

ST. EDWARD ON THE LAKE CATHOLIC SCHOOL
Parent/Student Handbook

The pastor and principal are the final recourse and reserve the right to
amend this handbook. Parents will be given prompt notice.

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PHILOSOPHY

Blue Water Vicariate Catholic Schools
St. Edward on-the-Lake School

We, the Bluewater Vicariate Catholic Schools, believe that our schools exist to continue the educational ministry of the church by proclaiming the Good News of Jesus Christ to our students and by helping them integrate faith, life and culture.

We believe that each child is a gift from God endowed with unique and special talents. Therefore, we believe that we should provide a holistic education which helps each child develop intellectually, aesthetically, socially, physically, emotionally, and above all spiritually; thus, enabling them to reach their full potential in all the gifts God has given them.

We believe we provide a Christ-centered environment that builds caring and responsible individuals for membership in church and our global society.

We believe that our Christ-modeled education should develop respect for self, for others, for all God's creation, and teach our children to act with peace and justice towards others.

We believe that we must strive to work closely with parents, the primary educators, in their vocation of nurturing the faith and growth of their child(ren); that it will be through this cooperative effort that we will attain the missions of our schools.

MISSION STATEMENT

We at St. Edward on-the-Lake Catholic School,
work together with our families and community
to create a Christ-centered environment
which promotes
Catholic faith formation, academic excellence,
and personal development.

Our students will have
the opportunity to become confident,
independent thinkers, and life-long learners
who are responsible to God, to themselves,
and to society.

**Philosophy and Mission Statement reviewed and revised 2014.

Rights and Responsibilities

We, the students of St. Edward on-the-Lake School, believe that as children of God, created in His image, we have certain rights we feel are necessary to help us reach our full potential and receive an excellent education:

1. We have the right to learn in a Christ-centered environment, to pray, to attend Mass, to study our religion.
2. We have the right to be treated with dignity and respect by all who come here.
3. We have the right to be personally safe.
4. We have the right to have an environment in which to learn; to smile and laugh and have fun learning.
5. We have the right to a safe and clean environment in which to learn.
6. We have the right not to be put down, made fun of, teased or threatened.
7. We have the right to have our personal property left alone unless we have given permission for someone to use or borrow it.
8. We have the right to keep some things private.
9. We have the right to clearly stated limits and consequences for inappropriate behavior.

We also have RESPONSIBILITIES:

1. To come to school prepared to learn with homework and supplies.
2. To show through words, mannerisms and attitudes respect for all adults and students in our school.
3. To behave at all times and to follow adult directions during class, lunch and on the playground.
4. To treat others the way we would like to be treated.
5. To help keep our school clean and litter free.
6. To help others feel good by encouraging them.
7. To treat school property and the property of others with care and respect.
8. To follow adult directions during class, lunch and playground times.
9. To accept and respond appropriately to consequences.

ADMISSION POLICY

Attending a Catholic school is a contractual agreement requiring the consent of both the school and the parent(s) or guardian(s). Also see Tuition Agreement and Parental Involvement Program.

St. Edward School respects the dignity of each student as well the student's privilege of an education in a Catholic school. Race, color, nationality, ethnic origin, sex or unrelated handicaps shall not prevent a person from being accepted at St. Edward.

While there is a fundamental responsibility to serve the needs of the Catholic community, students of other religious persuasions are accepted into St. Edward whenever possible. In admission criterion for all families is the understanding and acceptance of the Catholic philosophy and practices of St. Edward as they exist.

Criteria for **admitting** (or excluding) a student may include: previous family enrollment in Catholic schools and previous financial and moral support of Catholic schools by the family in question, conduct of students and parents with regard to the school, its principal, teachers, and other students: the ability of the school to offer appropriate programming to fill the needs of the student.

Age: St. Edward is in compliance with the state law of Michigan in regard to the Age of Admission of pupils. Therefore, a child shall be five (5) years of age on or before September 15th of the year s/he enters Kindergarten or correspondingly, six (6) before entering first grade. Our kindergarten is full day, five days a week.

Records: St. Edward shall receive all appropriate records before officially admitting or academically crediting a student. For the admission of a kindergartner or a child attending school for the first time, the parent(s) or guardian(s) shall present:

- 1. the child's birth certificate or some legal verification of the child's birth.**
- 2. the Baptismal record for a Catholic child.**
- 3. a good health certificate signed by the child's doctor and an up to date immunization record (see Medical Requirements and Needs).**

For admission of a transfer student, the parent(s) or guardian(s) shall present:

- 1. proper transfer or other appropriate documentation from the school previously attended.**
- 2. the Baptismal record for a Catholic child.**
- 3. a health certificate and immunization records (see Medical Requirements and Needs).**
- 4. disclosure of learning or behavioral issues**

Students with Disabilities: Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs. The final decision will be made by the Pastor and principal.

Transfer Students: Archdiocesan policies and rules on admissions apply to all transfer students. A student transferring to any Catholic school of the Archdiocese of Detroit shall present the most recent **report card (student evaluation form) and evidence of achievement in the last school attended.** Prior to enrollment, the principal shall interview the parent(s) or guardian (s) and/or student to ascertain reason(s) for the transfer.

The decision to accept a student is the responsibility of the principal. The student may be granted **probationary status** until receipt of the student's cumulative record and the school determines proper grade placement. If the school lacks an appropriate program for the student, enrollment shall not be completed.

ATTENDANCE POLICY

It is the responsibility of the school and the parent(s) or guardian(s) to assist the students to develop desirable habits of attendance and punctuality. Students who maintain a good attendance record more often achieve success in school.

