black cartwheel shorts must be worn underneath ALL jumpers and skirts and should not be longer than the jumper or skirt.
- Waistbands/belts must be visible waistbands may not be rolled up or down.
- Pants length should touch the ankle bone.
- Shirts must be tucked in so that the waistband/belt is visible.
- Sleeves may not be rolled up.
- Shirts must have all buttons closed with the exception of the top button.
- All items should be washed frequently and free of permanent stains.

Undergarments

- Only clean, plain white t-shirts may be worn as undershirts.
- Undergarments should not be visible nor draw attention.

Outer garments

- Personal outer garments worn to/from school may be worn at recess only; not in the classroom. St. Edward sweaters and fleece jackets can be worn in the classroom.
- The fleece jackets may not be worn around the waist or shoulders or with the sleeves pushed up. Also, students may not use the inside pockets for school supplies.

Make-up/nail polish

- Nails should be kept short and clean. Nail polish or false nails are not permitted.
- Make-up is not permitted; permanent or semi-permanent make-up is not permitted.

Hair

- Hair should be of a natural color.
- 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 (e.g., razor cuts, Mohawks, writing, rat tails).
- Boys must be clean shaven (no facial hair).
- Girl's hair accessories should be unobtrusive and conservative. Students will be asked to remove any item deemed distracting.
- Hair is not to cover the students' eyes; it must be pulled back or cut appropriately.

Jewelry

- One pair of small stud earring may be worn by girls; earrings are not permitted for boys.
- Students are permitted to wear one traditional religious necklace with one medallion.
- Students may not wear bracelets or rings.
- Students may not wear watches that have the ability to have Wi-Fi or cellular connectivity or are capable of recording audio or video or taking pictures. Step trackers and calorie counters are permitted if they meet these requirements and are not a distraction.

School Functions

Spirit Day

Spirit Days occur monthly to celebrate SECS and our community. Students may wear a SECS Spirit Shirt, other official SECS shirts (e.g., Field Day, Choir, sports team), or Steps for Students shirts. These shirts are to be worn with either uniform bottoms or with jeans (see *Jeans Day* guide below). Solid black or solid white socks with solid black or solid white tennis shoes are also required.

Physical Education Classes—Junior High

Students in Grades 5-8 are permitted to dress for PE. They may wear a Spirit Shirt or solid color t-shirt with solid color athletic shorts for PE classes. The hems of shorts must be no shorter than 3 inches from the front and back of the knee. No cartwheel or biker shorts. Students are not required to change and all students are expected to fully participate in PE.

Extracurriculars

For students in SECS athletics or involved in other SECS activities, sports jerseys and organizational shirts may be worn with uniform bottoms on game days or other days approved by the administration. Students in scouting organizations may wear their uniform in its entirety OR their sashes/vests over the school uniform on their meeting days.

Special Circumstances

Jeans Days, Dress Down, and Theme Dress Days

- **Tops:** Must cover the shoulders and reach the waist. No tank tops.
- **Bottoms:** Jeans or pants cannot be frayed, tattered, tight (skinny), spot-faded, low-rise, or baggy. Leggings may not be worn as pants. *No shorts, other than uniforms shorts, are to be worn (exception - Field Day).*
- **Shoes:** Shoes and socks must be worn at all times. Shoes must be completely closed (no sandals) and have rubber soles. No raised heels permitted.
- **General Information:** Appropriate undergarments must be worn and covered from view. Articles of clothing may neither be too tight nor too loose fitting. Any imaging or graphics on articles of clothing must not be offensive, vulgar, or suggestive. Final determination of appropriate clothing lies with the Administration.

Socials and Special Occasions

- Clothing for socials and special occasions must be conservative and in good taste.
- Skirts/shorts must not be low-rise. Skirts/shorts/dresses should be no shorter than the top of the knee.
- Tops and dresses must cover the shoulders and reach the waist; no tank tops.
- Low-cut tops or dresses are not permitted.
- Articles of clothing with inappropriate slogans/pictures or implied meaning are not permitted.
- Appropriate undergarments must be worn and covered from view.
- No strapless or spaghetti strap dresses are allowed at any school event.

For all school socials, a parent/guardian must walk the student to and from the social sign in and sign out area.

Graduation Requirements

- Boys: suit or blazer (optional), button-up shirt, khaki/dark slacks, tie, and dress shoes are required.
- Girls: Sunday/church dress in compliance with the above regulations. Shoulders must be covered during Mass. NO semi-formal or formal prom dresses allowed. Flat shoes or slight wedges are the only shoes permitted.

