

## **Catholic School Statement of Purpose**

***“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom....”***  
***The Religious Dimension of Education in a Catholic School, #25***

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our school who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

*“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.”*  
*Sister Mary Angela Shaughnessy, SCN,JD, Ph.D.*

### **Parent Co-operation As Condition of Enrollment**

*It is the goal of St. Edward Catholic School & Preschool to work collaboratively with parents/guardians to educate and discipline students according to the guidelines and objectives outlined in the school handbook. As a condition of enrollment, parents pledge their support by signing the handbook contract at the onset of each school year.*

### **Right to Life Statement**

St. Edward Catholic School & Preschool shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

## **ST. EDWARD CATHOLIC SCHOOL & PRESCHOOL FACULTY AND STAFF**

**Pastor:** Father Keith Walder

**Principal:** Mr. Michael Domico

**School Administrative Assistant:** Mrs. Debra Meinders

**Parish Business Manager:** Ms. Christy Jackson

### **Teaching Staff/Non-Certified Staff**

Preschool Director/Teacher	Miss Angie Wilmington
Preschool Aide	Mrs. Jane Merdian
Grade K	Ms. Liz Fennell
Grades 1	Ms. Ashley Kluge
Grades 2	Ms. Mikayla Vail
Grade 3	Mrs. Michele Kluge
Grade 4	Mrs. Michele Kluge
Grade 5	Mrs. Kristal Toman
Grade 6	Mrs. Rebecca Shimp (Math and Science)
Grade 7	Mrs. Beth Miars (Language Arts and English)
Grade 8	Mr. Mike Soldat (Religion and S.S.)
Music	Mrs. Lorelei Lawson
Spanish / Resource	Mrs. Lorelei Lawson
Band	Mrs. Chris Vandre
Technology	Mrs. Lynn Wyzgowski
Physical Education	Mrs. Lorelei Lawson
Kitchen Attendant	Mrs. Patricia Phillips

*The policies contained within the handbook will be reviewed by the Education Commission in July 2016.*

### **SCOPE**

*This St. Edward Parent/Student Handbook is designed to communicate to parents and students the policies and procedures of St. Edward Catholic School & Preschool of Chillicothe, Illinois. Circumstances may arise in which St Edward Catholic School & Preschool determines that changes are required in these guidelines and procedures. For this reason, St Edward Catholic School & Preschool reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this handbook.*

## **Education Commission Members for 2016-17**

### **Executive Officers:**

- *Fr. Keith Walder, Parish Pastor - Permanent*
- *Principal – Mr. Michael Domico – Ex-Officio*

**Commission Members:** *TBA*

### **EDUCATION COMMISSION**

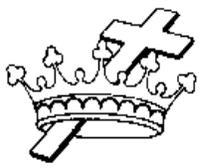
*We, the St. Edward Education Commission, exist to serve the total educational needs of our parish with an attitude of Christian concern and caring for one another and with a strong emphasis on setting good example by commitment to strong moral values in the context of service, spiritual growth, and academic pursuits. To enable this, we recommend and carry out policy; coordinate and evaluate programs and personnel; establish short and long range goals; work to unify various parish groups; and aid in resolution of conflicts. This vision charges us to higher goals in serving all people within our parish.*

### **Education Commission Meetings**

*Meetings are held as announced in the school's library. Dates and times will be posted on the all school Google calendar.*

### **Become a Member of Education Commission**

*Each spring, potential candidates are sought out. The St. Edward Parish selects two new members. Members are elected to serve three (3) years and can only serve a maximum of two (2) consecutive terms.*



# St. Edward Catholic School & Preschool

1221 N. Fifth Street, Chillicothe, Illinois 61523

Phone: 309-274-2994 Website: [www.saintedschool.org](http://www.saintedschool.org)

Pastor: Father Keith Walder  
Domico

Principal: Mr. Michael

August 2016

Dear Parents and Students:

I would like to welcome all of our families, especially our new families, to St. Edward Catholic School & Preschool. Our school experienced numerous upgrades and revisions this past year, including a thorough review of our Handbook. The primary purpose of this Handbook is to provide parents and students with the information needed to better understand the general operation of our school and activities. The Handbook contains Diocesan policy that affects our School Community, making it a good reference for information throughout the school year.

It is recommended that both parents and students review this handbook carefully before complying with the sign-off statement. Your signature demonstrates your willingness to accept and support the values, rules, and regulations of St. Edward Catholic School & Preschool as they are written in the handbook.

As we enter into this **2016 – 2017** school year, we look forward to a collaborative relationship that is built on communication, our faith, and a willingness to provide an exciting and stimulating education for all students.

As we begin this new school year may we do so with God guiding and leading us. May the peace of the Lord be with each of you and your families as we enter into another exciting year!

Take care and may God Bless you and your family,

Mike Domico,  
Principal

# Table of Content

<b><u>ST. EDWARD CATHOLIC SCHOOL &amp; PRESCHOOL</u></b>	<b>1</b>
<b><u>PREFACE</u></b>	<b>2</b>
<u>ST. EDWARD CATHOLIC SCHOOL &amp; PRESCHOOL FACULTY AND STAFF</u>	2
<u>SCOPE</u>	2
<u>EDUCATION COMMISSION</u>	3
<u>LETTER TO OUR FAMILIES:</u>	4
<b><u>INTRODUCTION</u></b>	<b>7</b>
<u>NON-DISCRIMINATION POLICIES</u>	7
<u>RIGHT TO AMEND THE HANDBOOK</u>	7
<b><u>WHY ST. EDWARD’S SCHOOL COMMUNITY IS HERE</u></b>	<b>7</b>
<u>HISTORY</u>	7
<u>MISSION STATEMENT</u>	8
<u>PHILOSOPHY STATEMENTS</u>	9
<b><u>WHAT IS EXPECTED OF THE PARENTS</u></b>	<b>10</b>
<u>PARENT COMMUNICATION WITH FACULTY/STAFF</u>	11
<u>ENSURE THAT YOUR CHILDREN FOLLOW THE DRESS CODE</u>	11
<u>SCHOOL VISITATION</u>	11
<u>ATTENDANCE</u>	12
<u>PARENT SERVICE EXPECTATIONS</u>	16
<b><u>WHAT IS EXPECTED OF THE STUDENTS</u></b>	<b>17</b>
<u>RESPECT AND COURTESY</u>	17
<u>PAY ATTENTION TO THE ANNOUNCEMENTS TO THE CLASSROOMS</u>	17
<u>BE RESPONSIBLE FOR SCHOOL INFORMATION SENT HOME</u>	17
<u>KNOW THE POLICY ON TELEPHONE USE</u>	18
<u>PLAYGROUND RULES</u>	18
<b><u>HOW WE CARE FOR OUR STUDENT’S SPIRITUAL DEVELOPMENT</u></b>	<b>18</b>
<u>LITURGY</u>	18
<u>SACRAMENT OF RECONCILIATION</u>	19
<u>SACRAMENT OF HOLY EUCHARIST</u>	19
<u>SACRAMENT OF CONFIRMATION</u>	19
<u>ROSARY AND STATIONS</u>	19
<u>MASS SERVERS</u>	19
<b><u>HOW WE CARE FOR OUR STUDENTS’ INTELLECTUAL DEVELOPMENT</u></b>	<b>19</b>
<u>CURRICULUM GUIDES</u>	19
<u>ASSIGNMENT NOTEBOOKS</u>	20
<u>ACADEMIC POLICIES</u>	20
<u>STUDENT RECORDS</u>	20
<u>REPORTING ACADEMIC PROGRESS</u>	21
<u>HOMEWORK</u>	23
<u>TECHNOLOGY</u>	23
<u>LIBRARY</u>	24
<u>EDUCATIONAL FIELD TRIPS</u>	24
<b><u>HOW WE CARE FOR OUR STUDENTS SOCIAL DEVELOPMENT</u></b>	<b>24</b>
<u>SELF-DISCIPLINE AND SOCIAL GOALS/SKILLS</u>	24
<u>CATHOLIC SCHOOLS WEEK</u>	25
<u>TREATS AND PARTIES</u>	25
<u>STUDENT PICTURES</u>	25
<b><u>HOW WE CARE FOR OUR STUDENTS PHYSICAL DEVELOPMENT AND SAFETY</u></b>	<b>25</b>
<u>PHYSICAL EDUCATION</u>	25
<u>CARE PROGRAM</u>	25
<u>LUNCHES</u>	25
<u>MEDICAL CARE</u>	26
<u>EXTRA-CURRICULAR PROGRAMS ELIGIBILITY GUIDELINES</u>	29
<u>ASBESTOS</u>	32
<b><u>HOW WE INSTILL DISCIPLINE AND CHARACTER IN OUR SCHOOL</u></b>	<b>32</b>

<u>SUPERVISION</u>	33
<u>DISCIPLINE PHILOSOPHY</u>	33
<u>BEHAVIORS WHICH REQUIRE DISCIPLINARY ACTION</u>	33
<u>HARASSMENT POLICY</u>	36
<u>ANTI-BULLYING/CYBER BULLYING POLICY</u>	37
<u>INSPECTION POLICY</u>	38
<b><u>HOW WE CARE FOR OUR SCHOOL BUILDING AND SUPPLIES</u></b>	<b>39</b>
<u>CARE OF BOOKS</u>	39
<u>CARE OF STUDENT DESKS AND CHAIRS</u>	39
<u>BUILDING AND GROUNDS</u>	39
<b><u>ST. EDWARD PARISH FINANCIAL ASSISTANCE</u></b>	<b>39</b>
<u>HOW DO I APPLY FOR ADMISSION TO ST. EDWARD SCHOOL</u>	40
<u>TUITION INFORMATION AND INCENTIVES</u>	40
<b><u>JOINING OUR SCHOOL COMMUNITY</u></b>	<b>41</b>
<u>ADMISSION OF NEW STUDENTS</u>	41
<u>ENTRANCE REQUIREMENTS</u>	42
<u>PARENT CLUB</u>	43
<u>ST. EDWARD BUILDING &amp; GROUNDS COMMITTEE</u>	43
<u>BOOSTERS CLUB</u>	43
<b><u>APPENDIX : EMERGENCY SECTION</u></b>	<b>44</b>
<u>EMERGENCY DISMISSALS</u>	44
<u>WEATHER DISMISSALS</u>	44
<u>FIRE DRILLS</u>	44
<u>TORNADO WARNINGS</u>	44
<u>EARTHQUAKE SAFETY PLAN</u>	44
<u>OTHER CRISIS DRILLS</u>	44
<u>DIAGRAMS OF PROCEDURES</u>	44
<b><u>APPENDIX : DRESS CODE</u></b>	<b>45</b>
<u>GIRLS' UNIFORM CODE</u>	45
<u>BOYS' UNIFORM CODE</u>	46
<b><u>APPENDIX : APPEAL AND REVIEW POLICY OF THE CATHOLIC DIOCESE OF PEORIA</u></b>	<b>47</b>
<u>EMPLOYMENT OF FACULTY &amp; STAFF</u> .....	48
<u>STATEMENT OF PROCESS</u>	50
<u>INTERNET AND ACCEPTABLE USE POLICY</u> .....	51

## **Introduction**

### **NON-DISCRIMINATION POLICIES**

*St. Edward Catholic School & Preschool is in compliance with all federal and state non-discrimination and equal opportunity laws and regulations, regarding admission and employment as stated in the Board of Education policies of the Diocese of Peoria.*

*Local Commissions shall make every reasonable effort to employ teachers who live and share the Catholic faith, and believe in the philosophy of the school. Teachers of other faiths may be employed if they support Catholic Church teachings. It is also imperative that they believe in the philosophy of the school.*

*St. Edward Catholic School & Preschool does not discriminate on the basis of race, color, sex, or physical disability in the hiring of employees.*

*No student shall be refused admission to Catholic Schools on the basis of race, color, sex, national or ethnic origin. (Diocesan Policy D-111). Students of religious denominations other than Catholic may be admitted according to norms set by local policy.*

*No registered member of the parish who is interested in educational programs of St. Edward Catholic School & Preschool will be denied participation because of financial need.*

### **GOSPEL VALUES**

*St. Edward Catholic School & Preschool is committed to integrating the Gospel Values throughout the school. This commitment flows from the integration of Catholic Identity as stated in the document TO TEACH AS JESUS DID and the teachings of the CATECHISM OF THE CATHOLIC CHURCH.*

### **RIGHT TO AMEND THE HANDBOOK**

*The administration reserves the right to amend this Parent/Student Handbook. The Pastor of St. Edward Parish is the final recourse in all-disciplinary situations and, after documented consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.*

*Parent(s) desiring changes to the handbook shall contact a member of the St. Edward's Education Commission. The Commission member will arrange for scheduling agenda time for discussion at an educational Commission meeting. Any parishioner or parent of a student at St. Edward Catholic School & Preschool has the right to observe an Educational Commission meeting. Any person qualified to attend a meeting of the commission may address the Commission only upon recognition by the Chairperson. All actions of the Commission must be taken in open session.*

### **Why St. Edward's School Community Is Here:**

#### **Our History**

*Reverend Martin J. Spalding was appointed pastor of St. Edward Catholic Church in 1923. Reverend Spalding served the parish for more than 34 years, acquiring land adjacent to the church for a proposed school and convent. It was his dream to provide a Catholic school for the children of the area, and he made a substantial financial bequest for its completion. Reverend Spalding's dream became a reality in 1960. Under the direction of Reverend R.E. Raney, and the Sisters of*

