



# ST. EDWARD CATHOLIC SCHOOL

*Cultivating the Next Generation of Saints and Scholars*

# PARENT/STUDENT HANDBOOK 2026-2027

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*Right of Amendment:* Please note, should it be necessary, St. Edward School reserves the right to amend this Handbook at any time during the school year. Any changes will be communicated to parents through e-mail. The Family Handbook is intended to be in compliance with the diocesan policy. If the diocese changes policy during the school year, St. Edward School will implement those changes effective immediately. St. Edward School recognizes the authority of the Diocese of Nashville in the policy of running Catholic schools.

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# St. Edward School

## Introduction

St. Edward School (SES) is a well-known and well-respected Catholic elementary school in the Diocese of Nashville. Surrounded by some of Nashville's oldest, yet fastest growing neighborhoods, our parish school is known for its strong sense of community.

This parish school, with close ties to the church and community, has developed a strong tradition of Catholic education, not just in the Diocese, but in the city of Nashville and surrounding areas as well. Families from 25 surrounding zip codes choose us for the education of their children.

A major strength of St. Edward School is its diverse population which reflects the richness of Nashville. Students of all racial, ethnic, and economic backgrounds gather daily to pray, learn, and play together. Although our Catholic faith is the foundation of all we do, students of all faiths are invited to be part of our school community.

At SES, a dedicated teaching staff ensures that students learn in an atmosphere that balances academic rigor, faith-formation, social-emotional learning, and individualized attention. In addition, Catechesis of the Good Shepherd, a hands-on approach to bring religion alive to our young students, is implemented in our younger grades. An outstanding music, art, and PE program, along with junior high electives and multiple after-school activities, clubs, and sports, help provide a well-rounded education for our children.

All students at SES are welcomed into our family, lovingly referred to as "Saints." From the front office to the classrooms, to the custodial staff and coaches on the field, all adults support our students in an atmosphere of love and acceptance for all!

St. Edward Church and School has now served the Nashville community for over 70 years. We are grateful to all who have helped make this community what it is today.

## History of St. Edward Church and School

In the early 1950s the Diocese of Nashville established a new parish to handle the rapid growth of South Nashville. St. Edward Church and School was dedicated on June 21, 1952. The Sisters of Mercy operated the school with its enrollment of 142 students. The staff consisted of three sisters and one lay teacher.

In the following years, St. Edward School has grown and changed to meet the needs of the families in the Nashville and surrounding areas. Classrooms and special interest areas like art, music, physical education, and library were added. Technology became a focus with the addition of a computer lab and tech resources in each classroom. A pavilion was built, and outdoor areas were developed so that families could congregate and build community. The St. Edward Campus developed as a center to serve not only students, but school families and parishioners as well.

Yet challenges ensued as well. A heavy rainstorm in 1999 led to the collapse of the roof and irreparable damage to a newly completed addition and led to major reconstruction. Changes in the surrounding neighborhoods resulted in families moving farther out from their original urban neighborhoods and traveling longer distances on Nashville's crowded roadways. This changing population necessitated a reconfiguration of church and classroom space.

St. Edward School has now served the Nashville community for over 70 years, providing a Catholic education to our students which focuses on spiritual value, academic excellence, and the growth of each individual child. We are proud of our parish and school and are grateful to parents, students, pastors, teachers, and principals who, throughout the years have helped make this community what it is today.

## **Our Mission Statement and Our Motto**

Beginning in the home and nurtured at our school, St. Edward's mission is to cultivate our students into Saints and Scholars in the image of Christ.

Be your best. Do what is right, in the image of Christ.

## **Our Beliefs**

- We believe that God is the center of our existence. Our priority is to educate students in the Catholic faith. We do this through our example, our words, worship, prayer, and the sacraments.
- We believe in the value of each student. Each student is an individual with unique spiritual, physical, social, emotional, and intellectual needs.
- We believe in high standards of learning. Students need to develop a deep understanding of essential knowledge and skills, as well as problem solving skills, reasoning, and higher-level thinking.
- We believe that all students deserve to learn in a safe and loving environment.
- We believe in the commitment of EVERY member of our community. The success of our school depends on the active involvement of every faculty, staff, student, and parent that interacts with our students.

# **GOD'S WORK**

*"Teach me to do your will, for you are my God."*

**-Psalm 143:10**

## Parental Witness Statement

By enrolling my child in St. Edward School, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child. I understand the Catholic School is a way in which the Church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively St. Edward School communicates the truths of our faith, unless my child sees these truths take flesh in our family, there is little hope that the Faith will take root in their hearts. I believe that St. Edward School can deepen, enrich, and reinforce a Faith that my child experiences in their home. I understand my witness is essential to the religious development and growth of my child.

Aware of the dignity of my call from God and with reverent awe for the responsibility, which is mine, I commit myself to be in word and deed the first teacher of my child. Practically, I understand this to mean I need to:

- For Catholic families, participate consistently and actively in the Sunday Eucharist
- Speak to my child about the things of God, and to make prayer an integral and important part of the environment of our home
- For Catholic students, participate and cooperate, as our Catholic School requests, in the religious education and especially the sacramental preparation of my child
- Accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school
- Teach my child by word and example to have a love and concern for the needs of others, especially the poor
- Do my fair share in financially supporting St. Edward School
- Volunteer my time, talent, and expertise

## Student Rights and Responsibilities

Students have the right to pursue a sound Catholic education; they have the responsibility to study and apply themselves, to attend classes daily, to be punctual, and to obey school and diocesan regulations.

Students have a right to an environment conducive to learning; each student has the responsibility to discipline himself or herself and not interfere with the total learning environment of other students. When a student fails to discipline himself or herself or to follow school policies, procedures, rules, or instructions, it becomes the responsibility of the student and his or her family to cooperate with the school's reasonable attempts at discipline, up to and including separation of the student from the school.

Students have a right to expect that school will be a safe and healthful place to obtain an education; to help assure the safety of themselves and of others, students shall conduct themselves in accordance with rules established to promote safety and health.

Students may, subject to the ultimate and sole discretion of the principal, participate in student organizations based upon their academic credentials, individual talents, and applicable school and diocesan policies; they should participate, if able to do so, in such school activities, which are designed to enhance their religious, academic, social, and physical development.

Any method of initiation, pastime or amusement with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace anyone (e.g., hazing), is prohibited.

## Parental Responsibilities

- To encourage my child to obey the regulations and principles of ethical behavior
- To make sure my child is present and on time unless there is sickness or a valid family issue
- To provide adequate time and place for study and to encourage completion of assignments as required for successful learning
- To promote the development of my child's talents and interests, seeking help for those areas needing special help or attention and following the advice of the school
- To keep the school informed of special needs of my child
- To read all communications sent to the home by the school via email, text, and print
- To attend conferences and to request additional conferences as needed; consultation and communication are the responsibility of both the parent and the school
- To support the school community, the staff, parents, administration, and students in a loyal and community building manner and abide by the regulations in this handbook even if personally opposed to recommendations and decisions
- To comply with all policies regarding attendance, uniforms, athletics, homework, and communications
- To work together with classroom teachers and communicate positively and proactively

## Issues/Concerns

In keeping with Church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, should there be a concern or issue, **we encourage the parent/student to go directly to the person/staff member related to the concern for discussion. The next step should be the principal.** All discussions of a concern or issue should be done through scheduled appointments. We encourage our parents/students to solve their individual differences through discussion, communication, and prayer.

Please be a good role model in building positive school, family, and community relations by incorporating appropriate, respectful problem-solving strategies, and lines of communication. The school counselor will also be assisting the students in learning how to work through conflicts and difficulties.

Since our focus is on the students during the school day, please do not try to conference with teachers during drop-off/pick-up times and before or after school.

If a parent/guardian has a grievance against a teacher or an employee of the school, the following is the method of making that grievance known:

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the teacher or staff, it should be presented to the principal. If the complaint or concern is escalated to the principal, the teacher or staff

member will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. The decision of the principal, sometimes in conjunction with the Pastor and/or Superintendent, as to resolution of the concern or complaint shall be final.

# Admissions and Enrollment

## Admissions

### Admission Policies for New Students

St. Edward School does not discriminate on basis of race, sex, national origin, age (must meet legal requirements), or disability (if the disabled person can function in the school environment). 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. Parishioners of St. Edward Church.
5. Subsidized parishioners of other Catholic Churches.
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.

### Age Requirements

Children entering pre-kindergarten must be 3 years old by August 15<sup>th</sup>; children entering kindergarten must be 5 years old by August 15<sup>th</sup>.

Students entering PreK must be fully potty trained. Students who have 3 or more accidents in a one-week period will be asked to stay home for a minimum of two weeks or until they are fully potty trained.

### Admission Documents

The following documents are required for permanent record folder:

Birth Certificate	Immunization Records
Baptismal Certificate	Report Cards/School Transcripts
Teacher Evaluation	Standardized Test Results

Admission of a new student is pending until all documents are received. An admission screening is conducted for students wishing to enter St. Edward School.

### General Admission Requirements for All Students

Parents and students will sign a HANDBOOK AGREEMENT FORM indicating that they have read and agree to be governed by all the policies stated in this Handbook. Return of this form is a condition of attendance.

All families enrolled in the school are highly encouraged to volunteer for the school.

All enrolled families are encouraged to participate in some fashion with the main fundraiser for the school (Saints Ultimate Challenge).

Students must agree to comply with all school regulations and to conduct themselves in a manner that is conducive to learning.

Parents must illustrate an interest in the education of their child(ren) by cooperating with the

principal and faculty in the psychological, emotional, social, spiritual, and academic development of their child(ren). The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student.

### **Admissions and Re-enrollment for Students with Learning Disabilities or Other Health Impairment**

No later than the date of the student's interview at SES, information regarding a child's learning disability or other health impairment including ADD/ADHD and the results of any psycho-educational testing (psych-ed), including a copy of a current diagnosis (documentation must be less than three years old), should be submitted to the Admissions Director. This copy will remain in the student's cumulative folder. Without current psych-ed evaluation, a child cannot be given accommodations.

## **Enrollment**

Beginning in January of each year, St. Edward Catholic School will begin enrollment periods – a Priority Enrollment Period and an Open Enrollment Period. The following are the specific conditions for each period.

### **Priority Enrollment Period (January) This group includes:**

- Students presently enrolled in St. Edward School.
- Siblings of students presently enrolled in St. Edward School.
- Children of faculty members of St. Edward School.

### **Open Enrollment Period (February – March) This group includes:**

- Current students not yet enrolled.
- Parishioners of St. Edward Church.
- Parishioners of other Catholic churches.
- Non-Catholics.

During this Open Enrollment Period, all applications will be processed in the order in which they are received. **If a current family fails to re-enroll during the priority period, the family will not be guaranteed enrollment.**

### **Contract Responsibility**

**Parents are asked to closely review their financial responsibilities when signing the enrollment contract.** Although we understand that changes happen, budget decisions are made based on these numbers. Parents have until May 1 of each school year to make the final decision. **As of May 1, parents will not be released from contracts and/or financial responsibility.**

### **Tuition and Fees**

Tuition is determined annually by the Business Office. Information regarding enrollment and updated tuition rates are sent out in December. Parents must create an account on FACTS to set up their tuition payments. They 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. **This on-line enrollment is to be completed by the end of January.**

All school fees and tuition are managed through FACTS. Subsidized tuition (Participating Catholic) is determined by your home parish. You must meet the parish's requirements for "Participating Catholic" to qualify for our Catholic rate.

If St. Edward Church is your home parish, we define “participating Catholic” as follows.

- Be a registered member of St. Edward Church.
- Attend Mass faithfully at St. Edward Church.
- Give the suggested amount of \$800 to the church over the course of a calendar year (the equivalent of about \$67 per month or \$15 per week).
- Use the envelope system. This gives a consistent and fair method for us to evaluate whether parishioners are faithfully attending Mass. You are welcome to set up your weekly or monthly offertory online, but we ask that you still place an empty envelope in the offertory boxes (or baskets).

All tuition, book bills, general fees, technology fees, library obligations, and afterschool/daycare bills must be paid in full before the end of the year. This includes any damages, repairs, or lost items for which the student is responsible. Students will not be allowed to re-enroll if any money is due to the Business Office from the prior year. 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, and other incidentals. **It is the responsibility of the parent to ensure that your FACTS accounts are current and enrolled in incidental billing.**

**Tuition for the 2026-2027 School Year:**

Rate	# of Children	2026-2027
Non-Catholic or Non-Participating Catholic	1 Child	<b>\$11,600</b>
	Additional Child(ren)	<b>\$10,600</b>
Participating Catholic	1 <sup>st</sup> Child	<b>\$8,800</b>
	Additional Child(ren)	<b>\$7,800</b>
PreK (5 days)	Each Child	<b>\$10,300</b>
PreK (3 days)	Each Child	<b>\$6,500</b>
PreK (5 days w/Ex Learning)	Each Child	<b>\$13,150</b>

**General School Fee for the 2026-2027 School Year:**

The general school fee is charged once per year. The fee covers instructional materials, technology, textbooks, classroom parties, yearbook, Faith Day t-shirt, and extra-curriculars. The fee for the current school year is \$375.

**Tuition Relief Due to Hardship**

In recognition of the financial strain that unexpected hardships may impose, St. Edward School allows families to request relief from tuition obligations upon notification of a significant financial or personal hardship, provided sufficient evidence of such hardship exists. Effective January 1<sup>st</sup>, 2026, the following policy was enacted.

**Request for Tuition Relief**

In the event a family finds themselves in a hardship, they may formally request relief from financial obligations by submitting a written petition to the Director of Operations and Administration (DOA). Each request will be reviewed on a case-by-case basis in consultation with the Pastor and Principal.

Decisions will be based on the timing of the request, the nature of the hardship, and the evidence provided.

Requests for tuition relief will only be considered in cases of documented financial or personal hardship. Requests unrelated to a demonstrated hardship will not be considered.

### **Required Documentation.**

Families seeking relief must submit:

1. **Letter of Hardship.** A written or typed statement outlining:
  - The nature of the hardship
  - The timeline and duration
  - The impact on the family's ability to pay tuition
  - The amount the family believes it is able to contribute
2. **Supporting Documentation.** Acceptable forms of evidence may include (but are not limited to):
  - Eviction or foreclosure notices
  - Termination letters, layoff notices, or unemployment benefit letters
  - Medical bills or hospital admissions (must be HIPAA-compliant)
  - Legal documentation (bankruptcy filings, court orders, debt collection notices)
  - Proof of new caregiving responsibilities (e.g., legal custody)
  - Military orders
  - Insurance claims or documentation of significant property damage
3. **Verbal Evidence (if written evidence is not available).** In cases where the family is unable or unwilling to provide written documentation of the hardship, information gathered through direct, sensitive conversations may be considered. However, the absence of documented evidence will be weighed carefully when determining whether relief can be granted.

