

ST. EDWARD'S CATHOLIC SCHOOL POLICY HANDBOOK



2016–2017

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FACEBOOK: STEDWARDSCATHOLICSCHOOLTWINFALLS

Dear Families,

Welcome to St. Edward's Catholic School, it is truly a privilege to educate your children. Students here will be educated in a Christ-Centered atmosphere focusing on the spiritual, physical, academic, and emotional needs of your child. Our staff feels blessed to serve God in the capacity that we do- assisting you in the academic and spiritual education of your children. Parents are the first educators of their children, and we look forward to entering into a partnership with parents in the education of their children.

God Bless and have a great year,
Fr. Mike St. Marie, Pastor
Angela Hild, Principal

MISSION STATEMENT

Serving the children of God through faith and knowledge.

PHILOSOPHY STATEMENT

Our philosophy is to bring students and their families closer to Christ and His love. The basis of this growth begins in the home, continues in the home, and is enhanced in our school. Our school strives to be alive with truly practiced Roman Catholic teachings. We are committed to the formation of responsible Christians who are prepared for their future responsibilities to church, family, and community. By providing an excellent academic program, we encourage the development of the God given talents and gifts of each individual.

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CANON LAW REGARDING CATHOLIC SCHOOLS:

Can. 796 §1 Among the means of advancing education, Christ's faithful are to consider schools as a great importance, since they are the principal means of helping parents to fulfill their role in education.

§2 There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their task, teachers are to collaborate closely with the parents and willingly listen to them; associations and meetings of parents are to be set up and held in high esteem.

Can. 798 Parents are to send their children to those schools which will provide for their catholic education. If they cannot do this, they are bound to ensure the proper catholic education of their children outside the school.

Can. 800 §1 The Church has the right to establish and to direct schools for any field of study or of any kind and grade.

§2 Christ's faithful are to promote Catholic schools, doing everything possible to help in establishing and maintaining them.

SCHOOL BOARD

The school board is comprised of seven members who have been appointed by the Pastor or have been elected by the Parish. The School Board operates in an advisory capacity to the Pastor. School board meetings usually take place on a monthly basis. Visitors are welcome to school board meetings and at the start of each Board Meeting, there is an opportunity for them to give the Board input. Persons desiring a spot on the agenda should contact the principal at least one week prior to the meeting.

ACCREDITATION

St. Edward's Catholic school is accredited nationally with the Western Catholic Educational Association and the North Western Association of Schools and Colleges. National guidelines must be followed and maintained to keep this status including on-site evaluations of all aspects of the school program and an annual report to the diocese on progress made on all goal areas. St. Edward's Catholic School is accredited with the State of Idaho. State guidelines are followed and maintained to keep this status including State credentials for the administrator and teachers as well as participating in State mandated assessments.

CURRICULUM AND INSTRUCTION

St. Edward's curriculum is aligned with the State of Idaho Learning Standards as well as the Diocesan Learning Standards. In addition, a full class period each day is devoted to instruction in the Catholic faith. First Reconciliation and First Communion preparation are part of the second grade curriculum. The school also participates but is not limited to the following State summative testing: IRI grades K-3, MAP Tests grades 2-6, and the Direct Writing Assessment and Direct Math Assessment grades 4-6. Students in grades 1-6 receive instruction weekly in the computer lab, music, and physical education.

ENTRANCE REQUIREMENTS

In order to enroll a student the following information must be presented:

1. Legal birth certificate (hospital records will not be accepted)
2. Up-to-date immunization records
3. Name and address of previous school
4. Completed registration packet
 - a. Registration fee payment

Students entering Kindergarten must be five years old by September 1st of the school year they enter.

ADMISSIONS POLICY

The following criteria will be used to determine admission in the event of a full class:

1. Continuing students entering Pre-K and above.
2. Students with immediate family members already enrolled in the school.
3. Catholic children of families where at least one parent is a registered member of St. Edward the Confessor Parish.
4. Children with proof of Catholic baptism and/or one or more parents/guardians are a registered member of a Catholic parish.
5. Date of registration/waiting list.

