

**ST. ED  ARD**  
**School**

**A NATIONAL BLUE RIBBON  
SCHOOL OF EXCELLENCE**

**PARENT/STUDENT  
HANDBOOK**

Revised 2017

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## **Preface**

St. Edward School is part of the Diocese of Cleveland School System and as such is under the direction of the Diocesan School Board and the Pastor of St. Edward Parish. In as much as there are specific policies and regulations established by all the above, this manual has been prepared to acquaint parents with these policies and regulations which help St. Edward School function. This manual has been approved and is accepted as the official school manual. The list of rules and regulations might not cover every situation. The policies that follow are intended to provide only a framework. Other situations may arise in the course of a school year that require special attention. These situations will be dealt with as the need arises. Parents and students are asked to abide by the rules and regulations as stated in this handbook for ready reference.

## **Mission Statement**

St. Edward Catholic School, a National Blue Ribbon School of Excellence, is a part of St. Edward Parish. St. Edward School welcomes and serves families of all faiths in Ashland and the surrounding counties. We challenge our school family to glorify God through academic excellence, leadership, and service to others as we continue to grow in our faith and live the Gospel message.

## **St. Edward School Belief Statements:**

1. We believe the purpose of Catholic education is to offer an enriched Catholic faith-based education which teaches the Gospel values across all curricula and fosters continual academic and spiritual growth. We educate the whole student, nurturing the mind, body, spirit, and soul of the child.
2. We believe Catholic schools are academic centers that integrate the highest quality of education for all students in a context infused with Gospel values and a demand for excellence. We believe the faculty should continually challenge each student's potential in all content areas of study.
3. We believe that instruction is derived from the curriculum guidelines and incorporates various methods of teaching based on learning styles, multiple intelligences, and individual abilities.
4. We believe that the strong curriculum from the Diocese of Cleveland is crucial because it provides the basic foundation for all learning in the school. Implementation of said curriculum allows for school-wide continuity in all subject areas.
5. We believe assessment should be multifaceted and based on curriculum guidelines and teacher enhancement. We believe that a variety of assessment formats should be implemented to enable students with various learning styles and capabilities to succeed within the classroom.

6. We believe that continuous improvement requires education, willingness, and the desire to make overall improvements in student learning.
7. We believe that the administration/teachers are leaders for overall continuous improvement. Leadership branches out from within bringing parents/students into a workable fold. We are continually looking to give purpose to change and demonstrating the capacity to adapt and realign. We are constantly working to strengthen our partnership with the parish to foster continued support.

## **Philosophy**

The philosophy of St. Edward School is to provide a warm, happy, and creative atmosphere for learning and fostering love of God, self, and others. The foundation of this atmosphere rests on discipline.

The philosophy of Catholic education is essentially a Christian way of life. To be a Christian means to be a follower of Jesus Christ. We must realize that Catholic education is more personally concerned with learning to live and accepting of self. This is a challenge because it must be learned. We accept God as the beginning and the end of life, Christ as the center of our life, and the “Good News” as the source guiding our lives through the Holy Spirit.

We, as Christian educators, believe that the major purpose of the Catholic school is to educate the whole person in the relationship of the total family community. Within the school community, teachers must be prepared to create an atmosphere enlivened by the gospel spirit of freedom and charity, based on the wholeness of human knowledge and culture through the teachings of Christ. (Our curriculum is imbued with the spirit and message of the Church.)

## **Goals**

1. To strive to teach social justice concepts and provide opportunities for service that will develop the student’s sense of responsibility and critical thinking.
2. To provide students with the opportunity for growth in prayer.
3. To provide students instruction in religious truths and values in such a way that they become an integrated part of the school program.
4. To develop a faculty and staff who by their presence and teaching express and communicate the gospel message of Jesus.
5. To provide opportunities to build and experience a faith community.
6. To prepare young people to live in and care for our world now and in the future.
7. To develop a faculty and staff who by their presence and teaching express an integrated approach to learning and living their lives.
8. To provide an academic program and environment conducive to the optimal development of each student.

## **Admission Policies**

### *Non-Discriminatory Statement*

In the Catholic school, there can be no discrimination on the basis of race, sex, national origin, religion, and medical and/or handicapping condition. Handicapped children will be accepted, if with reasonable accommodation on the part of the school, the handicapped person can be accommodated.

If there is reasonable doubt as to whether we can assist your child in our Catholic Education framework, given the home as the first and foremost teacher and given the fact the parents full cooperation is essential, we will selectively refuse admission to the school. The Pastor has the final say, but he relies heavily on the Principal in this matter. Those who clearly fall within the criteria for acceptance have a tacit right to expect that their voluntary payment for a selective education is carefully as well as fairly guarded. This policy is fair to all, considering those who are refused, will be better served by a different set of standards.

### *Admission Procedures*

New students applying for admission to St. Edward School must present evidence of satisfactory conduct and achievement for a particular grade. An assessment may be acquired to ascertain the ability level of each new student. (Previous records are usually sufficient.) Applications for admission are available on the school web site. Parents new to the school must make an appointment to meet with the principal prior to completing the registration form. A physical examination and all necessary immunizations are required for entrance into kindergarten. New students in other grades must present necessary immunization records.

Students entering kindergarten and first grade are subject to the screening process which takes place in the spring prior to the year of entry. The principal and screening team may recommend excluding from admission to kindergarten those pupils who are unprepared for regular class work or those who do not indicate the readiness needed for the all day program at St. Edward School. Birth certificates must be presented at the time of registration. Baptismal certificates also need to be on file for Catholic students.

### *Age Requirements*

All kindergarten students must be five years old before June 1<sup>st</sup> prior to entering and all first grade students must be 6 years old by June 1<sup>st</sup>. We will look at students with who turn five in June on a individual basis provided they have successfully completed our kindergarten readiness program. The final decision will be up to the preschool teacher, the kindergarten teacher, and the principal.

