

MISSION STATEMENT

CATHOLIC SCHOOLS OF TEXAS

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

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

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

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

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

August 1991

Texas Catholic Conference Education Department

MISSION STATEMENT

ST. EDWARD CATHOLIC SCHOOL

St. Edward Catholic School is committed to providing a quality education in a Christian environment. Its goals and programs emphasize the spiritual, moral, intellectual, social, cultural, and physical development of all students. St. Edward Catholic School recognizes the uniqueness of each student and strives to prepare each child to respond to the opportunities and challenges of the twenty-first century.

St. Edward Catholic School teaches the message revealed by God, promotes the development of community through participation in liturgical, sacramental, and other community-building experiences, and offers opportunities for students to realize the inner joy that comes from giving service to others. It is the integration of religious truth and values with life which distinguishes St. Edward Catholic School.

Adopted: March 24, 1992
 St. Edward Catholic School Board

PHILOSOPHY STATEMENT

ST. EDWARD CATHOLIC SCHOOL

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

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

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

GOALS

Spiritual development of students will be achieved by:

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

Intellectual development of students will be attained by:

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

Physical development of students will be attained by:

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

EDUCATIONAL RESPONSIBILITIES

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

STUDENT RESPONSIBILITIES

Students will obey the directives found in this HANDBOOK and those given by teachers and staff.

Students will show respect for and be courteous to all teachers, staff members, the principal, the pastor, the associate pastor, parent volunteers, and each other.

Students will show respect for school property and the property of others.

Students will be on time for all classes.

Students will come to class prepared with assignments, proper books, paper, pencils, etc.

Students will keep all rental books covered; a fine will be assessed for lost or damaged textbooks.

Students will understand, sign, and honor the Technology Acceptable Use Policy.

Students will keep desks and lockers in good order. School authorities may inspect student desks and/or lockers when they feel there is sufficient reason to do so.

Students will use assigned play areas during recesses in accordance with established playground rules. Permission to leave the grounds to obtain toys or play articles is to be obtained from a playground supervisor. These articles are to be used only during recesses, or they will be confiscated.

PARENTAL RESPONSIBILITIES

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

Parents, who are custodial parents or share custody with another parent, are to present a copy of the custodial resolution to the school office.

Parents will establish and maintain in the home a positive, supportive attitude toward education, the school, and the teachers.

Parents will show an interest in their child's schoolwork and progress through regular contact and communication with the school. Parents will provide time and a quiet place for the completion of homework on a regular basis.

Parents will keep themselves informed of school activities by reading communications sent to them from school personnel.

Parents will read, sign, and help their child to honor the Technology Acceptable Use Policy.

Parents will attend the annual Parent Night conducted by the homeroom teachers.

Parents will assist their child in dressing according to the published dress code.

Parents will insure their child's daily attendance and will keep their child out of school when he/she is obviously ill.

Parents will report and explain to the school any absence, before 8:30 a.m. on a daily basis.

Parents will inform the school of any physical or psychological condition or other circumstances that may affect their child's ability to learn, to attend school regularly, or to participate in school activities.

Parents will support school activities that enhance the educational program and give volunteer hours in service.

Parents will pay all fees as they come due.

TEACHER RESPONSIBILITIES

Teachers will serve as Christian role models.

Teachers will recognize and respect the uniqueness of students.

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

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

Teachers will maintain orderly classrooms.

Teachers will maintain needed contact with parents to keep them apprised of their child's progress.

Teachers will understand, sign, honor, and enforce the Technology Acceptable Use Policy for themselves and their students.