### **Evaluation Criteria**

For a request to be considered, the hardship must be:

- A recent event that has had a significant impact on the family's financial situation
- Unforeseeable in nature
- Beyond the family's control
- If one or more criteria are not met, the request may be denied and the financial obligations outlined in the enrollment contract remain in effect.

### **Denial of Relief Request.**

Should a request be denied, the family will be notified in writing and via email within fourteen (14) calendar days. Families may submit a **one-time** appeal within seven (7) calendar days of a denial, to provide additional documentation or evidence of a hardship.

- If an appeal is approved, relief may be granted in accordance with this policy.
- If an appeal is denied, the financial obligations outlined in the enrollment contract will be upheld and enforced in full.

### **Approval of Relief Request**

Should a request be approved, the family will be notified in writing and via email within fourteen (14) calendar days.

1. **Tuition Relief in Conjunction with Withdrawal.** If the request is approved and the family elects to withdraw the student, the financial obligation per student may be reduced as follows:

- If relief is requested after the contract is binding but before the start of the school year, the financial obligation per student may be reduced to \$1,000 plus any past due balances from previous school years.
- If relief is requested after the start of the school year, the family's financial obligation per student may be reduced to the greater of either:
  - The sum of a prorated amount of tuition plus general fee and any past due (non-prorated) tuition and fees
  - \$1,000
- To calculate the prorated balance, the DOA will use the following formula:

***Tuition Rate x Attendance Rate + Past Due Balances - Payments Made***

- To find the Tuition Rate: Add the tuition amount that was entered into the FACTS system and general fee together.
  - To find the Attendance Rate: Divide the number of instructional days the student was enrolled by the total number of instructional days in the school year. **\*Note: Absences, School Closures not on the Calendar, and Early Dismissal Days are considered instructional days**
  - Multiply the Tuition Rate and the Attendance Rate together.
  - Add any past due balances
  - Subtract any payments already made.
- 2. Tuition Relief without Student Withdrawal.** Should the request be approved and the family elects for the student to continue at St. Edward:
- St. Edward may grant relief contingent on student attendance. If student(s) fail to maintain a 95% attendance rate, relief may be withdrawn.
  - Type and amount of relief will be based on need and available resources as determined by the Pastor, Principal, and DOA.
  - The family is expected to resume full financial responsibility once the hardship has abated.
- 3.** The Pastor reserves the right to waive any or all financial obligations at his sole discretion.

**Relief Requests and Needs-Based Tuition Assistance**

Any payment made from a needs-based tuition assistance program (Education Savings Account, Education Freedom Scholarship, or St. Edward Tuition Assistance) is considered a payment towards current tuition and will be subtracted from the remaining balance.

**Payment Plans**

If a family elects to withdraw their student(s), St. Edward may offer a payment plan, regardless of the outcome of the tuition relief request, to ease the financial burden. Payment plans will not exceed six (6) months, or the date the full balance was due in the enrollment contract, whichever is less. If the family elects for their student(s) to remain at St. Edward, no payment plan external to the one agreed upon in the FACTS system will be awarded.

**FACTS**

Fees Certain fees associated with FACTS, including the enrollment fee and the returned payment fee, are issued directly by FACTS and go to them. St. Edward exercises no control over the timing, method, or amount of these fees. Regardless of the outcome of a tuition relief request, families remain responsible for all fees charged by FACTS.

### **Confidentiality**

All personal information and documentation submitted in support of a tuition relief request shall remain strictly confidential. Discussion of hardship circumstances is limited to the Pastor, Principal, Director of Operations and Administration, and individuals with a legitimate need to know.

### **Non-Refund Policy**

In accordance with the enrollment contract, no portion of tuition or fees already paid will be refunded under any circumstances.

## **Termination of Enrollment**

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook. If a school decides to terminate enrollment due to parent behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other diocesan schools about the termination action.

The principal, in consultation with the superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving diocesan schools. Parents should be made aware that termination because of financial issues, legal issues, moral turpitude, or other serious reasons can and will be shared with other diocesan schools and may also be shared with non-diocesan schools if permitted by law.

### **Termination for Academic Reasons**

Termination for academic reasons should generally occur only after the following procedure has been implemented. Appropriate documentation of the process should be maintained in the student's confidential file. When the principal, in his or her discretion, determines that the following process is not appropriate for a particular situation, he or she should still document the alternative process and the justification for following that process. Written documentation of compliance with the following procedures is to be retained in the confidential file.

- a) There is consultation between the academic support team and principal as early as possible in the first semester.
- b) Conferences are held with the parents to advise them concerning the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives.
- c) Follow-up conferences are held with the parents to evaluate progress of the student
- d) The final decision is made by the principal.

### **Termination/Expulsion for Disciplinary Reasons**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (**including parents or other family members**) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the principal determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the principal of a school.

### 1. Procedures for Expulsion

- a) Except when the principal determines that immediate separation from the school is necessary, the steps listed below should be followed and, when practical, the school should document each step below in written communication to the student's parents to minimize the opportunity for misunderstanding.
- b) The Superintendent of Catholic schools of the Diocese of Nashville should be apprised of the circumstances of any impending decision to expel a student as soon as practical, but before the decision to expel is implemented if reasonably possible.
- c) When practical, before the decision to expel is implemented, the student's parents should be given written notice of the offense and invited to a conference with the student and chief school administrator.
- d) When a student is expelled, the principal should document the grounds for expulsion, a summary of the facts leading to the expulsion, any conferences with the student and/or his/her parents, and the means by which final notice of expulsion was provided to the student and his/her parents.
- e) The Superintendent of Catholic schools of the Diocese of Nashville should be notified of any expulsion and be provided with the documentation described in subsection (d) above before the student and his/her parents are notified of the decision and before the decision is implemented, if reasonably possible. Any additional documentation of the case on file in the school must also be made available to the superintendent upon request.

### 2. Guidelines

- a) The final decision to expel a student rests with the principal. The superintendent may also be consulted to suggest a resolution of the matter. The superintendent should be informed of any decision to expel before that decision is communicated to a student or his/her parents.
- b) Unless the principal determines otherwise, an expelled student should be given credit for all work completed prior to expulsion. By way of example and without limitation, awarding full credit may, in the chief administrator's sole discretion, not be appropriate for a student who is expelled for academic dishonesty.
- c) Tuition is not reimbursed if a student is expelled.

### 3. General Grounds for Expulsion

Except when circumstances dictate otherwise, the grounds for expulsion listed below need not be applied mechanically and without consideration of individual mitigating factors. However, certain actions are so severe that disciplinary sanctions less than expulsion are unlikely to be effective to deter future misconduct and maintain orderly school administration.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities
- d) Habitual or persistent violation of school regulations
- e) Use, sale, distribution or possession of narcotics, controlled substances, alcoholic beverages
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage
- g) Use or possession of firearms or other potentially harmful objects or weapons
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs
- i) Theft, extortion, arson

- j) Habitual truancy
- k) Malicious damage or destruction of real or personal property at school
- l) Hazing
- m) Serious bullying and/or harassment
- n) Conduct which may damage the reputation of the school or parishes
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child
- p) Use of social media/productivity tools in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community

Generally, off-campus misconduct should result in expulsion only when such misconduct is related in some way to the school community, either because it is directed towards the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

#### 4. Grounds for Expulsion Related to Alcohol and Drug Abuse

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- b) Notwithstanding section (a) above, when the principal, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the principal or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

#### 5. Exit Policy on the Grounds of Parental Behavior

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's

continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

# General Parent Information

## Accreditation

St. Edward School is part of the Diocese of Nashville and, as such, is accredited as a Category III school through Cognia.

## Athletics and Extra-Curricular Activities

St. Edward School is a member of the Diocese of Nashville and the Diocesan Athletic Council (DAC), competing in cross-country, flag football, soccer, volleyball, basketball, cheerleading, Spelling Bee, Battle of the Books, Science Fair, after school clubs, performing arts, etc. The junior-high level participates in a varsity-type competition. Grades 3 - 5 participate in instructional and developmental leagues. Cross-country participation is allowed in kindergarten through eighth grade. All interested students may participate in any sport or extra-curricular activity according to diocesan policies and regulations.

All students, coaches, and sponsors participating in SES athletic teams and/or extra-curricular activities will review this section of the SES Handbook. Signing the SES Handbook Agreement Form denotes that the student(s) and parent(s) have received and accepted the terms and conditions of this portion of the handbook.

Participation fees may be assessed for some activities.

### Eligibility for Athletics

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. SES views participation in extracurricular activities as a privilege, not a right. Students involved in major disciplinary infractions may be subject to extracurricular discipline.

A student in grade 6 or above must be passing each subject with at least a 70% and receive no less than an "S" in conduct at the end of each reporting period (progress and report card) to be eligible to participate in extracurricular activities. This participation applies to all practices, meetings, games, clubs, performances and/or contests that take place before and after school or on weekends.

For students in Grade 6 and above, the Athletic Director or her/his designee will run the eligibility at the time of Progress Reports and of Report Cards. Failure of a student to maintain a grade of 70 or above in any given subject area will result in the student being placed on ineligible probation until their grades in all subjects are at a 70 or above ("Athletic Probation Period"). The student will have two (2) weeks from Progress Reports or Report Cards to show satisfactory progress in raising all grades to a 70 or above and satisfactory conduct marks. At the expiration of the Athletic Probation Period, students failing to achieve a grade of 70 or above in any subject area will not be eligible to participate in extracurricular activities until such time as Report Cards are issued. Notwithstanding the above, if a student receives a grade of below a 70 percent in any given subject area on their Report Card, they will not be allowed to participate in a school sponsored athletic program or extracurricular activity unless and until they are passing that subject at the time the next Progress Report is issued.

During the Athletic Probation Period, it will be the responsibility of the Athletic Director to communicate with affected students, their coaches, and the student's parents. All students must attend school between the hours of 11:00 AM and 3:00 PM to be considered eligible to practice or

participate in extracurricular activities for that day. If the activity falls on a day school is not in session, the previous day's attendance is viewed for eligibility. It is the parent and student's responsibility to be aware of and adhere to the above-mentioned eligibility policy. Eligibility extends to all athletic events, academic competitions, performing arts events, after-school clubs, and theater practices and performances.

SES holds the principle of good sportsmanship paramount in athletic and extra-curricular competition. All coaches, students, parents, sponsors, and fans should exhibit attitudes and behaviors that reflect good sportsmanship. SES incorporates a fight-free, hands-off and no putdown policy. We will not permit any department participants or spectators to heckle, jeer, demean, or ridicule any opposing team member or official. It is the responsibility of the coaches, sponsors, parents, and SES staff members to prevent and prohibit any such unsportsmanlike conduct. Inappropriate behavior by coaches, sponsors, student athletes, parents, or spectators may result in suspension from future athletic contests.

The use of the name "St. Edward" or "St. Edward Saints" is permitted by only those teams and groups participating in St. Edward School programs. A student must be an enrolled student in a Diocesan Catholic School and/or Diocesan church PREP program to participate in St. Edward School teams and groups. The school administration strongly encourages and promotes school spirit; however, the school cannot govern or accept responsibility for "St. Edward" or "St. Edward Saints" identified teams/groups that participate in non-diocesan organizations. Therefore, teams participating in these non-diocesan organizations (e.g. YMCA, Nashville Catholic, HVAC, etc.) are not allowed to use the "St. Edward" or "St. Edward Saints" school/team/group names. All SES teams/groups are to be known as the "St. Edward Saints". All teams/groups must play under the school's green and gold colors. All teams/groups will use the SAINT as their mascot.

Parents or legal guardians must sign a registration form indicating their approval/consent for the student to play/participate.

Parents, sponsors, coaches, and guardians must adhere to the policies and procedures noted in the SES Athletic Handbook. All students participating in the Diocesan Athletic Conference (DAC) must have a current physical exam report in their health file.

## Attendance

Please note that St. Edward School follows the laws governing the compulsory attendance in Tennessee schools. Failure to comply with the laws governing compulsory attendance may result in legal action. Regular attendance at school is necessary for every student. A student should not be absent or tardy except for illness or another grave reason.

The State of Tennessee provides by law for compulsory school attendance by all children from the age of six until their eighteenth birthday unless subject to a stated exemption. Each school will be in session according to the number of days required by the Tennessee Department of Education and the Diocese of Nashville Catholic Schools Office.

Tennessee requires a child who is at least 6 years of age and who has not yet reached his/her 18<sup>th</sup> birthday to attend school unless exempt by Tennessee student attendance policy. Students enrolled in pre-kindergarten or kindergarten shall attend school.

Each student will attend classes for a minimum of 90% of the attendance days of a given school year to be promoted to the following grade level. **A student who does not attend 90% of the attendance days of a given school year may be required to repeat the grade or may not receive credit.** The principal will make the final decision.

### Absence = Loss of Instruction

If your child misses...	That equals...	Which is...	And over 13 years of schooling, that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years

If your child is late...	That equals...	Which is...	And over 13 years of schooling, that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 minutes per day	1 hour 40 minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Absences such as vacations and trips (except those excused in advance by the principal for unusual circumstances), babysitting, working (including modeling), and non-school sponsored athletic events and programs shall be considered unexcused. The school is not obliged to provide tutoring, make-up work, or special testing schedules for this absence. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

A student may be excused for temporary absence, resulting from an unusual cause acceptable to the principal of the school in which the student is enrolled. The temporary absence may be the result of 1) personal sickness; 2) family emergency; 3) religious holy day; 4) documented juvenile court proceeding; 5) school-approved extracurricular activity; or 6) approved high school visitation. Except for personal sickness or family emergency, these occurrences must be approved by the principal at least two days in advance of absence.

When a student is absent, the parent must email the office and the homeroom teacher before 9:00 AM on each day of absence, stating the reason for it. This email is the parent/guardian's responsibility. Calls or emails made by students are not acceptable.

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. If a student's attendance results in an unexcused absence of 5 or more days per quarter, the school administration may request a meeting with the parent/guardian to discuss the attendance policy. Adherence to the attendance policy will be noted on the student's report card for that quarter. An attendance improvement plan may be implemented.

Three unexcused tardies will equal one absence.

If a student's absence is due to illness, check return to school guidelines under the Health and Wellness section of the handbook. When a child returns to school, after any absence, the parent must supply a note which explains the reason for the absence within three (3) days of the absence. When a student's absence for personal illness exceeds three (3) consecutive days, the principal may require a statement from a physician or health clinic verifying the illness or other conditions requiring the student's extended absence from school.

**Make-Up Work Policy:** 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). Work not made up becomes a permanent zero (numerical grading), or points may be deducted as per the classroom management program.

### **Doctor/Dental Appointments**

Parents should try to arrange all appointments on non-school days, early in the morning, or after dismissal so that students will not miss their classes and be held back in their scholastic achievement. Medical and dental appointments are excused absences. A note from the doctor/dentist must be provided upon the student's return to school for the absence to be considered excused. The student must be signed in and out of the school office by a parent/guardian.