### *Registration*

Parents must complete the registration form for their children each year. A nonrefundable registration fee of \$125.00 is due yearly for each child. The registration fee is a separate materials fee and diocesan assessment that is due at the time of registration. Registration for current students begins during Catholic Schools Week. Registration for incoming students is held in March, however new students may also register with current students. Parents new to the school must make an appointment to meet with the principal prior to completing the registration form.

### *Transfers/Withdrawals*

If you should move during or after the school year please inform the principal of the planned date of withdrawal/transfer. You will need to sign a records release form at your child's new school to allow our records to be transferred. Records will be transferred when all fees are paid and only upon request of the new school and only by mail. Parents wishing to transfer students to St. Edward School must complete a records release form at St. Edward School. The administration will send it to the school the child is currently enrolled in and the records will be mailed from that school to St. Edward School. A student who withdraws from the school during the school year must return all school property and have all accounts and fees paid in full before records are forwarded to the next school.

Once a student registers at St. Edward School a spot has been reserved for him/her and that tuition amount has been added to the budget. Therefore, this is the policy: once a student begins a semester the parents are responsible for paying for the semester (tuition for half the year). Exceptions will be made when the parents' work requires the family to move, and it is no longer possible to attend the school.

### *Tuition/Fees*

Because our expenses exceed our tuition income, we must pay close attention to the basic rates charged for matriculation here. Parishioner rates are charged to any family that is registered, uses an envelope for their offering, and participates in parish activities. When it is determined that the above provisions are not met, non-parishioner rates will be charged. Commensurate with the rate of inflation, the Finance Commission will determine, annually, the rate of increase in the tuition rates.

#### 2017 – 2018 Tuition One Child

Parishioner - \$2925.00*	Third child or more	\$2775.00 each
Non-Parishioner - \$3925.00*	Third child or more	\$3775.00 each

\*Tuition amounts are subject to change.

**NOTE; OUR LOW TUITION IS CONSISTENT WITH OUR PHILOSOPHY.....  
A CATHOLIC EDUCATION FOR EVERYONE AT AN AFFORDABLE COST. THIS  
CERTAINLY ASSUMES THAT YOU GIVE YOUR VERY BEST EFFORT OF SUPPORT,  
FINANCIAL, OR PARTICIPATION IN ACTIVITIES FOR FUNDRAISING. EVEN WHEN  
YOU DO ALL YOU CAN, THE FEE IS VERY REASONABLE AND SUBSIDIZED BY THE  
PARISH CHURCH. NONPARISHIONERS ARE TOTALLY WELCOME HERE AND WE  
OFFER YOU OUR BEST. YOU TOO, NON-PARISHIONER, ARE SUBSIDIZED BEYOND  
YOUR HIGHER TUITION RATE.**

### *School Payment Program*

We collect tuition money each May for the following year. A payment plan is available through F.A.C.T.S. Each family is allowed the full amount of the tuition through Tuition F.A.C.T.S., to be paid in ten monthly payments. The school is notified when payments are delinquent and accounts are terminated.

### *Non-Affordability Clause*

If a family is unable to pay the full amount of tuition, a request is made through the principal to apply for tuition assistance.

## **Academics**

### ***Accreditation***

*St. Edward School is fully accredited through the Ohio Catholic School Accrediting Association.*

### ***National Blue Ribbon School of Excellence***

St. Edward School has received the National Blue Ribbon Award for high performing schools. The National Blue Ribbon Program is a part of the U.S. Department of Education's effort to identify and disseminate knowledge about best school leadership and teaching practices. The national Blue Ribbon Program honors public and non-public elementary, middle and high schools whose students achieve at very high levels or have made significant progress and helped close gaps in achievement.

St. Edward School is receiving the Blue Ribbon Award for being a high performing school. The program sets a standard of excellence for all schools striving for the highest level of achievement. St. Edward School has consistently integrated current technology into the curriculum, maintained high academic standards, and had a strong emphasis on faith development including community service.

### ***Curriculum***

St. Edward School follows the curriculum of the Cleveland Diocese in compliance with state requirements. It includes sequential programs of learning in religion, language arts (spelling, vocabulary, reading, penmanship), mathematics, social studies, science, Spanish, technology, music, art, and physical education.

### ***Religion for Non-Catholics***

St. Edward School is a Catholic School whose very reason for being is to further the message of Christ. Non-Catholic students who attend St. Edward are required to pray with the class, to attend Mass, to take religion courses (meeting academic standards of the course) and to promote the general moral and spiritual climate of the school. However, we never engage in any proselytizing, but hope only to encourage others in their faith.

### ***Library***

The library is open all day, every day, for the use of students and teachers. Each student uses the library at least one class period per week. Extra time may be taken for research work. Story time is held for the younger children. Books, which are lost due to carelessness of the borrower, must be replaced.

### ***Auxiliary Services***

Funding provides us with the services for multifaceted evaluations and speech therapy, as needed and a full time tutor (remedial/gifted teacher) to the extent that we have sufficient funds. Referrals for testing must be made by the teacher and parent in consultation. Auxiliary funds are available, but are very restrictive as to how we may use this money.

*Daily Schedule*

- 7:30 a.m. - Cafeteria open to incoming students. (Staff member present.)
- 7:45 a.m. - Pupils go to homeroom.
- 7:55 a.m. - Classes begin
- 11:05 – 11:50 - Lunch and recess \* Grades kindergarten – 2<sup>nd</sup>
- 11:30 – 12:10 - Lunch and recess \* Grades 3<sup>rd</sup> – 5<sup>th</sup>
- 11:50 – 12:30 - Lunch and recess \* Grades 6<sup>th</sup> – 8<sup>th</sup>
- 2:45 - dismissal of all students

*Homework*

Homework is valuable for additional practice and for the mental discipline it affects. Parents should see that the child has a suitable atmosphere in which to study. Parents can help the child, but are cautioned against giving too much help thus destroying the spirit of independence, which is so necessary in scholastic training.