*Christian Charity, classes opened at the newly built St. Edward Catholic School & Preschool. The school opened with four grades. By 1963, the school had expanded to include all eight grades. In 1971, a kindergarten class was added. From 1969-1986, the 7<sup>th</sup> and 8<sup>th</sup> grades were eliminated. The school currently has classes for Pre-K to 8<sup>th</sup> Grade.*

### **ST. EDWARD CHURCH MISSION STATEMENT**

*The Mission of St. Edward Church is to Participate in Christ's work of Evangelization through the Mass and other Sacraments, the Truth of the Gospel, Catholic Education, Moral Living, and Good Works for those in need, all in union with the Roman Catholic Church and under the protection of Mary, Mother of God.*

### **St. Edward Catholic School & Preschool Vision Statement**

*With the combined efforts of the church, school, families, and faculty, St. Edward students will be well prepared to be independent learners and persons of faith and prayer, reflecting their Christian values at worship, work, and play. The students will carry with them a guide for Christian living, value of family, community spirit, and the desire to succeed and make a difference in our society.*

### **St. Edward Catholic School & Preschool Mission Statement**

*St. Edward Catholic School & Preschool, a faith community, is established within the tradition of the Roman Catholic Church. It is an integral part of the St. Edward Parish Community of believers and shares in the mission of the church. St. Edward Catholic School & Preschool is an elementary (Pre-K through 8), co-educational school, which serves Chillicothe, Illinois and its surrounding area.*

*St. Edward Catholic School & Preschool faculty and staff strive through the example of Jesus Christ to develop the whole person by providing a quality education with opportunities for students to grow spiritually, academically, socially and physically in a nurturing and safe environment.*

*St. Edward Catholic School & Preschool pledges to:*

- Provide an understanding of the basic beliefs of our Catholic Faith and encourage students to participate in the sacraments and embrace Catholic values, serve others, and develop their own love for Christ.*
- Provide a fully inclusive educational environment with a rich and meaningful curriculum by utilizing technology, as well as other differentiated and individualized teaching techniques, to accommodate all styles of learning, encourage critical thinking, and foster a desire to be life-long learners.*
- Provide opportunities for students to interact in an environment that encourages respect, empathy, tolerance, and a sense of belonging,*
- provide knowledgeable guidance to students in making lifestyle choices that promote spiritual and physical well-being for the whole person.*

### **Accreditation and Recognition**

*St. Edward Catholic School & Preschool has obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools in Illinois. The school has met or exceeded the standards set by the Illinois State Board of Education (ISBE) and fulfilled application requirements.*

## **PHILOSOPHY STATEMENTS**

*St. Edward Catholic School & Preschool is founded on the person of Jesus Christ and is enlivened by Gospel values. We believe in demonstrating a special concern for the uniqueness of each person by emphasizing education in searching for personal meaning.*

*St. Edward Catholic School & Preschool highlights the relevance of our faith to life and contemporary culture. We believe in expressing a distinctly Catholic view on issues in society by offering a curriculum that is relevant to individual students and which helps them find meaning in their own life experiences.*

*St. Edward Catholic School & Preschool is embedded within the community of believers and shares in the mission of the Church. We believe that each group must share and accept the responsibility of communicating with one another in order to gain the mutual respect within the total faith community. We are committed to the development of the school, the faith community, and are part of the local Church, community, and Diocese of Peoria.*

*St. Edward Catholic School & Preschool is committed to the development of the whole person. We believe in providing experiences designed to foster the growth of the whole person - spiritually, intellectually, socially, emotionally, and physically. These ideals may only be accomplished through a spirit of cooperation shared among the following groups: school family, school staff, parents, and students. The school working with the parents provides the students the opportunity to grow in their faith and scholarship through a quality curriculum.*

*The education outcomes at St. Edward Catholic School & Preschool are unique and different from those of similar public educational facilities. The school assumes the dual nature of humanity – the physical and spiritual. The educational program addresses both of these natures and is therefore a complete and holistic approach to education.*

## **PHILOSOPHY OF TEACHING AND LEARNING**

*The primary reason for the existence of St. Edward Catholic School & Preschool is the Catholic education, formation, and development of each child. Therefore, it is expected that all students participate in religion classes regardless of their religion. Parents have an obligation, not only to insure the fact that a child attends Mass, but also that he/she grows in understanding and participation in the Mass. The school supplements this training, but no amount of training in school can supplement the example of regular family participation. Confession and frequent reception of Holy Communion should be encouraged both by the home and school. Parents of non-Catholic children also have an obligation to insure the fact that their child attends their Church service on Sunday. An All-School Liturgy or Prayer Service is held every Friday. Each grade level helps in planning the services. Curriculum consists of a variety of experiences planned for pupils at each grade level. It is of on-going concern and is constantly evaluated by the staff. Included in the curriculum also are Reading, Language, Spanish, Spelling, Writing, Mathematics, Science, Social Studies, Music, Band, Art, Physical Education, and Computer Education. St. Edward Catholic School & Preschool works cooperatively with the local Public schools to provide Speech, Special Reading, and Transportation services to our students who qualify.*

*The faculty and staff of St. Edward Catholic School & Preschool recognize the uniqueness of each student. Instruction is presented to assist the students who are in need of special accommodations, and to challenge the students that excel academically. We believe that no student shall be turned*

*away from the school due to their academic level. We will attempt to meet their needs so that they may be allowed to continue to experience a Catholic education*

## **FACULTY GOALS**

*In order that all parts of the school program are in harmony with the philosophy, the faculty strives toward the following goals:*

- *Communicate the message of the Gospel*
- *Teach the religious truths of the Catholic Church*
- *Develop faith community and provide worship activities*
- *Motivate the student to service*

## **STUDENT GOALS**

*As a result of their schooling, students of St. Edward Catholic School & Preschool will be able to demonstrate:*

- *Proficiency in Religion, Language Arts, Spanish, Mathematics, Biological and Physical Science, Social Science, Fine Arts, and Physical Development and Health.*
- *Demonstrate concern for and understanding of the uniqueness of each person enlivened by Gospel values.*
- *Recognize the responsibility of communicating with one another in order to become cooperative and contributing members of the parish and of the total community.*
- *Identify a set of personal goals and Christian values which give meaning to their own life experiences.*

## **What Is Expected of Parents**

*Because the education of children is the primary responsibility of the parents, it is essential that the parents:*

1. *Be a Christian example and role model.*
2. *Assume prime responsibility for guiding and disciplining the child in moral and spiritual growth.*
3. *Teach basic prayers before entrance into school.*
4. *Pray with the child in family prayer and at Sunday liturgy.*
5. *Teach respect for authority and the rights of others.*
6. *Participate in sacramental preparation programs.*
7. *Encourage the child to accept and be friendly with all children.*
8. *Respect each child's abilities by not comparing him/her to others.*
9. *Be alert to moments when one can praise and compliment the child.*
10. *Develop open lines of communication with children and teachers that allow for mutual sharing of positive experiences or of difficulties.*
11. *Provide time, place, and atmosphere in the home that allows for mutual sharing of positive experiences or of difficulties.*
12. *Share with the child the evaluation of the student's progress as indicated in reports and conferences, thereby encouraging continued success.*
13. *Support school policies by helping the child to understand the rules and by enforcing those rules.*
14. *Attend scheduled parent-teacher-student conferences.*
15. *Approach the teacher initially with questions and/or problems relating to students; exercise discretion in discussing these with the child or others.*
16. *Assume responsibility for the conduct of one's child(ren) when present with them at school activities.*

17. *Support the Parent Club through attendance at meetings and participation in activities.*
18. *Meet all tuition responsibilities as required. If financial difficulties arise, please call the principals office for assistance.*
19. *All parents are expected to volunteer service for our school and parish community.*

*We recognize the responsibility of faculty/staff members to demonstrate open and courteous communication with parents. To help school-home relationships and to provide parents an opportunity to help in solving conflicts, the following lines of communications have been setup.*

## **PARENT COMMUNICATION WITH FACULTY/STAFF**

*The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.*

*Communication and expression of concerns must always be done in a constructive and Christian manner within an appropriate setting. Positive, constructive communication between teacher and parent is encouraged. Parent or teacher may initiate conferences at any time. However, appointments are to be scheduled for the convenience of both parties.*

### **Parent-Teacher**

*Parent(s) contact the teacher either in writing, e-mail, or leave a message with the school's office stating the concern. The teacher will address your concern and reply either in writing or by a telephone call. Most concerns will be resolved in this manner.*

### **Parent-Principal**

*If the concern cannot be resolved with the teacher, you may contact the Principal at the school's office. St. Edward Catholic School & Preschool office is open Monday through Friday from 7:00 A.M. to 3:00 P.M. during the school year. All calls regarding school business should be placed at 274.2994.*

### **Parent-Teacher-Principal**

*If the concern cannot be resolved with the principal, the principal may decide to invite the teacher to join the meeting. It may be appropriate and beneficial to involve the student in the conference.*

### **Communication to Students and Teachers During Day**

*Teachers and students will not be called from classrooms during teaching hours to answer calls. However, they will be advised of your call and will forward information to you or you will be told when to expect a return call. Phone calls home by the student for homework, PE clothes, supplies, lunches, etc. will be kept to a minimum.*

## **ENSURE THAT YOUR CHILDREN FOLLOW THE DRESS CODE**

*See the appendix "Dress Code" for the most up to date information on the dress code.*

## **SCHOOL VISITATION**

*Any person entering the school building to visit a teacher, child, bring a lunch, etc. must check in at*

*the office first to obtain a visitor badge. St. Edward Catholic School & Preschool administration reserves the right to deny visitation due to limitations.*

*St. Edward Catholic School & Preschool administration reserves the right to designate special days when parents, including non-custodial parents, grandparents, or others may visit with the students during an open house, cafeteria luncheon, or similar events. Lunch in the cafeteria with students is not permitted except on approved open house days.*

*Parents are welcome to visit classrooms, but should make an appointment ahead of time with the classroom teacher and principal. If parents wish to have a conference with a teacher, they should call the school to schedule a time.*

## **CUSTODY ISSUES**

*The non-custodial parent may have access to the academic records and to other school related information regarding the child. 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.*

## **CONFIDENTIALITY**

*All St. Edward teachers and staff members are expected to maintain the highest standard of professional conduct in regard to confidentiality when interacting with colleagues, parents, and students. As a St. Edward employee or volunteer, confidential information may be learned. As a Catholic Christian standard, as well as a professional standard, this confidential information may not be shared with non-employees of the school; it will only be discussed with school employees on a need-to-know basis. Good public relations for St. Edward are essential to the functioning of the school – we all share in that responsibility.*

## **ATTENDANCE**

*In order that a child have the greatest educational benefit possible, it is helpful if absences for appointments are not scheduled during school time. We know that this is not always possible. If your child does need to miss school for an appointment please forward a note to your child's homeroom teacher. The notes must be approved by the office.*

*School hours are from 7:45-2:25. A bell will ring ten minutes before the beginning time in the morning to give children time to line up at the doors and get prepared to enter the school building in an orderly fashion. Supervision will be provided on the playground before school. **No student should be on the playground prior to 7:20 a.m.** If your child arrives at school after the first bell has rung, they will need to enter the building through the front doors. Supervision is available to parents who must drop their children off before 7:20 a.m. Doors to school do not open until 7:00 a.m.*

## **ARRIVAL TIME**

### **Preschool – 2016-17**

*St. Edward Catholic School & Preschool provides Preschool sessions for three and four-year olds. For the three year-olds, two options are available for classes:*

*Class times are:*

<i>Monday &amp; Wednesday</i>	<i>9:00 – 11:30 A.M.</i>
<i>Tuesday &amp; Thursday</i>	<i>9:00 – 11:30 A.M.</i>

*If numbers dictate, we will add a Tuesday-Thursday afternoon class from 12:30-2:00.*

*Four-year olds have an optional 3-day class session. They attend along with the three-year olds and attend on Fridays from 9:00 – 11:30 A.M.*

### **K – 8<sup>th</sup> Grade**

*Parents are asked **not** to have their children arrive at school before 7:20 A.M. However, if circumstances dictate that your child arrives before 7:20 A.M. they must enter the school through the west doors and proceed to the main lobby until 7:20 A.M. Supervision before school is provided only from 7:20-7:35 on the playground or in the gym/cafeteria during inclement weather. If your child arrives after the first bell has rung, they will need to enter the school through the front doors, as all other doors will be locked.*

### **Car Riders**

*When students are dropped off in cars in the morning, please drop them off on Ash Street going east. **Please do not pull into the parking lot.** This is where the students line up when the bell rings. If you know that your child is late, they should enter the front doors off of Fifth Street and go directly to the office for a tardy slip.*

### **Bus Riders**

*Buses drop off students on Sixth Street going North and students enter the playground at the gate on Sixth Street and they may drop off students on Ash Street. They pick up the students at the front doors on Fifth Street. Please do not park in the front drop-off area on Fifth before school and after school, buses use this area.*

### **Lunch Time**

*Currently, the lunch hour is as follows, but is subject to change with scheduling:*

**Grades K – 8:** 11:45- 12:25 with recess following lunch.

### **Dismissal Time**

*Students are expected to leave school promptly at 2:25 P.M. Students who are not picked up will be sent to the office and parents notified immediately.*

*The driveway on the west side St. Edward Catholic School & Preschool frequently becomes very congested at dismissal time. We ask for your patience and full cooperation with the teacher supervisors who are on duty each day. It is imperative that we take every precaution to ensure the safety of the children and adults present. We ask all cars who are picking up children to form two (2) lines in the driveway going south to north. No cars are allowed to leave until the teacher has given the front cars the go ahead signal. No children will be allowed to walk to any parked cars on the street - all cars must be in the line.*

