

# Parent Handbook 2021 - 2022



Caritas + Ratio + Ministerium

## Contents

### Contents

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
ST. EDWARD CATHOLIC SCHOOL GOALS .....	7
ADMISSION POLICIES .....	8
<i>Non-Discrimination Policy</i> .....	8
<i>Admissions</i> .....	8
<i>Age Requirements</i> .....	8
<i>Application Process</i> .....	8
<i>Enrollment/Re-Enrollment</i> .....	9
<i>Acceptance Order</i> .....	9
<i>Student Withdrawals</i> .....	9
FINANCIAL POLICIES .....	10
<i>Registration Fee</i> .....	10
<i>Books and Materials Fee</i> .....	10
<i>Tuition</i> .....	10
<i>St. Edward Extended Day (SEED) Program Fee</i> .....	11
<i>Delinquent Payments</i> .....	11
<i>Graduation Fees</i> .....	11
<i>Defaulted Payments</i> .....	11
HEALTH POLICIES .....	12
<i>Immunizations</i> .....	12
<i>Health Screenings</i> .....	12
<i>Medication &amp; Treatments</i> .....	12
<i>Medical Emergencies</i> .....	13
<i>Children with Injury or Illness</i> .....	13
ACADEMIC POLICIES .....	13
<i>Academic Misconduct</i> .....	14
<i>Independent Practice</i> .....	14
<i>Planners</i> .....	14
LATE WORK/MAKEUP WORK GUIDELINES .....	14
GRADING.....	14
<i>Report Cards</i> .....	14
<i>Progress Reports</i> .....	14
<i>Grading Scale</i> .....	15
<i>Conduct</i> .....	15
<i>Honor Roll</i> .....	15
<i>Pre-K and Kindergarten Grading</i> .....	15
<i>Midterm and Final Exams</i> .....	15

