



# ST. EDWARD CATHOLIC SCHOOL

*Cultivating the Next Generation of Saints and Scholars*

# STUDENT HANDBOOK 2022-2023

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## St. Edward School

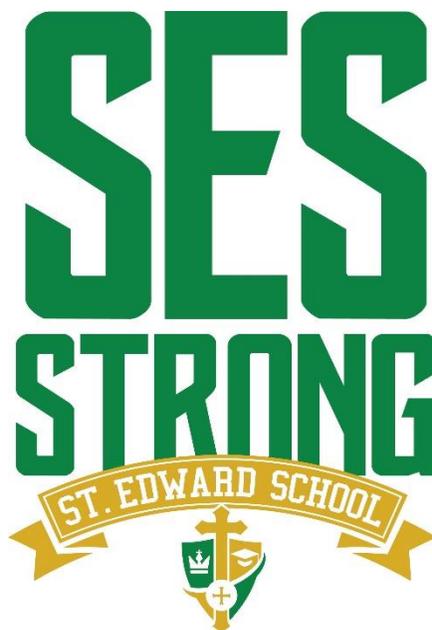
St. Edward School (SES) is a well-known and well-respected Catholic elementary school in the Diocese of Nashville. Surrounded by some of Nashville's oldest, yet fastest growing neighborhoods, our parish school is known for its strong sense of community. This parish school with close ties to the church and community has developed a strong tradition of Catholic education, not just in the Diocese, but in the city of Nashville and surrounding areas as well. Families from 29 surrounding zip codes choose us for the education of their children.

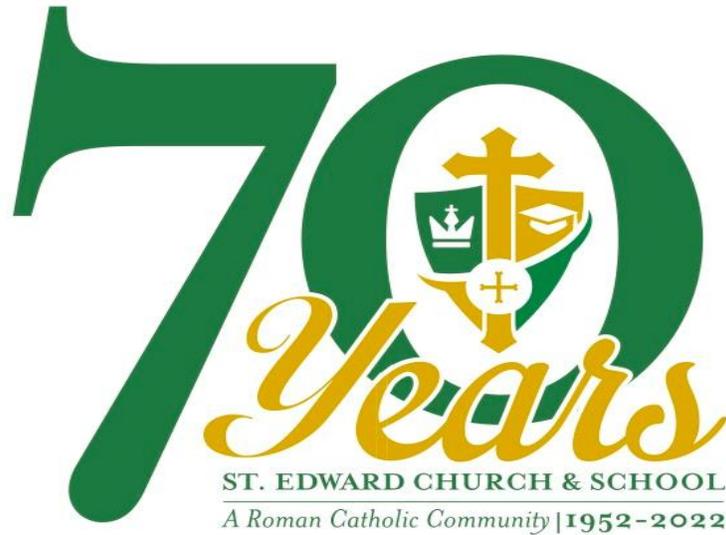
A major strength of St. Edward School is its diverse population which reflects the richness of Nashville. Students of all racial, ethnic, and economic backgrounds gather daily to pray, learn, and play together. Although our Catholic faith is the foundation of all we do, students of all faiths are invited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

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

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

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





## **Our Mission Statement**

The St. Edward School community, united as one diverse family, strives to be joyful disciples of Christ through excellence in faith, academics, and service.

## **Our Motto**

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

## **Our Beliefs**

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

# General Parent Information

## Accreditation

St. Edward School is accredited through Cognia and the Tennessee Department of Education.

## Athletics

St. Edward School is a member of the Diocesan Parochial League, competing in cross-country, flag football, soccer, volleyball, basketball, and cheerleading. The junior-high level participates in a varsity-type competition. Grades 3 - 5 participate in instructional and developmental leagues. Cross-country participation is allowed in kindergarten through eighth grade. All interested students may participate in any sport according to diocesan policies and regulations.

## Attendance

Regular school attendance is very important to us and is mandated by state law. In accordance with the Compulsory School Attendance Law of the State of Tennessee (49-2-302), a student between the ages of six and seventeen must attend school for 80% of the school year to be promoted to the next grade level. In compliance with the Promotion-Retention Policy, an elementary student who misses more than twenty days per semester will be considered for retention.

### Absence = Loss of Instruction

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

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

Student absences may be excused for the following reasons. Family trips and vacations are discouraged on school days.

- Illness
- Death in the immediate family
- Medical appointments

If a student is absent from school, parents are to NOTIFY THE SCHOOL by 9:00 a.m., if you plan to pick up homework at the end of the day. If a student is absent for more than three days, parents are to notify

office staff with the reason. In the case of a planned absence, the parents of the child must contact the school office and teacher well in advance of the planned absence. Parents must provide a written excuse or doctor's note in order to excuse an absence.

If a student is late, parent is to accompany student to the office, sign the student in, and inform staff of reason for tardiness. Students arriving after 7:50 a.m. are tardy and ***must report with a parent directly to the school office for a late slip before going to their classroom.***

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

Make-Up Work Policy: A student will be given the number of days she/he is absent to make up missed work, (i.e., one day absent, one day to make up work). Work not made up becomes a permanent zero (numerical grading), or points may be deducted as per the classroom management program.

Important: If parents withdraw a student from school permanently, they must notify the Business Office in order to satisfy contract responsibilities.

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

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

The Before/After-Care program provides the following:

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

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

## **Communication**

At SES, we pride ourselves in putting our students first, and we want to partner with you in this process. We want to have open, two-way communication and be transparent with you at all times. A system for formal communication consists of the following methods:

- **Every Friday, parents will receive an electronic message via email that contains upcoming activities and dates, along with a summary of important information.**
- **St. Edward School and Church websites contain a wealth of information for parents and parishioners. These are mobile device friendly.**

- **Pertinent information regarding your child’s classroom will be shared weekly. A newsletter (electronic or paper) will be sent each week, and the classroom website will be updated by Monday morning of each week.**
- **The St. Edward School and Church Facebook site and Instagram site are great resources. Also, you are encouraged to join the HSA Facebook group. You can also download our new App, *myParish*.**
- **Progress Reports will be sent via email to parents every Sunday.**
- **Report Cards will be sent via email to parents at the end of each quarter.**
- **Parent-Teacher Conferences are available and encouraged. All parents are expected to meet with their child’s teacher during fall conferences.**
- **An electronic call/text system is used for immediate reminders, updates, or cancellations. Please ensure that your contact information remains current in the FACTS Family Portal. Contact the school office to update information.**
- **FACTS Family Portal provides up-to-date information on your child’s grades, attendance, and financials. This is a parent’s “one stop shop” to everything for a student.**
- **Kickboard will be used daily to communicate student behavior. Parents will need to register for this account.**
- **Friday Folders will be sent home weekly with important school flyers, graded work, and behavior information. These folders are green.**

If you have questions, concerns, or comments, we welcome you to communicate with us and share your feedback. Here is your general guidance for communication with the school.