Beginning and Dismissal Times

School hours are from 7:50 AM - 3:20 PM daily, with the exception of posted monthly early dismissal dates. The office is open from 7:45 AM - 4:00 PM during the school year.

Changes in Dismissal Plans

Students must know their dismissal plans when arriving to school in the morning. Any dismissal changes must be submitted via email to the teacher and the office administrator **before noon** as well as be updated in the PikMyKid app.

Early Checkout Procedures

Send an email to the student's homeroom teacher regarding the time he/she may be leaving. Update the pick-up change in PikMyKid. You may also contact the office administrator at the main office.

The child will not be called out of class until the parent has signed him/her out in the Jr. High office. All children leaving early must be signed out in the Jr. High office. Students will not be released to individuals not on the authorized pick-up list.

In order to safely and effectively close out the school day for our students, **EARLY DISMISSALS CANNOT BE HONORED AFTER 2:45 PM.**

After School Hours

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

Children are not to be detained after school without parental notification. No student will remain in school or on the premises after school hours unless he/she is with 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 PM will be sent to [SEED](#).

Drop off/Pick up Procedures

Early arrival 7:00-7:30 AM

Students arriving between 7:00 AM and 7:30 AM must go to morning SEED in the annex.

Arrival 7:30-7:50 AM

- Parents are to enter in the far east or the middle entrance of the school.
- All students are dropped off in front of the Elementary building. Cars must follow the direction of teachers on duty for morning drop off.
- All cars must turn right when exiting the property.

Late arrival after 7:50 AM

Students arriving after 7:50 AM must be walked into the school office in the Jr. High building.

Departures

- Students K-8 are dismissed at 3:20 PM in a car line.
- All parents enter in the far west entrance on the gym side of the school. Parents should form 4 lines at the rope in the elementary side lot. Cars must follow the direction of staff on duty for progressing to the student loading zone.
- Parents will receive a PikMyKid car tag to be displayed in vehicle during dismissal.
- As well as showing the Pikmykid car tag, Parents/approved pick up person needs to “announce” their arrival using the Pikmykid app
- All students in Grades K - 8 are picked up in front of the Junior High Building.
- PreK students are picked up at their classroom between 3 PM and 3:15 PM.

Student Release to an Impaired Parent/Guardian

No child will be released to a parent, guardian, or parent designee if the school personnel believe the person to be impaired (e.g., inebriated) and, therefore, unable to care for the child. Another person from the student’s emergency contact list will be called. If no one answers, CPS will be notified.

Student Release to Rideshare services

No child will be released to rideshare service (Uber, Lyft, etc.) without a parent or guardian present in the vehicle.

Inclement Weather and Campus Closures

In the case of emergency weather conditions or other disaster, St. Edward Catholic School considers the safety conditions for the St. Edward campus and for the surrounding school districts when deciding on school closures.

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 FACTS Parent Portal. Notifications are also sent through email, Flocknote, Facebook, and the school website when possible.

Emergency Dismissal

In an emergency, will be dismissed from the best suited facility given the circumstances. Parents are to follow the directions issued through the PikMyKid App for reunification in an emergency. In the event of an emergency, parents/emergency contacts will need to show identification in order to pick up their child. Parents are required to keep the Pikmykid app updated and contact information must be current. Please be patient as this will be a slower dismissal process.

Before/After School Program:

St. Edward Extended Day Program (SEED)

Our Before and After School Program is available for students whose parents' schedules require care options in the morning and afternoon. 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 the program will be used. Registration for SEED is a required part of the enrollment process for all students.

In order for the school to have the appropriate personnel-to-student ratio for students utilizing SEED, they 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 expectations found in the Student Handbook concerning behavior (e.g., respect for others and their property, good order, not leaving the grounds, wearing of uniforms).

There is a non-refundable registration fee for all students who participate in this program, whether attendance is one or more school days. Students who are not enrolled in a SEED program will be charged a daily drop-in rate. Students who are picked up after 5:30 PM will be charged by the minute. Students who are frequently picked up late will be excluded from the extended day program.

SEED Fees

- Program Registration per family \$25
- Day Program 1st student \$185/month; each additional student \$90
- 3-Day Program 1st student \$150; each additional student \$75
- Morning Program \$50 per student
- Drop-in rate: Monday – Thursday - \$20, Friday - \$30
- The Late Fee will be \$2.00 per minute per student

Visitors

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 Catholic Mutual Group ([CMG Safe Haven](#).)