The time allotment for homework is based upon the ability of the average child. The following are suggested time allotments as given by the Diocesan School Office: Primary grades – 20 minutes, Intermediate grades – 60 minutes. Grades 7 and 8 – 1 ½ hours. You may call the school and request assignments if your child is absent or check for posted assignments on Progress Book.

*Grading System*

A	=	93 – 100%	A+	100, 99, 98
			A	97, 96, 95
			A-	94, 93
B	=	85 – 92%	B+	92, 91, 90
			B	89, 88, 87
			B-	86, 85
C	=	77 – 84%	C+	84, 83, 82
			C	81, 80, 79
			C-	78, 77, 76
D	=	70 – 76%	D+	76, 75
			D	74, 73, 72
			D-	71, 70
F	=	0 – 69%	F	69
O	=	outstanding performance		
S	=	satisfactory		
U	=	unsatisfactory		
N	=	needs improvement		



### *Report Cards/Progress Book*

Report cards are sent home for Grades 1 – 8 four times a year, Kindergarten, two times a year. The report card indicates to the parent, the child's academic growth and development. A marking code is given for each grade level. The teacher generally uses the following standards as guides in making out the report card:

1. Class participation
2. Homework and daily class assignments
3. Assessment
4. Effort

Informative interim reports and class papers are sent home to keep parents in touch with their child's progress. Parents may view their child's progress on Progress Book. Grades are normally updated weekly. Conferences are scheduled twice a year, however, a parent or teacher may request a conference at any time. This promotes parent/teacher cooperation and works in the best interest of the pupil.

### *Promotion/Retention*

Promotion to the next grade is not based on marks alone. The child's age, maturity, intelligence (determined by IQ test), and total achievement are factors that are considered. Parents will be notified by early spring if consideration of retention is advisable. Maturity is an extraordinary factor in providing the greatest possible chance for each child to perform to the best of his/her ability. Another year in kindergarten may be suggested if maturation is an issue. Retention will only occur with full consent of parents. Grouping is an alternative to retention. In some cases grade placement instead of promotion can occur if a student has not mastered the curriculum goals and age appropriate grouping favors the next level.

### *Standardized Testing and Evaluation*

St. Edward's School participates in standardized testing: IOWA Test of Basic Skills is given in the early spring for grades 1, 3, 5, and 7. Evaluation will always be sent home to parents. Such tests are helpful in the education process. However, in classifying and evaluating a student's ability, his/her total classroom performance is considered. National Testing is limited narrowly to academic performance. Be careful when evaluating your child with test results only.

### *Records*

Each student's records are available for viewing by his/her parents. Included in each student's folder will be academic records, health records, and emergency medical forms.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child, when requested by the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## Academic Policies

### *Arrival/Dismissal*

**Arrival** – All students arriving in the morning must report to the cafeteria until the students have been dismissed from the cafeteria. Students arriving after the children are dismissed from the cafeteria should go directly to the classroom.

**Dismissal** - All students waiting for a ride home must stay with their class in the area designated by the classroom teacher. **Parents are asked to park in the bottom lot if a visit is necessary so that traffic can move quickly through the critical pick-up procedure.**

### *Absenteeism*

Attendance at classes is a basic requirement for academic success. Absence detracts from this success and prevents the student from fulfilling an essential condition for earning credit for scholastic work.

The administration checks the absentee rate quarterly. Parents will be notified by the principal when a student has missed 20 days or 10 days in a semester. This may result in the child being placed on medical alert. This means a doctor's excuse will be required for subsequent absences. If there is an excessive problem a consultation may be needed to determine if the child is able to progress to the next grade level. A school may refuse credit to any student who misses 28 days or more. An exception to the above is hospitalization, or an extended illness or injury, and ability to make up work through tutoring or some other type of aid approved by the principal.

By law, a Parent/Legal Guardian must notify the school of a child's absence. **Please call the school office (289-7456) by 8:30 a.m. if your child will be absent from school.** If you do not call by 8:30, the school will make a reasonable attempt to reach the parent/guardian. Parents may also leave messages on the voice mail before or after school hours.

### *Family Vacations/Pull Out*

St. Edward School recognizes the importance of spending time together as a family. We understand that there are situations that do not permit you to vacation during the summer months. Please understand that if your child misses several days of school, all that happens in the classroom throughout the day cannot be duplicated. Because of this, we often see a fall in grades when students miss several days of school. It is not realistic to expect the teacher to have a week or two of work ready before you leave. This takes a great deal of time to put together. Teachers often have to adjust their plans depending on student understanding of concepts and interruptions in the schedule. Because of this, it is not always possible to determine how much material will be covered over a week or two. Therefore, if you choose to pull your child out of school, he/she will need to make up the work when he/she returns.

If you pull your child out of school before our breaks occur (Christmas, Easter, etc), it is not realistic to expect the teacher to have your child's items ready in advance. These items will need to be picked up when you return.

#### *Tardiness*

A student is tardy if he/she is not in the classroom by 8:00 a.m. If the student is continually tardy with no written excuse, the parents are notified and will confer with the principal to try and solve the problem.

#### *Leaving School Grounds*

In order for students to leave school grounds previous arrangements must be made via a note or call to school. This necessity arises when children have doctor appointments or when a parent takes a child out to lunch. Parents must sign students in and out of school at the front desk.

#### *Dismissal for Medical/Dental Appointments:*

If a child has to be excused from the class, the following procedure is to be followed:

1. A note from the parent or phone call is needed prior to the child's dismissal.
2. The parent must pick up the child at the office and sign him/her out.
3. Students must sign in at the office upon return.

#### *Field Trips*

Field trips are taken to enrich the learning experience of the pupils. These are considered a part of the curriculum, but also a privilege. There is usually a fee to cover the basic expenses, mostly transportation. Children may be held back at school if they do not have a permission slip signed by the parent or guardian. In some cases children may also be held back as a behavioral consequence or for incomplete work.