New students will be placed on a waiting list until May 15 at which time the above criteria will be used to fill any openings available. After May 15 of each year openings will be available on a first-come, first-served basis.

Parents who haven't met all the school requirements for continuing students, without making adequate arrangements with the school, will forfeit their student's admission. Parental requirements include but are not limited to the following: payment of tuition, fees, bills, completion of service hours, etc.

REGISTRATION POLICY

Registration for continuing students will begin the last week of January of each year. New students entering grades Pre-K-5 will begin registration the last week of February. Please note that new students can be placed on the school's waiting list anytime through-out the year. Students with tuition accounts in arrears will not be allowed to register until those accounts have been made current. Student's reservation in a class cannot be held until payment has been received, unless an arrangement has been made with the school's administration. **Registration fees are non-refundable.**

By registering your child at St. Edward's Catholic School, you, parent/guardian, agree to abide by all policies, regulations and rules of the school.

TUITION PAYMENT POLICY

Tuition is due on the 1st of each month. There is a 3% discount if full payment is made for the semester, prior to the beginning of the semester, a 5% discount if payment is made for the full year, by October 31, or a 1% discount if payments are made by EFT on a monthly basis. These payment options are nonrefundable. Payment can be made in the office for any of the following options:

- Cash
- Check
- Automatic bank transfer or EFT (12th of the month)
- Visa, Mastercard or Discover with a small convenience fee

Failure to remain current on tuition payments will result in the following arrangements:

- Accounts are considered past due after the 15th of each month a \$15 late fee will be applied to your account and;
- Complete payment of the overdue amount must be made and;
- Arrangements must be made for an automatic bank transfer of tuition payments each month, or;
- Prepayment of the remaining balance for the semester prior to the end of the month, or;
- Arrangements for an automatic Visa or Master card payment of tuition by the end of the month.

Failure to set up one of the above payment methods will result in your account being sent to collections.

All accounts including tuition must be current at the end of the semester. An unpaid balance will result in withholding of report cards, and the inability to register for the next semester until accounts are current, and one of the above options is in place. *Enrollment may be terminated if accounts are more than 60 days past due.*

ST. EDWARD'S UNIFORM POLICY

A clean and neat appearance enhances a child's dignity and promotes appropriate behavior. Uniforms allow for a student to focus upon academics rather than dress because it helps to eliminate competition for expensive and trendy clothing. It is also helpful to parents as it is cost-effective and often eliminates early morning arguments regarding apparel as the child prepares for school. Parents are encouraged to call the School Office if a particular item of clothing is in question. A brochure and order forms for various uniform companies can be acquired at the school office.

Regular Week Uniform

Top: (please buy polyester blend not cotton)

- Navy blue or white 2-3-4 button polo shirt either short or long sleeve not to go below the top of the pockets of the pants.
- Solid turtlenecks or mock turtlenecks in white or navy blue.
- Solid navy blue or white cardigans, sweatshirts, fleece vests, cardigan vests and pullover sweaters are allowed to be worn over a uniform shirt.
- No logos, stripes, patterns or embellishments other than an approved St. Edward's monogram.

Bottom: (please buy polyester blend not cotton)

- Boys - Solid navy pants or shorts. Navy blue dress type pants (cargo pants or shorts with external pockets are not acceptable).
- Girls – Solid navy pants and shorts, solid navy or Kirk plaid skorts, skirts, dress/jumper.
- Shorts, skorts, skirts, and dress/jumpers must be mid thigh length or longer.
- Blue jeans are not allowed.
- No oversized or baggy, low-rise, skinny, or full elastic-waistband-type pants are allowed.
- No logos, stripes, patterns or embellishments.
- St. Edward's approved logo or monogram are acceptable.

Mass Attire

Girls—Skirts, skorts or dresses in Kirk plaid with **White polo ONLY**. Hair ties in white or navy blue.

Boys—Navy blue pants with **White polo ONLY**.