### **Permission to Leave School**

*Students are not permitted to leave school premises during the day. Both the parent or guardian and the principal should approve early dismissal for special reasons. If a student leaves with parental permission, the parent assumes responsibility for anything that happens off of school property.*

## **Absence**

*Regular attendance at school is a sign of interest in your child's future. A pattern of regular attendance will assist your child in developing a positive attitude about their capabilities as a productive Catholic student and citizen.*

*Excused absences with make-up privileges are defined as, but not limited to:*

- 1 *Personal illness*
- 2 *Personal injury*
- 3 *Verified doctor's (or dentist's) appointment*
- 4 *Death in the Family - \*Attendance at a funeral*

*\*When possible, these excused absences shall be approved through the office prior to the day of the absence.*

*Make-up privileges are defined as, but not limited to:*

- 1 *parental request to work at home*
- 2 *parental request to go on a vacation or trip*

### **Vacation**

*If advance clearance is filed with the principal at least a week prior to his/her leaving on a family trip or vacation. The student will be allowed excused school days. Students and parents should be aware that permission may not be granted during standardized testing time. **Complete classroom assignments may not be provided prior to the trip/ vacaton..** The student will receive their work when they return, and have the number of days absent as the number of days to make up their work. Please refrain from asking school personnel to make exception to the rule above.*

*An unexcused absence without make-up privileges will be issued for any other type of absence, which includes:*

- 1 *shopping*
- 2 *oversleeping*
- 2 *beauty appointments*
- 3 *working*
- 4 *babysitting*
- 5 *truancy*
- 6 *the principal has the right to determine if an excuse is valid*

*If a student is absent from school because of illness or an unexcused absence for more than half of the school day (11:00 AM), the student is ineligible to participate or attend any school sponsored activities that occur on the same day.*

***St. Edward Catholic School & Preschool reserves the right to drop from attendance, any student who reaches ten (10) days of absence during any single semester during the school year. St Edward Catholic School and Preschool reserve the right to require a doctors note to return to school. Individual teacher also reserve the right to assign partial or full credit for classroom work handed in late due to excesses absences.***

*If a student will not be present in school for any reason, parents are asked to call the school office by 8:00 a.m. to inform the office of the child's whereabouts (274.2994). If a call is not received, you will be contacted via phone by the school. We consider this a safety factor for the child.*

*If you are requesting homework for your child for the day they are absent, please inform the*

office as soon as possible. The work will be available for you to pick up from the office anytime between 2:25 and 3:15 p.m. Upon request, work will be sent home with a sibling.

### **Emergency School Closing**

**St. Edward Catholic School & Preschool normally follows Illinois Valley Central High School's schedule when it comes to closing or early dismissal.** Severe weather conditions during the winter may warrant the closing of school. The announcements of such closings, delays or early releases will be communicated on local channels 19, 25, 31, Parent Alert and email. As a general rule, St. Edward Catholic School & Preschool follows IVC school related weather announcements. However, we ask that all parents wait for an official message from St. Edward Catholic School & Preschool officials.

### **Tardiness**

Respect for the learning atmosphere requires that students be on time for school. All students are asked to be at school by 7:35 A.M. and move to the assigned entrance when the bell rings. Any student coming into the HOMEROOM after the 7:45 A.M. bell is tardy and must first report to the main office to receive a tardy slip before going to the homeroom teacher. If a student is tardy to school without parents excusing them they will be marked tardy with possible demerits assigned. Unexcused tardies may result in the loss of dress down day(s) privileges for the current month. If students arrive after the 7:45 A.M. tardy bell, they must report to the office to sign in. The students will receive a tardy slip allowing them to enter into the classroom.

Bus students are not considered tardy when the bus is late.

### **Children Walking**

In consideration for the children's safety and others' property, students are asked to:

1. Always walk on the sidewalk or on the left-hand side of the street.
2. Never walk on any person's lawn.
3. Obey flashing yellow lights and follow school safety routes.
4. Never accept a ride from a stranger; report to your principal, teacher, secretary or parent any offer of a ride made by a stranger or any kind of communication from a stranger.

### **Bicycle Riders**

Students who ride bicycles are expected to follow all BICYCLE RULES OF THE ROAD. Students must ride bikes on the right-hand side of the pavement. For safety reasons, the following guidelines are to be followed:

1. Students walk bicycles on the blacktop and school grounds.
2. Bicycles are placed in the rack on the school grounds.
3. Bicycles are to be locked.

### **Bus Riders**

St. Edward students who reside within IVC School District #321 and live beyond 1.5 miles from school are eligible for free bus service. If a student will not be riding a bus home on a particular day, a note must be sent from the parent to the teacher informing the day of occurrence and how the student will be leaving the school that day. The teacher will forward the note to the school's office. An example of this event is when a student would be attending choir practice after school instead of riding the bus.

### **Bus Guest Riders:**

*If your child wishes to have a friend ride the bus occasionally, a note should be written to the principal **the day before**. If your child is to get off the bus at any stop other than his/her own stop, this also must be in writing to the principal.*

*The bus may not be used to transport students to slumber parties, birthday parties, and such. Please make transportation arrangements for such occasions.*

### **Bus Discipline**

*Those students who ride the bus will follow the regulations as set forth by Illinois Valley Central Unit District #321. St. Edward Catholic School students are governed under the St. Edward Parent / Student handbook while in transit to and from home. (Door to door)*

*These regulations are handed out during school registration to all parents whose children ride the bus.*

*If St. Edward students do not obey these regulations, the following consequences will be enforced:*

*1st warning - results in a meeting with the principal with parent notification.*

*2nd warning - results in a meeting with parents and the principal.*

*3rd warning - results in suspension of bus privileges for one week.*

*4th warning - results in suspension of bus privileges for remainder of the current semester.*

## **PARENT SERVICE RECOMENDATIONS**

*St. Edward Catholic School & Preschool continues to be recognized as an excellent elementary school based on the alumni's extraordinary performance in high school and college. This institution offers parents a unique opportunity to be more closely engaged in their child's performance. Pastor, Principal,, and the Education Commission feel so strongly about parental and family involvement in the school that we had instituted a school policy to augment this educational value we offer our community.*

*We are strongly recommending that each family performs at least 30 volunteer hours from June 1, 2016 – May 31, 2017, through research and data that students whose families are heavily involved are far more successful throughout their grade school and high school careers. We recommend and strongly encourage each family to perform service hours throughout the year in conjunction with your student grade levels as well as school and parish needs.*

*If a parent intends to volunteer while working in direct contact with the students, they are required to be fingerprinted, complete the CANTS form, and attend the class Safe Environment Program. Please contact the school for training dates. Please phone the school office or rectory with inquiries on school and parish activities where parental involvement is needed.*

## **WHAT IS EXPECTED OF THE STUDENTS**

### **RESPECT AND COURTESY**

*The Faculty of St. Edward Catholic School & Preschool urges the practice of respectful and*

*courteous words and actions as a means of showing care for one another and for strengthening Christian school spirit. All teachers instruct their students in the following:*

- 1 *Stand to welcome visitors in the classroom.*
- 2 *Welcome others with a smile and friendly greeting.*
- 3 *Use the person's name when possible. Ex: Good morning, Father - Hello, Mrs. Smith.*
- 4 *Use the proper title for a priest, sister, teacher, supervisor, and volunteer.*
- 5 *Show a visitor to the office if s/he appears to need directions.*
- 6 *Hold doors open for adults and each other.*
- 7 *Use please and thank you.*
- 8 *Wait for others to finish speaking before interrupting.*
- 9 *Walk around people not in front of them.*
- 10 *Walk quietly in the halls and on the stairs.*
- 11 *Keep to the right on stairs.*
- 12 *Laugh with others and not at them.*
- 13 *Respect the property of other students.*
- 14 *Respect school property.*

### **PAY ATTENTION TO THE ANNOUNCEMENTS TO THE CLASSROOMS**

*In order to avoid interruptions and distractions for students and teachers, the office attempts to limit PA announcements to after lunch or end-of-school. To prevent delivery of messages to individual students, parental assistance is needed to help students know the details regarding their after-school schedules before they come to school. The office asks that any information regarding extra-curricular activities be sent to the office the day before the event when possible.*

### **BE RESPONSIBLE FOR SCHOOL INFORMATION SENT HOME**

***THE YOUNGEST CHILD** in each family is designated to take communication notes from the office to the home. Please check book bags each evening!*

*The school newsletter in print is sent home monthly **only by request**. The most current **activity calendar, newsletter & pertinent school related information** may be found on our Parish and School websites as well as the **GOOGLE CALENDAR** posted on each website. A weekly email will also be sent out to parents outlining the activities for the week.*

### **KNOW THE POLICY ON TELEPHONE USE**

*Ordinarily, long distance calls may not be placed on school phones. Students may use the school phones for emergency reasons. Students are to keep calls for homework, books, gym shoes, field trip permission slips, or other forgotten items to a minimum.*

### **PLAYGROUND RULES**

*Students are instructed by the teachers/administrators/volunteers as to the location of their play areas. No student or group of students should be playing in close proximity to classrooms. Children remain in playground areas until the bell rings. Each homeroom is responsible for its own equipment. Students are asked **not to bring any toys or equipment from home unless the teacher grants permission in advance.***

*All students are asked to:*

- 1 ***BE RESPECTFUL** to the supervisors and follow their directions and discipline requests -- knowing that s/he has the delegated authority of the principal.*

- 2 **BE RESPECTFUL & KIND** to each other and include all children in planning and playing games.
- 3 **REPORT** to the nearest supervisor any difficulties, misbehavior or accidents.
- 4 **LINE UP QUIETLY AND ORDERLY** for entry into the building when the bell rings.

No student may play on:

- 1 the sidewalks and grass areas near the rectory and church
- 2 neighbor's property
- 3 near bicycle racks

No students are permitted to:

- 1 have food or gum on the playground
- 2 fight or use strong, aggressive actions
- 3 pretend fight
- 4 use bad (inappropriate) language
- 7 get balls or objects off any roof or overhang
- 8 throw snow balls or play on patches of ice
- 9 play near windows or throw/kick balls toward windows
- 10 leave the playground without the permission of the principal or supervisor
- 11 come back into the building during recess without permission

## **How We Care For Our Students' Spiritual Development**

### **LITURGY**

Students in grades K through 8 participate in all-school celebrations of the Eucharistic liturgies every Friday at 8:45 A.M. and Holy Days. Preschool students may attend Masses according to parent decision.

Students plan and participate in the liturgy under the direction of the homeroom and religion teachers.

### **SACRAMENT OF RECONCILIATION**

The Sacrament of Reconciliation is offered during Advent and Lent to the students.

The Sacrament of Reconciliation must be made prior to First Holy Communion. Parents are required to attend a meeting on the Rite of Reconciliation and are expected to support their children in the preparation. The coordinator of Director of Religious Education (DRE) notifies teachers and parents in advance of the date, times and process of these special parent-student preparation sessions.

### **SACRAMENT OF HOLY EUCHARIST**

Students are encouraged to receive Sacrament of Holy Eucharist at every opportunity available.

First Holy Communion occurs every spring. Parents are required to attend a meeting on the Eucharist and are expected to support their children in the preparation. The DRE notifies teachers and parents in advance of the date, times and process of these special parent-student preparation sessions.

### **SACRAMENT OF CONFIRMATION**

*Students are prepared for the Sacrament of Confirmation during grades 7 & 8.*

*Confirmation occurs every year for the 8<sup>th</sup> Grade students. Parents are required to attend a meeting on Confirmation and are expected to support their children in the preparation. The DRE notifies teachers and parents in advance of the date, times and process of these special parent-student preparation sessions.*

## **ROSARY AND STATIONS**

*Teachers prepare students to pray the rosary and Stations of the Cross. The entire school usually recites the rosary twice a year in October and May. Stations are prayed weekly during Lent under the direction of a priest or deacon.*

## **MASS SERVERS**

*The St. Edward faculty invites and encourages student participation and involvement of serving during Mass. Students are excused from class to serve during daily Mass as required. If the student needs additional time on an assignment that was missed due to serving, the student is responsible to request the additional time. The time will be allowed.*

## **How We Care For Our Students' Intellectual Development**

### **CURRICULUM GUIDES**

*St. Edward Catholic School & Preschool Faculty follows curriculum guides, which state Goals and Objectives for each grade level. The Diocesan Office of Catholic Education, Region I Schools and St. Edward Catholic School & Preschool Faculty have outlined content for each subject area. These guides can be reviewed in the Diocesan Office.*

### **ASSIGNMENT NOTEBOOKS**

*Assignment notebooks will be distributed on the first day of classes. Teachers will expect each student to use this as a continual pattern for study skills. Likewise, we need parent help in monitoring students in the use of the assignment notebook. This will show the value of the tool and how it is intended to be for student academic growth.*

## **ACADEMIC POLICIES**

### **ACADEMIC TESTING**

- *The **Iowa Test of Basic Skills** is administered during the month of September to each student in grades 3-8, according to diocesan guidelines.*
- *Students in grades 5 and 8 will be given the religious assessment, the **ACRE**, developed by NCEA. Results of these tests are to be shared with parents.*
- *A **WRITING CURRICULUM** will be implemented in all grades resulting in an 8<sup>th</sup> grade Portfolio to be referenced by High School Language Arts staff.*
- ***RTI** testing will take place to identify individual student's strengths/weaknesses in grades K-5*

*The results of these tests are studied by the faculty and used in curriculum planning for*

*individual and class instruction. Resource instruction may be provided.*

## **STUDENTS WITH SPECIAL NEEDS**

*St. Edward Catholic School & Preschool complies with the Diocesan directive that students with special needs be admitted whenever possible. When a family of a child with special needs applies for enrollment, the parents, school administrator, and other appropriate staff will meet to define the student's needs and to determine the school's ability to meet those needs. Parents and guardians of enrolled students are required to inform the school of any previously diagnosed health problems or special learning needs for which accommodations are needed. Special needs may include but are not limited to learning disabilities, attention deficit disorder, food allergies, asthma and diabetes.*

*Either parents or teachers may request that a child be referred for diagnostic testing. If diagnostic testing is warranted, an evaluation will be requested through IVC School District #321.*

## **STUDENT RECORDS**

### **EXAMINATION OF STUDENT RECORDS BY PARENTS**

*A parent who requests to examine records of their child(ren) may do so by contacting the principal. The principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and principal sign a form indicating that such a review has taken place. This form is filed at the school.*

### **TRANSFER OF STUDENT RECORDS**

*School records are transferred between schools. Parents sign a release form and records ordinarily are mailed to the new school immediately. Transference cannot be completed if the previous parish/school is withholding records for any reason.*

### **CUSTODY OF A STUDENT**

*If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. **Any changes made in custody agreements should be promptly reported in writing to the principal.** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office. St. Edward Catholic School & Preschool complies with the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. 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 student.*

## **REPORTING ACADEMIC PROGRESS- GRADING**

*To achieve a sound educational philosophy and professionalism in reporting student progress, each school shall use the diocesan objectives and criteria. However, using diocesan policy D-121 and D-121/AR-OCS as guidelines, schools may design a report card for each grade specific to the skills and concepts unique to that curriculum.*

### **MID-TERM REPORTS (Progress Reports)**

*Teachers will notify parents or guardians of a child's academic progress mid-way through each*

grading period in grades 3-8. These grades are a close estimation of the student's progress up to that point. You may also keep up to date by visiting OptionC online.