## **Safety/Health/Medical**

#### *Prevention of Sexual Abuse*

To enhance the ongoing efforts of the Diocese to provide training for adults and children in matters of protection from abuse and creation of safe environments, we are pleased to announce that Bishop Lennon has approved the implementation of an additional program to protect all children in the Diocese of Cleveland. *Called To Protect*<sup>™</sup> is a multi-media training program created by Praesidium, a national leader in abuse risk management with more than two decades of experience providing research-based educational programs to organizations.. Our health curriculum is aligned with the "Called to Protect" program and contains the components for the prevention and safety of children in the matters of sexual abuse.

#### *Health Records/Immunizations/Safety Procedures*

Records: The school office keeps health records on file. The law states that all students must be properly immunized or we must deny admission to school. Unless otherwise exempt, all students enrolled for the first time in public or private schools in Ohio beginning August 2010 shall be immunized as follows:

**Diphtheria/Tetanus/Pertussis (DTP, DtaP, DT, Td)** - 5 doses Those who have received 4 doses before their 4<sup>th</sup> birthday must have a 5<sup>th</sup> dose at kindergarten.

**Polio Vaccine** – 4 doses Those who received 3 doses before their 4<sup>th</sup> birthday must receive a 4<sup>th</sup> dose at kindergarten.

**MMR (Measles, Mumps, Rubella)** - 2 doses are required. One dose on or after the first birthday. The second dose at least 28 days after the first dose. The second dose must be received before entering kindergarten.

**Hepatitis B** - 3 doses are required – The second dose 28 days or more after the first. The 3<sup>rd</sup> dose must be 8 weeks from the 2<sup>nd</sup> and at least 16 weeks from the 1<sup>st</sup> dose. The last dose cannot be given before 24 weeks of age.

**Varicella Vaccine** (chicken pox) – Effective for students entering kindergarten as of 2010-2011. Students must have two doses of varicella or a written statement verifying the date they had chicken pox...

### *Health Policies*

**Screenings:** Vision and hearing screening occur yearly in grades K, 1, 3, 5, and 7 on all new students. Other students are screened based on referrals. Initial screenings are conducted in September. The school nurse re-screens any referrals from the initial screening in October. Parents are notified if there is any concern. Scoliosis screening is done in sixth, seventh, and eighth grade.

**First Aid:** The school aims to institute procedures which will protect your child from accidents. If an accident occurs, first aid will be administered; if further medical treatment is necessary, parents will be notified.

**Emergency Forms:** We require an emergency medical form for all children. In event of serious injury, the emergency squad will be called unless we have a written request from you to do otherwise.

**Medications:** St. Edward School has established a policy concerning the administration of medication to children during school.

1. **Prescription Medication:** The medication must be in the original container with the physician's directions. Parents must also send a note giving permission and directions for medications. The medication must be given to the teacher for safe keeping and dispensing... Parents must complete the proper paperwork for students requiring Epi Pens and inhalers. These forms will be updated yearly.
2. **Non-Prescription Medication:** This includes pills, creams, cough drops and ointments. Parents must send a permission slip with directions for dispensing. No medication will be administered without written permission. Telephone permission will not suffice. We ask that you have your child bring any type of medication to the teacher and not keep medication on his/her person or in his/her desk. If the student has any "drug" without following procedure, he or she can be charged with possession of drugs illegally or illegal drugs. Medications will be administered by the teacher as per directions.

3. The diseases spread through blood and body fluids are very real problems. Procedures for handling bloodborne pathogens are in place.

### **Allergies:**

Food allergies are a serious, potentially life threatening issue that some students face. We ask that **all parents** work together to avoid accidental exposure by helping to provide a safe educational environment. We ask that **any snack or treat that is sent in to be shared is nut free.**

If your child does have a food allergy, it is your responsibility to notify the teacher and school nurse. You will be given an action plan that is to be signed by a doctor and updated yearly. Medication will be provided in original container and kept in the nurse's office. If a student is to carry their inhaler, additional paperwork will be filled out and turned in. It is also the responsibility of the family and student to be know what they are allergic to, do not trade or share food with others, and alert the teachers and staff if they have been exposed to any allergen.

It is the school's responsibility to provide the action plan and yearly update paper work for the parents. All staff including cafeteria cook, and after school care provider will be aware of students with allergy concerns, instructed on how to recognize symptoms of allergic reactions, and demonstrate how to administer epi pens and or inhalers.

### **Nutrition:**

**In Accordance with Ohio Senate Bill 210, St. Edward School has adopted a Food and Beverage policy. This policy requires the following:**

- Additional offerings of fruit/vegetables in the coming school year (3/4 to 1 cup vegetable *plus* 1/2 to 1 cup fruit per day).
- Weekly vegetable offerings must include dark green, red/orange, beans/peas (legumes), and starchy offerings.
- Students must take a fruit or vegetable to be a complete meal
- Minimums and maximums established by grade grouping for average daily calories, weekly meat/meat alternate (protein) and grain servings.
- At least 50% grain servings must be whole grain-rich beginning 7/1/2012, going to 100% beginning 7/1/2014.
- Still restricts competitive food sales in the serving/eating areas.