*****NO SHORTS WILL BE WORN TO MASS ON MASS DAYS*****

STUDENTS MAY CHANGE AFTER MASS

Footwear/socks:

- Athletic shoes (conservative colors) are the only acceptable footwear....for safety reasons and to protect the school's wooden floors.
- Shoes with laces. Laces must be tied at all times.
- Boots may be worn on rainy and snowy days only, but students must have athletic shoes to change into in the classroom.
- Solid navy or white socks/tights/leggings can be worn. Socks must cover the ankle: socks that are not visible are

not allowed. All socks must be white or navy blue with no trim, ruffles, or lace.

- Students must wear socks at all times.
- No stripes, patterns or embellishments on socks or tights

Headwear/Hats:

- Headwear/Hats of any kind may not be worn with the exception of winter hats during recess.

Outerwear:

- Jackets worn for outside warmth must be removed while inside the classroom.
- Hats, gloves, snow pants and snow boots are recommended for recess in the winter. Snow pants or snow boots are not to be worn in the classroom.

Hair

- Must be clean, neat, trimmed, and kept out of the face.
- For boys, the eyes and ears should be visible and hair should be above the collar and no Mohawks.
- It will be required that the color of all students' hair be of a "natural" color, any deviations will not be allowed.
- Head bands and hair ties in white, navy blue or Kirk plaid are acceptable.
- Woven in feathers, string, beads or material, or flowers are not allowed as accessories for hair.

Belts if worn, *not required*:

- No hardware on belt such as: ornate designs, beaded, glittery, or large buckle.

- Black or navy blue only.

Jewelry

- Boys may not wear earrings or other decorative jewelry.
- Girls shall not wear jewelry other than one pair stud earrings. Decorative jewelry or dangling earrings are not permitted.
- Religious items are not considered decorative jewelry and are allowed for boys and girls.
- Kindergarten through 5th grade students may not wear nail polish, fake nails, temporary tattoos, or make-up. Clear nail polish is acceptable.

Every Friday

- Students are allowed to wear a St. Ed's t-shirt and uniform pants, shorts, skorts, or skirts.

Casual Dress Day *last Friday of the month:*

- Clothes should be appropriate, clean, modest, and in good taste for a Catholic School. For example; no tank tops, muscle shirts, short shorts, ill-fitting or costumes.
- Shorts, pants, jeans, and shirts must be without holes, frays or patches.
- Shorts and jeans must be worn at the waist.
- No inappropriate logos on shirts.
- No high heels, flip flops, open toe sandals or open heeled shoes.
- Athletic shoes must be worn.

Uniform Enforcement: The staff, especially the principal, will be helping with compliance of the school's uniform policy. Non-

compliance with the policy will be handled by the principal but typically involves a reminder; then a conference with the student's parents and if necessary further disciplinary action could be forthcoming. Infractions will be handled as follows:

1st Time: Verbal warning to student by teacher or Principal.

2nd Time: Warning given to the parent either in as a written notice or via phone.

3rd Time: Child's parent(s) will be notified to bring appropriate attire to school or the child will be removed from the school setting.

SCHOOL VISITORS/VOLUNTEERS

All visitors to the school must sign in at the office. Parents picking up children at the end of the day need not sign in. For the safety of the children the only outside doors that remain unlocked during the school day are the front and back doors on the main floor.

Any person that wishes to volunteer in the school or with the children must complete the Diocesan "Safe Environment Program" training.

VOLUNTEERS/FUND-RAISING

St. Edward's School receives its funding from tuition, parish subsidies, donations, and fundraising. As a school community we have the responsibility--to the children and to one another--to participate in the ongoing financial stability of the school. Family participation through volunteering in a variety of capacities, participating in fundraising events, and paying tuition as agreed is crucial in keeping the school financially stable. Volunteering and fundraising account for approximately 25% of the general budget each year. It keeps the cost of tuition down and available to more students. In keeping with this goal, each family is required to agree to the following volunteer commitments:

Commit to Volunteer 21hours of time (per family) per year to the school or pay \$50.00 an hour for each hour not completed. The volunteer hours are allocated to the following school functions:

- **Mandatory 4 volunteer hours** per family for the Benefit Dinner.
- **Mandatory 2 volunteer hours** per family for the Harvest Festival.
- **Mandatory 15 volunteer hours** to the school which can be fulfilled in a variety of capacities (assisting classroom teacher, facility maintenance, ground maintenance). Time given to the Benefit Dinner and Auction in excess of 4 hours and Harvest Festival in excess of 2 hrs may be applied towards the 15 hours.

