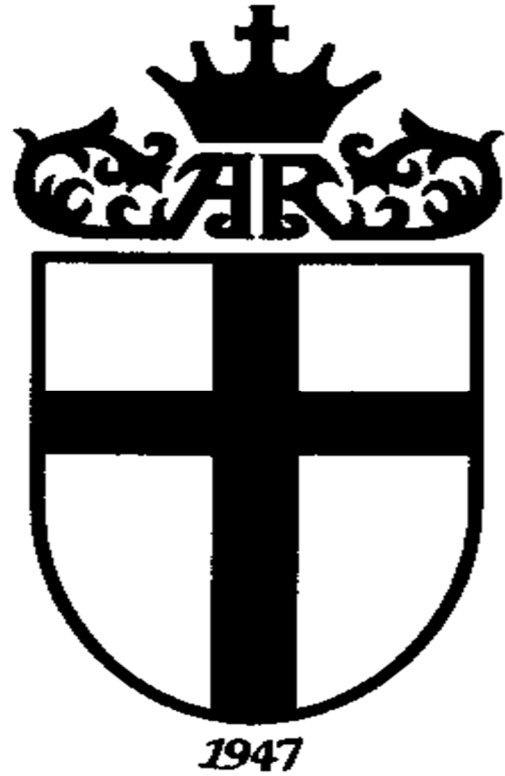


St. Edward School



**PARENT/STUDENT
HANDBOOK
2016-2017**

Parent Student Handbook

Contents

MISSION STATEMENT.....	4
PHILOSOPHY	4
Schoolwide Learning Expectations.....	4
Primary Grades Preschool – 2nd.....	4
1. Catholic Christians who-.....	5
2. Totally Integrated Persons who-	5
3. Life Long Learners who-.....	5
4. Creative and Critical Thinkers who-	5
Middle and Upper Grades 3-8.....	5
1. Catholic Christians who -	5
2. Totally Integrated Persons who -	5
3. Life Long Learners who -.....	6
4. Creative and Critical Thinkers who -	6
ACCREDITATION	6
ADMINISTRATION	6
ADMISSION POLICIES	6
Admission Priority	6
Financial/Fee Refund Policies.....	7
Refund Policy.....	8
ACADEMIC POLICIES	9
Academic Program.....	9
Homework.....	9
Grades and Grading.....	10
Honor Roll Recognition	10
Disability Issues	10
Promotion / Retention Diocesan Policy	11
ATTENDANCE.....	11
Appointments	12
Early Release.....	12
Extended Absence.....	12
COMMUNICATION	12
Complaints and the Principle of Subsidiarity.....	13
CONFIDENTIALITY	13
COUNSELING OPPORTUNITIES AND EXPECTATIONS	13
CRISIS PLANS.....	13
CUSTODY	15
DISCIPLINE/CONDUCT CODE.....	16
Respect for the Dignity of All.....	16
DISCIPLINE POLICIES	17

DISAPPROVED DISCIPLINARY MEASURES	17
SERIOUS BEHAVIOR	17
HARASSMENT, INTIMIDATION, BULLYING	18
THE REFERRAL PROCESS	19
Student Suspension and Expulsion	19
POLICIES	20
Leaving School Grounds.....	20
Due Process/ Appeals.....	21
DROP OFF /PICK UP PROCEDURES.....	21
EXTENDED DAYCARE SERVICES	21
EXTRA-CURRICULAR ACTIVITIES	22
FIELD TRIP POLICIES/FORMS.....	23
HOT LUNCH PROGRAM/LUNCH/ RECESS SNACKS.....	24
INSURANCE.....	24
MEDICATION	25
PARENT COOPERATION AS CONDITION OF ENROLLMENT.....	25
PARENT SERVICE REQUIREMENT	27
SACRAMENTAL PREPARATION, STUDENT RETREATS AND LITURGY.....	27
STUDENT SERVICE PROGRAM	28
TECHNOLOGY AND THE INTERNET.....	28
TESTING PROGRAM	28
UNIFORMS AND DRESS CODE	28
ST. EDWARD SCHOOL UNIFORM CODE	29
USE OF SCHOOL GROUNDS.....	31
USE OF STUDENT INFORMATION/PICTURES.....	31
SCHOOL/PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK.....	32
SIGNED PARENTAL AGREEMENT.....	32
WEBSITE	32
PRESCHOOL INFORMATION	32
REGISTRATION / ENROLLMENT.....	32
HEALTH AND SAFETY PROCEDURES	33
Child’s Absence	33
Injuries.....	34
POLICIES AND PROCEDURES.....	34
Daily Hours of Operation.....	34
Basis of Acceptance	34
Sign In/ Sign Out Procedures	34
Visitation.....	35
GUIDELINES FOR ST. EDWARD EXTENDED CARE PROGRAM.....	35
St. Edward School Parent Student Handbook.....	36

St. Edward School and the principal retain the right to amend the handbook for just cause and that the parents will be given prompt notification if changes are made.

MISSION STATEMENT

St. Edward School is committed to excellence in Catholic faith formation, education, and the development of the whole child. Our goal is to create a better future through our students.

PHILOSOPHY

St. Edward School strives to be an active ministry of St. Edward Parish. St. Edward School is a diocesan established school that serves a heterogeneous student body from five major parishes: St. Edward, St. Matthew, St. Mary Magdalene; St. Mel's, Corpus Christi and the Shrine of the Presentation. The student body includes children from many socioeconomic, ethnic, racial and religious backgrounds. The faculty and staff provide a stable environment wherein a positive selfimage and sense of morality is enhanced. Our goal is to instill a committed love for God and a love of knowledge enabling each student to reach his/her highest potential in all areas-spiritual, moral, intellectual, physical, emotional, social and cultural.

The school's purpose is to integrate the educational experiences of each student with the Catholic faith development as embodied in the Gospel message and lived through the school's faith experience.

The home is the child's first experience of community. Parents are and will remain the first and foremost educators of the child. In a shared effort the parents, priests, faculty, staff, and students cooperate with and complement each other as they strive to make our community viable, unique, contemporary and oriented to Christian service.

The Gospel message is reflected in the core curriculum that is aimed at developing a totally integrated person. As students mature, they are encouraged to use critical thinking processes with communication and life skills that will promote continued growth and development. Committed to our faith, hope and love, our belief is that Christian values underscore the school's aim to form individuals capable of living their choices responsibly and truthfully. These values give students a positive direction and stability that will guide them through life, as they serve family, church and the world. Our ultimate goal is to create a better world through our students. They hold the promise of the future. Our task is to give them all the tools necessary to make that promising future a reality.

Schoolwide Learning Expectations

Primary Grades Preschool – 2nd

Knowledge, Skills and Attitudes that students need to be successful in the 21st century

The Schoolwide Learning Expectations (SLEs) of St. Edward School flow from and are anchored in the school's philosophy. St. Edward's students are:

1. Catholic Christians who-

- a. Have an active prayer life
- b. Participate in a parish
- c. Have a basic understanding of the teachings of the Church

2. Totally Integrated Persons who-

- a. Are sensitive and aware of different people
- b. Have a respect for life
- c. Understand right from wrong
- d. Always try to do their best

3. Life Long Learners who-

- a. Can communicate effectively
- b. Have a curiosity and desire to learn about God's creation
- c. Can think things through to a natural outcome
- d. Read for enjoyment
- e. Can use math skills

4. Creative and Critical Thinkers who-

- a. Are problem solvers
- b. Can listen to and understand both spoken and written words
- c. Use God's gifts wisely
- d. Enjoy art and music
- e. Can make positive choices and decisions
- f. Can work cooperatively with others

Middle and Upper Grades 3-8

Knowledge, Skills and Attitudes that students need to be successful in the 21st century

The Schoolwide Learning Expectations (SLEs) of St. Edward School flow from and are anchored in the school's philosophy. St. Edward's students are:

1. Catholic Christians who -

- a. Have an active prayer life that uses both spontaneous and memorized prayer
- b. Participate in parish life through the reception of sacraments, community building activities, and service to others
- c. Demonstrate basic knowledge of the foundations of their faith and of the teachings of the Church

2. Totally Integrated Persons who -

- a. Are culturally sensitive and aware, and who work toward global peace through understanding and knowledge of different peoples, places, histories, beliefs and traditions
- b. Have a respect for the sanctity of life. Can evaluate the moral and ethical questions that face all Christians in the 21st century
- c. Consistently work toward developing spiritually, intellectually, physically, and toward developing an appreciation for the arts

3. Life Long Learners who -

- a. Can read, write, process information, and communicate effectively
- b. Demonstrate a curiosity and desire to learn about God's creation
- c. Are capable of critical thinking, problem solving, and understanding the deeper meaning in the written word
- d. Read for enjoyment, acquisition of knowledge, and for the desire to learn
- e. Can use math skills, resources, and technology effectively and appropriately

4. Creative and Critical Thinkers who -

- a. Are problem solvers
- b. Can critically analyze and synthesize the spoken and written word
- c. Are able to use available resources to adapt to a changing world
- d. Can appreciate the arts and humanities as gifts from God
- e. Are independent thinkers who can make positive choices and decisions
- f. Are able to work cooperatively with others in group situations

ACCREDITATION

On a regular basis, St. Edward Catholic School undergoes a WCEA (Western Catholic Educational Association)/WASC (Western Association of Schools and Colleges) self-study process. This self-study includes the effort of pastor, staff, parents and students. This self-study is evaluated by a team of educators from outside the school community. Upon successful completion of the self-study and evaluation of a visitation committee, the school is accredited. Our school received a six-year term of accreditation through 2016.

ADMINISTRATION

Pastor St. Edward Parish	Father Francisco Alanis
Principal	Mr. Nathan Arnold
Preschool Director	Mrs. Linda Driffill
Leadership Team	Mrs. Dorothy Bettencourt, TBD

ADMISSION POLICIES

Non-Discriminatory Statement

The Catholic schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the respective school. The school does not discriminate on the basis of sex, race, color, racial or ethnic origin in the administration of its educational policies, admission policies, athletics and other school administered programs.