### **Tardies and Early Dismissals**

School starts at 7:45 AM. If a student is late, parent is to accompany student to the office, sign the student in, and inform staff of reason for tardiness. Students arriving after 7:45 a.m. are tardy and ***must report with a parent directly to the school office for a late slip before going to their classroom.***

Early dismissal is not permitted after 2:30 pm as this is disruptive to instructional time as well as the regular dismissal process.

Because tardy students disrupt the other students and the learning process, excessive tardies and absences (more than 9 tardies per quarter or 5 absences per quarter) may require a parent conference with the principal and may require that a student withdraws from the school if not corrected.

Students that arrive after 11:30 AM will be counted as absent for half a day or a whole day depending upon their arrival time. Students who are away from school for 3 ½ hours or less will be counted as absent for half a day. Students who are away for more than 3 ½ hours will be counted absent for the whole day.

Notes sent in by parents regarding early dismissal or tardies will be kept in the front office.

### **Perfect Attendance**

Any student who has never been absent and has fewer than three unexcused tardies is considered to have perfect attendance.

## **Before/After-Care Program**

The Before/After-Care program is licensed by the state and available each school day. **Parents are REQUIRED to enroll in Before/After-Care whether they plan to use it or not.** This ensures supervision in case you are delayed and your student(s) need care. The Before/After-Care program provides the following:

- Choice of full-time or part-time care
- Choice of before-care, after-care, or both
- Daily afternoon snacks with milk or juice
- Opportunities for homework and study time
- Games, activities, movies, outside play (weather permitting)

The rate schedule for Care is available online, in the school office, or from the Care supervisor, [Mrs. Feather Webb](#). Limited services will be available when school is closed. These will be communicated at the beginning of the year.

## **Change of Address or Telephone Numbers**

Parents shall report any change of address or telephone numbers to the school office immediately so they can be contacted quickly in an emergency.

## Communication

At SES, we pride ourselves on putting our students first, and we want to partner with you in this process. Effective communication is essential to establish and maintain a partnership relationship in the educational process.

While we encourage and promote open communications, please understand that a staff member's primary on-duty responsibility is to be responsive to the students. Parents should always be good role models for their children by being respectful to staff in their communications.

A system for formal communication consists of the following methods:

- Every Friday, parents will receive an electronic newsletter from Mrs. Blankenship via email that contains upcoming activities and dates, along with a summary of important information.
- St. Edward School and Church websites contain a wealth of information for parents and parishioners. These are mobile device friendly.
- Pertinent information regarding your child's classroom will be shared weekly. A newsletter (electronic or paper) will be sent each week, and the classroom website will be updated by Monday morning of each week.
- The St. Edward School and Church Facebook site and Instagram site are great resources.
- Progress Reports will be sent via email to parents every Sunday.
- Report Cards will be sent via email to parents at the end of each quarter.
- Parent-Teacher Conferences are available and encouraged. All parents are expected to meet with their child's teacher during fall conferences.
- An electronic call/text system is used for immediate reminders, updates, or cancellations. Please ensure that your contact information remains current in the FACTS Family Portal. Contact the school office to update information.
- FACTS Family Portal provides up-to-date information on your child's grades, attendance, and financials. This is a parent's "one stop shop" to everything for a student. This year, we will be offering a customized St. Edward FACTS app for your phones.
- An online behavior management system will be used to communicate student behavior. Parents will need to register for this account.
- Friday Folders will be sent home weekly with important school flyers, graded work, and behavior information. These folders are green and utilized in grades PreK-6<sup>th</sup>.

If you have questions, concerns, or comments, we welcome you to communicate with us and share your feedback. Here is your general guidance for communication with the school. Your child's homeroom teacher is your primary contact for all things and can always point you in the correct direction.

Please note the following.

- Teachers are teaching your children from 7:45am-3:00pm. They do have a planning time each day, but this is needed frequently for meetings, trainings, and more.
- Please do not expect your child's teacher to communicate with you during the school day.
- Allow your teacher 24-48 hours to respond to ANY communication that you may send.
- Urgent communications (transportation changes, medical/health concerns, afterschool clubs, aftercare, etc.) should be sent directly to our front office. Teachers may not see your communications until after 3:15pm each day.
- If you need a conference or meeting, schedule it directly with the teacher.

- If parents have a concern regarding the school or church, they are advised to share this concern with the appropriate administrators rather than using a social media forum.
- If you have a concern or complaint about a teacher, staff member, or school incident,
- Start with the teacher. The teacher will have the most information about the topic. Also, our teachers WANT the opportunity to speak with you about ANY concern or question.
- If you are not satisfied with the response that you receive, email one of the administrators. Again, meetings and conferences with administration should be scheduled.
- Dr. Yvonne Araujo, Assistant Principal: [varaujo@stedward.org](mailto:varaujo@stedward.org)
- Susan Blankenship, Principal: [sblankenship@stedward.org](mailto:sblankenship@stedward.org)

## Courtesy

Courtesy is everyday good manners taught and used at home and reinforced at school. Students are expected to show respect and be courteous to all adults and each other. Expressions such as please, thank you, you're welcome, yes ma'am, yes sir, etc. should be part of everyday speech. At school, courtesy and respect should be shown at all times on campus and at all school events.

### In the Carpool Line

We realize that everyone wants the carpool to move as quickly as possible, but the teachers must have the cooperation of everyone (students and parents) to make sure that carpool is completed with all students safely delivered to their parents/caretaker.

### In the Church

Reverence and respect are to be shown at all times. Please remember that no food or drinks should be taken into the Chapel.

### In the Classroom

It is a place of importance, a place to learn and grow. Students are not to deprive their classmates of precious time and the opportunity to learn because of their misbehavior.

### In the Cafeteria

Table manners and courtesy are necessary at school as well as in one's home or with company. If any student throws food, papers, etc., and/or shows other disrespectful behaviors in the cafeteria, appropriate disciplinary actions will be taken.

### On the Playground

Each student should enjoy the relaxation of the recess period. It is here that his/her social maturity is evident. Courtesy and respect are due to Playground Supervisors, teachers, other students, and school property.

No personal student athletic equipment, games, or toys are permitted on the playground.

## Cumulative Records

The principal of the school or his/her designee is responsible for the collection, maintenance and dissemination of student records and for the education of the staff about student record policies. Administrators shall take particular care to preserve both the integrity and privacy of the required school records subject to the following requirements:

## **Retention of Records**

A duplicate copy of each report card and conference form should be retained on file at least until the student's grades are recorded in FACTS, for the current school year.

Cumulative records either in hard copy or in FACTS, also known as the permanent student record, shall include:

- Legal name of student
- Birth certificate
- Place and date of birth
- Sex of student
- Name and address of parent (guardian) of minor student
- Religious preference
- School entrance date
- Date and place of Baptism, First Eucharist and Confirmation (if applicable)
- Standardized test results
- Copies of report cards
- Attendance records
- Verification of required immunizations
- Legal alerts
- Health information/alerts

The cumulative record should be retained 5 years from the date of withdrawal or graduation.

## **Parental Access to Student Records**

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge. The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers, and it is not the school's responsibility to enforce court orders.

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest
- b) Other schools to which a student is transferring
- c) Specified officials for audit or evaluation purposes
- d) Appropriate parties in connection with financial aid to a student
- e) Organizations conducting certain studies for or on behalf of the school
- f) Accrediting organizations
- g) To comply with a judicial order or lawfully issued subpoena
- h) Appropriate officials in cases of health and safety emergencies
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

## **Custody And Family Law Issues**

### **Reports to and Cooperation with Law Enforcement**

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures. Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student. It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including requesting the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc.) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Also, it is detrimental to the well-being of the affected students and the school community when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent prohibited by court order from coming to or near the school tries to enter the school, the school may contact law enforcement and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

### Reports to Law Enforcement

1. Tennessee law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in title 39, chapter 17, part 4, § 39-17-1307, or § 39-17-1309 of the Tennessee Education Code have occurred. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity. It is the policy of the Diocese of Nashville and its schools to comply with this statutory requirement.
2. Cooperation with Law Enforcement and Child Abuse Investigations  
Tennessee law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. The Diocese of Nashville schools will cooperate with such interview requests.

Sometimes, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

### Field Trips

At St. Edward School, we believe that field trips are a natural extension of a student's education and an opportunity to learn through real world experiences. Field trips are privileges afforded to students, not absolute rights. Students may be denied participation if they have a "U" in conduct or have earned an out of school suspension in the quarter of the field trip. This can include a class trip of any grade level.

Teachers, at their discretion, may invite parents to accompany the class on the trip. Only "official" chaperones should be in attendance for a field trip unless otherwise permitted by the teacher and principal. Parents serving in a supervisory capacity on a field trip may not bring their other children.

Parents who drive and chaperone on field trips will be required to complete the necessary forms as

directed by the Business Office. Parent responsibility includes an agreement to:

- be over the age of 25 and have a valid, non-probationary driver's license and no physical disability that would impair the ability to drive safely.
- complete a safe environment training/background check.
- watch required videos before driving.
- have a valid registration and meet state safety requirements.
- be insured for minimum limits of \$25,000/per person, \$50,000/per occurrence. A copy of an insurance card or policy denoting limits of liability will be required of all drivers.
- The number of riders must not exceed the rated capacity for the vehicle and seat belts available and worn for each passenger. All passengers must wear seatbelts.
- refrain from texting, using a phone, or other distracting activities.
- drive directly to the field trip destination and back to school without any other stops.

If you plan to volunteer for field trips, it is recommended that you complete this training at your earliest convenience.

## Fundraising

Due to Tennessee state regulations concerning non-profits, St. Edward School and St. Edward Church are restricted to a total of two (2) fundraisers per year for each of these groups. Requests for scheduling and planning of these events must be done in conjunction with St. Edward Business Office and school/church administration. No fundraiser, either on or off St. Edward property, is allowed without prior approval. Organizations violating this policy will be subject to disciplinary action.

## Grounds and Facilities Policy

The St. Edward Campus is private property and restricted to members of the school and/or church and their guests. The use of any portion of the St. Edward grounds and/or facilities must be scheduled through the Church Office. Rental opportunities are available for parishioners. School activities on the school grounds must conclude by 8:30 p.m. on Sunday-Thursday and by 10:00 pm on weekends. The contact for grounds/facilities use is Carlli Kloss, [Ckloss@stedward.org](mailto:Ckloss@stedward.org).

Each month, families will be given an access code for the parking lot gate. This code will only be active after school hours. Families should not share the code with children or others outside of the school community. The code will reset every month and be shared in the school newsletter. This will give parents access to the back parking lot for practices, clubs, tutoring, aftercare, and more.

## Home and School Association (HSA)

The St. Edward School HSA is a community of school parents who dedicate themselves to serving the school. The HSA meets at least four times during the school year. Consult the school calendar for dates of these meetings.

The HSA organizes volunteer committees that assist and aid the school in various ways. Parents are encouraged to become active in one or more of these committees.

## Inclement Weather

In the event that school must be closed due to the weather, parents will receive a phone call and text message from our electronic communication system. This is the primary method of notification. Local television stations may also be notified, but this will be the secondary method of notification. School

closing information will be available on News Channel 5, WKRN, and Fox 17. When school is closed, or if school dismisses early, there will be no after-care available.

Due to the large geographic area that our students come from, 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. Student absences will be excused if a parent deems travel unsafe.

## Law Enforcement

Tennessee law requires the principal or his or her designee to notify the police department of the jurisdiction in which the school is located if the principal has reasonable grounds to believe that any act listed below has occurred at school, on school property, or at a school-sponsored or school-related activity, whether on-campus or off-campus:

- A felony involving the use or display of a deadly weapon
- Conduct that places another person in imminent danger of serious bodily injury
- Discharge of a firearm
- A threat to commit a crime involving violence to any person or property made with the intent to:
  1. cause a reaction to the threat by emergency services (e.g. a bomb threat)
  2. place any person in fear of imminent serious bodily injury
  3. prevent or interrupt the occupancy or use of a building
  4. impair or interrupt public communications or utilities
  5. place the public or substantial group of the public in fear of serious bodily injury
  6. influence government activities
- The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana
- The possession of a dangerous weapon
- Organized criminal activity
- Violent crime committed by a student

Notice is not required if the principal reasonably believes that the conduct does not constitute a crime.

The notice provided to the police must include the name and address of each student the person believes may have participated in the activity and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice.

## Lockers and Cubbies

Students are responsible for the contents and order of their assigned lockers or cubbies. The faculty and administration at any time without notice may inspect lockers, cubbies, binders, and/or backpacks. Lockers are school property and should be maintained by school authorities to protect the safety of all. A student assigned a locker or cubby has exclusive use but not proprietary rights versus the school. No food or drink may be stored in lockers overnight. Every individual engaged in the school program has the obligation to pay attention to the behavior between and among students and to take corrective action or report the matter to an employee charged with taking corrective action.

## Logo and Brand Usage

The use of the St. Edward name or logo is prohibited unless approved by the principal.

## Media

From time to time, photographs and video images are taken of students, individually and as a class, for use in school yearbooks, promotional and marketing materials, the school website, and similar publications. Your child's image will not include identification information unless he/she is being recognized for an achievement or highlighted in an activity. If you have questions about media permission, please contact the school office during school hours.

## Playground and Outdoor Play Spaces

During recess periods, the playground is under the supervision of staff. Students should always be in the play areas they are assigned. **No equipment other than school issued equipment will be permitted at school for recess use.** All other equipment will be confiscated. The safety of the entire playground is to be always considered. If someone gets hurt during recess, a student should inform the playground supervisor at once.

Students should be encouraged to play outdoors when the weather permits. If your child needs to remain indoors for serious health reasons, please send a detailed note—but let this be the exception. No student may remain indoors at recess for longer than three (3) days without a written note from the doctor.

## Reimbursement for School Costs and Attorney's Fees

The Diocese of Nashville and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

**Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in St. Edward School, agrees that, in the school's absolute and sole discretion, he or she shall indemnify and reimburse the school, the Roman Catholic Diocese of Nashville, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the school which pertains to a legal proceeding to which the school is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.**

## Safety and Security

Security policies are continuously being monitored, evaluated, and improved. 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 show a valid ID. The ID will be scanned into our new Raptor system, and a visitor badge will be printed. The visitor **MUST** wear the badge while in the school building and needs to sign out when leaving.
- Parents/visitors may attend school Masses. These will be on Tuesdays and Thursdays. Students are required to sit with their class during Mass. Students may not sit with parents during Mass. Exception to this is ***First Friday Family Masses***.
- Parents are not allowed to knock and ask students to open exterior doors for them. The students are taught not to open the doors for anyone, even parents they may know.

St. Edward School does employ a full-time security guard through Fortified Risk Group. The security guard is on campus daily from 7am-3:30pm.