- **Your child’s homeroom teacher is your primary contact for all things and can always point you in the correct direction.**
- **Please note the following.**
  - **Teachers are teaching your children from 7:50am-3:00pm. They do have a planning time each day, but this is needed frequently for meetings, trainings, and more.**
  - **Please do not expect your child’s teacher to communicate with you during the school day.**
  - **Allow your teacher 24-48 hours to respond to ANY communication that you may send.**
  - **Urgent communications (transportation changes, medical/health concerns, afterschool clubs, aftercare., etc.) should be sent directly to our front office. Teachers may not see your communications until after 3:15pm each day.**
  - **If you need a conference or meeting, schedule it directly with the teacher.**
  - **Parent to parent communication is available through the HSA Facebook group. This is a resource to learn about and share school-related information. If parents have a concern regarding the school or church, they are advised to share this concern with the appropriate administrators rather than using the social media forum.**
  - **If you have a concern or complaint about a teacher, staff member, or school incident,**

1. **Start with the teacher. The teacher will have the most information about the topic. Also, our teachers WANT the opportunity to speak with you about ANY concern or question.**
2. **If you are not satisfied with the response that you receive, email one of the administrators. Again, meetings and conferences with administration should be scheduled.**
  - **Dr. Yvonne Araujo, Assistant Principal: [yaraujo@stedward.org](mailto:yaraujo@stedward.org)**
  - **Susan Blankenship, Principal: [sblankenship@stedward.org](mailto:sblankenship@stedward.org)**

## Media

Your child's photograph/video may be used in various publications/media such as the *The Register*, *The Tennessean*, *Parent Magazine*, marketing tools such as brochures, commercials and on our website. Your child's image will not include identification information unless he/she is being recognized for an achievement or highlighted in an activity. If you have questions about media permission, please contact the school office during school hours.

## Field Trips

At St. Edward School, we believe that field trips are a natural extension of a student's education and an opportunity to learn through real world experiences. Parents who drive and chaperone on field trips will be required to complete the necessary forms as directed by the Business Office. Parent responsibility includes an agreement to:

- complete a safe environment training/background check.
- watch required videos before driving.
- refrain from texting, using phone or other distractible activities.
- drive directly to the field trip destination and back to school without any other stops.

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

## Fundraising

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

## Grounds and Facilities Policy

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

## Inclement Weather

In the event that school must be closed due to the weather, parents will receive a phone call and text message from our electronic communication system. This is the primary method of notification. Local television stations may also be notified, but this will be the secondary method of notification. School closing information will be available on News Channel 5, WKRN, and Fox 17.

***When school is closed, or if school dismisses early, there will be no after-care available.***

Due to the large geographic area that our students come from, decisions to open or close for inclement weather are never easy to make. Parents are urged to use their own discretion in deciding whether or not to travel on inclement days. Student absences will be excused if a parent deems travel unsafe.

## Security

Security policies are continuously being monitored, evaluated, and improved. To ensure the safety of our students the following procedures have been put in place.

- All parents/visitors must enter the school using the door near the school office. Parents/visitors must show a valid ID. The ID will be scanned into our new Raptor system, and a visitor badge will be printed. The visitor **MUST** wear the badge while in the school building and needs to sign out when leaving.
- Parents/visitors may attend school Masses. These will be on Tuesdays (Grades PreK-8<sup>th</sup>) and on Thursdays (Grades 3<sup>rd</sup>-8<sup>th</sup>). Students are required to sit with their class during Mass. Students may not sit with parents during Mass.
- Parents are not allowed to knock and ask students to open exterior doors for them. The students are taught not to open the doors for anyone, even parents they may know.

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

## Specials Classes

In addition to the core academic classes, students also participate in art, music, physical education, library, and technology. Students in grades 5-8 have the choice of band or choir in lieu of music, and students in grades 6-8 have an additional choice of digital media, dance, theater, and advanced art.

## Enrollment

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

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

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

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

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

During this Open Enrollment Period, all applications will be processed in the order in which they are received.

### **Admission**

The order of acceptance for admission is as follows:

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

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

### **Contract Responsibility**

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

### **Tuition and Fees**

Tuition is determined annually by the Business Office. Information regarding enrollment and updated tuition rates are sent out in December. Parents must create an account on FACTS to set up their tuition payments. They must also complete and sign the annual enrollment agreement to complete the enrollment process. A student is NOT completely enrolled for the next school year until the FACTS account has been created. **This on-line enrollment is to be completed by early March.** Watch for communication of exact dates. All school fees and tuition are managed through FACTS.

Subsidized tuition (Participating Catholic and Non-Participating/Non-Catholic) is determined by your home parish. You must meet the parish's requirements for "Participating Catholic" to qualify for our Catholic rate.

All tuition, book bills, general fees, technology fees, library obligations, and afterschool/daycare bills must be paid in full before the end of the year. This includes any damages, repairs, or lost items for which the student is responsible. Students will not be allowed to re-enroll if any money is due to the Business Office from the prior year.