Admission Priority

The schools of the Diocese of San Bernardino are religious schools, therefore, Catholics who are contributing members of the six local parishes are generally given precedence. Non-Catholics are accepted. We expect that parents take their Catholic religion seriously and practice faithfully.

St. Edward Catholic School families register the first week of May. All registrations must be completed by the date designated in order to assure a place in school for the following school year. Therefore, current students must register by May 10th: all tuition and fees for current year paid in full, registration paperwork must be complete, and the registration fee enclosed to be guaranteed a seat for the following school year. Students registering after the class has reached 35 will be placed on a waiting list as administrations determines if a second class can be added. (School Advisory Board 1/2015)

Students are accepted in the following order:

- siblings of currently registered students,
 - Provided that the students are register by May 10th, therefore all tuition for current year is paid in full, registration paperwork is complete, and registration fee is enclosed
- siblings of currently registered students for whom there was not a space available at the time the family registered
- preschoolers who have been enrolled as of January 1st
- students of alumni
- those registered in the six local parishes if they register for school by the deadline
- students registered in other Catholic parishes
- non-registered Catholics
- non- Catholics.

A waiting list is maintained for those wanting to enter. Students who wish to attend the school but we cannot accommodate this year.

St. Edward Catholic School families register the first week of May. All registrations must be completed by the date designated in order to assure a place in school for the following school year. Therefore, current students must register by May 10th, all tuition for current year is paid in full, registration paperwork is complete, and registration fee is enclosed to be guaranteed a seat for the following school year.

Students from the waiting list are accepted during the school year as vacancies occur. *Preschool* is an ongoing registration as the Preschool maintains a twelve month calendar.

Age of Admission

Preschool accepts children age 3 and independently use the restroom.

A child must be 5 before September 2nd to enter kindergarten and 6 before September 2nd to enter first grade. Prospective kindergarten students will be evaluated in the spring for readiness before entering. St. Edward Catholic Preschool students will have priority for Kindergarten if the student has been in attendance prior to January 1st and if the student's evaluation illustrates he/she is ready for Kindergarten. New students at other grade levels will need a copy of their previous report card and may be asked to take an achievement test.

Disability Issues and Learning Difficulties

St. Edward School does not discriminate against qualified students on the basis of disability, if with reasonable accommodations, the student can meet the school requirements.

Unfortunately, some accommodations may not be possible. Parents may be asked to assist with the expense of physical accommodations.

Probationary Period

All students are accepted for enrollment based on a probationary basis in both academic and disciplinary areas. The probationary period will be one trimester. **Preschoolers will have a probationary period of thirty days to insure that they are emotionally read to be away from parent.** The period may be extended at the discretion of the administration.

Financial/Fee Refund Policies

Tuition contract and fees: Each parent /guardian who enrolls a student in St. Edward Catholic School is responsible for signing a Tuition Contract. This agreement also commits the family to abide by all school and Diocesan policies and regulations, including those governing tuition payments. Should parents/guardians fail to sign this contract at registration time every effort to secure signature will be made by the school. However, if the parent /guardian does not return the contract signed, then the signature of

this Parent/Student Handbook, agreeing to support St. Edward School's procedures, signifies parents'/guardians' agreement to be responsible for all fees.

Tuition payments should be made by check or money order. Payments may be mailed as a convenience for parents. Cash will be accepted only when a parent/guardian hands it to the Bookkeeper and receives a receipt.

Delinquent Tuition Accounts

Tuition is the primary source of income for our school. Payments are due on the 1st day of the month and become delinquent on the 5th. A \$25.00 late fee is charged for delinquent tuition. Parents/guardians experiencing financial difficulties must contact the principal immediately to make arrangements for an alternate payment plan. Unpaid tuition of 15 days may result in having your child/children not be accepted for admission in school until all finances are brought up to date. Progress reports and report cards will be withheld if the tuition account is not current.

Refund Policy

A non-refundable registration fee is due on registration day. This fee covers: books, classroom supplies, accident insurance, student activities, Diocesan per capita tax, etc.

Any outstanding balance owed to the school will be withheld from any refund.

Returned Check Policy

A fee of \$25.00 will be added to the tuition fee for a returned check. After two returned checks, the school will accept only cash, money orders, or bank checks.

ACADEMIC POLICIES

Academic Program

St. Edward School provides a curriculum founded in our Catholic beliefs. Students have the opportunity to pray daily, receive instruction in Religion and attend liturgy weekly.

Preschool	Kindergarten	Grades 1-3	Grades 4-8
Religion	Religion, Family Life	Religion, Family Life	Religion, Family Life
Pre-Reading Readiness	Language Arts: Reading Readiness	Language Arts: Reading Spelling	Language Arts: Literature
Phonics	Spelling	Phonics	Writing
Penmanship	Phonics	Writing	Grammar
Listening Skills	Writing	Penmanship	Spelling
Mathematics	Listening Skills	Mathematics	Mathematics: Algebra, PreAlgebra
Motor Skills	Motor Skills	Social Studies	Social Studies
Music	Mathematics	Science	Science
Art	Social Studies	Art	Art
Spanish	Science	Music	Music
	Art	Computer	Computer
	Music	Library	Library
	Computer	Physical Education	Physical Education
	Library	Spanish	Spanish
	Spanish		

Homework

Homework has an essential place in the education program. Its purpose is three fold:

1. To reinforce concept and skills that have been presented in class.
2. To foster student's creativity and discipline through enrichment projects or research.
3. To train the student to work independently and to accept responsibility for completion of a task.

Ordinarily, homework is assigned each night to students in grades K-8. Friday nights and weekends are usually free from regular assignments.

If a student is absent, homework will be given the day he/she returns. The student will have one day for each day absent to complete the assignments. **DO NOT CALL THE OFFICE FOR HOMEWORK.**

All assigned homework is to be completed. Late assignments are not accepted in 6th, 7th and 8th grades or other grades at the teacher's discretion with approval of the administration. Homework is given as a reinforcement of the daily lesson and will be used the day it is due to continue instruction and assess mastery of the curriculum.

Help your child understand what to do, but do not do the work for your child. Homework assignments are not always written. Reading, studying and memorization need to be done with as much attention as are written assignments. Much good can be accomplished if parents foster systematic study habits in an environment free from distractions, radio and television.

Checking homework for accuracy and completion will help parents assess their child's progress on a daily basis. If a child appears unable to do work himself/herself, it would be wise to check with the teacher or write a note with the incomplete work.

Approximate homework time for grade levels are as follows:

- Grades K-3 30 minutes
- Grades 4-6 45-90 minutes

If your child is spending too much or too little time on homework assignments, this should be discussed with the teacher. If a student has completed the assigned homework, encourage reading and fine art activities.

Teachers should post grade on Gradelink with in ten days assignment due date. Projects may vary due to additional time required to grade..

Grades and Grading

Grades/Grading Kindergarten through Third grade

O – Outstanding VG – Very Good G - Good S - Satisfactory NI - Needs Improvement
NE – Not Evaluated CP – Continued Progress

Grades/Grading Fourth grade through Eighth grade

A 97-100	B 87-89	C 78-80	F 68-0
A- 93-96	B- 84-86	C- 75-77	
B+ 90-92	C+ 81-83	D 69-74	

CP grades will be followed by a learning comment from Level 1 through Level 7 as noted in the Diocesan Modified Inclusion Handbook.

Any requests for grade changes must be made in writing to the teacher (principal) within one week of the receipt of the grade.

Honor Roll Recognition

Gold Leaf Honor Roll	4.0
A Honor Roll	3.5 - 3.9
B Honor Roll	3.0 - 3.4

To merit "A" or "B" Honor Roll the students may not receive an F in any subject. In addition, students must have a conduct grade higher than a “C”. Needs Improvement indicates sporadic situation(s) when change is desired. Computation of the Honor Roll includes the averaging of non core subjects: Computer, Library, Music, Art and Spanish, to produce one grade for these subjects. The unsatisfactory mark indicates the student is constantly violating one or a series of rules and does not warrant being held up as a model to other students. Students receiving an in or out of school suspension will not be eligible to receive an Honor Roll for that trimester.

Disability Issues

St. Edward School does not discriminate against otherwise qualified individuals on the basis of disability, if, with accommodations, the individual can meet the school requirements.

St. Edward School will accept a child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child’s admission and continued enrollment is based upon the emotional, academic, and physical needs of the child, and the resources available at the school in meeting those needs. Parents need to report and provide documents of special education needs. Not divulging this information could jeopardize the probationary status. The final decision in this matter is made by the local school site administration. Enrollment is on a one year probationary period to be reviewed after every 6-8 week period or at the discretion of the

administration with input from the parents, classroom teachers, counselor, and possibly the Pastor. These reviews may occur up to 6 times a year at which time, the case will be reviewed to see if the student's needs are being met.

Promotion / Retention Diocesan Policy

Elementary school students are promoted when they have attained the minimum knowledge specified in the school curriculum for a particular grade or when they have satisfactorily achieved the objectives of an adapted program agreed upon by school and parents.

Any decision concerning non-promotion of an elementary school student shall be made after considering the student's emotional, physical, social, intellectual, and academic development.

Minimum procedures for academic retention must include: Consultation between teachers and principal as early as possible; A conference with the parents as early as possible in the school year, to advise them of the possibility of retention and to discuss possible remedial action; recommended within first semester, or by Feb. 15; Follow-up conferences with the parents to evaluate the academic progress of the student; Evaluations and reports to parents indicating failure to achieve minimum objectives in at least two basic subjects.

No elementary school student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school.

The principal makes the final decision.

Graduation Requirements

Passing grades are required by an eighth grader in order to receive his/her diploma and all tuition, fees, etc. must be paid.

From time to time students will complete a course of study different than our normal requirements for graduation. A letter of mutual agreement between the parents and the school will be signed. A Certificate of Attendance will be issued.