In accordance with our crisis management plan, SES conducts regular safety drills. Our students participate in fire drills, shelter-in-place drills, lock-down drills, evacuation drills, and other security drills. These are conducted on a regular basis and a log of the drills is kept in the main school office.

### Child Abuse/Neglect

State law requires that allegations of child abuse be reported immediately to the Tennessee Office of Family Safety or Child Abuse Hotline. For reporting abuse, neglect, or exploitation of children, call 877-237-0004 or go to <https://apps.tn.gov/carat/>.

### Safe Environment

St. Edward School abides by the Nashville Diocesan Safe Environment policy. All adults working, volunteering, or interacting with children in the school must be safe-environment cleared through St. Edward School or another Nashville diocese-affiliated Safe Environment program and wear the appropriate badge in the building or when working with students. Safe environment clearance must be renewed every year. St. Edward School follows the diocesan health curriculum, which includes personal safety instruction regarding peers, known adults, and strangers both inside and outside the school building.

### Parental Responsibility for Child Safety

- Be certain that the Authorization for Emergency Medical Care and Student Medical/Emergency Information form is accurately and completely filled out and returned to school on or before the first day of school. Any changes made during the school year (phone number, address, etc.) must be sent to the school immediately.
- Be aware of, support, and reinforce the emergency procedure information your child receives at school.
- Students who attend school sponsored events e.g. HSA meetings, Donut Day, Family Picnic, etc. are to be under the direct supervision of their parent or other designated Safe Environment cleared adult at all times.

# The School Day

## School Hours

- School hours are **7:45 AM - 3:00 PM**. PreK hours are 7:45am – 2:45pm.
- School doors open each morning at 7:30am, and students may go directly to their classrooms at that time.
- *Students arriving after 7:45am are considered tardy.* It is required that parents accompany tardy students to the main office door to sign in and receive a tardy pass before going to class.
- Any student who has not been picked up by the end of dismissal at 3:20pm will be taken to After Care and your FACTS account will be charged.
- If students are staying after school for any reason, they are to be either in After Care or under the direct supervision of a designated adult.
- Dismissal on half-days is 11:30 AM.
- If a child needs to be dropped off or picked up between the hours of 8:15am-2:30pm, **please enter our campus via the traffic light and park in the circle.** Our back parking lot will be gated from 8:30am-2:30pm each day to ensure the safety of our students during recess times.

## Before Care

- If you need before care, our Before/After Care program will offer this each morning from 7:00am-7:30am in the cafeteria. There will be a small cost for this, and the fee schedule can be found on our website, [After Care/Morning Care | stedwardschool](#).
- Before Care will be in the cafeteria, and supervision will occur by one of the Before/After Care employees.
- **Students dropped off before 7:30 am will be taken to Before Care, and your FACTS account will be charged.**

## Morning Drop-Off

**\*\*For the safety of our students, drivers should avoid cell phone use and should drive slowly during morning drop-off.\*\***

When arriving in the morning, all parents should enter our campus via St. Edward Drive. PreK parents should park in our back parking lot and walk their children to the main school entrance. All PreK parents are required to wear a school issued name tag every morning. PreK students will need to be signed in at the classroom door.

All other students in grades K-8 will enter the building through the main school entrance doors.

We highly encourage parents to drop off in the car rider line and allow their children to walk into school and to the classroom independently. If a parent **MUST** enter the building at arrival, he/she will be required to sign-in at the office and receive a "Visitor's Pass." Be sure to bring your driver's license as a form of ID for our Raptor system.

Once in the back parking lot, vehicles should form a single line near the breezeway entrance along the sidewalk. If your vehicle is beside the sidewalk, at any point, your child should exit your vehicle,

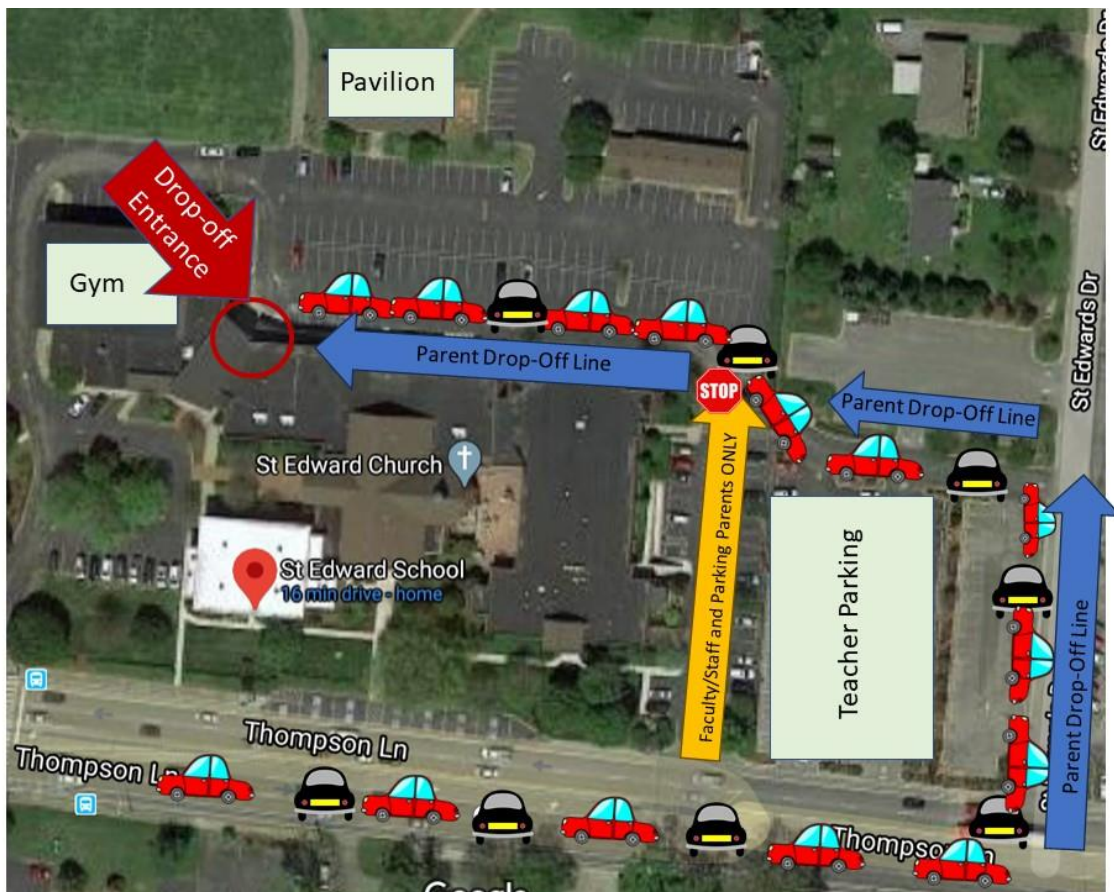
walk in front of your car to the sidewalk, and proceed into the building. **Please do not wait until you are near the gym to drop off.**

Staff members will be standing either on the sidewalk or at the school door to ensure that students get in safely. Students should never be let out or picked up on the Thompson Lane side of the school. Students should never be let out in the round about during arrival.

PLEASE BE CONSIDERATE OF THOSE BEHIND YOU IN LINE. IF LONG GOOD-BYES, LAST MINUTE INSTRUCTIONS, ETC. ARE NEEDED, PARK IN A PARKING SPACE, OUT OF THE FLOW OF TRAFFIC, AND WALK YOUR CHILD ACROSS THE PARKING LOT.

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

At 7:30am, students proceed directly to their classrooms. Because teachers do not report until 7:30 AM, children are not allowed in the main school building prior to 7:30 AM. **Students will be taken to Before Care in the cafeteria if on campus prior to 7:30am.**



## End of the Day Dismissal

**\*\*For the safety of our students, drivers should avoid cell phone use and drive slowly during afternoon pickup.\*\***

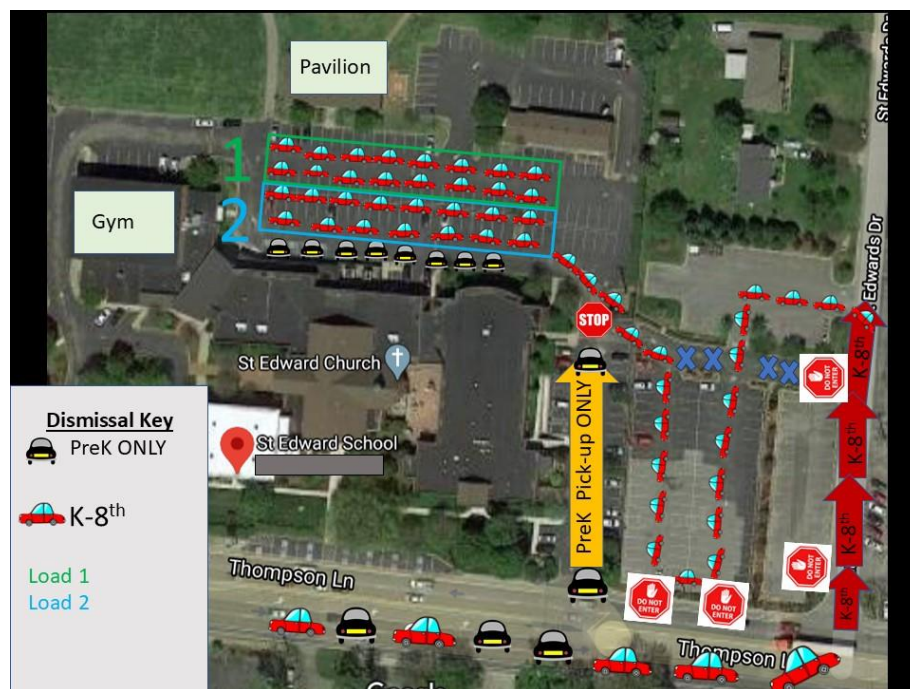
School dismissal will begin at 3:00pm. Children are dismissed to their cars by a pick-up number. **Parents should remain in cars at all times. "Walking" parents cannot be accommodated.** Please use our pick-up line.

When you enter our campus, a staff member will ask for your child's pick-up number. That number will be radioed to the students. When you park in the pick-up line, your child will know you have arrived and will be looking for your car.

Students exit the building and stand in the breezeway until released by a faculty member. Once released, they will be permitted to walk to their car. As soon as all students within a load are safely in cars, the lines will be permitted to exit campus, one lane at a time.

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

- Beginning at 2:00 p.m. on Monday through Friday, there should be NO VEHICLES blocking the dismissal lanes. Our parking lot will begin loading for dismissal at 2:30pm.
- Please have your car rider hang tag with dismissal number visible to school staff. Each family will be issued two hang tags.
- PICK UP in the circular drive, in front of the church, basketball courts, and Thompson Lane is **NOT** permitted.



If threatening weather occurs the carpool will be shut down until weather conditions improve. The safety of our children is our primary concern.

## Holiday Celebrations

- Holiday celebrations are planned by teachers and room parents.
- Other celebrations must have the prior permission of both the teacher and the principal.
- Invitations to birthday parties may not be distributed at school unless every boy, every girl, or every student in the class receives an invitation.
- Student birthdays will be recognized at school. The student will be celebrated during morning announcements, may come out of uniform (unless it's a Mass day), and will receive a birthday trinket.
- As a special treat, parents may bring birthday dessert treats to be distributed at lunchtime for the homeroom class. Parents are required to check with the teacher before bringing any treat for a class due to the number of food allergies among students.
- Birthday parties, decorations, or other outside food WILL NOT be allowed during school hours. If you plan to use St. Edward for a celebration, you must schedule through the Church Office, [ckloss@stedward.org](mailto:ckloss@stedward.org).

# Our Religious Life

## Religious Responsibility

We believe that parents are the first and primary catechists of their children. They catechize informally, but powerfully, by example and instruction. Their active role in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their profession of belief.

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

## Mass

The Mass is the foundation of our Catholic beliefs. Students attend Mass each week. PreK4 students join the student body in Mass attendance beginning in the Christmas season.

Students are encouraged to be involved in the celebration of the Mass through being an altar server, cantor, or sacristan, participating in the Liturgy Choir, or doing one of the readings. Masses are held at 8:00 a.m. The school will have all-school Mass on Tuesday mornings and Thursday mornings. School Masses will be in conjunction with St. Edward daily Mass. Parents are invited to attend.

On the first Friday of each month, all students in grades K-8 will attend a special Mass. This First Friday Family Mass is an opportunity for students to sit with their families during the school Mass.

## Sacramental Preparation

In addition to religion classes, sacramental preparation is offered to all Catholic students who have been baptized. This includes Reconciliation and First Communion in 2nd Grade and Confirmation in 8th grade. If parents are interested in having their children receive any of the sacraments that they may have missed, they are encouraged to contact the Church Office, who will work with the family in this area.

## Other Religious Activities

Besides Mass and the Sacraments, there are many other activities that students take part in to celebrate our Catholic traditions. Some of these include Eucharistic Adoration, the Stations of the Cross, and May Crowning. Each first Friday of the month, students will have the opportunity to pray the Rosary and attend Adoration, and reconciliation will be offered throughout the year.

Christian service activities provide opportunities for students to practice their faith in the community and model our beliefs. Many opportunities for Christian service activities are offered throughout the year.

# Health and Wellness

## Accident/Incident Report

An accident report must be completed and kept on file for every incident occurring on school premises for which professional medical care was sought. This includes school personnel, students, and visitors.

## Administration of Medication

The school will not dispense medication except when prescribed by a doctor and/or provided by a 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 or over the counter medication, the following guidelines are to be followed:

- Written permission 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.
- 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.
- New request forms must be submitted each school year, or when changes in dosage or prescription are made.
- Forms can be obtained in the school office or on the school website.

St. Edward School will not administer over the counter medication to students unless it is provided by the parent/guardian.

## 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 and completing the appropriate Health Update online. For students diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider designating specific prescribed medication.

## Authorization of Consent to Treat Minor

I/We, the Parent(s)/Guardian(s) listed below, are the \_\_\_ parent(s) / \_\_\_ guardian(s) of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend the School, the Catholic Diocese of Nashville, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

## **Emergency Transport of Student**

In the event that a student must be transported for emergency medical care and parents cannot be contacted, a school staff member must accompany the student and stay with the student until a parent is present.

## **First Aid**

First aid is always administered for two primary reasons. The first concern is to recognize and provide immediate basic support for serious life-threatening illnesses or injury. The second is to prevent infection and further illness. First aid is intended to make sure the student is safe and as comfortable as possible until professional medical care can be obtained. For minor wounds, the American Red Cross only recommends mild soap and water. Major wounds requiring medical attention do not need to be cleansed, but immediate medical care must be sought.

## **Illness**

The following directives come to us from the State Health Department, Office of School Health. As a licensed state school, we are obliged to uphold these guidelines. Parents are not to send their child to school if he/she has any of the following:

- Fever: Temperature above 100 degrees F (taken by mouth) without the use of fever reducing medication
- Diarrhea
- Vomiting
- Rash: Covering entire body

When your child has these symptoms, he/she must stay home the following school day. The child needs to be without symptoms for a full 24 hours before returning to school.