Arrival and Dismissal:

Doors open	7:30 a.m.
School Supervision	7:30 - 7:45 a.m.
Students go to classrooms/school starts	7:45 a.m.
Tardy Bell	7:50 a.m.
½ Day Preschool	7:45 - 11:00 a.m.
Preschool	7:45 a.m. - 2:30 p.m.
Dismissal	3:05 p.m.

Parents who transport their children must see that the children arrive at school in time to be in their rooms by 7:45 a.m. Any children arriving late must stop at the Office to check in.

After children arrive at school, they may not leave the school grounds during the school day, nor be in areas of the school grounds declared off-limits unless permission has been granted by proper school officials.

Students are expected to leave the school by **3:05** p.m. unless they are with a teacher, the principal, or at after school care or after school activities.

Release of Students: If a student has to be released from class during the school day, the following procedures are used:

1. The student must report to the Office with a note from home OR a phone call from a parent stating the time of dismissal.
2. A student will not be released from school without a parent or guardian contact either by note or phone.
3. A parent or designated adult must report to the Office and sign out, then accompany the student from the building.
4. Teacher will mark an E for early dismissal on attendance card.

Informing the School of Absences: In the event of an absence, a parent or guardian must call the school before **8:30** a.m. and explain the cause of the absence. The teacher will then be notified.

Returning to School: When a child returns to school from an absence, he/she will be expected to go outside at recess with his/her class. Our policy is that if a child is healthy enough to be at school,

he/she is well enough to go outdoors unless we are given a written doctor's letter requesting otherwise. **If a student has had a fever, please allow 24 hours for the fever to be gone before having the child return to school.**

If a student has been absent due to an illness, they will not be allowed to take part in afterschool activities on the day of the absence.

Head Lice: In the event of a student having head lice, the child cannot return to school until all of the nits have been removed from the hair follicles.

Excused Absences: The only excused absences are those due to illness of the pupil, death in the family, a doctor or dentist appointment or whenever the principal considers that exemption from attendance is in the best interest of the pupil or the school.

If a student has an excused absence, s/he shall have an opportunity to make up the work. A reasonable amount of time will be given to complete the work. Upon satisfactory completion of the work, a grade will be given.

Unexcused Absences: An unexcused absence is one where the student is absent for a reason unaccepted by the school or when the parent(s) or guardian(s) has failed to contact the school on the day of absence. The student is required to make-up any missed work.

Truancy: Truancy refers to the condition or offense that results when one is in violation of education compulsory attendance laws. A truant is a child who fails to attend school without permission or leave. In case of apparent truancy, contact is first made with the parent(s) or legal guardian(s). If the situation is not corrected, and excessive absences continue, the case shall be referred to the Attendance officer assigned to St. Edward through P.H.A.S.D.

Tardiness: A student who arrives late for school reports to the office. Tardiness is defined as not being in the appropriate classroom by 7:50 am. Tardy bell *rings* at 7:50 a.m., students not in classroom will be considered tardy. If a student returns to school after 9:30 a.m., it will be a half day absence. If a child leaves school before 1:00 p.m. it will be a half day absence.

Family Vacations: Vacations during the school year that would require students to miss school are **discouraged**. It is very difficult for students to do as well on their own as they would in class especially when new materials are introduced.

A student who is absent from school will not be allowed to take part in an after-school activity on the day of his/her absence.

If you do take your child(ren) out for a vacation, please notify the principal and the teacher well in advance. **Missed work will be given when student(s) return** and should be completed the week following his/her return. However, the class participation portion of students' grade cannot be made-up and overall grade may be *adversely* affected.

BOOKS

All textbooks are provided. Children are responsible for books issued during the school year. They are to keep them in good condition. If books are lost, students must pay for them. If books are damaged, a fine will be assessed.

Before the year begins, a list of needed supplies will be sent out. Students are responsible for bringing everything they need. Good study habits dictate that students come prepared daily.

CHURCH

The Blessed Sacrament is present in the Tabernacle at church. Students should be very reverent and respectful at all times. Children must be supervised by adults *while* in the church building.

1. Proper church behavior is expected.
2. Students are to enter and dismiss from church quietly.
3. They should genuflect before entering a pew.
4. Altar servers' behavior should be exemplary.

CODE OF CONDUCT FOR STUDENTS

Students are expected at all times to conduct themselves in a manner reflecting credit on themselves, their parents, and their school.

Students are expected to be courteous and respectful to all others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats of any kind that cause fear in another student, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, fearful, or abusive atmosphere, including such activity in online postings on social-networks, such as *Facebook*, will be disciplined, up to and including expulsion.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

All students should address the faculty and adults politely using the title – Mr., Mrs., Ms., Sister, or Father and have a general attitude or spirit of helpfulness, courtesy, and respect for them. Students should show mutual respect to each other.

As American Citizens students are always expected to show respect for the flag and the Pledge of Allegiance which is done daily.

Any behavior, which might harm or threaten to harm another student or the student himself or herself, is not permitted. Older students should watch out for younger ones and set an example. Proper conduct is expected at all times the student is on school property, on our bus, or attending a school event that is held off school grounds. Rules and consequences will be the same for behavior at school events that are off school grounds as they are at school.

CHILDREN'S PARTIES

Class parties are held for All Saint's Day, Christmas and St. Valentine's Day. We acknowledge students' birthdays at morning prayers. **For parents who plan parties given at home for their children and do not intend to invite the entire class – do not send invitations to be passed out in school. We will not be a party to leaving someone out or hurting his/her feelings.** Try to follow our wellness policy when sending in classroom treats.

