



ST. EDWARD
Catholic School

**PARENT AND STUDENT
POLICY MANUAL
2016-17**

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HOME OF THE DRAGONS!

ST. EDWARD CATHOLIC SCHOOL
Parent and Student
Policy Manual Acceptance

The regulations and other provision outlined in this Student & Family Handbook are a condition of the contractual agreement between St. Edward Catholic School parents and students agree to abide by and cooperate with the policies, communications from the school's administration.

We, the undersigned, acknowledge that we have read the St. Edward Parent and Student Policy Manual 2016-17 and agree to adhere to the rules therein.

Student Name _____	Signature _____
Student Name _____	Signature _____
Student Name _____	Signature _____
Student Name _____	Signature _____

Parent Name _____
Parent Signature _____

**THIS FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL OFFICE BY
SEPTEMBER 1ST**

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ST. EDWARD CATHOLIC SCHOOL

MISSION STATEMENT

Established in 1885, St. Edward is a Catholic School rich in tradition and striving to educate a diverse student body academically, socially, physically, emotionally and spiritually to become well-rounded persons.

In teaching life-long values and virtues in a compassionate and Christ-centered family environment, the pastor, faculty, staff and parents inspire St. Edward students to excel in every aspect of life and to carry this learning forth to the world.

PHILOSOPHY STATEMENT

St. Edward Catholic School seeks to offer high quality academic programs, which are integrated with religious truth and values. Students are prepared for life and a leadership role in today's Church and society through a strong, basic, and contemporary curriculum. The focus of Catholic education is the development of the academically, socially, physically, emotionally and spiritually by instruction and formation in the beliefs, values, and traditions of the Catholic Church. The teachers, in partnership with the parents, model mature faith and Christian living in everyday life. These educational ministers are selected with care and are challenged to on-going professional and spiritual growth.

GOALS

Broad goals of all Catholic schools are to teach the Gospel message, to build a faith community, to worship God, and be of Christian service. The goals of the Catholic Schools of Arkansas are:

1. To work closely with the home in educating children toward the fullness of Christian life.
2. To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.
3. To develop religious understanding and provide opportunities for personal commitment to religious values.
4. To specifically teach Catholic principles and Christian values.
5. To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example.
6. To encourage staff members to grow as Christians.
7. To instruct in human knowledge and skills, which enable students to actively participate in the parish community and society.
8. To help each student develop a positive attitude toward lifelong education, including the power to think constructively, to solve problems, and to reason independently.
9. To facilitate and improve the student's opportunity to learn.
10. To play a significant role in raising national levels of knowledge, competence, and experience.

ACCREDITATION & MEMBERSHIPS

St. Edward Catholic School is fully accredited through the Arkansas Nonpublic School Accrediting Association (ANSAA). St. Edward Catholic School is a member of the National Catholic Educational Association (NCEA) and a school of the Diocese of Little Rock.

SCHOOL BOARD

The St. Edward School Board is an advisory board that assists the principal in various duties. New members are recommended by the board and appointed by the pastor. Individual board members exercise no official consultative role outside the board meeting. Members do not have the responsibility or authority to resolve school matters. If a board member is approached regarding a school issue, he/she will refer the aggrieved person to the complaint procedure outlined below.

ENDOWMENT

The Educational Trust Fund for St. Edward School was established to raise capital from which the interest can be used to support the work of the school and assist with long term financial needs of the school. A board of trustees independent of the school board oversees this fund. Gifts can be made to the endowment at any time.

In this handbook, wherever the term “parent(s)” is used, “parent(s) or guardian(s)” is implied.

NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student’s emotional, academic, and physical abilities, and the resources available to the school in meeting the student’s needs. (*Catholic Schools Policy Manual, Edition 2014/Revised 2016*)

HUMAN SEXUALITY POLICY

St. Edward Catholic School has fully adopted the Diocese of Little Rock’s Human Sexuality policy. The diocesan human sexuality policy is a part of the diocesan Manual of Policies and Regulations for Catholic schools, and is located in subsection 4.42 of the section titled “4.0 Students.” It can be viewed on the Catholic Schools Office website at: <http://www.dolr.org/schools/policy-manual>

ADMISSION PRIORITY

1. Registered parishioners whose older children already attend the school
2. Catholic families from other parishes whose older children already attend the school
3. Non-Catholic families whose older children already attend the school
4. Registered parishioners, first child
5. Catholic families from other parishes, first child
6. Non-Catholic families, first child

REGISTRATION

Registration for all returning students will begin in January followed by registration of new students. At this time a non-refundable registration fee is required to reserve your child’s place for the next school year. If for some reason the school is not able to accept a student, the registration fee will be returned.

ENTRANCE AGE

No child will be admitted to Kindergarten unless he/she has attained the age of five years on or before September 1 and no child will be admitted to first grade unless he/she has attained the age of six years on or before September 1 of that school year.

DOCUMENTATION REQUIRED FOR ADMISSION

The following records must be submitted at registration:

- Birth Certificate
- Current immunization records
- Baptismal Certificate for all Catholics

- Any previous schooling documentation, which will be reviewed prior to admittance

TRANSFER STUDENTS

St. Edward Catholic School will consider for acceptance transfer students who have met the following guidelines:

- An interview with the principal and/or pastor.
- Copies of the past or current year report card and previous standardized test scores.
- Academic records from previous year for all students entering 1st-8th grades.
- Copies of existing psychological and/or therapy reports and evaluations.
- Proof of good financial, academic, and behavioral standing when transferring from another parochial school.
- All new students are admitted on probation for nine weeks. During this probation period, the principal, in consultation with the pastor, reserves the right to determine if a student's grade placement is appropriate and if the student is to remain at St. Edward Catholic School.
- St. Edward does not admit transfer students into 8th grade without compelling reason.