If your child has:

- Strep Throat: Students must be on antibiotic therapy for at least 24 hours and not have a fever over 100 degrees F, without the use of fever reducing medication.
- Communicable Disease: If your child has chickenpox, mumps, measles, or rash all over their body, he/she must stay home until you have a note from a health care provider stating your child is not contagious and may return to school.

Signs your child may be getting sick and may need to stay home include: Excessive coughing, congestion, and/or an upset stomach.

## Lice

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

- The entire class of students and teacher of the child reported with lice will be notified.
- The classroom, and all classrooms used by that class will be cleaned and disinfected.
- Any child found to have lice or nits will be sent home for treatment.
- The siblings of the child with lice or nits will be checked.
- Notice of lice will be sent home to all families in that classroom.
- The student must be nit-free in order to return to school.

Metro Health Department will check child/children free of charge.

## Vaccinations

In compliance with Rule 1200-14-01-.29 from the Tennessee Department of Health regarding Communicable and Environmental Diseases, St. Edward School must obtain proof of adequate immunizations prior to admitting a child. It is the duty of the school to enforce this regulation.

# Academics

## Grades

All teachers input student grades electronically. Parents can access their information, children's grades, and print report cards on-line through the FACTS Family Portal. Although grades are viewable at any time, progress reports will be emailed to parents each Sunday.

For each subject area, grades will consist of both formative and summative assessments. Grading in specials classes will combine skill, effort, and participation.

**PreK and Kindergarten** will begin to receive progress reports and report cards during the second quarter, after Fall Break. The following codes will be utilized to provide academic progress information.

**M** Met Objective      **P** Acceptable Progress      **I** Improvement/Practice Needed

In **1<sup>st</sup> and 2<sup>nd</sup> grades**, the following codes are used to describe academic progress and conduct.

**E** Excellent (90-100)    **G** Good (80-89)    **S** Satisfactory (70-79)    **U** Unsatisfactory (69 and below)

In **grades 3 – 8**, grades are communicated using the following scales. In addition, each core content subject area grade (Religion, Math, Literature, English, Science, and Social Studies) will consist of two weighted categories. Assessments (tests, quizzes, projects, presentations, papers) will be weighted 60% of a student's overall grade, and Student Practice (classwork, homework, study guides, etc.) will be weighted 40% of a student's overall grade. **A yearly average of below 70 in two or more core subjects will constitute a parent meeting with teachers and administration to determine appropriate interventions and to discuss summer school and/or retention.**

Letter Grade	Numeric Grade	Explanation
A	90-100	Superior knowledge and use of skills and subject matter; Thoroughness in daily work; Worthwhile contribution to class discussions; Ability to arrive at valid conclusions; Consistently high test grades.
B	80-89	Good knowledge and application of skills and subject matter; Thoroughness in required work; Worthwhile contribution to class discussions; Independence in preparing work; Above average test grades.
C	70-79	Adequate knowledge of subject matter; Completion of required work; Participation in class discussions; Ordinary development in attitudes and study habits; Average test grades.
F	Below 70	Unsatisfactory knowledge of subject matter; Assignments unacceptable; inadequate participation in class; below 70 in test grades.

## Conduct/effort codes in grades 3 – 8:

**E** Excellent    **G** Good    **S** Satisfactory    **U** Unsatisfactory

Teacher observation, PowerSchool/Kickboard data, and office referrals will be used to determine conduct grades.

## Homework

Homework is an integral part of your child's education. In most cases, the purpose is to independently practice skills learned during the day, complete work started during the day, or work on projects with the assistance of family. Listed below is an estimate of time that your child should allow for homework. If you are not seeing your child do homework, or your child takes significantly more time than what is suggested here, please contact your child's teacher.

- **Grades K, 1, 2**                      **10 - 30 minutes**
- **Grades 3, 4, 5**                      **30 - 60 minutes**
- **Grades 6, 7, 8**                      **60 - 90 minutes**

## Honor Roll

Students in grades five 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 an overall average of 93 on the quarter report card, with no one subject grade below 90.**
- **Honor Roll: Students must earn an overall average of an 86 on the quarter report card, with no one subject grade below an 80.**

End of year Principal's List and Honor Roll will be determined by the end of year averages.

- **Principal's List: Students must earn an overall end of year average of 93, with no one grade below 90.**
- **Honor Roll: Students must earn an overall end of year average of 86, with no one grade below 80.**

## Curriculum

It is the responsibility of the principal to see that the goals and objectives of the school are effectively implemented by the staff through the organization of the curriculum, the learning climate, and the learning experiences that provide for the development of each student.

The curriculum shall be in accordance with the Diocese of Nashville Catholic Schools Office and with the specific guidelines for each subject area. Any significant departure from the directives and guidelines requires explicit written permission from the Superintendent of Catholic Schools.

St. Edward School follows the Diocese of Nashville Curriculum. This guide aligns the Diocesan objectives with standards set by national professional organizations. The curriculum includes Religion, Literature, English (including spelling, vocabulary, writing, and handwriting), Mathematics, Social Studies, Science, Art, Music, Physical Education, and Technology.

## Religion

Religion is paramount in our curriculum. Religious values are integrated in all subject areas. In addition to the Religious Life previously mentioned, all grade levels, K-8, utilize the **Sophia Institute**, *Spirit of Truth* curriculum.

## Pre-Kindergarten

Our program provides a systematic approach to teaching the core curriculum and skills at the appropriate levels for 3- and 4-year-olds. Curriculums include Heggerty's Phonemic Awareness and Foundations phonics program. A special emphasis of each year is on your child's spiritual, social, emotional, intellectual and physical development. In addition, specialized teachers instruct music, physical education, art, library, and *Catechesis of the Good Shepherd*.

## Kindergarten-3<sup>rd</sup> Grade

These grades involve self-contained classroom teaching. Specialized teachers instruct music, physical education, art, technology, and library. The following curriculum and resources are utilized during the presentation of core content.

- Phonics and Reading-Fundations and University of Pittsburgh Institute for Learning Units English-*Grammar Workshop* by Sadlier (grades 2-3)
- Mathematics-*Eureka Math*
- Science-Mystery Science
- Social Studies-CORE Knowledge (1<sup>st</sup> and 2<sup>nd</sup> Grades will pilot the Catholic Textbook Project)

## 4<sup>th</sup> and 5<sup>th</sup> Grades

These grades are assigned to a primary homeroom teacher who will also serve as your child's religion teacher. The other four core subjects will be departmentalized to ensure students receive quality instruction in all basic areas. Students will have one teacher for ELA/Social Studies and a different teacher for Math/Science. Specialized teachers instruct music, choir, band, physical education, art, technology, and library. The following curriculum and resources are utilized during the presentation of core content.

- Literature-Short stories, excerpts, novel studies, and *University of Pittsburgh IFL Units*
- English-*Grammar Workshop* by Sadlier
- Mathematics-*Eureka Math*
- Science-Mystery Science
- Social Studies-*Catholic Textbook Project History Series*

## Junior High (6<sup>th</sup>-8<sup>th</sup> Grades)

Our departmental system enables students to receive quality instruction from highly qualified teachers in all areas. Specialized teachers instruct choir, band, physical education, art, technology, theater, and digital media. The following curriculum and resources are utilized during the presentation of core content.

- Literature-Short stories, excerpts, novel studies, and *University of Pittsburgh IFL Units*
- English-*Grammar Workshop* by Sadlier; *Vocab Workshop* by Sadlier
- Mathematics-Maneuvering in the Middle
- Science-Catholic Textbook Project **Novare** Science
- Social Studies-*Catholic Textbook Project History Series*

## **Music**

A specialized music teacher conducts weekly music classes for grades PK3 – 4th grade. All students **are required** to participate in music concerts (i.e. Grandparents Day, Evening of the Arts, Christmas programs, etc.) during the year as part of their performance grade.

## **Band/Choir**

Students in grades 5-8 may elect to participate in either the instrumental music program or the choir program. Band and choir members will be responsible for completing the required weekly practice schedules and participating in scheduled band/choir concerts. Parents are responsible for providing the required instruments and concert attire to participate in the band/choir program.

## **Art**

Instruction in visual arts is provided by a specialized teacher to grades PreK3 – 5<sup>th</sup> grade. Beginning in 6<sup>th</sup> grade, students may select **Advanced Art** as an elective class. Our visual arts curriculum focuses on creative exploration/expression using various art elements and mediums. The art program also fosters an appreciation of both master artists and peer student artwork.

## **Physical Education and Health**

The PE program (Grades PreK3-8<sup>th</sup>) includes general fitness instruction from a specialized teacher, sports with skill development, lead-up games and rules, strategies and good sportsmanship. PE is a required part of the curriculum; therefore, students must participate unless a doctor's note is provided. All excuses from PE must be approved by the nurse.

## **Technology**

Students in Grades K-8 will have digital citizenship, coding, Microsoft Office training, digital media, and other technology/discovery lessons. Students in Grades K-5 will receive this instruction as a part of the Specials rotation classes. Grades 6-8 will receive this instruction integrated into the core content areas. In addition, students in grades 6-8 may elect to take a separate Digital Media class as an elective.

## **Library**

The library is a quiet space for reading, studying, and reference work. Therefore, it is expected that students properly conduct themselves. Students are given regular opportunities to visit the library to check out/return books, study, and/or gather information. Fines are assessed for lost or damaged library books.

## **Book Reconsideration Policy**

We strive to include various genres with literary merit and interest which reflect our Catholic teachings. After due process at the local school level (teacher, librarian, principal), challenges might include a diocesan review of the request for challenge OR this might include a diocesan review of the reconsideration policy.

## Promotion/Retention

Each child should be considered individually. Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year.

Promotion to the next grade will be conditioned upon the following:

- a) A passing grade in major subjects (Math, English, Reading, Science, Social Studies, and Religion) as indicated on the final report card.
- b) Failure in one of the major subjects for the year will require summer school or tutoring in that subject as a condition of promotion.
- c) Failure in two or more major subjects will be grounds for retention based on an evaluation by the principal and department/grade teacher, subject to the procedures below.

Close communication with parents will be maintained to provide the proper support and reinforcement needed by the child. Parent/teacher conferences will be offered in October to discuss student progress and concerns. St. Edward School will also issue "Notices of Concern" in January for any student who may be in danger of retention and/or separating from the school due to academics, attendance, and/or behavior.

## Student Support Services

Student Support Services exist to provide help for students with academic, emotional, and behavioral needs. Students may be referred by parents or classroom teachers. Following is a list of some of the supports offered:

### Academic Support

- Title I  
Academic support is available in reading and math for eligible students. To qualify, students must be referred by their teacher as performing below grade level. Parents may also make referrals. In addition, students must meet the eligibility requirements for Title I services, as defined by the MNPS Federal Programs Department. Title I support is offered within the school day. It is not to replace core instruction with a student's primary teacher. This program is financed by federal grant funds.
- Learning Services  
Additional academic support is offered to K-8 students by qualified educators employed by St. Edward School. Our interventionist works with students in small groups to address learning gaps and concerns. If a learning disability is suspected, a student may be referred to work with our Learning Specialist either in a small group or one-on-one.
- Afterschool Tutoring  
The After School Tutoring provides free tutoring sessions for students in grades 1-8, conducted twice a week, with each session lasting for one hour. This policy aims to ensure a productive and positive learning environment promoting academic growth and learning skills development.

- **Additional Support**  
Individual classroom teachers, particularly in junior-high, may offer academic support or enrichment for students in their classrooms. Support is flexible and based on teachers' schedules.
- **Student Progress Meetings**  
Teachers meet four times during the school year to review and monitor student progress. When needed, a plan is put in place which provides support strategies for staff, parents, and students. Plans are monitored throughout the academic year.
- **Student Support Plans**  
If a parent or teacher suspects that a child might have learning differences (ADHD, dyslexia, autism, learning disability, etc.), our team can work together to create a Student Support Plan. For this, **we do require that the family pursue a full psychoeducational evaluation and share the results with us.** We want to gather as much information as possible about the learning needs of the child. The Student Support Plan allows us to provide accommodations and interventions that the child might need. However, some learning differences cannot be accommodated by our staff, and we will work with the family to find a better school fit for the child, if we cannot meet his/her needs.

#### **Social, Emotional, and Behavioral Support**

- **School Counselor**  
St. Edward School employs a school counselor for three days a week. The goal is to enhance the social emotional skills of students. This will be facilitated through classroom lessons, small groups, "lunch bunches," and individual sessions. The school administrator, faculty, a student, or a student's parent can request these services. A student may be seen once without parent's permission for urgent reasons. Subsequent individual sessions require parent permission. Forms are available in the counselor's mailbox in the school office. Parental involvement in the counseling process is encouraged.

Should a student require ongoing clinical counseling services beyond 4-5 sessions, the student will be referred to outside services. The school counseling program is not intended to provide long-term individual counseling.

- **Growing with God**  
Developed to meet the needs of dioceses, parishes, schools, parents, and children, ***Growing with GOD: Safe and Sacred™*** is a multi-faceted, innovative K – 8 child safety and family life program that is solidly grounded through Church teachings and the Catholic faith. This practical and systematic approach to child safety and social and emotional development is based on the belief that protecting children from abuse is the shared mission of families, churches, and communities. Children are empowered to respond to troubling and potentially dangerous situations using the strategies and techniques they are taught as part of the program and to see themselves as children of God, inherently deserving of respect and care.
- **Theology of the Body**  
As part of our Confirmation curriculum in 8<sup>th</sup> grade, we share the gift of *Theology of the Body* with

our students. This four-session class is a partnership with parents to facilitate conversations around topics that are difficult to discuss, such as worthiness, abstinence, trends and statistics, dating, relationships, the gift of marriage, and differences in the sexes. The approach of the class is very engaging and follows the teachings of the church. **Parents will be required to attend an orientation prior to the start of this curriculum with the students.**

# Behavior

At St. Edward School, we believe that our job is to teach, and this applies to more than academics. Starting in PreK, we are teaching our children “how to do school.” Our diverse population of students has a diverse set of needs-spiritually, academically, socially, emotionally, and behaviorally. It’s our job to teach our expectations in all these areas and hold our students accountable to our expectations. We do this through a tiered system of support.

We hold students to high behavior expectations to provide a positive school culture for all. The approach to behavior will be positive and restorative in nature. St. Edward School uses an online behavior management point system. Students can earn points for positive behaviors and lose points for negative behaviors. Behavior problems will be dealt with individually, and consequences are progressive. The age of the child and the nature of the offense will be taken into consideration when correction is necessary.

“Catholic education integrally forms all aspects of students’ physical, moral, spiritual, and intellectual development, teaching them responsibility and the right use of freedom and preparing them to fulfill God’s calling in this world so as to attain the eternal kingdom in the next.”