Exceptions to fulfilling the 15 hour commitment are as follows:

- Chairing another key fundraiser.
- Volunteering to be a classroom Parent Coordinator.

ATTENDANCE POLICY

All students (K-5) are required to be in attendance at least 90% of the time. If a student is absent more than 10% of the required days, approval for that student's promotion to the next grade level will be given by the school administration on a case-by-case basis.

Factors affecting the decision include classroom performance by the student and reasons for the absences. Students arriving to class after the scheduled start time in the morning will be counted tardy. Three tardies are equal to one absence. In the event that a student is absent the office must be notified by the parent as soon as possible; arrangements for homework can be made at that time.

STUDENT ARRIVAL AND DISMISSAL

Students should not arrive at school prior to 7:30AM. Breakfast is served beginning at 7:45. Students arriving before 8:15 may enter through the front or back doors of the main floor and should go directly to the basement in order to be under adult supervision until the first bell rings at 8:15AM. Students will not be allowed into their classrooms until 8:15 AM; classes begin at 8:25 AM. Students will be dismissed at 3:30 PM. **Students who are not picked-up by 3:45 will be sent to the after-school program and the parents will be charged for after-school care.**

Parents picking up children should park in the black top area directly behind the school. You cannot enter the parking lot area until 3:20, for the safety of the students. You may also pick up

students in front of the school in the designated LOADING ZONE. For those parents coming into the building please **do not park** in the front loading zone, use the parish hall parking lot instead. Keeping this area open provides a safe drop off and pick up point for our children in the front of the school.

GRADE REPORTING

Formal report cards will be distributed to parents quarterly (every nine weeks). Grades may be generated more often at the discretion of the teacher or at the request of the parent. Formal parent-teacher conferences will be scheduled in the school calendar. There is a mandatory conference at the end of the first quarter and optional conference at the end of the 3rd quarter.

HOMEWORK POLICY

The primary goal of homework is to provide students with independent practice.

Background assumptions:

Students should know what is expected of them.

Students should know how to do the assignment.

If the homework assignment is not clear to the student it is the responsibility of the parent or student to contact the teacher for clarification.

MEDICATION POLICY

Prescription medication will be dispensed to students only when the parent has signed a form stating when, under what conditions, and in what dosage the medicine is to be given. Medication not in the original container displaying the child's

name, dosage and date will not be given. Medication will be kept in the school office and administered by a designated staff person.

EMERGENCY DRILLS

Monthly fire and lock-down drills are conducted to insure the safety of students and staff members in the event of a real emergency.

FIELD TRIP POLICY

Curriculum-related field trips occur during the school year. Buses will be used for long-distance single trips whenever feasible. Local trips may be taken by private vehicle. Parents who drive must sign an “acceptance of responsibility” form, which includes a code of conduct and an outline of liability information. In order for a student to participate in a field trip they must have a standard school permission slip signed by a parent or guardian and on file in the office. **Adults who are providing transportation MUST have completed the Diocesan “Safe Environment Program” training, as well as provide proof of current automobile insurance.**

SCHOOL CLIMATE/ATMOSPHERE

The atmosphere of the school will reflect the vision of the school. Prayer will begin and end each day. Students, parents/guardians and those employed by the school will demonstrate behavior that is consistent with the Christian principles of the school. Instruction balances the religious and academic activities within the classroom. Our goal is to achieve a superior religious and academic program in the context of Christ-centered approach.

ANTI-BULLYING POLICY

Conflict is an inevitable part of interaction. As children learn the give and take of friendship, group cooperation, and social interaction, conflict often occurs. St. Edward's School strives to help children gain greater capacity for empathy, for compromise, for Christian kindness and respect towards others, and for learning the important skills of conflict resolution and problem solving.

Bullying can take many forms including, physical, verbal or psychological. Bullying is when one person uses power in a willful manner with the aim of hurting another individual repeatedly.

