

**ST. EDWARD SCHOOL
2017-18 PARENT/STUDENT HANDBOOK**



St. Katharine Drexel, foundress of St. Edward School

St. Edward School
175 Porter Street
New Iberia, Louisiana 70560

Office: (337) 369-6764
Fax: (337) 369-9534
Cafeteria: (337) 365-5509

www.saintedwardpandas.com

LEADERSHIP

St. Edward Church and Diocese of Lafayette

Fr. Thomas Hien Vu, Pastor: (337) 369-3101
Deacon Raymond DeRouen
Anna Larriviere, Superintendent of Catholic Schools: (337) 261-5529

Office Staff

Karen F. Bonin, *Principal*
Sheila Hall, *Secretary*
Hayley Delahoussaye, *Receptionist*
Melanie Molbert, *Technology Coordinator*
Lisa Dronet, *Registrar/Business Office*
Carole Landry, *Finance/Business Office*
Melissa Dworaczyk, *Development Director*

Faculty and Staff

PRE-K 3

Gretchen Brown, *Teacher*
Cindy, Landry, *Teacher*

PRE-K 4

Nancy Reeves, *Teacher*
Jean Castille, *Assistant*
Annie Decuir, *Teacher*
Kristen Dworaczyk, *Assistant*
Pamela Fontenette, *Teacher*
Louisa King, *Assistant*

KINDERGARTEN

Mandy Haydel, *Teacher*
Mary Greene, *Assistant*
Leigh Landry, *Teacher*
Deidra Francis, *Assistant*
Letty Reed, *Teacher*
Eva Romero, *Assistant*

FIRST GRADE

Jill Bourque, *Teacher*
Mary Greene, *Assistant*
Margaret Caffery, *Teacher*
Eva Romero, *Assistant*
Prinella Fruge', *Teacher*
Deidra Francis, *Assistant*

SECOND GRADE

Jessica Henke, *Teacher*
Bailey David, *Teacher*
Cherie Vincent, *Teacher*

THIRD GRADE

Susan Clifton, *Teacher*
Paula Foret, *Teacher*
Brandie Lewis, *Teacher/Dean of Students (1st-3rd)*
Jessica Frederick, *Assistant*

ELECTIVE STAFF

Lorita Cruz, *Librarian*
Martha Gilfoil, *Art*
Kay Green, *Music Coordinator*
Beth Livingston, *Physical Education*
Caroline Lorio, *Religion Administrator*

IBERIA PARISH SERVICES

Suzette Armentor, *Title I*
Rebecca LeBlanc, *Speech & Hearing*

SUPPORT STAFF

Gerald Broussard, *Head Custodian*
L & H Janitorial
Laura Huval, *Cafeteria Manager*

TABLE OF CONTENTS

Leadership	1	Grievances	19
Table of Contents	2	Guidelines for Internet Use	19-20
Parent Cooperation Statement	3	<i>Internet Policy</i>	19-20
Principal's Letter	4	Homework	20
History of St. Edward/Panda Mascot	5	Identification (safety/nametags)	20- 21
Mission Statement and Explanation	6	Lice	21
Statement of Philosophy	6	Lunch Program	21
St. Edward School Song	7	Medications/ Administration	22
Objectives	8	Nut Allergy Information	22-23
<i>Intellectual Objectives</i>	8	Parent/Teacher Conferences	23
<i>Spiritual Objectives</i>	8	Telephone Calls	23
Special Needs Policy Statement	8	Monthly School Calendar	23
Faculty & Staff Commitment	9	Weekly School Email	23
Faculty & Staff Goals	9	PTO Meeting/Purpose/ Activities	23-24
Student Goals	9	Safe Environment	24
Admissions Policy	9-10	School Bell Times	24-25
Financial Policy	10-11	School Supplies/Workbooks	25
Registration Obligations	11	Social Media	25
Parental Commitment	11	Students Riding School Buses	25
Parental Participation	11	Suspension/Expulsion	25
Cafeteria Fees	12	Tutoring/Music/Voice	25
PTO Dues	12	Uniform Policy	26-29
Tuition-family rate	12	<i>Purchasing Information</i>	26
Fundraising	12	<i>Spirit Dress Days</i>	26
GENERAL SCHOOL INFO.	13-29	<i>Pay-To-Dress Days</i>	27
Absences	13	<i>Boys Dress Code</i>	27
<i>Excused/Unexcused</i>	13	<i>Girls Dress Code</i>	27-28
<i>Perfect Attendance/Tardiness</i>	13	Visitors	28-29
Change In Student Transportation	13	<i>Visiting Teachers</i>	28-29
After-School Care Program	14	<i>Visiting in the Cafeteria</i>	29
<i>Registration</i>	14	<i>Visiting at the Playground</i>	29
<i>Billing</i>	14	Volunteer Help	29
<i>Occasional Drop-In Students</i>	14	Weather	29
Alcohol, Drug & Weapon-Free School	14	ACADEMIC INFORMATION	29-33
Appointments with Principal	14	Grading Scale	29
Arrival at School	14	Report Cards	30
Attendance	15	Testing	30
Birthdays	15	Promotion Criteria	30
Campus Closed	15	Religion Program	31
Car Line Procedure	15-17	Sacramental Program	31
Class Size Policy	17	Student Liturgies	31
Correspondence	17	Year End Awards	31-32
<i>Incoming</i>	17		
<i>Outgoing</i>	17		
Corporal Punishment	17		
Dismissal	17		
<i>Daily</i>	17		
Bus Riders	17		
Car Riders	18		
Checking Out Early	18		
Discipline	18		
Field Trips	18- 19		

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of St. Edward School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While St. Edward School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Edward School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Edward School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that, (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.



Dear Parents/Guardians,

I would like to welcome you and your family to our wonderful Panda Family!

This handbook is intended to serve as a manual or guide for the Parents or Guardians of the students enrolled at St. Edward School. Hopefully it will furnish the needed information to assist you with the rules and regulations of the school, and serve to facilitate communication between home and school.

In view of the fact that no handbook, however comprehensive, can answer all questions or cover all possible situations, parents should feel free to call the school office at anytime if additional information is needed.

Our handbook provides, in addition to the practical information relative to the daily operation of the school, the goals, objectives and philosophy of the school as it functions within the framework of the Catholic School System of the Diocese of Lafayette.

Thank you for choosing St. Edward School as the beginning foundation of your child's future. We are committed to the vision that each student is a child of God and each one will be respected, encouraged, and treated with kindness and compassion.

Sincerely,

A handwritten signature in black ink, appearing to read 'KFB'.

Karen F. Bonin
Principal

HISTORY OF ST. EDWARD SCHOOL

St. Edward School was originally founded as an all-black Catholic School on November 18, 1918 by St. Katharine Drexel. St. Katharine was canonized on October 1, 2000 at the Vatican by Pope John Paul II. At St. Edward, St. Katharine's example - to live the Eucharistic Reality that "All Are One In Christ" - is the focus of every school day.

In September 1918, the Sisters of the Blessed Sacrament, the religious order founded by St. Katharine, arrived to staff St. Edward School with grades first through fifth. By 1922, grades sixth and seventh were added and in 1925 the high school was added.

With desegregation in the early 1970's, St. Edward School became the pre-kindergarten through third grade school for the Catholic school system of New Iberia. St. Katharine's mission was to work for justice among the poor and oppressed by helping to educate both black and Native American people. Today, the school is fully integrated and rich in cultural diversity. It is the primary feeder school for Catholic High School and continues to be solely "owned" and subsidized by St. Edward Church Parish.

The school year 2004-2005 was the first time since its founding in 1918 that St. Edward School was not blessed with the services of the Sisters of the Blessed Sacrament. The entire teaching staff is now a completely lay staff under the leadership of a lay principal. A relationship with the Sisters of the Blessed Sacrament remains alive and strong.

Through the years, the administration and school leaders have taken leaps of faith and made bold moves to provide the very best for the students because they know it's what St. Katharine would have done. St. Edward School has remained true to St. Katharine's dreams in many ways, among them the notion of keeping tuition as affordable as possible for families of various income levels while striving to keep up with the rising costs of education. Staff morale, spirit and dedication are at an all-time high and turnover is extremely low, despite the inability to be competitive with the public school salaries. Parental involvement gains more and more momentum each year and their participation and spirit are welcomed to strengthen the school.

St. Edward School has the privilege of having students during their most formative years, which is a tremendous responsibility. This is the time when children develop the spiritual and educational foundation that shapes the rest of their lives. Under the leadership of our Advisory Council, pastor and principal, faculty and staff, the students of St. Edward receive a solid educational foundation, rooted in strong academics and Christian values.