Parents will be allowed to have lunch with their students on designated days during the school year and are required to be in compliance with **CMG Safe Haven** guidelines to participate.

Rules/Consequences/Exceptions

Philosophy of Discipline

The purpose of discipline at St. Edward Catholic School is to form each student and help them grow as a disciple of Christ. When students fail to follow school rules or break the code of conduct, the consequences they face are intended to help the student grow in understanding of how they are expected to behave. Parents, as primary educators of their children, are a vital partner in our discipline process. The parents and school working together is the strongest foundation for student success.

Code of Conduct

Teachers, parents, and students are expected to adhere to the code of conduct at all times.

Students will:

1. Respect all in their words and actions.
2. Take pride in promoting a positive school culture that draws all closer to Christ.
3. Complete all assignments to the best of their ability, seeking help when needed.

Parents will:

1. Respect all in their words and actions.
2. Take pride in promoting a positive school culture that draws all closer to Christ.
3. Serve as primary educators of their children, supporting teachers and administration in their educational efforts.

Whether occurring on- or off- campus, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student, staff member, volunteer, or parent will 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.

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 the next day.

Demerits

Demerits serve as communication tool from the teacher. Demerits are issued to students for code of conduct infractions such as:

- Arguing, excessive talking, or annoying others
- Lying, copying homework, mild physical altercations
- Eating food or chewing gum in class
- Inappropriate language (1st offense)
- Other disruptive or disrespectful behavior

Demerits are a communication tool that parental support is needed in guiding the behavior of the student. The demerit, a form of communication, should be signed by parents and returned to the teacher the following day. The expectation is for the student to have an immediate change in behavior. If the student is unable to change their behavior, they will face disciplinary consequences to help them correct the misbehavior. Disciplinary consequences can include: reflection time, silent lunch, after-school detention, in-school suspension (ISS), out of school suspension (OSS), and withdrawal from school.

Pre-Kindergarten and Kindergarten Discipline

Students in PreK and Kindergarten should not:

- Cause harm to others
- Bite
- Be defiant
- Destroy/damage class or other student property

Pre-Kindergarten and Kindergarten Disciplinary Consequences

These students will be disciplined as follows:

- 1st Offense: Parents will be notified by the teacher
- 2nd Offense: Visit the Principal – may be sent home
- 3rd Offense: 3 Day Suspension
- 4th Offense: Withdrawal from school

Detentions

Detentions are served after school. Parents are notified of the date detention will be served and students are expected to be picked up at 4:15 PM. Detentions take precedence over all other after-school activities.

In-School Suspension/Out-of-School Suspension

Both In-School Suspensions (ISS) and Out-of-School Suspensions (OSS) will be issued at the Principal's discretion. Serious infractions of the Code of Conduct are handled on an individual basis.

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 must 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 must be completed during the suspension.

Parents will be notified of a suspension and will be expected to come for a conference regarding the reason(s) for the suspension. On the day(s) of suspension, students will not participate in school activities (e.g., athletic games, field trips, assemblies, field days).

Expulsion

Expulsion is a serious matter and will 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. In the event expulsion is deemed necessary by the Pastor and the administration, parents will be notified immediately.

Child Abuse

School personnel in the Archdiocese of Galveston-Houston are mandatory reporters that 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.

Rules & Policies**Backpacks/Purses**

Students in Grades 3-8 are allowed to bring rolling backpacks only if they are no larger than a standard-sized backpack. Students in Grades PreK-2 are not permitted to use rolling backpacks due to space limitations, making them a safety hazard. Additionally, students in Grades 5-8 may use a clear, non-rolling bag to carry books from class to class.

Students are not allowed to bring purses to school; however, young ladies may have a personal hygiene bag kept in their locker.

Birthday Parties

Birthday Club is offered for all students once a month to recognize student birthdays. Class treats for individual birthdays are not allowed and will be sent home.

Invitations to private birthday parties may be distributed at school only if each class member receives an invitation, or each girl receives an invitation, or each boy receives an invitation. Invitations sent to school that do not comply with the above will be sent home. Students may not bring gifts to school for other students.

Class Parties

Class parties for Grades PreK-5 are scheduled during the year to commemorate Halloween and Valentine's Day. All grades have a class Christmas party. Volunteer needs and guidelines are communicated for each party. Any parents wishing to volunteer during parties must be **CMG Safe Haven** certified. Siblings not registered at St. Edward School are not allowed in the classroom during parties due to safety considerations.