ATTENDANCE

Students are expected to be in attendance whenever school is in session. Regular attendance at school establishes positive attitudes towards responsibility, which carry over into adult life and work.

Whenever a student is absent from school, a valid written explanation for the absence must accompany the student upon his/her return to school. Parents/guardians are required to call the school office to report a child's absence. If you do not call, it necessitates our phoning you and consumes much of our manpower hours. Students who are absent more than 10 days per trimester or 30 days during the school year without a doctor's excuse may be asked to withdraw from the school or be retained. The decision will be made by the principal after conferring with the teacher(s). No student will be permitted to participate in, or attend any extracurricular activity if she/he has been absent from school on the day of the activity ***Tardiness***

Students arriving after 8:00 must go to the office to sign in and receive a "Tardy Slip". The student must have a Tardy Slip to enter class. If the student does not receive a "Tardy Slip", then the student will be marked absent. A student arriving late to class is taking away learning time from other students. Knowing that occasionally problems occur that cause a student to be late, this policy will allow up to (5) tardies per student within a trimester. Repeated tardies set a poor example, interrupt class and affect the child's grades.

Truancy: Any student who is absent from school without a valid excuse is considered truant and may not receive credit for work required on those days. Any child that is truant more than 3 days or who is tardy in excess of 30 min. on each of 4 or more days in a year will be reported to local authorities.

Appointments

Doctor and dental appointments during the school hours should be limited. Please check the school's annual calendar when scheduling appointments or planning vacations. It is required by law that students have a note from the doctor's office when returning to school. Otherwise, the student is not legally excused.

Early Release

When students are to be released early, they must be signed out in the school office by someone identified on the emergency card who is 18 or older. Parents and /or other relatives picking up students will need to show picture identification. Students may not be released from the classroom without authorization from the office. Students must remain present in school until 2:45. Therefore, leaving before the end of the day is considered an absence or tardy. Teachers are not expected to supply work for the remainder of the day.

Extended Absence

Parents, whose children will be absent for specific and valid reasons for an extended period of time, should inform the teacher and principal in writing prior to the absence. Please note that state law mandates 180 days of instruction. Illness and bereavement are the only acceptable reasons for absence. Vacation is not a valid reason. There will be no reduction in tuition for time away from the classroom in Preschool.

COMMUNICATION

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. Teachers are available through appointments. Please do not visit the classroom for spontaneous appointments. If you wish to contact the administration, telephone the school office or contact them through the email address stedward.ocs@sbdiocese.org or llister@sbdiocese.org.

Conferences:

Formal Parent/Teacher conferences are held after the first trimester. The purpose of these conferences is to provide an up-to-date evaluation of the student's work and to inform the parents of ways in which they can assist their child with his/her strengths and weaknesses. Conferences give the parents the opportunity to ask questions and to become informed about school activities. Students benefit when there is open communication between home and school. Conferences may be arranged by appointment, by either teacher or parent. Call the office or email the teacher to schedule an appointment. Discussing students with the teacher at dismissal does not allow your student privacy.

Progress Reports and Report Cards:

Preschool progress reports are issued twice annually. Progress Reports are issued once each trimester. Report Cards for K-8 students report the student's progress and are issued every twelve weeks. Student's grades are available to all parents on GRADELINK.com. Parents who are not current with the tuition agreement may not have access to grades.

Weekly Communication: Teachers send a weekly parent letter covering the educational topics of the week in each subject as well as classroom information. **Daily communication is sent home with Preschool students.** Thursday Notes, our weekly newsletter, is sent home every Thursday that school is in session. This is our main form of communication with parents. This newsletter contains important information about the happenings at our school and important upcoming events. The website, stedward1947.com has the weekly Parent Letters as well as Thursday Notes.

In the event of a family separation, we will send communications to both parties unless we have a court order stating otherwise. A postage fee may be charged.

Complaints and the Principle of Subsidiarity

Problems should be solved at the lowest level possible. Persons should attempt to work out their difficulties mutually consistent with the demands of the Gospel. Persons with concerns about a teacher should first attempt to address that concern with the teacher. Only after such attempts have failed, should administrators be contacted.

CONFIDENTIALITY

Parents will be given necessary information concerning the health, life and safety of their children. An exception – if a student shares that they are going to harm themselves or others, the person must reveal that information even if confidentiality was promised.

Teachers will make it clear to students that they will keep their confidences unless health, life, or safety is in jeopardy. This applies to journal writing as well as conversations. Parents will be promptly notified of teacher concerns. Staff members will report such confidences to the administration.

Parent volunteers are acting as school representatives and therefore will treat any and all information received during volunteering as strictly confidential.

COUNSELING OPPORTUNITIES AND EXPECTATIONS

Counseling is available on a limited basis by a licensed counselor from Caritas of Catholic Charities. Parents may initiate counseling by contacting the school office. We encourage parents to avail themselves of this opportunity, especially when students have difficulty in school and in times of special need. The counselor meets students privately. The counselor also meets all students in the classroom setting to discuss bullying and other issues brought to her attention by the staff.

CRISIS PLANS

In the event of a disaster, the faculty and staff of St. Edward Catholic School is prepared to care for the students. During the disaster, all students will remain at the school until their parents or persons on the emergency card personally sign them out. **It is imperative that you notify the office of any changes of family emergency numbers or persons authorized for release of students.**

In case of an emergency needing special scheduling, every effort will be made to alert parents or relatives. Parents are encouraged to listen to radio KWRM 1370, which will carry notices in emergency situations. This would be for extreme heat; chemical spills in the area, etc. As a rule, the school follows the same procedure as the local public schools.

FIRE: The electronic fire alarm will ring in case of a fire drill or fire.

EARTHQUAKES: St. Edward Catholic School has an emergency preparedness program. A five-day supply of food and water and first-aid items is on hand. Students requiring on-going medication need to submit a three-day supply with instructions and expiration dates on medication. Parents are responsible to rotate medicine as needed. In the event of a major emergency, students will be taken to the primary playground, providing it is a safe place at the time. Students will be released from the command post where the students are assembled. Do not take your child without properly signing him/her out at this post, as we must have an accurate count and record of release of all students at all times. Use KWRM 1370 for emergency instructions.

The signal for an earthquake drill is a whistle blown long and three times.

BOMB THREAT: In the case of a bomb threat, the administrator and/or others will ring an old ‘clang, clang’ type school bell. Everyone will proceed to the church parking lot where the students are to sit.

When the authorized officials declare the building safe, the students and staff may re-enter the building following any instructions given at the evacuation site.

SAFETY DRILLS: Safety drills for fire and earthquakes are done on a regular basis.

SMOG ALERT: We currently post the Pollution Standard Index in hall outside the main office daily and put an indicator in the main hallway so that teachers and students can be aware of smog conditions and can adjust physical activities accordingly. You must inform/train your child to check this daily for his/her own health.

CRISIS TEAM MEMBERS: Principal, Assistant Principal, Preschool Director, and Office Clerk and all persons listed under the category 2D.

BUILDING CRISIS TEAM:

1. Clear a secure area. (Secure the personal belongings of student or staff)
2. Contact
 - A. Police (911) if appropriate
 - B. Ambulance (911) if appropriate
 - C. Parent(s) or guardian
 - D. Pastor (St. Edward Church)
 - Pastor(St. Mary Magdalene Church)
 - Pastor(St. Matthew Church)
 - OR THE PARISH OF THE STUDENT
 - St. Edward School Counselor
 - Caritas Counselors
 - Superintendent, Public (Newspaper, etc.)
3. Notify staff immediately with specific information
 - * Phone tree * Staff Meeting * Memo
4. Notify students
 - * Individual classrooms or special groupings
5. Notify staff and students
 - * Caritas Counselors are available
 - * School counselor is available
 - * Crisis Team is available
6. Response to media requests
 - * Escort media representative to an office
 - * Defer questions to the Administrator or Superintendent of the Diocese of San Bernardino, 909-475-5437
 - * Maintain a record of incoming/outgoing calls and personal contacts regarding crisis
7. Provide family outreach
 - * Acknowledgment and support as determined by Crisis Team
8. Debrief/evaluate at end of day with staff and counselors
 - * Identify students and staff that need additional support
9. Process group for involved adults
10. Provide support as needed the following day or days after the crisis
 - Contact parent(s) or guardian
 - Make referrals for counseling
 - Letter to send home to parents
11. Provide Crisis specific information
12. Express appreciation to all persons and agencies involved who helped resolve the crisis

CUSTODY

St. Edward School abides by the provisions of the Buckley Amendment with respect to non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

No unauthorized organization, agency or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by the parent or guardian.

In cases where custody is court ordered, the school must request, and the parents must provide a copy of the court order for the student's file to verify conditions of custody. The school shall comply with court ordered custody conditions that are on file. The school cannot act on verbal information and will only respond to a subpoena from the courts for records, letter, and faculty/staff court appearance.

In the event of a field trip, the parent who has custody at the time of the field trip may attend if chosen as a chaperone (following class procedures for selecting chaperones).

DISCIPLINE/CONDUCT CODE

Respect for the Dignity of All

The entire staff of St. Edward School will seek to establish an atmosphere of mutual respect and orderly Christian conduct by staff, parents, and students so that our students will have the maximum opportunity to learn. The student is a St. Edward's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Should problems arise, parents are expected to cooperate with school personnel. **Preschool parents will be contacted to pick child up from the facility if the child is unwilling to cooperate with staff concerning the safety of children or adults.**

To promote this goal we have developed a school-wide Assertive Discipline Plan. This plan specifies the behaviors we expect of our students. It also states that students who choose to break the rules will receive consequence.

Students are encouraged to communicate with the Administrators in writing or may request an informal meeting at any time. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

RESPONSIBILITIES OF THE TEACHER

It is the responsibility of the teacher:

1. to enforce the policies of the school in maintaining control.
2. to practice preventive discipline through well-prepared classes.
3. to set standards for classroom routine and behavior.
4. to provide and maintain the best possible school environment for learning.
5. to maintain classroom control adequate for the pursuit of the course of study by each child.
6. to deal with all minor disciplinary problems.
7. to work closely with parents on individual student problems.
8. to instruct students concerning their responsibilities and privileges.
9. to correct students whose acts or behavior are not suitable.