TUITION

Tuition is the principal source of operating income for St. Edward Catholic School. It is therefore of the utmost importance that tuition payments are made on schedule. Tuition can be paid annually, semi-annually, or by monthly bank draft. Bank accounts and checks containing insufficient funds will be charged a return fee.

GUIDELINES FOR PARISH TUITION RATE

Families must be registered in the parish six months prior to receiving parish rate unless just moving into the area. Families must be in regular attendance at St. Edward Church and participate in parish activities. If church records indicate that envelopes are not being placed in the collection basket at least once per month, regardless of the amount enclosed, families will be moved to the non-parish rate.

ACADEMICS

CURRICULUM

St. Edward Catholic School will follow the diocesan *In Spirit and Truth* curriculum and Arkansas state requirements regarding basic materials, specific courses, and time allotments. The *In Spirit and Truth* curriculum guide is available in the school office and on the website.

HOMEWORK

Homework assignments, whether written, studying for tests, or projects, are a necessary part of each student's educational program. Therefore, it is imperative that students complete assignments in a timely manner and take the tests. One of the most important objectives of education is to teach the student how to study. It is extremely important that parents help their child attain this objective by creating a good work environment at home. Home study time varies according to the needs of the individual. A student may not call home for forgotten assignments.

MAKE-UP WORK

Upon returning to school from an absence, a student must approach his/her teacher and ask for tests and assignments to be made up. It is the responsibility of the student to contact the teacher to obtain make-up assignments. For each day of absence an extra day is given for make-up work. A grade of zero will be given for a test or assignment, if not completed. A parent may request homework by calling the office by 9 a.m. Homework may be picked up in the office at 2:45 p.m.

GRADING

All elementary and secondary schools in the Diocese of Little Rock use the following grading scale:

A	Superior	90-100%
B	Above Average	80-89%
C	Average	70-79%
D	Passing	60-69%
F	Failure	Below 60%

CONDUCT GRADES

Students will receive a conduct grade from each teacher. The grade will be based on the student's behavior in the individual teacher's class. Teachers will establish a policy for determining conduct grades and present it in writing to the students and parents before the second week of school. Students will receive a conduct average on their report card. Students participating in extra-curricular activities must maintain at least a B average in conduct.

REPORT CARDS AND INTERIM REPORTS

Student progress is reported to all parents four times each year. During the fifth week of each nine-week reporting period, Interim Reports will be sent home with students in grades 1 – 8. Report cards are distributed one week after the close of each quarter (nine-week periods). When failure seems inevitable, parents will be properly notified well in advance of the probable failure of the student. All report cards must be signed and returned within a week of the distribution date.

Pre-K and Kindergarten will be evaluated on developmentally appropriate skills that are recorded quarterly on a student checklist.

PERMANENT RECORDS

Permanent record cards are kept in the school office for every student. The permanent record will include the attendance, cumulative academic grades, and results from the annual standardized test for the student.

HONOR ROLL

St. Edward will publish an honor roll each quarter. Students will be recognized who have earned all A's and all A's and B's. All subjects for which students earn letter grades, including conduct, will be counted in determining these honor rolls.

STUDENTS WITH SPECIAL NEEDS

In order to document a student's learning disability, the school must have a current psychological evaluation on file in the office. Grades for students with special needs are used to indicate a student's progress in relation to his or her ability and not in relation to an expected grade norm. A modification checklist may be prepared on an individualized basis. If quantity of coursework or grading is modified, it will be noted on the report card and permanent record card.

PROMOTION

A student is promoted each year after evaluation by the teacher and the principal. When making an evaluation of the student's academic progress, the teacher will consider the social, emotional, physical, and moral development of the student, which at times may be given preference over academic performance. The principal will have the final say in promoting or retaining a child.

- Two failures (less than 60% for the year) in core academic subjects constitute a grade failure unless made up in summer classes approved by the principal.
- Proof of attendance at summer school or approved tutoring and passing marks from the tutor, must be presented to the principal before the child is promoted.

- Accumulation of 25 days of absences during the school year may be grounds for retention.

DISCIPLINE

The ultimate goal of discipline at St. Edward is to teach students to become effective modifiers of their own behavior. Good order and self-discipline is expected. The classroom teacher is responsible for developing age appropriate rules, rewards, and consequences, which are clearly conveyed to students verbally and in writing. Emphasis will be placed on positive values rather than negative.

When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, teacher, and all who have been offended by the misconduct.

Serious and continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken. The principal and pastor will make final decisions regarding disciplinary actions.

If a student cannot be helped through any of the above means, suspension or expulsion will be considered.

BEHAVIOR ON/OFF-CAMPUS

Since a St. Edward student represents the school at all times, both on and off campus, it should be understood that any conduct which brings discredit to the student or to the reputation of St. Edward and its community may result in disciplinary action by the school. This includes comments and actions through social media channels (Facebook, Snap Chat, Instagram, text messages or other means).

GENERAL RULES OF CONDUCT

- Students are to be mannerly, courteous, and respectful.
- Reasonable quietness conducive to learning and good order is expected.
- Students must respect school property and the property of others.
- Students should walk in the hallways, classrooms, and cafeteria.
- Gum chewing is not allowed.
- Students may not bring or use games or other items that may cause disruption in learning without approval of the teacher.
- Cell phones must be checked in with the teacher at the start of the day and are not allowed to be in the possession of students during the day unless permission is given during an emergency.
- All students are to be prepared for class by having all necessary supplies.
- Students may not leave the school premises unless authorized by the parent and principal.

