



St. Edward School
Handbook 2016-2017

Table of Contents

St. Edward School Handbook Agreement.....	5
Media Permission.....	6
History of St. Edward Parish and School.....	7
St. Edward School Vision Statement.....	9
St. Edward School Mission Statement.....	9
St. Edward School Beliefs.....	9
Religion.....	10
St Edward Parish Policy for Sacrament of Reconciliation, Eucharist and Confirmation	10
Accreditation / Admission.....	11
Pre-Kindergarten.....	11
Kindergarten.....	12
Uniforms.....	13
Guidelines for Out of Uniform Days.....	17
Boys.....	17
Girls.....	19
Administration of Medication to Students.....	20
Allergy Protocol.....	23
Lice Policy.....	23
Attendance.....	24
Tardiness.....	24
Illness	25
Inclement Weather	25
Drop-Off and Dismissal	26
Traffic Pattern	26
Dismissal Traffic Procedure.....	27
Early Dismissal Days.....	28
Security	29
Discipline	29
Bullying Procedures	29
Bullying Rubric	31
Kindergarten Discipline Plan	32

Grades 1-4 Discipline Plan.....	34
Grades 5-6 Conduct Codes and Point Deductions	35
Students Technology Acceptable Use Policy	40
Media Center Information	42
Evaluation	43
Interpretation of Grades: (Kindergarten through 2 nd grade).....	43
Conduct/effort codes (Kindergarten through 2 nd grade).....	43
Interpretation of Grades: (3 rd through 8 th grade)	43
Conduct/effort codes (3 rd through 4 th grade)	44
Conduct/effort codes (5 th through 8 th grade).....	44
Grade Retention.....	44
Honor Roll	44
Grades in Special Classes	44
Academic Eligibility for School Sponsored Extracurricular Activities.....	45
Detention Policy for Extracurricular Activities.....	45
Communication.....	46
Electronic Mail (E-Mail) Guidelines for Parents	46
Guidelines when using e-mail to communicate with the teacher:	46
Cell Phones and Electronic Devices.....	47
Weapons Policy.....	47
Drug Policy.....	47
Suspected Use, Abuse or Possession	48
Student Referral Form Suspected Use, Abuse or Possession	49
Procedure for Action.....	50
Treatment	50
Support.....	50
Community Resources	50
Ground and Facility Policy	51
Organizations Policy	51
Solicitation Policy	51
Gum Policy.....	51
Homework Policy	51

School Fees 2016-2017	53
Tuition Fees.....	53
Cafeteria.....	54
After-School Program	55
Rate Schedule 2016-2017	55
Celebrations.....	56
Birthday Celebrations & Snacks.....	57
Extracurricular Activities	57
Athletics	57
Clubs and Organizations.....	58
Fine Arts.....	59
Student Supports	60
School Governance and Support.....	61
St. Edward School Advisory Council.....	61
Booster Club –Troy Duncan	61
Home and School Association – Kelly Lynd and Beth Davenport.....	61
Development Director – Jackie Smithson	61
Athletic Director - Rhonda Travis/ Assistant – Jenne’ ClenDening.....	61
Parent Volunteers	62
St. Edward School Contact Directory	63
Faculty and Staff Roster for School Year: 2016-2017.....	63
Booster Club Officers	65
Home & School Association Co-chairs	65

St. Edward School Handbook Agreement

We, the parent(s) of _____, agree to be governed by this school handbook for the school year **2016-2017**. We recognize the right and responsibility of the school to make rules and policies and enforce them.

_____ Parent(s) Signature	_____ Date	
_____ Student Signature	_____ Grade/Teacher	_____ Date

Please return this form
No Later Than August 26th, 2016

This form will be kept on file in the St. Edward Development Office.

Media Permission

Your child's photograph/video may be used in various publications/media such as our weekly Development Express, *The Register*, *The Tennessean*, *Parent Magazine*, marketing tools such as billboards, brochures, commercials and on our website, www.stedward.org. The majority of the time, your child's image will not include identification of their names unless they are being recognized for an event or achievement.

If you do **NOT** want your child's image to be used as described above you must notify your child's teacher ***In Writing*** no later than **August 26 2016**.

If you have questions about media permission, please contact the Development Office at 615-833-3447 during school hours.

History of St. Edward Parish and School

Due to the overcrowded conditions of St. Patrick's Church and School and the rapid growth of South Nashville, the late Bishop Adrian made the decision to establish a new parish. Plans for a church and school were developed for property on Thompson Lane.

In June of 1952, Father Aaron Gildea was appointed the first pastor of St. Edward Church. Bishop Adrian dedicated the Church and School on June 21, 1952.

The first school year began on September 2, 1952 with an enrollment of 142 students. The Sisters of Mercy conducted the school. The staff was composed of three sisters and one lay teacher.

In August of 1953, Father Paul Caldwell became the second pastor. In 1961, Father Ned Elliott became the new pastor. The parish purchased the house and lot adjoining the property on the east side. Before the departure of Father Elliott, a new addition of eight classrooms and a library was constructed.

In 1969, Father Paul Hostettler began a two year period as pastor. Father John Cain replaced Father Hostettler in July, 1971.

Father Pat Connor came to St. Edward in 1978. St. Edward School, which at the beginning had a faculty consisting of only four, had grown to a faculty of twenty, including full-time teachers in art, music, library, and physical education. Father Connor began the construction for the Family Life Center.

Father Joseph Patrick Breen came to St. Edward in October of 1984. Throughout the years that Father Breen has been at St. Edward, he has made many improvements for the Church and School. In 1991, he totally renovated the Church. The curriculum has been upgraded by the addition of a computer lab, a full-time technology coordinator, counselor, a learning center and a reading teacher. A covered pavilion has been added to the grounds and the playground equipment has been replaced or revitalized.

In November of 1999 construction was completed on a new addition that includes new pre-kindergarten, kindergarten, and 1st grade classrooms as well as religious education and church offices. The pastor's rectory is also incorporated into the new structure along with a multi purpose daycare room for the schools afterschool care and summer care program.

In June of 1999, the original elementary wing of the school sustained significant damage from a heavy rain storm, which lead to the collapse of the roof. Demolition of this wing was completed in January 2000. Construction on this portion of the school, which house grades 1 through 4, the school cafeteria, teacher lounge and workroom, and school offices was completed in the Fall of 2000.

St. Edward School has now served the Nashville community for over 50 years providing a Catholic education, which focuses on spiritual value, academic excellence, and social maturity. We are proud of our parish and school, our parents, students, pastor, teacher and principal who, throughout the years have helped make this community what it is today.

Father Breen retired in 2014 after serving the St. Edward Church and School community for over 30 years. Fr. Mark Nolte became the new pastor along with Fr. Dan Reehil who is serving as the associate pastor.

After three years of serving the St. Edward community Fr. Mark returned to Omaha, Nebraska. In July 2016 Fr. Dan Reehil became the pastor of St. Edward Church and School.

St. Edward School Vision Statement

The St. Edward School Community strives to do what is right and do our best in the image of Christ.

St. Edward School Mission Statement

St. Edward School, in partnership with families and the Catholic Church, challenges each student to achieve academic excellence; to appreciate the arts; to realize his or her full potential; and to embrace and model the gospel of Jesus Christ through service to our community and the world.

St. Edward School Beliefs

- The chief priority of our Catholic system is education in the Catholic faith and the faith development of our students.
 - A major focus of our school system is the moral development and guidance of all our students in accordance with Christ's teachings.
 - Each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual needs.
 - Worship, the sacraments, and prayer are important components of the Catholic schools.
 - Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, and to
 - reason, solve problems and produce quality work.
 - A safe, supportive, and nurturing environment promotes student achievement.
-
- A sense of community based on the Gospel values is evident throughout the Catholic school system.
 - The success of our school system depends on the commitment of all staff (administrators, teachers, and support staff) to high quality standards, expectations, and performances.
 - The achievement of high standards of learning is expected of all students.
 - The development of the curriculum, design of instructional activities, and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

Religion

St. Edward School is a ministry of St. Edward Catholic Church. As such, the school offers quality education within a religious environment. Each child is taught Christian doctrine as an academic course. Regardless of their religious affiliation, all students are required to fully participate in religion classes.

Classes are offered for preparation to receive the sacraments of Reconciliation and Eucharist in the second grade. Participation in sacraments is limited to children who are Catholic.

Each child attends mass twice each week. Masses are usually at 8:00 a.m. Parents are always welcome to join the students at mass.

St Edward Parish Policy for Sacrament of Reconciliation, Eucharist and Confirmation

The Sacraments of Reconciliation, Eucharist, and Confirmation at St. Edward Parish are a total parish event. This includes second and eighth grade students in St. Edward School and public school students who are attending the parish religious education program.

Accreditation / Admission

St. Edward School is accredited through **AdvancEd** and the **State of Tennessee Department of Education**. The order of acceptance for admission is as follows:

1. Students presently enrolled in St. Edward School, provided re-enrollment deadline is met.
2. Siblings of students presently enrolled in SES, or siblings of graduates of SES.
3. Children of faculty members of SES.
4. Subsidized parishioners of St. Edward Church.
5. Subsidized parishioners of Saint Ignatius Church.
6. Subsidized parishioners of other Catholic Churches.
7. Other parishioners of St. Edward or Saint Ignatius Churches.
8. Other Catholics.
9. Non-Catholics.

St. Edward School accepts siblings on the condition that academic and conduct standards are compatible with the school philosophy and curriculum.

Pre-Kindergarten

Criteria for Admission to Pre-Kindergarten for three and four year olds:

St. Edward Pre-Kindergarten is approved by the Southern Association of Colleges and Schools via Advanc-Ed, and had has been approved by the **National Association for the Education of Young Children** and as such, there are certain restrictions on class size. Therefore, there must be an equitable acceptance of admission. The order of acceptance for admission is a follows:

1. Siblings of students presently enrolled in SES, or siblings of graduates of SES
2. Children of faculty members of SES
3. Subsidized members of St. Edward Church
4. Subsidized members of other Catholic Churches
5. Other parishioners of St. Edward
6. Other Catholics
7. Non-Catholics

St. Edward School accepts siblings on the condition that academic and conduct standards are compatible with the school philosophy and curriculum.

Students entering the three year old pre-kindergarten must be three years of age on or before **August 15th of the year they are to begin school AND they must be potty trained.**

Students entering the four year old pre-kindergarten must be four years of age on or before **August 15th of the year they are to begin school. A readiness screening is required for admittance to the PreK4 program.**

Application for admission is made through the school office. The following are required of every child entering St. Edward School:

- Birth Certificate
- Baptismal Certificate, if Catholic
- State of Tennessee Immunization Certificate

The PreK day and calendar are the same as those of grades K-8. PreK has a snack each morning, and a rest period each afternoon. PreK4 begins attending Mass at Christmas.

Pre-K3 and PreK4 students are required to wear uniforms

Kindergarten

Kindergarten is required by the State of Tennessee. Every effort is made to make the kindergarten student a full participant in the school program just as any other grade. There are a few differences in policy and procedure for kindergarten.

A readiness screening is required for admittance to kindergarten. **Students entering kindergarten must be five years of age on or before **August 15th** of the year they are to begin school.**

Application for admission is made through the school office. The following are required of every child entering St. Edward School:

- Birth Certificate
- Baptismal Certificate, if Catholic
- State of Tennessee Immunization Certificate

The kindergarten day and calendar are the same as those of grades one through eight. There is no kindergarten graduation to first grade. Kindergartners have a snack each morning, and a rest period each afternoon **through the first semester of school**. They gradually come to attend mass as often as other classes.

Kindergartners are required to wear uniforms.