Grades – K – 5

Calories: 550 – 650 (average for 5 school lunches)

Saturated fat: less than 10% of total calories

Meat/meat Alternative: 8-10 oz. per week (minimum of 1 oz. per day)

Grains 8-9 oz. per week (minimum 1 oz. per day) – 50% must have whole grains (100% beginning 7/1/14)  
Fruit: 2 1/2 cups per week (minimum of ½ cup per day)  
Vegetable: 3 ¾ cups per week (minimum ¾ cup per day)  
Milk: 1 cup per day (low fat or fat-free)

Grades 6 – 8

Calories: 600 - 700 (average for 5 school lunches)  
Saturated fat: less than 10% of total calories  
Meat/meal Alternative: 9 -10 oz. per week (minimum of 1 oz. per day)  
Grains 8 - 10 oz. per week (minimum 1 oz. per day) – 50% must have whole grains (100% beginning 7/1/14)  
Fruit: 2 1/2 cups per week (minimum of ½ cup per day)  
Vegetable: 3 ¾ cups per week (minimum ¾ cup per day)  
Milk: 1 cup per day (low fat or fat-free)

### **Morning Drop-off – Safety Procedure**

In order to facilitate the morning drop-off and keep everyone safe, it is important to adhere to the following:

1. Have all your hugs and kisses finished at home so your child can exit the car quickly.
2. Please stay in your vehicle and have your child exit on the **passenger's** side of the car.
3. Once your vehicle has passed the entrance to the church have your child quickly exit your car. This way several cars can be unloading at once.
4. **Stay in the single file lane. Children may not cross the lane of traffic in the morning.** This creates a dangerous situation.
5. **Never put your vehicle in reverse or exit out the Pleasant Street entrance.**

### **No-Idling Policy:**

Unnecessary idling poses a risk to people in the vicinity and to the environment. Exhaust from vehicle engines contributes to human health problems, including lung damage and asthma. Automobile exhaust leads to tropospheric ozone formation, acid rain, and other forms of air pollution. It also releases greenhouse gases to the atmosphere, a major contributor to global climate change.

When drivers arrive to pick up or drop off passengers, they shall turn off their vehicles as soon as possible to reduce idling and harmful emissions. Vehicles shall not be restarted until they are ready to depart and there is a clear path to exit the pick-up or drop-off area. Exceptions include conditions that would compromise passenger safety, such as extreme weather. Cars or buses parked next to the building must have engines turned off to eliminate emissions into the building. If you come to pick up your child during the school day, please refrain from parking on the playground.

## **Safety Drills:**

Fire drills are held monthly and tornado drills in the fall and again in the spring. *Rapid Dismissals and Intruder Drills (A.L.I.C.E.)* are practiced throughout the year. Emergency crisis procedures and the school safety plan have been developed in cooperation with area law professionals, The Ohio department of Education, and Homeland Security. The school is equipped with several security cameras. The camera recording are deleted after nine days.

In the event of bad weather or an emergency during the school day, we will contact local radio stations and send out emails to announce early dismissals or emergency evacuations. **Please do not call the school during these times.** It ties up the lines and hinders us from efficiently dealing with the safety of the children.

## **Dress Code**

***All uniform clothing must match the styles and colors of those available through the uniform company.***

### Standard Uniform

Boys: Navy Blue Pants with Navy Belt

White Oxford Shirt with approved school logo - long- or short-sleeved, tucked in

Grades 2-8: Blue Tie Required, pulled up

Grade K-1: Plain White Polo Shirt or Turtleneck allowed, or with approved school logo, tucked in

Shoes: Dress shoe, or black athletic shoe with some white or white athletic shoe with some black – no high tops or Converse (solid white Converse are permissible)

Socks: White or Navy, must be crew or have a wide band and above the ankle  
Students may also wear - Navy Sweater vest, Navy Blue Cardigan, Navy Fleece, or Gray Sweatshirt with approved school logo

Girls: Navy Blue Pants with Navy Belt; Uniform Skirt or Jumper; Grade K-4, Blue Uniform Skorts allowed

White Oxford Blouse with approved school logo - long- or short-sleeved, tucked in

Rounded Collar White Blouse (blouse will not have school logo because of material), long- or short-sleeved, tucked in. Required with rounded collar

blouse: Navy Sweater vest, Navy Fleece, Navy Blue Cardigan or Gray Sweatshirt with approved school logo (not required if wearing school uniform Jumper)

Shoes: : Dress shoe, or black athletic shoe with some white or white athletic shoe with some black – no high tops or Converse (solid white Converse are permissible)

Socks: White or Navy, must be crew or have wide band and above the ankle, knee socks and white or navy tights are acceptable, hose may be worn in grades 7 & 8

Students may also wear - Navy Sweater vest, Navy Fleece, Navy Blue Cardigan or Gray Sweatshirt with approved school logo

Warm Weather Uniform (Beginning of school through Oct 31, and April 1 to End of School)

Standard Uniform is allowed all year.

Boys and Girls:

Navy Blue “Dress” Shorts with Navy Belt

White Polo with approved school logo tucked in; Girls may wear “banded” polo untucked; Grade K-1 allowed plain white polo without logo

Shoes and Socks as above

Gym Uniform (Gym clothes must be purchased from uniform company, or used uniform sale)

Boys and Girls:

Navy Blue Gym Shorts

T-Shirt with approved school logo

Shoes: Any style, any color

Socks: White, must be crew or have wide band and above the ankle

Sweat suit or Wind suit allowed in cold weather only, plain only

General

- Tight Fitting Pants or Shorts will not be allowed.
- Jewelry and make-up should be minimal.
- Make-up is limited to girls in grade 7 and 8 only.
- No extreme hair styles, bleaching, or coloring.
- No multiple ear piercings and no piercing other than the ears; earrings are limited to girls only.
- No tattoos.
- Only girls may wear fingernail polish, and in light colors only.
- ***The logo is required on the vest, cardigan, fleece, sweatshirt and any uncovered polo, blouse or shirt.***

The judgment of the school administration on appropriateness is final.

**Parents are expected to see that their child wears only dress code items. Please do your job here. It is embarrassing to your child when school personnel have to assume this duty.**

**Uniform variations will occur on picture taking day and on other announced days.**

*Lost and Found Clothing*

Please ask the classroom teacher or secretary regarding lost items. Unclaimed items will be given to the school secretary and eventually placed in the school rummage sale. **Please place your child’s name in all clothing items.**



## Code of Conduct/Discipline Policy

The purpose of discipline in every school is to promote mature self-control, enhance the learning climate and foster respect and care for each other. The staff at St. Edward's agrees that discipline and respect go hand-in-hand and that these values are a necessity in helping each child achieve happy, productive years. Negative or inappropriate behavior is consequence based in this school.