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

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

**Tuition:**

<b>Rate</b>	<b># of Children</b>	<b>2022-23</b>
Non-Catholic or Non-Participating Catholic	1 child	<b>\$9130.40</b>
	2 children	<b>\$8120.40 per child</b>
	3+ children	<b>\$7615.40 per child</b>
Participating Catholic	1 child	<b>\$7448.75</b>
	2 children	<b>\$6438.75 per child</b>
	3+ children	<b>\$5428.75 per child</b>
PreK3 (3 days)		<b>PreK3: \$4712.55</b>
PreK4		<b>PreK4: \$7822.45</b>

\*\*PreK students do not qualify for sibling discounts or financial aid.\*\*

**Additional Fees:**

<p><b><u>General School Fee</u></b>  <b>Grades PreK-Kindergarten</b>            (Faith Day Shirt, Yearbook, Class Parties, Book Bag, Assistants)</p>	<p><b>\$150 per child</b></p>
<p><b><u>General School Fee</u></b>  <b>Grades 1<sup>st</sup>- 4<sup>th</sup></b>            (Faith Day Shirt, Yearbook, Class Parties)</p>	<p><b>\$100 per child</b></p>
<p><b><u>General School Fee</u></b>  <b>Grades 5<sup>th</sup>- 8<sup>th</sup></b>            (Faith Day Shirt, PE Shirt, Class Parties, Yearbook, Tech Fee)</p>	<p><b>\$150 per child</b></p>

# The School Day

## School Hours

- School hours are **7:50 AM - 3:00 PM**. PreK hours are 7:50am – 2:30pm.
- School doors open each morning at 7:30am, and students may go directly to their classrooms at that time.
- *Students arriving after 7:50 are considered tardy.* It is required that parents accompany tardy students to the main office door to sign in and receive a tardy pass before going to class.
- Any student who has not been picked up by the end of dismissal at 3:20pm will be taken to After Care and your FACTS account will be charged.
- If students are staying after school for any reason, they are to be either in After Care or under the direct supervision of a designated adult.
- Dismissal on half-days is 11:30 AM.
- If a child needs to be dropped off or picked up between the hours of 9am-2pm, please enter our campus via the traffic light and park in the circle. During these hours, ignore the “Do Not Enter” sign. Our back parking lot will be blocked with chains from 9am-2pm each day to ensure the safety of our students during recess times.

## Before Care

- The building opens at 7:30 AM for students to go directly to class.
- If you need before care, our Before/After-Care program will offer this each morning from 7:00am-7:30am in the gym. There will be a small cost for this, and the fee schedule can be found on our website, [www.ses.stedward.org](http://www.ses.stedward.org).
- Before-Care will be in the gym and supervision will occur by one of the Before/After-Care employees.
- Students dropped off before 7:30 am will be taken to Before-Care and your FACTS account will be charged.

## Morning Drop-Off

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

When arriving in the morning, all parents should enter our campus via St. Edward Drive. PreK parents should park in our side parking lot and walk their children to the side door entrance, by the library. PreK students will need to be signed in at the door. ***All other students in grades K-8 will enter the building through the main school entrance doors.***

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

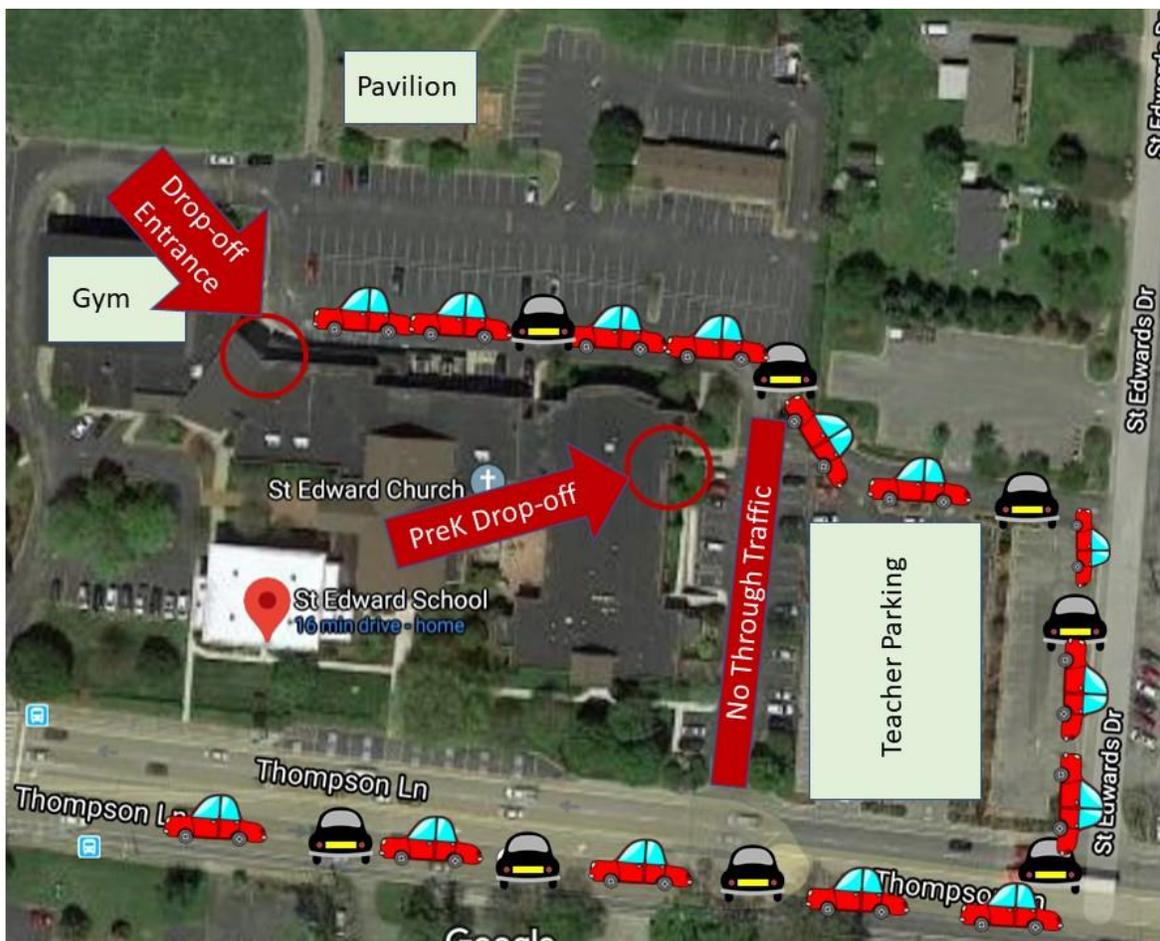
Once in the back parking lot, vehicles should form a single line near the breezeway entrance along the sidewalk. If your vehicle is beside the sidewalk, at any point, your child should exit your vehicle, walk in front of your car to the sidewalk, and proceed into the building. **Please do not wait until you are near the gym to drop off.**