## **REPORT CARDS**

Report cards are distributed every nine weeks. The cards are sent home prior to parent-teacher-student conferences at the end of the first and third quarters. Report card envelopes are to be signed by the parent and returned to the homeroom teacher **within four school days** after issuance.

The teacher generally uses the following standards as guidelines in evaluating a student in the areas of achievement and effort:

- 1 ability of the student
- 2 participation
- 3 daily class and home assignments
- 4 effort to improve

It is important to remember that your child is an individual and the information should not be compared with any other child's report card; this is especially true for children in the same family. The marks on Personal Development and Work/Study Skills are highly important for they show how your child is learning to get along with others and his/her development as a responsible individual.

## **ACADEMIC MARKING CODE**

A = (94-100) Excellent  
B = (85-93) Very Good  
C = (76-84) Satisfactory  
D = (70-75) Below Average  
F = (69 & Below) Failing  
I = Incomplete

## **RECOGNITION OF ACHIEVEMENT**

All teachers at all grade levels are urged to use various forms of reward and positive affirmation on a continual basis.

**HONOR ROLL** is published quarterly regarding students in grades 5-8. There are two honor rolls in grades 5-8:

- First Honor Roll - All A's
- Second Honor Roll – All B's or better.

## **CONFERENCES**

Either the parent or the teacher may initiate conferences at any time. Appointments should be scheduled for the convenience of both the teacher and parents. Parents and teachers are urged to freely exercise this privilege. Discussing issues that arise often helps to solve them more quickly and adequately. Absolutely no conferences are allowed during school hours.

## **RETENTION OF STUDENTS**

If it is determined that retention is to be considered as a necessary action for the benefit of the student, the following process is used:

*St. Edward Catholic School & Preschool places students in grade levels for which their level of maturity and learning skills are appropriate. Retention and promotion are recommended on an individual basis with the goal to best meet the student's needs. Retention is made only after thoughtful consideration and after possible alternatives has been explored by teacher, parent, and principal. Determination of a student being promoted or retained is a function of the teacher(s) and the principal after consultation with the parents. The principal assumes final responsibility for grade placement taking into account staff and parental input as well as taking into account an academic evaluation and the appropriate interventions.*

*There are a variety of factors and guidelines that should be considered in promotion and retention. These factors are, but not limited to: chronological age, mental age, social growth, physical development, emotional status, effort, and standardized test scores.*

*There are academic performance guidelines that each grade level should adhere to. But, because our goal of promotion/retention is for each student to be considered individually, a student could fail to meet the academic guidelines for promotion yet not be retained if teacher(s) and principal, after consulting with the parents, feel that retention would not be in the best interest of the student. And conversely, a student could meet the guidelines for promotion, but if the teacher(s) and principal, after consulting with the parents, feel that promotion would not be in the best interest of the student, promotion could be waived.*

*These are the following grade level academic guidelines:*

**Grades K-2** *If a student has not been previously retained:*

- *The student will be retained for an unsatisfactorily completion in reading or math at the student's grade level for the school year.*

**Grades 3-8**

- *Students will be retained if their yearly average is unsatisfactory in three (3) or more of their major subjects.*
- *Major subjects are religion, reading, mathematics, English, science, social studies, and history.*
- *If an eighth grader does not master the required curriculum and retention does not seem feasible, the student will receive a Certificate of Attendance rather than a Diploma.*

*In case of retention consideration, a parent/teacher conference will be scheduled after the end of the first semester to confirm and consult with the parent/guardian about the possibility of retention. Another conference will be scheduled when the determination has been made.*

## **HOMEWORK**

*Homework is an extension of classroom work and is a crucial part of the learning process for St. Edward students. The faculty strives to give some type of home responsibility consistently at all grade levels. The type and the amount of homework given are to be considered developmentally appropriate for each grade level. Ordinarily, the basic guidelines will be:*

*K-2: 20-30 minutes  
Grade 3-5: 30-60 minutes  
Grade 6-8: 60-90 minutes*

*The amount of time spent on homework will vary because of the differences in students, the amount of work completed in school, the expectations of the teacher, and the amount of make-up work to*

be completed.

*Reading is a very important part of education. Your child should have a book for reading in leisure moments, and should read at home each day for a period of time, depending on the age of the child. Reading is always a homework assignment whether stated each day or not.*

*Homework serves to unite home and school in the education of your child. It is important for parents to cooperate with your child's teacher to be certain that homework is completed. Parents are asked to confer directly with the teacher if the homework could not be completed. Teachers will send a notice home to parents when work is not completed.*

*A student, who is absent from school, should check with the teacher about make-up work. To receive full credit, the student has one day for each day absent to complete any make-up work. Students are required to complete all assignments missed during the absence.*

*Parents, you can help your child when you check each day to see if your child has an assignment and he/she understands it, provide a quiet and definite time and place to study, let your child do his/her own work, and show interest in what they are studying and what they have learned.*

## **TECHNOLOGY**

*St. Edward Catholic School & Preschool is committed to integrating technology in all learning environments to prepare our students for their future endeavors. This commitment includes proper use of technological tools and skills in an active and enriching classroom and lab experience for each student--one that enhances learning, instruction, and management. Computers are integrated into the curriculum to teach/reinforce skills and concepts. Students have networked access to the Internet as directed by the teacher and individually as authorized by the parents in accordance with the Acceptable Use Policy. The Technology Coordinator assists the teachers and students in their classrooms as well as in the Computer Lab.*

## **LIBRARY**

*To supplement the reading program and provide research the library contains a large assortment of books which are available to students.*

## **EDUCATIONAL FIELD TRIPS**

*St. Edward Catholic School & Preschool recognizes that field trips provide effective and worthwhile learning experiences for students. The Education Commission encourages and supports field trips only when they are an integral part of the school curriculum and contribute to the desired educational goals of St. Edward Catholic School & Preschool.*

### **Field Trip Guidelines**

*All field trips shall have the previous approval of the principal.*

*A bus company shall provide transportation unless the principal authorizes private transportation. All drivers of cars must complete a form: Driver Proof of Insurance/Licenses and Liability. This form requires a copy of: Driver's License and a proof of insurance. The forms are available in the school office. This process is required for each driving event.*

*On all bus trips, a fee will be set to defray the cost of transportation. This fee will be based on a*

*quote from a bus company. All field trips will be adequately supervised by faculty members and other approved adults. Parents will be notified of the date, time, and details of the trip.*

*Parental permission, in writing, must be obtained before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will remain at the school.*

*For each field trip, teachers will obtain from the office the Authorization for Emergency Medical Treatment forms for their class.*

## **How We Care For Our Students Social Development**

### **SELF-DISCIPLINE AND SOCIAL GOALS/SKILLS**

*A person is self-disciplined when he or she can:*

- 1. Listen*
- 2. Follow instructions*
- 3. Ask questions when something is not understood*
- 4. Share time, space, people, things*
- 5. Practice the essentials of social skills*
- 6. Work cooperatively with others*
- 7. Understand and explain the reasons for rules*
- 8. Select and develop procedures for accomplishing a goal*
- 9. Be a leader*
- 10. Communicate effectively*
- 11. Organize time, space, things*
- 12. Work together to resolve problems of mutual concern*
- 13. Take the initiative to resolve problems*
- 14. Distinguish fact from feeling*
- 15. Sacrifice / Serve others*

### **CATHOLIC SCHOOLS WEEK**

*Aligning with a national celebration, the last Sunday of January begins Catholic Schools Week. Family Activities, Open School Visitation, and Liturgy are offered to parents, grandparents, parish, and community. Everyone is invited to witness the JOY, experience the atmosphere and observe our student, faculty and staff at their best.*

### **TREATS AND PARTIES**

*Birthday treats are optional. A simple birthday treat may be passed to the children in their homerooms. Invitations to after school hour parties are not to be distributed during school hours if it does not include all the children in the class. Room mothers may be asked to assist and/or provide parties for Halloween, Christmas, and Valentine's Day.*

### **STUDENT PICTURES**

*Early in the fall a professional photographer will take pictures of each student; a class composite picture is also provided. Parents are under no obligation to purchase these pictures.*

## **How We Care For Our Students Physical Development and Safety**

## **PHYSICAL EDUCATION**

Physical development is as important in education as the spiritual and intellectual. All children are expected to participate unless excused by a doctor. This is an excellent time for training in good sportsmanship, thoughtfulness, and consideration for others. Students in grades 3-8 are required to have the proper physical education uniform. All students are required to wear gym (tennis) shoes on their gym days.

Medical: If it is necessary to be excused from participation in physical education, the student must provide the teacher with either a parent or a physician's written excuse. A parent note will be valid for 1 or 2 days. A physician's, physician's assistant, or chiropractor's excuse is required for 3 days or longer. In either case, students excused from physical education will not be allowed to participate in practice or games each day the excuse is in place. A parental or physician's release is needed to reinstate the student to participate in physical education and/or athletics.

## **CARE PROGRAM - Before School only- begins at 7:20 AM**

Adult supervision is available at school at **7:20 AM** each day before school in the gym or on the school playground. If circumstances dictate that your child arrives before 7:20 AM they must enter the building through the west doors and proceed to the main lobby of the school.

### **Lunches**

Students will be expected to bring their own lunches to school. Cold milk will be available for them at a cost of \$.50 per carton. Students should not exchange food due to health reasons. **Students may not bring soda pop for lunch.**

### **Cafeteria Procedures**

1. Students pray the **Blessing Before Meals** in their classrooms prior to lunch.
2. Students come to the cafeteria in single file.
  - a. Each teacher accompanies his/her class to the lunchroom. The serving area is considered a "Quiet Zone" so indoor voices are required.
  - b. Out of courtesy for the cafeteria supervisory personnel and other classes in session, please limit talking while in this area.
  - c. Students who act inappropriately in line or in the cafeteria may be referred to the Principal for discipline.
3. Be seated and remain seated at your assigned table until dismissed or given permission to leave your seat by the supervisor in charge.
  - a. Always refrain from pushing others in line or at the table.
  - b. Always respect personal space-- please.
  - c. Enjoy the conversation at your lunch table. Please use your inside voices.
2. Each classroom will be dismissed to dispose of their trash and go to recess or back to class. Please - Leave the table clean! Pick up after yourself.
3. After lunch, students will pray the Prayer after Meals in the cafeteria.

### **Manners**

All students are expected to practice good manners:

- 1 Courteous responses: PLEASE and THANK YOU
- 2 Wait for turn in line without pushing or taking cuts
- 3 Subdued talking in the line and use inside voices at the tables
- 4 Spend at least ten minutes eating at the table

- 6 Leave table clean when exiting your seat
- 7 Place trays or lunch boxes in assigned areas in cafeteria
- 8 Please Recycle when possible. (Plastics & Paperboard containers!)

## **MEDICAL CARE**

### **Emergency Medical Information**

Parents must complete all necessary forms in the registration packet on or before the posted registration days. Also parents are to complete a form entitled Authorization for Emergency Medical Treatment. This information will be kept in the possession of the school office and distributed to the person in charge of each trip or athletic activity in which a student participates. Should the need arise, this information will be given to the proper medical authorities.

A child who is not feeling well does not apply effort to schoolwork. Many illnesses, including colds can have an impact on a child's disposition, and can be contagious to other children. It is important to be sensible about school attendance. Be sure that we always have current telephone numbers on the school emergency cards so that you can be contacted if your child is sick. No child will be sent home ill without guardian approval and the guardian must be present at the home to meet and stay with the child.

Nutrition does affect a student's behavior and ability to learn. It is important for children to start the day with a good breakfast, and to have nutritious snacks. Birthday treats can also be nutritious, rather than sweets.