HISTORY OF THE PANDA MASCOT

Why was the panda chosen as the mascot for St. Edward School? In 1984, during her first year as principal at St. Edward School, Sr. Michelle Callanan, SBS asked the children of St. Edward School to come up with ideas for a school mascot and give reasons for their choices. Many suggestions were made and eventually the nominations dwindled down to two - the unicorn and the panda. On Election Day in 1984, students marched proudly into the cafeteria to cast their votes in one of two boxes, one underneath a picture of a unicorn and the other box underneath a picture of a panda. After tabulating the votes, the panda won!

The idea of the panda was given by Christopher Manes for three reasons: (1) it needs loving care; (2) it is an endangered species; (3) it is black and white.

As an aside, Sr. Michelle served as principal until 2004, dedicating 20 years of leadership to the children of St. Edward School, longer than any other principal in the history of the school.

MISSION STATEMENT

Living the Eucharistic Reality that All Are One In Christ

EXPLANATION OF MISSION STATEMENT

In 1917, the prophetic vision and dynamic foresight of a religious woman permeated the location, the structures and the people of what today is known as St. Edward Parish and School. That woman was St. Katharine Drexel, foundress of the Sisters of the Blessed Sacrament. Hers was a firm conviction that all people of all races must be affirmed and utilized in the spread of God's kingdom. To this purpose, she was an advocate of the necessity of a strong Christian education, an education which developed leadership qualities. To her and to those who believed in her vision, each person was a potential leader.

St. Katharine Drexel provided funds and personnel so that her dream might come true. Her generosity made the elementary school, the high school, and the normal school possible, which were the fruits of the seeds she planted at St. Edward. Within this vision, hundreds of young women and men were educated and went out to exercise their leadership ability as professionals in various fields, but particularly as teachers throughout the small towns of Southwestern Louisiana. Twenty-two of these schools in rural areas owed their very existence, as well as their teaching faculty, to the generosity and financial assistance of St. Katharine Drexel.

Through the years, the students of St. Edward have been exposed to the Eucharistic Reality that "All Are One In Christ." The awareness of their own worth, which has been the basis of the educational system at St. Edward School, has led to their recognizing the worth of others - of all others.

Today the results of that are seen in the very make-up of the student body of the Pre-K through Third grade classes. Representing African American, Caucasian, Asian, and Native American peoples, over 350 students live the Eucharistic theme of unity. Included in this unity is a recognition and respect of various diversity and ethnic values. The seed planted in 1917 has grown today into a vibrant, caring Christian community striving toward educational excellence.

In 1987, St. Katharine Drexel was declared Venerable in Rome by Pope John Paul II. In 1988, she was declared "Blessed," and in 2000 the Pope canonized her.

STATEMENT OF PHILOSOPHY

We believe that our primary reason for existing is to instill in each child the Christian principles, attitudes and values which will result in a deep love of God, country, and all peoples.

We believe that we should accept each child as he or she is, yet seek to provide an education that will develop his or her fullest potential, an education dedicated to spiritual, intellectual, emotional, physical, cultural and social development.

We strive to promote favorable relationships among administrators, teachers, students and parents, all contributing to the realization of our goals.

We believe in children, our most valuable resource today and our hope for the future.

ST. EDWARD SCHOOL SONG

Crimson and the Gold

Written by: Sr. Albertine Wackerman, SBS

1.

We're the students of St. Edward
And we glory in the name;
We are loyal to our teachers,
And the colors we proclaim.
We will own the rose's splendor
Full honor shall it hold,
While St. Edward stands defender
Of the Crimson and the Gold.

2.

In the many years of study,
Mid the scenes we know so well,
As the mystic charm to knowledge
We will vainly seek to spell.
We will win athletic victories
On the field with courage bold,
While we work for dear St. Edward,
And the Crimson and the Gold.

Sr. Albertine served at St. Edward School on and off for over 44 years. During this time, she was a teacher, bookkeeper, church pianist, and served on the general office staff for the school. She is dearly remembered by several in the St. Edward School and Church community.

OBJECTIVES

We are dedicated to the education of the total person. We strive to provide for the spiritual, intellectual, emotional, physical, cultural and social development of the individual.

OBJECTIVES FOR THE INTELLECTUAL DEVELOPMENT OF THE CHILD

- A. To equip the child with factual knowledge and basic skills he or she needs, which will be of value in meeting the demands of every day living, and to provide the foundation for future learning and the basis for becoming a life-long learner.
- B. To accept the child as he/she is, providing for individual differences:
 - ❖ recognizing different levels of learning
 - ❖ becoming aware of the various needs and abilities of each child
 - ❖ providing both remedial and enrichment activities and materials
 - ❖ making use of both individual and group instruction

OBJECTIVES FOR THE SPIRITUAL DEVELOPMENT OF THE CHILD

- A. To instill in each child the knowledge that he or she is a unique person created by God, to whom he or she will one-day return.
- B. To further develop Christian attitudes and values necessary to attain this goal.

These include:

- ❖ love of God and all people
 - ❖ social awareness
 - ❖ social justice
 - ❖ honesty, loyalty, dependability
 - ❖ self respect for others
 - ❖ self-discipline
- C. To provide instruction in Christian doctrine, embracing Christian principles, as an integral part of the religious program.

SPECIAL NEEDS STUDENTS POLICY STATEMENT

Currently, the Catholic Diocese of Lafayette has no specific policy on the admission of special needs students. At St. Edward, we believe that all children should be able to receive a Catholic education. We know and understand that special needs children should be mainstreamed into a normal educational setting whenever this is possible and realistic.

St. Edward School takes pride in its current philosophy on student admission. The school has made all efforts to understand and appreciate diversity as an important life learning experience. St. Edward accepts the challenge of developing the whole child, and will attempt to educate all children enrolled to the extent of staff capabilities, facility allotment, and available services for special needs children.

In order to facilitate fair admission of special needs students, the school has designed a screening procedure. Admission will be determined on an individual basis with a strong understanding that the child's education is to be placed and measured equally with all other children at St. Edward School.

ST. EDWARD SCHOOL FACULTY & STAFF COMMITMENT

We, the faculty and staff of St. Edward School, strive to live the Eucharist Reality that “All Are One In Christ.” We develop in the children an awareness of their own worth and recognition of the worth of all others.

St. Edward School provides a comprehensive Catholic Education for children within our community in pre-kindergarten through third grades. Scholastic excellence is achieved through programs that meet the needs of each child at his or her own level of development. All students in grades Kindergarten—Third have access to a full service Computer Lab, which is mainly used for Accelerated Reader in grades First—Third. We also provide Speech and Hearing and have a Title I Lab for those students who have a special need for these types of instruction.

ST. EDWARD FACULTY AND STAFF GOALS

We, the faculty and staff of St. Edward School, will bond through the Spirit. It is our hope that with God’s divine presence and intervention, our faculty and staff will:

- ❖ **Unite as one whole**
- ❖ **Dedicate ourselves to the educational development as well as Christian development of our students**
- ❖ **Support each other in all our endeavors**

This will lead to the achievement of St. Katharine Drexel’s vision. The faculty and staff at St. Edward School will be compassionate, creative, pleasant and loyal in the pursuit of these goals.

ST. EDWARD SCHOOL STUDENT GOALS

St. Edward School is committed, with God’s help, to the intellectual, spiritual, moral, and physical development of each individual so that each one can reach the highest God-given potential as they grow in the Eucharistic Reality that “All Are One In Christ.”

- ❖ **Christianity:** Our students will learn and play in an atmosphere that fosters love, kindness, compassion, and respect for individual differences.
- ❖ **Discipline:** Our student body will develop disciplined (appropriate and therefore beneficial) behavior that will enhance academic performance. Students will be respectful, cooperative and self-disciplined.
- ❖ **Security:** Our students will feel St. Edward School is a safe and secure environment in which they can learn. It is our belief that with security comes a feeling of belonging, which is needed to foster learning.
- ❖ **Modeling:** As our faculty and staff model positive attitudes and behaviors for each other, our students will grow in the acceptance of themselves and others.

We, the faculty and staff of St. Edward School, will provide an environment for our students to grow and establish a strong spiritual and educational foundation.

ADMISSIONS POLICY

St. Edward School’s non-discriminatory policy is defined as one which admits students of any race, religion, or gender to all rights, privileges, programs and activities generally afforded or made available

to students at the school, and further meaning, specifically but not exclusively, a policy of making no discrimination on the basis of race, religion, or gender in administration of education policies, application for admission, financial aid programs and extracurricular activities.