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

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

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

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



## End of the Day Dismissal

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

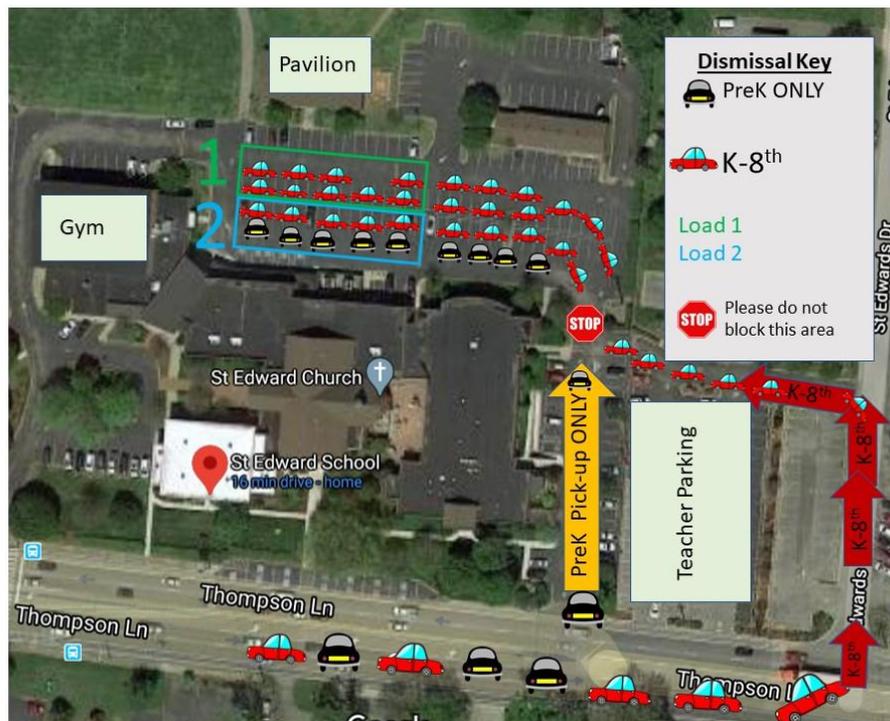
School dismissal will begin at 3:00pm. Children are dismissed to their cars by a pick-up number. **Parents should remain in cars at all times. "Walking" parents cannot be accommodated.** Please use our pick-up line.

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

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

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

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



## Holiday Celebrations

- Holiday celebrations are planned by teachers and room parents.
- Other celebrations must have the prior permission of both the teacher and the principal.
- Invitations to birthday parties may not be distributed at school unless every boy, every girl, or every student in the class receives an invitation.
- Student birthdays will be recognized at school. The student will be celebrated during morning announcements, may come out of uniform (unless it's a Mass day), and will receive a birthday bracelet. Please do not send in treats or cupcakes for birthdays.

# Our Religious Life

## Religious Responsibility

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

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

## Mass

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

Students are encouraged to be involved in the celebration of the Mass through being an altar server, cantor, or sacristan, participating in the Liturgy Choir, or doing one of the readings. Masses are held at 8:00 a.m. Grades PreK-8 will have all-school Mass on Tuesday mornings. Grades 3-8 (2<sup>nd</sup> will attend this Mass after first communion) will have Mass on Thursday mornings. School Masses will be in conjunction with St. Edward daily Mass. Parents are invited to attend, but students must sit with their class.

## Sacramental Preparation

In addition to religion classes, sacramental preparation is offered to all Catholic students who have been baptized. This includes Reconciliation and First Communion in 2nd Grade and Confirmation in 8th grade. If parents are interested in having their children receive any of the sacraments that they may have missed, they are encouraged to contact the Church Office, who will work with the family in this area. Our Director of Faith Formation is Julianne Staley, [jstaley@stedward.org](mailto:jstaley@stedward.org).

## Other Religious Activities

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

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

# Health and Wellness

## Administration of Medication

The school will not dispense medication except when prescribed by a doctor and/or provided by parent. The administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. When it is necessary for the school personnel to administer prescribed medication, the following guidelines are to be followed:

- Written permission must be obtained from the physician and the parent/guardian before any medication may be administered by the school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. The school office will provide a form.
- Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and the time of administration.
- New request forms must be submitted each school year, or when changes in dosage or prescription are made.
- Forms can be obtained in the school office or on the school website.

## Allergy Protocol

The school is committed to providing a safe and healthy environment for all its students. Parents/guardians are responsible for notifying the school about a child with severe allergies and completing the appropriate Health Update online. For students diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider designating specific prescribed medication.

## Illness

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

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

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

If your child has:

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

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

## Lice

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

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

The student must be nit-free in order to return to school. Metro Health Dept. will check child/children free of charge.

## Vaccinations

In compliance with Rule 1200-14-01-.29 from the Tennessee Department of Health regarding Communicable and Environmental Diseases, St. Edward School must obtain proof of adequate immunizations prior to admitting a child. It is the duty of the school to enforce this regulation. The COVID-19 vaccine is recommended but not required.

# Academics

## Grades

Teachers in grades PreK – 8 and special area teachers input student grades electronically. Parents can access their information, children’s grades, and print report cards on-line through the FACTS Family Portal.

Although grades are viewable at any time, progress reports will be emailed to parents each Friday.

Grading in specials classes will combine skill, effort, and participation. Students in these classes that meet less than 5 days a week must maintain a “C” or above to be eligible for Honor Roll.

In Pre-Kindergarten - 2nd grade, the following codes are used to describe academic progress and conduct. PreK and Kindergarten will begin to receive progress reports and report cards during the second quarter, after Fall Break.

**E** Excellent                                      **G** Good                                      **S** Satisfactory

**N** Needs Improvement   **U** Unsatisfactory

In grades 3 – 8, grades are communicated using the following scales.

Letter Grade	Numeric Grade	Explanation
A+ A A-	99-100 95-98 93-94	Superior knowledge and use of skills and subject matter; Thoroughness in daily work; Worthwhile contribution to class discussions; Ability to arrive at valid conclusions; Consistently high test grades.
B+ B B-	91-92 88-90 86-87	Good knowledge and application of skills and subject matter; Thoroughness in required work; Worthwhile contribution to class discussions; Independence in preparing work; Above average test grades.
C+ C C-	84-85 79-83 77-78	Adequate knowledge of subject matter; Completion of required work; Participation in class discussions; Ordinary development in attitudes and study habits; Average test grades.
D+ D D-	75-76 72-74 70-71	Insufficient knowledge of subject matter; Assignments below standard; Participation in class discussion ONLY when called upon; Low test grades.
F	Below 70	Unsatisfactory knowledge of subject matter; Assignments unacceptable; inadequate participation in class; below 70 in test grades.