Uniforms

Boys

Clothing Item Policy

SHIRTS: May wear white oxford shirts with a collar that have the school logo printed in green. Students may wear a green polo type shirt with the school logo printed in white. All shirts should fit properly, must be tucked in at the waist, and have no more than one button unbuttoned at the collar. Shirt tails must be long enough to stay tucked in when the hands are raised over the head. Solid white T-shirts and solid white turtlenecks with no messages or logos may be worn underneath the shirt. Long sleeves should be either buttoned at the cuff or neatly rolled to the elbow. All shirts must be from Dennis-Larose Uniform Store.

8th grade boys are required to wear the white uniform oxford shirt with the school logo and the uniform green tie for all school Mass days. 8th grade boys will need to purchase the white shirts and a tie at the Dennis-Larose Uniform Store.

PROHIBITED SHIRTS: No oversized shirts are allowed. Uniform shirts that are in disrepair, have holes, rips or stains on them may not be worn at school.

PANTS: May wear twill tan-khaki color trousers of a conservative style. All pants should fit properly and have a sewn hem or tucked cuff. Students must wear a belt that fits if pants have belt loops and belt must be visible. Pants should hang to the top of the shoe, must hang outside of high-top shoes and should not extend beyond the bottom of the shoe. All pants must be a uniform khaki pants. Pants must be a uniform type material and style without logos. Regular khaki pants are not allowed. Pants do not have to be purchased at Dennis-Larose, but they must be uniform type pant.

PROHIBITED PANTS: Pants should have no holes and must be patched or mended. Pants that are low-riding, jean-type, cargo style, drawstring, bellbottom, that have extra pockets on the sides or legs, or holes in the fabric are prohibited. Sagging and rolled pant legs are not allowed. Casual khaki pants are not allowed. Uniform pants that are in disrepair are stained or torn may not be worn to school.

BELTS: Must be either plain black or brown with no designs. Woven belts are acceptable.

SKIRTS AND JUMPERS: Boys are not allowed to wear skirts or jumpers.

SHORTS: May wear properly fitting twill tan-khaki colored walking shorts of a conservative style during the months of August, September, October, April, May, and June. Shorts must have a sewn hem or tucked cuff that is no more than 3 inches from the floor while kneeling. Shorts should be no longer than knee length. Students must wear a belt that fits if the shorts have belt loops and belt must be visible. All shorts must be uniform khaki shorts. Shorts must be uniform type material and style without logos. Regular khaki shorts are not allowed. Shorts do not have to be purchased at Dennis-Larose, but they must be a uniform type short.

PROHIBITED SHORTS: Styles that are low-riding, jean-type, cargo style, drawstring, cutoff, or have extra pockets on the sides or legs or holes in the fabric are prohibited. Sagging or rolled up legs are not permitted. Uniform shorts that are in disrepair, have stains or are torn may not be worn to school.

SOCKS: May wear plain crew length or knee socks without any decoration or logos. Socks must be solid white. Only one pair of socks may be worn at a time.

SHOES: A Merrell style shoe in brown, black, tan or taupe or a brown or black suede "Buck" shoe may be worn. Students in PreK through 4th grade may choose to wear an all-white or all black tennis shoe each day. **Students in grades 4th-8th may wear an all-white or an all black tennis shoe on PE days for the entire day.**

******The 8th grade students may wear the Sperry shoe. The ONLY Sperry permitted is the Original Boat Shoe in the color Sahara. Other colors and styles will not be allowed. Sperrys must be kept in good condition and worn completely on the foot. Students may NOT walk on the heel of the shoe.**

PROHIBITED SHOES: Absolutely no neon, metallic, glitter, or multi-colored shoes are permitted. Boots are not allowed with the uniform. No sandals, crocs, flip flops, jellies, stacks, lighted shoes, character shoes, or combat boots are allowed. Sperry's are not allowed to be worn to school for grades PreK-7th grade. Shoes that are in disrepair have holes, lose soles, or writing on them should not be worn to school.

SWEATERS: May choose to wear school uniform green pullover sweatshirt or fleece, cardigan or vest with their uniform shirts in cool weather. All cardigans, sweatshirts, fleece and vests must have the school logo on them and must be purchased from Dennis-Larose or from a school approved vendor. Students may wish to keep a uniform sweater or sweatshirt at school in case of changes in weather during the day.

PROHIBITED SWEATERS: Sweaters and sweatshirts that are oversized or have messages or have logos are not permitted. Sweaters or sweatshirts that are not in good repair have holes in them or excess writing may not be worn at school. Hoodie sweatshirts are not permitted. Red sweatshirts, cardigans and fleece jackets can no longer be worn with the uniform.

JACKETS: Jackets, hoodies, and coats are only allowed to be worn outside of the school building.

HATS: Hats are not allowed to be worn on campus during the school day.

HAIR: Should have hair trimmed above the eyebrows, collar, and the ears. Hair should be groomed and clean.

PROHIBITED HAIR: Hair that extends beyond the eyebrows, ears and collar is considered too long and needs to be cut. No tails, shaved designs, extreme styles or coloring is permitted.

JEWELRY: Boys may wear one slim, fitted, neutral color religious bracelet(the bracelet must fit snug against their wrist). May wear one slender (up to 1/8 inch thick) chain with a cross or a religious medal; one ring, and a watch. **A neutral color FitBit or similar**

device may be worn (these tend to fall off, so students are responsible for keeping up with them). Holiday buttons and pins may be worn during the appropriate season.

PROHIBITED JEWELRY: Boys may not wear earrings. No tattoos, drawing, or writings on the skin are permitted.

MAKEUP Boys are not permitted to wear makeup.

OUT OF UNIFORM PASSES: A student must notify the teacher the day prior to the coming out of uniform to make sure it is approved and the pass must be given to the teacher at that time. (See section on out of uniform days for guidelines)

Girls

Clothing Item Policy

SHIRTS: All shirts should fit properly, must be tucked in at the waist, and have no more than one button unbuttoned at the collar. Long sleeves should be either buttoned at the cuff or neatly rolled to the elbow. Solid white turtlenecks or short sleeved T-shirts with no messages or logos may be worn underneath the green polo shirt and white blouse. Girls may wear white oxford shirts with the school logo printed in green. Blouses with a collar and no frills are reserved for wear with the jumpers. Girls may also wear a green polo shirt with the school logo printed in white. The green polo shirt may be worn with khaki pants (preK-4) and plaid skirts (preK-4) and (5-8) skirts. Shirt tails must be long enough to stay tucked in when the hands are raised over the head. All under-clothing must be white and not show under the shirts. All shirts must be from Dennis-Larose Uniform Store.

8th grade girls are required to wear a white oxford shirt with school logo on all school Mass days. Shirts must be purchased at the Dennis-Larose Uniform Store. Girls have the option of wearing a fitted white shirt on the outside of their skirt. The fitted shirt is available at the Dennis-Larose Uniform Store. The shirt differs from the traditional white oxford because it is fitted(tucks in the back) and does not have a pocket on the front. This is the ONLY shirt that may be worn untucked.

PROHIBITED SHIRTS: No oversized shirts are allowed. The sleeves on the green shirt may not be rolled up. The green shirt may NOT be worn with jumpers.

PANTS: May wear twill tan-khaki color pants of a conservative style in grades PreK-4. All pants should fit properly and have a sewn hem or tucked cuff. Pant should have no holes and must be patched or mended. Students must wear a belt that fits if pants have belt loops. Pants should hang to the top of the shoe, must hang outside of high-top shoes and should not extend beyond the bottom of the shoe. All pants must be uniform khaki pants. Pants must be uniform type material and style without logos. Regular khaki pants are not allowed. Pants do not have to be purchased from Dennis-Larose, but they must be a uniform type pant.

PROHIBITED PANTS: Pants that are hip hugger, capri cut, stretch, jean-type, cargo style, drawstring, bellbottom, that have extra pockets on the sides or legs are prohibited. Sagging and rolled pant legs are not allowed. Casual khaki pants are not allowed.

BELTS Must be either plain black or brown with no designs. Woven belts are acceptable.

SKIRTS AND JUMPERS AND SKORTS: May wear school plaid uniforms supplied by Dennis-Larose. (Used skirts and jumpers may be worn but should be in good repair.) Skirt length in front and back should be no more than 3 inches from the floor while kneeling. The waistband must be visible. Shorts must be worn underneath the skirt. Grades 5-8 are permitted to wear plaid skirts. Grades PreK-4 can choose to wear jumpers, plaid skorts, and long khaki pants.

PROHIBITED SKIRTS, JUMPERS AND SKORTS: Any skirt or jumper that is higher than 3 inches from the ground when kneeling. Skirts may not be rolled at the waistband. Skirts, jumpers and skorts that are not in good repair, have stains or holes in them may not be worn to school. Clothing should not be written on.

SOCKS: May wear plain crew length or knee socks without any decoration or logos. Socks must be solid white. Only one pair of socks may be worn at a time. Girls may choose in cool weather to add black tights and leggings under their socks with the uniform skirt or jumper. Footless tights are permitted but the bottom of the legging **MUST** be covered by the top of the sock.

SHOES: Merrell style shoes in black, brown, taupe or tan or Mary Jane style shoes in brown or black are required. Girls may also wear a brown or black suede "buck" shoe. These may be purchased at any retailer who sells this type of shoe. **Students in PreK through 4th grade may wear tennis shoes in solid white or black or navy and white Keds saddleoxford. Students in grades 5-8 are allowed to wear black or white tennis shoes on P.E. days for the entire day.**

******The 8th grade students may wear the Sperry. The ONLY Sperry permitted is the Original Boat Shoe in the color Sahara. Other colors and styles will not be allowed. Sperrys must be kept in good condition and worn completely on the foot. Students may NOT walk on the heel of the shoe.**

PROHIBITED SHOES: Absolutely no neon, metallic, glitter, or multi-colored shoes are permitted. Boots may not be worn with the uniform. Sperry's are not allowed for grades PreK-7th grade. No sandals, crocs, flip flops, jellies, stacks, platform, clogs, high-heels, lighted shoes, character shoes, or combat boots are allowed. Shoes that are multi-toned brown, black or white are not allowed. Shoes that are in disrepair have holes, lose soles, or writing on them should not be worn to school.-

SWEATERS: May choose to wear solid school green pullover, fleece, cardigan, vest sweaters or sweatshirts with their uniform shirts in cool weather. All pullovers, cardigans, sweaters or sweatshirts must be green and have the school logo on them and must be purchased from Dennis-Larose or from a school approved vendor.. Students may wish to keep a uniform sweater or sweatshirt at school in case of changes in weather during the day.

PROHIBITED SWEATERS: Sweaters and sweatshirts that are oversized or have messages or have logos are not permitted. Sweaters and sweatshirts in disrepair, with holes, rips, tears or writing on them are not to be worn at school. Red sweatshirts, cardigans and fleece jackets are not part of the uniform.

JACKETS: Jackets, hoodies and coats are only allowed to be worn outside of the school building.

HATS: Hats are not allowed to be worn on campus during the school day.

HAIR: Hair must be kept clean and well groomed. Headbands must be school plaid or neutral solid uniform colors.

PROHIBITED HAIR ITEMS: The hair should have no extreme styles or coloring. Excessive or extreme hair bows, barrettes, hair wraps, decorations and bandanas that cover the head are not allowed. Hair spray and other hair products should be left at home.

JEWELRY Girls may wear one slim neutral color religious bracelet(must be snug against the wrist). May wear one slender (up to 1/8 inch thick) chain with a cross or a religious medal; one ring, and a watch. A neutral color FitBit or similar device may be worn(these tend to fall off, so students are responsible for keeping up with them). Girls may wear one pair of post type earrings on the earlobe small enough for the lobe to be seen around the earring. Holiday buttons and pins may be worn during the appropriate season.