*Electronic Grading System*..... 15

ATTENDANCE/TARDINESS ..... 16

*Attendance* ..... 16

*Absence* ..... 16

*Student Tardies*..... 16

PROMOTION/RETENTION ..... 16

RECORDS ..... 17

*Non-Custodial Parent/Parent Custody Rights* ..... 18

*Standardized Testing* ..... 18

USE OF TECHNOLOGY AND SOCIAL MEDIA..... 19

*Technology Resources* ..... 19

*Internet Access* ..... 19

*Technology Use Expectations*..... 19

*Rules of Appropriate Use*..... 19

*Social Media* ..... 20

*Cyber Bullying*..... 21

*Succinct Advice* ..... 21

*Media Release* ..... 22

*Special Needs Learners and Referrals Introductory Statement* ..... 22

*Legal References to Special Services* ..... 23

*Records for Special Needs Learners*..... 23

*Criteria for Acceptance of Student with Special Needs*..... 23

ST. EDWARD’S SERVICES FOR SPECIAL NEEDS LEARNERS ..... 23

*New students*..... 23

*Currently enrolled students* ..... 24

*Student Success Expectations for Special Needs Learners* ..... 24

*Accommodations for Special Needs Learners* ..... 24

*Standardized Assessment for Students with Special Needs* ..... 25

*Communication* ..... 25

*Change of Information* ..... 25

*Conferences* ..... 25

*Parental Communication of Concerns*..... 26

THE GUIDANCE AND COUNSELING PROGRAM ..... 26

*Guidance*..... 26

*Counseling Services* ..... 26

ADMINISTRATION ..... 26

ELECTRONIC DEVICES, INCLUDING CELL PHONES ..... 26

DRESS CODE ..... 27

*Girls PreK-4th grade:* ..... 28

*Girls 5th-8th grade:* ..... 28

*Boys PreK-4th grade:*..... 28

*Boys 5th-8th grade:*..... 29

*Additional Optional Uniform Items:* ..... 29

*Additional Uniform Rules:* ..... 29

*Shoes:* ..... 29

*Socks*: ..... 29

*Jumpers/skirts/shorts/pants*: ..... 29

*Shirts*: ..... 30

*Undergarments*: ..... 30

*Outer garments*: ..... 30

*Cleanliness*: ..... 30

*Make-up/nail polish*: ..... 30

*Hair*: ..... 30

*Jewelry*: ..... 30

*Dress Code for Jean Days and/or Special Circumstances* ..... 31

*Spirit Day, Free Dress Day, Jeans Day Requirements*: ..... 31

*Dances and Special Occasions*: ..... 31

*Graduation/Church Attire*: ..... 31

*Enforcement* ..... 32

BEGINNING AND DISMISSAL TIMES ..... 32

*Changes in Dismissal Plans*..... 32

*Early Checkout Procedures* ..... 32

*After School Hours* ..... 32

DROP OFF/PICK UP PROCEDURES ..... 33

*Arrival 7:30 - 7:50 AM* ..... 33

*Departures*..... 33

*Student Release to an Impaired Parent/Guardian*..... 33

INCLEMENT WEATHER..... 33

*TV*..... 33

EMERGENCY CLOSING ..... 33

CHILD ABUSE..... 34

BEFORE/AFTER SCHOOL PROGRAM: ST. EDWARD EXTENDED DAY PROGRAM (SEED) ..... 34

*SEED Fees*..... 34

VISITORS ..... 35

RULES/CONSEQUENCES/EXCEPTIONS ..... 35

*Discipline Code* ..... 35

*Code of Conduct* ..... 35

*Academic Notifications*..... 36

*Demerits* ..... 36

*PK3, PK4, and Kindergarten Discipline* ..... 36

*Detentions* ..... 36

*In-School Suspension/Out-of-School Suspension* ..... 37

*Expulsion*..... 37

*Backpacks/Purses* ..... 37

*Birthday Parties* ..... 37

*Class Parties*..... 37

*Lockers*..... 38

*Lost and Found* ..... 38

*School Grounds*..... 38

*Asbestos Information* ..... 38

<i>School Lunch</i> .....	38
<i>Smoking on Campus</i> .....	38
<i>Weapons</i> .....	38
COMPLAINT/APEAL.....	39
USE OF CONTROLLED SUBSTANCES .....	39
BULLYING/HARASSMENT/CYBER-BULLYING .....	39
<i>Level I - Conflict Resolution</i> .....	40
<i>Level II - Referral to Administration</i> .....	40
<i>Level III – Consultation with Pastor and/or Catholic Schools Office</i> .....	40
EXTRACURRICULAR ACTIVITIES .....	41
<i>Sports</i> .....	41
<i>Uniforms and Equipment</i> .....	42
<b>FIELD TRIPS POLICIES/FORMS</b> .....	<b>43</b>
<i>Standard Permission Form</i> .....	43
<i>Supervision and Transportation</i> .....	43
<b>SAFETY PROCEDURES</b> .....	<b>44</b>
<i>Emergency Procedures</i> .....	44
<i>Safe Environment Program For Volunteers</i> .....	44
USE OF SCHOOL GROUNDS .....	44
PARENT SERVICE REQUIREMENTS .....	44
<b>SCHOOL-AFFILIATED ORGANIZATIONS</b> .....	<b>45</b>
<i>St. Edward Catholic Advisory School Board</i> .....	45
<i>St. Edward Parent/Teacher Organization (PTO)</i> .....	45
<i>St. Edward Catholic School Booster Club</i> .....	45

## **Disclaimer Statement**

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

## **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 messages.

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

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

## **St. Edward Catholic School Goals**

Spiritual development of students may be achieved by:

- Developing a sense of self-worth and respect for each individual.
- Promoting an understanding of the Catholic faith and appreciation of Christian values.
- Teaching students the message of Christ by helping students develop a spirit of prayer and worship through religious education
- Teaching skills for Christian living, including decision-making strategies and acceptance of responsibility.
- Providing opportunities for participation in worship services and in social service activities.
- Participating in events prompting use of the Spiritual and Corporal Works of Mercy.

Intellectual development of students may be attained by:

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

Physical development of students may be attained by:

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

Social development of students may be attained 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 may take place as early as February of the current school year. Students already enrolled at St. Edward Catholic School receive enrollment priority over new students and are invited to re-enroll for the coming school year provided they have continued to meet established academic and behavioral standards and are in compliance with school regulations.

### **Age Requirements**

Students must have turned 'of age' as listed below:

PreK-3 students – must be 3 years of age on or before September 1st and be fully potty trained;

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;

1st grade students – must be 6 years of age on or before September 1st.

### **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.

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: Student Assessment**

All applicants are required to attend a new student assessment as part of the enrollment process.

**Step 3: Acceptance**

Students are accepted on a conditional basis and are admitted for a six-week 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 their students remain in compliance with school regulations (academic, behavioral, etc.).

**Acceptance Order**

At the time of the Spring registration, students may be 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 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.

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

Tuition payments are non-refundable/transferable/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 before they can start the school year. 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. More information about FACTS is available on the parent portal, [ParentsWeb](#).

For the most recent 'Tuition & Fees Schedule', families should refer to the parent portal Resource Documents section.

### Registration Fee

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

### Books and Materials Fee

Each student is charged a book and materials fee which includes the rental of textbooks, consumable books, classroom supplies, and some desk supplies. This fee is due on July 1. Students are responsible for the care of the books issued to them. If a student loses a book, he/she is responsible for notifying the teacher. In the case of lost books, the student will be charged \$85 per textbook and \$20 per workbook and 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.

### Tuition

Tuition payments are due according to the family's FACTS payment plan schedule.

Payments that are declined will be automatically re-presented by FACTS.

Accounts that are 10 days past due will be contacted by the Principal.

Accounts that are 30 days past due must enter a new payment plan designed to help families bring accounts current.

Accounts that are 60 days past due will result in removal of the student(s) from St. Edward Catholic School until the account is brought current.

Tuition and fees are to be paid electronically via the FACTS system. St. Edward Catholic School does not accept payments for tuition or fees at the school office.

**St. Edward Extended Day (SEED) Program Fee**

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

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

SEED program fees will be applied to the family's FACTS payment plan for auto-draft on the date that tuition payments are made.

Drop-in rates and late fees will be applied to a family's account on a monthly basis. Electronic invoices will be sent and payment due upon receipt. If payment is not received by the due date, late fees will apply. If SEED fees remain unpaid, the student will be withdrawn from future use of the SEED program.