EDUCATIONAL PROGRAMS

RELIGIOUS

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

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

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

ACADEMIC

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

CURRICULUM CONTENT

PRE-KINDERGARTEN

Religion – Discovering God's Child
 Language Arts
 Reading Readiness
 Story Time
 Math Readiness
 Science/Health
 Social Studies/Skills Development
 Music/Art
 Physical Education
 Guidance Activities

KINDERGARTEN

Religion – Discovering God's World
 Language Arts
 Reading Readiness
 Handwriting
 Math Readiness
 Science/Health
 Social Studies
 Computer Literacy
 Music/Art
 Guidance
 Library
 Physical Education

GRADE ONE

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

GRADE TWO

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

GRADE THREE

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

GRADE FOUR

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

GRADE FIVE

Religion - Sacraments
 Language Arts
 Reading
 Language
 Spelling
 Handwriting
 Math
 Science/Health
 Social Studies
 School of Environmental Education
 Guidance/D.A.R.E. Program
 Computer Literacy
 Art/Music/Band
 Spanish
 Library/Research
 Physical Education

GRADE SIX

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

GRADE SEVEN

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

GRADE EIGHT

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

HOMEWORK

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

The Student's Role:

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

1. Understand the assignment before leaving class.
2. Take home any materials and information needed to complete the assignment.
3. Use time wisely. Long-term assignments should be planned so they do not have to be done all at once.
4. Set aside a special time and a special place free from distractions.
5. Check the completed assignments carefully.
6. Return all work completed to the teacher by the required date and time.
7. Assume responsibility for obtaining and completing any work missed during an illness or excused absence (i.e. band, serving, etc.).

The Parent's Role:

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

Parents should:

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

JUNIOR HIGH POLICY FOR MISSING/LATE ASSIGNMENTS

Junior high students will be assigned homework on nights and weekends. Projects will be given an appropriate time in which to be completed. In all cases, homework, assignments, and projects will be due on the assigned day.

When a student fails to turn in a completed assignment at the beginning of class on the due date, a Lunch Detention will be issued for the next lunch period. The student will complete that assignment during the Lunch Detention. If the assignment is completed and turned in prior to lunch, the student will still serve the Lunch Detention. All Lunch Detentions, whether academic or behavioral, will be served in a classroom with a teacher during the regular lunch period. Students will sit in a classroom to avoid distraction.

An assignment turned in late (after the class begins) is subsequently due no later than 7:55 a.m. the following morning, regardless of whether the student has that class on that day or not. This assignment is one day late and will result in a 10-point penalty.

If a late assignment is not completed and turned in by the second morning at 7:55am, a second Lunch Detention will be issued and served to complete the work. This assignment is two days late and will result in a 20-point penalty.

If a late assignment is not completed and turned in by the third morning at 7:55am, a third Lunch Detention will be issued and served to complete the work. This assignment is three days late and will result in a 30-point penalty.

This process for accepting late work will continue for a total of three days. An assignment that is more than three days late must still be completed and turned in, although a grade of zero will be earned.

For all classes, test signatures (and corrections if offered) are due no later than one week from the test date for credit. All tests are to be signed by the parent/guardian and returned to the issuing teacher.

As always, a student who returns to school after an excused absence will be given the number of days of the absence to make up work without penalty. A written copy of this policy will be sent home for parent/guardian signature in the opening of school packet.

JUNIOR HIGH EXAM POLICY

Mid-term exams and final exams are cumulative exams that will cover material taught during a semester in core subjects. Midterm exams will cover material taught from August through December and will be administered the second week of December in most cases. Final exams will cover material taught from January through May and will be administered the second or third week of May in most cases. Dismissal will be at noon on each day of exams for 6th through 8th grades. During final exams, this schedule may vary to accommodate the awards ceremony and graduation practices. It is of

utmost importance that all students be on time, well-rested, and prepared. The grades for these exams will account for 20% of the semester average. Any child absent during exams will need a signed permit to return to school from a doctor. We realize that picking up your children at noon may create a hardship for some families; thus, students needing to stay for carpool dismissal will be accommodated. Exam notices will be sent home the first week of December and of May. The notice will contain the exam schedule for junior high and will ask you to indicate whether your child will be leaving at noon or will be staying to leave with carpool at 3:00 p.m.

Eighth graders who have maintained a 93% or higher in tested subjects and have had no more than one After School Detention for disciplinary reasons will be allowed to exempt their finals.