PROHIBITED JEWELRY: No tattoos, drawing, or writings on the skin are permitted. No loops or dangling styles are allowed.

MAKE-UP: Conservative makeup is a privilege afforded **Eighth Grade Girls ONLY**.

PROHIBITED MAKE-UP: Excessive or extreme makeup will not be permitted. The use of nail polish and nail decoration are not allowed in school by any grades. All cosmetics, toiletries, and nail polish should be left at home.

OUT OF UNIFORM PASSES: A student must notify the teacher the day prior to the coming out of uniform to make sure it is approved and the pass must be given to the teacher at that time. (See section on out of uniform days for guidelines)

Guidelines for Out of Uniform Days

There will be a designated out-of-uniform day each month. Parents will be notified in advance through email. Please remember that all out-of-uniform guidelines must be followed. Students may come out of uniform on their birthday.

Boys

Out of uniform days are days which allow the child to wear nice clothing outside of their school uniform. It is not a day for sloppy dressing. Nice T-Shirts are appropriate as long as they meet the requirements below.

The following clothing is **NOT** allowed:

Clothing:

- ❖ **Shirts:**
 - Tank tops
 - Shirts that have been cut off, have holes, rips or tears
 - Tight fitting shirts
 - Net Shirts without a T-Shirt underneath it
 - Any shirt that exposes any part of the midriff at any time

- Clothing which promotes alcohol or other drug use; bears profane, obscene, or vulgar messages or symbols; or is immodest in any way

❖ **PANTS, JEANS:**

- Cut-off pants or jeans,
- Pants or jeans with holes, tears or rips
- No tight fitting pants or jeans
- Shorts that are greater than three inches from the ground when kneeling
- Athletic shorts that do not fit on the waist or hang below the knee

❖ **Shoes:**

- Sandals
- Crocs
- Jellies
- Shoes without shoelaces that have eyelets.
- Shoes that are in disrepair lose soles with holes etc.

The following clothing **IS** allowed:

- Shorts may be worn during the months of August, September, October, April, May and June. They must be no shorter than 3 inches from the floor while kneeling.
- Blue jeans, pants, slacks that are in good repair.
- Socks must be worn with all shoes.

Girls

Out of uniform days are days which allow the child to wear nice clothing outside of their school uniform. It is not a day for sloppy dressing. Nice T-Shirts are appropriate as long as they meet the requirements below.

The following clothing is **NOT** allowed:

❖ **Clothing**

○ **Skirts and Dresses:**

- ❖ Short Skirts: greater than 3 inches from the ground when kneeling
- ❖ Dresses that are greater than 3 inches from the ground when kneeling
- ❖ Dresses that have spaghetti straps or no sleeves that cover the upper arm
- ❖ Halter Dresses or Sun Dresses

○ **Shirts:**

- ❖ Halter tops
- ❖ Tank tops
- ❖ Any shirt with holes, rips, tears or writing
- ❖ Cut-off shirts
- ❖ No tight fitting shirts should be worn
- ❖ Shirts must be modest with no cleavage exposed
- ❖ Any shirt that exposes any part of the midriff at any time
- ❖ Clothing which promotes alcohol or other drug use; bears profane, obscene, or vulgar messages or symbols; or is immodest in any way

○ **Pants, Jeans, Shorts**

- ❖ Stretch pants or leggings without a skirt or shorts over them
- ❖ Cut off pants
- ❖ Pants, Jeans or Shorts that have holes, rips, tears or writing on them
- ❖ Tight fitting pants, jeans or shorts
- ❖ Athletic shorts that do not fit properly on the waist or hang too low.

The following clothing **IS** allowed:

- Regular make-up and nail polish rules apply.
- Socks and/or tights must be worn with all shoes.
- Only one pair of non-dangling earrings may be worn.
- Blue jeans, pants, slacks that are in good repair.
- Shorts may be worn during the months of August, September, October, April, May and June. They must be not shorter than 3 inches from the floor when kneeling

Administration of Medication to Students

The school will not dispense medication to students except when prescribed by a doctor and/or provided by the parent.

The administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.

When it is necessary for the school personnel to administer prescribed medication, the following guidelines are to be followed:

1. The principal shall appoint a responsible person or person(s) to supervise the storing and administering of the medication.
2. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by the school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. The school office will provide a form.
3. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and the time of administration.
4. New request forms must be submitted each school year, or when changes in dosage or prescription are made.

DIOCESE OF NASHVILLE

REQUEST FOR: ASSISTED SELF-ADMINISTRATION OF MEDICATIONS

[PRESCRIPTION and NON-PRESCRIPTION MEDICATIONS]

Requests for a student to administer his/her own medication during school hours requires that this statement be filed with the school principal. Please respond to every item on this form.* If non-prescription, parent fills out health care provider part.

School _____ School Hours _____

Teacher _____

STUDENT INFORMATION

Student Name _____

Date of Birth _____

Address _____

Phone _____

Diagnosis (Optional)

HEALTH CARE PROVIDER STATEMENT

The Health care provider may be a medical doctor (M.D.), dentist (D.D.S.), physician assistant (P.A.) or registered nurse practitioner/clinician (RN, CS).

To be completed by health care provider: (If non-prescription medication, parent must fill out.)

Name of Drug

Date to Start _____ Through _____

Dosage and Times at School

Does this medication absolutely need to be administered during school hours? _____ YES _____ NO

If yes, please explain.

Special instructions for Storage and Handling _____

-

Possible Side Effects

Health Care Provider Name _____ Phone

Address

Health Care Provider Signature _____ Date

_____ (for prescription medications)

Parent Signature _____ Date

_____ (for non-prescription medications)

STUDENT AND PARENT STATEMENTS I take full responsibility for taking my own medication during school hours as prescribed by my health care provider. Medicine bottles will have the proper pharmacy label. If non-prescription medication, it must be in original container.

Student Signature _____ Date

I give consent for my child _____ to take his/her own medicine during the school day assisted by school personnel as necessary. My child is competent to self-administer the medication with assistance. ____ YES ____ NO (check one)

Parent/Guardian Signature _____

Date _____

Phone Number (in case of emergency) _____

*Only completed forms will be honored

Allergy Protocol

The school is committed to providing a safe and healthy environment for all its students.

Parents/guardians are responsible for notifying the school about a child with severe allergies.

For students diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider and the specific prescribed medication in order to ensure the medication will be available at the school and on field trips per the student's Individual Health Plan (IHP).

Depending on the individual student and school circumstance, the principal, in coordination with the school nurse, will determine which school staff are to be trained to administer epinephrine in an emergency situation. Such individuals will be trained in the prevention and recognition of severe allergic reactions and anaphylaxis, administration of epinephrine by auto-injector, appropriate handling and disposal of auto-injectors, immediate care of the patient until help (911) arrives, and classroom management of students at risk for severe allergy and anaphylaxis. Training and refresher training will be provided on a regular basis. In all cases, emergency medical services (EMS) must be notified immediately following administration of epinephrine by calling 911. In addition, the parent/guardian of a student to whom epinephrine has been administered must be notified as soon as possible.

Lice Policy

Once a case of lice has been reported to the school office the following procedure should be followed:

1. The entire class of students and teacher of the child reported with lice will be checked.
2. The classroom, and all classrooms used by that class should be sprayed and cleaned.
3. Any child found to have lice or nits will be sent home immediately for treatment.
4. The siblings of the child with lice or nits will be checked.
5. If the sibling has lice or nits, that child will be sent home and the entire class will be checked.
6. Notice of lice should be sent home to all families in that classroom on the same day.
7. **The child must return to school with proof of treatment and must be rechecked by their doctor or health care provider before being allowed to go to class.** The student must provide a note from their doctor or health care provider indicating that the lice is gone before being allowed to return to school. Metro Health Dept. will check child/children free of charge.

Attendance

Classes begin promptly at 7:50 a.m. and conclude at 3:00 p.m. The school building is open each morning at 7:00 a.m. Arriving students must GO TO THE CAFETERIA and remain until the first bell rings at 7:40. Students are not allowed to walk the building during this time.

All children are to be picked up by 3:20 p.m. All students who have not been PICKED UP will be placed in After-School Care at the parents' expense.

Students leaving school during school time must be signed out by their PARENT and signed back in on return.

If a student is absent from school, a parent needs to NOTIFY THE SCHOOL by 9:00 a.m. in order to pick up homework after 2:30 p.m.

Students who have been absent should bring a note explaining the absence within three days of their return. Illness, death in the family, and medical appointments are considered excused. Students late due to a medical appointment, or reasonable excuse, should bring a note to the office.

Before an absence for reasons other than those described above may be excused, the parents of the children must contact the school office and teachers well in advance of the planned absence.

State law requires that parents be notified in writing when a student has missed 5 days of school. These do not have to be five consecutive days.

A student will be given the number of days she/he is absent to make up missed work, (i.e., one day absent, one day to make up work). This includes excused absences from school for a school-related field trip. Work not made up becomes a permanent zero (numerical grading), or points may be deducted as per the classroom management program.

It is assumed that the student's experience in a Catholic school is more than intellectual. The Catholic school impacts the child's social, emotional, spiritual and physical dimensions. Additionally, the school provides other experiences, which are important parts of the total school program (i.e. field trips, liturgies, special events, etc.). A student who is an excessive absentee has not experienced the total breadth of the school program and serious consideration should be given to whether the child should be retained or promoted to the next grade level.

When parents withdraw a student from school permanently, they must provide the school written notification of the withdrawal. To do this via e-mail is perfectly acceptable.

Tardiness

Students arriving after 7:50 a.m. are tardy, and must report with a parent directly to the school office for a late slip permit before going to their classroom. Excessive tardies will be reported to the state.

More than 5 tardies per year will effect a child's Perfect Attendance record.

In accordance with the Compulsory School Attendance Law of the State of Tennessee (49-2-302) a student between the ages of six and seventeen must attend school for 80% of the school year in order to be promoted to the next grade level. In compliance with the Promotion-Retention Policy, an elementary student can miss only 17 days in the fall semester and 19 days in the spring semester.

Illness

If a child becomes ill while at school, they will be sent to the office. The secretary will take the child's temperature and try to elicit the nature of their illness. If it is decided that the child is too ill to remain at school, the parent will be contacted.

Children who have been ill should be without fever for twenty-four hours before returning to school or afterschool. Any children returning before the twenty-four hour period will be sent home.

It is very important to keep the school up-dated with any change of home or work telephone numbers!! Updates may be made on the parent portal on the school website.

Inclement Weather

In the event that school must be closed due to the weather, the local television stations (channels 2, 4, 5, and FOX) will be notified as soon as possible. **In addition, school closing information will be available on the St. Edward website and a parents will receive a phone call from the school.**

St. Edward School does not follow any other school or system in closing information. Listen for "St. Edward School". Stations will not usually report schools that are open, so if there is no report that we are closed, assume that the school is open. Do not call the school, the church, the rectory, or any faculty or staff member - listen to the television. **Decisions on snow days will be made on the evening before or morning of closing. When school is closed, there will be no after-care available.**

Decisions to open or close for inclement weather are never easy to make. Parents are urged to use their own discretion in deciding whether or not to travel on inclement days.