RESPONSIBILITIES OF STUDENTS

It is the responsibility of the students:

1. to comply with the rules of the school.
2. to pursue the prescribed course of study.
3. to respect and respond to the authority of the school personnel.
4. to respect the rights and property of others.

RESPONSIBILITIES OF PARENTS

It is the responsibility of the parents to follow all agreements and conditions, which are outlined in the Parent/Student Handbook.

DISCIPLINE POLICIES

DISAPPROVED DISCIPLINARY MEASURES

Disciplinary measures must not inflict bodily harm, subject the student to ridicule, or use the punishment for punishment's sake. The following actions are explicitly forbidden:

1. Corporal punishment
2. Personal indignities or public humiliation which subjects the student to ridicule.
3. Sending a student outside the classroom where he/she will not be supervised.
4. Indiscriminate punishment of all students in a class for the disruptive conduct of one.
5. Sending the student home without the knowledge of the parents.
6. Suspension or expulsion, unless procedures outlined in this handbook of policies are followed.
7. Lowering academic grade because of conduct.

OUR SCHOOL RULES ARE:

1. Conduct must be of a student in a Catholic school. Be respectful to all faculty and staff and follow directions the first time they are given.
2. Treat fellow students and self with respect:
 - A. Keep hands, feet, and other objects to yourself.
 - B. Do not use profanity in word or action.
 - C. No teasing, bullying, harassing, intimidating, cursing, name-calling, etc.
3. Handle all property with care and only when given proper permission.
4. Receive permission before leaving the classroom or being in a normally restricted area.
5. Students are to stay in their seats or sit down wherever they are if no adult is present.
6. Students and parents may not enter a locked classroom before or after school.
7. Students may only be in areas where supervision is provided
8. Keep our school neat and clean. Do not litter.
9. Gum and glass containers are not to be brought on campus.
10. Personal belongings, other than school items are not to be brought to school.
St. Edward Catholic School and staff are not responsible if items are brought.
11. "Play fighting" and rough play are prohibited. Students involved are subject to disciplinary action.
12. Public display of affection is not allowed.

Students who choose to break the rules will receive the consequences his/her teacher has established. The administration or teacher will listen to the student's side of the story. The student will be told what he or she did wrong and will be given a chance to be heard. Christian manners promote that all students will be treated with fairness and compassion.

If a positive approach and whatever means of motivation a teacher usually finds productive is not proving effective for a given student, or there are repeated violations of the above rules, the teacher may resort to a referral to the principal. This type of referral is resorted to only when all other means of discipline have proved ineffectual, and the student's conduct is a definite hindrance to the welfare and progress of the school community. This referral may result in a detention, time out days in the administrator's office or being placed in formal referral.

SERIOUS BEHAVIOR

Certain behaviors cannot be allowed at school. Any violation of the following rules will result in immediate referral to the principal, and will be documented.

1. Fighting, **biting**, stealing, robbing, extorting, humiliating or greatly embarrassing a student or other inappropriate behavior
2. Deliberately sassing or disobeying the direction of a teacher or staff member
3. Any behavior that causes disruption of any school activity

4. Any activity that harms or jeopardizes the safety of another or threatens or causes severe damage to property
5. Leaving campus without permission
6. Any threat, verbal or physical to a staff member

The severity of student behavior may warrant advancement to a third or fourth referral.

HARASSMENT, INTIMIDATION, BULLYING

St. Edward Catholic School is committed to providing a safe, educational environment in which all students and staff are treated with respect and dignity. There will be no tolerance for threats of violence – threatened or acted, harassment, intimidation, or bullying. Harassment occurs when an individual is subjected to treatment in a school related environment or situation (including electronically or telephonically) which is hostile, offensive or intimidating, most often because of an individual’s race, creed, color, national origin, gender, or academic/physical ability.

1. HARASSMENT:

Personal Harassment: Any behavior that had as its intent or effect to alarm, irk, intimidate, or belittle a person. These behaviors include:

- a. Unwanted physical contact.
- b. Unwelcome remarks, gossip, or compromising invitations.
- c. Verbal abuse or display of inappropriate pictures, drawings, or writings.
- d. Inappropriate gestures.
- e. Personal threats.
- f. Teasing.

Sexual Harassment: Any unwelcome behavior which is sexual in nature. It can include but is not limited to the following:

- a. Unwanted physical contact.
- b. Unwelcome remarks, gossip, or compromising invitations.
- c. Verbal abuse or display of inappropriate pictures, drawings, or writings.
- d. Whistling, cat calling, innuendoes, leering, jokes, gossip, or gestures of a sexual nature.
- e. Demands or suggestions for inappropriate physical contact.

2. INTIMIDATION AND BULLYING:

Any behavior that intimidates, alarms, irks, or belittles another student. Bullying is a form of personal harassment and will not be tolerated.

Harassment, intimidation, and bullying are prohibited whenever they are related to a school activity, the climate of the school or attendance and occurs any time including, but not limited to, the following:

- a. while on school grounds.
- b. during the recess or lunch periods.
- c. during, while going to, or coming from, a school sponsored activity

The school will treat allegations of harassment seriously. Any student who engages in the harassment of another student is subject to disciplinary action which includes verbal and/or written warnings and reprimands, counseling, detention, suspension, and expulsion. The student may be expelled pending the conclusion of the school’s investigation.

A charge of harassment shall not, in and of itself, create a presumption of wrongdoing, but will be fully investigated by the school administration. Substantiated acts of harassment will result in disciplinary action previously mentioned. Students found to have knowingly filed false or frivolous charges will also be subject to disciplinary action.

THE REFERRAL PROCESS

The referral process is meant to help bring about a change in behavior which will be acceptable within the school guidelines. It is not meant as a vehicle to force a student out of the school, although that may happen. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. Supervised Probation may be required while an investigation is ongoing.

1. First Referral to Principal
 - a. Student given a detention or Saturday School; conference with teacher, counselor, parents and student by principal (which includes review of this process).
 - b. Contract signed by parent, student, teacher, and administration.
 - c. Minimum of one or more sessions with counselor. This is at discretion of counselor and the administration
2. Second Referral to Principal
 - a. Student given an in-school suspension; conference again with teacher, counselor, parents and student by principal required.
 - b. Contract signed by parent, student, teacher, and administration.
 - c. On-going counseling.
3. Third Referral to Principal
 - a. Parent called immediately for conference with teacher, counselor, (if available) and student by principal.
 - b. Contract signed by parent, student, teacher, and administration.
 - c. On-going counseling.
 - d. Suspension (at home) under adult supervision.
 - e. Reminder next offense is last.
4. Fourth Referral to Principal
 - a. Withdrawal or expulsion.

A student accused of a serious wrongdoing or inappropriate conduct (within the school or elsewhere) that is detrimental to the reputation of the school can be put on home study or asked to leave the school. When a student threatens another student or staff member, local entities may be notified.

Student Suspension and Expulsion

Suspension provides for a period of time during which additional information about the incident that has led to the recommended expulsion can be obtained and appropriately reviewed by both the school officials and the parents.

Preschool children may be asked to be removed from the facility with the possibility of returning in six months when the child has matured.

Any student suspended from class or off campus for any reason will be automatically disqualified from Honor Roll and Student Council. The student may also be disqualified from Extra Curricular Activities.

The final decision to expel a student rests with the principal with the knowledge and consent of the pastor. When parents and school administration are in disagreement with a decision regarding suspension or expulsion, the parents may put their concern in writing to the Superintendent of Catholic Schools.

POLICIES

1. Drug and Alcohol: Students caught using, promoting, or possessing drugs or alcohol - if it is a first offense he/she will automatically be suspended until the student and their family are enrolled and participating in a professional drug or alcohol counseling program. If the individual and family refuse to enroll in a drug or alcohol-counseling program or do not complete the counseling program, the student will be expelled from school. The second offense may result in automatic expulsion depending on the severity.
2. Smoking and Tobacco: Students caught using, promoting, or possessing cigarettes or tobacco will automatically be suspended for two days. A letter to the administration will be required for readmittance on the first offense. This letter from the students and the parents must explain that both students and parents are aware of the situation, and are aware of the school policy. Further infractions may lead to expulsion.
3. Weapons, Hazardous Materials and other Contraband: Students caught using, promoting, or possessing, any weapons, hazardous materials or other contraband, will undergo disciplinary action up to and including expulsion at the discretion of the administration. Anyone having knowledge of weapons, hazardous materials, or contraband has the responsibility to inform the administration.
4. Vandalism: Students and their parents/guardians shall be liable for all damages to property. The parents/guardians are liable for their student, who willfully cuts, defaces, or otherwise injures the property, real or personal belonging to the school or personal property of any school employee. St. Edward Catholic School may withhold the report card and diploma of the student responsible for damage or failure to return loaned property upon demand of the administration until the student or the student parent/guardian has paid the damages. St. Edward Catholic School will notify the parent/guardian in writing of the student's alleged misconduct before withholding the student's report card and diploma. When the student and parent/guardian are unable to pay, the school shall provide a program of voluntary work for the minor in lieu of payment of monetary damages. Upon the completion of the voluntary work, the report card and diploma of the student will be released.
5. Other Prohibited Items: Cell phones, smart watches, pagers, beepers, laser pointers, portable game players, compact disc (CD) players and discs, MP3 players, iPods, digital cameras, and other electronic devices are prohibited from being on campus or at school sponsored activities unless recommended by a licensed medical doctor and/or approved in writing by the School Principal. Such belongings will be confiscated and kept with the Principal until a parent comes to retrieve them. St. Edward Catholic School and staff are not responsible if items are brought. Should a student have such items confiscated three times in any school year, the family will be fined \$100 on the fourth and subsequent infractions.