ORDER OF CONSIDERATION FOR ADMISSIONS PRIORITY

1. In-house students and *siblings who are enrolling in PK3 & 4.
2. St. Edward/St. Jude Parishioners who are enrolling in grades PK3 & 4 through Third grade where openings are available.
3. Kindergarten *siblings who are applying for kindergarten and have not previously attended any school.
4. CHS Faculty & Staff who have children eligible for PK3 & 4
5. Intent to Register: New Students who have filled out an application during specific category.
6. Open Registration: First come, first served for any available openings in all grades.

After open registration, a waiting list* from that year's registration is maintained through one school year.

***Siblings:** Children who have an older sibling that either: 1. Is currently enrolled at St. Edward at the time of registration. 2. Previously completed Third grade at St. Edward School.

***Waiting Lists:**

Those who do not meet the registration deadline for the specific category forfeit their space and will be considered with the first come, first served applicants. The only persons considered for immediate entrance and priority over the waiting lists are Catholic School transfers who are moving into New Iberia, because parents have changed employment or are moving from another town.

FINANCIAL POLICY

It is the policy of the school to require financial accounts become current prior to a student receiving grades on mid-term or final exams. **Report cards in Kindergarten-Third grade will be held until delinquent accounts are paid/rectified/settled in full. Progress Reports/Final Projects will be held in PK3 and PK4.**

Tuition may be paid in full at the beginning of the school year, the beginning of each semester or any other time. If tuition is not paid in full, it shall be paid in 10 monthly payments.

Each payment is due on the **FIRST (1st)** day of the month, no later than the **FIFTEENTH (15th)** day of the month. When payment is not received by the 15th, a \$10.00 late fee is charged.

Families with delinquent accounts beyond the 15th of the month must contact the Finance Office.

Those with delinquent accounts may not be eligible to re-register for the following school year.

Should an account become delinquent after registration, the registration fee may be allocated towards the delinquent balance and the student's spot will be forfeited for the next school year.

If parents opt to spread fees over ten (10) months and a student is withdrawn from school during the year, **ALL** fees are due in full upon withdrawal.

NSF CHECKS MUST BE RECLAIMED WITH CASH AND THE ADDITIONAL \$25.00 SERVICE CHARGE.

*Once an NSF check is received, all subsequent payments may be required via cash, money order or a certified check.

REGISTRATION OBLIGATIONS

CURRENTLY enrolled students may pre-register for the next academic year in January of the current school year. Exact registration dates will be announced.

NEW students entering St. Edward School for the first time must submit copies of the following before registration is complete:

BIRTH CERTIFICATE
SOCIAL SECURITY CARD

BAPTISMAL CERTIFICATE
HEALTH RECORD

* According to Louisiana state law, all students entered in a private or public school system must be up-to-date on all immunizations. Requirements for school entrance are listed below:

4 DTP (last after 4 th birthday)	2 Hib
3 Polio (last after 4 th birthday)	2 Hep B
2 MMR (last after 4 th birthday)	2 Varcella-chicken pox

The registration fee*, determined by the St. Edward Advisory Council, is paid at the time of registration with a check made payable to St. Edward School.

No student is considered registered until this fee is paid in full and the registration form is completely filled out. *REGISTRATION FEE IS NON-REFUNDABLE.

PARENTAL COMMITMENT

Registration at St. Edward School implies a commitment from everyone. We, the faculty and staff, commit ourselves to offering your child an enriching quality, Catholic education. You, the parents, also commit yourselves to the support of our total school program (SEE PAGE 3).

St. Edward is a Catholic parish school, which is in truth a community of shared faith. We share the basic teaching of Jesus and draw our philosophy and educational methods from the direction of respect and love as taught by the Lord. We also share the practical responsibility for financial support of the school, and participation in our children's education. Practically speaking, this means that each family should seriously consider sharing in the responsibilities of maintaining our school.

PARENTAL PARTICIPATION

- A. Attend Safe Environment Training sessions. (Any volunteer/participant involving activities with students must attend the initial 2 hour Safe Environment Training and yearly continuing education training sessions. See **SAFE ENVIRONMENT** pg. 24.)
- B. Attendance at Orientation and Open House when applicable (both held in August.)
- C. Attendance at school activities like PTO Meetings, Pandapalooza, Race for Education, PTO campus beautification days and more.
- D. Conference with child's teacher between the second and third grading period.
- E. Tuition and fees paid on a timely basis.
- F. Spaghetti Supper fund raiser (Payment is included in fees.)

CAFETERIA FEES

Lunch fees are paid monthly or may be paid in full for the school year. At the end of each month, a statement is sent home by the cafeteria manager. Checks for lunch should be made payable to “SES FOOD & NUTRITION”.

The Diocesan Lunch Program determines lunch prices, and this information is made available at the start of each school year. Applications for free or reduced lunch are available to all who qualify. Please contact the Cafeteria Manager if you have any questions on payment policy and lunches at (387) 365-5509 between the hours of 7:30 A.M. and 2:00 P.M.

PTO DUES

All parents at St. Edward School are members of the Parent Teacher Organization. The yearly dues are \$10.00 per family. Meetings are typically held the first Monday of every month (with the exception of when a holiday falls on that day) at 6:00 P.M. in the cafeteria.

TUITION: FAMILY RATE

St. Edward School has a family rate for students in grades Kindergarten-Third grades. PK3 and PK4 tuition are not eligible for the family rate.

The financial policy for family discounts is: St. Edward School students who are step-siblings with other St. Edward School students are considered “family” in the financial sense when 100% of each of the St. Edward School student’s registration, tuition, and fees are paid by the same responsible party.

FUNDRAISING

In addition to our Spaghetti Supper, Pandapalooza and Race for Education, we also participate in the annual St. Edward/St. Jude Church Parish Fair. Our students are asked to participate in the Church Fair Parade, which is held the Saturday of the Fair (always great fun!) and each family is asked to sell one (1) raffle book of ten (10) tickets. This is our schools’ contribution to the Fair.

Please note that St. Edward/St. Jude Church owns St. Edward School; therefore, the church picks up a considerable amount of school repair work, insurances and some expenses. Your support is greatly appreciated.

GENERAL SCHOOL INFORMATION

ABSENCES

Parents should call or email the office by 9:00 A.M. when their child is absent and may request homework at that time (absent@saintedwardpandas.com). If a call is not received, we will call to verify the absence. Homework will be available for pick up at 3:00 P.M. and must be picked up no later than 3:30 P.M. A statement from the doctor is required for re-admission following a contagious disease. (Ex. chicken pox, pink eye, etc.)

EXCUSED ABSENCE: These absences are mainly due to illness or family emergency. Student's return must be accompanied by doctor's excuse or parent note and will be allowed to make up any work missed at the direction of the teacher.

UNEXCUSED ABSENCE: These absences are mainly due to dance or athletic events, vacations, etc. The teacher is to be contacted as soon as possible.

1. The child is still responsible for graded work and whatever is taught in the classroom. (Teachers provide information about what is covered in class on RenWeb. Note that it will not be re-taught. Parents can consult RenWeb for what they need to review with their children.)
2. Tests will be taken the day before leaving and/or the day returning, which is to be determined by the teacher.
3. Any graded homework or class work is due the second school day after the student's return. Please note that in most cases, the student will not get this work until the first school day returning.
4. There are no exceptions and no extensions.

PERFECT ATTENDANCE: Earned when student attends school every day, all day, and arrives before the tardy bell. **Arrival after 8:10 A.M. or checking out before 3:00 P.M.** for any reason other than a school sanctioned event deems a student **INELIGIBLE** for perfect attendance.

TARDINESS: Students are highly encouraged to be present for Morning Prayer at 7:55 A.M. **Tardy Bell rings at 8:10 A.M. Students arriving after 8:10 A.M. must report to the Main Office to secure a tardy slip to present to their teacher upon entering the classroom.** Parents must come into the Main Office to sign in students that arrive AFTER the tardy bell. If students are persistently tardy, parents will be contacted.

6 TARDIES CONSTITUTE A DAY'S ABSENCE!!

Six (6) tardies are equal to one day's absence. Absence of 20 days or more will put your child/ren in danger of not being promoted to the next grade.

CHANGE IN STUDENT TRANSPORTATION

In the event you need to change your child's mode of transportation, please email the office **NO LATER THAN 2:30 PM** (transport@saintedwardpandas.com) or fax the change to (337) 369-9534. **CHANGES IN STUDENT TRANSPORTATION WILL NOT BE MADE OVER THE TELEPHONE.** Students may not use the telephone without permission.

AFTER - SCHOOL CARE PROGRAM

After-School Care is available for St. Edward School students on school days until 5:30 P.M. A late fee will be assessed after 5:30 P.M. if parents are consistently late.