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

**E** Excellent

**G** Good

**S** Satisfactory

**N** Needs Improvement **U** Unsatisfactory

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

A yearly average of below 70 in two or more core subjects will constitute a parent meeting with teachers and administration to determine appropriate interventions and to discuss retention.

## Homework

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

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

## Honor Roll

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

- **Principal’s List: Students must earn all As.**
- **Honor Roll: Students must earn all As and Bs.**

Grading in specials classes will combine skill, effort, and participation. Students in these classes that meet less than 5 days a week must maintain a “C” or above to be eligible for Honor Roll.

## Student Support Services

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

### Academic Support

- **Title I**

Academic support is available in reading and math for eligible students. To qualify, students must be referred by their teacher as performing below grade level. Parents may also make referrals. In addition, students must meet the eligibility requirements for Title I services, as defined by the MNPS Federal Programs Department. Title I support is offered within the school day. It is not to replace core instruction with a student’s primary teacher. This program is financed by federal grant funds.

- **Reading Support**

Additional reading support is offered by qualified professionals employed by St. Edward School.

- **Additional Support**

Individual classroom teachers, particularly in the junior-high may offer academic support or enrichment for students in their classrooms. Support is flexible and based on teachers' schedules.

- **Student Progress Meetings**

Teachers meet regularly to review and monitor student progress. When needed, a Student Success Plan is put in place which provides support strategies for staff, parents, and students. Plans are monitored throughout the academic year.

- **Student Support Plans**

If a parent or teacher suspects that a child might have learning differences (ADHD, dyslexia, autism, learning disability, etc.), our team can work together to create a Student Support Plan. For this, we do require that the family pursue a full psychoeducational evaluation and share the results with us. We want to gather as much information as possible about the learning needs of the child. The Student Support Plan allows us to provide accommodations and interventions that the child might need. However, some learning differences cannot be accommodated by our staff, and we will work with the family to find a better school fit for the child, if we cannot meet his/her needs.

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

- **Counselors**

St. Edward School contracts with Catholic Charities to provide professional counselors on site for two days a week. The goal is to enhance the functioning and coping abilities of students and/or their families who are experiencing an uncomfortable disruption in their personal or family life. The school administrator, faculty, a student, or a student's parent, can make referrals. A student may be seen once without parent's permission for urgent reasons. Subsequent sessions require signed parent- authorization. Forms are available in the counselor's mailbox in the school office. Parental involvement in the counseling process is encouraged. Counselors are also available to faculty and students for classroom workshops, small group sessions and referrals to other community resources.

- **Growing with God**

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

- **Theology of the Body**

As part of our Confirmation curriculum in 8<sup>th</sup> grade, we share the gift of *Theology of the Body* with our students. This four-session class is a partnership with parents to facilitate conversations around topics that are difficult to discuss, such as worthiness, abstinence, trends and statistics, dating, relationships, the gift of marriage, and differences in the sexes. The approach of the class is very engaging and follows the teachings of the church. Parents will be required to attend an orientation prior to the start of this curriculum with the students.

## Bullying Policy

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

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

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

We will hold all students accountable to the following bullying rules:

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

Once an indication of bullying occurs, administration will implement the bullying rubric (see next page). It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These guidelines will be at the discretion of the school administration.

**St. Edward School Bullying Rubric**

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

## Cell Phones and Electronic Devices

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

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

- **1st infraction: Warning from teacher**
- **2nd infraction: Device will be confiscated by the teacher and turned in to the school office. The student will have to meet with the principal to retrieve device.**
- **3rd infraction: Device will be confiscated by the teacher and turned in to the school office. The student's parents will have to meet with the principal to retrieve the device.**

## Behavior

We hold students to high behavior expectations in order to provide a positive school culture for all. The approach to behavior will be positive and restorative in nature. Behavior problems will be dealt with individually, and consequences are progressive. The age of the child and the nature of the offense will be taken into consideration when correction is necessary.

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

In order to establish a system of consistent expectations and consequences, we have adopted a set of school-wide behavior expectations for all students and staff. In addition, each teacher has established a behavior management system that is appropriate for the age of their students. These behavior plans are a guideline. If a behavior is considered more severe it may advance to a higher-level consequence. These behavior plans will be communicated to parents from the classroom teachers. If the inappropriate behaviors are bullying, the above bullying policy is enforced.

Parents are expected to cooperate with the school when disciplinary action is taken. All students are expected to maintain a standard of behavior that is appropriate for their level in a Catholic school. Whether inside or outside of the school, students can be disciplined for conduct that is detrimental to the reputation of the school or that disrupts or interferes with the school’s educational mission or affects the safe environment of the school. Administrators and teachers have the responsibility for correcting students who are not behaving properly.

Inappropriate and unacceptable behaviors are reported to the homeroom teacher for documentation and corrective action according to the behavior management system. If a staff member feels that the behavior requires immediate attention, the student could be referred to the office. At this point, parents will be notified, and administrative measures taken to improve student outcomes. These measures could include the following:

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

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

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

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

## Schoolwide Rules



Be Re **S**pectful

Be Pr **A**yerful

Be Respons **I**ble

Be Ki **N**d to Others

Be a **T**eam Player

Be **S**afe

## **Drug Policy**

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

- **Narcotics, alcoholic beverages, tobacco, drugs, and counterfeit or look-alike drugs are not allowed.**
- **No student shall wear, carry, or bring drug paraphernalia to school or school events.**
- **A student shall not possess and shall not receive, buy, use, transmit, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind or any counterfeit-controlled substance.**
- **A student shall not buy, sell, transfer, or use any drug, medication, inhalant, or other substance which can be taken internally.**

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

## **Weapons**

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

# Uniform Policy

All uniform clothing items may be purchased from Dennis Uniform Store.