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 \$30 minimum for drop-in care.

**Delinquent Payments**

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

- After 10 days past due the family will meet with the principal to discuss the financial situation.
- After 30 days past due the family will be placed on a payment plan designed to bring the account current.
- Accounts that are 60 days past due will result in the withdrawal of the student from St. Edward Catholic School.

**Graduation Fees**

There is a non-refundable graduation fee of \$175 charged to 8th graders to help defray the costs associated with end-of-the-year activities and ceremonies.

**Defaulted Payments**

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

## Health Policies

### Immunizations

Students in the Archdiocese of Galveston-Houston Catholic Schools must be in compliance with the immunization requirements of the Texas Department of Health Services' Immunization Policy.

Parents must present a copy of a current immunization record and complete a TB survey at the time of registration. Please visit the website, [www.stedwardschool.org](http://www.stedwardschool.org), to view the latest vaccination requirements. The school nurse will notify parents/guardians of enrolled students that need additional immunizations. A period of 14 days is given to comply and present proof of the required vaccinations.

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

### 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 5<sup>th</sup> & 7<sup>th</sup> grade girls, and 8<sup>th</sup> grade boys are screened for spinal curvature, or scoliosis. Parents will be notified when these exams will take place. The school nurse will send home a referral notice to parents/guardians if further evaluation by a physician is indicated.

### 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 students' name, dosage instructions, and date.

If there is a medication discrepancy that might be injurious to the student, the school nurse or principal 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 before the medication is administered.

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

**Medical Emergencies**

Every student must have a completed Student Emergency Information Form on file at the school. It must 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 nurse will notify the parent/guardian if a child must go home. Students may not return to school for 24 hours after being sent home from school for fever, vomiting, diarrhea and be symptom free from communicable diseases. Your child should not come to school if he/she has symptoms of a contagious disease (cold, flu, rash, red or tearing eyes, vomiting, diarrhea, etc.). He/she should remain at home and the nurse should be notified by email ([klanthier@stedwardschool.org](mailto:klanthier@stedwardschool.org)) or by phone (281-353-4570, ext. 344). The nurse 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 State of Texas and the Office of Catholic Schools of the Archdiocese of Galveston-Houston.

In addition to attending religion classes, all students attending St. Edward Catholic School attend Mass and religious services as deemed appropriate by the pastor, principal, and/or teacher.

Second grade students who are parishioners of St. Edward are prepared for their first reception of the Sacraments of Reconciliation and the Eucharist with the parish. Parents are required to attend two training sessions to assist their children in preparation for the reception of these sacraments. The schedule for parent sessions is published in advance of these mandatory meetings under the direction of the parish [Director of Religious Education](#). Students who are members of a different parish should participate in sacramental preparation at their home parish.

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

**Academic Misconduct**

Students of 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, or any other form of academic misconduct will be subject to both academic and disciplinary consequences.

**Independent Practice**

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

**Planners**

St. Edward Catholic School issues planners to on campus students in grades 2-8 for the use of communication with parents and the writing of assignments. Assignments are to be written in planners daily by subject. In a subject that has no homework for the night, NH for no homework may be written.

**Late Work/Makeup Work Guidelines**

Incomplete or late homework will not be given full credit. Students in grades 5-8 will have 10% deducted per day for late work. A grade of zero will be given after an assignment is more than 3 days late. When answers to an assignment are given in class, this 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 or tests.

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

**Grading****Report Cards**

Report cards are issued quarterly. First quarter reports are not issued for students in PK or Kindergarten. Report cards will be held if financial obligations have not been met.

**Progress Reports**

Progress reports will be available online between grading periods (at four and one-half weeks) and report cards are issued every nine weeks for 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

Grade weighting is determined by the subject teacher and may vary from grade level to grade level.

### Conduct

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

1. E Excellent
2. S Satisfactory
3. N Needs Improvement
4. U Unsatisfactory

### 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 in academic subjects and have earned all E's in conduct.

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

### Pre-K 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

### Midterm and Final Exams

In grades 6-8, semester exams are administered and averaged as a major part of the student grade for first semester and final averages. Mid-terms and finals schedules will be posted on the school website in November and May.

### Electronic Grading System

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



## **Attendance/Tardiness**

### **Attendance**

Regular attendance at school is essential for a student to achieve his/her potential and to acquire the skills necessary for promotion to the next grade level. Students are to attend school unless ill or otherwise excused by the principal. The student day begins at 7:50 a.m. and ends at 3:15 p.m.

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

Students are not to be on the school grounds before 7:30 a.m. unless attending the St. Edward Extended Day (SEED) program. Students who remain on campus after 3:15 p.m. (unless they are part of an organized activity sponsored by the school) will be placed in SEED, and parents/guardians will be charged the daily drop-in rate.

### **Absence**

St. Edward Catholic School uses the compulsory attendance laws for Texas schools as a guide. St. Edward Catholic School requires that students be in attendance for at least 90 percent of the days class is in session. All absences count towards attendance. Excessive absences affect student promotion and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

### **Reporting Absences**

Call or email the school office by 8:30 a.m. 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.

Should an absence not be reported to the office, the parent/guardian will be called to verify the absence.