### **Medication**

Parents have the responsibility for administering daily or regular medications to their child if it is needed.

No over-the-counter medications will be administered, unless parents have secured a written notice by their physician stating that their student(s) may receive the listed over-the-counter medication(s).

If it is determined that the student should receive prescribed or over-the-counter medication(s) at school, the procedures are as follows:

1. All medications must be provided by the parents in their original container and labeled specifically for the child intended.
2. For prescription medication, written orders are to be provided to the school from the physician detailing:
  - a. Name of the student.
  - b. Type of disorder.
  - c. Name of the drug.
  - d. Dosage amount.
  - e. Time interval in which the medication is to be taken.
  - f. An emergency number where the physician can be reached.
3. All medications are brought to the school office, one week at a time. Liquid medication must be sent each day in the prescribed dosage. If medication requires refrigeration, the office personnel will make arrangements.
4. Medication may not be kept in book bags, lunchboxes, or classrooms. Asthma inhalers or epipens are the exception.

### **Asthma Inhalers**

Students may be permitted to have custody and self-administer asthma medication as

prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization:

1. A written authorization from the parents of the student.
2. A dated parent signature agreeing to the statement, contained in St. Edward Catholic School & Preschool authorization form.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information:
  - a. The name of the student/patient.
  - b. The name and purpose of the medication.
  - c. The prescribed dosage.
  - d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by St. Edward Catholic School & Preschool

### **Counseling Services**

St. Edward Catholic School & Preschool does not have counseling services. If the administration or a parent feels that there is a need for such services, the administration will help recommend agencies suited to specific student and family needs.

### **Physical and Dental Examinations**

The State of Illinois requires all preschool, kindergarten, and sixth grade students to have a physical and dental exam before entering these grades. Students in grades 2 must have a dental examination by May of that school year. Students entering preschool must have the results of a TB and lead test recorded on the student's physical.

### **Immunization**

A complete immunization record must be on file on each student in the school, including the month, day, last year when the shot was given. For students entering school before November 15 of any given year, the proof of immunization must be presented by this date or the student will be excluded from school until the requirement is met. If for medical reasons one or more required immunizations must be given after November 15 then the student shall present by November 15, a schedule for the administration of the immunization and a statement of the medical reason for the delay. Students enrolling after November 15 must present the immunization record and their latest health examination as soon as possible. Illinois State Law requires that all students entering K-1, 6, and 9 must have a complete physical check-up. Dental examinations are also required for students entering K-2 or 6 at St. Edward Catholic School & Preschool.

These are the minimum requirements to comply with the rules for school entry. The Department of Public Health and your doctor may recommend additional immunizations and exams for your child:

### **Kindergarten:** (Or date of initial entrance to an Illinois school district)

- 1 Physical Examination
- 2 Dental Examination
- 3 Eye Examination
- 2 DTaP booster (Diphtheria/Pertussis/Tetanus)
- 3 Polio booster

- 4 Proof of 2 MMR shots (Measles/Mumps/Rubella)
- 5 Proof of 2 Varicella shots (Chicken Pox) or proof of immunity
- 5 Lead Screening (Blood test STRONGLY recommended)

**Grade 2: Dental Examination**

**Grade 6:**

- 1 Physical Examination
- 2 Dental Examination
- 3 Proof of 2 MMR shots (Measles/Mumps/Rubella)
- 4 Proof of 2 Varicella shots (Chicken Pox) or proof of immunity
- 5 Proof of Hepatitis B completed series
- 6 Tdap: proof of one dose
- 7 Meningococcal Meningitis vaccine (given on or after 10<sup>th</sup> birthday)

**Other Immunizations recommended at ages 11-12:**

HPV (Human Papilloma Virus) vaccine for both boys and girls  
 Hepatitis A vaccine (if not previously received)

**Hearing and Vision Testing**

The Peoria Health Department does the vision and hearing screening for our children early each year. The kindergartners and third graders are screened for both vision and hearing; the fifth graders for vision only; the first and second graders for hearing only. In addition, any new students and those referred by the classroom teachers are screened for both. Those children with a "possible" hearing or vision problem are referred to a doctor for examination and/or treatment and will be followed up by the Health Department. Parents who do not receive a letter from the Health department or a call can assume their child "passed" the test or tests given.

Vision Screening Mandates

Preschool children  
 Grades K, 2 and 8

Hearing Screening Mandates

Preschool children  
 Grades K, 1, 2, 3

Vision and hearing screening mandates also apply to all teacher referrals and children new to the school.

**Illness, Accidents, or Disease Exposure**

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency card will be contacted. The child will need to leave school if they vomit or are running a fever. **The child is to be fever free for 24 hours before returning to school.** This process is channeled through the office. Parents are also notified by note if a child has been exposed to lice or other contagious contact.

**Tobacco Prohibition**

The St. Edward Education Commission prohibits the use of tobacco in the entire school, gymnasium, and cafeteria. We are a smoke-free campus!

**Visitors / Volunteers Security**

Parents and visitors are welcome to St. Edward Catholic School & Preschool. All visitors are

required to proceed to the main office to sign in to the school. All visitors will be required to wear a visitors ID throughout their visit. The only access door to the school is the front door. The school is locked throughout the school day. Entry into the school may be obtained through ringing the doorbell located on the side of the far left door.

## **EXTRA-CURRICULAR PROGRAMS ELIGIBILITY GUIDELINES**

### **Philosophy**

It is our philosophy that the students attend our school primarily for religious and academic development and formation and secondarily for the extracurricular activities that are offered. We further recognize that one of our main goals is to instill a positive self-concept in each child and that while some students may experience difficulties in the classroom, they may very often shine in extracurricular endeavors. Consequently, we try to offer a wide range of activities for student involvement.

### **Eligibility**

Eligibility requirements apply to **all extra-curricular programs** regardless of whether or not they are athletic, fine arts, academic, or social. They include but are not limited to:

- **Satisfactory academic performance.** Cumulative grade averages in each subject are considered for eligibility with the minimum of no less than 70%.
- **Conduct.** Individual conduct at both school and at the activity will be evaluated. This will be evaluated weekly according to the St. Edward Catholic School & Preschool Parent-Student Handbook Discipline Policy. Any student who has received three (3) detentions within a week will not be able to play or participate during the forthcoming week.
- **Effort.** Each individual coach, instructor, or advisor in charge of that particular activity determines this. Ability to perform to expectations is part of the assessment.

If a student fails any eligibility requirement,

- The student will receive one (1) warning week per sport season or activity season. During this warning week, students are expected to correct the grade deficiency and are still allowed to practice and participate in the sport or activity.
- Eligibility is evaluated weekly and is based on the grade for the quarter at the time eligibility is collected (usually at the end of the week). If a student is not eligible two times during the sport season (or activity season) they will no longer be allowed to participate or be a member of the team. (this is not inclusive of the warning week)
- Students may practice during their period of ineligibility (coaches discretion), but may not participate in competition or dress in uniform at competition.

It shall be the responsibility of the principal to notify the student and his/her parents when ineligibility results. Coaches will also be informed if they have a player that is not eligible. The Principal will notify the students who are ineligible in a discreet manner with a note to the parents.

### **Athletics**

Our athletic program is based on the strong belief that athletics are educationally sound and that they play an important part in the development of the participant's physical, mental, emotional, and moral growth. Though the element of competition and winning exists, it will not be the sole determining factor in developing the scope and nature of the Athletic programs. We believe that this is educationally sound for it offers training for living in a society, which is based on

cooperativeness and competitiveness. The basic principles of good sportsmanship and high ethical standards should prevail at all times in order to enhance the educational growth of the student participants. It is imperative that parents set an example of appropriate, Christian sportsmanship.

*St. Edward Catholic School & Preschool has outstanding athletic and co/extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in athletic and co/extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from athletic and co/extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.*

*Participation in athletic and co/extra-curricular programs is a privilege, not a right. Therefore, students forfeit this privilege if behavior, academic standards and financial obligations are not met. Co/extra-curricular and athletic activities do not take precedence over academics; they work in cooperation with academics.*

*Please refer to the Diocesan Athletic Handbook for Elementary Schools, the Illinois Elementary School Association (IESA) and Illinois High School Association (IHSA) rules and regulations, as stated on their respective websites, for further information.*

*All rules and regulations are to be revised on a regular basis by the Booster Club and submitted to the Education Committee for approval.*

### **Peoria Area Catholic Conference**

*St. Edward Catholic School & Preschool participates in the Peoria Area Catholic Conference (PACC) for athletic activities. St. Edward is a member of the IESA, and of the Peoria Area Catholic League. St. Edward Catholic School will adhere to IESA rules and regulations.*

### **Objectives**

- A. *To provide an opportunity for all interested boys and girls to participate in an organized sport.*
- B. *To help establish school pride and spirit.*
- C. *To help boys and girls develop physically, mentally, socially, and spiritually.*
- D. *To help boys and girls accept discipline and a sense of teamwork.*
- E. *To provide a means for our school as a whole and the players and cheerleaders as a team to achieve recognition.*
- F. *To have fun working together and cooperating in reaching a goal.*
- G. *To provide competition and to learn to accept a victory graciously and defeat without rancor.*
- H. *To promote self-confidence and poise as team members.*
- I. *To teach good fundamentals, team spirit, and sportsmanship.*
- J. *To promote understanding and knowledge in healthy, living and sound physical development.*
- K. *To show the goodness of God alive in our world.*

### **Athletic Eligibility**

*These requirements are above and beyond the extracurricular eligibility requirements. Those students who propose to elect to participate in athletic extracurricular activities shall meet the following:*

- A. *Student shall have an up-to-date physical on file at the school. No student shall be permitted to compete in a practice or game unless he/she has a certificate of physical fitness issued by a licensed physician for that current school year. It is the parent's*

- responsibility to submit the physical form to the school office for all sports.
- B. An injury or serious illness will keep a student from participating in an activity (or practice for that activity) until a medical release from a doctor is on file with St. Edward Catholic School & Preschool.
  - C. Medical: If it is necessary to be excused from participation in physical education, the student must provide the teacher with either a parent or a physician's written excuse. A parent note will be valid for 1 or 2 days. A physician's, physician's assistant, or chiropractor's excuse is required for 3 days or longer. In either case, students excused from physical education will not be allowed to participate in practice or games each day the excuse is in place. A parental or physician's release is needed to reinstate the student to participate in physical education and/or athletics.
  - C. A student must be in attendance a half day of school on the day of a game in order to participate that evening.
  - D. It is the responsibility of the coach to enforce the eligibility standards. The coach, principal, or teacher may remove a student from game eligibility for behavior, conduct, or attitude problems. Continued problems will result in dismissal from the team.

Students who are dismissed from the team because of ineligibility or are taken off the team by their parents/guardians will not be recognized at any Recognition Nights or Banquets

### **Equal Participation**

Throughout all practices and games, coaches should be striving to develop the skills of all the players. However, playing time can be withheld because of discipline problems in practice.

### **Time Limitations**

No 7th and 8th graders' practice session may extend beyond 9:00PM, 5th and 6th graders' practice session beyond 8:00PM.

### **Basketball Program**

Teams will be organized with a coach for each team and will be known as the 5th, 6th, 7th, and 8th grade boys' teams and the 5th, 6th, 7th, and 8th grade girls' team. Due to the number of boys and girls participating in a particular class some teams may be combined to form one team.

All players conforming to school eligibility guidelines and not having any unexcused absences from practice will play in all games. Playing time per game for regular season games will be 2-3 minutes minimum.

<i>Sport</i>	<i>Season</i>	<i>Fee</i>	<i>Grades</i>
<i>Soccer (Club)</i>	<i>Aug. – Oct.</i>	<i>\$33/ child</i>	<i>1 – 2</i>
		<i>\$33 / child</i>	<i>3 – 4</i>
		<i>\$33 / child</i>	<i>5 - 8</i>
<i>Basketball</i>	<i>Oct. – Mar.</i>	<i>\$25 / child</i>	<i>5 – 8</i>
		<i>\$40 max / family</i>	
<i>Biddy Basketball</i>	<i>Nov. – Jan.</i>	<i>\$10 / child</i>	<i>K – 4</i>
<i>Cheerleading</i>	<i>Oct. – Mar.</i>	<i>\$15 / child</i>	<i>7 – 8</i>
<i>Girls Volleyball</i>	<i>Mar. – Apr.</i>	<i>\$15 / child</i>	<i>5 – 8</i>
<i>Track</i>	<i>Apr – May</i>	<i>\$20 / child</i>	<i>5 – 8</i>
<i>Declamation</i>	<i>Spring</i>	<i>\$6 / session</i>	<i>5 – 8</i>
<i>After School Programs</i>	<i>Fall / Spring</i>	<i>TBA</i>	<i>K - 8</i>

\*Prices may be subject to revision at any time.