DISCIPLINE

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the learning activities. The school has an obligation to assist each student in developing self-control and self-discipline and to assume more responsibility for his/*her* actions as he/*she* matures and gains experience. We should never be obliged to invoke serious penalties.

However, if there are violations of school regulations or repeated indifference is demonstrated, appropriate disciplinary action will be taken. The principal is authorized, in all discipline cases, to impose appropriate student discipline, up to and including expulsion.

If the school and home can work together on issues such as discipline, problems can be solved. **Consistent follow through and support of the school are necessary.** The following guidelines should be discussed at home with your student so he/she is clear as to what is acceptable behavior at St. Edward:

1. Fighting or "play fighting" is not allowed.
2. Biting is not allowed. Parents will be notified and student sent home.
3. Inappropriate or dangerous items such as *any type of gun*, knives, matches, hardballs, smoking apparatuses, alcohol (see Weapons and Drug Policies) are not to be brought to school.
4. Snowball throwing and sliding on the ice is prohibited.
5. Silence is mandatory during fire drills, tornado drills and lockdowns.
6. Behaviors which violate the rights of others will be addressed. These include vandalism of school or another's property, intimidation of others, disruptive noises, immoral conduct in speech, writing or action, and disobedience. (See Harassment Policy)
7. Cheating will not be tolerated. This includes copying, using notes during a test and asking others for answers.

Detention: Violation of any of these guidelines may result in detention. Detention *time will be served during recess, lunch time, or possibly after school.*

Disciplinary Probation: Disciplinary probation is a specified period of time in which a student is given the opportunity to prove that s/he will comply with school rules and regulations. During this period, the student is in attendance at regular classes and school activities. When considering disciplinary probation, the principal or designate shall:

1. Determine whether or not a student *should* be placed on probation.
2. Inform the student and the parent(s) or guardian(s) of the reason(s) for the probation.
3. Determine the length of *probation*.
4. Establish periodic conferences to determine effectiveness of the probation.
5. Document all steps taken.

Suspension: Suspension is a method of temporarily removing the student from class. It may be “in school” where the student remains in the building under the supervision of the principal or “out of school” where the student is removed from school and activities. Suspension can occur for the following:

1. Continued uncooperative behavior
2. Possession, sale, use, or distribution of illegal drug materials, substances, or alcoholic beverages (see Drug Policy).
3. Physical aggression towards teacher or pupil (including bodily harm, biting...)
4. Defacing of school or property of others.
5. Immoral conduct of a serious or repeated nature.
6. Insubordination.
7. Abusive language or gestures.
8. Smoking.
9. Arson
10. Stealing.
11. Skipping detention.
12. Repeated detentions for unacceptable behavior.
13. Possession of a weapon (see Weapons Policy).
14. Physical and/or mental intimidation of other students.
15. Threats of violence in any form.
16. False alarms.

Suspension Procedures:

1. A student can be suspended from school for one (1) to five (5) days for violation of any of the above.
2. The student will be given an oral or written notice of the charges against him. If s/he denies the charges, s/he will be given an explanation of the evidence against her/him and an opportunity to present her/his version.
3. This notice and hearing should precede the suspension but if it is not feasible, it will follow the suspension as soon as possible.
4. The parents will be notified of the suspension and the reason for it.

5. Prior to returning to school, the Administrator/designee shall meet with the parent(s)/guardian(s), student, and any faculty member involved to discuss the problem, and if possible, plan the satisfactory return of the student.
6. The pastor shall be notified of the suspension. In case of repeated suspension, expulsion could result.

Expulsion: Expulsion is the permanent dismissal of a student from the school. It shall be enacted either after repeated attempts (including suspension) to correct serious violations of the school code of conduct have failed and/or when the offense is such a grievous matter of crime, scandal, morality, or disruption that immediate expulsion is appropriate.

When an incident has occurred which may constitute appropriate reason for expulsion, a thorough and objective investigation shall be conducted by and/or under the direction of the principal.

1. The student will be notified of the investigation and the cause of the investigation.
2. The testimony of the student being investigated, of any victim(s), and witness (es) will be taken.

If the decision is made to expel the student, the principal/designee shall notify the pastor, the student, the parent(s) or guardian(s).

WEAPONS POLICY

Students are prohibited from bringing weapons to or having weapons in school, on the school premises, in the immediate vicinity of the school, at extra curricular activities or on school buses.

Definition: A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives; bombs; chains; karate sticks; brass knuckles; sling shots; sharpened instruments; ammunition; look alike weapons; including toy weapons.

School premises include the school building and adjacent grounds, e.g., parking lots, playgrounds, and bus.

Immediate vicinity of the school means within a block radius of the *parish and parish property*. Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school or parish property shall be immediately excluded from classes pending investigation.

This will include St. Edward's buses and the Port Huron Public school buses.

Students need to understand that possession of a weapon can include passing the weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or book bag or to hold for another student.

If the student refuses to cooperate or interferes with a search of person or possessions or premises, he/she shall be warned that refusal to cooperate without legitimate reason will result in expulsion from school.

The local police department shall be notified immediately and, if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is discovered or there is evidence that a weapon is present on school premises.

Any student found to be in violation of this policy and rule is subject to permanent expulsion.

DRUGS AND SUBSTANCE ABUSE POLICY

Students are prohibited from bringing, purchasing, selling, possessing or consuming drugs in school, on school premises, in the immediate vicinity of the *parish, at extra school activities or on the school bus*.

The same procedure and rules will apply for suspension and evidence of drugs and substance abuse as with weapons. Please see Weapons Policy for procedure.