Violence – Threatened and Acted:

St. Edward Catholic School is committed to providing a safe, educational environment in which all students, parents, and staff are treated with respect and dignity. Threats of violence to inflict serious harm to self or others must be taken seriously. The safety of everyone is the concern of the administrator.

Leaving School Grounds

Once the student arrives at school he/she is not permitted to leave the school grounds without authorization of the principal or her representative. The authorization will be given only at the request of the parent or guardian. Before leaving the school, the parents or guardian must sign the student out at the school office.

Parents taking students other than their own children from campus must be listed on Emergency Permission Card of the student they are taking. If a student is going home with another student's parent, we must also have a signed, dated letter giving the administration permission to release the student. Preschool children will only be released to those listed on the emergency card.

Due Process/ Appeals

The principal/ teacher is committed to listen to the student's side of the story. This means the student will be told what he/she did wrong and be given a chance to be heard.

DROP OFF /PICK UP PROCEDURES

Drop Off: Students arriving before 7:30 A.M. must be checked into Extended Care Services/ Preschool, as there is no playground supervision. All students should go to Preschool in Room #11. We cannot be responsible for children before that time. Children arriving after 7:30 should go directly to the lunch table area and wait there until the bell/ whistle sounds at 7:45. On rainy days, children arriving after 7:30 should enter only the primary building (Bldg. A) and be seated on the floor until admitted to a classroom. On the last day of the week, usually Friday, when the faculty gathers for prayer the bell/whistle will ring later than normal for admittance to the classroom. Parents are encouraged to park in the church parking lot. Drop off is available on Fifth Street only. Care should be taken when students leave the car. Parents will follow directions of supervisors. Preschoolers are to be taken directly to their assigned class and signed in and then presented to the preschool teacher/ director.

Pick Up: Students are to be picked up/signed out from their respective classrooms. **No parking is permitted on Fifth Street. The parents and students may not use the Emergency Exit in B Building or the gate near the new wing Room 22. They are fire exits only. Preschoolers are to be signed out and then picked up from their teacher.**

Students remaining fifteen minutes after dismissal time will be placed in Extended Care and the parents will be charged accordingly. Students remaining after scheduled sports practices or field trips will be placed in Extended Care and charged accordingly. Siblings and car pool riders waiting for those returning from field trip, a sports trip or for practice must check into Extended Care. The coaches/club moderators are not responsible for students who are not involved in scheduled extra curricular activities. Parents will be charged accordingly.

All students walking or riding a bicycle home **MUST** have a note on file in the office indicating if this is a one time only or routine situation. The student must sign out with the office before leaving campus. Any student riding a bicycle to/from school shall follow the local rules including helmet laws.

Dismissal for Extra Curricular Activities: Coaches and moderators will sign out each student in their classrooms. You will need to take these students in a line to the next class to sign out additional students. Students must remain under the coach's or moderator's supervision.

For irregular dismissal (doctor, dentist, etc.) a student will not be considered absent if a signed note from a doctor is submitted. These dismissals should be kept to a minimum. Students must be signed out and picked up from the school office. **DO NOT GO DIRECTLY TO THE CLASSROOM.**

EXTENDED DAYCARE SERVICES

Extended Daycare Services are offered before and after school each day school is in session and some days during breaks and in-service days. It is open to all registered K-8 St. Edward School Students for a nominal fee. Children not picked up by their parent or designated person by the designated time **MUST** go to Extended Daycare. **Teachers are not permitted to have students remain with them after 3:00.**

Daily Hours

Before School	6:00 - 7:30 a.m.
After School	3:00 – 6:00 p.m.
Minimum Days	12:30 – 6:00 p.m.

Procedure for checking in and out of Extended Daycare

Before school parents or authorized person must bring the child into the Preschool Room and sign in the daily sign in book. The extended Daycare staff will release children to their classes for morning prayer in the courtyard. A parent or authorized person must come to the Extended Daycare staff to sign child out of the program. A picture identification is required.

Student Behavior

School rules on behavior and discipline apply to this program. Students are Christians who must show courtesy and respect to all adults and students in the program. Inappropriate behavior may result in dismissal from the program.

Billing of services

Parents will receive a monthly bill for the time the students attended Extended Daycare. Billing is calculated per session.

Preschool students remain in their classroom from 6:00 a.m. until 6:00 p.m. The fees for daycare are included in the monthly tuition.

EXTRA-CURRICULAR ACTIVITIES

Students have the opportunity to represent St. Edward Catholic School in after school sports and extracurricular programs. All students participating in programs must keep a "C" average with no "F's" in all academic areas. Students may not have a mark in any subject for behavior lower than a "C". Students who fail to meet these standards will be suspended from the activity (including practice) until improvement is shown. If the student is unable to return to a "C" (satisfactory behavior average), the student will be ineligible for the trimester. Third trimester marks will determine eligibility for first trimester activities of the following school year. Students who have been suspended in or out of school are disqualified from Student Council or from running for future positions in the following school year.

Student Council Eligibility

The four main officers and Commissioners of Publicity and Religion must maintain a "B" average in academic and behavior areas. Other commissioners and class representatives must maintain a "C" average in academic and behavior areas. No one may have below a "C" conduct grade. Should anyone fall below the average that is required, they will be on probation for a full trimester, at which time, if the average is not brought back up they will be relieved of their responsibilities. They may not participate in student council activities. Second trimester grades are used to determine the ability to run for office. Third trimester marks will determine eligibility for first trimester activities of the following school year. Students who have been suspended in or out of school are disqualified from Student Council or from running for future positions in the following school year.

Sports, Cheerleading, and Drill Team Policies

Eligible age of student for each sport: A student may not exceed 15 years of age before December 2nd of the current year. Cheerleading and Drill Team may be available to girls.

Health requirements: All students must be in good health in order to participate in sport activities. A doctor's release may also be required before or during the season if a need is seen by the coach/moderator.

Parent/Guardian permission: All students must have a completed permission slip for each sport at the time of registration for that sport.

Practice-excused/unexcused absences: Students must attend school that day to participate in practice that day. Students must attend scheduled practices to participate at the games. The coach will determine all excused absences. Student conduct at practice and games: Sportsmanlike conduct must be observed by coaches, students and

parents/guardians at all times. Our philosophy is to instill good sportsmanship, respect and teamwork among all students through our sports programs.

Practice: Coaches will sign out each student in their classrooms. You will need to take these students in a line to the next class to sign out additional students. They must remain under your supervision. **All students remaining more than 15 minutes after practice will be placed in Extended Care and charged accordingly.**

Playing time: All students who attend scheduled sports practices will play in games. The playing time of a student during a scheduled game will be at the discretion of the coach.

Registration fee: Registration fees will be set annually for each sports activity and are non-refundable. Students are required to purchase a uniform. Assistance with cost of uniform is available through the administration.

Rosters: From time to time more students want to participate in a sport than the ICSL regulations will permit on the roster. If this event occurs, students will be informed and a draw will occur to secure a school team.

If two teams are formed, each coach may draft one third of the players. Siblings will be assigned to the same team unless specifically requested otherwise by the parent(s). The names of those who have been guaranteed a spot because of a lack of playing slots from a previous season will be drawn and assigned in random order. The names of the remaining players will be assigned in random order.

There will be no 5th only, 6th only, 7th only or 8th only teams.

Safety requirements: Earrings and chains may not be worn during practice or games. Glasses may be worn only when attached by a sports safety strap or covered with safety goggles. Mouthpieces are required for football. Students MAY NOT go to the neighborhood stores during practice or while waiting for pick up. A suspension may be issued if this occurs.

If a student has a cast or stitches, he/she will assist at PE or do other work on the playground. Students may not play in a game with a cast or stitches.

Coaches: All coaches and assistant coaches must be fingerprinted and attend a Diocesan required Safe Environment In-service prior to working with students as required by Diocesan policy.

Practice Uniform: **students will wear their PE uniform for practice.**

FIELD TRIP POLICIES/FORMS

Privilege not a Right-No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Every field trip is of educational or cultural value and has specific goals clearly related to curriculum. The generosity of parents is called on to assist the teachers during the trip. The cost of the field trip is determined by the number of students attending, the cost of the event, and the cost of transportation. Refunds for unattended field trips can not be given unless the facility refunds the school. Classes will not involve themselves in fundraising activities for their field trip expenses. No student will be denied a field trip opportunity because of finances. See the administration for financial obligations/assistance.

Standard Permission Form Please see the school website or the back of this handbook for a copy of the field trip form.

The Diocesan Field Trip permission slip, which releases the school from liability, must be returned with parent's or guardian's original signature in order for your child to participate in said field trip. NO handwritten notes can be accepted. Students must return this slip prior to the scheduled event. Students will not be allowed to call a parent for the field trip permission slip.

Students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls are not accepted in lieu of written form. Faxed forms cannot be accepted. We acknowledge the right of parents to refuse to allow their child to participate in a field trip.

Preparation and follow-up is done in the classroom. No trip will exceed 8 - 10 hours unless otherwise stated, and will usually be conducted between 8:30 A.M. and 2:30 P.M.

After field trips, students who are not picked up within 15 minutes will be placed in Extended Care and charged accordingly. If Extended Care is not available, parents will be assessed a charge of \$1.00 per minute for students not picked up after the fifteen minutes of the designated time. Car pool students and siblings waiting for returning field trip students will be checked into Extended Care and parents will be charged accordingly.

Chaperones

All students must attend field trips with the class via transportation provided for the activity. Parents may not bring their own children separate from the group. Chaperones may not bring other children with them on field trips; they are expected to be attentive to the students in their care. Parent Chaperones must attend a Safe Environment In-service (2015) given online and have their Live Scan fingerprints on file with the Diocese prior to accompanying students on a field trip. The St. Edward School Volunteer badge must be worn on the field trip. All chaperones must ride the bus with the students as chaperones may be needed in case of an accident.

Failure to follow these regulations will result in the offending chaperones being refused for future field trips.