## General Information

<b>Girls</b>	
<b>PreK and Kindergarten</b>	<ul style="list-style-type: none"> <li>• Solid green pique dress</li> <li>• Plaid jumper with white, peter-pan collared shirt</li> <li>• Green polo with logo (long or short-sleeved) and plaid skort or Khaki pants/shorts (NO SKIRTS ALLOWED)</li> <li>• White Oxford with logo (long or short-sleeved) and Plaid skort or Khaki pants/shorts (NO SKIRTS ALLOWED)</li> <li>• Shoes: Solid white or solid black tennis shoe; White/black Keds brand saddle oxford</li> </ul>
<b>1<sup>st</sup> and 2<sup>nd</sup> Grades</b>	<ul style="list-style-type: none"> <li>• Plaid jumper with white, peter-pan collared shirt</li> <li>• Green polo with logo (long or short-sleeved) and Plaid skort or Khaki pants/shorts (NO SKIRTS ALLOWED)</li> <li>• White Oxford with logo (long or short-sleeved) and Plaid skort or Khaki pants/shorts (NO SKIRTS ALLOWED)</li> <li>• Shoes: Solid white or solid black tennis shoe</li> </ul>
<b>3<sup>rd</sup> and 4<sup>th</sup> Grades</b>	<ul style="list-style-type: none"> <li>• Plaid jumper with white, peter-pan collared shirt</li> <li>• Green polo with logo (long or short-sleeved) and plaid skort or skirt (NO KHAKI PANTS/SHORTS)</li> <li>• White Oxford with logo (long or short-sleeved) and plaid skort or skirt (NO KHAKI PANTS/SHORTS)</li> <li>• Shoes: Solid white or solid black tennis shoe</li> </ul>
<b>5<sup>th</sup>-7<sup>th</sup> Grades</b>	<ul style="list-style-type: none"> <li>• Green polo with logo (long or short-sleeved) and plaid skirt (NO KHAKI PANTS/SHORTS, NO SKORT)</li> <li>• White Oxford with logo (long or short-sleeved) and Plaid or skirt (NO KHAKI PANTS/SHORTS, NO SKORT)</li> <li>• Shoes: Solid white or solid black tennis shoes</li> </ul>
<b>8<sup>th</sup> Grade</b>	<ul style="list-style-type: none"> <li>• Green polo with logo (long or short-sleeved) and plaid skirt (NO KHAKI PANTS/SHORTS, NO SKORT)</li> <li>• White Oxford with logo (long or short-sleeved) and Plaid skirt (required on Mass days) (NO KHAKI PANTS/SHORTS, NO SKORT)</li> <li>• Shoes: Solid white or solid black tennis shoes</li> <li>• Shoes: In addition to the shoe option above, 8<sup>th</sup> grade may also wear SAHARA ONLY Sperry Original Boat Shoe</li> <li>• Light, natural looking make-up may be worn</li> </ul>

### **(Girls' Uniform Policy Continued...)**

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

#### Reminders:

- Shirts must be appropriately sized (not too big or too small) and be tucked in.
- Solid white turtlenecks or solid white t-shirts may be worn underneath uniform shirt.
- 8<sup>th</sup> Grade girls are required to wear a white oxford with logo on Mass days.
- Skirts, skorts, and jumpers must be in good repair.
- Skirt/skort length in front and back should be no more than 3 inches from the floor while kneeling.
- Shorts must be worn underneath the pique dress and skirts.
- Khaki shorts are NOT allowed from November 1 to March 31.

#### Other Accessories:

- Socks: Plain, White Crew-Length or Knee Socks (ankle and no-show socks are not allowed)
- BLACK Tights or Leggings UNDER Socks (optional during cool weather months)
- Jewelry: (optional)
  - earrings must be studs and only one pair allowed
  - one slim, fitted, neutral color religious bracelet
  - a slim chain with a cross or religious medal
  - one ring
  - one watch (no "smart" watches allowed, including Fitbits)
- No tattoos, drawings, or writings on the skin
- No "extreme" hair styles or hair color; ALL HAIR ACCESSORIES must be solid Green, Navy, Black, White, or Uniform Plaid
- Nail polish, make-up (except 8<sup>th</sup> Grade), and hats are not allowed

#### Outerwear, Jackets, and Hats

- For indoors, must have school logo: Green pullover sweatshirt, green full zip-up fleece, green cardigan, or gray half-zip sweatshirt
- For outdoors ONLY: Jackets, hoodies, coats, gloves, and toboggans, for cool weather months

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

- On a student's birthday, she may come out of uniform. However, if the birthday falls on a School Mass day, then student may come out of uniform on the day before or after.
- Girls may wear casual clothes that are modest and in good repair.
  - Skirts, dresses, and shorts must be 3 inches or less from the ground when kneeling.
  - Dresses and shirts must have sleeves and cover the shoulders, demonstrate a modest neckline, and not be too tight or expose the midriff.
  - Pants and shorts must fit appropriately and not be too tight; Pants and shorts cannot be frayed/ "cut-off" and cannot have holes, rips, tears, or writing on them.
  - Leggings and jeggings cannot be worn as pants.
  - Clothing which promotes alcohol or other drug use is not allowed; clothing cannot bear profane, obscene, or vulgar messages or symbols.
  - Athletic shorts (only allowed on athletic days, such as Field Day, Saints Ultimate Challenge, etc.) must be AT LEAST mid-thigh length.

<b>Boys</b>	
<b>PreK and Kindergarten</b>	<ul style="list-style-type: none"> <li>• Green polo with logo (long or short-sleeved) and Twill khaki pants or shorts</li> <li>• White Oxford with logo (long or short-sleeved) and Twill khaki pants or shorts</li> <li>• Twill pants/shorts may have elastic waist</li> <li>• Shorts are NOT allowed from November 1-March 31</li> <li>• Belts are optional</li> <li>• Shoes: Solid white or solid black tennis shoe</li> </ul>
<b>1<sup>st</sup>-7<sup>th</sup> Grades</b>	<ul style="list-style-type: none"> <li>• Green polo with logo (long or short-sleeved) and Twill khaki pants or shorts</li> <li>• White Oxford with logo (long or short-sleeved) and Twill khaki pants or shorts</li> <li>• Solid black or solid brown/khaki belt</li> <li>• Shorts are NOT allowed from November 1-March 31</li> <li>• Shoes: Solid white or solid black tennis shoe</li> </ul>
<b>8<sup>th</sup> Grade</b>	<ul style="list-style-type: none"> <li>• Green polo with logo (long or short-sleeved) and Twill khaki pants or shorts</li> <li>• White Oxford with logo (long or short-sleeved) and Twill khaki pants or shorts (required on Mass days)</li> <li>• Solid black or solid brown/khaki belt</li> <li>• Shorts are NOT allowed from November 1-March 31</li> <li>• Shoes: Solid white or solid black tennis shoe</li> <li>• Shoes: In addition to the shoe option above, 8<sup>th</sup> grade may also wear SAHARA ONLY Sperry Original Boat Shoe</li> <li>• Green Uniform Tie required on Mass days</li> </ul>