PLANNERS

St. Edward Catholic School issues planners to all students for the use of communication with parents and the writing of assignments. Assignments are to be written in planners daily by subject. In a subject that has no homework for the night, NH (no homework) may be written. Parents are encouraged to verify the “no homework” mark by using an approved source such as Edline. Any questions about assignments or lack of an assignment should be directed to the particular teacher for that subject. A homeroom teacher may not teach reading for example and therefore may not be familiar with the daily assignment. Planners are to be signed nightly by the parent after the completion and checking of the student's work. The homeroom teacher is expected to sign in planners each morning to verify parent signature and completion of work. In some cases where the writing of assignments by the student is problematic, a teacher signature may also be required for verification that the assignment is correct. Failure to have a parent signature on the planner can result in a detention according to the following schedule:

- 1 no signature (ns) in a quarter - warning
- 2 no signature - 2nd warning
- 3 no signature - 3rd warning
- 4 no signature - Lunch Detention, parental conference
- 5 no signature - After School Detention
- 6 no signature - 2nd After School Detention
- 7 no signature - 3rd After School Detention, parental conference
- 8 no signature - In School Suspension

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

FIELD TRIPS

Field trips will be planned by teachers in K-8 to provide educational and cultural experiences that enrich or reinforce educational goals and curriculum.

Parents are notified in writing of all field trips and are required to give written consent on the school permission form; telephone or faxed permissions will not be accepted.

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

In the interest of safety, students will be assigned to a specific chaperone/driver who will be responsible for the safety and supervision of these students. Teachers will provide a duty list for chaperones and be responsible for overseeing the safety of all on the field trip. All chaperones are required to complete VIRTUS training – a Diocesan policy.

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

Approved by School Board: April 27, 1993

ST. EDWARD EXTENDED DAY PROGRAM -- SEED

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

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

HEALTH PROGRAM

Students will be required to present a record of immunizations and a TB survey at the time of registration. Students will be given hearing and vision screenings on a regular basis according to state and diocesan guidelines; sixth graders will be given a scoliosis screening.

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

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

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

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

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

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

STUDENT EVALUATION

PARENT-STUDENT-TEACHER CONFERENCES

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

REPORT CARDS

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

GRADING SCALE

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

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

Grades K-5: Health and Physical Education are a compound grade. There is no health grade for Junior High students.

CONDUCT CODE

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

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

HONOR ROLL

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

MID-QUARTER PROGRESS REPORTS

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

STANDARDIZED TESTING

Students in grades two through eight will take the 10th edition of the Stanford Achievement Test during the second semester at a time determined by the Catholic School Office.

PROMOTION/RETENTION

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

ADMISSION/ATTENDANCE/WITHDRAWAL

NON-DISCRIMINATORY POLICY

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

ADMISSION

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

Pre-Kindergarten students must be 4 years of age on or before September 1; Kindergarten students must be 5 years of age on or before September 1; and first graders must be 6 years of age on or before September 1.

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

All new students are accepted on a conditional basis and are admitted for a 9-week probationary period. New students may be asked to withdraw at any point during the school year if the administration determines that their needs are not being met or that they are unwilling to comply with both the academic and behavioral standards of St. Edward Catholic School.

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

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

FIRST: Returning students who continue to meet school standards (academic and behavioral).

SECOND: Siblings of students already enrolled.

THIRD: Children of registered St. Edward parishioners.

FOURTH: Catholic students from other parishes.

FIFTH: All other students.

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

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

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

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

ATTENDANCE

Regular attendance at school is essential for a student to achieve his/her potential and to acquire the skills necessary for promotion to the next grade level. Students are to attend school unless ill or otherwise excused by the principal. A student who is absent more than 18 days within the school year may be retained or asked to withdraw for the following school year.

The school calendar consists of 180 student days; the student day begins at 7:45 a.m. and ends at 3:00 p.m. School will dismiss early for staff development on the first and third Fridays of each month. Dates are noted on the yearly and monthly calendars.

ABSENCE

When a child is absent, his/her parent is to call the school office between 7:30 and 8:30 a.m., reporting the absence and the reason. Should an absence not be reported to the office, the parent/guardian will be called to verify the absence. A written excuse from the parent/guardian is to be sent to the teacher upon the student's return to school, regardless of whether the parent has called the office. Any student arriving after 10:00 a.m. or leaving before 2:00 p.m. will be considered ½ day absent. All children must be fever-free for 24 hours and symptom-free from all contagious illnesses before returning to school. Upon eighteen absences, a mandatory meeting with the Principal is warranted.