To establish a system of consistent expectations and consequences, we have adopted a set of school-wide behavior expectations for all students and staff. In addition, each teacher has established a classroom behavior management system that is appropriate for the age of their students. These behavior plans are a guideline to support teachers in teaching, not disciplining, students. If behavior is considered more severe it may advance to a higher-level consequence. These behavior plans will be communicated to parents from the classroom teachers.

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

## Discipline

There are times when students choose to violate the guidelines of Christian behavior in a serious manner. Because all possible actions cannot be itemized, St. Edward Administration reserves the right to take alternative actions regarding a particular conduct violation, when needed.

The following behaviors will not be tolerated and will result in detention, suspension, or expulsion.

- Misuse of technology
- Academic dishonesty
- Bullying
- Fighting
- Threats
- Other extreme behavior (stealing, profanity, etc.)

**Discipline for students in PreK-3rd Grade**

Age-appropriate discipline policies will be adopted at each grade level and will be published during the first week of school by the classroom teacher. Students can earn points and rewards throughout the year. Students may also lose points for negative behaviors.

Inappropriate and unacceptable behaviors are documented in our behavior management system and corrective action according to the behavior management system will occur. These measures could include the following:

- Conference with student and/or parent
- "Time-out" in the office.
- Lunch detention
- In-school suspension for a ½ day or full day
- Suspension or expulsion

**Discipline for students in 4<sup>th</sup>-8<sup>th</sup> Grades**

<p style="text-align: center;"><b><u>Level One Behaviors</u></b></p> <p style="text-align: center;">Class Disruption Discourteous/Unkind Homework Missing or Incomplete Speaking Out of Turn Off Task Not Following Directions Tardy to Class Uniform Violation Unprepared for Class Inappropriate Behavior at Lunch</p>	<p style="text-align: center;"><b><u>Level One/Two Consequences: Lunch or Afterschool Detention</u></b></p> <ul style="list-style-type: none"> <li>• <b>Three or More Level Ones in a Day</b></li> <li>• <b>Multiple Level Ones and Level Twos in a Week</b></li> </ul> <p>Lunch detention will be served for the first 3 weeks of these combination offenses.</p> <p>The 4<sup>th</sup> offense could result in afterschool detention or in-school suspension.</p> <p>Depending on frequency and severity, students will progress through the following consequences for repetitive Level One and/or Two behaviors.</p> <ul style="list-style-type: none"> <li>• <b>in-school suspension</b></li> <li>• <b>out-of-school suspension</b></li> <li>• <b>may result in expulsion for these level one and two behaviors</b></li> </ul>
<p style="text-align: center;"><b><u>Level Two Behaviors</u></b></p> <p style="text-align: center;">Destruction of Property/Class Materials Horseplay/Hands on Peer Inappropriate Behavior at Lunch Inappropriate Language Disrespect to a Peer Repeated Disregard for Instructions Repeated Class Disruptions Minor Tech AUP Inappropriate Mass Behavior Leaving Class without Permission Dishonesty</p>	

<u>Level Three Behaviors</u>	<u>Level Three Consequences</u>
<p style="text-align: center;">           Bullying            Technology Violation            Cheating/Academic Dishonesty            Major Destruction of Property            Major Disrespect to Peer            Disrespect to an Adult            Fighting            Profanity            Stealing            Threats         </p>	<p>Level Three behaviors could receive any of the following consequences, depending on situation, behavior history, and severity.</p> <ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• In-school suspension for a ½ day or full day</li> <li>• Afterschool detention</li> <li>• Suspension or expulsion</li> </ul>

**Schoolwide Rules**



Be Re**S**pectful

Be Pr**A**yerful

Be Respons**I**ble

Be Ki**N**d to Others

Be a **T**eam Player

Be **S**afe

## Anti-Bullying/Harassment Policy

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy. St. Edward School views bullying as unchristian behavior, and it will not be tolerated.

Our goal at St. Edward School is to keep students safe, help students learn, and teach students to respect one another. For this to occur, all members of the St. Edward School community must treat one another with respect.

### Bullying

Based on the *Olweus Bullying Prevention Program*, the definition of bullying is:

***Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person. This can occur through physical action, social/ relational, verbally, or through cyberspace.***

We will hold all students accountable to the following 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.**

Nothing in this policy requires the *affected* student to possess a characteristic that is a perceived basis for harassment, intimidation, or bullying, or another distinguishing characteristic, for example, the color of hair or skin, dress, demeanor, wearing glasses, etc.

### Types of Bullying and Example Behaviors

Behavior
<b>Physical:</b> including, but not limited to, hitting, kicking, pushing, slapping, spitting, tripping, and engaging in physical acts or gestures that demean or humiliate.
<b>Social/Relational:</b> including, but not limited to, using peer pressure and manipulation to isolate, exclude and hurt another by ignoring or shunning a particular student
<b>Verbal:</b> including, but not limited to, teasing, name calling, mockery, taunting, put downs, gossiping, threatening, and spreading rumors.
<b>Cyber Bullying/Online Threats:</b> including, but not limited to, inappropriate messages, emails, instant messages, posts on web sites, or digital videos or pictures over the phone or internet.

Counseling and corrective discipline by the principal and/or referral to law enforcement, when necessary, will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

The anti-bullying policy of St. Edward School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

- Isolated or initial incidents, which do not constitute bullying, will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
- Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
- In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
- The principal, assistant principal, or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of the incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
- If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.
- The consequences for bullying will vary depending on the situation but may include writing letters of apology, detention, suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, the anti-bullying policy requires the following:

**Teachers of St. Edward students are expected to:**

- Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
- Give their students opportunities to role-play and practice the strategies taught to avoid bullying, to stand up for themselves, and to report incidents.
- Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the classroom teacher's guidance.
- Have a method for students to report bullying and to leave messages discreetly and anonymously for the counselor or teacher's attention.
- Teachers will take every incident reported by the students seriously. Student reports will not be dismissed as tattling. The teacher will determine if the report is unfounded or if further action should be taken.

**Parents of St. Edward students are expected to:**

- Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to Principal or teacher in charge as outlined in grievance procedures of the school handbook.
- Understand and support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.

**Students of St. Edward School should:**

- Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of any Catholic school student.
- Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending St. Edward School.

**Harassment**

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti, printed material, or computer generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

**Reports of Bullying, Harassment, or other Threatening Behavior**

Reports of bullying, harassment, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair the administrator's ability to investigate and address prohibited conduct.

**Sexual Harassment**

The school believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer, or visitor. The school treats sexual harassment seriously and considers the full range of disciplinary options up to and including expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and to stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, volunteer, or visitor. A student that believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the principal. If the principal is the subject of the complaint, the student must bring the matter to the attention of the Pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from their parents in writing their complaint. Notice of the alleged harassment is not official unless it is put in writing and delivered to the appropriate party for investigation. Once the

principal or pastor receives a written complaint, it is investigated immediately. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances and the context of the alleged incidents are taken into consideration. In addition, the alleged harasser and his/her parents are called for a conference regarding the alleged activity. A prompt determination is rendered by the investigating authority and corrective action or disciplinary measures, if warranted, are imposed promptly. If the complaining student is not satisfied with the findings, then an appeal may be made to the Office of Catholic Schools of the Diocese of Nashville. Retaliation against the complaining student is not allowed. A student's complaint and the ensuing investigation remain confidential.

Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions.

- Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online.
- Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, posting pictures, cartoons, posters, or any other type of electronic messaging.

## Cell Phones and Electronic Devices

Cell phones, smart watches, and all other electronic devices **are not allowed** at school unless under the direct supervision of school personnel. This includes Before-Care and After-Care. If a parent feels it is important for their child to carry an electronic device, it is the responsibility of that family and not the school. If students carry a device, it must be put away in backpack, and turned off while students are in school, After-Care, or in any after school activities. The school will not be responsible for any personal electronic devices.

School personnel may confiscate a cell phone if it is seen or heard at school.

- **1st infraction: Warning from teacher**
- **2nd infraction: 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 the device.**
- **3rd infraction: Device will be confiscated by the teacher and turned into the school office. The student's parents will have to meet with the principal to retrieve the device.**
- **Additional infractions could result in detention, suspension, and/or expulsion**

## Drug/Alcohol Policy

The following policy relates to activities before, during or after school hours. The St. Edward School Policy indicates the following:

- **Narcotics, alcoholic beverages, tobacco, drugs, and counterfeit or look-alike drugs are not allowed.**
- **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 student shall not buy, sell, transfer, or use any drug, medication, inhalant, or other substance which can be taken internally.**

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

## Internet/Social Media Issues

The use of technology can have a positive impact on the educational process. Components of technology can also have negative or potentially dangerous side effects. It is impossible to list every potential negative area associated with internet use and/or the popularity of social media websites. The following paragraphs serve only as a sampling of issues.

Violations of the policies and procedures of St. Edward School concerning the use of technology and networks are very serious and will have appropriate consequences. The inappropriate handling of equipment or inappropriate posting of information relating to the school, students, or school personnel on outside internet sites such as, but not limited to: Facebook, Instagram, Twitter, TikTok, Snapchat, or YouTube, will result in disciplinary action. The creation of false identities related to the school, students, or school personnel on outside internet sites such as, but not limited to: Facebook, Instagram, Twitter, TikTok, Snapchat, or YouTube, will result in expulsion.

The inappropriate posting of information, gossip, or slander relating to the school, students, or school personnel on outside internet sites such as, but not limited to: Facebook, Instagram, Twitter, TikTok, Snapchat, YouTube, or by way of the whole school, grade level, or individual class by parents, will result in the immediate dismissal of those parents' child(ren).

## Plagiarism

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

Plagiarism is an act of fraud, and it involves stealing someone else's work.

All of the following are considered plagiarism, and this refers to both print and digital work:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not
- Using artificial intelligence to complete assignments

It is unacceptable for a student to plagiarize at St. Edward School.

## Probation

At the sole discretion of the principal, a student may be placed on probation for conduct that, in the principal's judgment, merits probation. Such conduct may take place on campus or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to probation before more severe disciplinary action is taken, up to and including separation from the school. When a student is placed on probation and when the chief administrator deems it appropriate, the following procedure will be implemented by the principal or designee:

- a) A formal probation must be approved by the principal or designee.
- b) A conference with parents, student, and principal shall be held.
- c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
- d) A written record of student probation shall be kept for reference should more serious action become necessary at a later time. Efforts should be made to assist the student through constructive counseling to forestall further sanctions.

## Suspension

At the sole discretion of the principal, a student may be placed on suspension from 1-3 days for conduct that, in the principal's judgment, merits suspension. Such conduct may take place on campus or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to suspension before more severe disciplinary action is taken, up to and including separation from the school.

Official suspension may include any of the below-listed examples. However, this list is not intended to be all-inclusive.

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up for the loss of class time.

## Telecommunications Use Agreement

Telecommunications Use Agreement, adapted from NCEA's publication from the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all my work with computers while attending St. Edward School:

I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school.

I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CDs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

The use of the internet must be in support of education and research consistent with the educational objectives of the school. Faculty using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use social networking sites for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Faculty may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The faculty is responsible for not pursuing material that could be considered offensive.

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek

financial restitution for any damage caused by a student or faculty member. The system administrators will deem what is inappropriate use, and their decision is final. The administration of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above may be cause for termination.

## **Weapons**

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

# Uniform Policy

All uniform clothing items may be purchased from Max & Alice Uniform Store.

<b>Girls</b>	
<b>PreK</b>	<p><u>Required:</u></p> <ul style="list-style-type: none"> <li>• Solid green pique (polo) dress</li> <li>• Shoes: Solid white or solid black tennis shoes; White/black Keds brand saddle oxford</li> </ul> <p><u>Recommended:</u></p> <ul style="list-style-type: none"> <li>• Long-sleeved white t-shirt or turtleneck (to wear under dress in cooler months)</li> <li>• Khaki shorts, skort, pants for Friday Spiritwear Days (if you choose to participate)</li> </ul>
<b>K-4th Grades</b>	<p><u>Required:</u></p> <ul style="list-style-type: none"> <li>• Plaid jumper</li> <li>• White, peter-pan collared shirt (no logo)</li> <li>• Shoes: Solid white or solid black tennis shoes</li> </ul> <p><u>Recommended:</u></p> <ul style="list-style-type: none"> <li>• Khaki shorts, skort, pants for Friday Spiritwear Days (if you choose to participate)</li> </ul>
<b>5<sup>th</sup>-7<sup>th</sup> Grades</b>	<ul style="list-style-type: none"> <li>• White Oxford with logo (long or short-sleeved)</li> <li>• Plaid skirt (NO SKORT; may wear skirt with sewn-in shorts)</li> <li>• Shoes: Solid white or solid black tennis shoes</li> </ul>
<b>8<sup>th</sup> Grade</b>	<ul style="list-style-type: none"> <li>• White Oxford with logo (long or short-sleeved)</li> <li>• Plaid skirt (NO SKORT; may wear skirt with sewn-in shorts)</li> <li>• Shoes: Solid white or solid black tennis shoes</li> <li>• Shoes: In addition to the shoe option above, 8<sup>th</sup> grade may also wear SAHARA ONLY Sperry Original Boat Shoe</li> <li>• Light, natural looking make-up may be worn</li> </ul>

*\*\*The administration has the right to determine the appropriateness of clothing that is questioned by faculty/staff. Principal discretion will be used as final decision on clothing.\*\**

Reminders:

- Shirts must be appropriately sized (not too big or too small) and be tucked in.
- Only the peter-pan collar may be worn under jumpers.
- Solid white turtlenecks or solid white t-shirts may be worn underneath uniform shirts.
- Skirts and jumpers must be in good repair.
- Skirt length in front and back should be no more than 3 inches from the floor while kneeling.
- Black or navy “bike” shorts must be worn underneath the pique dress, jumpers, and skirts.

- Girls in grades PreK-4<sup>th</sup> may want a pair of Khaki shorts, a skort, and/or Khaki pants for Spiritwear Days on Fridays.
- Pants and shorts must be the correct uniform color, not too light or too dark.
- No cargo pants or cargo shorts on Spiritwear Days.
- Elastic waist shorts/pants only allowed in PreK-K.
- Khaki shorts are NOT allowed on Spiritwear Days from November 1 to March 31.