*Early Dismissal:* In the event your student needs an early dismissal, please send a written note to the school office stating the time you wish to pick up the student. The office then notifies the classroom teacher when the students' ride arrives. 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.

### **Student Tardies**

Students will report directly to their assigned homeroom each morning. Students entering after 7:50 am will be marked tardy.

## **Promotion/Retention**

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

A student will not be retained more than twice in grades K-8 and only once in the same grade.

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

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

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

If the parents/guardians of a student do not act on the school recommendations for that student (e.g., diagnostic evaluation) or if a student's academic or behavioral progress is not sufficient, the administration may request that the parents/guardians withdraw the student if currently enrolled or the administration may refuse admittance to the student for the next school year.

## 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 shall:

- 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

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

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.

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

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

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

**Standardized Testing**

Standardized testing is one of several means of assessing student performance and gauging student growth. St. Edward 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.

## Use of Technology and Social Media

### Technology Resources

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

### Internet Access

Internet access enables students to explore thousands of libraries, databases, museums, and other repositories of information 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 just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users may comply with Archdiocesan standards and the specific rules set forth below. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. Students are expected to follow the Rules of Appropriate Use set forth below.

### Rules of Appropriate Use

**Network Use** - Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network. Malicious attempts to harm or destroy data of another user, or to damage hardware or software is prohibited. This includes, but is not limited to, the uploading or creation of computer viruses, attacking school network and system services, or actively attempting to 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, including but not limited to Accelerated Reader, must be accessed using student's own login. Students are responsible for activity occurring under their login. Students are responsible for logging off when they are finished using the computer. Students who knowingly use another student's login, or student who knowingly allow another student to use their login may be subject to disciplinary action. If a student believes that his/her login information is known to someone else, an administrator must be informed.

**Copyright and Fair Use** - Students should never download or install any commercial software, shareware, or freeware onto hard drives, network drives or disks. 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. Should students encounter such material by accident, they should report it to their teacher immediately. The use of cell phones to transmit unacceptable language and/or photos that are harmful to self, other students, and/or to other people is prohibited.

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

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

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

### **Social Media**

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

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

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

**Cyber Bullying**

Cyber bullying is defined as the use of the internet, cell phone, or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber bullying includes, but is not necessarily limited to, the following:

Cruel instant computer messaging or threatening e-mails.

Mean, repeated cell phone text messages.

Creating a website for the purpose of mocking certain students or school personnel.

Posting humiliating and/or digitally modified images of students or school personnel.

Forwarding "private" photos or videos to other students or other people.

Pretending to be someone else by using someone else's online screen name.

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

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

**Succinct Advice**

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

1. Do not use technology to harm self or other people and/or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute, or display offensive or bullying messages or images.
6. Do not share your password/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work, or files.
9. Notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.

Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**Media Release**

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

Publish your child's image or work in various publications including, but not limited to, the St. Edward Catholic Church Bulletin, *The Catholic Herald*, 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 principal.

St. Edward Catholic School may never 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.

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

**Legal References to Special Services**

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

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

**Records for Special Needs Learners**

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools persons or agencies are forwarded to St. Edward Catholic School, upon request. These records are kept on 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 member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

**Criteria for Acceptance of Student with Special Needs**

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

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

**St. Edward’s Services for Special Needs Learners****New students**

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



**Currently enrolled students**

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

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

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

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

**Student Success Expectations for Special Needs Learners**

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendation for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

**Accommodations for Special Needs Learners**

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for student with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public-school system, private doctors, or through special agencies may be referred for special assistance with St. Edward Catholic School after the administration has verification

of the students' recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the school after all available information has been reviewed.

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

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

### **Communication**

Email is the preferred method of communication. Teachers will respond to e-mails within 24 hours (longer for emails sent on Fridays) under normal circumstances by phone or e-mail. The Parent Portal also provides the school a means to communicate with parents and students. The school also uses IRIS (Immediate Response Information System) as another means of communication with parents when there is an urgent need and in cases of emergency, such as inclement weather. IRIS delivers a voice, text and/or email to parents.

St. Edward sends most announcements home via our Weekly Email Update via the Parent Portal. It is the parents' responsibility to read these updates. It is the parents' responsibility to update the Parent Portal with changes to email addresses, physical addresses, and phone numbers.

### **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. As all serious accidents or illnesses are reported to parents, it is absolutely necessary to have current telephone numbers to reach parents and/or persons authorized to pick up the student from school.

### **Conferences**

Communication between students, parents, and teachers is essential to a strong education program. Two formal parent/student/teacher conferences are scheduled during the year. Students are required to attend these conferences with a parent. Additional conferences may be arranged at any time by contacting the student's teacher. Teachers will keep a written summary of the additional parent conferences and will provide a copy to the parent. All conference summaries become part of the student's local school records.

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

## 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 assistant principal or the principal to discuss the concern.

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

## 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 (TCCB ED) 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 core elements of our guidance program include:

- A **Guidance Curriculum** which focuses on 1) social emotional learning with integrated Catholic identity and 2) the Monarchs with Merit character development program which focuses on the theological and cardinal virtues.
- **Response Support** to provide interventions for concerns about a student's academic, social, and emotional learning.
- **Individual Planning Support** to guide student academic planning, monitoring, and social emotional learning.
- **System Support** to plan, implement, manage, and evaluate the guidance program.