HOT LUNCH PROGRAM/LUNCH/ RECESS SNACKS

St. Edward Catholic School is a peanut free/ nut free school. Due to severe allergies of a number of students parents ***may not*** send products containing nuts to school for student consumption. These allergies are life threatening.

Preschool tuition includes a hot lunch and two snacks per day, no other food may be sent with your preschooler.

Hot Lunch is available through a program offered by the Corona-Norco School Unified District. Lunch is served cafeteria style with a salad bar and milk. Checks may be written to Child Nutrition for a minimum of \$5. For prices and eligibility for free lunch program contact the office. Milk is also available as a separate item. Children who do not bring lunch money will be given an alternative lunch provided by the lunch program. We do not loan students money for lunch. Students will be given an envelope when their lunch account falls below \$5.00. It is suggested that families maintain a reserve in the account for emergencies.

Parents who bring student lunches must leave them in the office not the classroom. Classroom interruptions must be kept to a minimum so that the teacher may teach and the students learn. ***We prohibit lunches brought in from outside restaurants.*** All students are to be informed/trained by parents/guardians that they must check in the office if they forgot a lunch or you told them you would bring one. Also, students may not call home for forgotten lunches. The office staff or administration will call parents if they do not have access to lunch. If for any reason they fail to get something to eat the student must let their teacher know upon returning to class and she/he will make necessary arrangements. Glass items are never to be brought on campus.

INSURANCE

Each student is automatically insured (while at school), under the diocesan insurance plan but it is secondary to your insurance. The fee for the insurance is paid at registration. If, while at school your child has an accident, which

needs medical attention, an insurance claim must be submitted within 24 hours. The insurance claim forms can be obtained in office where a report will be filed.

MEDICATION

All **Preschool – 8th grade** immunization and health records must be in at time of registration. Proof of a TB skin test and an HIB inoculation as of July 1999 and the Tdap Inoculation for all seventh and eighth grade students in 2011 is required for all students attending California Schools. Students will not be admitted to classes without these legally required records.

Medication: will only be administered on a lifesaving basis (epi-pen, inhaler) with accompanying paperwork from Physician and parents.

All medications, prescription or over the counter, must be submitted to the staff along with the “Request for Medication” form.

We will need the following items for a *prescribed medication*: **1) A signed Request for Medication form** (signed by the physician and parent/guardian; **2) a copy of the prescription**; **3) the medication must be in the original container with the student’s name on it**; and **4) The school will not dispense medication so the parent must come in and do it.**

The following items are needed for *over the counter* medication: **1) A signed Request for Medication Form** (signed by the physician and parent/guardian; **No over the counter medication is allowed unless a doctor’s written authorization is submitted.** **2) The medication must be in the original container**; **3)The school will not dispense medication so the parent must come in and do it.**

All medications whether prescription or non-prescription must be in the possession of the staff. Students may not have either over the counter medicines or prescription medicines on their person or in their belongings. This includes cough drops, aspirin/Tylenol, inhalers, etc. In order for an older student to keep an inhaler in his/her possession a note from the doctor saying the student can administer and knows the proper dosage of the inhaler, will be needed. The parent, not the school, then becomes liable if someone else should mistakenly make use of the inhaler.

Preschool staff will only administer lifesaving medications.

School personnel in the office will administer first aid for minor injuries. **Preschool parents will be notified if their child receives any injury to the head.** If the nature and severity of the injury requires hospital attention and the parent or guardian cannot be reached, the student shall be taken to the Emergency Room of the closest hospital with his/her emergency card which authorizes treatment.

As a precaution, school personnel will wear gloves when we are likely to touch body fluids, the mucous membrane or non-intact skin. We will wash hands and dispose of all medical waste in appropriate containers or bags.

PARENT COOPERATION AS CONDITION OF ENROLLMENT

We recognize parents as the first and primary educators. Under normal circumstances, a child will not be deprived of a Catholic education on grounds relating to the attitude of parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that continuation of the child in the school might be morally impossible. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such a case, the administration will, after notifying the parents, refuse admittance of the student to school.

Parents who prefer to teach the growth and development section of Family Life/Human Sexuality program may do so. Please submit a letter to the administration if that is your desire. Parents will be required to attend a presentation pertaining to the Family Life/Human Sexuality program according to Diocesan policy.

Normally, St. Edward Catholic School does not accept "free" services/products if parents must make a purchase.

Grievances and Complaints

The Catholic School in the Diocese of San Bernardino has developed a procedure for addressing the disputes and issues that arise involving students and parents. Consistent with the principle of subsidiarity, this existing structure, as developed by the schools, will provide the Informal Conciliation level for addressing disputes involving students and/or parents/guardians. Complaints should be handled at the lowest level possible. Persons with concerns about a teacher or staff member should first attempt to address that concern with the individual.

Possible complaints are:

- School policy
- Personnel matters
- Personality issues
- Grading/sports/ field trip eligibility, etc.

The following procedures should be followed:

Step 1: The teacher/school principal/ **preschool director**/ meets with the parent/guardian to review the issues and areas of concern. Complaint of a serious nature with the potential to result in step two or step three will require a written report to be sent to the pastor/pastoral coordinator and the Office of Catholic Schools.

Step 2: If the problem/concern is with the teacher then the parent/guardian reviews the issues and are of concern with the principal of the school. If the matter cannot be resolved at this level the parent/guardian may move to step three.

Step 3: If not resolved at the local level an appointment is made with the Pastor to review the issues, the defined problem and the current status of concern.

Step 4: If not resolved at the parish level, the Associate Superintendent will share all that has taken place with the superintendent for final meeting with the parent/guardian and the principal. The Superintendent will intervene only if the complaint cannot be satisfactorily resolved at the local level and only on receipt of a written statement.

If at the completion of the above steps a person is not satisfied with the outcome, they can appeal the outcome to the process beginning at the Formal mediation stage. The principal has the right to make any changes with a 30 day notice.

PARENT SERVICE REQUIREMENT

Cooperation between the home and school is essential for achieving the goals of Catholic Education, which is the total development of our children. Our main functions are to build a sense of community among families, to communicate to parents specific areas of the school environment where support is necessary and to raise funds for the betterment of our school. All those who work directly with the students at any time will be required to take an in-service on Safe Environment Policy and submit a form for a background check through the school/Diocese. **State licensing laws do not allow parents of preschooler to be in the classroom.** General meetings are held on a regular basis. These meetings are our way of communicating and organizing parent involvement. Your participation is a concrete expression of interest in your child and your school. Please help support our efforts. Watch your monthly calendar for meeting dates and important events.

Volunteers are an important part to the success of our school. There are many ways to participate, including attending various school meetings, serving on the school board or PTG, or assisting in one of many areas serving the school. Parents are responsible for keeping track of their service credits. A single parent family (with a court order on file) must fulfill 10 service credits and a two-parent family 20 service credits. A fee of \$20.00 per service credit will be charged to any family not fulfilling their commitment.

Parent Organizations

The Parent Teacher Group is active in educational and fundraising for the school. Parents meet monthly for various programs and educational opportunities. The PTG provides an opportunity to pray as a community through the Living Rosary and the Stations of the Cross. The Volunteer Committee organizes the yearly clean up. The Fall Festival and Golf Committee raise funds used for capital improvements. All parents are encouraged to participate in the school community and receive service hours for their participation. Check the Thursday Notes for information.

The purpose of the School Advisory Board is to provide an appropriate representative body for identifying and articulating the educational needs and aspirations of the school community. The Board advises the principal as to policies that govern the operation of the school and to insure the quality education for all students. School Advisory Board members do not function as a person, but always as a Board when addressed by parents. Our School Advisory Board meets on a regular monthly schedule (please check the calendar).

Parents, who would like to be placed on the ballot for a position on the PTG Board or the School Advisory Board, should send the principal a short biographical sketch and state their desire to run for the Board. The Boards are chosen to represent the variety of parishes and grades present in the school. Each Board has a mission that involves parents especially with expertise from the marketing and financial backgrounds.. In order to provide an efficient cohesive board to accomplish their goals, the administration will approve the candidates to be presented to the present PTG Board for ballot/affirmation or the School Advisory Board for affirmation.

SACRAMENTAL PREPARATION, STUDENT RETREATS AND LITURGY

First Eucharist and First Reconciliation preparedness programs are offered through the local parishes. Your parish staff offers instructional materials for the families to prepare their child for these sacraments. We will forward information from the parishes to you as we receive it.

Students attend liturgy weekly. Classes prepare the liturgy and assist the student body in celebrating through prayer and song. Liturgy is part of the Catholic religion curriculum and students must attend liturgy with their class to live our Catholic beliefs and to build community.

Each grade annually participates in a class retreat. The religious theme and events are developed by the teachers. The Eighth Grade class attends an overnight retreat to focus on their journey as they prepare to journey to high school. Parents are instrumental in facilitating retreats and are selected by teachers.

STUDENT SERVICE PROGRAM

Service to others is a vital aspect of our Catholic faith and a life long commitment to the community. We participate in many class service projects. Students in grades six through eight will perform individual service as a component of their religion curriculum and graduation. We encourage families to do service together for parents are the role models for their children.

TECHNOLOGY AND THE INTERNET

Elementary students are prohibited from having cell phones, smart watches, pagers, iPods, or other electronic devices on campus or at school sponsored activities. Such belongings will be confiscated and kept with the principal until a parent comes to retrieve them. St. Edward School and staff are not responsible if items are brought to school. Should a student have such an item confiscated three times in any school year, the family will be fined \$100.00 on the fourth and subsequent infractions.

It is unacceptable to use the school or diocesan name, initials, logo, or pictures of staff, students, the school or diocese, or school activities with anything that is degrading, lewd, threatening, or violent. Deliberate publication on the internet, or anywhere else, whether on school or personal devices, may result in serious disciplinary action including expulsion.

Students are prohibited from using the school network for non-educational activities without consent; for advertising; to access inappropriate materials, including obscene materials; sending or receiving messages which are inconsistent with appropriate Catholic Christian school behavior; invading the privacy of others; etc.