REGISTRATION: - A non-refundable, mandatory fee is assessed families registering students. Forms are available in the Business Office year round.

BILLING: Parents are billed monthly and must to commit to a payment plan. All payments are due by the 15th of the month, beginning in August ending in May. A \$10.00 late fee will be assessed after the 15th of the month.

OCCASIONAL DROP-IN STUDENTS: Students who do not attend on a regular basis, this includes students who are left in car line. Students not picked up in carline by 3:30 P.M. on normal school day will be billed a drop-in fee when sent to After-Care for more than 10 minutes. A separate statement will be sent home for students who are sent to After-Care from car line and for dropping in.

ALCOHOL, SMOKE, DRUG & WEAPON-FREE SCHOOL

St. Edward School is an alcohol free, smoke free, drug free and weapon free school. Violators are subject to discipline if deemed necessary by the administration and by R.S.40:981.3(E)

APPOINTMENTS WITH PRINCIPAL

The principal is available by appointment to meet with before, during, or after the school day. Appointments can be made through the secretary or receptionist.

ARRIVAL AT SCHOOL

STUDENT MUST NOT BE BROUGHT TO SCHOOL BEFORE 7:30 A.M. Students arriving after 8:10 A.M. are **LATE**; parents must sign late children in before they can go to class.

Students in Kindergarten—Third grades are to go directly to the courtyard after arriving in the morning. On rainy or extremely cold days students will sit in the halls. Kindergarten and First grade students will be in Breaux Hall and Second and Third grade students will be in Parish Hall. Students will sit quietly and may read a book or color.

Parents may **NOT** walk their child/ren to their classrooms or the courtyard. **All students arriving at school by car must be dropped off in the car line at the front of school. Parents are not allowed to park on the side of school (Providence Street or Porter Street) to walk children into the building, unless the parent has school business to conduct. This is for the safety of your child/ren!**

***Parents of PK4 students** may walk their child/ren to their class the **FIRST TWO WEEKS OF SCHOOL ONLY!** After the first two weeks, parents are asked to get in car line and drop off their child/ren at the front of school.

***Parents of PK3 students** will be notified of procedures at Parent Orientation.

ATTENDANCE

Students are expected to be in school and on time each day of the school year, unless prevented by illness or emergency. It is requested that all appointments with doctors, dentists, etc., be made before or after school when possible. When this is not possible, parents should send a note to the teacher informing them of the appointment, and that the student will be checked out early.

NOTE: STUDENTS CHECKING IN AFTER 8:10 A.M. OR CHECKING OUT BEFORE 3:00 P.M. WILL NOT BE ELIGIBLE FOR PERFECT ATTENDANCE AT THE END OF THE SCHOOL YEAR. Further, 6 tardies constitutes a day's absence, which would preclude a student from having perfect attendance.

BIRTHDAYS

Students may dress out of uniform on their appropriate "Birthday Celebration Day". (Refer to Principal's Monthly Calendar for "Birthday Celebrations.") A birthday ribbon will be issued to the birthday student on that day.

Birthday party invitations may be sent to school to be handed out ONLY if the entire class is invited. Invitations sent to school for "certain children" will not be distributed.

A special celebratory treat (**NUT FREE**) may be sent to school on your child's birthday, after you have confirmed this with your child's teacher. Please send treats to school in the morning and the teacher will use her discretion as to what time these will be shared with the class. Possible treats usually include cookies, cupcakes, or another individual serving treat.

Deliveries of flowers and balloons CANNOT be sent to the classrooms and CANNOT be sent home on the bus. ALL DELIVERIES WILL BE HELD IN THE OFFICE UNTIL AN ADULT CAN PICK UP AFTER DISMISSAL.

CAMPUS CLOSED

Out of concern for the safety of our students and visitors, our campus is officially closed Monday - Friday 3:30 p.m. - 7:30 a.m. and on weekends and holidays. No student or visitor is allowed to be on campus during closed hours unless attending a supervised school or church-sponsored event, or with the express permission of the school or church administration. Violations of this policy shall be taken seriously and could involve disciplinary or legal action. It is therefore imperative this policy be followed by all students and visitors.

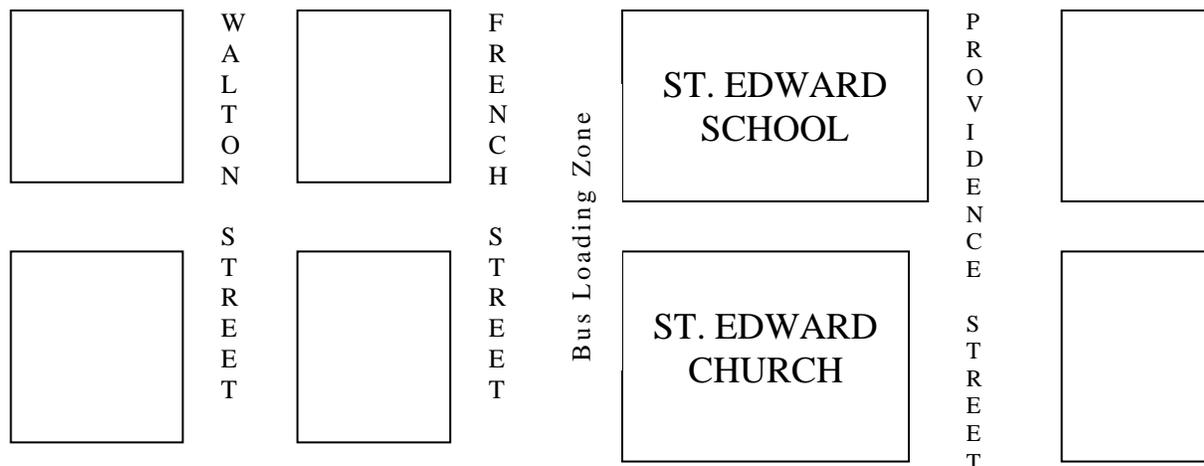
CAR LINE PROCEDURE

BEGINS: 7:30 A.M.

ENDS: 3:30 P.M.

PORTER STREET

Car Loading Zone



CAR LINE FLOW: Due to traffic problems after school, the local law enforcement has asked that parents picking up children to please **use Walton Street and turn onto Porter Street**, cross French Street to get to the car drop off/pick up area. **DO NOT turn onto Porter Street from French Street**, as this blocks the school buses in the morning and afternoon. Also, please do not block driveways or leave unattended cars in the street, as they will be ticketed and towed away. Please be courteous and help us to ensure the safety of all our children. **Please remember to use this procedure both in the morning and afternoon.**

VERY IMPORTANT AFTERNOON CONSIDERATION: One difference in the afternoon is that if arriving earlier than 3:05 P.M., those picking up Kindergarten through Third grade must stop on Porter Street **BEFORE** crossing French Street. This clears the way for those picking up PK3 or PK4, as these students dismiss at 2:50 P.M. and may be picked up from that time until 3:05 P.M. During this time, those picking up these children may turn off of French Street onto Porter Street. After 3:05 P.M. when the rest of the car line begins to flow, those picking up PK3 and PK4 no longer have the option of accessing Porter Street via French Street and must follow the procedures for the other grade levels.

**Neighborhood residents are the only ones
allowed to walk up to drop off/pick up children.
This helps ensure the safety of everyone and your cooperation is appreciated.**

In the morning, students in Kindergarten—Third grade go directly to the courtyard to sit according to grade level until Morning Prayer begins. In case of inclement weather, students will go directly to their assigned halls. All PK3 and PK4 students proceed directly to their classrooms.

NOTE: Bus riders arrive and depart through the side gate of the courtyard.

EVERYONE MUST FOLLOW THESE PROCEDURES FOR THE SAFETY OF ALL STUDENTS.

1. **DO NOT “CUT”** in front of cars that are lined up at the corner of Porter Street and French Street; **everyone must get in line** (except between 2:50 P.M. and 3:05 P.M. when PK3 and PK4 can be picked up)!

2. **DO NOT** park on the side of school (Providence Street) and walk child/ren to the front of the building or to the courtyard/classroom.
3. Parents who live in the neighborhood or have business to attend to in the office should be the **ONLY** ones walking their child/ren to and from the building.

CLASS SIZE POLICY

Ideally, enrollment allowed in PK3 is 10 students, in PK4 is 22 students, and Kindergarten—Third grade shall not exceed 25 students except at the discretion of the administrator. Exceptions shall include, but are not limited to, Catholic School transfer students.

CORRESPONDENCE

INCOMING MONEY OR CORRESPONDENCE:

Any money or correspondence should be sent in an envelope and properly identified. Student's Name, Grade, Teacher, Amount Enclosed, (if any) and Subject Matter.