### Counseling Services

The school counselor supports and nurtures the spiritual, social, emotional, and educational success of our students and provides short-term counseling services to address issues in the school setting which affect personal and academic growth. Topics can include friendships, interpersonal skills, making good choices, coping skills, conflict-solving, academic success, study skills, etc. The counselor also collaborates with parents, teachers, and administration to ensure that a student's needs are met.

Students may be referred by a teacher, parent, counselor, administrator or through **self-referral** to participate in an *individual or small group* setting for concerns which may be interfering with the student's academic achievement and personal well-being.

### Administration

The principal is the school administrator. In his or her absence, the assistant principal, and/or Counselor may 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 the regular school hours, in the carpool line at dismissal, or while in SEED. The office telephone and the classroom telephones are not intended for general use by the parents or students.

If students have a cell phone on campus, it must be turned off and turned in to 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. The principal may revoke the student's right to have a cell phone on campus. The school is not responsible for lost or damaged cell phones.

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

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

1st offense: A detention and phone will be returned to the parent only.

2nd offense: Two detentions served consecutively and phone will be returned to the parent only.

Electronic equipment items that could serve as a distraction are not allowed at school. 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.

If a student is caught with any of the above items, they will receive a demerit and the item will be returned to the parents.

The school is not responsible for lost or damaged items.

## Dress Code

Students attending St. Edward Catholic School are expected to observe good grooming habits and to dress appropriately for each school day. Students enrolled in Pre-Kindergarten through Grade 8 are to wear the adopted school uniform. Uniforms are to be complete, clean and neat in appearance, and of the proper size. Basic and Mass uniforms are purchased from Risse Brothers.

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

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

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.

**NEW Uniform Option for 2021-2022** Flynn O'Hara Uniforms will provide the following optional items for boys and girls grades PK - 8 • Gray Polo • Black Pants Ordering information for these items is on the [website](#).

**Official School Uniforms:****Girls PreK-4th grade:****Mass Uniform**

blue/yellow drop waist plaid jumper with logo  
white round (Peter Pan collar) blouse (only worn with jumper)  
cartwheel/privacy shorts (black)  
crisscross tie solid white or black socks  
solid black or solid white tennis shoes

**Basic Uniform**

blue/yellow drop waist plaid jumper with logo worn with white round (Peter Pan collar) blouse  
cartwheel/privacy shorts (black)  
Black Pants  
plaid skort or shorts worn with white, yellow, royal blue, or gray knit polo with logo  
solid white or black socks  
solid black or solid white tennis shoes, black Mary Janes with rubber soles or Keds brand navy saddle shoes.

**Girls 5th-8th grade:****Mass Uniform**

box pleat skirt with adjustable waist  
white Oxford monogram shirt  
cartwheel/privacy shorts (black)  
crisscross tie  
solid white or black socks  
solid black tennis shoes, solid white tennis shoes, or Sperry Topsiders

**Basic Uniform**

box pleat skirt with adjustable waist  
cartwheel/privacy shorts (black)  
plaid skort or shorts  
black pants  
yellow, royal blue, or gray knit polo with logo  
solid white or black socks visible above the shoe  
solid black tennis shoes, solid white tennis shoes, or Sperry Topsiders (Tan)

**Boys PreK-4th grade:****Mass Uniform**

grey flat front trouser – K-4th grade (grey flat front trouser – K – 4<sup>th</sup> grade (PreK boys wear grey pull on trousers)  
white short sleeve oxford with logo  
plaid tie  
solid black socks  
solid black or solid white tennis shoes

**Basic Uniform**

grey flat front trouser or short – Kinder-4th grade (PK boys wear grey pull on trousers)  
yellow, royal blue, or gray knit polo with logo  
black pants  
solid white or black socks  
solid black or solid white tennis shoes

**Boys 5th-8th grade:**

Mass Uniform  
charcoal boys flat front trouser  
white short sleeve Oxford shirt with logo  
plaid tie  
black or brown belt  
solid black socks  
solid black tennis shoes, solid white tennis shoes, or Sperry Topsiders (tan)

**Basic Uniform**

grey flat front trouser or short  
black pant  
yellow, royal blue, or gray knit polo with logo  
black or brown belt  
solid white or black socks  
solid black tennis shoes, solid white tennis shoes, or Sperry Topsiders (tan)

**Additional Optional Uniform Items:**

Full zip front fleece jacket with logo  
*Girls only:* black crew neck cardigan sweater with logo (worn with Mass uniform only)  
*Boys only:* sleeveless sweater vest with logo (worn with Mass uniform only)

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

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

**Socks:**

socks must be worn by all students  
options: Solid white only, no logos or strips  
socks must cover the ankle

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

jumpers, skirts, and shorts are to be longer than fingertip length when standing with arms at the side.  
black privacy (cartwheel) shorts must be worn underneath ALL jumpers and skirts (no colored shorts allowed) they should not be longer than the jumper or skirt.  
Options: spandex or knit bike shorts, monkey bar shorts (available at Risse Brothers Uniform)  
waistbands/belts must be visible  
waistbands may not be rolled up or down  
pants length should touch the ankle bone; no high waters