HOMEWORK REQUEST

Requests for homework will be honored ONLY if they are received before 8:30 a.m. on the day of an absence **and** ONLY if the homework is not accessible online. Missed work is to be made up in a timely manner. Tests missed on the first day of an absence will be taken on the first day of the student's return.

For full credit, the student will be given one day for each day of absence, to complete and turn in missed assignments.

TARDINESS

The student day begins at 7:45am and ends at 3:00pm. When a student is late for either the morning or afternoon session, he/she is to report to the office. Although a late arrival is preferred to an absence, it is expected that all students will arrive on time for school each day, as late arrivals affect student achievement and interrupt classes already in progress. A doctor's or dentist's written excuse is required, otherwise, it will be considered an unexcused tardy. All children arriving after 10:00am or leaving before 2:00pm will be considered ½ day absent.

The following policy will govern the number of tardies and the penalty carried:

- Three (3) tardies will equal one (1) absence. (A student absent for eighteen (18) days within the school year may be retained or may be asked to withdraw from St. Edward Catholic School.)
- Five (5) tardies will earn an After School Detention, and principal/parent conference.
- Ten (10) tardies will earn a second After School Detention
- Fifteen (15) tardies will earn an In School Suspension
- Twenty (20) tardies will earn an Out of School Suspension

VACATIONS

Vacations during the school year are discouraged. All work missed will be made up following the student's return to school, within a reasonable time. The principal and homeroom teacher should be consulted and notified in writing well in advance of such vacations.

EARLY DISMISSAL

No child is excused early without a written request from the parent; then the parent is expected to call for the child in the school office. Scheduling of dentist and doctor appointments during school hours should be avoided whenever possible. Students returning from appointments are to report to the office before returning to the classroom.

DETENTION AFTER SCHOOL HOURS

Children will not be detained after school without the prior knowledge of parents. No student may remain in school or on the premises after school hours unless he/she is detained by a teacher or is taking part in a school-sponsored activity under the supervision of an adult. Students who are left at school after 3:15 p.m. (2:15 p.m. early dismissal days) will be sent to SEED.

SCHOOL CLOSING DUE TO DISASTER OR STORM

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

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

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

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

STUDENT WITHDRAWALS

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

STUDENT DRESS AND UNIFORM CODE

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

Parents will be called to bring proper uniform items when students arrive at school inappropriately dressed. If the proper uniform items must be borrowed from the clinic, a rental fee may be charged to the parents. Any questions of appropriateness will be determined by the principal.

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

Periodic uniform inspections will take place.

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

SCHOOL UNIFORMS

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

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

BOYS

- Basic Uniform - PK-4 Red Plaid Shirt
Red Polo Shirt with School Logo
Navy Walking Shorts/Slacks
- 5-8 Navy Blue and/or White Polo Shirt
Khaki Slacks or Khaki Walking Shorts
Plain white undershirts only
- PK-8 Navy Cardigan Sweater with School Emblem
Navy Sweat Shirt with St. Edward Logo
Navy belt
Solid white **full crew** socks
Predominantly white, black, gray, or navy (or a combination of these colors) tennis shoes with the same color laces. No "lights and/or music" will be permitted on shoes.
Shoe laces need to be tied.

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

GIRLS

- Basic Uniform - PK-4 Tulane (round collar)
White Blouse (long/short sleeve)
Red Plaid Jumper
White Button Middy Blouse with Tie worn with
Red/Navy Plaid Walking Shorts
White Button Middy Blouse with Tie worn with
Navy Pleated Slacks
- 5-8 Navy and White Polo Shirt with School Logo
Khaki Slacks
Navy and Khaki Skirt

PK-8 Navy Cardigan Sweater with School Emblem
Navy Sweat Shirt with St. Edward Logo
Navy Belt
Solid white **full crew** socks
Navy Tights (during cold weather)
Predominately white, black, gray, or navy (or a combination of these colors) tennis shoes with the same color laces. No “lights and/or music ” are permitted on shoes. Shoe laces need to be tied.
White shoe laces on gym shoes

Navy Pullover Sweater with School Emblem

White or Navy Tights (during cold weather)
Hair Bows- School plaid bows or small-sized solid navy, white, or red bows.