When paying for more than one thing (tuition, field trips, pictures, etc.) please enclose separate checks for each. If paying with a check or money order, please list child's name & subject matter on the bottom.

OUTGOING CORRESPONDENCE:

At the start of each school year, all students will receive a Parent Information Envelope (PIE). This envelope is used to transport information from school to the parents, who must sign the front of the envelope and return to the teacher the next day. The PIE's are recycled at the end of the school year provided they are in good condition.

If the PIE is lost or damaged beyond repair, another must be purchased. Replacement envelopes are sold in the office for \$5.00.

CORPORAL PUNISHMENT

This disciplinary measure is not used by any of the faculty or staff of St. Edward School. In a case where this seems warranted, the parent will be called, since ultimately, parents are responsible for the behavior and discipline of their own children. For serious infractions of school regulations, parents will be called and appropriate measures will be taken.

DISMISSAL

DAILY DISMISSAL: Daily dismissal bell rings at 3:05 P.M.

After 3:30 P.M., students who are left in the car line will be walked by a staff member to After-School Care. The parents will be assessed the fee for one afternoon.

BUS RIDERS

Students riding school buses are picked up from the courtyard at the back of school on French Street. Students riding school buses are to sit quietly in a designated area (courtyard) while waiting for their buses to arrive. In the event a student misses the bus, he or she will be sent to the office to call home, and then wait in the office or in After-School Care for a ride.

CAR RIDERS

After the 3:05 P.M. bell rings, students are escorted to the front of the school, where they are to sit quietly and watch for their rides. Teachers will enforce this at the beginning of the year. We urge parents to continue to instruct their child/ren to be silent and **LISTEN FOR THEIR NAMES TO BE CALLED**, as this will enable the car line to go much faster. **All car riders will be given identification cards with the child's name largely and boldly printed on the card. This must be placed on the upper right side of the front windshield. Failure to do so may result in the driver being directed to the back of the line.**

PARENTS ARE NOT PERMITTED TO STAND OUTSIDE THE FRONT DOORS TO PICK UP STUDENTS, (EXCEPT NEIGHBORHOOD WALKERS). ALL STUDENTS MUST BE PICKED UP IN THE CAR LINE.

Parents are to stay in their vehicles and line up using the map provided for car arrival and pick up procedures (see **CAR LINE PROCEDURE** pgs. 15-16).

For safety reasons, parents MUST NOT:

PICK UP or DROP OFF CHILD/REN FROM THE BACK OF THE SCHOOL, PARK ON THE SIDE OF SCHOOL (Providence & Porter Streets) AND WALK UP TO TAKE A CHILD.

Parents, please be "PATIENT AND COURTEOUS" for the safety of the students!

In the event of inclement weather, car riders will sit quietly in the halls near the office.

CHECKING OUT EARLY

Students will be dismissed with the appropriate dismissal bell. **Students will remain in class until signed out by the parent/s.** In the event of an emergency, necessary checkout, or change in regular transportation, we ask parents to send a note to the teacher stating the change. The teacher will sign the note and send it to the office. Checking students out for non-emergency reasons disrupts teaching and learning time.

STUDENTS WILL BE ALLOWED to check out early after ON-CAMPUS activities ENDING AFTER 2 P.M. provided that their parents/grandparents/guardians have attended the activity. These activities may include, but are not limited to, the Mardi Gras Parade or St. Katharine Drexel Play. **Checking out before 3:00 P.M. counts as an absence.**

DISCIPLINE

The classroom/elective teachers, and other staff members, are the first disciplinarians of students. In the event that the situation is severe or cannot be handled by the teacher, the Dean of Students (1st-3rd) and/or Administrator will address discipline issues as they arise.

FIELD TRIPS

Each teacher is responsible for her students while on a field trip. All vehicles used for trips must be insured for group transportation. It is also the teacher's responsibility to prepare the students for the trip through class projects and research as to what they will see, what to look for, etc.

MANDATORY:

1. Students ride to and from field trips with the transportation noted on the permission slip.

2. Students may not be checked out of school after a field trip. It is a recorded day of school and teachers often have a follow up lesson upon return.
3. Any adult going on a field trip **MUST** be Safe Environment Certified.

Parents may be asked to help chaperone on field trips. Teachers will determine the amount and type of help needed. If you plan to accompany your child on a field trip, we ask that you wait in the cafeteria after signing in at the front office, in order to give the teachers time to organize. Parents should not line up outside classroom doors.

NOTE: Money charged for field trips is non-refundable, as the cost is pre-determined on the number of students attending. Reservations for field trips are scheduled months in advance.

GRIEVANCES

When a school employee or the parent of a student at St. Edward School believes that a rule, regulation or policy has been violated, misapplied or misrepresented, and that person has not had the problem satisfactorily resolved at the school, starting with the teacher then the principal, an appeal may be made to the local St. Edward Advisory Council. (Page 8a Diocesan Policy Manual)

GUIDELINES FOR INTERNET USE

Parents or guardians **MUST** sign a consent form giving St. Edward School permission for their child/ren to use the Internet on campus. The form is included in correspondence at the beginning school year.

INTERNET POLICY

Statement of Purpose

The Internet is vast global computer network that provides access to major universities around the world, government agencies, other school systems, and commercial providers of data banks. The purpose of this document is to set guidelines for exploring and using Internet resources to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of St. Edward School.

Exploration of the Internet is encouraged, but with the rights and privileges come responsibility. Any user of the network that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or other performance for other community members is prohibited and may result in loss of network privileges.

User Responsibilities

Users must take responsibility for their actions and words.

1. Users are reminded that they are representatives of St. Edward School. They must conduct themselves in accordance with the policies thereof.
2. Use language that is appropriate for school situations.
3. Avoid offensive or inflammatory speech.
4. Access only materials appropriate for fulfilling school assignments. Users are cautioned that there may be materials on the Internet that may be deemed inappropriate for young people and access to this type of material for any reason is unacceptable.
5. Adhere to copyright rules and licensing agreements when accessing materials.
6. Import files from only known reputable sources to reduce the risk of spreading computer viruses.

7. Impersonation and anonymity are prohibited.
8. Any use of the Internet for personal profit or any illegal activities is prohibited.

User Rights

Users of the Internet have certain rights of which all users should be aware.

1. Computer files may be monitored by the system administrator or teacher for compliance with this policy.
2. Users should have equal access to the Internet, relative to educational goals. All users should be aware of the needs of others and use the network in ways that would not disrupt the use by others. This includes use of computer time and supplies.
3. Users should be safe from unwanted or harassing messages. Such communication may be brought to the attention of the teacher or an administrator, who should seek to remedy the situation.
4. Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, or destruction of computer files can result in criminal prosecution under state and federal laws.

Violation Remedies and Recourse

Violations of this acceptable use policy by the students could result in suspension or recommended expulsion on a case-by-case basis. Inappropriate use that is not promptly remedied may result in termination of network privileges. Any unacceptable use of a criminal nature will be referred to proper authorities for investigation and possible prosecution.

HOMEWORK

Requests for homework should be made when the parent calls or emails the office to report the child's absence. **Calls or emails must be received by 9:00 A.M.**

The office staff will notify the teacher, who will then send the homework to the office where it can be picked up between 3:00 P.M. and 3:30 P.M., **(if the request was made before 9:00 A.M.)** Homework is a reinforcement of the day's work done in class; therefore, parents should not come to school before 3:00 P.M. to pick it up.

The main purpose of homework is to teach the child independent study habits, to develop responsibility for his or her own work, and to reinforce what has been taught. **HOMEWORK IS THE CHILD/REN'S RESPONSIBILITY.** Please check with the teacher if your child comes home repeatedly with no homework.

Most teachers do not assign weekend homework to students who have faithfully done homework assignments.

Please note that our teachers give ample time and repeated instruction for daily homework. Students are **NOT** allowed back into the classrooms after dismissal for homework, they are expected to follow directions and attend to their responsibilities during class time.

IDENTIFICATION – SAFETY/NAMETAGS

Since student safety is a priority of St. Edward School an **I.D. must be presented** by those unknown to the office staff before being permitted to check out a student. **Only** those individuals listed on the Emergency Card will be allowed to check out a student. In the event someone is not listed, the school will contact the child's parent for authorization.

IDENTIFICATION NAME TAGS FOR STUDENTS

Parents of PK3, PK4, Kindergarten, and First grade students should make small identification tags for their children to wear the first month of school to facilitate the dismissal procedure for the school.