PLAYGROUND RULES

Students are expected to follow all playground rules set forth by the classroom teachers and administration.

- By signing the handbook agreement page, parents give permission for their children to cross the street to MacArthur Park for recess when appropriate.
- Students may NEVER CROSS Ninth Street unsupervised. When lining up to cross the street, students will stop at designated areas, line up in single file and wait for the teacher to stop traffic and signal for the students to cross.
- Students are to use the park without abuse. The City of Little Rock allows the students to use the park area, and respect must be given to any other people using the park.
- Students are to play in designated areas only.

CONDUCT NOT TOLERATED

The following are considered major offenses. Punishment, at the discretion of the principal and pastor, will be severe and may include suspension or expulsion. Diocesan policies will also be followed when applicable.

- Fighting.
- Defiance of school authority (principal, teachers, or other staff).

- Consistent lack of cooperation, both within and outside the class.
- Willful destruction of school property.
- Bringing or use of alcohol, tobacco in any form, and /or illegal drugs on the school grounds or at any parochial school function.
- Bringing any type of weapon to school or any school function. Weapons can be anything that could cause harm to an individual, such as, but not limited to knives, guns, and sharp objects.
- Use of classroom items or other objects in a way that endangers the safety of those in the room
- Theft.
- Bullying, threatening, demeaning or hazing other students.
- Other such inappropriate behaviors.

SCHOOL PROPERTY

Students are expected to be responsible for care of all school property. Any student damaging school property will be expected to pay to repair the damage. Any student who loses a book or excessively damages a book will have to pay the replacement cost of the book.

With reasonable cause, the school has the right to search or view any items brought on campus, including inside lockers.

DETENTION

Detention Hall is assigned to students in grades 4 – 8 and is monitored by teachers who, ordinarily, will provide the parent with a minimum 48-hour notification. Teachers may assign before – or – after school detention for just reason. This may be a silent, sit still time, a study period, or a work detail as determined by the teacher on duty. If the student fails to be on time, an additional detention hall will be set automatically. Failure to attend detention when assigned may result in further disciplinary actions. The principal may authorize Saturday detention if necessary.

SUSPENSION

Suspension is the temporary exclusion of a student from regular classroom activities for disciplinary reasons. Suspension will be assigned as either in school or out-of-school. Suspension will be at the discretion of the principal in consultation with the pastor.

- Students may be suspended for a serious reason for a period of time, not to exceed 10 days.
- Students are suspended for conduct reasons, not academic reasons. Therefore, students will be able to complete work assigned during their suspension for credit.

EXPULSION

Expulsion is the permanent dismissal of a student from school. Expulsion from the school will be the decision of the principal in consultation with the pastor. Parents have the right to ask for a hearing to appeal an expulsion if they so wish.

UNIFORMS

Uniforms are required for all students attending St. Edward Catholic School. We believe uniforms play an important role in maintaining the proper academic atmosphere and it is our interest in maintaining uniformity as much as possible. The official school logo is the stain glass image that represents our Church and School community. The official school mascot is the “Dragon”. School uniforms may be purchased at School Days located at 2400 Cantrell Road Suite 104, Little Rock, AR 72202 (501) 663-7305.

The seasons of dress are: Spring/Summer (August to October 31 and after Spring Break) and Fall/Winter (November 1 to Spring Break)

A used uniform sale/exchange will occur prior to the start of school. The principal and pastor make the decision

of uniform guidelines.

SPRING/SUMMER UNIFORM DRESS CODE

Girls: PK – 3RD GRADE

- St. Edward plaid jumpers w/ white, round Peter Pan collar blouse
- Khaki shorts w/ brown or black belt or plaid skorts w/Hunter green polo w/logo
- White or navy ankle or knee socks
- Shoes: neutral color tennis shoes, Mary Jane w/rubber soles OR Velcro
- *Shorts must be worn under jumpers*

Girls: Grades 4 & 5

- Plaid skirt or Khaki shorts w/Hunter green polo w/logo
- White/navy ankle socks
- Shoes: neutral color tennis shoes, Mary Jane or Saddle Oxfords w/rubber soles or similar to Sperry Boat shoes
- *Shorts must be worn under skirts*

Girls: Grades 6 – 8

- Plaid skirt w/Hunter green polo w/logo
- White or navy knee or ankle socks (ankles must be covered)
- Shoes: Neutral color tennis shoes, Saddle Oxfords or shoes similar to Sperry Boat shoes

Boys: PK – 5th GRADE

- Khaki shorts w/Hunter green polo w/logo
- Brown/black belt
- White, navy or tan crew socks (free of design and ankles must be covered)
- Shoes: Neutral color tennis shoes or similar to Sperry Boat shoes or dark brown Merrell Jungle Mocs

Boys: Grades 6 – 8

- Khaki shorts w/Hunter green polo w/logo
- Brown/black belt
- White, navy or tan socks (free of design and ankles must be covered)
- Shoes: Neutral color tennis shoes or similar to Sperry Boat shoes or dark brown Merrell Jungle Mocs