## **ASBESTOS**

*This is to notify you that St. Edward Catholic School & Pre School has completed the three-year re-inspection of the asbestos. The Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40CFR763) for the school facility has been submitted.*

*Copies of the Management Plan are available in the Principal's Office of the school at 1221 North Fifth Street, Chillicothe, Illinois. These plans are available for your inspection during normal business hours of the office, (7:30AM to 3:00PM, Monday thru Friday).*

### **Wellness Policy**

*St. Edward Catholic School & Preschool follows diocesan policy D-151, P-CDOP (reviewed: 9/07) and implements a local student wellness plan.*

### **Discipline:**

#### **How We Instill Discipline and Character in Our School**

*Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.*

## **SUPERVISION**

*Adult supervision is provided for all students either by faculty members or salaried/volunteer supervisors:*

- 1. Teachers maintain supervision throughout the entire school day during all activities.*
- 2. Sponsors of extra-curricular activities are responsible for supervision while the children are under their direction.*

### **Inside the Building**

*When supervisors monitor in the classrooms during inclement weather the following rules apply:*

- 1 Conversations should always be in moderate tones (inside voices).*
- 2 Running is never permitted in the classroom or in the hallway.*
- 3 Climbing on stairwells is not permitted*

### **Permission to Remain Indoors During Recess**

*If a parent requests that a student remain indoors during recess/noon time, a note should be sent to the homeroom teacher stating the request, the reason why and the number of days it applies. Ordinarily, children are strongly encouraged to go outside unless there is a health reason.*

## **DISCIPLINE PHILOSOPHY**

*In order to secure maximum achievement, students need to learn self-discipline, responsibility, self-control, and reliability. On the road to self-discipline there must be some guidelines or rules for students to follow. Each teacher will explain certain operational policies for their classroom as well*

as school rules to the students. These will all be based on basic common courtesies.

*A discipline policy is only as strong as those responsible for enforcing the policy. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, school, and community. However, some do not, and it will be necessary for the teacher or principal to discipline those students who, lacking in self-discipline, interfere with the learning environment of the classroom or school. When it is necessary that disciplinary measures be taken, they will be effective only to the extent that we have the whole-hearted cooperation of both parents and guardians. Your attitude of respect for authority and your appreciation of the efforts of the school is reflected in the attitude of your child.*

### **Corporal Punishment**

*Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes but is not limited to slapping, paddling, or maintenance of students in physically painful positions or intentional infliction of bodily harm. (D-146, P-COE, revised: 9/07)*

*St. Edward Catholic School & Preschool complies with diocesan policy and forbids the use of corporal punishment. Faculty and staff may use reasonable force, as needed, to prevent injury to a student, another staff member, or oneself.*

### **BEHAVIORS WHICH REQUIRE DISCIPLINARY ACTION**

*A student will receive demerit(s) or detention(s) for infractions listed below or any other act at the discretion of the school personnel at the time of the infraction. It is at the discretion of the teacher or adult supervisor to fit the punishment to the offense. The teacher will take into consideration the age appropriateness of the discipline to be taken for each grade level. Ten (10) demerits in one-week may result in a detention being issued, which is generally held after school from 2:25 - 3:15 p.m. at the teacher's convenience. Parents are to be notified in advance to arrange transportation.*

#### **Demerits**

*The following will result in a minimum of demerits (from 1 to 10) given and based on individual circumstances could lead to detentions and even suspensions. They are, but are not limited to:*

- 1 Unexcused tardy arrival to any class or assembly.*
- 2 Eating food or chewing gum in class.*
- 3 Being in the hall, restroom, in or around vehicles in the parking lot, or any other off limit area without permission.*
- 4 General misbehavior such as shoving, pushing, not keeping hands to oneself in school, on school grounds, or at school activities.*
- 5 Students showing disrespect toward Christian morals and values (this includes lying), insubordination, verbal abuse, unacceptable language (profanity), or defiance toward school personnel in the classroom or on busses to and from school.*
- 6 Cheating on academic work.*
- 7 Violation of playground rules.*
- 8 Possession and/or use of electronic devices or cell phones during school hours.*
- 9 Repeated uniform violations.*

#### **Detention**

*The following will result in a minimum of a detention and based on the individual circumstances could lead to suspensions and even expulsion. They are, but are not limited to:*

- 1 Public display of inappropriate affection.*

- 2 *Forgery - notes, detention slips, passes, homework, notices, report cards, etc.*
- 3 *Damaging or defacing school property. An example of this would be writing on walls, writing on or damaging school furniture, and writing in textbooks.*
- 4 *Verbal or physical harassment/abuse to a student or staff member; persistent name calling or teasing/bullying of other students*
- 5 *Use of the school's computer network to obtain, copy, and/or disseminate inappropriate materials, including, but not limited to, pornography and violence.*
- 6 *Fighting, provoking a fight between other individuals, or participating in activities, which result in violence toward any person.*
- 7 *Possession and/or drawing of pornographic pictures and literature*
- 8 *Disregard for the Church's teachings on the dignity of human life from conception to natural death, for example, abortion, euthanasia, or discriminatory activity*
- 9 *Consistent refusal to obey classroom and school rules; defiance or disrespect to those in authority.*
- 10 *Constant refusal to obey uniform regulations.*

## **Suspension**

*"Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion."*

*The following will result in a minimum of a suspension and based on the individual circumstances could lead to expulsion. They are, but are not limited to:*

- 2 *Possession and/or use of drugs, alcohol, or tobacco while in school, on school grounds, or at school related activities.*
- 3 *Ignition of fused or incendiary devices such as fireworks, stink bombs, etc.*
- 4 *Physical assault/fighting*
- 5 *Stealing school or personal property*
- 6 *Leaving the school grounds after arrival or during the school day without permissions of school authorities.*
- 7 *Blatant disrespect, insubordination or verbal abuse of personnel and/or other students, including racial and religious slurs.*

## **Expulsion**

*The permanent termination of a student's enrollment for disciplinary reasons is a most serious matter and is invoked only as a last resort. Preferably, it should be preceded by at least one suspension. Prior to permanent dismissal, the student and his/her parent(s) or guardian(s) must be granted a hearing in the presence of the pastor by the principal and teacher(s) involved with consideration given to the extent of the school's previous efforts to remedy the problem.*

## **Disciplinary Process**

*The following steps will be taken to instill discipline with a student.*

1. *Verbal correction to child.*
2. *Demerit(s) given to child.*
3. *Notification to parents when child has received five (5) demerits in one week.*
4. *Conference with parent, teacher and principal if deemed necessary.*
5. *Detention when child has received ten demerits.*
  - a. *Five detentions accumulated throughout the year will result in an out-of-school suspension.*
  - b. *A sixth detention will result in probation where parents/guardians will be strongly*

- urged to get outside counseling.*
6. *Mandatory conference with parent, teacher, and principal, where a behavior modification contract will be established.*
  7. *Suspension. In the case of an in-school suspension, teacher, school personnel involved, and the principal will decide which of the following would be most beneficial to positively affect student behavior.*
    - a. *In-school suspension with parent attending class with student (up to 3 days).*
    - b. *In-school suspension in principal's office (up to 3 day.).*
    - c. *In-school suspension at an alternative site away from regular classroom (up to 3 days).*

*Prior to suspension, the student will be provided oral or written notice of the offenses. If the offenses are denied, the student shall be given any explanation of the evidence against him/her and an opportunity to present his/her version of the incident.*

- e. *Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.*
  - f. *A copy of the notice shall be given to the Pastor.*
  - g. *A statement as to the type and time of suspension as well as the reason(s) for the suspension will be placed on file in the school office by the principal.*
  - h. *After a period of out-of-school suspension, one or both parents must return to the school with the student to establish a plan for improved behavior.*
  - i. *The parent of the suspended student shall continue contact with the teacher(s) or principal. This duration of time will be known as the probation period. A Parent/Teacher conference or phone communication will complete the probation period as approved by the principal.*
  - j. *Upon the request of the parents or guardian, a hearing shall be conducted to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Principal and Pastor. After the hearing or upon receipt of the report of the hearing, the Principal may take such action it finds appropriate.*
8. *Expulsion.*

*Written notification of dismissal will be sent to the parents. The written notification includes:*

- *Reasons for the considered dismissal*
- *Copy of dismissal procedures include the right to a due process hearing*
- *Possible dates and times for hearing*
- *Forms on which parent can indicate having received the notification of dismissal and indicate which dates and times are convenient for meeting. This form is to be completed and returned to school as soon as possible, usually no longer than two working days after it has been received.*
- *Meeting of the pastor and principal with the student, teacher(s), parents/guardians*
- *Right to Recourse (due process).*
- *A statement as to the type and time of expulsion as well as the reason(s) for the expulsion will be placed on file in the school office by the principal.*
- *Ten detentions or three suspensions in one school year will result in expulsion for a minimum of one calendar year.*

*Problems may arise in school if a student brings an article that may be a danger to oneself or others, or an article that may interfere with the normal operations of the school. Any article deemed unacceptable by a teacher or administrator will be immediately confiscated and will be returned ONLY to the legal parent.*

## **Right to Recourse**

*The individual desiring an appeal or review must make that request known to the pastor following the APPEAL AND REVIEW POLICY OF THE DIOCESE OF PEORIA.*

## **Pastor's Jurisdiction**

*The pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule or step for just cause at his discretion.*

*The pastor reserves the right to request the withdrawal of a student:*

- *For failure of the family to meet financial obligations of the parish.*
- *Following a determination by the principal that a student's educational needs can no longer be met by school personnel and by available school resources.*
- *Due to a failure of a family or student to participate in required activities or to support the mission of the school.*
- *Or due to disciplinary infractions.*

## **HARASSMENT POLICY**

*The term harassment includes, but is not limited to slurs, jokes, leers, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status or mental handicap. (Diocese of Peoria Handbook)*

*Harassment of any type -- verbal, physical, visual, sexual -- is opposed to the mission of St. Edward Catholic School & Preschool and will not be tolerated. Harassment of any person on school grounds or by any employee while acting as a representative of this institution is not acceptable. Any individual judged to harass another would be subject to appropriate disciplinary action.*

*A student that feels he/she has been harassed should notify their parent and/or a faculty member. The matter must also be reported to the Principal who will inform the Pastor as soon as possible. An investigation of the incident will take place. In the case of substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation. The Diocese of Peoria Harassment Policy will be followed if any employee believes that he/she has been harassed.*

## **ANTI-BULLYING/CYBER-BULLYING POLICY**

*St. Edward Catholic School & Preschool does not tolerate bullying in any form. All School Community members are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all. As a School Community we will not allow cases of bullying or teasing to go unreported to the parent(s) of the aggressive child.*

*Bullying is an act of aggression causing embarrassment, pain, or discomfort to another.*

- 1 *It can take a number of forms: physical, verbal, gesture, extortion and exclusion.*
- 2 *It is an abuse of power.*
- 3 *Individuals or groups may be involved.*
- 4 *It is repetitive and ongoing.*

*Some examples of bullying include:*

- 1 *any form of physical violence such as hitting, pushing or spitting*
- 2 *interfering with another's property by stealing, hiding, damaging or destroying it*
- 3 *using offensive names, teasing or spreading rumor about others or their families*
- 4 *using put-downs, belittling others' abilities and achievements*

- 5 *writing offensive notes or graffiti about others*
- 6 *making degrading comments about another's culture, religious or social background*
- 7 *hurtfully excluding others from a group*
- 8 *making suggestive comments or other forms of sexual harassment*
- 9 *ridiculing another's appearance*
- 10 *forcing others to act against their will*

*This requires the **STAFF** to:*

- 1 *Be role models in word and action at all times.*
- 2 *Be observant of signs of distress or suspected incidents of bullying.*
- 3 *Make efforts to remove occasions for bullying by actively patrolling during supervision duty.*
- 4 *Arrive at class on time and move promptly between lessons.*
- 5 *Take steps to help victims and remove sources of distress without placing the victim at further risk.*
- 6 *Report suspected incidents to the appropriate administrative staff.*
- 7 *Keep a written record (who, what, when, where, why and how).*

*This requires **STUDENTS** to:*

- 1 *Refuse to be involved in any bullying situation.*
- 2 *Take some form of preventive action.*
- 3 *Report the incident or suspected incident and help break down the code of secrecy.*

*The school recommends that **PARENTS**:*

- 1 *Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing school items, damaged clothes or bruising).*
- 2 *Take an active interest in your children's social life and acquaintances.*
- 3 *Advise your child to tell a staff member about the incident. If possible allow him/her to report and deal with the problem himself/herself – empower your child*
- 4 *Inform the school if bullying is suspected.*
- 5 *Do not encourage your child to retaliate.*
- 6 *Be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected.*

### **Possession or Use of Weapons or Look Alike Weapons in School (D-150, P-CDOP)**

- *Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.*
- *It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.*

- *Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.*
- *In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.*
- *Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students. (Catholic Diocese of Peoria Policy, revised: 9/07)*

## **INSPECTION POLICY**

*Individuals entering upon the premises of the school – whether students, employees, or guests – are expected to conduct themselves in keeping with established norms for personal/conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises. Included with this Policy is the right to inspect the following:*

- 1 desks
- 2 book bags, knapsacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises
- 3 lockers
- 4 vehicles on school premises
- 5 clothing (with appropriate safeguards for the individual's personal privacy)
- 6 any and all property (whether school, student, visitor) existing on school premises.