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

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

P.E. Uniform -

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

SPECIAL GUIDELINES

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

DRESS CODE FOR FREE DRESS DAYS AND/OR SPECIAL CIRCUMSTANCES

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

Free Dress Requirements for all Students

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

- Shoes and socks or hosiery must be worn at all times.
- Appropriate undergarments are expected and will be covered from view at all times.
- No flip flops, thongs, or beachwear sandals allowed at any time.
- Jeans may not be frayed, tattered, tight, spot-faded, low rise or baggy. All jeans with belt loops will be worn with a belt, and the shirt will be tucked in.
- If a student chooses to wear shorts, only uniform shorts are allowed.

- Any shirt or blouse which exposes the mid-drift or lower back with arms above the head or while sitting is not allowed. This includes but is not limited to spaghetti strap tops, tank tops, t-shirts with inappropriate slogans/pictures or implied meaning, low-cut or baby-doll blouses designed to expose a young woman's cleavage, camisoles, halter tops, leggings, low-rise skirts or miniskirts. Jackets or sweaters designed to disguise the wearing of these tops are not allowed.
- Pants or skirts with belt loops must be worn with a belt and the shirt or blouse tucked in.
- Skirts/dresses/shorts must not be low rise nor be shorter than three inches above the knee when kneeling. Clothing must be conservative and chaste, decent and in good taste.
- All blouses/shirts must cover the shoulders, having a strap a minimum of two inches wide.
- Purses are not allowed, however young ladies may have a personal hygiene bag kept in the locker.

Dances and Special Occasions

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

Graduation/Mary Celebration/Church Attire

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

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

- All blouses/shirts/dresses must cover the shoulders, having a strap a minimum of two inches wide. Absolutely no strapless, spaghetti straps, tank tops, low-cut or baby-doll blouses/dresses designed to expose a young woman's cleavage, camisoles, halter tops, low-rise skirts or miniskirts. Jackets or sweaters designed to disguise the wearing of these tops are not allowed.
- Skirts/dresses/pants must not be low rise, tight or baggy, nor be shorter than three inches above the knee when kneeling. Clothing must be conservative and chaste, decent and in good taste.

- Any shirt or blouse or dress which exposes the mid-drift or lower back with arms above the head or while sitting is not allowed.
- Shoes and socks or hosiery must be worn at all times. Absolutely no bare legs or feet.
- No flip flops, thongs, or beachwear sandals allowed at any time. Slides and fancier sandals designed for evening wear are fine.
- Appropriate undergarments are expected and will be covered from view at all times.

PARENTS ARE RESPONSIBLE FOR MAKING SURE STUDENTS COMPLY WITH UNIFORM AND DRESS CODE SET FORTH .

PLEASE NOTE:

Students in Kindergarten through 4th grade will be allowed to bring rolling backpacks only if they are no larger than a standard-sized backpack. They can be a safety hazard in the primary grades and storage space is limited. Please keep this in mind when purchasing a backpack.

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

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

DISCIPLINE/GRIEVANCE PROCEDURES

STUDENT DISCIPLINE

A primary goal of the Catholic School is the on-going formation of the Christian person. It is the duty and privilege of faculty and parents, as Christian educators, to help the student form behavioral patterns consonant with Christian social standards. All are reminded that the Christian social principle, "Treat others the way you would have them treat you," (Matthew 8:12) should be the basis of student behavior.

The teacher who will follow a consistent discipline plan handles most discipline problems. This system involves communication between the teacher and student and the teacher and parent. Serious and/or habitual violations will be referred to the administration for further review.

The following examples are the kinds of situations handled by teachers and may warrant detentions:

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

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

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

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

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

SILENT LUNCH/LUNCH DETENTION

Silent Lunch is assigned to K - 4th grade students for minor infractions of the Discipline Policy. Lunch Detentions are assigned to 5th – 8th grade students for minor infractions of the Discipline Policy and for missing homework or class work assignments. Parents are kept informed of disciplinary infractions through Parent Notification Forms, regardless of consequences issued. Five (5) Lunch Detentions in a nine-week grading period warrant an After-School Detention.