In classroom management, the teachers will always endeavor to be firm, just, consistent, impartial, and display a special sensitivity to the needs of the individual child. Classroom procedures are clearly demonstrated and practiced to minimize any discipline problems. Some measures the teachers will use, when self-discipline is lacking will be a personal interview with the student, removing the student to another classroom for a suitable amount of time, (usually one class period) loss of minor privileges, notification to parents, and sending students to the principal. As to teachers and or principal, corporal punishment may never be used; yelling or loud scolding is also forbidden.

The efforts of the school to have students practice responsible habits of behavior will have no lasting effects without the support of the parents. Parents will be involved as often as needed to correct the discipline situations which occur. The growth and welfare of your child will best be served by working together with the school toward the solution of problems. Education is not only a right, but a privilege and must be guarded by appropriate behavior.

*Inappropriate School Behavior* (includes but is not limited to)

1. Fighting
2. Profane language
3. Throwing snowballs
4. Destroying school property, others property or own
5. Theft
6. Use of vulgar or obscene gestures
7. Leaving school without permission
8. Treating faculty or peers with disrespect
9. Possession, distribution or use of tobacco, alcohol, illegal narcotics, or dangerous articles that can be used as weapons
10. Failure to obey room rules
11. Violation of teacher instruction/school policy regarding use of computers
12. Frequent tardiness
13. Threat to do harm to self or another person
14. Harassment, intimidation, or bullying behavior by any student/school personnel in St. Edward School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school

personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

#### *Possible Consequences for Major Offenses*

The teacher and principal will discuss the incident with the student. At this time all parties are given the right to discuss their actions. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion.

The student may be removed from the classroom for the remainder of the day or given a suspension. Loss of the privilege of attending field trips may also be a consequence.

Parents will be contacted by phone or in writing. A conference including the teacher/principal/parent and possibly student will be scheduled to have the child return to school.

If a student commits a second serious infraction, a longer suspension (up to one week) will be enforced. Beyond a second time will result in a discussion among Pastor, Principal, and Parents as to whether the child is suited for St. Edward's School environment.

#### *Cell Phones*

Students may not use cell phones on school grounds or at school related functions. If your child needs to have a cell phone before or after school for safety reasons, it must remain turned off and put away in his/her backpack. If any problem arises with the phone, your child will be required to check it at the front desk. *\* If there is reasonable concern that a cell phone has been used inappropriately, the school reserves the right to confiscate the phone and examine the contents. The phone will not be returned until the misconduct has been verified or disproved.* The same would apply to any other devices (iPods, cameras, etc..)

#### *Electronic Devices*

Electronic devices that play music or videos will not be permitted at school. It is not possible for the school to control what is being downloaded onto these before they come into the building. Therefore we do not know what type of language and subject matter the students are sharing with each other.

*Internet Safety*

All students and parents are required to read and abide by the internet safety policy if the student is to use the computers at school. The school may address issues involving computer use outside of school in the following situations:

- other students are put at risk or bullied
- students, school personnel, or school related resources are slandered
- photos from school activities are used inappropriately.

**PHOTO RELEASE AND AUTHORIZATION**

I (We) the parent(s) and/or guardian(s) of my (our) minor child

\_\_\_\_\_, age \_\_\_\_\_, do hereby consent and authorize the release, publication, dissemination, distribution, use, and/or reproduction of any and all photographs taken of my (our) daughter/son during her/his enrollment at \_\_\_\_\_ School by an employee, agent or representative of The Diocese of Cleveland/Office of Catholic Education or independent contractor. This Release and Authorization acknowledges that all photographic proofs, photographic negatives, positives, and prints shall constitute the property of The Diocese of Cleveland/Office of Catholic Education and may be used by The Diocese of Cleveland/Office of Catholic Education for any purpose determined at its discretion, including but not limited to development/fundraising and promotional publications, without further notice or any compensation to me or to my daughter/son.

\_\_\_\_\_  
Parent(s) and or Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minor Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Updated 11/2/00*

**Student**  
**Acceptable Use Policy**  
**St. Edward School**  
**Diocese of Cleveland**

**St. Edward School** (the “School”) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy (“Policy”) is intended to minimize the likelihood of such harm by educating the School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (collectively, “System”) are any configuration of hardware and/or software. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school’s electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the District’s computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The system is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users as appropriate.
  - e. Get appropriate pre-approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.

- b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. All personally-owned telecommunication devices must be registered with [title/name] prior to use.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or

stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, devices, laptops, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy - User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

**STUDENT USER AGREEMENT / PARENT PERMISSION FORM**  
**Both Signatures Required**

By signing below, I agree and acknowledge that I have read the terms and conditions of the Student Acceptable Use Policy and I understand that it is a violation of the Policy to use the System, on or off of school property, to, among other things:

- Bully, harass, threaten, intimidate or engage in discriminatory or abusive conduct or language, including through the use of social media;
- Access websites or content that are inappropriate for the school environment, including without limitation websites or content that are pornographic or obscene;
- Vandalize or tamper with school equipment and/or System settings;
- Engage in criminal or illegal conduct; and/or
- Violate the Student Code of Conduct.

I also understand that:

- Technological resources are provided for instructional and educational purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities; and
- My access and use of the System, including without limitation all devices used by me to access the System, whether personally or school-owned, are subject to monitoring and search and that I have no expectation of privacy in my use or accessing of the System.

I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. I understand that I am responsible for the consequences of inappropriate use of the System, including the Internet, both on and off of school property and those consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and/or legal action.

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access the School's information technology resources. I understand that my child will be held responsible for violations of this agreement, that access may be revoked and/or my child may be disciplined for inappropriate use of the System, that my child's use of the System will be monitored, and that all devices used by my child to access the System, whether school or personally owned, are subject to search. I understand that the School's information technology resources are intended for instructional and educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold the School responsible for materials acquired, accessed or viewed on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*Search and Seizure*

The school retains the right to conduct a reasonable search of desks, lockers, and backpacks. If a personal search is warranted, the parent will be contacted to assist in the search.