Students in Grades 6-8 participate in the Fall and Spring Junior High Socials in lieu of Halloween and Valentine's parties.

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 Grades 5-8. Lockers should always be kept neat and clean. Students are assigned lockers by their homeroom teacher and may only use the unit assigned to them.

No one may put stickers, pictures, writing, or inappropriate items in/on lockers. If the locker is damaged, students and parents will be assessed a fee. No decorations on the outside of lockers are permitted.

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, to be claimed. Articles

unclaimed for an extended time will be donated to the recycled uniform sale.

School Grounds

In-line skates, skateboards, and shoes with concealed inline wheels are prohibited on school property.

Asbestos Information

The school has an asbestos management plan and the campus is inspected every 3 years for asbestos containing materials.

School Lunch

Road Runner Foods through Lunch Direct provides lunch on Tuesday, Wednesday, and Thursday. Lunch payments should be made online directly to the vendor. Chick-fil-A Mondays and PTO Pizza Fridays are also available and may be ordered and paid for through FACTS. NO CASH should be sent to school for lunch. Students who forget their lunch will be given an alternate lunch by administrative staff and parents will be assessed a “no lunch” fee of \$6.00 through FACTS.

Students do not have access to a microwave at lunch. Soft drinks (carbonated drinks) are not allowed. Proper conduct and etiquette is expected in the dining area(s). All late lunches should be brought by a parent/guardian to the Jr. High office no later than 10:30 AM, labeled with child’s name, grade, and homeroom teacher. Elementary lunch begins with a mandatory 10 minute period of silence to allow all students to eat their lunch before socializing with their peers.

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.

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.

Complaint/Appeal

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.

Use of Controlled Substances

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

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

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

Bullying

St. Edward Catholic School endeavors to ensure that all students enjoy a safe and healthy school environment. As a matter of both Archdiocesan school policy and religious moral teaching, students engaging in bullying, harassment, and other such behavior, seriously or in jest, whether verbal, written, or online, may be subject to disciplinary action up to and including suspension and/or expulsion.

Bullying – Bullying occurs when a student or group of students engages in ongoing written, verbal expression, or physical conduct that will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

Harassment – Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression, or assault, display of graffiti, printed material, or computer-generated online material promoting racial, ethnic, or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment: Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment of a student may occur under a variety of conditions.

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, disseminating or posting pictures, cartoons, posters, tweets, notes, or invitations. Includes computer-generated posts online and any other form of electronic or digital communication.

Physical Harassment: Unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures.

Reports of Bullying, Harassment, Sexual Harassment, or other Threatening Behavior

When reports of bullying, harassment, abuse, or other threatening behavior are made, the Administration will follow best practices in dealing with this type of behavior including:

- communicating the expectation that every individual engaged in the school program should be mindful of the behavior between and among students taking corrective action, when necessary, addressing allegations rather than brushing them off as “just teasing,”
- enforcing the school’s discipline policies and procedures justly and consistently,
- and reviewing discipline policies and procedures with school employees.

The school follows a progressive approach when reports of bullying are made. Failure to promptly report bullying behavior impairs the school’s ability to explore and address the prohibited conduct.

Level I - Conflict Resolution

Incidents of harassment should be brought to the attention of the Counselor or the Principal. 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 future consequences should the behavior continue. If the Counselor and/or Principal determines a need, parents will be contacted and brought into the process.

Level II - Referral to Administration

If after the conflict resolution the behavior continues, the student is moved to a Level II, parents are called in for a conference, and an explicit behavior plan is written and signed by the parents and the student. Consequences for continued negative behavior are listed in the behavior plan.

Level III – Consultation with Pastor and/or Catholic Schools Office

If after the Level II meeting the student continues to engage in the prohibited behavior the student is moved to Level III. The Catholic Schools Office is consulted about the behavior. The Pastor and Administration meet with the parents and student. Consequences for Level III can include, but are not limited to, counseling, in or out of school suspension, or expulsion.

In some instances, CPS may need to be notified as bullying, harassment, and behaviors such as this can result or lead to a matter that needs to be reported.

Extracurricular Activities

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

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

To participate in any school-sponsored extracurricular activity, a student must have a grade of E or S in Conduct, and 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., Choir, Student Ambassadors, Student Athletes, and Student Council are organizations which emphasize leadership qualities. Students who multiple disciplinary actions or commit serious school infractions (cheating, disrespect towards faculty, or any offense resulting in ISS/OSS) will be considered ineligible for membership. Ineligible members are not allowed to participate in meetings or other such activities during the probationary period.

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.