Please put the following information on name tags:

- ❖ Child's name
- ❖ Teacher/grade/lunch number
- ❖ Bus number/car rider/walker
- ❖ Home address
- ❖ Phone numbers: home, work, cell

LICE

If a child is determined to have lice, the school must be notified immediately so classmates can be checked. Full head checks will happen under these circumstances, as well as when periodic checks of the entire school are determined to be necessary. If a **SUSPECT** case is identified, the child will be isolated in the sick room until being picked up from school. It is understood that **SUSPECT** cases may be hair product build-up or the result of a pre-existing scalp condition, but vigilance is necessary in all situations.

Students are not permitted back on campus until they are **NIT FREE**.

LUNCH PROGRAM

Food and Nutrition Services of the Office of Catholic Schools maintains a well-balanced lunch program, providing children with nutritious, attractive, and moderately priced meals.

The Food & Nutrition Services administers the United States Department of Agriculture's National School Lunch Programs. All students must eat the cafeteria lunch unless a doctor's note is provided for specific illnesses. Our Cafeteria Manager will work with parents who have children with allergy problems. Please contact the Cafeteria Manager with any lunch program questions at (337) 365-5509 between the hours of 7:30 A.M. and 2:00 P.M.

Throughout the school year, we will have specified days known as "Panda Picnic Days" where visitors are welcome to sit and eat with a child in the cafeteria. (See *VISITING IN THE CAFETERIA*, pg. 28.)

Per Diocesan regulations, our Cafeteria Manager has had to make adjustments to the number of extra meals prepared, therefore, there is a limit to the number of reservations that can be made on Panda Picnic Days.

For reservations to eat with a student on Panda Picnic Days, please contact the Cafeteria Manager up to a week in advance at maximum and up to two days before at minimum.

Visitors may NOT eat off of children's plates. The meals available are first come, first served.

Visitors are also welcome to come and visit with a child on Panda Picnic Days. A reservation is not required for doing so. Further, please be reminded that outside food is **NOT** permitted in the cafeteria. We thank you for your understanding and cooperation!

Note: Visitors are asked to wait for their child/ren near the interior doors to the cafeteria or in the cafeteria near the stage when permitted. Please do not go to the classroom or down the halls to look inside the classrooms. This is a distraction.

MEDICATIONS

In keeping with State of Louisiana guidelines for administering medications, the following policy will be followed: **Absolutely NO medication will be given, unless it is a prescription medication and the proper documentation has been filled out.** A log is kept in the Main Office each time medication is administered. Only authorized school personnel are allowed to administer medication.

ADMINISTRATION OF MEDICATION FORM

- ❖ A Medical Form may be picked up in the front business office from the secretary or the receptionist. No medication will be administered unless this form is filled out and signed by a doctor and parent, and is on file in the Main Office.
- ❖ **CHILDREN MAY NOT CARRY ANY TYPE OF MEDICATION.**
- ❖ All medication must be brought to school and picked up at the school by the parent or guardian. (Empty containers cannot be sent home with the student.)
- ❖ All medicine must be in the original prescription bottle, stating student's name and the correct dosage to be administered. When possible, ask doctor for "unit dose" package.
- ❖ All bottles must have the same number of medicine that is stated on the Medical Form.
- ❖ If the doctor changes medicine or dosage, a new form must be filled out by the doctor and signed by the parent.
- ❖ No medicine will be given "as needed" unless necessary in an emergency situation (like an Epi-Pen). A Medical Form must be filled out for known, potential emergency situations.
- ❖ Parents must come to school to administer over-the-counter medicine or medications that are to be given without the Medical Form. Students will be called to the Main Office to receive medication.

THERE WILL BE NO EXCEPTIONS TO THE ABOVE STATED RULES. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL THE SCHOOL.

NUT ALLERGY INFORMATION - Foods containing nuts are prohibited.

KEEP OUR CHILDREN SAFE! Anytime you or your child brings food to school, you could unknowingly be putting others at extreme risk. This includes recess snacks, classroom party foods, lunches that you pack for some field trips and snacks during the week of SAT testing (for example no peanut butter crackers, Reese's products, Ritz with peanut butter, etc.) Please note that some children are so sensitive that they do not even have to eat the nuts to have a reaction - they only need to be around them or have them touch their skin. Also, children who have not ever had reactions to nuts before can develop them overnight, so please be aware for the safety of all children.

DO NOT SEND ANYTHING to St. Edward School with any kind of nuts. Our intention is not to penalize those without allergies, but the fact is that our children are very generous and they do share with one another. The best way to avoid a serious situation is to try to reduce the potential. Should you be unsure - **DO NOT SEND IT!**

IF YOU ARE AWARE OF A FOOD ALLERGY THAT COULD ENDANGER YOUR CHILD, YOU MUST LET THE TEACHER KNOW AND SUPPLY APPROVED INDIVIDUALLY PACKAGED SNACKS that can be substituted for snacks brought into the classroom for classroom parties, birthday celebrations, etc. Your child will not be allowed to eat anything but these during those types of events. **SEND THE SNACKS IMMEDIATELY** so the teacher can substitute.

PARENT TEACHER CONFERENCES

Parent teacher conferences are scheduled once a year at the end of the second nine weeks grading period. Parents are expected to schedule a meeting and pick up report cards on this day. If tuition is not up-to-date, parents will be notified beforehand and their child's report card will be withheld. Parents may attend conferences but cannot receive report card.

TELEPHONE CALLS

Teachers cannot be expected to leave class to receive calls during school time. Should you need to speak with your child's teacher, call the office and leave your name and number with the receptionist or secretary, who will deliver the message. Appointments may be made through the receptionist or secretary. Further, students may not use the telephone without permission.

MONTHLY SCHOOL CALENDAR

During the last week of each month, a calendar of events will be sent home in the PIE. We encourage parents to hang the calendar in a convenient place as a reminder of the monthly activities happening at St. Edward School.

WEEKLY SCHOOL EMAIL

Every Monday afternoon, you will receive an email with the current week's activities as well as reminders about events to come. These emails have a wealth of information and should be read and referred to on a consistent basis.

PTO

St. Edward School is blessed with a very strong, participative Parent/Teacher Organization.

What is the purpose of the PTO?

1. To advance and support St. Edward School's philosophy in Catholic education of high moral and scholastic standards in the students, and to make this opportunity available at an affordable cost.
2. To promote parent and school activities and to increase interest in the educational affairs of the school.
3. To enhance the parents and teachers' role in the education of the child; increasing parents' knowledge of education and its process by increasing the parents and teachers mutual understanding of children and also by providing an opportunity for parents and teachers to work together for the good of the child.
4. To promote fundraisers to supplement operational costs of the school.
5. To be a positive force in the community for the good of the school.

What are some activities and fundraisers sponsored by the PTO?

1. Monthly PTO Meetings which are usually on the first Monday of every month at 6:00 P.M. unless otherwise designated. Grade level entertainment is provided.

2. Back to School Student Party which is typically the Saturday after the first full week of school. Drop off the children for two (2) hours and we'll entertain them.
3. Staff Christmas Cash Gifts.
4. Spaghetti Supper with Silent and Live Auctions and Spring Follies.
5. Pandapalooza ~ A True Family Fun Day.
6. Staff Appreciation Week.

How do I get my family involved in the PTO?

Every family at St. Edward School is a member of the PTO and all are invited to attend and participate in PTO meetings and activities. The yearly dues are \$10.00 per family.

At PTO Meetings, parents are responsible for monitoring their child/ren's behavior. Students shall adhere to all school rules, behaviors and manners. (i.e. no running in the hallways, no one allowed in classrooms except when permitted for performances.)

Via the PTO Secretary, the PTO also sends out a periodic email publication, The Panda Express, which is correspondence "for the parents, from the parents."

SAFE ENVIRONMENT

"A Safe Environment for the Protection of Children and Young People"

Policy: "All diocesan personnel, clergy, non-clergy and volunteers, whose employment requires contact with minors shall be required to undergo a legal background check as well as other diocesan required screening and evaluation procedures for employment in the Diocese".

*+Most Reverend Michael Jarrell Bishop of Lafayette, LA (Aug: 2004)
"A Safe Environment for the Protection of Children and Young People."*

St. Edward School provides Safe Environment Training* for anyone who may come in contact with the students of our school. All volunteers, chaperones, and substitutes, including any parent, step-parent, guardian or grandparent interested in volunteering at St. Edward School or attending/chaperoning field trips will be required to complete Safe Environment training. Initial training consists of a two-hour video, criminal background check, employee reference check, personal reference check and volunteer profile. Each year thereafter, participants will be required to complete a continuing education course to maintain Safe Environment Certification.

*Training sessions are given at the beginning of each school year in many schools and at various times of the year in several church parishes. Proof of certification at any location within the Diocese of Lafayette is acceptable.