Drop-Off and Dismissal

When arriving in the morning, vehicles should form a single line near the breeze way entrance along the sidewalk. If your vehicle is beside the sidewalk your child should exit your vehicle and walk in front of your car to the sidewalk and proceed into the building. Please do not wait until you are near the gym to drop-off. There will be teachers on the sidewalk and inside the school door to ensure they get in safely. Students should never be let out or picked up on the Thompson Lane side of the school. PLEASE BE CONSIDERATE OF THOSE BEHIND YOU IN LINE. IF LONG GOOD-BYES, LAST MINUTE INSTRUCTION, ETC. ARE NEEDED, PARK IN A PARKING SPACE, OUT OF THE FLOW OF TRAFFIC and escort your child into the building.

Please do NOT park in the first six parking spots near the gym(they will be blocked off with cones). It is dangerous for parents to back out with children exiting cars along the sidewalk.

The school door opens at 7:00 AM and students need to proceed to the cafeteria where they are seated according to grade level. A limited breakfast is available for purchase to those students who desire it.

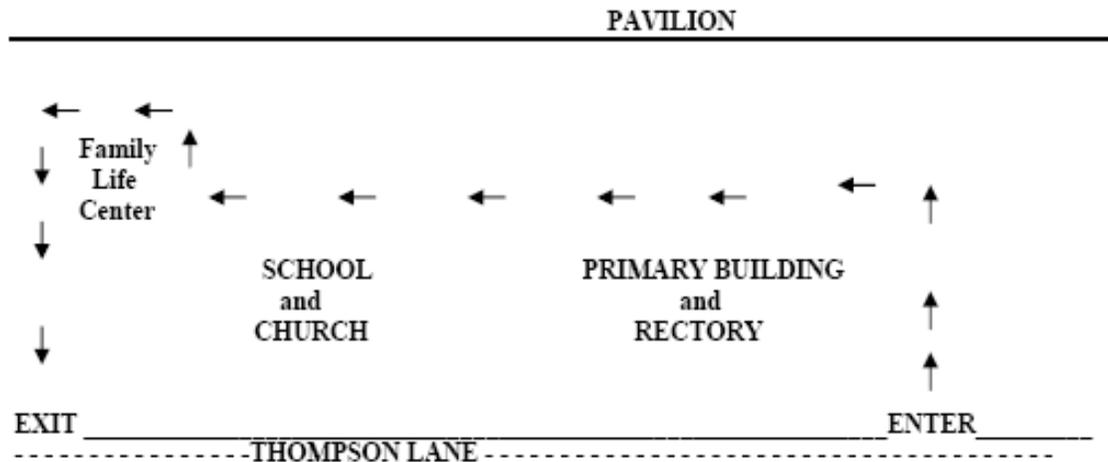
The first bell rings at 7:40 AM and at this time and after this time, students may proceed to their classrooms. Because teachers do not report until 7:30 AM, we ask that children and adults stay out of the halls prior to 7:40 AM

Traffic Pattern

- All traffic coming off of Thompson Lane enters into the main entrance and may line up in the dismissal line or park in the lot to the right of the school.
- Please refrain from using the bicycle rider lanes when making a right hand turn coming off of Thompson Lane. Metro police do issue tickets.
- Please refrain from using cell phones as you enter the parking lot.

- Do not exit onto Thompson Lane except at the traffic light.
- Never enter into the driveway where the traffic light is located.
- For the safety of your children please observe these procedures!

- Arrival – All students except Pre-Kindergarteners should be dropped off at the breezeway entrance.



Dismissal Traffic Procedure

All students must be picked up at dismissal as a car rider or have a letter of consent on file with the school that states that their child will be walking to a residence. We will not allow any other student to leave our campus at any time during the day or at dismissal unless a parent, legal guardian, or other authorized adult accompanies them.

Students exit the building and stand in their assigned spot waiting for the whistle. Once the whistle blows they will be permitted to leave the area next to the building and locate their vehicle. Once the whistle blows again, if they have not found their vehicle, they go back to their assigned areas. As soon as the parking lot is clear of children, the first row of cars will be permitted to leave.

Orange cones will be placed in front of each car line. The first car should pull into the parking lot and line up with the center of the first cone. Each car after that should line up as straight as possible behind the car in front of them. As a courtesy to those that may not be able to walk long distances, you may pull up to the center of any cone in any lane in order to be closer to the dismissal area. Lines should be as straight as possible.

Once the parking lot is filled, cars attempting to enter the parking lot will be stopped and remain so, until all children are safely in their cars. At that time, traffic will be dismissed lane by lane.

Cars entering off of Thompson Lane and in the left lane will be in the dismissal lane. DO NOT leave your car unattended in this lane. If you are in the right hand lane, you may turn right into the parking lot, park, and go locate your child.

The lane on the right will NOT be allowed to stop. This lane and the lane nearest the pavilion must remain open in case emergency vehicles need to enter and exit the property.

Beginning at 2:00 p.m. on Monday through Friday, there should be NO VEHICLES blocking the dismissal lanes. If you are in the building please move your car to spaces behind and or alongside of the garage.

PICK UP in the circular drive in front of the church, basketball courts, and Thompson Lane is NOT permitted. There will be faculty members stationed in these areas as a gentle reminder. If everyone does their part, all students can be safely and successfully dismissed in 20 minutes.

Early Dismissal Days

Aftercare will be available to students immediately following dismissal. Aftercare students must bring a lunch on early dismissal days. On certain days students will be dismissed earlier than 3:00 o'clock. See school calendar on website for details.

Security

To ensure the safety of our students the following procedures have been put in place.

- All parents/visitors must enter the school using the door near the school office. Parents/visitors must sign in and get a badge. The badge MUST be worn while in the school building and need to sign out when leaving.
- PreK4 parents must have their PreK badge visible when dropping off and picking up their student.
- Anyone attending Mass during the week must enter and exit through the main church doors on Thompson Lane.
- Parents are not allowed to knock and ask students open exterior doors for them. The students are taught not to open the doors for anyone even parents they may know.

Discipline

The approach to discipline will be of a positive nature. The object of discipline is to correct a behavioral problem, not simply to punish the child. Behavior problems will be dealt with individually. The age of the child and the nature of the offense will be taken into consideration when correction is necessary. Parents are expected to cooperate with the school when disciplinary action is taken. All students are expected to maintain a standard of behavior that is appropriate for their level in a Christian school.

Students can be disciplined for conduct whether inside or outside of the school that is detrimental to the reputation of the school and disrupts and interferes with the school's educational mission and or affect the safe environment of the school. Administrators and teachers have the responsibility for correcting students who are not behaving properly.

Inappropriate and unacceptable behaviors should be reported to the homeroom teacher for documentation and corrective action according to the behavior management plan. If a staff member feels that the behavior requires immediate attention the student should be sent to the office. At this point parents will be notified and administrative measures taken to improve student performance.

A conduct report will be available **weekly via the Wednesday folder or parent portal**. Conduct grades for the 9-week periods will be on the report card.

Bullying Procedures

Our goal at St. Edward School is to keep students SAFE, help students LEARN, and help students GET ALONG. In order for this to occur, all members of the St. Edward School must treat one another with respect. In January of 2015, St. Edward adopted the Olweus Bullying Prevention Program to teach students a proactive approach to bullying prevention. Demeaning behavior including harassment, bullying, hazing, name calling and threatening is wrong and will not be tolerated.

Definition of Bullying: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. This can occur through physical action, social/relational, verbally, or through social media.

Physical bullying involves hitting, kicking, pushing, slapping, spitting, exclusion, punching tripping and engaging in physical acts that demean, humiliate or overpower their victims.

Cyberbullying involves the use of electronic forums, such as email, cell phones, and social networking sites, to harass someone or a group.

Verbal bullying includes the use of relentless insults and teasing. It may include making fun of a peer's lack of physical capabilities, appearance, etc.

Bullying Rules

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Consequences for Bullying:

Once an indication of bullying occurs, the teacher will implement the bullying rubric.

****see bullying rubric

Bullying Rubric

St. Edward School Bullying Rubric

Bullying: when someone repeatedly and intentionally says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Behavior	Indicator	First instance	Second instance	Third instance
Physical: including, but not limited to, hitting, kicking, pushing, slapping, spitting, tripping and engaging in physical acts or gestures that demean or humiliate.	Parents will be contacted and notified in writing. Student will complete student reflection form.	Parents will be contacted and a meeting held with parents, teacher, student, and administrator. Student will complete student reflection form.	Parents notified, child sent home for balance of day, behavioral contract and referral to school counselor. Student will complete student reflection form.	Parents, teacher, pastor and administration meet to consider if expulsion is warranted. Student will complete student reflection form.
Social/Relational: including, but not limited to, using peer pressure and manipulation to isolate, exclude and hurt another by ignoring or shunning a particular student.	Parents will be contacted and notified in writing. Student will complete student reflection form.	Parents will be contacted and a meeting held with parents, teacher, student, and administrator. Student will complete student reflection form.	Parents notified, child sent home for balance of day, behavioral contract and referral to school counselor. Student will complete student reflection form.	Parents, teacher, pastor and administration meet to consider if expulsion is warranted. Student will complete student reflection form.
Verbal: including, but not limited to, teasing, name calling, mockery, taunting, put downs, gossiping, threatening, and spreading rumors.	Parents will be contacted and notified in writing. Student will complete student reflection form.	Parents will be contacted and a meeting held with parents, teacher, student, and administrator. Student will complete student reflection form.	Parents notified, child sent home for balance of day, behavioral contract and referral to school counselor. Student will complete student reflection form.	Parents, teacher, pastor and administration meet to consider if expulsion is warranted. Student will complete student reflection form.
Cyber Bullying: including, but not limited to, inappropriate messages, emails, instant messages, posts on web sites, or digital videos or pictures over the phone or internet.	Parents will be contacted and notified in writing. Student will complete student reflection form.	Parents will be contacted and a meeting held with parents, teacher, student, and administrator. Student will complete student reflection form.	Parents notified, child sent home for balance of day, behavioral contract and referral to school counselor. Student will complete student reflection form.	Parents, teacher, pastor and administration meet to consider if expulsion is warranted. Student will complete student reflection form.

It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These guidelines will be at the discretion of the school administration.

Student Signature _____ Date _____ Parent signature -
_____ Date _____

Kindergarten Discipline Plan

In order to guarantee your child and all of the children in our classroom the excellent learning environment they deserve, we are utilizing the following discipline plan. As you know, good behavior and learning go hand in hand. Simple class rules have been established to ensure your child has a positive and safe learning environment.

OUR PHILOSOPHY:

We believe that even at the age of five, children need to learn the importance of accepting responsibility for their actions. All children are expected to follow classroom rules and procedures, and we will help them do so in a positive way. Good discipline allows us to teach, and students to learn.

OUR CLASS RULES:

Listen when someone is talking.

Follow directions the first time given.

Treat everyone with kindness and respect.

Take care of our school and our classroom.

Work and play safely and quietly.

This year we will be using a colored clip chart to monitor our behavior and classroom choices. Your child will have a clip they will physically move up or down on the chart, depending on their choices. Please keep in mind that your child may not move every single day. In order to move up, students must go above and beyond in their behavior choices. For example, helping a friend, cleaning the classroom, being especially kind to others, or being quiet at an assembly without expecting anything in return might help you move up the chart. The following chart explains how the clip chart works.

Behavior Clip Chart

Pink "Outstanding"	Students will be rewarded for their positive choices by adding a jewel to their clip and a special note home.
Purple "Great Choices"	Students are one step closer to having outstanding classroom behavior!
Blue "Good Choices"	Students who make positive choices will receive class recognition as they move up the chart.