WINTER/FALL UNIFORM DRESS CODE

Girls: PK – 3RD GRADE

- St. Edward plaid jumpers w/ white, round Peter Pan collar blouse (long or short sleeve)
- Khaki pants w/Hunter green polo w/logo (long or short sleeve)
- White or navy ankle or knee socks or tights
- Shoes: neutral color tennis shoes, Mary Jane w/rubber soles OR Velcro
- *Shorts must be worn under jumpers*

Girls: Grades 4 & 5

- Plaid skirt w/Hunter green polo shirt w/logo (long or short sleeve)
- White/navy ankle or knee socks, tights or leggings (leggings must be long enough to tuck inside socks)
- Shoes: neutral color tennis shoes, Mary Jane or Saddle Oxfords w/rubber soles or similar to Sperry Boat shoes
- *Shorts must be worn under skirts*

Girls: Grades 6 – 8

- Plaid skirt w/White button-down blouse (long or short sleeve)
- Plaid cross tie

- White or navy knee or ankle socks (ankles must be covered), tights or leggings (leggings must be long enough to tuck inside socks)
- Shoes: Neutral color tennis shoes, Saddle Oxfords or shoes similar to Sperry Boat shoes

Boys: PK – 5th GRADE

- Khaki pants w/Hunter green polo shirt w/logo (long or short sleeve)
- Brown/black belt
- White, navy or tan crew socks (free of design and ankles must be covered)
- Shoes: Neutral color tennis shoes or similar to Sperry Boat shoes or dark brown Merrell Jungle Mocs

Boys: Grades 6 – 8

- Khaki pants w/white oxford shirt (long or short sleeve)
- Green, navy and gold stripe tie
- Brown/black belt
- White, navy or tan crew socks (free of design and ankles must be covered)
- Shoes: Neutral color tennis shoes or similar to Sperry Boat shoes or dark brown Merrell Jungle Mocs

PE UNIFORM: Girls/Boys Grades 5 – 8 (ALL YEAR): Grey t-shirt w/St. Edward Athletics and hunter green mesh basketball shorts, with white socks, neutral color tennis shoes.

OUTERWEAR:

- Hunter Green Sweatshirt fleece jackets w/St. Edward logo

UNIFORM DRESS CODE REQUIREMENTS

APPEARANCE

- Students must be in proper uniform and well groomed at all times. Dress often affects behavior. Notes from parents do not release students from uniform requirements.
- When attending field trips, students must always be in full dress uniform unless the principal permits an exception.
- All shirts (boys or girls), blouses, sweaters, ties and socks must be free of all decorations, designs, trim and logos (except the school crest). **All shirts must be tucked in at all times while students are on the campus.**
- Skirts, skorts, shorts or pants must be worn at the waist with a belt at all times.
- A plain white t-shirt may be worn under the shirt or blouse.
- Socks must be worn at all times with the appropriate shoes. Ankles **must** be covered. **No-show athlete socks are not permitted.**
- Only the SE uniform sweatshirts, sweater, or fleece may be worn in the building or classroom. All other outerwear must be kept in the classroom coat locker or locker.
- **All uniform clothing and personal property should be clearly labeled. The school is not responsible for lost articles.**

SHOES

All tennis shoes must be neutral in color. Solid colored shoes and shoe strings of bright, neon green, purple, pink orange, etc. are not permitted. Shoes with lights, wheels, cleats, extra-high high tops, or boots may NOT be worn.

HAIR

- Girls' hair must be well groomed at all times. Girls are to keep hair out of the face with headband or hairpins. Hair accessories must compliment the uniform and may be purchased at School Days Uniforms. Hair dye and colored highlights are not permitted.
- Boys' hair should be above the eyebrows, the ears and the collar at all times. Facial hair must be shaved.

JEWELRY AND MAKE-UP

- Girls' may only wear one pair of post earrings. Dangling earrings are not permitted.
- Necklaces must be worn inside the shirt; chokers are not allowed.
- Students are not allowed to wear excessive or "trendy" jewelry.
- Girls may wear clear or sheer pink nail polish; colored nail polish is not acceptable.
- No color make-up such as mascara, eye shadow, eyeliner or blush may be worn. Clear lip-gloss or Chap Stick may be permitted.

OTHER UNIFORM GUIDELINES

- All uniforms should fit properly and have no holes or significant fading
- All pants must be uniform style with pockets on the inside, not sown outside; No Cargo pants or Capri pants
- No necklaces except for religious items, no more than 1 inch square, on thin chains
- No make-up, visible tattoos, fingernail polish, or fake nails
- St. Edward spirit wear can be worn on days as designated by the principal
- Members of St. Edward Boy & Cub Scout and troops and Little Flowers can wear their uniforms on the day their groups meet.

FREE DRESS DAYS

The principal will announce casual dress or jeans day throughout the school year. ALL OTHER ITEMS LISTED ABOVE, AS "OTHER UNIFORM GUIDELINES" REMAIN IN PLACE. Jeans with holes, ripped, torn or too tight may NOT be worn. If shorts are worn they must be uniform shorts (only allowed in August-November and March until the last day of school). Shirts with inappropriate messages, pictures or wording will not be allowed. T-shirts are not to be tied. Work boots and sandals may not be worn. Generally, clothing should be in good taste and appropriate for a Catholic school event.

UNIFORM VIOLATION PROCEDURE

The final decision about whether or not a student is in violation of the uniform dress code will rest with the principal. If there is a violation, the principal will list any required action in writing and will send it home to be signed by a parent. As with all policies, the principal reserves the right to use discretion in applying the uniform policy and the right to modify the uniform policy during the year if necessary to clarify the spirit of the policy. Notice of amendments will be sent to parents and will be posted to the online version of the handbook.