SCHOOL BELL TIMES

7:55 A.M.	Student prayer/pledge/song - Faculty call to prayer
7:57	Faculty/Staff prayer
8:05	Students transition to class
8:10	Tardy Bell - Parents MUST sign students in arriving after this bell
8:20	Morning Announcements
2:55 P.M.	First bell rings for clean up & to dismiss PK students and Kindergarten bus riders.

3:00	Bell rings for bus riders only to exit through the REAR of the building, and to dismiss Kindergarten car riders.
3:05	Bell rings for First, Second, & Third grade car riders to exit through the FRONT of the building.

After-School Care & Music students will be escorted to the cafeteria.
Students are not allowed in the classrooms or hallways after school.

SCHOOL SUPPLIES/WORKBOOK & MATERIALS/BOOK BAGS

Students are required to have the supplies listed on the School Supply List distributed at the end of each school year. These supplies may either be purchased by the parents or ordered through a private entity (opportunity offered with the School Supply List). These supplies are those which are required by all teachers on that grade level. Note that most teachers have additional supply requirements, which will be communicated by the teacher at the beginning of school.

Book bags with wheels are NOT allowed. There should be nothing dangling from book bags (**no key chains, trinkets, antibacterial gel, etc**). This causes much distraction with students wanting to trade them or play with them. They also cut and damage the seats on the school buses and scratch the school walls.

SOCIAL MEDIA

According to the Diocese of Lafayette’s Social Media Policy, “**volunteers are prohibited from posting or distributing personal, identifiable information, including photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission from a parent/guardian.**” Please understand for the safety of our children and the potential dangers of posting pictures and videos on social media which means that if photos are taken at St. Edward events with students in them other than your own children, you should have written permission from other parents to post them on social media. Likewise, someone else should not post a photo of your child without your permission.

STUDENTS RIDING SCHOOL BUSES

St. Edward School students riding Iberia Parish School buses are expected to conduct themselves in an orderly manner. Students should obey all rules and regulations posted at the front of all school buses. If problems should arise, the bus driver must be notified along with the principal and parents. Iberia Parish Transportation department may be contacted at (337) 365-2341.

SUSPENSION/EXPULSION

When this form of action is determined to be necessary, the administration will follow the guidelines covering such situations, found in the Administrators Manual for the Diocese of Lafayette.

TUTORING/MUSIC/VOICE

Tutoring is considered an extension of your child’s school day. Please refrain from peeking into the classroom where children are being taught and/or from talking loudly to others or on the phone to avoid disrupting instruction.

UNIFORM POLICY

APPLICABLE TO ALL STUDENTS

PURCHASING INFORMATION:

New Iberia Locations: Iberia Sewing Center (337) 364-5070; Lipari (337) 365-8827;
Educational Outfitters (337) 321-9440
Lafayette Location: Fashion World Uniforms, Inc. (337) 991-0017

Official Spirit Shirt, Sweatshirt, and Fleece are ordered and purchased from St. Edward School.

SPIRIT DRESS DAYS (Every Wednesday):

On Spirit Dress Days, spirit shirts may be worn with uniform bottoms (shorts or pants), either navy blue for boys and girls, or the plaid for girls. **JEANS ARE NOT ALLOWED WITH THE SPIRIT SHIRTS**, including on field trips. Further, any time Spirit Dress is worn, uniform shoes must also be worn.

PAY TO DRESS DAYS (Specified Tuesdays):

Pay to Dress Days will be specified in advance on the Monthly School Calendar. Appropriate dress is required. In addition, the following are NOT acceptable:

- | | | |
|--------------------------|------------------------|--------------------------|
| * NO halter tops | * NO tank tops | * NO short shorts |
| * NO short skirts | * NO flip flops | * NO cleats |

LENGTH SPECIFIC TO ALL SKIRTS/SHORTS, OFFICIAL DRESS OR SPIRIT DRESS:

Must be appropriate for school and church setting. "Appropriate" is a subjective term that will be interpreted at the discretion of the staff. When in doubt, use the "no shorter than 4" above the knee when kneeling" rule.

SOCKS:

Solid white, black or navy.
Must cover the ankle.

UNDERSHIRTS:

White in color.
Crewneck, v-neck, scoop neck or turtleneck.

NON-UNIFORM OUTERWEAR:

Jackets, coats, and other outerwear that are not the official sweater (girls), sweatshirt and/or fleece may only be worn outside of the building.

HAIR:

Hair is to be neat and clean, not hanging in the eyes.
No highlights, coloring, Mohawk-style, shaved design, or designer haircuts.

GROOMING:

Nails are to be **FREE OF POLISH** and kept short, not longer than the fingertips.

COLORS SPECIFIC TO ALL UNIFORM ITEMS:

Black = black

White = true white (NOT crème, off-white, light peach, light yellow)

Navy = dark blue (NOT light blue, medium blue, purplish blue)

Crimson = dark red (NOT apple red, true red, orange-red, purplish burgundy, pink, dark pink)

Grey = grey (NOT silver or glitter)

LABEL ALL ITEMS!! LOST AND FOUND IS LOCATED IN THE MAIN OFFICE.

UNIFORM SWAP ITEMS AVAILABLE AT ALL TIMES IN THE MAIN OFFICE. (It's called "Uniform Swap" but you are not required to have anything to swap! Please take advantage of this opportunity.)

BOYS DRESS CODE

UNIFORM SHIRT:

Official uniform shirt in crimson or white with official shirt monogram. **(Shirts with "old" logo may be worn through the 2017-18 school year only.)**

Long-sleeve or short sleeve.

Shirt length must provide for being tucked in at all times.

UNIFORM PANT/SHORT:

Official uniform pant/short in navy.

Elastic waistband (recommended for PK3 & 4 and Kindergarten) or zipper front style.

Navy or black belt if pant/short has belt loops (magnet closure belt recommended).

SHOES:

Uniform shoes must be *entirely one color*, including laces, soles, tags, logos, etc and No high-tops. Colors are: **BLACK, NAVY, WHITE, GREY.** (The **only** exception to color is the small blue tag on the back of a Keds shoe.)

TENNIS SHOES ARE REQUIRED for First through Third grades, Monday-Thursday due to PE classes.

TENNIS SHOES WITH VELCRO ARE HIGHLY RECOMMENDED for PK3 through Kindergarten.

UNIFORM SWEATSHIRT & FLEECE:

Official grey sweatshirt and/or official grey fleece are the only outerwear items that can be worn in the school building. (****Crimson sweatshirts may be worn through the 2017-2018 school year only.***)

ACCESSORIES:

Rings, earrings, and other accessories are not allowed.

One each of the following items may be worn, small watch (simple analog or digital style - no iWatch, GPS, Fitbits, etc.), religious/Christian necklace, SES rubber bracelet in crimson/gold color.

GIRLS DRESS CODE

UNIFORM SHIRT WITH PANT/SHORT:

Official uniform shirt in crimson or white with official shirt monogram. **(Shirts with "old" logo may be worn through the 2017-18 school year only.)**

Long-sleeve or short sleeve. No peter pan collared shirt.

Shirt length must provide for being tucked in at all times.

UNIFORM PANT/SHORT:

Official uniform pant/short in navy or plaid.

Elastic waistband (recommended for PK3, PK4 and Kindergarten) or zipper front style.
Navy or black belt if pant/short has belt loops (magnet closure belt recommended).

UNIFORM JUMPER:

Official uniform jumper in plaid.

Long-sleeve or short-sleeve peter pan collared shirt. Not official uniform shirt.

Black, navy, or grey gym-style (knit) shorts underneath.

SHOES:

Uniform shoes must be *entirely one color*, including laces, soles, tags, logos, etc and No high-tops.

Colors are **BLACK, NAVY, WHITE, and GRAY.** (The only exception to color is the small blue tag on the back of a Keds shoe.)

TENNIS SHOES ARE REQUIRED for First through Third grades, Monday-Thursday due to PE classes.

TENNIS SHOES WITH VELCRO ARE HIGHLY RECOMMENDED for PK 3 through Kindergarten.

TIGHTS:

White or navy full-coverage, full-leg, stocking-style tights.

UNIFORM SWEATER/SWEATSHIRT & FLEECE:

Official crimson cardigan sweater, grey sweatshirt and/or official grey fleece are the only outerwear items that can be worn in the school building. (**Crimson sweatshirts may be worn until the 2017-2018 school year only.*)

ACCESSORIES:

Earrings must be post-style with NOTHING dangling.

Rings are not allowed.

Nail polish is not allowed. Nails are to be FREE OF POLISH and kept short, not longer than the fingertips.