**Shirts:**

- shirts must be tucked in so that the waistband/belt is visible
- uniform sleeves may not be rolled up
- shirts must have all buttons closed with the exception of the top button

**Undergarments:**

- only clean St. Edward P.E. shirts OR plain white t-shirts may be worn as undershirts
- a fresh, clean undershirt should be worn after P.E. class each day
- Only scoop neck or V-neck undershirts are allowed
- Undergarments should not draw attention through the uniform shirt.
- Girls: only solid white or flesh colors bras allowed

Recommended: solid white tank top, spaghetti strap or sport-back undershirt or flesh colored camisole

- girls must wear black privacy shorts underneath the skirts/jumpers
- girls may wear opaque white or black SOLID tights; NO LEGGINGS
- no undershirts should be visible from the sleeve edge

**Outer garments:**

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

**Cleanliness:**

The school uniform, and fleece jackets should be washed frequently and free of permanent stains.

**Make-up/nail polish:**

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

**Hair:**

- 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 (i.e. razor cuts, Mohawks, writing, rat tails, etc.)
- boys must be clean shaven (no facial hair)  
no feathers or non-natural accessories
- girls' hair may not cover their eyes; it must be pulled back or cut appropriately

**Jewelry:**

- one small non dangling earring per ear may be worn by girls  
earrings are not permitted for boys
- one traditional religious necklace with one medallion may be worn  
no choker, beaded, or shell necklaces allowed
- only school pure vida spirit bracelets or red ribbon bracelets are allowed  
one watch may be worn but all sound features must be turned off
- No i-watches, Fitbits, calorie counters, etc.

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

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

**Spirit Day, Free Dress Day, Jeans Day Requirements:**

- shoes and socks must be worn at all times
- no flip flops, thongs, high heels, or beachwear sandals allowed at any time  
appropriate undergarments must be worn and covered from view at all times  
jeans cannot be frayed, tattered, tight(skinny), spot-faded, low-rise or baggy
- purses are not allowed; however, young ladies may have a personal hygiene bag kept in their locker
- articles of clothing may neither be too tight (no leggings as pants) or suggestive, nor excessively baggy or loose fitting

**Dances and Special Occasions:**

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

- skirts/dresses/shorts must not be low rise nor be shorter than fingertip length when standing with hands at sides
- any shirt or blouse which exposes the mid-drift or lower back with the arms above the head or while sitting is not allowed
- spaghetti strap tops, tank tops, t-shirts with inappropriate slogans/pictures or implied meaning, low-cut or baby-doll blouses designed to expose a young woman's cleavage, camisoles, halter tops, leggings, low-rise skirts or miniskirts are not allowed all blouses/shirts and dresses must cover the shoulders (dresses that do not cover the shoulders must be covered with a jacket, shrug, or sweater at all times)
- no strapless dresses are allowed at any school event

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

**Graduation/Church Attire:**

These requirements are decided by St. Edward Catholic School and will be enforced for all students. Students and/or families not wishing to comply are expected not to participate. Students reporting for religious celebrations inappropriately dressed 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 and non-participation in graduation ceremonies.



Requirements for 8th grade graduation, Special Occasions:

Boys – suit or blazer (optional), button-up shirt, khaki/dark slacks, tie and dress shoes

Girls – Sunday/church dress in compliance with the above regulations. Shoulders must be covered during mass. No strapless or spaghetti strap dresses allowed even if the dress is covered. NO semi-formal or formal prom dresses allowed.

Flat shoes or slight wedges are the only shoes allowed.

### **Enforcement**

Teachers will enforce all uniform rules – even on free dress days. Parents will be notified of any violation of the dress code.

## **Beginning and Dismissal Times**

School hours are from 7:50 a.m.-3:15 p.m. daily, with the exception of posted monthly early dismissal dates. The office is open from 7:30 a.m.-4:00 p.m. 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 in writing or via email to the teacher and the office administrator before noon. The office will not accept any phone calls regarding changes in dismissal plans for students except in the case of an emergency.

### **Early Checkout Procedures**

Send a written note with your child to their homeroom teacher regarding the time he/she may be leaving. You may also contact the 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 for early dismissal after 2:45 p.m.

### **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 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 p.m. will be sent to [SEED](#). Students taken to SEED will not be released to parents/guardian arriving late until they have been released by SEED personnel.

## Drop off/Pick up Procedures

### Arrival 7:30 - 7:50 AM

- Students in grades 5-8 are dropped off at the Jr. High building.  
Students in grades K-4 are dropped off at the Elementary building.  
Students in PK are walked by an adult to the PK building.
- Students arriving after 7:50 a.m. must be walked into the school office in the Jr. High building.
- Students arriving between 7:00 a.m. and 7:30 a.m. must go to morning SEED in the annex.

### Departures

Students K-8 are dismissed at 3:15 p.m. in a carline. All parents enter in the western most entrance on the gym side of the school. Students in grades 5 – 8 and their younger siblings are assigned to blue line and picked up at the awning directly in front of the Jr. High Building.