TESTING PROGRAM

Students in grades two through eight are tested each fall using the Iowa Assessments. Individual results are provided to parents and are placed in the student's cumulative file. Students in grades 3rd, 5th and 7th are also tested using the CogAT test for cognitive ability assessment. Students in grades 5th and 8th are administered the ACRE Religion Survey produced by the National Catholic Education Association (NCEA).

UNIFORMS AND DRESS CODE

St. Edward School and the principal retain the right to amend the handbook for just cause and that the parents will be given prompt notification if changes are made.

The purpose of the uniform code is to ensure that the students are neat, clean, well groomed and dressed appropriately for all school activities. We believe that there is a direct correlation between a student's appearance and behavior, attitude and academic success. Students are required to wear the proper St. Edward Catholic School uniform at all times unless parents are otherwise notified. **Preschoolers are encouraged to participate in denim days.** At registration, all families will receive a copy of the Uniform Policy. Should a student come to school out of uniform, the parent will be notified such as by calling the parent, and the parent bring the proper clothing. On free dress days, whether school wide or for a specific grade field trips, parents will be notified should the student's attire be unsuitable. On Denim Day the students may wear a St. Edward's Tshirt along with school shorts, school pants, or blue jeans; otherwise the regular uniform is required. Jean shorts and skinny jeans are not permitted on Denim Day. Students are permitted to wear their scout uniforms on the day of their meetings.

Students may wear only a St. Edward sweatshirt or sweater purchased from Dennis Uniform Company. All other sweatshirts are not acceptable. Coats/jackets may be worn outside in inclement weather. Jackets may not be worn in the classroom. A jacket opens in the front and closes with snaps, buttons or a zipper.

A student who is out of uniform will be sent to the school office. Parents will be called to bring a uniform.

Because something is not addressed or is not specifically prohibited in the Uniform and Dress Code, it does not mean it is acceptable. The Uniform and Dress Code should be followed as written. Contact the school office if there is a question.

There is a uniform exchange available to parents several times a year. Please ask the secretary when uniforms will be available.

UNIFORMS, SWEATERS, JACKETS, AND PE CLOTHING MUST CONTAIN THE STUDENT'S NAME.

ST. EDWARD SCHOOL UNIFORM CODE

Preschool Students are to wear comfortable clothes. All sweaters, coats, etc. must be clearly labeled. St. Edward Preschool will not be responsible for the loss of any articles of clothing. Every child needs a change of clothing at the school. Label clothing and send in a plastic bag for storage.

Children should dress for "hands-on" activities. Clothes will get messy. Shoes must be safe. Tennis shoes are acceptable. No slick soles or flip flops are permitted. For the safety of each child, no jewelry, bracelets, necklaces, hoop earrings, etc. will be allowed. No spaghetti straps please.

GIRLS

K-8 Hamilton Plaid Skort (#035210) **(Dennis Uniform Co. Only)**

K-5 Hamilton Plaid Jumper (#8811A) or Navy Twill Walk Shorts (#34020)
(Dennis Uniform Co. Only)

6-8 Hamilton Plaid Skirt (#8680) or Navy Twill Walk Shorts #34020**(Dennis Uniform Co. Only)** The hem must meet the student's fingertips when standing, but no shorter than 3 inches above the knee. (Some girls may need to purchase a misses size for correct waist and length)

K-8 Solid White, Short Sleeve, Peter Pan Collar Blouse (such as #80A)

Should you elect to purchase the blouse from another store it must look like #80 A in style and material. There is to be no lace or ruffles.

6-8 Solid White, Short Sleeve Peter Pan Collar Blouse (such as #80A) or a **Solid White Polo Shirt with the St. Edward School Logo (#8300A)** (Dennis Uniform Co. Only)

Should you elect to purchase the blouse from a store it must look like #80 A or #8300A in style and material. There is to be no lace, or ruffles.

K-8 Solid White Knee High (such as #047300-900-199) or Solid White Ankle Socks 3 inches above the ankle (such as #047200-900-119). Solid white tights may be worn with school jumper only by girls K-3. White lycra tights (such as #047600-900-119 or white cable knit tights such as #047500-900-199, are optional.)

K-8 Solid Navy Slacks (not cords) may be worn during cold weather. Slacks must be worn at the waist. If repeated inappropriate slacks are worn, uniform company slacks may be required. These must not be low rise waists.

K-8 Solid White Socks 3 inches above the ankle. No bootie or ankle socks.

K-8 Scrunchie (005090-201-310) optional

Headband – Hamilton (004880-201-310) optional

Bow (005070-201-310) optional

BOYS

K-8 Solid White Polo Shirt, Short Sleeve, with the St. Edward School Logo
(such as #8300A) and **MUST** have collar (**Dennis Uniform Co. only**).

K-8 Navy JZ Walk Shorts (#34010) (**Dennis Uniform Co. Only**) or Navy blue pants. Shorts must not extend below the knee. If repeated inappropriate long pants are worn, uniform company pants may be required.

5-8 Belts must be worn and hang no longer than 6 inches. Belt buckles must not pose a safety hazard.

K-8 Solid White Socks (such as #047100-900-119).

ALL STUDENTS

Shorts – Walking Shorts’ hem must meet the student’s fingertips when standing but no shorter than 5 inches above the knee and not longer than the knee. (**Uniform company only**)

Sweater - Solid Navy, Long Sleeve Cardigan (63000) is the only sweaters to be worn in the classroom and to Liturgy (**Dennis Uniform Co. Only**)

Sweatshirt - Crewneck, **Navy with St. Edward logo** (006620) is the only sweatshirt to be worn. (**Dennis Uniform Co. Only**)

Shoes - Clean Tennis Shoes (taps or sandals not allowed). All shoes must have a back and be safe for playing. Laces must be the same color on both shoes. Shoes must be tied tightly to prevent coming off. No heels or platforms.

Socks – White and visible 3 inches above the top of the shoe. Crew or bootie socks are not permitted.

REQUIRED UNIFORM FOR LITURGY

Boys (K-8th) - Long Uniform Pants
White Polo Shirt

Girls (K-5th) - Uniform Jumper, Skort or Long Uniform Pants
White Blouse

Girls (6th-8th) - Uniform Skirt, Skort, or Long Uniform Pants
White Polo Shirt or Blouse

P. E. Clothing - 5th, 6th, 7th, and 8th Grade Students **MUST** dress out in regular school uniform shorts or solid navy sweat pants and St. Edward's T-shirt on specified P.E. days.

Students are to change into a uniform shirt after P.E.

School provided St. Edward's team T-shirts are to be worn for games and practices only, not for PE.

No Make-up or Nail Polish. Nails must remain cut at a safe length for P.E. and for use with the keyboard. No acrylic or fake nails are allowed.

Jewelry - May be worn in moderation. Post earrings, one per lobe, are permitted for girls in all grades-preschool through eighth. A religious medal/chain may be worn. A watch may be worn. No other necklaces or bracelets may be worn.

Hair - For both boys and girls, hairstyles are to be clean, neat and kept simple.

Hair must be the student’s natural color: not dyed, weaved or highlighted. Shaved “lines” are not permitted. Boys’ hair may be no longer than the top of the uniform shirt collar and no longer than the middle of the ear.

The school reserves the right to regulate the adoption of exaggerated and faddish hair styles, jewelry, or accessories which tend to draw attention to the wearer or disrupt the learning process in any way.

Shirts worn under any uniform shirt must be white (no print), collarless and short sleeve.

Shirts and blouses **MUST** be tucked in at all times.

School sweatshirts may not be tied around ones waist.

The school administration has the final decision on interpretation of the dress code.

DENIM DAY – Denim day, usually the first Friday of the month, students are permitted to wear the St. Edward LOGO T-shirt with uniform pants, uniform shorts, or denim pants. Denim shorts are not permitted. School provided Team Shirts are for games and practices only.

FREE DRESS DAYS and Dances - Occasionally, free dress is permitted. Appropriate free dress according to the event should be followed. Clothing not permitted are shirts with inappropriate language or words, bike or spandex shorts, shirts not covering the midriff, open backs, tank tops, tops with decorative openings, and other inappropriate clothing. Shirts must cover the waistband (2in.) of all pants. Dresses and blouses must have modest necklines in front and back.

DENNIS UNIFORM MANUFACTURING CO.
22755-G Savi Ranch Parkway; Yorba Linda, CA 92887
714-637-8928; FAX (714) 637-8241; Orders 1-800-473-8130

SPORTS TEAM UNIFORMS: School uniform shorts unless other arrangements are made with the administration or athletic director. No shorts under shorts. Shirts numbered on front and back. If tank tops are worn:

1. Girls must wear a shirt underneath if arms are cut low.
2. If any player wears shirts under a tank top, all players of that team must wear one.
3. All shirts worn under tank tops must be the same color for any given team.
4. All teams must wear shirts tucked in.
5. School provided team shirts are to be worn for practice and games only. These directives are to ensure that teams look like teams.

USE OF SCHOOL GROUNDS

Students may not be on campus unless in supervised day care before or after school hours. Any student on campus will be placed in Extended Daycare and parents will be charged accordingly. Please see Arrivals and Dismissals and Sports – practice. Teachers cannot be responsible for students not signed into extended daycare.

USE OF STUDENT INFORMATION/PICTURES

Parents, in accordance with the Diocesan Safe Environment Policy, must not post pictures of students other than their own on a social media site. Parental permission cannot be granted to individuals to post such pictures. Failure to abide by this policy may result in termination of campus privileges and field trips.

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

St. Edward School and the principal retain the right to amend the handbook for just cause and that the parents will be given prompt notification if changes are made.

SIGNED PARENTAL AGREEMENT

Parents are given a statement of agreement at the time of registration that they have read and agreed to be governed by this handbook. The parent's signature on the tuition contract also implies agreement to be governed by this handbook. The Parent Student Handbook is available on the school website.

WEBSITE

St. Edward School's website www.stedward1947.com contains all the up-to-date information about the school. You may also email teachers and the school administration with questions and comments. Emails will be answered on a weekly basis. No email will be acted upon if the sender is unidentified.