*Playground Rules*

The students play outside at recess daily unless weather is inclement. Children are not allowed to participate in outdoor recess if the temperature is below 20 degrees. Frostbite is the concern.



Children need fresh air as they are inside for such long periods of time. You are requested not to send notes asking for a child to stay in at recess, unless it is for a serious reason.

At least one staff member is on duty during recess. A list of procedures and rules for Safety is to be followed. Students are informed of these rules and practice these procedures with their homeroom teacher. Students disobeying playground rules will lose their privileges. Parents will be contacted on repeated or serious offenses. Because no one can anticipate the many things that might occur on the playground, the playground supervisor is only required to use common sense to deal with any activity that might seem out of order. If anything serious happens, they will notify the principal and the parent will be notified if the principal deems it necessary/appropriate.

#### *Specific Equipment Rules*

Equipment from home: Use of all sports equipment from home must be authorized by the teacher/principal before bringing to school for playground use.

### **Anti-Harassment, Intimidation, and Bullying Policy**

St. Edward School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

St. Edward School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

#### ***Definition***

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photographs of students and posting them online; and,
  - Using Web sites to circulate gossip and rumors to other students;
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### ***Procedure for the Alleged Victim***

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

#### ***Complaint Procedure***

St. Edward School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and

in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator or use a resource person to assist in resolving bullying situations. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator/resource person. Each complaint of bullying should be promptly investigated. The investigator/resource person, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form* Information received during the investigation is kept confidential to the extent possible.

St. Edward School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

#### ***Investigation Procedure***

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator/resource person will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint.

The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

#### ***Resolution of the Complaint***

Following receipt of the investigator’s report, the principal may investigate further, if

deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

### ***Points to Remember in the Investigation***

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### ***Conflicts***

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

## **Athletic Policies and Parent/Coach Communication Policies**

### **Athletic Policies – Rules of Participation**

- Practice is mandatory; If you are unable to make a practice the parent must notify the coach. This is the same for any games, meets, etc that you are unable to attend.
- You are expected to be on time, ready to go, and productively participate in the full practice.
- All athletes are expected to behave appropriately, show respect for others, and exemplify sportsmanship. As an athlete you are representing St. Edward School and your family.
- The coach determines playing time. This is not negotiable.
- Our athletic programs are geared to our seventh and eighth grade students. When we can accommodate the numbers, sixth grade students will participate. This will be mainly for the experience and an opportunity to be introduced to the sport. Sixth grade students will be given playing time when appropriate, otherwise priority is given to seventh and eighth grade athletes.
- When determining playing time the coach will take into consideration the following:
  - attendance,
  - effort and attitude
  - skills and development
- Cell phone use is prohibited during practice time and during games. Failure to follow this procedure will result in a consequence for the student athlete.

**Parent/Coach Communication**

- If a parent has an issue or concern we ask that you follow the following guidelines
  - Parents should first discuss the situation with the coach, if the situation is not resolved contact the Sports Advisor – Mrs. Wiles, if there is still no resolution contact the principal
  - When to address a concern
    - Never before or after a game – take at least 24 hours to cool down
    - Never at non-school events – this is the coach’s private time
    - Never before a practice
    - If you wish to speak to the coach call the school and the message will be given to the coach to call you or see the coach after practice.
  - Concerns that our appropriate to discuss with a coach
    - The treatment of your child, mentally and physically
    - Ways to help your child improve
    - Concerns about your child’s behavior
  - Issues which are NOT appropriate to discuss with a coach
    - Playing time
    - Team strategy
    - Play calling
    - Private matters concerning other students

**St. Edward School Athletic Policies and Parent/Coach Communication Policies**

I have read the St. Edward School Athletic Policies and Parent/Coach Communication Policies and I agree to abide by these policies.

\_\_\_\_\_  
**Student’s Signature**

\_\_\_\_\_  
**Student’s Printed Name**

\_\_\_\_\_  
**Parent’s Signature**

\_\_\_\_\_  
**Parent’s Printed Name**

\_\_\_\_\_  
**Date**



## **Family/Custodial Situations**

In cases of a divorce decree involving clear custody by one parent, the principal is to be informed by the residential parent of this fact. A copy of the entire decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the residential parent. Residential parents should understand, however, that unless the divorce decree specifically limits the non-residential parent's right to access to records, the non-residential parent has a right to the same access as the residential parent. We will, unless instructed by a Court Order, release such records upon request to the non-residential parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Visitation should generally begin at the home of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

## **Communication**

### *Introduction*

Cooperation between home and school is essential to the proper development of the child. Cooperation begins with communication. It must be recognized that education is a joint responsibility of teachers and parents. The development of genuine communication between the two is essential, resulting in better understanding and more effective education.

If you have a concern or question regarding your child at school, please direct it to the faculty or administration. This will enable us to best assess the situation at hand without misinformation. When dealing with school issues, the faculty and staff are going to be more aware of the situation than other children in the class or other parents who were indirectly involved.

*You have most likely chosen St. Edward School because you want your child in an environment that promotes love of God, self, and others. Therefore, we are all called upon to treat each other with kindness. Before we say unkind things about others we all need to ask ourselves, "How does this make our school community better?" None of us are without fault, and we are all persistently working to do our best. Let us pray for each other.*

### *Line of Authority*

As parents have delegated a share of their authority to teachers, it is imperative that there be a genuine unity of purpose and practice between parents and teachers. LISTEN to what the student has to say, but remember that you are hearing only one side of the story. DISCUSS the situation honestly with the teacher when necessary.

### *Communication with Teacher/Principal*

If you need personal contact with a teacher or principal, please call the school office to request a return call by the teacher/principal to discuss a situation or request a conference. One of the most outstanding causes of disunity is to have parents criticize teachers in the presence of children. The teacher's credibility and authority is completely undermined. Your child cannot achieve fully if this occurs.