ATTENDANCE

Regular and timely attendance is required for each student to be successful.

SCHOOL DAY

The school day officially begins at 7:50 a.m. Students may be dropped off beginning at 7:30 a.m. Students are not supervised prior to this time and, for safety reasons, may not be left on school premises.

Dismissal is at 3:10 p.m. Students not picked up by 3:25 will be sent to after-care and the parents will be charged the daily drop-in fee. Students picked up prior to dismissal time will be considered tardy.

TARDINESS

For students to make satisfactory progress in school, it is necessary that they be present on a daily basis when classes begin. A student is considered tardy for school if he/she is not in the classroom when the 7:50 bell rings.

If arriving after 7:50 a.m. students must report to the office to obtain a tardy slip before going to the classroom. Students arriving to school after 8:00 am must be signed in by an adult in the school office.

Excused tardies are for doctor or dental appointments. After 10 tardies (excused or unexcused) the principal will request a conference with the parents to address tardiness. If tardiness continues after the conference with the parent(s) and/or guardian(s), the student is liable for suspension or expulsion. If students are late on Mass days, after signing in at the office, parents are to escort their child to the church.

EARLY CHECKOUT

When requesting a student to be dismissed from school during the school day for any reason, parents are to contact us in the office before 9:00 am. Written requests in advance are also acceptable. For the safety of the child, the parent or other authorized person must come to the office to sign the child out and wait for them to be called to the office. If returning during the same day, the parents must sign their child back in at the office. These are recorded as tardies or partial absences.

No student may leave the school premises during school or absent themselves from school sponsored functions and events without express permission of the principal. A student who violates this rule will be subject to disciplinary action at the principal's discretion.

REPORTING AN ABSENCE

If a child is absent, please call the school office before 9 a.m. or send a note to the office via a sibling. Upon returning to school, the student is required to bring a note to the classroom teacher stating the reason for his/her absence.

Students who are absent due to illness may not return to school until they have been fever-free for at least 24 hours.

MEDICATION

- Any medication brought to school will be stored in a designated place in the office.
- Prescription drugs must be in the original container labeled with the physician's name and appropriate dosage.
- Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. A Medication Administration Release Form should be on file when dispensing prescription drugs and over-the-counter medicine.
- Students may not keep any medication, whether prescription or non-prescription, in their possession while at school except Epinephrine auto injectors and asthma inhalers. A Medication Administration Release form must still be on file in the office for these items. **HANDWRITTEN NOTES ARE NOT ACCEPTABLE.**

HEALTH SERVICES

Vision and hearing tests are given every year for all students in Kindergarten, and Grades 1, 3, 5, and 7. If the results indicate that additional tests are needed, the parents of the child are notified. Scoliosis Screening is done in Grades 5 - 8. Abnormalities are documented and parents are notified.

VACATION AND TRIPS

When parents take children out of school for vacations or trips, the principal and the teacher must be notified in advance. These days will count as absences. Teachers are not required to write out lessons in advance. Upon returning to school, the student is responsible for approaching his/her teacher to ask for missed assignments and tests.

ARRIVAL/DISMISSAL

Students may enter the building at 7:30 am and go directly to the cafeteria under the supervision of teacher(s). Students should not be dropped off prior to the school doors opening at 7:30 am.

Students will be called by the family's last name when their car arrives at dismissal time. The name card should be visible attached to the sun visor on the passenger's side. Cooperation in this procedure will ensure the safe and expedient dismissal of the children.

Students in Pre-K, Kindergarten, 4th and 5th grades will be picked up at the Ferry Street entrance of the school. Students in 1st, 2nd, 3rd, 6th, 7th, and 8th grades will be picked up at the main entrance of the school. Students with siblings should go to the pick-up location of the youngest child.

- If a student is to ride home with someone other than a parent, parents must call the school or send a note to the school office.
- Student should exit the right side of the vehicle and should not cross through the car line.
- Parents of student in PK and Kindergarten are permitted to walk students in to the school building.
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PERMANENT WITHDRAWAL FROM SCHOOL

As early as possible the parent is to notify the school if a withdrawal is forthcoming. Issues with outstanding library books, schoolbooks, athletic uniforms, or fees must be settled before records will be sent to another school.

Families who withdraw during the school year will be responsible for paying the percentage of the annual tuition that is equal to the percentage of the school year for which their children attended St. Edward. If this amount is less than \$300, families will be asked to pay \$300 per student to cover items already purchased. Families who withdraw in the summer will be required to pay this same \$300 per student minimum tuition payment.

COMMUNICATION

PARENT/TEACHER CONFERENCES

Parent teacher conferences are held twice per year. Conferences are mandatory at the end of the 1st quarter and by parent or teacher request at the end of the 3rd quarter. Parents will be notified of these conferences in writing. Additional conferences may also be scheduled at any time upon request of the parents, teachers or the principal.

CONTACTING FACULTY

To speak to a member of the faculty, please send a note requesting that the teacher contact you, call the school office, or send the teacher an email. The teacher will respond to parents in a timely manner. Please do not use teachers' personal email, phones, or social networking to contact teachers regarding school situations.

USE OF TELEPHONE

Students' use of the telephone is limited to emergency calls. Neither students nor teachers will be pulled from the classroom to accept telephone calls unless it is an emergency.

Students should make arrangements for after-school activities before they come to school. If students are not picked up because they have failed to communicate changes in extracurricular schedules, they will be checked in to after-care at the drop-in rate and may call their parents from after-care.