*All discipline action taken is up to the discretion of the principal/pastor.

BULLYING POLICY

What is the root cause of bullying?

- Harassment?
- Discrimination? Civil Rights?
- Typical student coming of age?

Bullying Definition – Michigan State Board of Education – September, 2006

- “Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cell phone, personal digital assistant (PDA), or wireless handheld device) reasonably perceived as being motivated either by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics.”

State Board Policy

- Directed at one or more pupils
- Interferes with educational opportunities
- Based on pupil’s actual or perceived distinguishing characteristic or association having or perceived to have such a characteristic.

Bullying – Office of Civil Rights – October 26, 2010

- “Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential.”

Cyber Bullying – Bill Belsey, Cyberbullying.org

- “The use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, (which) is intended to harm others.”

Off-Campus or On-Campus

- Off-campus can cause substantial disruption on-campus
- True threats, serious communication, intent to commit violence

Liability

- Would be reasonable person find the conduct – welcoming, threatening or humiliating, hostile or abusive?
- Is the school’s response – prompt, effective, reasonably calculated to prevent further harassment, bullying?
- Actions – be vigilant, investigate immediately, document everything, act on remedial measures, consider alternatives to discipline and challenges, work with bully and victim, pay attention to the whole environment, follow up.
- Comply with State Board Policy, review procedures for compliance, follow policies and procedures.

DIRECTORY

Our School Committee has asked that we develop and distribute a directory of school families with addresses and phone numbers listed in order to promote communication and socialization. This directory is for the exclusive use of St. Edward School families and will be distributed only to those families who give permission to be included. We need your authorization to accomplish this.

In addition, we often need to use photos of our students for brochures or ads. Authorization for this is also required. We have our parish/school website at www.stedwardonthelakeschool.org, which lists Bingo workers, calendar winners, and noteworthy student accomplishments.

Please notify the office if you do not give permission to publish name/address/phone number or to use photos of your child(ren).

DRESS CODE

Pre-School: See Preschool handbook

Companies: School Belles - Girls' Jumper

Girls: Kindergarten through Second Grade

Plaid uniform **jumper** (not skirts) in St. Edward's color code from Schoolbelles in several different styles.

Girls: 3rd-5th Grades

Plaid jumper (several styles), plaid skirt or skort only from Schoolbelles.

Dress Code: Boys & Girls Kindergarten through Fifth Grade

1. Shirts/blouses are to be **white or navy blue**, button down dress shirts, long or short sleeve. Students may also wear white or navy blue turtlenecks and polo shirts, which must be tucked in. **Collared shirts or turtlenecks** must be worn under sweaters or St. Edward sweatshirts.
2. Pants/slacks are to be solid navy blue and full-length, this includes corduroys.(No Sweat pants, leggings, cargo pants, cotton knit pants) If belts are worn, they must be solid color (black, brown or blue).
3. Sweaters are to be solid navy blue or white, knitted cardigan, pullover, or vest style. No monograms. Sweaters should end above the hip line.
4. Socks are to be **solid** navy blue, white, gray or black. Girls may wear leggings or tights under their uniforms, not as uniform pants. These must be solid colors...black, navy, gray, or white. Socks must be worn with pants. Low-style athletic socks may not be worn.
5. Jewelry: Boys may wear a single chain but no earrings. Girls may wear small, single necklace or bracelet and pierced earrings. Earrings must be small, appropriate and not dangling.
6. Shoes: **brown, navy, or black dress shoes or athletic shoes but they must be a solid color** (Nothing with a colored trim)
NO WHEELIES, LIGHT UPS, SHOES THAT PLAY MUSIC, OR HEELS at any time. Tennis shoes must be worn for gym class. These can be left in the classroom.
7. Uniform shorts may be substituted for the jumper or slacks during the months of August, September, May and June. (Finger tip length)
8. It is a good idea to have the girls wear shorts or bike pants under their uniform skirts if they are not wearing tights or leggings.

All Students

1. Students are always to try to be neat, clean and appropriately attired as well as modestly dressed.
2. Socks must always be worn.
3. If a sweater is worn over a blouse or shirt, the collar must be visible.
4. No extreme hairstyles or colors will be allowed. There should be **no long hair on boys**. Boys' hair should not exceed collar length, mid forehead or be below ears. Hairstyles

should be neat. If you are unsure of what will be acceptable, please check with the principal before getting a hair cut.

5. A “Free Dress Day” will be held on the last school day of each month. On this day, students may wear appropriate clothes of their choice.
6. No items of clothing (T-shirts) will make reference to drugs, alcohol or other unacceptable behaviors.
7. **No make-up, fingernail polish, or tattoos at any time.**
8. On gym day, students will be allowed to wear plain/solid navy sweatpants and a plain/navy sweatshirt or t-shirt (or our logo wear).
9. No hats indoors.
10. On non-uniform days – only fingertip length shorts are acceptable. **Spandex shorts, midriff tops, tank tops, muscle shirts, or spaghetti strap tops are not acceptable.**
11. Children may wear Logo t-shirts for gym class. They may also wear Logo sweatshirt with the uniform shirt underneath.

Enforcement of the Dress Code: If a student comes to school improperly dressed, the following will occur: *a call home to bring different clothing or we will try to provide appropriate attire for the day.*

EMERGENCY CARDS

Students must turn in an emergency card that contains accurate information on how to contact parents or neighbors in case of accident or illness. This card must be kept up-to-date and be available at the school office so that students can be dismissed immediately without reservation in case of emergencies.