<p style="text-align: center;">Green "Ready to Learn"</p>	<p>Everyone starts the day on "Ready to Learn". Students can clip up or down throughout the day depending on their behavior choices.</p>
<p style="text-align: center;">Yellow "Warning"</p>	<p>Students who receive a second warning will move to yellow. This serves as a reminder to students to think about the choices they make. They will sit out 2 minutes of recess or an activity. They will still earn a Starbuck for the day on Friday.</p>
<p style="text-align: center;">Orange "Consequence"</p>	<p>Students who continue to make poor choices will move to orange. This will result in a consequence that is appropriate for the choice that was made. (5 minute time out in class or at recess, loss of center time, work alone, etc.) They will not earn a STAR buck on Friday.</p>
<p style="text-align: center;">Red "Parent Contact/ Office Referral"</p>	<p>Students who move to red will sit an additional 5 minutes at recess and will have a behavior slip in their STAR book that needs to be returned signed. They will not earn a Starbuck for the day on Friday.</p>

Each day, your child’s conduct will be marked on his or her Behavior Calendar that is found inside the STAR Book. The teacher will color the box the color they finished on that day. I will write in the box if your child did not wear the correct uniform or was absent. They will not earn a Starbuck for absences, uniform violation, or forgetting your STAR book. Hopefully, you will be able to have some dialogue with your child about their day. I want to keep you as informed as possible.

I ask that you check your child’s Behavior Calendar each day.

I have found this system to be very successful in Kindergarten and with all the modeling and practice we do at the beginning of the year, most of my students are able to be very successful with their behavior. Of course, if there is a continued pattern of negative behavior, I will call for a conference with you so we can discuss the issues and solve the problem together. We look forward to establishing the best possible learning environment for your child. With teamwork and cooperation among parents, teachers, and students, we will have a terrific year! We will be in contact with you regarding your child’s progress in our classroom this year and appreciate your support. Feel free to contact the teacher with any questions.

Grades 1-4 Discipline Plan

Carefully follow directions

Hands, feet, objects, unkind words to yourself

Respect people and property

I'll stay on task

Safety first, last, and always

Talk at appropriate times

Consequences will vary by grade level for failure to follow code of conduct. Consequences may include verbal warnings, in-classroom time out, missed recess, or loss of privileges. Please see individual classroom discipline plans for details.

Extreme behaviors include but may be limited to hitting, fighting, profanity, weapons, and non-compliance. Some situations warrant immediate administrative intervention and thus the steps as outlined below would not apply.

1st offense per school year: teacher contacts parents by note, phone call, or email.

2nd offense: student will be sent to office, administration will contact parent by note, phone call or e-mail.

3rd offense: student will be placed in in-school suspension or sent home; parent/teacher conference is scheduled.

4th offense or more: child will be sent home from school and behavior plan implemented if warranted.

Grades 5-6 Conduct Codes and Point Deductions

Each quarter each student will begin with 100% conduct. They will lose points according to the following guidelines:

Infractions which result in 1 point deductions:

- A. Follow directions
- B. Off-task (i.e., irrelevant comments/questions, lack of attention, out of seat, daydreaming, reading during instruction time etc.)
- C. Talking when appropriate
- D. Unprepared for class
- E. Tardy to class
- F. Uniform violation

Interactions which result in 3 point deductions:

- G. Acting unsafely (running in halls, etc.)
- H. Disrespect to an adult (attitude, body language, words, tone, interrupting, talking back)
- I. Disrespect to another student (includes hands, feet, unkind words)
- J. Defacing school or another person's property
- K. Chewing gum
- L. Cell Phone usage without permission

Other infractions:

- M. Academic Dishonesty will result in:
 - a. Loss of 5 conduct points
 - b. 50% for the corresponding grade
 - c. Automatic Saturday Detention
- N. Bullying refer to p. 24 of the SES handbook
- O. Fighting and Extreme Behavior will result in a loss of 20 points along with suspension from SES

Unfortunately, there are times when students choose to violate the guidelines of Christian behavior in a serious manner. Due to the fact that all possible actions cannot be itemized, St. Edward Administration and Faculty reserve the right to take alternative actions in regards to a particular conduct violation.

Consequences:

1. After a student loses **10** points, he/she must attend Saturday Detention from 8:00am to 10:00am. Saturday Detention will be held bi-monthly and will be proctored by an SES staff member. Failure to show up for the assigned Saturday Detention will result in the assignment of a Second Detention.
2. A student who receives a third Saturday detention must have a meeting with parents, teachers and Administration within one week of the Detention. That student will not be allowed to participate in or attend any school sponsored event (i.e. field trips, Mardi Gras, Field Day, speakers, parties, dances etc.) for a period of 3 weeks.
3. A fourth Saturday Detention will result in an Out-of-School Suspension and behavior contract before the student will be allowed to return to school. No credit will be given for class work, tests and quizzes during the out of school suspension.

Incentives:

1. Students with a weekly conduct loss of 1 pt. will receive a star in the Wednesday folder: 5 stars rewarded equal choice of classroom incentive.
2. All students who earn 92% or above in conduct for a quarter will have the opportunity to participate in the Quarter Conduct Party. (PE tournament along with a pizza party for lunch).
3. Students may earn back 3 bonus points in the event 0 points are lost for three consecutive weeks. (It will be the student's responsibility to bring this matter to the attention of their homeroom teachers within 1 week of the end of the bonus period).
4. The 6th grade trip to Fall Creek Falls is a privilege to those who earn it through an average conduct grade of 77% or higher through the second interim period.

7/8 Conduct Codes and Point Deductions

Each quarter each student will begin with 100% in conduct. They will lose points according to the following guidelines:

Infractions which result in 1 point deductions:

- A. Follow directions
- B. Off-task
- C. Talking when inappropriate
- D. Unprepared for class
- E. Tardy to class
- F. Uniform violation

Infractions which result in 3 point deductions:

- G. Acting unsafely (running in halls, etc.)
- H. Disrespect to an adult (attitude, body language, words, tone, interrupting, talking back, etc.)
- I. Disrespect to another student (hands and feet to oneself, unkind words, etc.)
- J. Defacing school or another person's property
- K. Chewing gum
- L. Cell Phone usage without permission
- M. Talking and/or inappropriate behavior during mass or other religious matters.

Other Infractions:

- N. Academic Dishonesty will result in:
 - a. Loss of 10 conduct points
 - b. 0% for the corresponding grade
 - c. Automatic Saturday Detention
- O. Bullying-refer to p.24 of the SES Handbook
- P. Fighting will result in a loss of 20 points along with a suspension from SES

Unfortunately, there are times when students choose to violate the guidelines of Christian behavior in a serious manner. Due to the fact that all possible actions cannot be itemized, St. Edward Administration and Faculty reserve the right to take alternative actions in regards to a particular conduct violation.

Consequences:

1. After a student loses 8 points, he/she must attend Saturday Detention from 8:00am to 10:00am. Saturday Detention will be held bi-monthly and will be proctored by an SES staff member. In the event a student does not show up for the detention, he/she will serve the following Saturday Detention. If the second date is missed, a parent meeting will be held.

2. A student who receives a third Saturday Detention must have a meeting with parents, teachers, and Administration within one week of the Detention. That student will not be allowed to participate in or attend any school sponsored events (i.e. field trips, Mardi Gras, Field Day, speakers, parties, dances, etc.) for a period of 3 weeks.
3. A fourth Saturday Detention will result in an Out-of-School Suspension and the student will be placed on a behavior contract before he/she will be allowed to return to school.

Incentives:

1. Students may earn back 3 conduct points in the event 0 points are lost for three consecutive weeks. It will be the students responsibility to bring this matter to the attention of their homeroom teacher during the fourth week. Students may not earn above 100% in conduct for any quarter.
2. The Eighth Grade Trip to Washington DC is a privilege to those who earn it through an average conduct grade of 77% or higher for their entire Eighth Grade experience.

Serious Disciplinary Action Clause:

Unfortunately, there are times when students choose to violate the guidelines of Christian behavior in a serious manner. Due to the fact that all possible serious actions cannot be itemized, St. Edward School reserves the right to make decisions regarding serious disciplinary actions and their subsequent consequences. Just cause for disciplinary action (in-school suspension, out-of-school suspension, or expulsion) will include, *but not be limited to*, any of the following serious violations:

- Fighting
- Repeated academic dishonesty including cheating, forgery, or plagiarism
- Belligerent or disruptive behavior to school staff, teachers, students, or volunteers
- Possession of narcotics, drugs, drug paraphernalia, or alcohol at any school related function
- Smoking or carrying of cigarettes or tobacco products
- Habitual and willful use of crude and profane language
- Obscene conduct, sexual acts, or possession of obscene literature or materials
- Theft of school, staff, or other student's property
- Deliberate damage to school property, furnishings, books, and equipment
- Possession of knives, firearms, weapons, fireworks, etc.
- Leaving school grounds without proper permission
- Written, verbal, or electronic threats

Actions Taken In Case of Serious Infraction:

The student will be immediately removed from the classroom or the company of his/her peers and sent to the principal's office. The parents will be notified and the student may be sent home for the remainder of the school day. The principal will determine subsequent consequences.

Discipline – Special Area Teachers (art, library, music, physical education, Spanish) will follow the disciplinary guidelines for each grade level as stated in the Student Handbook.

Students Technology Acceptable Use Policy

The Saint Edward School Acceptable Use Policy for Technology is indicated below. It is extremely important that parents and students read, discuss and understand the policies listed concerning the use of the computers, the computer network and Internet access at school. Your signature and those of your children on the Handbook Acceptance Agreement will indicate your agreement with the following statements regarding technology and Internet usage at St. Edward School.

“We understand all the rules and guidelines contained in this policy concerning appropriate and acceptable use of the computer, the computer network and the Internet. We also understand the restrictions as outlined in this policy and the importance of adhering to them.”

St. Edward School, Parish and Benefactors have made a very large investment in technology for our students, your children. We consider the use of technology at St. Edward School and access to the Internet through this technology to be a privilege. We expect that all St. Edward School students will respect this privilege and understand the value of this resource to their education.

This Acceptable Use Policy (AUP) is a contract between you and St. Edward School to ensure that your child is fully trained in the use of technology and the Internet and understands and respects the benefits as well as the potential danger inherent therein. St. Edward School sees this as protecting your child rather than forbidding him/her access to technology and the Internet.

The Internet provides access to a vast amount of information and worldwide contact with people who can be invaluable sources of knowledge. This can be a marvelous enhancement to the education of our children. The beneficial aspects of the Internet far outweigh the negative.

Understanding that the use of technology and access to the Internet at St. Edward School is a privilege, we further believe that along with privilege comes responsibility. We have outlined these responsibilities as follows:

Responsibility of St. Edward School:

Provide technology and Internet access for students

Make every effort to enlighten and protect your child by teaching him/her proper use of technology and the Internet. This shall include but not be limited to:

1. The potential danger involved in sharing his/her name, address, phone number, etc. or anyone else's over the Internet (if this is done at all it will be under the supervision of a teacher and with full approval by parents)
2. Rights of all students to equal access to Internet and technology
3. Understanding of the existence of and reason for copyright laws
4. Documentation of research sources found on the Internet
5. Identification of appropriate Internet sites

All use of technology and of the Internet at St. Edward School will be under the guidance and supervision of St. Edward School faculty. Other use of technology and the Internet at SES not sanctioned by faculty will be prohibited.

Responsibility of Parents:

- Support the school's policy regarding use of technology and the Internet and convey this support to your children.
- Let your child know exactly what you consider to be inappropriate regarding use of technology and the Internet.
- Help your child develop an appreciation for the investment in money, effort and time that has gone into the St. Edward School technology program and an awareness of the value of this investment to their education.
- Continue to instill in your child the importance of the values you have taught him/her.