Hair bows, headbands, and barrettes must be black, white, grey, navy, or crimson.

Small barrettes and thin headbands may be gold or silver toned. **NO SPARKLES,**

RHINESTONES, GLITTER, or anything dangling on hair items.

One each of the following items may be worn: small watch (simple analog or digital style - no iWatch, GPS, Fitbits, etc.), religious/Christian necklace, SES rubber bracelet in crimson/gold color.

QUESTIONS REGARDING THE UNIFORM POLICY ARE TO BE SENT IN WRITING TO THE ST. EDWARD SCHOOL ADMINISTRATIVE TEAM (mailed during the summer months to the school address or sent via the book sack to the Main Office during school months). Students who are out of uniform will be given notices for parental signature.

VISITORS

All parents/visitors must first stop in the Main Office to sign the Visitor's Sign-In Book and secure a hall pass before going to a classroom or any other area of the campus.

VISITING TEACHERS: Parents wishing to make an appointment with a teacher should do so by sending a note with their children or by calling and leaving a message in the Main Office. Catching a teacher before or after school or even while at lunch or the playground with their children - no matter how quick the conversation is intended - is not an appropriate time to discuss matters with a teacher. Please respect that teachers have many duties to perform before, during, and after school. It is not

appropriate to compromise this time and possibly infringe upon what they need to do to properly instruct their students.

VISITING IN THE CAFETERIA: Visitors may come to the cafeteria during lunch periods on designated days. The days will be specified as “Panda Picnic” on the St. Edward School monthly calendar, which is sent home in the PIE’s. On Panda Picnic Days, all students will be allowed to talk when eating. Visitors wanting to eat lunch on Panda Picnic Days can reserve a meal by calling the Cafeteria Manager at (337) 365-5509 and making a reservation a week in advance. Visitors not eating lunch on Panda Picnic Days are welcome to sit and visit while the children eat.

VISITING AT THE PLAYGROUND: Visitors are not allowed on the playground. Please note there are some exceptions to this policy, particularly for activities of students in our lower grades. When/if this pertains to your child/ren, you will be notified by the teacher.

VOLUNTEER HELP

Parents are always welcome to come to school to help with many things that need to be done in the library, tutoring, duplicating of materials, noon recess, games, lunch duty, etc. Volunteers are asked to help in these designated areas: **conference room, work room, or in the cafeteria.** For safety reasons and appropriate operation of the school day, volunteers are unable to “hang out” on campus to visit.

NOTE: Diocesan Policy states that all volunteers and workers **must** attend the **Safe Environment Training** session before they can be allowed to volunteer on campus or for field trips (see **SAFE ENVIRONMENT** pg. 24.)

WEATHER

As a general rule, St. Edward School will be closed the same days as the Iberia Parish Public Schools whenever inclement weather prompts school closure.

School information during inclement weather may be obtained by listening to KANE Radio (AM 1240) or by watching KATC-TV3 or KLFY-TV10. The school website is also a source of information: www.saintedwardpandas.com.

ACADEMIC INFORMATION

GRADING SCALE - Set up by the Diocese of Lafayette, Office of Catholic Schools.

A	100 - 94	Excellent
B	93 - 87	Above Average
C	86 - 77	Average
D	76 - 70	Below Average
F	69 - 0	Failing
I		Incomplete

Grades are averaged by number, as opposed to using quality points.

REPORT CARDS

PK4 and Kindergarten students will receive an evaluation/progress report mid-year and at the end of the year in hard copy, either during Parent/Teacher Conferences or in the student PIE/homework folder.

First–Third grade students will receive a report card quarterly, as posted through RenWeb. Three to four weeks before report cards are issued, deficiency reports will be sent only to those students in danger of failing a subject for that quarter.

TESTING

Standardized tests will be administered to students in First–Third grades, typically during March or April as determined by the Office of Catholic Schools, Diocese of Lafayette. The Stanford Achievement Test is given to First and Second grade students while the ACT Aspire is given to Third grade students.

PROMOTION CRITERIA

Each teacher shall, on an individual basis, determine promotion of each student based upon the criteria established in these guidelines:

KINDERGARTEN: To be promoted, the student **MUST** meet the following criteria:

- A. Achieve a minimum of 70% in the areas of Reading/Language Arts and Listening Skills on the Kindergarten Progress Report.
- B. Achieve a minimum of 70% in the area of Number Development on the Kindergarten Progress Report.
- C. Identify a minimum of 70% of vocabulary from the SuperKids Program.
- D. Teacher Recommendation.
- E. Meet the attendance requirements below.

FIRST - THIRD: To be promoted, the student **MUST** meet the following criteria:

- A. Achieve a minimum “**D**” average in reading and math.
 - B. Achieve the minimum reading level as determined by the reading series.
 - C. A grade of “**F**” in the final grading period may result in failure in that subject.
 - D. Meet the approval of the teacher and principal.
 - E. Meet the attendance requirements below.
- ❖ A failure in **TWO** major subjects constitutes the student failing the grade.
 - ❖ A student with **ONE** failure in Reading **OR** Math must attend summer school and will pass at the discretion of the progress made in summer school.

Parents of persistently tardy students will be contacted. Six (6) tardies constitutes an absence. **ABSENCE OF 20 DAYS OR MORE MAY PUT YOUR CHILD IN DANGER OF NOT BEING PROMOTED TO THE NEXT GRADE.**

RELIGION PROGRAM

St. Edward School has a strong Religion program, under the direction of a religion administrator, and is designed to give each child the religious training, and sacramental preparation needed to live a life of faith. Through the teaching and example of our truly dedicated staff, children advance in their knowledge of God and the truths of faith. These concepts are presented daily through the Religion Program and reinforced the rest of the school day. Hopefully, each child brings home what was learned about his/her faith during the course of the year. Besides the textbooks and supplementary activities that are a part of the religion program, we have many videos, books, cassettes and stories that broaden the training the children receive.

SACRAMENTAL PROGRAM

Our second grade students are instructed and prepared in general terms for the Sacrament of Reconciliation and Holy Eucharist, as each church parish has individual and specific requirements. It is the duty of parents to seek the information concerning sacramental preparation from their own church parish.

STUDENT LITURGIES

The students, with the help of their teachers and the Religion Coordinator, prepare the weekly liturgy that is celebrated in St. Edward Church at 9:00 A.M. every Friday. Many parents attend these masses as their presence means so much. Parents are NOT allowed to sit with their child/ren during mass. The front of church is reserved for students only.

YEAR END AWARDS

The following awards are given to students at the end of each school year. These awards are based on grades and character of the students.

1. **PRINCIPAL'S AWARD:** This award is presented to those students who have maintained straight A's on their report card for the entire year, including conduct.
2. **A/B HONOR ROLL AWARD:** This award is presented to those students who have maintained A's and B's on their report card for the entire year, including conduct.
3. **PERFECT ATTENDANCE AWARD:** This award is presented to students in grades Kindergarten through Third grade who do not miss any days of school for the entire year. Any student checking in after 8:10 A.M. or checking out before 3:00 P.M. is NOT eligible for perfect attendance.
4. **RELIGION AWARD:** This award is presented to one student in each class who lives life as a true example of our mission statement, that we are "Living the Eucharistic Reality that All Are One In Christ." This person loves and respects all people, possibly even reaching out to those who are in need of a friend. Religion Award recipients know of Jesus' love for them and live their lives as an example of what it means to be a child of God.
5. **SPIRIT AWARD:** This award is presented to one student in each class who exhibits "True Panda Spirit." This means they have demonstrated their love for St. Edward School and excitedly participate in school events and activities. Spirit Award recipients might be known for telling others all about St. Edward and what a wonderful place it is. They are extremely loyal to the crimson and the gold.

6. **ST. KATHARINE DREXEL AWARD:** Students recognized as Katharine Drexel Award recipients have demonstrated that they have qualities similar to those of St. Katharine – they are leaders who have the courage to choose to do what is right in a Christian manner. These students fully respect God, as well as the gift of the Eucharist. They love all people and may be particularly generous to the less fortunate. Selfless giving is a part of who they are and how they live their everyday lives.

7. **ACCELERATED READER AWARD:** Students in grades First, Second and Third are recognized for earning the most Accelerated Reader points in their grade level.

8. **ELEANOR MURPHY PARKS CITIZENSHIP AWARD:** Presented to a student in each grade level who shows great citizenship by representing the best of being a Panda in school and in the community.

Attitude: Is enthusiastic and respectful of school policies.

Academics: Strives to do his/her best.

Character: Is friendly, a role model, and has a good relationship with others.

Spirit: Participates in school & community activities; exhibits pride in being a Panda.

Service: Is helpful.