CUSTODY DECREES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

HOMEWORK

Each student is responsible for the day's class and homework assignments unless excused by the teacher. A reasonable amount of homework will be assigned. A suggested average time allotment for homework is as follows:

Primary (1-3)	15 - 30 minutes
Intermediate (4-5)	30 - 60 minutes

Students are encouraged not to return to the school building or classroom after dismissal for forgotten books, homework, etc.

GRADING

Report cards will be issued four times during the school year. Reporting student academic, social, and behavioral progress is an important part of the learning process. It involves the parents and teacher working together to share information, identify strengths and weaknesses, and plan steps of continuous progress.

Parent conferences and the report card are our methods of reporting to parents. They give the parents an opportunity to communicate with the teacher and/or school administrator.

RETENTION

Having a student repeat a grade does not have the negative impact that it once had. We believe that students should be retained in a grade if their physical, social, academic or emotional growth has not been significant enough to warrant promotion.

Even though retention is a right that is ultimately held by the school, we feel that the parents and school should be in agreement with the ultimate decision. Therefore, the idea of retention should be discussed between the teacher and parent as early as possible so there are no surprises when it comes

to classroom placement for the following year. We reserve the right, however, to retain youngsters when extenuating circumstances exist and the parent is not in agreement.

HONORS

Citizenship Honor Roll - Eligible grades: Third to Fifth. In order for a student to be on the Citizenship Honor Roll, the student must be an exemplary citizen throughout the day. This means in the classroom, during “specials”, and on the playground. Teachers may vary as to what makes up the citizenship grade. Generally, teachers evaluate how well students followed the classroom rules, school rules, and the attitude they express toward others. Emphasis is also placed on how students handle responsibility such as coming prepared to class.

Special Honor: The Principal’s Award will be awarded to any student who is on this Honor Roll for three of the four quarters.

Scholastic Honor Roll - Eligible grade: Fourth and Fifth. A student must have an “A” or “B” in all major subjects and nothing below a “C” in any subjects to be on the Scholastic Honor Roll.

Sports Eligibility: If there are openings on MCA’s sports teams, St. Edward 5th and even 4th graders are invited to participate. This is permitted with the following eligibility requirements: Weekly form from teacher verifying -

- No citizenship grade below B
- No missing assignments
- No grade average below C

ICHAT

Criminal History Background Checks – It is a policy of the Archdiocese of Detroit that all employees and volunteers who have unsupervised contact with children must have a criminal history background check (ICHAT) which is strictly confidential. Noncompliance with this policy will result in loss of volunteer position. This check is required for parents helping in the school, volunteering for field trips, lunch duty, etc. An ICHAT form will be sent home early in the school year for all new parents or those not previously checked.

INTERNET

Internet acceptable Use Policy – Elementary students may use technology resources, the Internet and on-line services to support and enhance learning. Parents will be expected to sign a permission form before a student is allowed internet access.

Rules –

1. I understand that I must not try to damage computers and other technology.
2. I will use the internet / on-line resources / programs only when I have permission from my teacher to do so.
3. I promise:
 - a) To use appropriate language and good manners when communicating with others.

- b) Not to give out my own name or anyone else's name, address, phone number, e-mail address, or personal information while on the internet.
- c) To follow the rules set by the principal and teachers when using technology or the internet /on-line resources.
- d) Not to bring software or computer disks from home to be used on school equipment.

Penalties for Violation

If any of the above rules are not followed, the student will be appropriately disciplined. Appropriate discipline, as outlined in the Parent/Student Handbook, may be up to and including dismissal or expulsion from St. Edward.

LIBRARY

Classes are scheduled once a week for Preschool through Grade 5, at which time the students may browse and check-out books. Lost or damaged books must be paid for.

LUNCH

Lunches can be ordered ahead from a posted menu. Orders must comply with the deadline. NO LATE orders will be accepted. For students bringing their own lunches, these need to be in the student's possession before noon. Milk is available for purchase daily. Please don't send any drinks in glass containers. Students must clean up their area after eating. Do not send meals that have to be fully cooked. We can warm up food, only.

MEDICAL REQUIREMENTS AND NEEDS

General School Laws: The General School laws for the State of Michigan require that a child enrolling in a public, private, parochial, or denominational school in this state for the first time shall submit one of the following:

1. A statement signed by a physician that he/she has been immunized or protected against diphtheria, tetanus, pertussis, rubella, measles, mumps, varicella, Hepatitis B, poliomyelitis, and tuberculin tested to determine the presence of infection from tuberculosis. For 2007-08, pneumococcal vaccine has been added as a required immunization.
2. Immunization waivers must be handled through the County Health Department. Waiver forms are no longer available at the school.
Any parent or guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risk of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 1, 2018.
3. A request signed by a parent or guardian that the local health department gave the needed protective injections and diagnostic test.
4. Meningococcal Meningitis vaccine (MCV4) can protect young people from this disease. This vaccine is usually given to 12-13 year olds (7th grade).

In addition, the parent or legal guardian of each enrolling child shall submit a statement:

1. Signed by a district, county, or city health department director stating that the child has passed the department of public health preschool vision screening test or
2. Signed by a licensed medical or osteopathic physician, or a licensed optometrist indicating that the child has had his eyes examined during the preschool years after age three (3) and prior to initial entrance.

Medical Needs: It is the responsibility of the parent(s) or guardian(s) to inform the principal and appropriate teacher(s) if a student is subject to any medical need that may merit regular or periodic attention while at school. This information must be **updated yearly**.