#### Other Accessories:

- Socks: Plain, WHITE Crew-Length or Knee Socks (ankle and no-show socks are not allowed)
- Sock Exception: Altar Servers Must Wear Black Crew-Length Socks and Black Shoes on Mass Days.
- BLACK Tights or Leggings UNDER Socks (optional during cool weather months)
- Jewelry: (optional)
  - Earrings must be studs and only one pair allowed
  - A slim chain with a cross or religious medal
  - One watch (no “smart” watches allowed, including Fitbits)
- No tattoos, drawings, or writings on the skin
- ALL HAIR ACCESSORIES must be solid Navy, Black, White, Uniform Plaid, or Uniform Colors (This includes rubberbands, bows, beads, headbands, barrettes, etc.)
- No “extreme” hair styles or hair color
- Nail Polish is not allowed
- Make-up is not allowed, except for 8<sup>th</sup> Grade
- Hats are not allowed

#### Outerwear, Jackets, and Hats

- For indoors, must have school logo: Green pullover sweatshirt, green cardigan, or green quarter-zip fleece or sweatshirt (the green full-zip and the grey quarter-zip are no longer allowed indoors)
- For outdoors ONLY: Jackets, hoodies, coats, gloves, and toboggans, for cool weather months

### **Out of Uniform Guidelines for Girls:**

- On a student’s birthday, she may come out of uniform. However, if the birthday falls on a school Mass day, then the student may come out of uniform on the day before or after, or the student may change clothes after Mass.
- Girls may wear casual clothes that are **modest** and in good repair.
  - Skirts, dresses, and shorts must be 3 inches or less from the ground when kneeling.
  - Dresses and shirts must have sleeves and cover the shoulders, demonstrate a modest neckline, and not be too tight or expose the midriff.
  - Pants and shorts must fit appropriately and not be too tight; Pants and shorts cannot be frayed/“cut-off” and cannot have holes, rips, tears, or writing on them.
  - **Leggings and jeggings cannot be worn as pants.**
  - Clothing which promotes alcohol or other drug use is not allowed; clothing cannot bear profane, obscene, or vulgar messages or symbols.
  - Athletic shorts (no “bike” shorts are allowed) are only allowed on athletic days, such as Field Day, Saints Ultimate Challenge, etc.) These may also be worn under skirts on PE days.
  - Shoes should have a rubber bottom and be appropriate for PE and recess. No open toes/heels.

<b>Boys</b>	
<b>PreK and Kindergarten</b>	<ul style="list-style-type: none"> <li>• Green polo with logo (long or short-sleeved)</li> <li>• Twill khaki pants or shorts (may have elastic waist)</li> <li>• Shorts are NOT allowed from November 1-March 31</li> <li>• Belts are optional</li> <li>• Shoes: Solid white or solid black tennis shoes</li> </ul>
<b>1<sup>st</sup>-4<sup>th</sup> Grades</b>	<ul style="list-style-type: none"> <li>• Green polo with logo (long or short-sleeved)</li> <li>• Twill khaki pants or shorts (NO ELASTIC WAIST)</li> <li>• Solid black or solid brown/khaki belt</li> <li>• Shorts are NOT allowed from November 1-March 31</li> <li>• Shoes: Solid white or solid black tennis shoes</li> </ul>
<b>5<sup>th</sup>-7<sup>th</sup> Grades</b>	<ul style="list-style-type: none"> <li>• White Oxford with logo (long or short-sleeved)</li> <li>• Twill khaki pants or shorts</li> <li>• Solid black or solid brown/khaki belt</li> <li>• Shorts are NOT allowed from November 1-March 31</li> <li>• Shoes: Solid white or solid black tennis shoes</li> </ul>
<b>8<sup>th</sup> Grade</b>	<ul style="list-style-type: none"> <li>• White Oxford with logo (long or short-sleeved)</li> <li>• Uniform Tie (every day)</li> <li>• Twill khaki pants or shorts</li> <li>• Solid black or solid brown/khaki belt</li> <li>• Shorts are NOT allowed from November 1-March 31</li> <li>• Shoes: Solid white or solid black tennis shoes</li> <li>• Shoes: In addition to the shoe option above, 8<sup>th</sup> grade may also wear SAHARA ONLY Sperry Original Boat Shoe</li> </ul>

*\*\*The administration has the right to determine the appropriateness of clothing that is questioned by faculty/staff. Principal discretion will be used as final decision on clothing.\*\**

**Reminders:**

- Shirts must be appropriately sized (not too big or too small) and be tucked in.
- Solid white turtlenecks or solid white t-shirts may be worn underneath uniform shirts.
- **8<sup>th</sup> Grade boys are required to wear a white oxford with logo and UNIFORM TIE every day.**
- Pants and shorts must be in good repair and fit appropriately at the waist.
- Belt is required in grades 1<sup>st</sup>-8<sup>th</sup>.
- Pants and shorts must be the correct uniform color, not too light or too dark.
- No cargo pants or cargo shorts.
- Elastic waist pants are only allowed in PreK-K.
- Shorts are NOT allowed from November 1 to March 31.

### Other Accessories:

- Socks: Plain, White Crew-Length (ankle and no-show socks are not allowed)
- Sock Exception: Altar Servers Must Wear Black Crew-Length Socks and Black Shoes on Mass Days.
- Jewelry: (optional)
  - A slim chain with a cross or religious medal
  - One watch (no “smart” watches allowed, including Fitbits)
- No tattoos, drawings, or writings on the skin
- Hair should be trimmed above the eyebrows, collar, and ears. It should be groomed and clean.
- No “extreme” hair styles or hair color; Shaved designs and mohawks are not allowed.
- Facial hair is not allowed.
- Hats are not allowed.

### Outerwear, Jackets, and Hats

- For indoors, must have school logo: Green pullover sweatshirt, green cardigan, or green quarter-zip fleece or sweatshirt (the green full-zip and the grey quarter-zip are no longer allowed indoors)
- For outdoors ONLY: Jackets, hoodies, coats, gloves, and toboggans, for cool weather months

## **Out of Uniform Guidelines for Boys:**

- On a student’s birthday, he may come out of uniform. However, if the birthday falls on a school Mass day, then the student may come out of uniform on the day before or after, or the student may change clothes after Mass.
- Boys may wear casual clothes that are modest and in good repair.
  - Shirts must have sleeves and cannot be a tank top.
  - Shirts cannot be too tight or expose the mid-riff.
  - Pants and shorts must fit appropriately at the waist and not be too tight or too loose/sagging.
  - Pants and shorts cannot be frayed/“cut-off” and cannot have holes, rips, tears, or writing on them.
  - Clothing which promotes alcohol or other drug use is not allowed; clothing cannot bear profane, obscene, or vulgar messages or symbols.
  - Shoes should have a rubber bottom and be appropriate for PE and recess. No open toes/heels.

**Each student should remember that when wearing the St. Edward uniform off campus, he/she is a representative of the school, and his/her behavior should reflect our expectations.**

## Diocesan Welcome Statement

St. Edward School welcomes all families and students desiring a Catholic education. As a Roman Catholic school in the Diocese of Nashville, we joyfully exercise our responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church (CCC)*. It is possible, though, that some parents, guardians, and non-Catholic persons whose religious practices and beliefs do not coincide fully with Church teaching, may experience conflict as we promote and instruct these teachings, particularly as they relate to same-sex attraction and gender dysphoria.

St. Edward School seeks to partner with parents to assist the child, especially when matters of this nature arise. We, therefore, commit to guiding the family to pastoral care and supports. While questions about the practices of the Catholic faith to understand them more deeply are welcome, purposeful disruption to the school community, public defiance and challenge of Catholic truths or morality would indicate a student, parent, or guardian is no longer a partner in our evangelical mission and thus, may be denied admission or may be asked to leave the school.

## Technology and Device Use Policy

### Purpose

St. Edward Church and School's purpose is to partner with families and community to cultivate a foundation in our students that is rooted in Catholic beliefs, knowledge, and righteousness. This technology policy outlines St. Edward School users' responsibilities, acceptable use, and safety information.

It is important that St. Edward Church and School stakeholders follow these guidelines for all technology and internet use. Technology use at St. Edward Church and School deems it necessary to understand the policies listed below concerning the use of computers, internet, and social media. St. Edward Church and School works to ensure the physical and emotional safety of all students and to monitor behavior that negatively affects students or reflects poorly on the values of our school. We ask all stakeholders to support this policy, review it with their child, and monitor technology usage. St. Edward Church and School value and understand the impact and privilege of having technology.

### Responsibilities of St. Edward Church and School

St. Edward recognizes that technology and its integration in all school programs and operations are integral in educating the whole child. The school will allocate resources to maintain and upgrade the school's technology systems. Technology systems include, but are not limited to, computer equipment, software, operating systems, network infrastructure, storage media, network accounts, technical support, IT training, professional development, and IT human resources. These provisions will also support technology integration under the framework of current technology standards provided by the state, diocese, and other independent school associations.

St. Edward will make every effort to enlighten and protect your child by teaching him/her proper use of technology and the Internet through Digital Citizenship and Digital Literacy.

This shall include but not be limited to:

- Education on online privacy, safety, and security.
- Rights of all students to equal access to Internet and technology.
- Understanding of the existence of and reason for copyright laws and fair use policies.
- Documentation of research sources found on the Internet.
- Identification and vetting of appropriate Internet sites.

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

## **Responsibilities 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.
- Support and participate in technology training and digital citizenship outreach programs offered by the school to St. Edward parents.

## **Responsibilities of Students**

Failure to abide by student responsibilities will result in consequences, which may result in a student's loss of all computer privileges for the remainder of the academic year and possible expulsion from school.

- Respect the rights of other students and faculty to equal use of the Internet and technology.
- Share 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.
- All students shall participate in a digital citizenship and internet safety program integrated in the school's instructional program.
- On school computers, only use GOOGLE as search engines, unless otherwise requested by the teacher.
- Follow St. Edward School's instruction as to appropriate use of technology and the Internet.
- Students shall comply with applicable copyright laws and fair use policy in the use of media and materials.
- Use SES technology equipment carefully, and with respect.
- 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.

- 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.
- The internet and social media are St. Edward School's connection with the world. Be a good representative of St. Edward School to the world.
- While working on a group project in school, any "back-channeling" or "in-app chats" must be appropriate and related to the project.
- When online or on social media, refrain from the use of the following: bullying, intimidation, foul language, sexually explicit language or images, the use of threats of physical harm, sexual or other harassment, stalking, forgery, fraud, generally offensive conduct, or any criminal activity.
- Any bragging about "exploits" on the internet or in the use of SES technology will be assumed to be truthful, and the student will have technology use suspended or limited.
- Electronic devices may not be used on campus by students unless under direct supervision of a teacher. No cell phone use in aftercare is allowed. If students carry a device, it must be put away in backpack, and turned off while students are in school, aftercare or in any after-school activities. The school will not be responsible for any personal electronic devices.

## Other Restrictions for the General Use of School Devices

The following activities are restricted:

- 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 network without the permission of the Information Technology Director.
- Involving the name, logo and pictures of St. Edward Church and School in an inappropriate manner in social networking sites such as Facebook, Instagram, Twitter, etc. and video sharing sites such as YouTube, Instagram, Facebook, etc.

**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.**

## Progressive Technology Management and Device Guidelines

### St. Edward School PK-8 Digital Citizenship and Digital Literacy

*Note: Teachers, Staff, Parents, and Students will be given orientation, training, and discussions on the school's mission, discipline policy, and Technology Acceptable Use Policy (AUP). References are made to state and diocese technology standards and 21<sup>st</sup> century skills (4 C's – creativity, communication, collaboration, and critical thinking).*

Digital Citizenship and Digital Literacy	DEGREE OF INFRACTION MILD	DEGREE OF INFRACTION MODERATE	DEGREE OF INFRACTION SEVERE	CONCRETE EXAMPLES (not limited to the following)
<b>Respect and Responsibility for <u>ONESELF</u></b>	Occasional lack of choosing best practices regarding online behavior and appropriate strategies for personal online/internet safety	Frequent lack of choosing best practices regarding online behavior and appropriate strategies for personal online/internet safety	Total lack of choosing best practices regarding online behavior and appropriate strategies for personal online/internet safety	<ul style="list-style-type: none"> <li>• Accessing inappropriate, unrelated, or malicious web sites during instructional time or in between class transitions</li> <li>• Improper or unauthorized use of technology as a productivity tool (Microsoft365 apps, Google Workspace, and school related apps or sites)</li> <li>• Inappropriate use of technology as a communication and collaboration tool</li> <li>• Staying off task during technology integrated schoolwork</li> <li>• Not practicing personal online safety and privacy measures as directed</li> <li>• Disregard of copyright laws for media and materials (includes plagiarism – Artificial Intelligence agent use) as related to public domain and fair use in all school tasks or projects</li> <li>• Inappropriate use of technology including social media resulting in forms of cyberbullying, profanity towards others, slander, or disrespect towards authority</li> </ul>
<b>Respect and Responsibility for <u>OTHERS</u></b>	Occasional lack of following online behavior guidelines, norms, protocols, or policies for interactions with others in a digital environment	Frequent lack of following online behavior guidelines, norms, protocols, or policies for interactions with others in a digital environment	Total lack of following online behavior guidelines, norms, protocols, or policies for interactions with others in a digital environment	<ul style="list-style-type: none"> <li>• Influencing or accessing inappropriate, unrelated, or malicious web sites including social media during instructional time or in between class transitions with others</li> <li>• Improper or unauthorized use of technology as a productivity tool with others (Microsoft365 apps, and Google Workspace)</li> <li>• Inappropriate use of technology as a communication and collaboration tool towards/with others</li> <li>• Staying off task or keeping others from staying on task during technology integrated school tasks</li> <li>• Not practicing personal online safety and privacy measures as directed towards/with others</li> <li>• Disregard for copyright laws for media and materials (includes plagiarism – Artificial Intelligence agent use) as related to public domain and fair use in all school tasks or projects</li> <li>• Inappropriate use of technology including social media resulting in forms of cyberbullying, profanity towards others, slander, or disrespect towards authority</li> </ul>

<p><b>Respect and Responsibility for <u>PROPERTY</u></b> Technology devices such as PC desktops, Chromebooks, iPad, smart phones, smart watches, Kindles, Nooks, peripherals, and other similar devices including physical areas providing internet access around the school</p>	<p>Occasional lack of following guidelines, policies, norms for digital property and its use. Including lack of understanding of laws about copyright, intellectual property, safety, and privacy</p>	<p>Frequent lack of following guidelines, policies, norms for digital property and its use. Including lack of understanding of laws about copyright, intellectual property, safety, and privacy</p>	<p>Total lack of following guidelines, policies, norms for digital property and its use. Including lack of understanding of laws about copyright, intellectual property, safety, and privacy</p>	<ul style="list-style-type: none"> <li>• Deliberate action resulting in damaging school technology devices or vandalism of technology areas</li> <li>• Inappropriate use of devices for purposes of cyberbullying, harassing, or causing damage to the St. Edward’s reputation resulting from inappropriate messages, emails, instant messages, posts on social media/web sites, or digital pictures or videos</li> <li>• Tampering with school devices/equipment/hardware or installed software/applications including other network components</li> <li>• Use of any hacking software and other network causing congestion or malicious online activity (streaming, broadcasts, emails, games, social networks)</li> <li>• Failure to maintain or care for assigned devices as prescribed through school policy or AUP (student issued emails are from school use only)</li> </ul>
<p><b>ADDITIONAL GUIDELINES FOR UPPER GRADES</b></p>	<p><b>DEGREE OF INFRACTION MILD</b></p>	<p><b>DEGREE OF INFRACTION MODERATE</b></p>	<p><b>DEGREE OF INFRACTION SEVERE</b></p>	<p><b>NOTE</b></p>
<p><b>Corresponding Consequences for infractions adapted from Student Handbook School Discipline Policy and Kickboard</b></p>	<p><b>Kickboard pts+ restorative/ corrective actions including parent notification</b></p>	<p><b>Kickboard pts+ restorative/ corrective actions including parent notification</b>  <b>May result in a Detention or Suspension</b></p>	<p><b>Kickboard pts + restorative/ corrective actions including parent notification</b>  <b>May result in a Detention, Suspension, or Expulsion</b></p>	<p><b>Rubric subject to change. Administration/Principal reserves the right to investigate and recommend courses of action.</b></p> <p><b>Please refer to St. Edward School, Parent, and Student’s responsibilities as stated in Parent Student Handbook - Technology Policy and AUP Policy.</b></p> <p><b>Conduct reports will be available via the PowerSchool/Kickboard Family Portal. Conduct grades for the 9-week period will be on the report card (refer to the Parent-Student Handbook).</b></p>