PRESCHOOL INFORMATION REGISTRATION / ENROLLMENT

Registration for enrollment may be initiated by submitting a Non-Refundable registration fee and a Financial Agreement. Attendance may be on a full time or part-time basis.

FULL TIME: 5 DAYS A WEEK
PART TIME: MONDAY, WEDNESDAY AND FRIDAY
OR
TUESDAY AND THURSDAY

At the time of registration, a set of forms will be presented. They are:

- St. Edward Catholic School Admission Agreement
- Consent to Treatment of A Minor #1001
- Personal Rights #613
- Consent For Medical Treatment #627
- Identification and Emergency Information #700
- Parents Report #702
- Child Sex Abuse Pamphlet Receipt
- Parents Rights Notification #995
- Physicians Report/ Immunizations

These must be completed and submitted before or on the first day of the child's attendance. EXCEPTION - The Physician's Form may be submitted two weeks after the child's first day of attendance.

Our Center's plans for helping new children feel comfortable will include visits before enrolling, having a parent meeting or gradually bringing in new children.

Entrance into the program is contingent upon fees for the first month being remitted along with the registration fee. Regular monthly fees are to be submitted at the beginning of each of the following months.

This monthly fee is remitted even if your child is absent. This includes vacation periods, since the pre-school is open during these days. Failure to pay during these periods indicate an automatic withdrawal of your child from the program.

A written two-week notice is required when withdrawing your child from the program.

Kindergarten: Children who are 5 before September 2nd will be placed on the Kindergarten waiting list, January 2nd of that year. They will then receive registration information from the Administration.

Holidays St. Edward Preschool is a year-round program with only the major holidays off. School will be closed on

- : Martin Luther King Day
- Presidents' Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day (as directed by the Diocesan calendar)
- Thanksgiving Day and the day after
- Christmas Day New Year's Eve, New Year's Day,
Usually two weeks for Christmas Break

The school may close two days for teacher in-service. Parents will be notified at least two weeks in advance of such closing.

Clothing

All sweaters, coats, etc. must be clearly labeled. St. Edward Preschool will not be responsible for the loss of any articles of clothing. Every child needs a change of clothing at the school. Label clothing and send in a plastic bag for storage.

Children should dress for "hands-on" activities. Clothes will get messy. Shoes must be safe. Tennis shoes are acceptable. No slick soles nor flip flops are permitted.

For the safety of each child, no jewelry, bracelets, necklaces, hoop earrings, etc. will be allowed.

Lunches/Snacks

Each day the children will receive a hot lunch. This is provided through the school. Snacks will be served twice daily. **Children may not bring in food from home.**

Nap/Rest Time

California State requires that the children either nap or rest every afternoon. Each child is "required to bring a small cot size blanket" at the beginning of the week and take it home at the end of the week for laundering.

Birthdays

We will celebrate birthdays at school. If you choose to bring a birthday treat, we ask that it be simple and nutritious. We will share the treat at morning snack time. A cupcake or cookie for each child along with a drink is sufficient for a happy celebration. We are a peanut free school therefore all items brought to school must be individually manufactured wrapped stating the ingredients.

HEALTH AND SAFETY PROCEDURES

Child's Absence

Please notify the school when your child is absent. This will avoid the school disturbing you at work to find out about your child's condition. You may phone the school office (737-2530) or the Preschool (272-8508).

When a contagious disease or parasite is the cause of your child's absence, the school must be notified. We, in turn, will advise parents of the condition.

Each day, students will have a health screening. If your child is not well enough to participate in daily activities or if there is the possibility of contaminating others, you must provide alternate care for your child. If your child has thick yellow mucous, a fever, diarrhea, or is vomiting, you must provide alternate care.

Injuries

Minor injuries will be treated with soap, water, ice, Band-Aids, etc. Any serious injury will be reported to the parent by a telephone call and parents will be required to come for the child. If parents cannot be notified, persons listed on the Emergency Medical Form will be contacted. If deemed necessary, 911 will be called. For any injuries or accidents occurring during school hours, a report will be prepared.

If your child should become ill while at school, the same procedure of notification for injury will be followed.

POLICIES AND PROCEDURES

It shall be the policy of St. Edward Preschool to encourage and require prompt payment of tuition pursuant to contract terms between parent and the school. Tuition is due before the 5th of each month. Tuition shall be considered late if received after the 5th day of the month in which it is due and a late charge of Twenty-five dollars (\$25.00) will be assessed. Tuition shall be considered delinquent if not made before the 10th day of the month in which it was due unless arrangement are made with the Administration who extends the due date of tuition.

It shall be the policy of the school not to allow tuition to become more than five (5) days delinquent at which time your child/children will be suspended until all finances are brought up to date.

Daily Hours of Operation

Daily hours of operation are 6:00 a.m. to 6:00 p.m. Arrangements with a neighbor, relative or friend must be made to pick up your child by 6:00 p.m. in the event you are tied up in traffic, etc. (A fee of \$5.00 per fifteen minutes for late pickup will be charged. If after the second incident, you are again late; we will begin assessing a late charge of \$1.00 per minute you are late. Furthermore, if a child is not picked up 30 minutes after the stated closing time of Preschool and all efforts have been exhausted to reach an authorized responsible person to come for the child, the proper authorities will be contacted and the child will be turned over to them. Further violation of pickup will result in automatic withdrawal of child from the program.

Basis of Acceptance

St. Edward School admits students of any race, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin in the administration of its educational policies, admission policies, athletics and other school administered programs. Catholics are generally, but not always given precedence over those who are non-Catholic and this is without regard to race.

St. Edward Preschool is licensed for children ages **three** (potty-trained and upon evaluation) through six years.

Sign In/ Sign Out Procedures

Upon daily admission of the child and daily removal of the child from the facility, the authorized person is to write the time of admission, the time of removal and the phone number where you can be reached for that day on the given signing/Sign Out Form. The child must be signed in and PRESENTED to the Teacher, Teacher Aide or Director.

The person who removes the child from the Center is required to write his/her signature on this form each day.

Any person, removing the child from the Center, who is unfamiliar to the staff shall be asked for identification. This information will be compared with the list of authorized persons we have on file. This is for your child's safety.

Visitation

Visitors are welcome anytime. An "Open Door" policy is honored unless the children become highly distracted or disrupted by repeated and prolonged visits.

If you wish specific information or a directed tour, please call for an appointment with the Director and present your questions to her rather than to the teacher who is busy with her responsibility of caring for the children.

GUIDELINES FOR ST. EDWARD EXTENDED CARE PROGRAM

1. Enrollment: Any student currently enrolled in the school is eligible for the Extended Care Program.

2. Forms: Registration Form will include the days and times a child is to attend the program. Emergency Forms completed for school hours will be used unless parent needs to include alternate information specifically for extended care hours.

3. Hours of Operation:

Extended Care will only be offered every day school is in session and some additional days. Daily hours of operation are 6:00 a.m. to 6:00 p.m. Arrangements with a neighbor, relative or friend must be made to pick up your child by 6:00 p.m. in the event you are tied up in traffic, etc. (A fee of \$1.00 per minute for late pickup will be charged.) Repeated violation of pickup will result in automatic withdrawal of child from the program. Parents will be contacted for a conference and have a warning prior to dismissal of a child from the program.

4. Check In and Out Policies:

Before School: Parent or authorized person must bring child to the program and sign the daily record. Staff release children to playground or class.

After School: Kindergarten children are supervised from the classroom to Extended Care. Grades 1 - 8 meet staff person in a designated area to check into the program. Parent or authorized person must come into Extended Care and sign child out of program. Written notice must be given if a person other than a previously designated person picks up the child. That person's name must be added to the blue registration card.

5. Financial Billing:

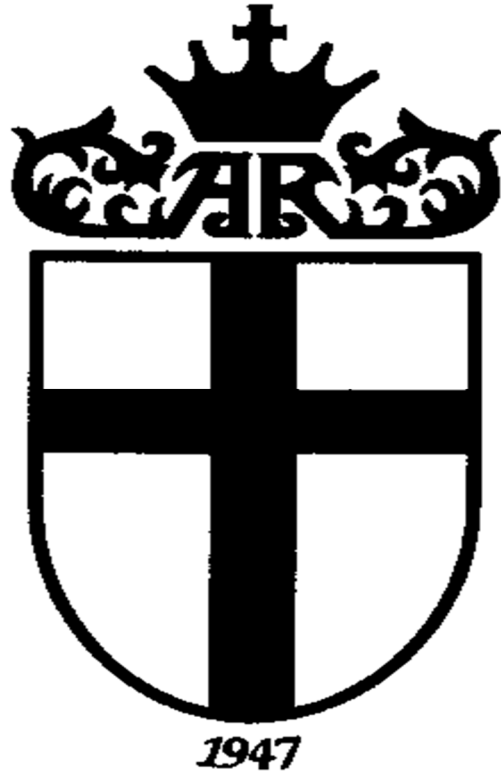
Parents will be billed on a regular basis with tuition. Assessment will be for the session used. Late fees will be added to tuition bill.

6. Emergency procedures:

School Insurance covers all children in the program. All accidents must be reported to the Principal within 24 hours. Staff has access to all emergency information, supplies and procedures. After school hours, messages for extended care may be left at 272-8508. This is for EMERGENCIES ONLY.

7. Behavior:

Our school Philosophy extends to cover this program, therefore, school policies on behavior are used where applicable. Children must show courtesy to all adults. Inappropriate behavior can result in a child being dismissed from the program. Parents will be contacted for a conference and have warning prior to dismissal of a child from the program.



**St. Edward School Parent Student Handbook
Parent and Student Agreement Form**

Please read the following statement and sign the form. Please return this form to the office with the registration packet.

We have reviewed the Parent Student Handbook as a family and agree to honor its rules and statements. As Christians, we understand our responsibility to be good citizens of our school.

Parent Signature Date

Parent Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date