RENWEB

The school uses RenWeb to communicate with families via the Internet. Parents can check grades and information, as well as receive emails from the school through RenWeb. **Tests and major assignments may be posted in the parent portal of RenWeb.** Students are responsible for accurately recording daily assignments in their planners.

Because RenWeb is the simplest and most cost effective way to communicate with parents, all families are required to set up email accounts and provide the address to the school for use with RenWeb. If parents do not have Internet access, they can contact the school office to arrange to use a school computer.

CHANGE OF INFORMATION

Parents are requested to notify the school office immediately of any change of home, work, or cell phone numbers, mailing or email addresses, or emergency contact information.

NON-CUSTODIAL PARENTS

Non-custodial parents are not to use the school as a meeting place to visit with their child/children. In the case of divorce, it is the responsibility of the parents to provide the office with a copy of the divorce decree that includes the court order stating custody and visitation rights. The principal will allow a non-custodial parent to take a child from school only as specified by court order unless the custodial parent has authorized other arrangements. If the court order is not on file in the office, it will be assumed that both parents have equal rights.

Upon request, a copy of the child's report card will be provided to the non-custodial parent. No other records will be released to non-custodial parents without authorization from the custodial parent.

COMPLAINTS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual involved before discussing with other patrons. Complaints should be handled in the following manner:

1. If a person has a complaint, the individual will go to the employee who is most directly involved in the situation to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily at that level, the person will contact the principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the superintendent.

It is not in the responsibility or authority of School Board members or PTO officers to resolve school matters. If board members or PTO officers are approached with complaints, they are to refer the aggrieved person to the above procedure.

COURTESY

Respect and courtesy should be shown at all times to all adults and fellow students. We expect children to conduct themselves in a refined, courteous and Christ-like manner at all times - at play and at work.

ROLE OF PARENTS

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring, hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and sacrament of matrimony that from their earliest years children should be taught, according to the faith received in baptism, to have knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

Declaration of Christian Education, VATICAN COUNCIL II

RESPONSIBILITIES OF PARENTS

The following are responsibilities of parents whose children attend Catholic Schools:

- To be a partner with the school in the education of your children
- To understand and support the religious nature of the school
- To read all communications from the school
- To discuss concerns and problems with the appropriate personnel
- To be as actively involved as you can in the life of the school and to volunteer assistance when possible
- To promote your school and speak well of others
- To meet your financial obligations in a timely manner and to support fundraising.

SOCIAL MEDIA EXPECTATIONS FOR PARENTS

As a partner of a Catholic School you have a responsibility to partner with the school and to promote your school and speak well of others. Ultimately you are solely responsible for what you post online. Before creating online content consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects employees, students, or families of the parish or school may result in disciplinary action up to and including withdrawal of your child from the school and/or legal action.

CONFIDENTIALITY

Teachers are available to help students with a variety of concerns. Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

ADDITIONAL INFORMATION

AFTER-SCHOOL CARE

After-school care is available on school days from 3:10-5:30 p.m. This program follows the licensing guidelines set forth by the Department of Human Services for church operated childcare facilities. The cost of aftercare is \$10 per day per child, with a maximum of \$30 per week per child. If students are not picked up by 5:30 p.m. an additional \$1 per minute will be charged. If after-care will not be held on a given day, parents will be notified in advance. If a student has an outstanding after-care balance greater than one month's fees (\$120), the student will not be permitted to attend after-care until the balance is brought current.

ATHLETICS

The purpose of the athletic program at St. Edward Catholic School is to provide an opportunity for all interested students to use the physical talents that God has given them and experience the Christian values that can be found in sportsmanship, camaraderie, and teamwork all while improving basic skills in sports. The Athletic program will strive to encourage active participation and individual efforts of each student regardless of skill level. As a result of participating in the sport, the student should develop a respect for authority (coaches, referees, parents, etc.) and a respect for others (teammates and opposing players). The Athletic Department hopes that each individual will develop self-confidence, increase self-esteem, and have fun.

A volunteer athletic director works in coordination with the principal in organizing the athletic program. The Parochial League policies are available on the school website.

Students who arrive at school after 10:00 a.m. on a game day are not allowed to play in that day's game. If a student checks out of school early, he/she must receive approval from the principal in order to play.

BACKPACKS

Students must carry all backpacks and bags. Bags with wheels are only permissible with authorization from a licensed physician. Otherwise, bags with wheels are not permitted.

BIRTHDAY PARTIES

Students may not have individual birthday parties at school. At no time are gifts to be exchanged in the classroom. **Please do not send special items for the class on your child's birthday.** Party invitations may only be passed out in class if **all** students in the classroom receive one.

Students are not allowed to receive flowers, balloons, candy, or other deliveries at school.

COMPUTER AND INTERNET ACCEPTABLE USE

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. To the end the school supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallways. The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communication over the networks. It is presumed that users will comply with school standards and will honor the agreement that they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network administrators may review files and communications to maintain system integrity and insure users are using the system responsibly. Users should not expect that files stored on school servers will always be private. There should be no expectations of privacy when using the school computers, computer network or computer system.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. As outlined in the school policy and procedures the following guidelines must be followed:

Computer Access:

- The administration or teacher has the right to access information stored in any student file on any student screen, or student electronic mail.
- Hardware or software shall not be damaged, modified or abused.
- Intentionally altering the files, data or software on the school computers will be viewed as vandalism.
- Loading software on any computer without authorization of the technology coordinator is forbidden.
- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Using of or sharing another's password is not allowed.
- Before accessing the Internet, each student will receive instruction in the proper use of the online tools.
- Students must notify teacher immediately of inappropriate material found.
- Use of Internet without the knowledge and permission of a teacher or administrator is prohibited.
- Students may not download programs.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher is not allowed.