Responsibility of Students:

- Follow St. Edward School's instruction as to appropriate use of technology and the Internet.
- Immediately tell a teacher if an inappropriate site is accessed accidentally. Internet use will be monitored, so failure to report will be assumed to indicate intentional access.
- Respect the rights of other students and faculty to equal use of the Internet and technology.
- Use the Internet ONLY for educational activities including research and exchange of educational information.
- Understand that a person's password is his/her personal property and should not be used – or even known by anyone else.
- Use your name, address, phone number or any other information about yourself ONLY with permission and guidance from your parents and/or your teacher. And NEVER use any information about another person.
- The Internet is St. Edward School's connection with the world. Be sure you are a good representative of St. Edward School to the world.

Restrictions:

The following activities are strictly forbidden:

- Deliberate damage to any of the St. Edward School technology equipment
- Deliberate damage to or malicious modification of any St. Edward School software or the network-this includes computer viruses
- Deliberate access to any inappropriate Internet site or sites or those not directly related to educational activities and/or assignments
- Accessing or attempting to access any other user's personal files or the school's administration and/or grading programs.
- Use of another person's password or impersonating another person on the Internet
- Copying any St. Edward School software without permission (this is a Federal offense)
- Downloading or otherwise placing any software onto any computer or the network without the permission of the technology director

Failure to abide by these restrictions will result in the student's loss of all computer privileges for the remainder of the academic year and possible expulsion from school.

Any bragging about "exploits" on the Internet or in the use of SES technology will be assumed to be truthful and the student will be carefully watched accordingly. Unfortunately this type behavior "marks" a child and makes him/her suspect should an unacceptable incident occur.

Media Center Information

The leading purposes of the Library Media Program are to support the curriculum and to ensure that every student has the opportunity to become an independent, effective, responsible and creative user of ideas and information.

The library media specialist works collaboratively with educators in all curricular areas. The library media program provides the following:

1. The library media specialist assists students in defining their interest, and provides guidance in book selection and use of other media.
2. The Library Media Center offers students access to a wide variety of print resources in addition to online databases. The Library Media Center is open to students throughout the day.
3. Every class will have a regularly scheduled weekly Media time. Your child's teacher will let you know what day his/her class comes to the Media Center. Library skills/technology will be taught during this time frame.
4. Students will come to the media center as needed for their reading purposes and to work on various curricular related projects planned by their teachers with the help of the Librarian and Technology Coordinator.

PreK, Kindergarten, First and Second Grade students may check out one book at a time and keep it for one week.

Third through Eighth Grade students may check out up to two books per visit and keep them for two weeks.

Books may be renewed (checked out again) as needed according to each student's reading needs. Students will need to return checked out materials before other materials may be checked out. The check out limit is increased for research projects. Charges will be incurred for the following:

1. **Lost or damaged materials:** (stained, wet, ripped, pages missing, written on, etc.) \$20.00 will be charged to cover replacement cost plus processing fees (attaching bar codes, spine labels, and reading level information and computer data entry).

Please note: Do not purchase a replacement copy of a book your child has lost or damaged. Simply write a check to St. Edward School for the replacement fee. Library bound books are purchased. Books from the bookstore do not hold up to the use they get in a library.

2. Materials returned missing or damaged barcodes and/or spine labels will be charged the \$5.00 processing fee.

Conduct/effort codes (3rd through 4th grade)

E Excellent
G Good

S Satisfactory
N Needs Improvement

U Unsatisfactory

Conduct/effort codes (5th through 8th grade)

Effort

1. Outstanding Effort
2. Progressing Well
3. Missing/Incomplete Assignments
4. Low test/quiz scores
5. Late Assignments
6. Unprepared for class
7. Poor class participation
8. Performance influenced by absence/tardy

comments Conduct

9. Demonstrates reverence in prayer
10. Does not demonstrate reverence in prayer
11. Demonstrates respect for others
12. Does not demonstrate respect for others
13. Follows rules
14. Does not follow rules
15. Demonstrates appropriate behavior outside the classroom
16. Does not demonstrate appropriate behavior outside of classroom

comments

Grade Retention

A yearly average of below 70 in two or more core subjects will constitute retention or the need for summer school or a private tutoring contract.

Honor Roll

Students in grades three through eight may be eligible for the Principal's List or Honor Roll. To qualify for either one, the student must meet the following criteria:

Principal's List: Students must earn all A's with a conduct score of 93 or higher.

Honor Roll: Students must earn all A's and B's with a conduct score of 86 or higher.

Grades in Special Classes

Grading in these classes will combine skill level, effort, and participation. Some students are academically gifted while others may not grasp concepts as easily. This equates to various skill levels in the Special area classes. Effort alone does not measure progress although it is a part of the progress. Participation also impacts the overall progress in that a student cannot learn if they are not in class.

The "best practices" suggestions for effective assessment states that one grade per subject per week is desired. Therefore, students will be assessed at least once each week in their Special class. This amount of assessment enables the teacher to adequately evaluate a student's progress. Special teachers will follow the grading scale used by the classroom teachers for each grade.

Students in classes that meet less than 5 days a week must maintain a C or above to be eligible for Honor Roll. Special classes include P.E., Music, Art, Band, Musicale, Guitar, Glee, Media and Spanish.

Academic Eligibility for School Sponsored Extracurricular Activities

All St. Edward students must remain in good academic and behavioral standing within the classroom in order to participate in school sponsored extracurricular activities. Every student's academic progress and conduct will be evaluated at the interim and nine week grading periods.

In order to maintain academic eligibility for extracurricular activities (sports, cheerleading, forensics), students must meet the following criteria:

- Acquire a passing grade in **conduct**
- Grades 3-8 (70 and above) Grades K-2 (satisfactory performance)
- Acquire **passing grades** in all subjects **OR** Students must exhibit exemplary effort in all subjects (missing assignments and quality of work will be examined)
- Grades 3-8 (70 and above) Grades K-2 (satisfactory performance)

If at any quarter grading period, the student has a failing grade on the report card in conduct or subject area, that student will be suspended from school sponsored extracurricular activities until the grade is above 70. Once the grade is above 70 the teacher will give the approval for the student to return to their activity. The length and time for grading will be at the discretion of each teacher and will be based on their curriculum and lesson plans. Parents are encouraged to review the parent portal frequently to keep abreast of their child's school performance.

When a student has a grade below 70 they are not eligible to attend practice or participate in any school sponsored extracurricular activities.

A student who does not attend school may not participate at practice or in a game on that day.

Detention Policy for Extracurricular Activities

If a student is serving a Detention, they may not attend any extracurricular event during the scheduled detention time.

Students not attending St. Edward School but enrolled in and attending the religious education program offered at St. Edward Church are eligible to participate in extra-curricular school sponsored activities.

Communication

Parents are encouraged to maintain close contact with teachers. Appointments for telephone conferences or meetings are best scheduled by contacting teachers via e-mail. Parents may also choose to leave a message via school office personnel who will in turn, place a note for follow up in the teacher's mailbox. Teachers may not be disturbed from their teaching duties during the school day, or called at their homes after hours. Conferences may be held at any time, on request from parent or teacher, but always with an appointment.

Visitors are always welcome, especially parents. No visitors are allowed on exam days.

All visitors, including parents, must register in the office. So as not to disrupt the educational process, parents are asked to notify the classroom teacher or school office as to the time and date of their intended visit.

All items to be delivered to a student must be left in the office to be delivered by a staff member.

Electronic Mail (E-Mail) Guidelines for Parents

E-mail may be a fast and convenient way for you to send messages, however this may not be the case for many of our teachers and staff. Please do not expect that the teachers will receive and read your email immediately. Teachers will determine the best time during the day to check their emails and will try to respond in a timely manner.

Guidelines when using e-mail to communicate with the teacher:

1. Only non-vital messages may be sent through this medium. For example, do not use e-mail to inform a teacher that your child is to go home with another student. A teacher may not have time to read your message in a timely fashion. Instead, please call the school office at telephone number (615) 833-5770.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate; however, you may use e-mail to request and schedule a personal conference.
3. Please remember that e-mail is not confidential. Confidential information should be conveyed by phone or personal contact.
4. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
5. For all medical or health concerns, please contact the school office by telephone.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.

Cell Phones and Electronic Devices

Cell phones and all other electronic devices **must remain in the backpack of the student** unless under the direct supervision of school personnel. This includes morning care and after school care. Ipods, I pads and other tablets are not allowed during morning care. Phones must be kept in the OFF position during this time. School personnel may confiscate a cell phone if a violation of this policy occurs.

1st infraction: warning from teacher

2nd infraction: the device will be confiscated by the teacher and turned in to the school office. The student will have to meet with the principal to retrieve device.

3rd infraction: the device will be confiscated by the teacher and turn in to the school office. The student's parents will need to meet with the principal to retrieve the device.

Weapons Policy

Possession of weapons is prohibited at St. Edward School. The school follows a Zero Tolerance policy for weapons, which will result in an immediate expulsion from school for any violator.

Drug Policy

The St. Edward School Policy indicates that no student shall use in any place at school:

- Narcotics, Alcoholic beverages, Drugs, and Counterfeit or Look-Alike Drugs
- Tobacco
- No student shall wear, carry or bring drug paraphernalia to school or school events.
- A student shall not possess and shall not receive, buy, use, transmit, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind or any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or that a student believes to be a controlled substance.
- A student shall not buy, sell, transfer or use any drug, medication, inhalant or other substance which can be taken internally.
 1. On the school grounds during and immediately before or after school hours.
 2. On the school grounds at any other time when the school is being used by any school group.
 3. Off the school grounds at a school activity, function, or event.
 4. In vehicles when students are being transported to or from a function, activity, or event.

In summary: The use or suspected use, abuse or possession of narcotics, alcoholic beverages, drugs, drug paraphernalia and counterfeit or look-alike drugs is strictly prohibited on campus or at school-related or school-sponsored activities even when these activities do not take place on the

school premises. Each student should be aware that suspension and/or expulsion are possible consequences of the violation of the above-mentioned rules.

Parents, teachers and visitors are not allowed to use narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs on school campus or any school related event where minors are present.

STUDENTS IN GRADE K-8 FOUND TO BE IN VIOLATION OF THE ABOVE POLICIES SHALL BE EXPELLED OR SUSPENDED AT THE DISCRETION OF THE PRINCIPAL, OR HIS/HER DESIGNEE.

Suspected Use, Abuse or Possession

Use of a drug, authorized by a registered physician and in accordance with his/her instructions, is not in violation of this rule. However, such drugs are administered to the students through the office under supervision.

The administration and faculty recognize that chemical dependency is a treatable disease which adversely affects not only the user, abuser or dependent person, but also family members, other students and friends. Chemical abuse, use and dependency manifest themselves through anti-social behavior patterns. If chemical dependency is suspected or becomes evident through student behavior, it is the responsibility of school administration and personnel to share these concerns with the student involved, as well as his or her parents/guardian. St. Edward School personnel may recommend appropriate community agencies (See Addendum: Resource List) or other specialists who provide diagnostic evaluation and treatment of such an illness.

It is the parent's/guardian's and student's responsibility to seek qualified evaluation, counseling, and treatment, and provide written confirmation concerning the specific action taken. It is the responsibility of the school to support the family in this endeavor. If the student is found to be chemically dependent, he/she must successfully complete primary treatment for the illness BEFORE being reinstated. If the student is found not to be chemically dependent, appropriate disciplinary action will be taken. If initial corrective efforts are ineffective, the case will be reviewed by the Principal, Pastor and designated persons. In serious drug-related instances, disciplinary actions recommended by the Principal, Pastor and designated personnel, will be referred to the Superintendent of Catholic Schools in the Diocese of Nashville, for review, further consultation, and final recommended action. The school will follow the recommendation of this evaluation and proceed with the appropriate action.