# Appendix

## St. Edward School – Schoolwide Behavior Expectations

<b>St. Edward School - Expected Student Behaviors</b>			
<b>Arrival</b>	<b>Dismissal</b>	<b>Hallways</b>	<b>Restroom</b>
<ul style="list-style-type: none"> <li>• Bring a positive attitude</li> <li>• Smile and greet teachers and adults</li> <li>• Be polite as I arrive and walk to class</li> <li>• Treat others how I want to be treated</li> <li>• Use inside voice</li> <li>• Come prepared for the school day and ready to learn</li> <li>• Follow directions promptly</li> <li>• Arrive on time</li> <li>• Take care of myself</li> <li>• Enter through front doors and main stairwell</li> <li>• Go directly to the appropriate place when I arrive</li> <li>• Follow hallway procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and quiet during dismissal</li> <li>• Treat others how I want to be treated</li> <li>• Avoid talking when an adult is talking</li> <li>• Use inside voice</li> <li>• Quietly listen to afternoon prayer, announcements, and car rider #s</li> <li>• Follow directions promptly</li> <li>• Have all necessary items with me when I leave</li> <li>• Stay in my dismissal area or with my group</li> <li>• Follow hallway procedures</li> <li>• Go directly to my dismissal area</li> <li>• Wait in the correct area</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and other objects to myself</li> <li>• Stay in my place in line</li> <li>• Walk quietly and orderly in the hallway</li> <li>• Line up in line order</li> <li>• Stay with my class and/or partner when in the hallways</li> <li>• Keep the halls clean-pick up any trash or objects I see</li> <li>• Always walk</li> <li>• Stay on the right side of hallways and stairs</li> <li>• Use handrails on stairs</li> <li>• Take one step at a time</li> </ul> <p>Junior High:</p> <ul style="list-style-type: none"> <li>• Use only the main staircase</li> <li>• Use an appropriate volume level at lockers</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for my turn</li> <li>• Help keep the restroom neat and clean</li> <li>• Respect others' privacy</li> <li>• Respect the facility</li> <li>• Wait patiently and quietly</li> <li>• Flush after use</li> <li>• Clean up after myself</li> <li>• Be responsible with soap, water, and paper</li> <li>• Return to class promptly</li> <li>• Show self-control</li> <li>• Wash my hands with soap</li> <li>• Report any problems</li> <li>• Refrain from horseplay</li> <li>• Place only toilet paper in the toilets, no other items</li> </ul>

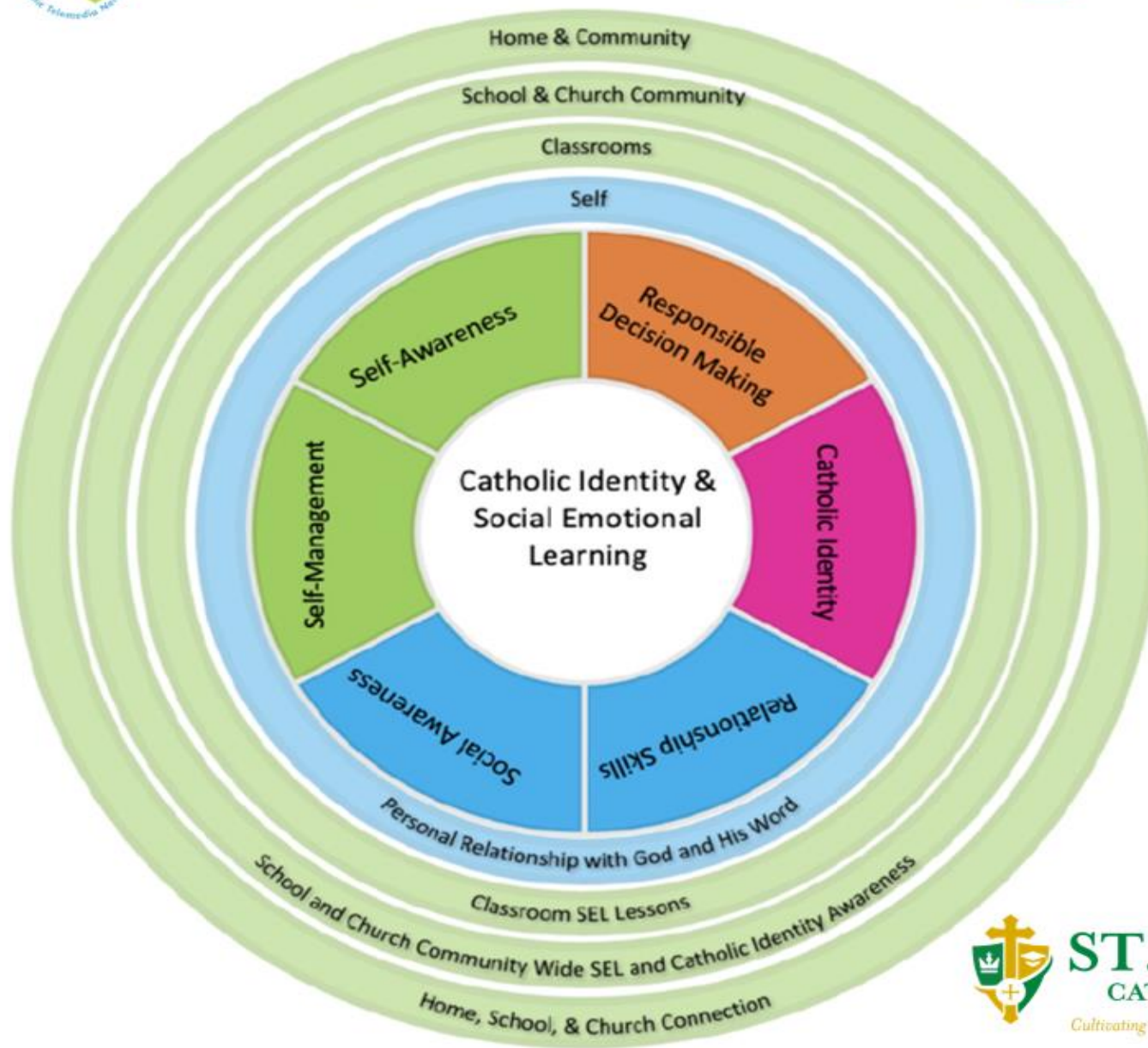
## St. Edward School - Expected Student Behaviors

<b>Assemblies</b>	<b>Church</b>	<b>Outside</b>	<b>Cafeteria</b>
<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Keep feet and hands to self</li> <li>• Enter gymnasium quietly</li> <li>• Stay quiet during presentation</li> <li>• Listen and focus on presenter</li> <li>• Follow directions the first time</li> <li>• Line up promptly and orderly</li> <li>• Show self-control</li> <li>• Sit in designated area</li> <li>• If on the floor, sit crisscross applesauce, on your bottom</li> <li>• If on the bleachers, sit on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly and orderly</li> <li>• Genuflect as you enter and exit the pew</li> <li>• Place kneeler down as you enter the pew and leave until Mass is over (except PreK-K)</li> <li>• Sit up straight, on my bottom, with hands and feet to myself</li> <li>• Listen and focus on Jesus, the priest, readers, and singers</li> <li>• Kneel appropriately</li> <li>• Actively participate by singing and reciting prayers/responses</li> <li>• Consume the Eucharist in the presence of the Eucharist Minister</li> <li>• Show self-control</li> <li>• Sit in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment &amp; play areas with others</li> <li>• Include others in play</li> <li>• Use kind actions &amp; words</li> <li>• Demonstrate good sportsmanship</li> <li>• Listen to ALL adults</li> <li>• Line up promptly &amp; orderly when called</li> <li>• Put trash in trash can</li> <li>• Pick up litter</li> <li>• Use the restroom before going outside</li> <li>• Bring in balls/toys/etc.</li> <li>• Avoid climbing trees and playing with rocks, sticks, grass, etc.</li> <li>• Use equipment as instructed by staff</li> <li>• Stay within play area boundaries &amp; away from fences</li> <li>• Watch out for others playing</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand for help</li> <li>• Use kind words</li> <li>• Use an inside voice</li> <li>• Speak only with those sitting near me</li> <li>• Use table manners</li> <li>• Follow instructions the first time</li> <li>• Get what I need before going to my seat</li> <li>• Sit at assigned table(s)</li> <li>• Eat promptly (eat first, then talk quietly)</li> <li>• Clean up after myself</li> <li>• Line up promptly and orderly</li> <li>• Stay seated in my seat on my bottom</li> <li>• Eat only my own food</li> </ul>



# Social Emotional Learning & Catholic Identity Wheel

More information on the Collaborative for Academic, Social, and Emotional Learning can be found here: [CASEL](#)



## **Parent Signature Pages**

## Technology Acceptable Use Policy (AUP)

It is important that parents and students read, discuss, and understand the policies listed below concerning the use of computers, internet, and social media. St. Edward School partners with parents to ensure the physical and emotional safety of all students and to monitor behavior that negatively affects students or reflects poorly on the values of our school. We ask parents to support this policy, review it with their child and monitor technology usage. At St. Edward School, we strive to instill values that students always carry with them. Students are expected to follow this policy both in and out of school.

### Responsibility of Students:

Failure to abide by student responsibilities will result in consequences, which may result in students' loss of all computer privileges for the remainder of the academic year and possible expulsion from school.

- On school computers, only use BING or GOOGLE as search engines. The school subscribes to BING for schools, which offers filtered searching, in turn providing a safer experience for our students.
- Follow St. Edward School's instruction as to appropriate use of technology and the internet.
- Use SES technology equipment carefully, and with respect.
- 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.
- 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.
- The internet and social media are St. Edward School's connection with the world. Be a good representative of St. Edward School to the world.
- While working on a group project in school, any "back-channeling" or "in-app chats" must be appropriate and related to the project being worked on.
- When online or on social media, refrain from the use of the following: bullying, intimidation, foul language, sexually explicit language or images, the use of threats of physical harm, sexual or other harassment, stalking, forgery, fraud, generally offensive conduct, or any criminal activity.
- Any bragging about "exploits" on the internet or in the use of SES technology will be assumed to be truthful and the student will have technology use suspended or limited.
- Electronic devices may not be used on campus by students unless under direct supervision of a teacher. No cell phone use in aftercare is allowed. If students carry a device, it must be put away in backpack, and turned off while students are in school, aftercare or in any after-school activities. *The school will not be responsible for any personal electronic devices.*

Your signature and that of your child will indicate your agreement with the statements above. We understand the rules and guidelines contained in this policy concerning appropriate and acceptable use of technology. We also understand the restrictions as outlined in this policy and the importance of adhering to them.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Enrollment Agreement

I/We am/are the natural parent(s) or managing conservator(s) of the student listed below and have the legal authority to enroll Student in the school. Having considered all the facts, I/we believe that enrolling Student in the school for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the school community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the school community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the school at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the school handbook regarding School's right to recover attorneys' fees incurred because of Student or family misconduct and custody and related legal matters. I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals' information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## Parent Consent and Release Form

**\*\*Please note, checking the “OPT OUT” box will remove your child(ren) from participation in described activity. Only check the “OPT OUT” box if that is your intention.**

The school offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The school believes that parents, students, and the school community are best served when parents and students together determine the range of activities that are appropriate for a particular student’s participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student’s participation, and students and parents should sign where indicated below for each activity.

**Student Name(s):** \_\_\_\_\_

**Athletics: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student’s participation in school-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the student conduct expectations set forth in the handbook and understand that Student’s continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic or otherwise.

**Parent(s) initials:** \_\_\_\_\_ **\*\*OPT OUT:**

**Transportation to/from Athletics: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student’s use of parent provided transportation to and from all school-sponsored athletic activities described above. I/we have read and discussed with Student the conduct expectations set forth in the handbook and understand that Student’s continued use of parent provided transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

**Parent(s) initials:** \_\_\_\_\_ **\*\*OPT OUT:**

**Extra-curricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student’s participation in school-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the handbook and understand that Student’s continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any school-sponsored activity, whether academic, extracurricular or otherwise.

**Parent(s) initials:** \_\_\_\_\_ **\*\*OPT OUT:**

**Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student’s use of parent provided transportation to and from all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the handbook and understand that Student’s continued use of parent provided transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

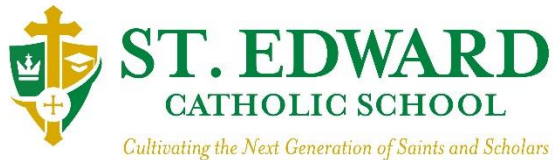
**Parent(s) initials:** \_\_\_\_\_ **\*\*OPT OUT:**

**Video/Image Release:** I/we understand that, from time to time, photographs and video images are taken of students, individually and as a class, for use in school yearbooks, promotional and marketing materials, the school website, and similar publications. Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the school the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student, for the following purposes: individual student and class pictures; school or diocesan promotional, marketing, or organizational publications (e.g., yearbook, school, or diocesan publications); and for use on the school website. I authorize the school to publish such photographs, images, and video in any manner and medium, to alter the same without restriction, and to copyright the same.

<b>Parent(s) initials:</b>	<b>**OPT OUT:</b> <input type="checkbox"/>
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## Release and Indemnification

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Nashville, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnitee harmless from and against any and all costs, expenses, attorney’s fees, claims, damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above.



## St. Edward Parent/Student Handbook Agreement Signature Page 2026-2027

By my signature below, I agree that I will comply and will require the student(s) listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student(s)'s continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name(s) (print): \_\_\_\_\_

School Name (print): \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School year: \_\_\_\_\_

Date: \_\_\_\_\_