- Students will use polite language; obscene languages, harassing, insulting, or attacking language will not be tolerated.
- Transmission or downloading materials in violation of copyright laws is prohibited.

Internet Access:

- Sending and displaying offensive messages or pictures is not tolerated.
- Damaging computer, computer system or computer networks is prohibited.
- Trespassing in another's folders or files is prohibited.
- Intentionally wasting limited resources is not tolerated.
- Students are not to reveal any personal information online.

Violation may result in loss of access as well as other disciplinary or legal actions.

By signing the handbook acceptance form, students agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

By signing the handbook acceptance form, parents grant permission for their children to access networked computers services such as electronic mail and the internet, understand that individuals and families may be held liable for violations and that some materials on the internet may be objectionable, and accept responsibility for guidance of internet use – setting and conveying standards for their children to follow when selecting, sharing, or exploring information and media.

ELECTRONIC DEVICES

Cell phones brought to school by students must be checked in to the teacher at the beginning of the school day and will be returned to students at the end of the day.

Personal electronic devices can be brought to school and used for educational purposes if approved by the teacher and principal. A “Personal Electronic Device Request Form” must be completed before the device is brought to school.

If a device is used to create a non-authorized video or audio recording, a copy of the recording will be made and placed in the student's file, and the recording will be deleted from the device prior to returning the device to the student. Any and all copies of non-authorized recordings will be permanently destroyed at the end of the school year in which they were made. More than one instance of violating this policy may result in confiscation of the device for an extended period of time.

The school is not responsible for loss of or damage to personal devices or any other personal property brought to school by students.

EVACUATION

If in an emergency situation it is necessary to evacuate the building indefinitely, all occupants of the school buildings will go to the Holiday Inn on Ferry St. This will be our “safe point” from which students can be picked up.

FIRE AND TORNADO DRILLS

Fire drills will be conducted once a month. Students will be informed of the fire exit plans. Tornado drills are conducted several times during the school year.

FAMILY DIRECTORY

Each year St. Edward publishes a directory with student and parent names, phone numbers, addresses, and email addresses. Any parent who does not want their information published in this directory must sign a waiver in the school office.

FEDERAL PROGRAMS

Each year St. Edward Catholic School students receive benefits from Title I and other programs through funding from the federal government. These funds are used to provide programs, teacher in-service and materials to address student improvement. Because much of this funding is based on the number of free or reduced students attending the school, we encourage everyone to apply.

FIELD TRIPS

Field trips will be organized throughout the year by the classroom teacher. The trips will be appropriate and educationally rewarding. Field trips are a privilege and students can be denied participation if they fail to meet academic and/or behavioral requirements. When a field trip is imminent, each student will receive a Field Trip Permission Form. This form will contain the details of the trip and a section to be signed by the parent granting permission for his/her child to attend. This form must be returned to the teacher in order for the student to attend. **Handwritten notes or phone calls will not be accepted.** Parents do have the right to refuse to allow their child to participate in a field trip.

If a DVD player will be used in a vehicle while traveling for a field trip during the instructional day, any movies shown must be pre-approved by the principal.

Drivers must have attended the **Protecting God's Children** program, completed a background check and be registered with VIRTUS.org. Drivers must have liability insurance in the amount consistent with the laws of the State of Arkansas in accordance with the Diocese of Little Rock. You are required to sign and return the Driver Liability Form (in the front of the policy manual) along with a copy of proof of insurance and a copy of your driver's license. Each child must wear a seat belt while being transported to and from the field trip destination. It is the responsibility of the parent providing the transportation to make sure each child is buckled up. Teachers shall advise each parent as to their responsibility.

PARENTS SHOULD PROVIDE TRANSPORTATION TO AND FROM THE SITE OF THE FIELD TRIP ONLY. SPECIAL TREATS OR SIDE TRIPS FOR SNACKS ARE NOT PERMITTED.

FUNDRAISING

St. Edward does everything possible to keep tuition as low as possible. The tuition paid by each student is less than the amount actually required to educate each child. By choosing to be a part of St. Edward Catholic School, parents should be ready to assist the school in providing the best educational environment. In order to reach this goal, there are several fundraisers throughout the year. Each family is expected to participate in the fundraisers to the best of their ability.

HOME ROOM REPRESENTATIVES

Homeroom representatives are selected to assist the classroom teachers and principal with student and school activities. All activities are to be approved by the principal. Homeroom representatives are to assist or coordinate assistance with classroom parties, field trips, *It Takes a Village*, teacher appreciation week, etc.

MOVIES / VIDEOS

To promote and recognize Christian values and moral behavior, only movies with a MPAA rating of "G" (General Audiences) will be allowed to be viewed at the school. Seventh and Eighth grade students may be allowed to view movies rated "PG" (Parental Guidance Suggested) if the teacher has previewed the movie prior to showing it to his/her class, and has received prior approval from the principal. "PG - 13" movies are not permitted.

INJURIES AT SCHOOL

Minor injuries are taken care of by the teacher or in the office. In case of a serious injury, parents will be notified as quickly as possible. If the parents cannot be reached, the emergency numbers will be contacted. If the

emergency numbers cannot be contacted, the injured child will be taken to the hospital if necessary. All accidents will be reported on the school accident report form and a copy will be sent home and the original will be placed in the child's file.