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

Reminders:

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

## **(Boys' Uniform Policy Continued...)**

### Other Accessories:

- Socks: Plain, White Crew-Length (ankle and no-show socks are not allowed)
- Jewelry: (optional)
  - One slim, fitted, neutral color religious bracelet
  - A slim chain with a cross or religious medal
  - One watch (no "smart" watches allowed, including Fitbits)
- No tattoos, drawings, or writings on the skin
- Hair should be trimmed above the eyebrows, collar, and ears. It should be groomed and clean.
- No "extreme" hair styles or hair color; Shaved designs and mohawks are not allowed.
- Hats are not allowed

### Outerwear, Jackets, and Hats

- For indoors, must have school logo: Green pullover sweatshirt, green full zip-up fleece, green cardigan, or gray half-zip sweatshirt
- For outdoors ONLY: Jackets, hoodies, coats, gloves, and toboggans, for cool weather months

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

- On a student's birthday, he may come out of uniform. However, if the birthday falls on a School Mass day, then student may come out of uniform on the day before or after.
- Boys may wear casual clothes that are modest and in good repair.
  - Shirts must have sleeves and cannot be a tank top.
  - Shirts cannot be too tight or expose the mid-riff.
  - Pants and shorts must fit appropriately at the waist and not be too tight or too loose/sagging.
  - Pants and shorts cannot be frayed/"cut-off" and cannot have holes, rips, tears, or writing on them.
  - Clothing which promotes alcohol or other drug use is not allowed; clothing cannot bear profane, obscene, or vulgar messages or symbols.

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

## Diocesan Welcome Statement

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

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

## Technology and Device Use Policy

### Purpose

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

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

### Responsibilities of St. Edward Church and School

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

St. Edward will make every effort to enlighten and protect your child by teaching him/her proper use of technology and the Internet through Digital Citizenship and Digital Literacy. This shall include but not be limited to:

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

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

## **Responsibilities of Parents**

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

## **Responsibilities of Students**

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

- Respect the rights of other students and faculty to equal use of the Internet and technology.
- Use your name, address, phone number or any other information about yourself ONLY with permission and guidance from your parents and/or your teacher. And NEVER use any information about another person.
- The Internet is St. Edward School's connection with the world. Be sure you are a good representative of St. Edward School to the world.
- All students shall participate in a digital citizenship and internet safety program integrated in the school's instructional program.
- On school computers, only use BING or GOOGLE as search engines. The school subscribes to BING for schools, which offers filtered searching, in turn providing a safer experience for our students.
- Follow St. Edward School's instruction as to appropriate use of technology and the Internet.
- Students shall comply with applicable copyright laws and fair use policy in the use of media and materials.
- Use SES technology equipment carefully, and with respect.
- Immediately tell a teacher if an inappropriate site is accessed accidentally. Internet use will be monitored, so failure to report will be assumed to indicate intentional access.

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

## Other Restrictions for the General Use of School Devices

The following activities are restricted:

- Deliberate damage to any of the St. Edward School technology equipment.
- Deliberate damage to or malicious modification of any St. Edward School software or the network-this includes computer viruses.
- Deliberate access to any inappropriate Internet site or sites or those not directly related to educational activities and/or assignments.
- Accessing or attempting to access any other user's personal files or the school's administration and/or grading programs.
- Use of another person's password or impersonating another person on the Internet.
- Copying any St. Edward School software without permission (this is a Federal offense).
- Downloading or otherwise placing any software onto any computer or the network without the permission of the Information Technology Director.
- Involving the name, logo and pictures of St. Edward Church and School in an inappropriate manner in social networking sites such as Facebook, Instagram, Twitter, etc. and video sharing sites such as YouTube, Instagram, Facebook, etc.

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

# Progressive Technology Management and Device Guidelines

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

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

Digital Citizenship and Digital Literacy	DEGREE OF INFRACTION MILD	DEGREE OF INFRACTION MODERATE	DEGREE OF INFRACTION SEVERE	CONCRETE EXAMPLES (not limited to the following)
<p><b>Respect and Responsibility for <u>ONESELF</u></b></p>	<p>Occasional lack of choosing best practices regarding online behavior and appropriate strategies for personal online/internet safety</p>	<p>Frequent lack of choosing best practices regarding online behavior and appropriate strategies for personal online/internet safety</p>	<p>Total lack of choosing best practices regarding online behavior and appropriate strategies for personal online/internet safety</p>	<ul style="list-style-type: none"> <li>• Accessing inappropriate, unrelated, or malicious web sites during instructional time or in between class transitions</li> <li>• Improper or unauthorized use of technology as a productivity tool (Office365-OneDrive, MS Office)</li> <li>• Inappropriate use of technology as a communication and collaboration tool</li> <li>• Staying off task during technology integrated schoolwork</li> <li>• Not practicing personal online safety and privacy measures as directed</li> <li>• Disregard of copyright laws for media and materials (includes plagiarism) as related to public domain and fair use in all school tasks or projects</li> <li>• Inappropriate use of technology resulting in forms of cyberbullying, profanity towards others, slander, or disrespect towards authority</li> </ul>