## **How We Care For Our School Building and Supplies**

### **CARE OF BOOKS**

*All hardbound and some softbound textbooks are on a loan basis. At the beginning of each year, the student is required to have his/her loaned books covered in a manner that fully protects the book but does not cause damage to it.*

*Teachers may examine textbooks at any time and charge a fine if the book is damaged. If a student marks, bends pages or cover, or damages the book in any other way, s/he will be asked to purchase a replacement text.*

*School supplies will be required for each student. A list of supplies for each grade level is made available to parents in the registration packets.*

### **CARE OF STUDENT DESKS AND CHAIRS**

*As with all school property, students are responsible for good care of their desks and chairs. If these are scratched, marred, or broken by the student, a fine will be set according to the cost of the furniture. Students are fined for property damage of any kind.*

## **BUILDING AND GROUNDS**

*St. Edward Catholic School & Preschool provides janitorial services and remedial maintenance to the school. After each school day, all restrooms are cleaned, trash cans emptied, and classrooms are swept. Students and/or volunteers may participate for service hours.*

*St. Edward's Building and Grounds Committee is responsible for all "major" maintenance projects. Outside licensed contractors are hired and may be present on school grounds during school hours.*

*Volunteers are routinely asked to support and assist with other projects such as painting. Generally, these projects are conducted after school hour. Students and/or volunteers may participate for service hours.*

## **ST. EDWARD PARISH FINANCIAL ASSISTANCE**

*The St. Edward Parish Financial Assistance is designed so that no active member of a Catholic parish or new family will ever be deprived of a Catholic primary education at St. Edward Catholic School & Preschool due solely to financial distress. Members of local area parishes who have been financially blessed contribute in various ways throughout the year so that those who are experiencing financial distress can still afford to provide for their children one of the greatest gifts they can give --- a Catholic Education.*

*St. Edwards collects funds for financial assistance via their Sponsor a Student monthly collection taken at the local area Parishes.*

### ***How Do I Apply For Admission to St. Edward Catholic School & Preschool and what are my Tuition Options?***

The following steps need to be taken to apply for admission to St. Edward Catholic School:

1. Acquire a registration packet from the school office. All required information needs to be filled out and returned to the office with the Deposit and Lab fees. Payment options are explained below and explained in the registration packet.
2. Tuition Information and tuition reduction options are explained in the section below as well as the registration packet.
3. Tuition may be based on a 'Sliding Scale,' however; a FACTS analysis **IS** required for families to be able to negotiate individual tuition rates.
4. The FACTS analysis process is explained on a separate form in the registration packet.
5. The John Lancaster Spalding Scholarship is available through the Diocese of Peoria for all families with students enrolled at St. Edward Catholic School. The John Lancaster Spalding Scholarship will be announced in the Fall of each semester with a deadline of March 15, 2017. Families will be notified as soon as the Diocese announces the scholarship availability.

## **St. Edward Catholic School & Preschool & Preschool Tuition 2016 - 2017**

Tuition

Annual  
Due Aug 31

Monthly EFT Transfer  
August – June

One student grades 1-8	\$3692.00	\$335.64
Two students grades 1-8	\$4392.00	\$399.27
Three students grades 1-8	\$4892.00	\$444.73
More than 3 students grades 1-8	\$4892.00	Determined based on number
	For first 3 students	of students
	+ \$500.00 each	
	additional	
Kindergarten	\$1035.00	\$94.09

Families in need of tuition reduction assistance MUST apply through the 'FACTS' website for an analysis of 'ability to pay' tuition levels. There is a small fee to apply.

If, upon completion of the FACTS analysis, the established level remains a burden for your family, a meeting with the Pastor is required to determine your **PERSONAL** tuition level. All meetings are private and confidential.

All families with students enrolled at St. Edward Catholic School & Preschool are expected to:

- Sign a tuition 'Compact' specifically stating tuition and fees to be paid for the upcoming year.
- Volunteer for school and Parish activities as a matter of service and
- Be active parishioners by attending weekly Mass.
- Payment schedules will be set up through the School/Parish Business Manager.

### **Kindergarten Tuition Rate**

**Tuition for students enrolling in Kindergarten at St. Edward Catholic School & Preschool will be \$1,035.00.** If the tuition level becomes a financial burden, you may apply for the FACTS analysis and contact the Pastor and Principal for a meeting to discuss your situation. Waivers and reduced tuition considerations are not applicable for Pre School enrollment or additional school fees.

### **First (1st) time student enrollment**

Students enrolling at St. Edward Catholic School & Preschool (Grades 1 through 8) for the first time may receive ½ price tuition (50% off the total family tuition) their first year at St. Edward, which can be billed monthly through ACH payments. Half Price Tuition does not apply to the Kindergarten or Preschool tuition. All tuition balances must be payed by June 1, 2017.

### **Referrals**

If a St. Edward family refers a new family to take a tour of our school and parish, the established St. Edward family will receive a \$50.00 credit on their respective tuition the following school year. If that same referral ultimately enrolls and attends St. Edward Catholic School & Pre School & Preschool as a student the established St. Edward family will receive an additional \$100.00 credit on their respective tuition cost the following school year. There is a limit of five (5) referrals per family.

### **Financial Aid**

All families regardless of income and contracted tuition levels may apply for the John Lancaster Spalding Scholarship. Applications and information can be found on the Catholic Diocese of Peoria (CDOP) website or the St. Edward Catholic School & Preschool website at: [saintedschool.org](http://saintedschool.org)  
Deadline for applications is March 15, 2017.

Our EFT provider requires that tuition payments are due on a monthly basis over a twelve (12) month period, beginning in July and ending in June. Payments are due on either the 1<sup>st</sup> or the 15<sup>th</sup> of the month, or every Monday if done weekly.

Direct payment (EFT) is currently limited to kindergarten through eighth grade.

**ARREARAGES:** *unpaid or overdue tuition.*

**Starting with the 2016-17 school year:**

1. *Arrearages that exist at the time of report card distribution, the school will withhold the report card from the student(s), online access to student grades, and not allow a Parent/Teacher conference to be held.*
2. *Arrearages that exist at the change of semester or at the end of the school year will render the student(s) ineligible for enrollment for the second semester or next school year, respectively.*
3. *Repeated arrearages while participating in our EFT payment system may require a meeting with the principal and/or pastor to rectify the situation.*

### **TUITION REIMBURSEMENT POLICY**

*In the event a child does not complete the academic year at St. Edward, St. Edward Catholic School & Preschool will reimburse the amount of tuition and/or school fees prepaid beyond the student's stay at St. Edward Catholic School & Preschool.*

### **Joining OUR School Community**

#### **Admission of New Students**

*The basic mission of St. Edward Catholic School & Preschool is to provide a Catholic education for all students of the parish and community. All students are required attend religion classes and activities as assigned by the staff.*

*New students are admitted according to the following **PARISH CRITERIA:***

1. *Families registered in the St. Edward parish and have been served by the school in the past and who have actively contributed to the parish.*
2. *Catholic families registered to local area parishes and have been served by the school in the past and who have actively contributed to the parish.*
3. *New Catholic families who live within the parish boundaries and who agree to actively contribute to the financial support of the parish.*
4. *New Catholic families who live outside the parish boundaries and who agree to actively contribute an amount equal to full tuition to St. Edward Catholic School & Preschool.*
5. *Non-Catholic families served in the past and who pay tuition.*
6. *Non-Catholic families who agree to pay tuition and who affirm the religious education program of the school.*

*All parents and students are made aware that the basic purpose of St. Edward Catholic School & Preschool is for Catholic formation within a Christian community inspired by faith and for the academic development of students. Admission to St. Edward Catholic School & Preschool usually occurs at the beginning of the school year. New parish families are accepted at the time of*

application.

Transfer students are interviewed by the principal on an individual basis before decision for entry is made. The student's cumulative records are requested from the school last attended. New students are discouraged from entering school during the final grading period unless circumstances make it absolutely necessary to do so. Necessity will be determined by the school principal or Pastor.

## **ENTRANCE REQUIREMENTS**

### **Non-Discrimination in Student Admission Policies**

No student shall be refused admission to St. Edward Catholic School & Preschool on the basis of race, color, gender, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy. (D-111, P-CDOP, reviewed: 9/07)

1. The Financial Agreement (**Parish Compact**) has been signed with the Principal or delegate prior to the enrollment.
2. The following age requirements are met:
  - a. Students entering pre-school must be three (3) years of age on or before September 1 of the school year.
  - b. Students entering Kindergarten must be five years (5) of age on or before September 1 of the school year.
  - c. Students entering first grade must be six years (6) of age on or before September 1 of the school year.
3. Verification of age has been provided by means of the birth and baptismal certificates for children entering school for the first time.
4. Maximum class size limits have not been met. Ordinarily, the class size does not exceed 30 for grades K-8, and 20 for pre-school.
5. The State of Illinois has established the policy that students entering the grades listed below must have the following to be in compliance with the law:

**Preschool:** Physical exam, 3 Polio shots, 3 Hepatitis B shots, TB Screening, 4 DTaP shots (Diphtheria, Tetanus, Pertusus), 1 HIB shot (Meningitis), 1 MMR shot (Measles, Mumps, Rubella), 1 Varicella (Chicken Pox) or proof of immunity, Proof of age appropriate Pneumococcal vaccination, Lead screening, though not required, is highly recommended.

**Kindergarten:** Physical exam, Eye exam, Dental exam, Polio booster, DTaP booster (Diphtheria, Tetanus, Pertusus), 1 HIB shot, (Meningitis), proof of 2 MMR shots (Measles, Mumps, Rubella) or proof of immunity, 2 Varicella shots (Chicken Pox) or proof of immunity. Lead screening, though not required, is highly recommended.

**2<sup>nd</sup> Grade:** Dental exam

**6<sup>th</sup> Grade:** Physical exam, Dental exam, proof of 2 MMR shots (Measles, Mumps, Rubella) or proof of immunity, proof of 2 Varicella shots (Chicken Pox) or proof of immunity, proof of Hepatitis B completed series, T-dap: proof of one dose, meningitis vaccine (given on or after 10<sup>th</sup> birthday)

The Pastor and the school principal are authorized to make discretionary exceptions to the above admission policy. They will inform the education commission of the exception(s), while limiting the details where confidentiality is appropriate.

For questions regarding immunizations, please contact the Peoria County Health Department at 309-679-6655.

### **Other Requirements for Enrollment**

- *Parents of children enrolled at St. Edward Catholic School & Preschool are required to inform the school of any health problem, disability, or special needs. The school can only make reasonable accommodations since there is no special education program.*
- *If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then St. Edward School reserves the right to terminate enrollment of the child.*
- *St. Edward Catholic School & Preschool reserves the right to terminate enrollment of a student if custodial parents have not disclosed the student's special need.*
- *All transfer students entering St. Edward Catholic School & Preschool will be placed on probation for an indefinite period of time to be set at the discretion of the administration. Students and parents are responsible for the standards of the Catholic school.*

### **Parent as Partners**

*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 if the administration determines that the partnership is irretrievably broken.*

### **PARENTS' CLUB**

*The mission of the St. Edward Parents' Club is to maintain open communication and foster trusting relationships between parents, teachers and administration by supporting activities of the school.*

### **ST. EDWARD BUILDING & GROUNDS COMMITTEE**

*St. Edward's Building and Grounds Committee is responsible for ensuring all maintenance and remodeling projects are identified, prioritized, planned, and carried out. They coordinate all activities involved with each project.*

### **BOOSTERS CLUB**

*St. Edward's Booster Club coordinates and organizes all extra-curricular athletic activities. They train coaches, manage concessions, and maintain equipment.*

### **Appendix: Emergency Section**

*The school has an approved **EMERGENCY PREPAREDNESS PLAN**, which parents may review upon request. The following basic information is also detailed in the plan.*

### **EMERGENCY DISMISSALS**

*In case of emergency dismissal, children must have an alternate place to go should a parent not be at home. A letter will be sent home early in the school year letting parents know details of emergency pick-up. Parents are asked to discuss with their child the alternative plan and make appropriate arrangements for use of the plan.*

### **WEATHER DISMISSALS**

*In the event school is canceled due to snow, ice, extreme cold or heat, announcements will be given over local radio and TV stations, Parent Alert and Email. **Ordinarily**, St. Edward Catholic*

School & Preschool follows Illinois Valley Central Unit Dist. #321 announcements. However, St Edward School cancelation will be verified through Option C announcements. If a parent needs to take children out of school before an announced time, your student will need to be signed out of the office before your child is dismissed.

## **FIRE DRILLS**

Fire Drills are conducted periodically during the school year as required by State Code. Teachers instruct students in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill. Students are trained to comply strictly with the rules of quiet and walking at times of emergency drills.

## **TORNADO WARNINGS**

In the event of a tornado warning, children go to an assigned area with their class. Periodic drills are conducted throughout the year. If an actual tornado warning occurs near the end of a school day, children will not be dismissed until the all clear signal is given. No student will be dismissed except by personal parent request.

## **EARTHQUAKE SAFETY PLAN**

Teachers inform students of signs and dangers that earthquakes pose and conduct periodic drills with students.

## **OTHER CRISIS DRILLS**

Other kinds of crisis drills according to our Preparedness Plan are conducted periodically.

## **DIAGRAMS OF PROCEDURES**

Diagrams of procedures and routes for fire, tornado, earthquake, lockdown and evacuation are posted in each room. These reminders are appropriate to all who may be located in the school if an event occurs.

---

## **Appendix: Uniform Code**

It is our belief that the personal appearance of the students contributes to the general environment of study and good order. Parents, teachers, and administrators shall positively encourage modesty, decency, safety, and cleanliness in attire and appearance. Therefore, we are asking parents' cooperation and support with regard to the dress regulations as set forth below. Random uniform checks will be conducted throughout the school year. Parents will be informed of violations and will be expected to make appropriate corrections in a timely manner.

### **GIRLS UNIFORM CODE**

**Dress:** Plaid jumper (K-4) - Plaid skirt (5-8)  
When purchasing uniforms, please remember that they cannot be more than one inch above the knee. Please allow room for growth when sizing the uniform.