If the parent(s)/guardian and the student fail to seek assistance, and if the concerns persist, appropriate disciplinary action will be taken. Since it is our aim to insure the health, safety and welfare of all of our students, non-compliance with the policy or recommended disciplinary action of the school will result in suspension and/or expulsion, since it is our aim to insure the health, safety and welfare of all of our students.

Student Referral Form
Suspected Use, Abuse or Possession

The purpose of this report is to inform designated personnel of a disciplinary incident involving suspected use, abuse or possession of a narcotic, drug, alcohol, counterfeit drug, etc. Incident involves:

Name of student: _____

Time of incident: _____

Place of incident: _____

Incident involves: () Alcohol () Narcotics () Drugs
 () Counterfeit or look-alike drug () Drug Paraphernalia
 () Other (Specify): _____

Brief description of incident and behavior observed: _____

Observed by: _____

Other witnesses: _____

Signature of Principal: _____

Date: _____

Procedure for Action

In the event that there is suspected use, abuse or possession of narcotics, alcoholic beverages, drugs, drug paraphernalia, and counterfeit or look-alike drugs, the following will be the procedure for action for all personnel employed by St. Edward School.

- Any student caught using, abusing, dealing, selling or in possession of drugs, narcotics, alcohol etc. will be sent to the principal's office
- Any student who appears "high" or intoxicated will be sent to the principal's office
- Faculty or staff witnessing the above behavior(s) should complete a referral form reporting the observed behaviors and details of incident. A separate referral form should be completed in cases where several students were involved. (see prior handbook page)
- The principal will contact the parents/guardian immediately.
- Principal will contact pastor and school advisory representatives of intent to suspend
- Principal will meet with parent(s) and student and suspend pending reinstatement conference
- Reinstatement conference should occur within 24 hours of suspension.
- The principal, pastor, and designated personnel will meet with the student and parent(s)/guardian and discuss the conditions of the reinstatement which may include, but not be limited to the following treatment recommendations.

Treatment

- A. Student attendance in a community program relating to chemical use/abuse and dependency.
- B. Student evaluation and assessment sessions with appropriate resource person(s) to determine a plan of action for needed assistance.
- C. On going counseling sessions upon completion of a community program relating to chemical use/abuse and dependency.

The student and parent(s)/guardian will be informed of possible action for non-compliance. All such information will be given in verbal and written communication.

Support

The original referral will be pursued by the administration, faculty/staff team following the conference with the student and parent(s)/guardian, in order to assure the treatment, support, and care needed to assist the student and his/her family.

Community Resources

AL-ANON	1-888-425-2666
ALCOHOL AND DRUG COUNCIL OF MIDDLE TENNESSEE	269-0029
2612 Westwood Drive, Nashville, TN 37204	
ALCOHOLICS ANONYMOUS, NASHVILLE, TN 37211	831-1050

MELISSA HAMMEL (CATHOLIC SOCIAL SERVICES, ADDICTION)	352-3087
COCAINE ANONYMOUS	747-5483
FAMILY AND CHILDREN SERVICES	320-0591
201 23rd Avenue North, Nashville, TN 37203	
NARCOTICS ANONYMOUS	1-888-214-6355
OASIS CENTER	327-4455
1704 Charlotte Ave. #200 Nashville, TN 37203	
MURFREESBORO GUIDANCE CENTER	898-0771
SMYRNA GUIDANCE CENTER	459-9251
TOUGHLOVE	1-866-828-0178

Ground and Facility Policy

School activities on the school grounds must conclude by 8:30 p.m. on Sunday-Thursday and by 10:00 p.m. on Friday and Saturday. Proper supervision must be provided and written parental permission granted. Sleep-overs on the school grounds are not permitted.

Organizations Policy

St. Edward School cannot be responsible to run copies for any organization. Any folder handouts must be in the school office by 3:15 Tuesday. All material should be collated in stacks of 25.

All moneys collected by any club or organization will have to be delivered to the business office at the end of each day. This is for your own protection. St. Edward does not want any individual to be held responsible for monies of a club or organization.

Solicitation Policy

Due to Tennessee state regulations concerning non-profits, each organization within St. Edward Church & School are restricted to a total of two (2) fundraisers per year. Each organization is permitted one (1) weekend per year to offer their product to St. Edward parishioners. Requests for scheduling and approval for all fundraisers must be submitted to the St. Edward Development Office on the Fundraiser Request form which is available on the St. Edward website. No fundraiser either on or off St. Edward property is allowed without prior approval. Organizations violating this policy will be subject to disciplinary action.

Gum Policy

A student is not permitted to chew gum at St. Edward School. This offense will justify a disciplinary action which will vary according to grade level.

Homework Policy

Students in grades PreK – 8 and special area teachers input their student grades through a computer generated software program. Parents will be able to access their information, children's

grades, and print report cards on line through the Parent Portal. Parents will receive their own user name and password to access the Portal. Any issues regarding their log in or password may be directed to Mercy Araujo our Technology Director or Charlotte Callis our Administrative Office Assistant. Interim reports are issued to all students but grades for "special" area classes are optional due to the number of students served. In addition to these reports, a folder containing student work will be sent home with your child every Wednesday in grades 3-6. PreK, K, 1st, and 2nd grade will have nightly folders. Parents should review these folders, sign, and return them each Thursday. Parents of 7th & 8th graders should check the parent portal for information concerning school events, homework and conduct. If you do not receive a folder, contact the office immediately.

Make-up work will be given for excused absences. Work missed for a prolonged period must be made up according to an approved plan with the teacher - usually this period is one week. Students who fail to turn in work when it is due will receive a failing grade for work missed.

The amount of homework assigned should be based upon what the average child will be able to accomplish in the time here mentioned:

- Graded K-2 15 - 30 minutes per day
- Graded 3-5 45 - 90 minutes per day
- Graded 6-8 60 -120 minutes per day

School Fees 2016-2017

***All school fees and tuition are managed through FACTS.

Tuition Fees

Registration Fee

\$50.00 is required for each child. The registration fee is non refundable, and does not apply to tuition or other fees. Families hold a place for their children by paying this fee.

Consumable textbooks, workbooks, and some supplies are included in the general fees.

All textbooks, except consumable textbooks are owned by the school and leased to the students. These books must be returned at the end of the year with normal wear. No **WRITING** or **MARKING** on books is permitted. Hardcover books should be covered.

Tuition

PreK 3

2 days a week

\$2,700 per student (\$270 per mo. June-March)

3 days a week

\$4,050 per student (\$450 per mo. June-March)

5 days a week

\$6,750 per student (\$675 per mo. June-March)

Pre-K 4(5 days a week)

\$6,750 per student

\$675 per mo. June-March

Tuition for grades K-8

1 CHILD: \$6,100.00 per student

\$6100.00 PER MO. ---JUNE-MARCH

2 CHILDREN: \$10,700.00

\$1,070.00 PER MO. ---JUNE-MARCH

3 CHILDREN: \$16,000.00

\$1,600.00 PER MO. ---JUNE-MARCH

Parents must create an account on FACTS to set up their tuition payments. All fees and tuition are paid using FACTS. Parents must also complete and sign the annual enrollment agreement to

complete the enrollment process. A student is NOT completely enrolled for the next school year until the FACTS account has been created and the enrollment form is turned into the office. In lieu of the annual subsidy, parents can earn 60 volunteer points during the school year. Volunteer opportunities are posted on the school website.

All tuition, book bills, cafeteria charges, library obligations, and afterschool/daycare bills must be paid in full before final report cards will be issued or records transferred. This includes any damages and repairs and return of sports uniforms.

Any student who misplaces school property or intentionally defaces school property will be expected to pay the full cost of damage or repair.

All fees during the school year will be paid using FACTS. This includes sports fees, field trips, etc.

Cafeteria

We are very excited about starting a new school year. It is our desire to provide you and your child with a friendly, safe, healthy and enjoyable cafeteria experience.

The following are a few guidelines that will assist you and the staff:

Cafeteria Regulations:

- Glass bottles are prohibited.
- Use of the microwaves are restricted to grades 6th, 7th, 8th, teachers, staff, and parents/guardians.
- Students attending morning care may purchase assorted breakfast offerings with their computerized cafeteria account during the 7AM to 7:40AM time period.

Student Microwave Schedule: Tuesday 6th Grade Students
Wednesday 7th Grade Students
Thursday 8th Grade Students

- Students may purchase Lunch, milk, water, or ice cream via the computerized lunch account.
- **Parents must use the parent portal to place money on their child's lunch account.** Parents may use a debit/credit card or an E-check to place money on their child's account. There is NO charge to use an E-check.
- ***Please make sure your child's lunch account does not have a negative balance.*** You will be notified by e-mail every time your child's lunch balance falls below \$6. If your child accumulates a negative balance of \$40 then the entire negative balance will be billed to your FACTS account and a \$5 processing fee will be included.

Breakfast will consist of grab-and-go items(yogurt, granola bars, fruit, etc.) The cost will be .50-\$1.50. The price for breakfast will be deducted from the student's cafeteria account.

Lunch Prices:

Lunch- \$4.00- consists of 1 entrée, choice of 2 sides and a drink.

Drinks- \$.75 (choices: white milk, chocolate milk, lemonade, water)

Additional Entrées \$1.50

Additional Sides \$1.00

Parent Lunch- \$5.00

- **Parents are welcome to have lunch with their child but requested to check in at the office AND ACQUIRE A VISITOR'S PASS. We ask that parents purchase a school lunch rather than bring in outside food. Parents are asked to place an order the morning of their visit.** Please remember, visitors are subject to all school rules and regulations in addition to the cafeteria's policies.

After-School Program

The program is available each school day. **When school is closed, there will be no care available. Decisions on snow days will be made on the evening before or morning of closing.** Information will be available on the school website and local TV stations.

The aftercare program provides the following:

- Choice of full time or part time care
- Daily afternoon snacks with milk or juice
- If open on snow days, students must bring lunch. Students must bring lunch on early dismissal days.
- Opportunities for homework and study time
- Games, activities, movies, outside play (weather permitting)

Rate Schedule 2016-2017

-Available each school day. When school is closed, there will be no after-care available. Decisions on snow days will be made each time.

-Choice of full time or part time care.

-Daily afternoon snacks with milk or juice

-If open on snow days, bring a lunch

-Opportunities for homework and study time

-Games, activities, movies, outside play(weather permitting)

Family Registration Fee	\$25.00
Full Time Care (per week; no extra charge for early dismissals)	
1 child	\$60.00
2 children	\$86.00
3 children	\$120.00
Part Time Care (Per Day)	
1 child	\$14.00
2 children	\$20.00
3 children	\$25.00

Full time care is suggested for parents who work five days a week every week. Full time parents are responsible for payment whether their child attends or not. Part time is suggested for parents who work less than five days a week. Part time parents pay a per day rate each day even if the child attends all 5 days in a week.

There is a charge of \$3.00 per minute for anyone picked up after 6:00 p.m. regardless of reason. This charge is due when you pick up your child.

All children must be signed out by the adult picking them up. Registration is complete only when all forms have been returned with the registration fee.

Celebrations

All grades may have Halloween parties, planned by the teachers and room parents.

All grades have Christmas parties.

All grades may exchange Valentine cards for Valentine's Day.

Grades K-3 have an Easter egg hunt, there are no parties.

Other classroom celebrations MUST have the prior permission of both the teacher and the principal. Parties for teachers must have prior permission.

Invitations to parties may not be distributed at school unless every boy, every girl, or every student in the class receives an invitation.

Deliveries, such as flowers or balloons should be directed to the school office, to be delivered by a member of the staff.