First Aid: Minor first aid will be given in school. In the event that major first aid is required, the school will try to contact in this order: the student's parents, guardian, relative or neighbor as listed on the EMERGENCY CARD FORM on file in the Office, or the family physician. If no one can be reached, the school administration will seek the emergency care needed. Parents will be liable for any expense incurred. The school is in possession of Epipens which will be used in case of an emergency.

Medication at School: If your child requires medicine during the school day, please contact the office so that proper arrangements can be made. **All** medications MUST be kept in the School Office during school hours. Parents will be required to sign an authorization form before school personnel can dispense medicine during the school day. **All** medications MUST be in the original containers which indicates the student's name, drug name, dose, time and method of administration and duration. All medications will be entered into the medication log indicating date and time they were administered. No aspirin will be given out by the school. **All medication requires a parent and doctor's signature including all over the counter drugs. (This includes cough drops).**

Acquired Immunodeficiency Syndrome (AIDS): A student or staff member of the school community suffering with AIDS shall be treated with dignity and compassion. Her/his continued functioning within the school community shall be as normal and unrestrictive as is prudently possible.

PARENT/TEACHER ORGANIZATION

The mission of the St. Edward on-the-Lake School Parents' Association is:

1. To help the School communicate with parents;
2. To help the parents understand the fundamental premises upon which the School functions;
3. To help schedule, promote, and host student and parent activities;
4. To accept into our organization new parents and to instill in the new parents the need for their continued involvement and support in the School;
5. To encourage pride in the children and in the School; and
6. To assist the School in improving and expanding its name recognition in the Port Huron/Lakeport community.

PARENT-SCHOOL COMMUNICATIONS

Communications are important if the home and school are to work together for the benefit of the child. If you have a concern, the best solution is to take up the question with the staff member involved. If the problem is not resolved, the matter should be brought to the attention of the principal. Many potential problems may be averted if the parties reach a mutual understanding. People should be able to disagree without being disagreeable.

Our regular method of communication is the school newsletter, **The Laker**, which usually comes out on Thursdays. Look for **The Laker** each week. Menus, bingo workers, monthly calendar of events are all in **The Laker**. Also, check our website: www.stedwardonthelake.com.

Parent-Teacher Conferences

There will be two scheduled Parent-Teacher Conferences each year: one before the first report card and one during second semester. Parents are expected to attend the first conference. The second conference is optional unless the teacher or parents request one. From time to time it becomes necessary for parents and teachers to get together to discuss a child's progress between the regularly scheduled conferences. Arrangements should be made for a meeting or a telephone conference. Communication is important for better understanding of a child and his/her strengths and weaknesses.

PERSONAL BELONGINGS

Personal belongings such as (lunch boxes, backpacks, removable clothing) should be labeled (on the inside for child's safety) with name to facilitate locating the owner if lost.

Personal items such as radios, games, cameras, CD players, or electronic games are not to be brought to school. No walkmans, radios, or I-pods with earplugs are allowed. No cell phones with students are allowed.

Any trading or selling collector cards at school or on the bus is not allowed.

Animals/pets are not allowed at school without prior permission from the office. Due to allergies, medical conditions, safety and sanitation, all animals must remain out of doors and under restraint.

SCHOOL CALENDAR

Classes Begin	September 4, 2018
No School for Students	October 18-19, 2018
Parent-Teacher Conferences 4:00 – 7:00 p.m.	November 8, 2018
Parent Teacher Conference 9:00 a.m.-12:00 a.m.	
No School for Students	November 9, 2018
Thanksgiving Recess	November 21-23, 2018
School Resumes	November 26, 2018
Christmas Recess	December 20, 2018 – January 2, 2019
School Resumes	January 3, 2019
Teacher’s Record Day (No School)	January 18, 2019
Mid-Winter Break	February 15 -18, 2019
Teacher’s Record Day (No School)	March 22, 2019
Easter Break	April 18– April 26, 2019
School Resumes	April 29, 2019
Grandparent/Grand Friend Day	May 3, 2019
Memorial Day Holiday (No School)	May 24-27, 2019
Classes End	June 7, 2019 (Half Day)

** Field trips will be planned at the discretion of the classroom teacher. Chaperones will be requested as needed.

Teacher In-services that have been scheduled are listed above. Other in-services may be scheduled in the future. Please check **The Laker** which comes home every **Thursday** for updates to the school calendar such as Teacher In-services that have not yet been scheduled.

SCHOOL CLOSING

If school will not be held for some reason, such as weather, it will be broadcast early in the morning, on WPHM (1380 AM) and WHLS (1450 AM) radio stations in Port Huron and the Detroit television stations. Please listen specifically for the St. Edward on-the-Lake School closed announcement.

Fr. Acervo is working on a system to notify all families, through e-mail, about school closings. Also, a text message will be sent out on Remind 101(new name Remind) Please make sure the school has your correct e-mail address and cell phone number. **Please do not call** us if you hear such an announcement on the radio. Also **DO NOT CALL THE RECTORY.**

Tornado Watch: School will continue as usual and the students will be dismissed at the regular time.

Tornado Warning: Students will be taken from the classrooms into the designated area for greater safety.

SCHOOL COMMITTEE

The mission of the School Committee shall be to support, nurture, and foster a quality Catholic Elementary school consistent with the precepts of the Church, and in thought, word, and deed by proclaiming the good news of Jesus Christ to the students and their parents. The purpose of the Committee shall not be the operational running of the school, but rather to support the pastor and professional educators in achieving their goals in an emotional and financial manner consistent with the integration of Christian and Catholic values in the education of the children.