<p><b>Respect and Responsibility for <u>OTHERS</u></b></p>	<p>Occasional lack of following online behavior guidelines, norms, protocols, or policies for interactions with others in a digital environment</p>	<p>Frequent lack of following online behavior guidelines, norms, protocols, or policies for interactions with others in a digital environment</p>	<p>Total lack of following online behavior guidelines, norms, protocols, or policies for interactions with others in a digital environment</p>	<ul style="list-style-type: none"> <li>• <b>Influencing or accessing inappropriate, unrelated, or malicious websites during instructional time or in between class transitions with others</b></li> <li>• <b>Improper or unauthorized use of technology as a productivity tool with others (Office365-OneDrive, MS Office)</b></li> <li>• <b>Inappropriate use of technology as a communication and collaboration tool towards/with others</b></li> <li>• <b>Staying off task or keeping others from staying on task during technology integrated school tasks</b></li> <li>• <b>Not practicing personal online safety and privacy measures as directed towards/with others</b></li> <li>• <b>Disregard for copyright laws for media and materials (includes plagiarism) as related to public domain and fair use in all school tasks or projects</b></li> <li>• <b>Inappropriate use of technology resulting in forms of cyberbullying, profanity towards others, slander, or disrespect towards authority</b></li> </ul>
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<p><b>Respect and Responsibility for <u>PROPERTY</u></b></p> <p>Technology devices such as PC desktops, Chromebooks, iPad, smart phones, smart watches, Kindles, Nooks, peripherals, and other similar devices including physical areas providing internet access around the school</p>	<p>Occasional lack of following guidelines, policies, norms for digital property and its use. Including lack of understanding of laws about copyright, intellectual property, safety, and privacy</p>	<p>Frequent lack of following guidelines, policies, norms for digital property and its use. Including lack of understanding of laws about copyright, intellectual property, safety, and privacy</p>	<p>Total lack of following guidelines, policies, norms for digital property and its use. Including lack of understanding of laws about copyright, intellectual property, safety, and privacy</p>	<ul style="list-style-type: none"> <li>• <b>Deliberate action resulting in damaging school technology devices or vandalism of technology areas</b></li> <li>• <b>Inappropriate use of devices for purposes of cyberbullying, harassing, or causing damage to the St. Edward’s reputation resulting from inappropriate messages, emails, instant messages, posts on social media/websites, or digital pictures or videos</b></li> <li>• <b>Tampering with school equipment hardware or installed software/applications including other network components</b></li> <li>• <b>Use of any hacking software and other network causing congestions (streaming, broadcasts, emails, games, social networks)</b></li> <li>• <b>Failure to maintain or care for assigned devices as prescribed through school policy or AUP</b></li> </ul>
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<b>ADDITIONAL GUIDELINES FOR UPPER GRADES</b>	<b>DEGREE OF INFRACTION MILD</b>	<b>DEGREE OF INFRACTION MODERATE</b>	<b>DEGREE OF INFRACTION SEVERE</b>	<b>NOTE</b>
<p>Corresponding Consequences for infractions adapted from Student Handbook School Discipline Policy for grades 4<sup>th</sup>-8<sup>th</sup></p>	<p>-2 pts restorative/ corrective actions including parent notification</p>	<p>-6 pts restorative/ corrective actions including parent notification</p> <p>May result in a Detention or Suspension</p>	<p>-10 pts restorative/ corrective actions including parent notification</p> <p>May result in a Detention, Suspension, or Expulsion</p>	<p>Rubric subject to change. Administration reserves the right to investigate and recommend course of action.</p> <p>Please refer to St. Edward School, Parent, and Student’s responsibilities as stated in AUP Policy.</p> <p>A conduct report will be available via Friday folder or Kickboard. Conduct grades for the 9-week periods will be on the report card.</p>

## Additional Source:

*Global Digital Citizen Assessment Rubric - Digital Citizenship*

[https://www.solutiontree.com/media/pdfs/Reproducibles\\_MA/figure8.3globaldigitalcitizenassessmentrubric-digitalcitizenship.pdf](https://www.solutiontree.com/media/pdfs/Reproducibles_MA/figure8.3globaldigitalcitizenassessmentrubric-digitalcitizenship.pdf)

## References

“Acceptable Use and Internet Safety Agreement.” Williamson County Board of Education Procedure and Guidelines, Revised January 2018.

“Principles of Good Practice - Teaching and Learning in the Digital Age.” NAIS, [www.nais.org/learn/principles-of-good-practice/teaching-and-learning-in-the-digital-age/](http://www.nais.org/learn/principles-of-good-practice/teaching-and-learning-in-the-digital-age/).

“Policies.” *Policies - Christ the King School*, [cksraiders.org/academics/policies](http://cksraiders.org/academics/policies).

“Student Technology Acceptable Use Policy IM 4.160.” Metropolitan Nashville Public Schools, July 2010.

“Technology Acceptable Use Policy HC 5.112 IM 4.160.” Metropolitan Nashville Public Schools, January 2014.

# Appendix

## Technology Acceptable Use Policy (AUP)

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

At St. Edward School, we strive to instill values that students carry with them *at all times*. Students are expected to follow this policy **both in and out of school**.

### **Responsibility of Students:**

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

- On school computers, only use BING or GOOGLE as search engines. The school subscribes to BING for schools, which offers filtered searching, in turn providing a safer experience for our students.
- Follow St. Edward School's instruction as to appropriate use of technology and the internet.
- Use SES technology equipment carefully, and with respect.
- Immediately tell a teacher if an inappropriate site is accessed accidentally. Internet use will be monitored, so failure to report will be assumed to indicate intentional access.
- Use the Internet ONLY for educational activities including research and exchange of educational information.
- Understand that a person's password is his/her personal property and should not be used –or even known by anyone else.
- The internet and social media are St. Edward School's connection with the world. Be a good representative of St. Edward School to the world.
- While working on a group project in school, any "back-channeling" or "in-app chats" must be appropriate and related to the project being work on.
- When online or on social media, refrain from the use of the following: bullying, intimidation, foul language, sexually explicit language or images, the use of threats of physical harm, sexual or other harassment, stalking, forgery, fraud, generally offensive conduct, or any criminal activity.
- Any bragging about "exploits" on the internet or in the use of SES technology will be assumed to be truthful and the student will have technology use suspended or limited.
- Electronic devices may not be used on campus by students unless under direct supervision of a teacher. No cell phone use in aftercare is allowed. If students carry a device, it must be put away in backpack, and turned off while students are in school, aftercare or in any after school activities. *The school will not be responsible for any personal electronic devices.*

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

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

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

## St. Edward School – Schoolwide Behavior Expectations

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

## St. Edward School - Expected Student Behaviors

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