Athletes must be passing all subjects in order to be eligible to participate or to try-out for the programs. Team members who are not passing after Progress Reports and Report Cards are issued, will not be allowed to participate in games for a two-week time-period, starting on the day following the report. Athletes will continue to attend and participate in all practices with the team. 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. Athletic Fee refunds for athletes who are academically ineligible are not issued.

Parent/Guardian behavior at games is closely monitored by officials and school personnel. 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.

Any inappropriate actions (e.g., gestures, name calling, harassing officials) 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.

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): Must be an 8th grader; have the highest

academic grade point average; must play one sport in 6th grade; must play two sports in 7th and 8th grades; maintain academic eligibility throughout the season; have no detentions or suspensions during their 8th grade year.

Monarch Award (male and female): must play at least two sports and cannot have served a detention or suspension during the school year. The same athlete cannot win both the Monarch Award 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 who wish to help with a sport should contact the Athletic Director. All adult volunteers and coaches must complete the **CMG Safe Haven** program prior to working with the students.

Any student absent from school on the day of an extracurricular activity will not participate in that event on that day.

The school will follow the direction of a licensed physician regarding restrictions for injured athletes with the understanding that students will return to learning first and extracurricular activities second. Students who are restricted from participating in PE will not be able to participate in afterschool sports.

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.

Field Trips Policies/Forms

Each grade will be allowed one field trip each year. Field trips supplement the instruction program by utilizing the educational resources of the community. In keeping with the class's instructional objectives, teachers in Grades K-8 plan 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 8th grade retreat. The parent must provide a written note to the school stating the student will not attend the field trip.

Standard Permission Form

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.

Supervision and Transportation

When possible, students will be transported by bus. Teachers, students and, when necessary,

chaperones may use the bus for local field trips. Chaperones must be in compliance with Archdiocesan **CMG Safe Haven** Training. Siblings are not allowed to attend field trips. 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, unless otherwise stated by the school.

Safety Procedures

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

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 aligned with the Standard Response Protocol: Hold, Secure, Lockdown, Evacuate, and Shelter.

Safe Environment Program for Volunteers

A child-safe environment begins with making the adults that interact with children aware of how to protect children. All volunteers, school employees, or anyone who has contact with students, must complete the **CMG Safe Haven** training every 5 years. This program is an online course that educates and trains adults about the dangers of abuse and appropriate responses to allegations of abuse. The training consists of 3 vignette style videos that take approximately 1 hour to complete and will include a criminal background check that must be completed. These online trainings are available in English and Spanish.

Log on to <http://galvestonhouston.cmgconnect.org> to create an account and access the training program. Individuals must successfully clear the background check before working around the students.

Use of School Grounds

Use of the school or the school facilities by parent groups or school clubs must be scheduled through and approved by the St. Edward Catholic School Office at 281-353-4570.

Parent Service Requirements

All families are asked to participate in 20 hours of community service to the school between August and March. Opportunities for service are publicized on the parish website, on the Monarch Parent Facebook page, and in the weekly Thursday Newsletter. Families who do not meet this service requirement will be assessed a fee not to exceed \$250.

School-Affiliated Organizations

St. Edward Catholic School Advisory School Council

The School Advisory Council supports the work of forming, researching, and fulfilling the needs of the strategic plan for the school community. The Councils advise the Pastor and Principal to recommend policy, identify and articulate the educational needs and aspirations of the school and community, achieve enrollment goals, maintain financial stability and engage in long-range strategic planning. These goals become the basis for program objectives, policies, and action plans for the educational program and the continued vitality of the school.

Council meetings are open meetings, except for executive sessions, and are held monthly. Meeting dates are published in the school newsletter. The right of non-members to address the Council 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 goal of St. Edward Catholic School PTO is to foster a greater communication and connection between families and teachers to create a system of support for the good of the formation of St. Edward Catholic School students. Through building relationships, supporting teacher needs and endeavors, and hosting community building events, the St. Edward Catholic School PTO strives to create an environment focused on supporting all members of the community and growing engagement in the life of the school.

This group's primary objectives 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 fundraising activities that may benefit the educational program of St. Edward Catholic School.

The PTO was created as a joint effort between parents and staff to give our students the best spiritual, academic, physical, and social education possible. All families and staff of the school are members.

Meetings are held monthly as noted in the weekly school newsletter 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 exists with the purpose to sustain the school athletic and extracurricular programs and to promote increased awareness of these programs within the school and community. Updates about Booster activities are part of the monthly PTO meeting.

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