**Slack:** Navy (K-8)  
Khaki (6-8)

Slacks may be worn at any time during the school year. (Please keep in mind that the building is not

*air-conditioned and maintains a low temperature setting during the winter) Corduroy is permissible. Blue jeans or material that resembles blue jeans, and pants with elastic at ankles, or leggings (tight pants) are not allowed. Cargo pants and casual pants with large pockets and logos are not allowed.*

*If girls wish to wear leggings at school during the school day under their skirts or jumpers, they should be of school uniform color (navy blue, light blue, white, or red) and solid. The leggings should be fitted (not loose like sweat or pajama pants) and should be long enough so that no skin shows between the end of the legging and the sock. Tights of the same colors (navy blue, light blue, white, or red) may also be worn.*

*Sweat pants and pajama bottoms are not allowed to be worn under skirts all day, but may be worn for outside activities and removed while in the building.*

**Shorts:** Navy (K-8)  
Khaki (6-8)

*Shorts may be worn August - October and during April, May and June and at times when weather permits. No cargo shorts, short shorts, spandex or gym shorts are allowed. All shorts must be in proper uniform color and no shorter than 2" above the knee. Appropriate shorts may be purchased at a variety of locations locally and online.*

**Belt:** Colors: Navy, Black, Khaki, Brown or Blue. Belts must be worn with slacks or shorts with belt loops.

**Shirt:** Solid colors only: white, light blue, navy blue or red. (Blue jean shirts not allowed.) Tailored blouses with pointed or rounded collars, complete button-down the front in long or short sleeves are allowed. Knit shirts with collars, in the above-listed colors, are allowed. Blouses with ruffles, bows, lace, or embroidery are not allowed. Shirts must be tucked in at all times. Absolutely no oversized shirts or blouses are allowed. Absolutely no emblems are allowed on shirts or blouses. Navy shirts will also be allowed for girls in K-4 with their jumpers.

**Tee shirts:** Solid white colored short-sleeve Tee-shirts only may be worn under uniform shirts.

**Sweater:** Solid colors only: white, light blue, navy blue, or red. Cardigans, pullover, plain crew neck, V-neck, or plain sweater vest are allowed. No hoods are allowed on the sweaters. Absolutely no oversized sweaters are allowed. No emblems are allowed on sweaters.

**Sweatshirt:** Navy blue sweatshirt with school emblem (Cross and Crown) purchased from High Five or Lands End. The uniform school sweatshirt is to be crew neck. Sweatshirts with hoods are not allowed in the classroom unless on T-Shirt and Popcorn Day. Absolutely no oversized sweatshirts are allowed.

**Turtleneck:** Solid color long sleeve only: white, light blue, navy blue or red. Mock turtlenecks are allowed. Students in grades K-4 may wear a navy blue turtleneck with their jumper. Absolutely no oversized turtlenecks are allowed. Absolutely no emblems, ribbing, or textures on turtlenecks are allowed.

**Shoes:** Tennis shoes are recommended. Accent color will be permitted. No sandals, clogs, flip flops, cowboy boots, platform shoes or shoes with lights or wheels are allowed. Heel height of 1 inch is preferred but flats are acceptable. Snow boots are allowed for outdoor use only. Shoes MUST be tied and laced at all times. Gym (tennis) shoes are required on PE days.

**Socks:** Solid colors only: white, black, navy blue, red, or light blue.

**Jewelry:** Pierced ears are permitted but must be worn in pairs. No ear may be pierced more

than once. No cartilage piercing. No hoops off the ears. One ring (religious only), One bracelet (religious only). Watches are allowed, but cannot have alarms or games that will be used in school. Necklaces with crosses or medals are allowed to be worn one per student.

**Makeup:** K-8 – No make-up. Nail polish must be clear and only worn in grades 6, 7, and 8. No fake or acrylic nails are allowed at any grade.

**Hair:** Should be neatly styled. No fad styles. No artificial hair colorings. Principal has final decision on all haircuts. Hair accessories (ie, scrunches, barrettes, and bows) must be in good taste and kept to a minimum - at teacher and/or principal's discretion.

**Other:** No tattoos or writing on body.

## **BOYS UNIFORM CODE**

**Pants:** Navy (K-8)  
Khaki (6-8)

Pants may be worn at any time during the school year. (Please keep in mind that the building is not air-conditioned and maintains a low temperature setting during the winter) Corduroy is allowed. Blue jeans, or material that resembles blue jeans, and pants with elastic at ankles are not allowed. Cargo pants and pants with large pockets and logos are not allowed.

**Shorts:** Navy (K-8)  
Khaki (6-8)

Shorts may be worn August - October and during April, May and June and at times when weather permits. No cargo shorts, gym shorts or swim trunks are allowed. Shorts must be the proper uniform color. Appropriate shorts may be purchased from a variety of stores locally and online.

**Belt:** Navy, Black, Blue, Brown and Khaki colors only. Belts must be worn with slacks or shorts with belt loops.

**Shirt:** Solid colors only: white, light blue, navy blue or red. Tailored shirts with pointed collars, complete button-down the front, in long or short sleeves are allowed. Knit shirts, in the above-listed colors are allowed. These shirts must have collars. Shirts must be tucked in at all times. Absolutely no oversized shirts are allowed. Absolutely no emblems are allowed on shirts.

**Tee Shirts:** Solid white colored short sleeve Tee shirts only may be worn under uniform shirts.

**Sweater:** Solid colors only: white, light blue, navy blue, or red. Cardigans, pullover, plain crew neck, V-neck, or plain sweater vest are allowed. Absolutely no oversize sweaters are allowed. Absolutely no emblems on sweaters

**Sweatshirt:** Navy blue sweatshirt with school emblem (Cross and Crown) purchased from High Five or Lands End. A crew neck sweatshirt is the school uniform. Hooded sweatshirts are only allowed on T-Shirt and Popcorn Day. Absolutely no oversized sweatshirts are allowed.

**Turtlenecks:** Solid color long sleeve only: white, red, navy blue or light blue. Mock turtlenecks are allowed. Absolutely no oversized turtlenecks are allowed. Absolutely no emblems, ribbings, or textures are allowed on turtlenecks.

**Shoes:** Tennis shoes are recommended. Accent colors will be permitted. No sandals, clogs, flip-flops, cowboy boots, platform shoes or shoes with lights or wheels are allowed. Heel height of 1 inch is preferred. Snow boots are allowed for outdoor use only. Shoes with solid colored laces (blue, black, brown, or white) **MUST** be tied and laced at all times. Gym shoes are required on PE

days.

**Socks:** Solid colors only: white, black, navy blue, red, or light blue.

**Jewelry:** Pierced ears are not permitted. One ring (religious only), one bracelet (religious only) may be worn. Watches are allowed, but cannot have alarms or games that will be used in school. Necklaces with crosses or medals are allowed to be worn one per student.

**Hair:** Hair will be neatly trimmed at all times. Hair is not to extend below the ear lobe and not beyond the collar in back. There will be no fad haircuts and no use of artificial hair coloring. The principal has final decision on all haircuts. Hats will not be permitted to be worn while students are in the building during the school day and during school-sponsored activities.

**No tattoos or body art is allowed**

**Dress down days/ T-shirt and popcorn days – Appropriate dress required**

**T-shirt and popcorn day**

Students may wear any St. Edward T-shirt, jaguar shirt with uniform pants, uniform shorts or blue jeans. No tank tops, halter tops or spaghetti straps are allowed. 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade students may wear Peoria Notre Dame sweatshirts or T-shirts. If a St. Edward T-shirt is not worn, a formal uniform is required.

**Dress down days**

Students must not wear any clothing that may cause distractions to others. This includes, short shorts, spandex, halter tops, tank tops, midriff tops, blouses with low necklines, spaghetti straps, fishnet shirts or shear shirts. All shirts must have sleeves that cover the entire shoulder. Faculty and Staff may refer students to the office, if needed.

Uniform Violations will be handled in the same context as the St. Edward Catholic School & Preschool discipline code.

Discipline process: 1<sup>st</sup> violation – verbal correction with parental contact

2<sup>nd</sup> violation- demerits assigned with parental contact

3<sup>rd</sup> violation- detention assigned with parental contact

**Appeal and Review - 111, P-CDOP**

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- 1) The decision violates or is in conflict with the teachings of the Roman Catholic Church; or
- 2) The decision violates or is in conflict with an applicable diocesan policy;
- 3) The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or,
- 4) The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

(G-111, P-CDOP, reviewed: 9/07)

**Employment of Faculty and Staff**

### **Background Checks**

*All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer working in the school. This background check must be completed for all personnel working in the schools and is a condition for employment. It is also required for all volunteers. (C-400, P-CDOP, rev.: 9/07).*

### **Catholic Diocese of Peoria Harassment Policy – C-401, P-CDOP**

*Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.*

### **Definition**

*The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:*

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;*
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;*
- (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or*
- (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy. (Catholic Diocese of Peoria Policy, Adopted: 3/08)*

*Policy Note: Procedural guidelines for this policy may be found on the Catholic Diocese of Peoria website.*

### **Hiring of Teachers (C-111, P-CDOP)**

*Every reasonable effort shall be made to employ teachers who live and share the Catholic faith and believe in the philosophy of the school. Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school. Catholic schools shall not discriminate on the basis of race, color, national origin, sex, or physical handicap in hiring of teachers. (rev: 9/07)*

*St. Edward Catholic School & Preschool is in compliance with all federal and state non-discrimination and equal opportunity laws regarding admissions and employment stated in the policies of the Catholic Diocese of Peoria.*

### **Non-Discrimination in Employment (A-105, P-CDOP)**

*The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.*

*The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria will:*

1. *Recruit, hire, train, and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.*
2. *Insure that all personnel actions such as compensation, benefits, transfer, layoffs, return from layoff, sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies. (reviewed: 9/07)*

*St. Edward Catholic School & Preschool is in compliance with Diocesan policies relating to non-discrimination in employment.*

***Diocese of Peoria Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or By Lay Employees or Volunteers (C-402, P-CDOP)***

*Preamble:*

*In accord with the “Charter for the Protection of Children and Young People”, the United States Conference of Catholic Bishops promulgated “Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons” as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers).*

*The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago.*

*They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.*

*In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.*

*The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals. (Catholic Diocese of Peoria, issued: 3/08)*

*Complete diocesan policy may be found on the Catholic Diocese of Peoria website.*

***Safe Environment Program***

*St. Edward Catholic School & Preschool incorporates the principles of the diocesan Safe Environment Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Parents have an opportunity to ask questions about the program at the annual orientation meeting or at any time during the school year.*

---

### **Appendix: Appeal and Review Policy Of The Catholic Diocese Of Peoria**

*A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools or parishes of the Catholic Diocese of Peoria may be requested by any employee or member of a Parish under the following conditions only:*

- 1. The decision violates or is in conflict with the teaching of the Roman Catholic Church;*
- 2. The decision violates or is in conflict with an applicable Diocesan policy;*
- 3. The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question; or,*
- 4. The decision violates or is in conflict with an applicable federal, state, or local civil law.*

*It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.*

### **Statement of Process**

*The individual or group desiring the appeal or the review must make that request known to the governing Pastor or Board of Pastors responsible for that school or parish in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar having jurisdiction over that particular parish, and in the case of a school matter to the Office of Catholic Schools.*

*This letter must clearly cover each of the following points:*

- 1. The decision that is being questioned and which competent authority made it;*
- 2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above; and,*
- 3. The proposed resolution.*

*The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local Vicar having jurisdiction over that particular parish, and in the case of a school matter to the Office of Catholic Schools.*

*However, those who have requested the appeal may further appeal the decision of the governing Pastor or Board of Pastors to the local Vicar within thirty (30) days. The local Vicar has the authority to summarily dismiss the appeal or he may forward the appeal for review to the Vicar General of the Diocese of Peoria, and in the case of a school matter to the Office of Catholic Schools. The Vicar General of the Diocese of Peoria shall make a final decision on the appeal in such cases. If the local Vicar decides to dismiss the case, he must as a matter of record, forward a copy of such decision to the Vicar General, and in the case of a school matter also to the Office of Catholic Schools. It is at the sole discretion of the Catholic Bishop of the Diocese of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above-referenced officials.*

### **INTERNET ACCEPTABLE USE POLICY**

E-165  
AR-OCS

### **ACCEPTABLE USE POLICY**

Acceptable use policies developed and adopted by the elementary and secondary schools of the Diocese of Peoria should include, at a minimum, the standards contained in the following sample policy statement.

#### Purpose

Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

#### Authority

Electronic information available to students and staff does not imply endorsement of the content by the school nor the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

#### Responsibility

The school shall make every effort to ensure that students and staff use technology responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs.

#### Guidelines

Any school network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the school network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

#### Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.

- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another's name.
3. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

### Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

### Consequences for Inappropriate Use

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

### Copyright

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to “fair use” guidelines and copyright law.

### Social Media

The school recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that administration, faculty/staff, parents, students and volunteers join together and help shape the way the school is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Parents, students, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents or staff nor the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration’s opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment and/or volunteer activities.

Acceptable use policies developed and adopted by the elementary and secondary schools of the Diocese of Peoria should include, at a minimum, the standards contained in the following sample policy statement.

#### Purpose

Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

### Authority

Electronic information available to students and staff does not imply endorsement of the content by the school nor the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### Responsibility

The school shall make every effort to ensure that students and staff use technology responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs.

### Guidelines

Any school network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the school network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.

- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

4. Employees and students shall not reveal their passwords to another individual.
5. Users are not to use a computer that has been logged in with another's name.
6. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

### Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

### Consequences for Inappropriate Use

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

### Copyright

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.

## Social Media

The school recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that administration, faculty/staff, parents, students and volunteers join together and help shape the way the school is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Parents, students, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents or staff nor the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment and/or volunteer activities.