Students in grades K- 4 are assigned to yellow line and picked up on the field side drive. In the event of inclement weather the yellow line will move to the church and students will be loaded at the Port Cochere.

PreK students are dismissed from their classroom between 3:00 p.m. and 3:10 p.m. Parents must park in the church side lot and walk to the PreK building to sign out their student.

### Student Release to an Impaired Parent/Guardian

No child will be released to a parent, guardian, or parent designee if the school personnel believes 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.

## Inclement Weather

In the case of emergency weather conditions or other disaster St. Edward Catholic School usually closes when the Klein Independent School District closes. Announcements are normally made over the following radio and TV stations:

### TV

KPRC Channel 2  
KTRH Channel 13  
KHOU Channel

### Radio

AM 950  
AM 740

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

## Emergency Closing

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

## **Emergency Dismissal**

In an emergency, we will dismiss from the best suited facility on campus given the circumstances. Parents will have to follow the directions issued through the IRIS alert. Parents/emergency contacts will need to sign out students. Faculty and staff will have sign out sheets ready to be signed by parent or parent designee at the dismissal location.

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

## **Child Abuse**

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

## **Before/After School Program: St. Edward Extended Day Program (SEED)**

Our Before and After School Program is available for students whose parents' working hours conflict with the school day schedule. This program is an extension of the school day and provides study time, physical exercise, and an after-school snack.

The Archdiocesan Catholic Schools Office requires that all students have on file a completed SEED registration form, regardless of whether 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, students utilizing SEED must be registered for a specific day(s) for the afternoon program. In case of emergencies, if an additional day of SEED is required, please contact the school office.

Students participating in this program are required to adhere to all school regulations found in the Student Handbook concerning behavior (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 6:00 p.m. 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 1<sup>st</sup> student \$185/month Each additional student \$90
- 3-Day Program 1<sup>st</sup> student \$150 Each additional student \$75
- Morning Program \$50 per student
- Drop in rate: Monday – Thursday - \$20 Friday - \$30

## 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 CMG Safe Haven.

Parents will be allowed to have lunch with their students on designated days during the school year, but parents will have to be in compliance with CMG Safe Haven guidelines.

## Rules/Consequences/Exceptions

### Discipline Code

Attending St. Edward Catholic School is a privilege and not a right. Administration and staff exercise professional judgment and discretion to address each situation fairly and consistently.

### Code of Conduct

Teachers, parents, and students are expected to conduct themselves in a manner befitting the reputation of a Catholic School, both on campus and at school sponsored activities.

#### 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.

#### Teachers will:

1. Respect all in their words and action.
2. Take pride in promoting a positive school culture that draws all closer to Christ.
3. Prepare lessons 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.

#### Administration 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. Support faculty, staff, parents, and students in their efforts to achieve their goals.

#### Pastor will:

1. Respect all in words and actions.
2. Take pride in promoting a positive school culture that draws all closer to Christ.
3. Support the whole school through prayer and guidance as they work to achieve their goals.

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

### **Academic Notifications**

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

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

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

### **Demerits**

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

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

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

### **PK3, PK4, and Kindergarten Discipline**

Students in PK and Kindergarten should not:

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

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

- Defiance, inappropriate language, injury to others, stealing, cheating  
Harassing or abusing other students
- Other disruptive or disrespectful behavior
- Other serious behaviors as determined by the administration

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

**In-School Suspension/Out-of-School Suspension**

Both the In-School Suspensions (ISS) and Out-of-School Suspensions (OSS) 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 will be required to be completed by the end of the day.

**Out of School Suspension:** OSS is defined as a day away from the school campus. All class work will be required to 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 within a reasonable amount of time. 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, parents will be notified immediately.

**Rules & Policies****Backpacks/Purses**

Students in 3rd through 8th grade are allowed to bring rolling backpacks only if they are no larger than a standard-sized backpack. They can be a safety hazard in the primary grades and storage space is limited. Please keep this in mind when purchasing a backpack. Students in PK-2 grade are not allowed to use rolling backpacks. Students are NOT allowed to bring purses to school.

**Birthday Parties**

Birthday club is offered for all students once a month to recognize student birthdays. To avoid risks involved with bringing treats to school we ask that parents not send in cookies, cupcakes, etc. for their child's birthday.

Invitations to private birthday parties may be distributed at school only if each class member receives an invitation, or each girl receives an invitation, or each boy receives an invitation. Invitations sent to school that do not comply with the above may be sent home for distribution by mail or other means.

**Class Parties**

Are scheduled during the year to commemorate holidays such as Halloween and Christmas. Volunteer needs and guidelines will be communicated for each party. Any parents wishing to be present during parties must be CMG Safe Haven certified. Siblings not registered at St. Edward School are not allowed in the classroom due to safety considerations.

Food that is healthy and allergy safe (please avoid peanut products and any class specific allergens) should be served for class parties. Items such as string cheese, fresh fruits and vegetables, pretzels, and other items listed on safe snack websites are preferred.

**Lockers**

Lockers are the property of St. Edward Catholic School and may be inspected at any time. Their use is a privilege extended to the students in fifth through eighth grades. Lockers should be kept neat and clean at all times. 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 in order to claim. Articles unclaimed for an extended time will be donated to the recycled uniform sale.