### *Visiting the School*

Parents are welcome to come for lunch. Please call the school by 8:30 if you wish to order a school lunch. **All visitors must sign in at the office first. No one is permitted in the bottom doors of the school.**

### *Letters Home/ Communication*

St. Edward School currently sends the majority of information such as announcements, letters, and newsletters through email. Please make sure you are checking your email on a regular basis. We will only send hard copies when we need forms filled out and returned. Make sure that you have given us a current email on the **Family Contact Information** sheet. It is also possible for you to share our newsletters with others (Grandma and Grandpa) by clicking on *Forward This Email* near the bottom of the page. We will continue to use Progress Book as a means for you to view your child's progress online. This is available for grades 1 through 8. Due to revisions in Progress Book all parents will have to create a new account. We will have that information to you soon. Please take an active role in monitoring your child's progress. You may also email your child's teacher(s) through Progress Book. Our Accelerated Reader Program is also web based. You can easily access your child's progress on their Accelerated Reader book tests. This web site also allows you to access all the book titles available for the AR book tests. Parents of new students will receive their user names and passwords when we send the Progress Book passwords. Our school web site also has information for you including our monthly calendar and lunch menu. In addition to our electronic communication, you may call the school at any time and request a teacher to return your call. The teachers are also willing to conference with you as the need arises. Please take advantage of all the information we are continually providing you with regards to school activities and the progress of your child

### *Orientation Meeting*

The orientation meeting is held at the opening of each school year. At least one parent is required to attend this meeting. Pertinent information pertaining to the total education of your child is available at orientation.

### *Adult Volunteers*

St. Edward School always welcomes volunteers in different aspects of the school. Information concerning all the areas where school help is needed will be available at

the orientation meeting. All parents will have an opportunity to sign up to help the school at this meeting. Many times parents have an area of expertise that we would love to utilize. Please let us know.

#### *School Support Organization (S.S.O.)*

The purpose of this organization is to support the educational goals of the school. This includes open communication, financially supported activities, publicity, and promoting public relations. The membership shall include all staff, parents, guardians, and interested parishioners. All parents are necessary to accomplish the most for the school.

## **Lunch Program**

Hot lunches are available daily. Our lunch count is very high; please use the program; you can't beat it; it is definitely not profit-motivated. We break about even. If you choose brown bagging, milk is available. Also, you may choose daily to pack your lunch or buy a school lunch. Lunches may be paid daily or in advance by the week. Students should "charge" only in extraordinary circumstances and for no more than one week.

## **Transportation**

#### *Bus Transportation*

"It is the responsibility of the state to provide safe transportation to and from school for all elementary school pupils who live more than two miles away from the school of attendance, the school must be subject to the local board and confirmed by the state board, as to whether transportation is unreasonable and unnecessary." (Ohio School Law 3511)

Bus schedules are published yearly in the local paper during the month of August. Please consult the local paper for bus information. Students should be on time at the designated bus stops and should wait until the bus comes to a complete stop before attempting to enter.

If students ride a bus other than their own, or students who normally do not take a bus are to ride with a friend, they must present a note of explanation to the principal before being allowed to ride on the bus. The note must be presented to the bus driver after being approved by the principal.

If you wish your child to occasionally ride home with a friend or neighbor, we must have a permission slip stating your intentions and permission on file. Without this permission we will not allow your child to leave the bus line.

Please have all transportation arrangements made before your child comes to school. Send a note with your child when someone other than you will be picking up your child. **Please do not call the school at the end of the day with changes in**



**transportation. This has become out of control and Mrs. Schlingman cannot possibly reach all the different children with messages.**

### *Ashland City School Bus Rules and Regulations*

We ask your cooperation in knowing and obeying the rules and regulations that are established for your safety and convenience.

Transportation policies that will be followed are:

1. Pupils will ride only on assigned buses.
2. Pupils, while on the bus, are under the direct authority of the bus driver.
3. Pupils will be seated as directed by the bus driver.
4. Pupils are not permitted to move from seat to seat, push, jostle, throw articles, yell from the bus, extend hands or arms through open windows, annoy others, or cause any disorder to distract the attention of the driver from his/her main task of safely driving the bus.
5. The use of food, drink, or tobacco is strictly forbidden on a bus.
6. Noise on a bus shall be kept to a minimum at all times to assure safety of operations. Absolute quiet must be maintained at railroad crossings or other points of danger as specified by the driver.
7. Bus drivers are required to see that all regulations are enforced. Drivers will admonish children orally and will use physical force only in self-defense. Bus drivers will complete a Bus Misconduct Form to report children who disregard bus regulations. A driver may not put a child off a bus except at the regular stop or at a school building. Rebellious children should be taken directly to the school and turned over to the principal or a teacher. The driver will send a responsible student if assistance is needed.
8. Bus privileges may be withdrawn from those students who fail to comply with bus regulations.

### *Car Transportation*

When you pick your child up at 2:45 p.m., **please do not leave your car to visit or in any way block others who need to drive through.** There is no parking between the school and the gym. You must park in the bottom lot if you need to leave your vehicle. It is never safe to back up in the lot with children around. If you must, get someone to assist you.

### **School Closings**

If it is necessary to close school because of inclement weather or another emergency, this information will be given to your local radio stations and **channel 3 and 5.** St. Edward Elementary–Ashland or Ashland–St. Edward School will be listed if we are closed or delayed. Information can also be obtained from local radio stations. If St. Edward School is not listed then we are open. Since there may be a variety of reasons for closing a school we do not automatically close with Ashland. (i.e. loss of power or broken water pipes)

Finally: This handbook is but a fraction of directives which help the school and home function together harmoniously; much must be dealt with as we work our way throughout the school year. The handbook in total reflects our desire to be fair, just, and compassionate. Any decision not covered herein would come from the same described framework. This is because we always invoke the Holy Spirit, who dwells among us for the good of all.