Third grade room parents host the reception for the second grade's First Communion.

Seventh grade room parents host a breakfast for the eighth grade after May Procession and the reception for the Eighth Grade Graduation.

First Penance is held in January for second graders. Students need to be baptized and a practicing Catholic.

First Communion is held in the spring for second graders. Clothing guidelines include dress shoes, no sneakers, no jeans. Boys wear dark dress slacks, pastel or white shirt and tie. Girls wear pastel or white dress. Hair bows, flowers, and veils are optional.

May Procession is held for the entire school, usually the first week in May. The eighth graders are the principal participants. Students to crown the statue of Mary are chosen by lot. Dress for the eighth graders is suits or sport coats and slacks, dress shirts and shoes, and ties for boys; pastel or white spring dresses for girls with a shoulder covering for strapless or spaghetti strap dresses.

Graduation for the eighth grade is held on a Saturday morning at 10:00. Dress is the same as for May Procession.

Birthday Celebrations & Snacks

To encourage healthy eating habits we have eliminated cupcakes, doughnuts, cokes, etc. for every birthday that is celebrated. Each student will be given a special birthday bag which includes an out of uniform pass, free ice cream pass and a few other special items. The students may visit the office on their birthday to receive their bag. **STUDENTS WILL NOT BE ALLOWED TO BRING TREATS FROM HOME.**

Extracurricular Activities

St. Edward School offers a wide variety of activities for students as indicated below. We are a community and thus must operate as such for the safety of our children. Parents are responsible for supervising their students at school activities that are held outside of the school day, such as ball games, home and school meetings, concerts, parent nights etc. Students must attend after care or be supervised by an adult when participating in activities outside the school day.

Athletics

St. Edward School sponsors football (boys, gr. 5-8), cheerleaders (girls, gr.8), cross country (boys and girls, gr. K-8), basketball (boys and girls, gr. 3-8), volleyball (girls, gr. 5-8), and soccer (boys and girls, gr. 5-8).

Availability of teams depends upon interest of students for that year. St. Edward School has a no-cut policy for all teams except for 7th and 8th grade select basketball teams and the 5th and 6th grade American basketball team. Each athlete is required to have a Diocesan Release form completed before they are allowed to practice. Athletes waiting for their coach after school must be under the supervision of an adult. No student is allowed to walk to the store and return to school property without adult supervision.

Field day is held on a Friday in May, sponsored by the Booster Club. Parent volunteers are needed on that day.

St. Edward School will only accept trophies or awards presented by a school league, school tournament, or St. Edward Booster Club.

Clubs and Organizations

The National Junior Honor Society is comprised of those students at St. Edward School who meet the following criteria: scholarship, leadership, service, character and citizenship. Students must have a cumulative scholastic average of a 93 or above in the core academic subjects and a conduct score of 93 or higher. Active members must maintain the standards by which they were selected and meet other obligations as determined by the chapter.

The Student Council is a body of students from the 5th, 6th, 7th and 8th grades. These students are selected by their peers and faculty approved because of their dedication to our school and support of our student body. The Student Council's job is to participate in school functions and maintain a positive morale among our students.

The members hold the responsibility of the following guidelines:

- Must attend meetings
- Follow school policies
- Demonstrate acceptable Conduct
- Cooperate to serve on committee

Lego Club is for grades Kindergarten through 8th grade. The club meets one afternoon a month after school. Students work together with peers to create and design creations using Legos.

Science Olympiad Science Olympiad competitions are like academic track meets, consisting of a series of 23 team events in each division. St. Edward School will compete at the middle school level (Division B) composed of students in grades 6-8 and compete in a one-day regional tournament at TSU in late February or early March. The top 18 teams from regional tournaments across the state will advance to the state tournament held at the University of Tennessee, Knoxville, in the spring.

There are multiple events in earth science, biology, chemistry, physics, engineering, computers and technology. Events in the Science Olympiad have been designed to recognize the wide variety of skills that students possess. While some events require knowledge of scientific facts and concepts, others rely on science processes, skills or applications.

A parent meeting will take place at SES in early October and practices will begin in November, with practice times being flexible. There is no registration cost to the student, however at times the student may need to buy some supplies for the events. For additional information you may visit the national site at soinc.org

Service Club The Saints of Service Club is open to any 8th grade student who would like to join together to serve others in the school, community, and world. The club will meet once a month as a group during lunch with Mrs. Stockdale. Once a committee is formed, they will meet more often.

Fine Arts

St. Edward students have the choice of **two liturgy choirs**, 3rd-4th grade and 5th-8th grade and a liturgy band. The primary function of the choir is to *lead the student body* at Mass *in song* as well as to build self-esteem and leadership qualities in student participants. Students also perform at various school functions, such as Home and School meetings and special events in the community.

Forensics is offered for grades 5-8.

A **Band Program** is offered for students in grades 5 - 8. **Guitar** is available for grades 7-8. St. Edward School also hosts the SES Music Academy which provides private lessons during after school hours. Offerings include: piano, guitar, voice, drums, violin, woodwinds, and brass.

Two new music groups Glee and Musicale are available for students in grades 7 & 8 and 5 & 6.

Scouting programs are also available as after school offerings for interested students.

Student Supports

The St. Edward School staff strives to meet the individual needs of all students. Support services exist for students with *academic, social/emotional and behavioral* needs. In the classroom, support is provided to all students through a variety of strategies aimed to help them become effective learners. When additional attention is needed, administrators and teachers will meet to develop an individualized plan aimed at ensuring student success. In addition to classroom support, assistance is offered through the following ancillary programs:

Reading Support – Ms. Kathy Bechtold, St. Edward teacher works in the capacity as a Reading Support Teacher. Although she will primarily work with K – 2 students, she may also provide support to older students as needed.

Title I/Catapult – Reading and math support is offered to students through Title I, a federally-funded support system. In the Diocese of Nashville, these services are available to students needing additional support if their designated Metro Nashville home school qualifies for support.

Rainbows For All God's Children - is a support group for students K-8 who have experienced a recent loss within their families. Separation, divorce, and death have a profound effect on children. Trained facilitators meet weekly with the groups to help the children express their feelings, work through their grief, build their self-esteem, and understand and accept the changes in their families.

Counseling Program - St. Edward School has contracted with Catholic Charities to provide a professional counselor on site for three days a week. The goal is to enhance the functioning and coping abilities of parochial school students and/or their families who are experiencing an uncomfortable disruption in their personal or family life. Referrals can be made by the school administrator, faculty, a student or a student's parent. A student may be seen once without parent's permission for urgent reasons. Subsequent sessions require signed parent authorization and their involvement in the counseling process is encouraged.

Counselors are also available to faculty and students for:

- Classroom Workshops
- Groups
- Referrals to appropriate community resources

School Governance and Support

Bishop of the Diocese of Nashville:
Superintendent of Schools:
Pastor of St. Edward Church and School:
Principal of St. Edward School:
Associate Principal of St. Edward School:

The Rt. Rev. David Choby
Dr. Therese Williams
Rev. Dan Reehil
Dr. Marsha Wharton
Mrs. Jennie Guinn

St. Edward School Advisory Council

The St. Edward School Advisory Council is concerned with Catholic School education in the parish. Its purpose is to formulate policy that will guide the school faculty and staff to better educate our children. The Council is consultative by nature and is a committee of the Education Committee of the Parish Council. Meetings are held monthly during the school year. Parents wishing to address the School Council should contact the Chairperson two weeks in advance. This should occur only after appropriate steps through the school Administration have been taken.

Booster Club –Troy Duncan

The St. Edward Booster Club serves to promote athletics and all extracurricular activities. The Booster Club sponsors several leagues located at St. Edward, promotes the athletic program, and promotes and provides financial support for the athletic program. The Booster Club works closely with the Athletic Director of the School.

Home and School Association – Kelly Lynd and Beth Davenport

The Home and School Association serves as a liaison between the parents and the school. The HSA serves to promote the school and be of service to the faculty, students and families. Fundraising is an integral part of the HSA's function. Class celebrations, promotions, and room parents are also included in the Home and School Association's work.

St. Edward's Home & School Association mission is to provide a Christian based support system for students, parents, faculty and staff to develop their God-given talents and skills to their fullest potential. Through the support of our parent volunteers we are dedicated to enhancing the quality of life at St. Edward School.

Development Director – Jackie Smithson

The Development Office is a coordinated effort involving parents and parishioners in planning for the school's future in a consistent manner. All school publications and public relations, such as student recruitment, are carried out through this office. Fund Raising, Gift Opportunities, Capital Needs, Endowment and Tuition Assistance programs receive coordinated planning through this office. For more information on how you can participate, call 833-3447

Athletic Director - Rhonda Travis/ Assistant – Jenne' ClenDening

The Athletic Director enlists coaches, supervises equipment purchases and needs, supervises all St. Edward teams, and reports to the principal. All athletic activities, personnel, and functions are under the authority of the Principal.

Parent Volunteers

To encourage parents to get involved in the school, parents are required to earn 60 volunteer points each school year. A single parent family is required to earn 30 points. A list of volunteer opportunities are available in the office. Parents will also be notified of additional volunteer opportunities through email. Volunteer opportunities are a great way for parents to meet other parents and learn more about the school while sharing their gifts and talents. Parents who do not earn the required points will be notified at the end of the school year and will be charged a fee.

St. Edward School Contact Directory

190 Thompson Lane, Nashville, TN 37211

St. Edward School: 833-5770
St. Edward Church: 833-5520
St. Edward Development Office: 833-3447
St. Edward Business Office: 833-5520
Fax: 833-9739
Website: www.stedward.org

(Faculty/ staff email addresses are located on the website)

Faculty and Staff Roster for School Year: 2016-2017

Pastor	Rev. Dan Reehil
Principal	Dr. Marsha Wharton
Associate Principal	Mrs. Jennie Guinn
Office Staff	Helen Akin/Teresa Leedham
Development Director	Jackie Smithson
Athletic Director	Rhonda Travis
Day Care Director	Peggy Curran
Pre-K:	
Director	Michelle Puryear
Teachers	Michelle Puryear, Kelly Wolfe and Patti Drexler
Educational Assistants	June Diaz/Peggy Curran Helen Akin/Teresa Leedham
Kindergarten: Teachers	Briana Shacklett
First Grade: Teachers	Lisa Rippy
Kindergarten and First Grade Support	Denise Mulloy
Second Grade: Teachers	Kristen Bung Karen Lasich

Third Grade: Teachers

Mary Beth Natcher
Ellen Mascari

Fourth Grade: Teachers

Debbie Mudd
Christina Smotherman

Fifth Grade: Teachers

Kim Mullins

Sixth Grade: Teachers

Jane Sambola
Jill Ellis

Junior High: Teachers and Instructional areas

Religion

Val Stockdale

Pre Algebra, Algebra

Val Stockdale

Science

Brian Knoop

Social Studies

Jennie Guinn

Language Arts

Dr. Yvonne Araujo, Jill Ellis, Martha Littles

Art

Kris Ball

Music

Renee Thompson

Physical Education

Jenne' ClenDening

Librarian/Media

Martha Littles

Spanish

Sara Wizniuk

Reading Support

Kathy Bechtold

Technology Director

Mercy Araujo

Counselor

Lori Thornton

Cafeteria Manager

Vesta Hudson

Business Manager

Andy Royer

Assistant

Janet Wilgenbusch

Booster Club Officers

President/Treasurer
Athletic Directors

Troy Duncan
Ken Travis
Rhonda Travis
Jenne' ClenDening

Home & School Association Co-chairs

Treasurer
Secretary

Kelly Lynd and Beth Davenport
Lisa Slate
Amy Larkin