Some specific examples of bullying:

- Hurting someone physically by hitting, kicking, tripping, pushing.
- Stealing or damaging someone's belongings.
- Teasing, putting others down or ganging up on someone
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get others not to play or associate with someone.
- Verbal or written threats.
- Teasing others about their appearance, possessions, clothing, etc.
- Intimidating phone calls, e-mails or notes.
- Gestures or body language meant to put others down or exclude them from a group.

Students at St. Edward's School are expected to:

- Treat others with respect.
- Refuse to bully anyone.
- Refuse to watch, laugh or join in when someone is being bullied.
- Report bullying to an adult.

The School may deal with bullying issues in the following ways:

- Consultation with students
- Parent notification by phone
- Parent conference
- Disciplinary action

Harassment and/or Intimidation

Each student has the right to attend school in an atmosphere that is free from all forms of discrimination and conduct that can be considered harassing or coercive.

Students at St. Edward's School are:

- Prohibited from engaging in any conduct which could be reasonably construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
- Prohibited from sexually harassing other students, including actions, words and written material.
- Required to report to the school principal any harassment of which the student becomes aware.

GENERAL CONDUCT

St. Edwards's staff has a primary responsibility of facilitating a safe learning environment, including maintaining discipline. Each student and parent is expected to recognize the school's authority extends from within the building, to the playground, to the church, to the sidewalks and crosswalks. Students are to remain on the school grounds once dropped off and may not go to local businesses once they arrive on school grounds. We expect St. Edward's students to respect themselves, their family, their school, their church, and their community by following the St. Edward's Conduct Expectations.

ST. EDWARD'S CONDUCT EXPECTATIONS

PRINCIPLE #1: The words and actions of the St. Edward's community are Christ like.

Rules:

1. Do not use put-downs.
2. Bullying will not be tolerated.
3. Hurt no one.
4. Listen to and follow directions of teachers and adults on duty.
5. Use quiet voices in all buildings.

PRINCIPLE #2: St. Edward's students work and play safely.

Rules:

1. Walk in all buildings and on the sidewalks.
2. Stay on school grounds.
3. Stay off all fences, landscaping, and railings.
4. Use all play and school equipment appropriately.
(refers to climbing equipment and play equipment guidelines).
5. Don't talk to strangers.
6. Walk across all streets at designated crosswalks.
7. Remember that a pass is required to enter unsupervised areas.

PRINCIPLE #3: Treat property with care.

Rules:

1. Ask permission before borrowing.
2. Return all borrowed property in the condition in which it was received.
3. Keep all school and church areas neat.
4. Use bathrooms appropriately.

SCHOOL-WIDE LEARNING EXPECTATIONS

A Devoted Catholic Learner:

- ~ develops knowledge of Church teaching and practices
- ~ prays using traditional and spontaneous prayer
- ~ uses the Bible and has a knowledge of scripture
- ~ respectfully responds to Mass and liturgical celebrations
- ~ demonstrates a commitment of service to the Church, family, school, and community

An Academic Learner:

- ~ articulates ideas clearly through written and oral language
- ~ demonstrates active listening skills
- ~ thinks creatively to produce quality examples of academic understanding
- ~ applies basic skills to real-life situations
- ~ evaluates own work and strives to attain goals of high standards

An Involved Citizen:

- ~ takes responsibility and accepts consequences for their actions
- ~ resolves conflict in Christ-like manner
- ~ recognizes and actively fulfills their civic responsibility as good rewards
- ~ demonstrates compassion towards individual differences

A Life-Long Learner:

- ~ solves problems individually, cooperatively and collaboratively
- ~ knows how to locate information and utilize it
- ~ reads for leisure and learning
- ~ uses technology proficiently in daily life
- ~ productively contributes to their world



Come, Holy Spirit. Fill the hearts of your faithful and enkindle in them the fire of Your love. Send forth Your Spirit and they shall be created and You shall renew the face of the earth. O God who has instructed the hearts of Your faithful, by the light of the Holy Spirit, grant that by the same Holy Spirit we may have the right judgment in all things and evermore rejoice in His consolation. Through Christ our Lord. Amen.

May God bless you and your family now and forever.