Since medical bills resulting from accidents to students at school are the responsibility of the parents, all parents of students at St. Edward are given the opportunity to purchase student accident insurance through the school. Forms are available in the school office.

LUNCH

- Menus for the month will be sent home at the beginning of the month with the school newsletter.
- Lunches should be paid for in advance. Please send lunch payments in an envelope labeled with the student's first and last name and the amount enclosed.
- If lunches are brought from home, please prepare healthy lunches. **No lunches from fast food restaurants are to be brought to students. No carbonated drinks are to be brought with lunches.**
- Parents are welcome to eat lunch at school with their children. Visiting parents are welcome to order a lunch, but must call the office before 8:30.
- Lunch cost is \$3.25 for full price and \$.55 for reduced. **If a student has an outstanding cafeteria balance greater than one month's cost (\$65), the student must bring lunch from home until the balance is brought current.**

St. Edward participates in the National School Lunch Program (NSLP) through the Department of Agriculture. Participation in this free and reduced lunch program is a great way to help parents reduce total costs and is a great benefit to the school as a whole. Many grant programs that are based on financial need use the number of students receiving free and reduced lunches as a determining factor. Also, the amount of federal funds that St. Edward students are able to receive through Title I and other programs is based on the school's free and reduced lunch count. To get the greatest amount of these benefits as possible, we encourage all families who qualify for NSLP to apply, even if their children often bring their own lunch from home.

MASS

Parents are encouraged to attend school masses. All students in PK through 8th grade will attend Mass on Thursdays and Fridays of each week. If students sit with their parents at mass rather than with their classes, parents must come to the office to sign the students in following mass.

PARENT/TEACHER ORGANIZATION

St. Edward Catholic School Parent Teacher Organization (PTO) strives to enable **all** parents to form a partnership role in their child's education. This organization will function in accordance with the diocesan regulations and the local by-laws. Parents are expected to show their interest in their child by attending scheduled PTO meetings and participating in school events. PTO by-laws and constitution are available on Edline.

PHOTOS

St. Edward reserves the right to use student photos and videos for school publications, website, and official social media pages, including publications for the diocese, ANSAA and other official organizations. All such photos and videos become the property of St. Edward School for both current and future use. If parents do not want their children to appear in school photos or videos, they must sign a waiver in the office.

SCHOOL TRADEMARKS

The school name and logos may not be used on any physical or electronic materials without the written permission of the principal.

SERVICE HOURS

St. Edward Catholic School recognizes the importance of family commitment to Catholic education. Families are required to give at least 20 service hours to the school each year. Many families contribute more than 20 hours, which is of great benefit to the students and is highly appreciated. Parents will receive information about opportunities to earn service hours, but should also contact the school to proactively seek service opportunities. There will be a log book in the office for parents to record the date, time, and activity served. **Families are required to pay \$10 for each uncompleted hour.**

STUDENT INTERVIEWS

Officials from DHS and some other agencies have the authority to come to school and interview students when necessary. The principal will attempt to be present at any such interview.

TUTION ASSISTANCE

Need based tuition assistance is available for some students and is based on the availability of funds. Financial need will be calculated by FACTS Tuition Management Company. Families can apply online or pick-up a paper form in the office. First priority for available funds is given to active St. Edward parishioners. All families who receive financial assistance are required to apply for free and reduced lunches.

VIRTUS TRAINING

Every volunteer in the school is required by the Diocese of Little Rock to have completed the VIRTUS “Protecting God’s Children” training. Training sessions are available throughout the year at St. Edward and other parishes. Upcoming training sessions can be found through the diocesan website.

VISITORS

ALL parents, visitors, relatives, and former students need to come through the school office to check in before, during and/or after the school day and must be checked in through the HallPass system. **ALL** visitors will be required to provide a valid government issued ID, driver’s license, green card or military ID to be scanned and checked against the national sex offender registry. Once the screening is complete and the visitor is cleared, a visitors badge will be printed which will include a photo and name of the visitor. This visitors badge must be worn at all times while on campus. Only the visitors name and photo will be retained for future visits. Visitors must request a badge each time they enter the school.

If you are eating in the cafeteria with your child, you must call the school office (501.374.9166) before 8:30 a.m. to reserve a lunch. If you would like a conference with your child’s teacher, please call the school office and leave a message for the teacher. He/she will return your call and set a mutual time to meet. **PLEASE DO NOT SEND BALLOONS AND/OR FLOWERS TO STUDENTS.**

INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSING

School closings due to inclement weather will be announced on major radio and television stations and sent out through Edline and the automated telephone message through Blackboard Connect. The decision to close school due to storms is determined by the Superintendent, not the principal. Therefore please watch for the “Catholic Schools of Little Rock,” not St. Edward individually, when monitoring school closings. **Please listen to the news and check your email. It is not necessary to call the school or church offices.** When school closes due to inclement weather, after-school care and other scheduled extra curricular activities are also suspended.

If school is in session when the announcement is made to close school, parents should make arrangements to have their children picked up as quickly as possible.

RIGHT TO AMMEND

In developing these rules and policies, the administration has tried to be as explicit as possible. Nevertheless, during the school year new and unusual situations will arise. **Therefore, the pastor and principal will have the authority to use their discretion in whatever circumstances the handbook does not precisely apply. The principal, with the approval of the pastor, reserves the right to amend the handbook for a just cause in keeping with the spirit of the St. Edward mission.** Notice of amendments will be sent to parents. Updates will also be posted to the online version of the handbook in red font. When the printed and online versions of the handbook differ, the online version will be followed.