AFTER-SCHOOL DETENTION

A detention program is in place for all students to improve self-discipline and to understand that there are consequences for inappropriate school behavior and/or actions. Detention will be a silent period with appropriate assignments to be completed during this time. **Four After-School Detentions in a nine-week grading period will warrant an In-School Suspension.**

Detentions may be issued for the following types of behaviors:

- Repeated disregard of teacher/classroom rules, handbook directives.
- Arguing with a teacher or staff member.
- Bullying another student through verbal comments or physical actions.
- Inappropriate behavior and/or disrespectful conduct/actions.
- Use of racial slurs, remarks and/or derogatory language.
- Abusive language and/or the use of profanity.

- Harassment of students, faculty, staff, coaches, and other school representatives.
- Using or having a cell phone on during school hours, at dismissal, or at S.E.E.D.
- Forging of a parent or teacher's signature.
- Writing and/or passing notes.
- Cheating (the giving or receiving of information on a test, project, other class work or submission of duplicate work for classroom or homework assignments.) The penalty for cheating is notification of parents and a grade of zero (0) on the assignment, test, etc. for both parties. Plagiarism is considered to be cheating.
- Fighting, wrestling, rough housing, etc.
- Inappropriate displays of affection.
- Chewing or possessing gum – St. Edward is a NO-GUM CAMPUS.

The above list is not comprehensive.

Detentions will be served on Tuesdays and Thursdays from 3:05 to 4:00 p.m. in the classroom of the monitoring teacher. Detentions issued on Thursday, Friday, and Monday will be served on Tuesday, and detentions issued on Tuesday and Wednesday will be served on Thursday of that week.

Students assigned detentions will be issued Parent Notification Forms to be signed by the parents and returned to the issuing teachers the following day. Exceptions to the assigned day will not ordinarily be permitted; failure to report or tardiness will result in a second detention. Athletic activities will not be an acceptable reason for missing or rescheduling detentions.

SUSPENSION

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

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

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

IN-SCHOOL SUSPENSION

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

OUT-OF-SCHOOL SUSPENSION

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

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

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

EXPULSION

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

SEXUAL HARASSMENT/BULLYING/RACIAL COMMENTS

Sexual harassment, bullying, and racial comments are immoral and reprehensible and will not be tolerated in the Catholic School. These acts subvert the mission of Catholic Education and threaten the careers, educational experience, and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment, bullying, and/or racial comments are destructive to individuals and to the Church/School community as a whole.

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

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

USE OF CONTROLLED SUBSTANCE

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

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

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

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

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

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

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

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

APPEALS PROCESS

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

DIOCESAN SCHOOL POLICY - 3360 - JULY, 1997

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

St. Edward Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures in the TAUP agreement. Should a parent prefer that a student not have Internet access, use of the computer is still possible for more traditional purposes such as word processing.

Internet

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. **FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE.** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access.

What is expected?

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

What are the Rules of Appropriate Use?

Personal Safety and Personal Privacy - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking - Accessing social networking websites (e.g. myspace, friendster, tagged, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

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

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

Succinct Advice

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

1. Do not use technology to harm other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

STUDENT ARRIVAL AND DEPARTURE PROCEDURES

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

ARRIVAL

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

Pre-Kindergarten students are to be walked to their rooms and parents are asked to leave promptly to allow the daily schedule to begin. Their parents are to park in the lot by the Church to cut down on the traffic in the school lot.

DEPARTURES

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

Students in Kindergarten through grade eight, and Pre-Kindergarteners who are picked up at 3:00 p.m., will be dismissed via a carpool system.

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

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

SAFETY PROCEDURES

The doors to all school buildings and outside restrooms will be locked during school hours except for the main office doors to the reception area in the Educational Center (Jr. High building). All parents and visitors must enter and exit through the front doors of this building and sign in with the receptionist to obtain a visitor's badge.