Open Session: To address the School Committee, a person needs to bring the concern(s) to a School Committee member or the principal prior to the meetings. Time limit for discussion with the committee will be 10 to 15 minutes. If the agenda is full, time limit will be 5 minutes.

School Committee meets the first Tuesday of the month from October to June at 6:30 p.m. in the School Library.

SCHOOL EVACUATION

In the event school must be evacuated, students will be taken to the church. Parents or caregivers may pick up students there after checking with the teacher and signing out.

SCHOOL PROPERTY

All school property in the school, on the school grounds, and on the bus is to be treated with respect. Students are responsible for the good condition of their desk, textbooks and classroom carpeting.

SPECIAL SERVICES

The following special services through the Port Huron Area School District or St. Clair County Health Department are available to children attending St. Edward on-the-Lake School. If you feel that one of your children is in need of the special help offered by these services, please call the office for consultation.

Speech Therapy	Hearing & Vision Testing
Immunization Clinic	Educational/Psychological Testing
Public Health Nurse - There is a \$8-10 administration fee for Health Department services.	

TELEPHONE USAGE

Students are not permitted to use the telephone without permission.

TRANSPORTATION

You may call our School Office if you are interested in the St. Edward bus service.

Any misconduct on the St. Edward bus will be taken up with the bus driver, the parents and the principal.

A student is expected to go directly home on his regular bus. If you should want your child(ren) to go home on a different bus with a friend, s/he must bring a note stating this to school. The note must be signed in the office and given to the bus driver on the afternoon bus.

Bus Zone & Front of School

The north side of school is a designated bus zone for dropping off/picking up students. This is a “no parking/no waiting” area. Additionally, the area directly in front of school is a designated crosswalk with signage reminding drivers to stop for pedestrians before proceeding through the area. **The driveway in front of the school is a drop-off area only.** If you plan on coming into the building, please park in the parking lot.

We ask that all parents/drivers respect and comply with the parking lot procedures for the safety of the students. ****Parents, please do not leave students unattended in the parking lot or cars.****

If you are dropping your child off in front of the school, please have your child exit your vehicle on the right side.

TUITION

For the 2018-2019 school year, our School/Parish will be using the FACTS Tuition Management System. All families will be signed up on this system. It will allow you to use a credit card to charge your tuition. We will continue to give the same discount as we have done in the past. SCRIP will continue to be deducted from your tuition.

I. DELINQUENT ACCOUNT COLLECTION POLICY

A. PURPOSE

To establish uniform guide lines for collection of delinquent accounts with the intent to reduce St. Edward exposure to credit losses.

B. POLICY STATEMENT

FACTS will be our Tuition Management System. All families must have a **FACTS** account even if tuition is paid in full at the beginning of the school year. The principal will be notifying families who are 45 days late in the tuition payment.

Deviations from this policy may only be made by the School Administration or Pastor.

Any family with an outstanding balance from any prior year may not enroll their child(ren) at St. Edward school until the prior outstanding balance is paid in full.

Outstanding balances from the previous school year will be turned over to a Collection Agency.

Deviations from this policy may only be made by the School Administration.

III. PARENTAL INVOLVEMENT PLAN (see page 26):

VISITORS

All visitors must ring bell to left of door to be allowed entrance. Visitors must report to school office, sign-in and wear ID badges at all times while on school premises.

VOLUNTEERS CODE OF CONDUCT

The following is a reprint from the *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers*. The *Code of Conduct for Volunteers* can be found on the Archdiocese of Detroit website at www.AODonline.org. Click on Promise to Protect/Pledge to Heal and then on Volunteer Code of Conduct.

IV. Code of Conduct for Volunteers –

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

1. **A volunteer must:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

2. **A volunteer must not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Leave children unattended at any time!

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this *Code of Pastoral Conduct* or failure to take action mandated by this *Code of Pastoral Conduct* may result in removal as a volunteer with children and/or youth.

All volunteers are required to attend a Virtus (Protecting God's Children) session before volunteering.

Parental Involvement Program

St. Edward on-the-Lake School encourages parents' active participation in the education of their children. To this end, we have implemented a Parental Involvement Program, whereby parents can contribute their time, talents and treasures in promoting and perpetuating the educational objectives of our school.

We extend an open invitation to parents to contribute their:

1. **Time** by participating in fundraising activities, extra curricular activities and the daily activities of the school.
2. **Talents** by leading school enrichment activities or enhancing the school grounds or buildings.

3. **Treasures** by contributing financially and/or materially to the school and the programs established to enrich our children's education.

The Basic Requirements include, but are not limited to:

1. Bingo Commitment
2. Parental Involvement Program.

Bingo Commitment – Mandatory Bingo requirements are NOT part of the PIP program.

- Two parent families have one parent/adult working 3 separate Bingos OR have both parents working together for 1 and 1 parent for the second Bingo (15 hours). If you have 2 parents/adults work 2 Bingos then you would satisfy your Bingo requirement AND 5 of your PIP hours AND earn a Free Dress day for your child(ren). Please let your child/children know why they are having free dress so they can tell us.
- Single parent families work 2 Bingos (10 hours)

The profits made from the Bingo nights provide thousands of dollars each year to help run our school and to help keep our tuition affordable. Failure to work your scheduled Bingo (or to provide a substitute) will result in an automatic \$50 charge to your tuition account. If you prefer to hire a substitute to work your Bingo(s) and do not know of anyone 18 years or older who would be willing to do that, contact the office for possible substitute contact information (you would be responsible for payment of \$50 to that person). A parent volunteer should be contacting you to schedule your date(s), if you did not specify a date in your registration material. See your Parent/Student Handbook for further details.