**School Grounds**

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

**Asbestos Information**

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

**School Lunch**

My Hot Lunchbox provides lunch on Monday, Wednesday, and Friday beginning the second week of school. Lunch payments should be made online directly to the vendor. NO CASH should be sent to school for lunch. Students who forget their lunch will be given an alternate lunch by administrative staff.

Students do not have access to a microwave at lunch. Soft drinks (carbonated drinks) are not allowed.

**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, school nurse and/or 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.

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

## **Bullying/Harassment/Cyber-bullying**

Harassment is considered a serious infraction and may result in suspension, expulsion, or referral for prosecution. Parents/guardians will be contacted and a conference is required. Harassment includes, but is not limited to: unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.

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

- sending cruel instant messaging or threatening emails sending mean, repeated cell phone text messages
- creating websites for the purpose of mocking students or school personnel posting humiliating or digitally modified images of students or school personnel forwarding private photos or videos to others
- pretending to be someone else by using their online screen



**Verbal conduct** such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements about others. Behavior that is sexual or lewd in nature including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.

**Behavior that is intimidating**, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play. Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations is strictly prohibited. Acts of retaliation will result in disciplinary action.

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

#### **Level I - Conflict Resolution**

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

#### **Level II - Referral to Administration**

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

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

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

## **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 Effort, and at least a passing grade of 70 in all subject areas; consequently, a student may not have a grade of N or U in Conduct and Effort, or a grade below 70 in any subject area. N.J.H.S. requires an overall average of 95.0 to be maintained.

The school Sacristans, N.J.H.S., and Student Council are organizations which emphasize leadership qualities. Students who accumulate more than 3 demerits or commit serious school infractions (cheating, disrespect towards faculty, or any offense resulting in ISS/OSS) will be considered ineligible for membership.

Ineligible Student Council officers/representatives and interest club/group members are not allowed to participate in meetings or other such activities during the probationary period.

Students who are diagnosed as having learning disabilities 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.

## **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 try-out for the programs. Team members who are not passing after Progress and Report Cards are issued, will not be allowed to participate in games for a two-week period of time starting on the day following the report. Athletes will continue to attend and participate in all practices with the team. Attendance at all games is required; however, the ineligible athlete will "dress out" in the team uniform but will not participate in the game. After two weeks, if the failing grades are passing, the student will be allowed to play in the games. If the grades are still failing, one more week of not playing will be imposed. Failure to attain a passing grade after this last period will result in the dismissal from the team.

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

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

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.

Athlete of the Year (male and female): must be an 8th grader; must play at least two sports in the 8th grade; has not served a detention or suspension during their 8th grade year. The same athlete cannot win both the Athlete of the Year and the Scholar Athlete of the Year awards.

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

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

Any student absent from school on the day of a scheduled sports event will not participate in that event on that day.

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 is the responsibility of the principal or his/her delegate to give written notification to the sponsors of ineligible participants after the distribution of mid-quarter reports and report cards.

### **Uniforms and Equipment**

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

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

## **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' instructional objectives, teachers in 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. If the student is not able to attend a field trip due to medical reasons, a note from the student's primary care physician stating the specific medical restrictions must be submitted to the school nurse at least four days prior to the field trip.

Field trips are scheduled for educational purposes and fulfill the learning objectives of the curriculum. If a student is not permitted to go on a field trip by the school, the student should come to school, and the school will place the student in another class for the length of the field trip. If a student is absent on the day of the field trip, trip fees will not be refunded as the fees are based on a specific number of students for class participation.

### **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. Each student will pay for entrance fees and an equal share of the bus fee.

### **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. When transported by private car, drivers 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 that 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 students on the field trip. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of the teacher. Drivers are not to take or make any unscheduled stops (e.g., for food or drink).

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.

## **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 fire, tornado/hurricane, lockdown, and emergency preparedness.

### **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 during non-school hours must be scheduled through and approved by the St. Edward Parish office at 281-353-9774.

## **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 as well as in the weekly Thursday Newsletter. Families who do not meet this service requirement will assessed a fee not to exceed \$250.

## School-Affiliated Organizations

### **St. Edward Catholic Advisory School Board**

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

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

Board meetings are open meetings, except for executive sessions, and are held monthly. Meeting dates are published on the monthly calendar. The right of non-members to address the Board shall be limited to those whose written petition has been approved for the agenda no later than 10 working days before the scheduled meeting date.

### **St. Edward Parent/Teacher Organization (PTO)**

The primary objectives of this group are:

- to provide assistance to parents in their roles as the primary educators of their children
- to serve as a communication hub between the home and school regarding organizational activities
- to build and strengthen the home-school community, and to assist in fundraising activities that may benefit the educational program of St. Edward Catholic School.

It was also created as a joint effort between parents and staff to give our students the best spiritual, academic, physical, and social education possible. All families of the school are eligible to become members. The pastor, the parish priests, the Principal, and all faculty members are automatically members.

Meetings are held monthly as noted 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's purpose is to sustain the school athletic program and to promote increased awareness of the athletic program within the school and community.

Parents of students in all grades are members of this organization. Meetings are held monthly as noted in the weekly newsletter. All parents are encouraged to participate in Booster Club activities.

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