EXTRACURRICULAR ACTIVITIES - GRADES 5-8

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

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

To participate in any school-sponsored extracurricular activity, a student must have a grade of at least 75 in all subjects areas and an E or S in Conduct and Effort. A student who receives a subject area grade below 75 and/or an N in Conduct and Effort shall be deemed ineligible for extracurricular activities. The National Junior Honor Society has specific guidelines which will be adhered to by the principal, sponsors, and teacher selection committee when deciding eligibility and maintaining student membership.

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

A review of the subject area grades and/or Conduct and Effort grades shall be made two weeks after the issuance of the mid-quarter reports or report cards. If subject area grades have improved to at least a 75 and/or conduct and effort grades to an E or S, the student shall be deemed eligible to return to full participation in games and/or activities. Eligibility shall be resumed on the Monday following the two week review. If, however, the student is still ineligible at the end of the two-week probation period, he/she will no longer be able to participate in the sport/group in any capacity. Probation/ineligibility is automatically

transferred into other activities if this period is still in effect when a new activity or sport begins; probation/ineligibility will not carry over from one school year to the next. Eligibility can be regained at any time during a school year by meeting the subject area grade and/or conduct and effort requirements set out above.

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

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

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

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

SCHOOL FEES

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

REGISTRATION FEE

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

BOOKS AND MATERIALS FEE

This fee, which includes the rental of textbooks, consumable books, classroom supplies, and some desk supplies, is due before the opening of school, on July 1.

TUITION

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

A three percent (3%) discount is given if tuition is paid in full by August 1.

To qualify for parishioner tuition rates, parents must:

Be registered at St. Edward Parish at least one year prior to the final registration process – July 1 of the previous year; contributing to the support of the parish regularly on a monthly basis with the minimum amount announced at the time of the Spring Registration; and using the St. Edward Church envelope system.

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

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

DELINQUENT PAYMENTS

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

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

LUNCH

Families who are participating in the Hot Lunch Program will send in payments through the school office to the designated catering company. The school will sell cartons of milk to students who bring lunches from home.

Students are not allowed to bring food from home to microwave. Soft drinks packed in lunches from home are strongly discouraged.

Parent lunch is Tuesday's and Thursday's only (October through April).

OTHER FEES

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

RETURNED CHECKS

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

VISITORS AND TELEPHONE CALLS

VISITORS

The office will be open between 7:30 a.m. and 3:30 p.m. each day for the convenience of parents and students. All visitors to the building are asked to report to the office to sign in and receive a visitor's badge. Forgotten items are to be left in the school office to be delivered at a convenient time.

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

Parents wishing to observe classes should request permission to do so through the principal's office. Please note that parents are to escort their children to the building.

TELEPHONE CALLS

No child will be called to the telephone during school hours, except in cases of extreme emergency and with the approval of the administration. Students will be allowed to use the office phone in the event of a last-minute or unforeseen change in schedule of a school-sponsored event or activity. Students are NOT allowed to use cell phones during the regular school hours, in the carpool line at dismissal, or at the Extended Day program.

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

BIRTHDAYS

CELEBRATIONS

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

INVITATIONS

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

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

SCHOOL-AFFILIATED ORGANIZATIONS

ST. EDWARD CATHOLIC SCHOOL BOARD

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

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

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

ST. EDWARD CATHOLIC HOME AND SCHOOL ASSOCIATION

The primary objectives of this group are: to provide assistance to parents in their roles as the primary educators of their children; to serve as a communication hub between the home and school regarding organizational activities; to build and strengthen the home-school community, and to assist in fund-raising activities that will benefit the educational program of St. Edward Catholic School.

All parents, guardians, teachers and staff are members of the St. Edward Home and School Association. Meetings are held monthly as noted on the monthly school calendar and general meetings are scheduled as deemed appropriate; all members are encouraged to attend Home and School Meetings.

ST. EDWARD CATHOLIC SCHOOL BOOSTER CLUB

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

Parents of students in grades five through eight participating in a least one sport are members of this organization. Booster Club Board Officers meet monthly with a minimum of four regular meetings scheduled yearly. Meetings are noted on the monthly school calendar. Parents of student athletes are encouraged to participate in Booster Club activities.