Parental Involvement Program (PIP) (Kinder-5th Grade) –

Each family is required to work 15 PIP hours. (Bingo is not part of these 15 hours).

- Single parent families are required to work 10 PIP hours.
- Preschool families can “bank” PIP hours to carry over to the following year.
- Please specify each year how you would like to earn your PIP hours on the sign-up sheet provided. The school will do its best to see that you get the activities you choose, but we cannot guarantee them as some of the slots fill up more quickly than others
- Attending a meeting does not apply toward PIP hours
- Chaperoning a school field trip and or any fundraising for the 5th grade class trip cannot be included as PIP hours
- Half of your PIP hours or payment needs to be in by January 30th or the end of the second quarter.

You are responsible for filling out your own PIP slips (available in the office). A tally of your hours will be provided at report card time each quarter and unworked hours added to your tuition account during the 4th quarter (\$10/PIP hour that is not worked).

Examples of PIP Hours:

- Lunch Duty (45 minutes = 1 PIP Hour) 11:40 to 12:25
- After School Enrichment Leader
- PTO Fundraising Activities and Administrative Positions (Santa Shop, Walk-a-Thon, Catalog Sales, Talent Show, Bake Sale, Book Fair Coordinator, Tastefest Classroom Art, Silent

Auction Coordinator, PTO President, PTO Vice-President, PTO Secretary, PTO Treasurer etc.)

- Food Preparation (at Pancake Breakfast or Children’s Choir Concert)
- Classroom Activities (Classroom Aide, Accelerated Reader Helper, etc.)
- Marketing Committee and Fundraising Activities (Brochure design, school bulletin boards)
- Office Fundraisers (Coordinator of Box Top Collections, Logo Wear)
- Yearbook Coordinator
- School Committee Member and Participation
- Mass and Music (Christmas Program, Family Liturgy Coordinator, etc.)
- School Grounds/K of C Sponsored School Activities (School Grounds Clean-Up, Painting of Parking Lot and Light Poles, Clearing Trees for Playground, Raking Leaves, Running the School Sign Letters, etc.)
- Please see the PIP sheet which is in you registration packet for more ideas.

Any hour worked – 1PIP hour if you have any ideas that are not listed above but raise money for the benefit of the entire school (or save the school money), please discuss them with Mrs. Appel

Bookkeeping:

The school will maintain records of each family’s accumulated hours and will provide a statement with the report cards in January and in June.

Exceptions:

Occasionally, due to extenuating circumstances, a family may not be able to fulfill the program requirements. When this occurs, the family may petition, in **writing**, the St. Edward on-the-Lake School Committee for consideration of possible adjustments to their parental involvement program requirements.

**St. Edward on-the-Lake Catholic School
Student / Parent Equipment Use Agreement**

St. Edward on-the Lakes is excited to provide the opportunity for our students to take home a digital device for learning. Please understand that prior to taking the learning device home, students will be instructed and evaluated on proper use and care. A checkout form is attached outlining the cost if damaged, stolen, or lost. Students must follow the St. Edward on-the-Lake Responsible Use Guidelines. Parents and Students will be expected to sign a permission before a student is assigned an I-Pad.

Student Code of Conduct

1. Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized St. Edward on-the-Lake staff for any purpose.
2. Modifying or changing device settings and /or internal or external configurations without appropriate permission is prohibited.
3. Personal information such as, but not limited to, last name, home address, phone numbers, email addresses, or birthdates must not be placed on device or shared online.

4. Using obscene, threatening or disrespectful language in any electronic communication tool is prohibited.
5. Disclaimer. While St. Edward on-the-Lake uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the school to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable. St. Edward on-Lake has a 3 -layer approach when students are using the Internet. The device is automatically routed through St. Edward on-the-Lake filter for appropriate content which provides the first layer. The second layer is the monitoring of an adult, and the third layer is where the student should use their digital responsibility skills when using a device.

Responsible Use and Care

1. The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
2. The device will never be left unattended on the bus, in the cafeteria, in the gym or any other public place.
3. The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
4. The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
5. Pencils, pen tips, and other pointed objects will never be used on the screen.
6. The device will be kept away from siblings and pets at all times.
7. Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.

Equipment

St. Edward on-the-Lake Catholic School assigns to student the use of the following equipment and accessories:

	Equipment	Damaged Equipment Cost	Lost/Stolen Equipment Cost	Student Initials	Parent Initials
	iPad Pro 10.5 inch	\$935.00	\$935.00		
	iPad charger box with Lightning Cord	\$46.00	\$46.00		
	Protective Case	\$50.00	\$50.00		

This page must be returned as part of the registration process
to the School Office
By September 14, 2018.

I have read the St. Edward School handbook and understand your policies.

Signature _____

Date _____

St. Edward on-the-Lake School

Bingo Commitment – All Families

Mandatory Bingo requirements:

- † Two parent families work 3 Bingos OR work 2 Bingos with both parents working together.
- † Single parent families work 2 Bingos (10 hours)

Failure to work your scheduled Bingo (or to provide a substitute) will result in an automatic \$50.00 charge to your tuition account. If you obtain a sub and the sub does not “show up”, the \$50.00 charge will be added to your account. Each individual is expected to work a full shift. If you cannot, they you much obtain a sub for the rest of the shift. Bingo times are Mondays at 5:45 p.m. to 10:15 p.m.

The Bingo date(s) that I/we prefer are: _____

I understand and agree to the Bingo and Parental Involvement Program requirements.

Signature of Parent/Guardian _____

Date: _____

**This form must be returned to the School Office
in order for registration to be completed.**