

**ST. EDWARD ON THE LAKE**



**Policy & Procedure**

**Handbook**

**2023-2024**

## **Philosophy for Catholic Schools**

### **Blue Water Vicariate Catholic Schools:**

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.

### **St. Edward on the Lake's 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.

## Admissions Policy

St. Edward on the Lake Catholic School respects the dignity of all students. We do not discriminate on the basis of race, nationality, ethnic origin or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

An essential criterion for admission is the acceptance by the student and parents that St. Edward on the Lake is Catholic in philosophy and practice. Religion is a part of the curriculum at each grade level. However, St. Edward on the Lake accepts and welcomes students of other religious denominations wherever possible.

### **Basic Requirements for Admission:**

1. Pre-school applicants must be at least three years old by September 1<sup>st</sup> of the enrolling year.
2. Transitional Kindergarten applicants must be five years old and if four years old, must be four by September 1 of the year that they enter the Transitional Kindergarten Program
3. Kindergarten applicants must be five years old by September 1<sup>st</sup> of the enrolling year unless preparedness is otherwise determined by an alternative measure.
4. Parents must complete all New Student Registration Forms and pay a registration fee of \$300 per family.
5. Parents must submit a Birth Certificate and a Baptismal Record (if child has been baptized).
6. Transferring students must complete the Record Request Form; past report cards and standardized test scores must be submitted.
7. Immunization requirements established by the St. Clair County Health Department must be met.

Acceptance of students for admission or re-admission will be judged individually on the basis of past scholarship and citizenship records. Admission may be denied to individuals for any reason deemed to be appropriate by school or parish authorities, including but not limited to the following:

- Students with past disciplinary or academic problems
- Students with excessive tardiness
- Students whose families failed to meet financial responsibilities to the school or parish previously attended

**Admissions Priority:**

Admissions priority will be as follows:

1. Currently enrolled students who have met previous years' financial obligations at St. Edward on the Lake.
2. Siblings of currently enrolled students.
3. Children of participating members of St. Edward on the Lake Parish, dependent on classroom space.
4. On a first come, first served basis to those families who have completed the registration requirements set forth herein.

**Attendance**

**Arrival and dismissal times are as follows:**

Doors Open	7:30 a.m.
School Supervision	7:30-7:45 a.m.
Students Start Time	7:45 a.m.
½ Day Preschool Dismissal	11:00 a.m.
Full Day Preschool Dismissal	3:00 p.m.
K-5 Dismissal	3:05 p.m.

**Absences:**

To report an ill or absent student, please call the school office prior to 8:00 a.m. that morning. The student is responsible for any work missed during the absence. **A student who is absent from school will not be eligible to take part in an after-school activity on the day of his/her absence.** Excessive absences may require a meeting with the principal or documentation from the physician of the illness.

**Tardiness:**

Students not in their classroom by 7:50 a.m. are considered tardy. Excessive tardiness may require a meeting with the principal.

**Vacations:**

It is strongly encouraged that family vacations are scheduled in accordance with the school calendar. Please notify the teacher as soon as possible if any school days will be missed due to a vacation.

**Appointments:**

If your child is to be excused during any part of the regular school day, he/she must be signed out by a parent, guardian or designated representative whose name is on file before leaving the building. The student is responsible for any work missed during the period of absence.

**Drop-Off/Pick-Up Procedure:**

The safety of our students is of paramount importance to us. The driveway in front of the school is a drop-off area only. Those using the drop off lane must take proper precautions and watch carefully for students using the crosswalk. Please do not drive around other vehicles in the drop off lane. When using the drop off lane, students should exit from the right side of their vehicles. Please use the parking lot if you need to walk your child into the building for any reason. During pick up time, no vehicles are permitted in the crosswalk area (drop off lane) directly in front of the school.

Students must be picked up from school by 3:10 p.m. unless they are participating in an after-school activity. Students will only be released to those individuals designated on their authorized pick-up list.

**Bus-Zone:**

The north side of the school is a designated bus zone for dropping off/picking up students. This is a no-parking/waiting area.

**Bus Service:**

St. Edward on the Lake offers bus transportation for a fee. Please contact the school office if you are interested in more information about bus transportation.

**School Closing:**

Parents will be notified if school is closed due to inclement weather via a Remind App text and/or email. In addition, the Detroit area television stations and affiliated websites will be notified and will broadcast the information as soon as possible.

**Lunch Program****Archdiocese of Detroit Meal Magic Portal:**

A hot lunch program is available daily for St. Edward on the Lake students. Students who bring their lunches may also purchase white or chocolate milk. In order to receive a hot lunch or milk, students must have a prepaid account set up on the Archdiocese of Detroit's Meal Magic Portal. Prior to the start of the school year, additional information regarding the process for setting up the meal magic account will be emailed to all parents. Please contact the school office if you have any questions or need assistance regarding student lunch accounts.

**Lunchroom/Recess Guidelines:**

1. Students are to remain seated while eating. They are to use good table manners and speak in a conversational tone. It is expected that they will clean their area, as well as any items dropped on the floor.
2. Running is never permitted in the lunchroom or on the way to recess.
3. Students must be respectful toward all adult monitors in the cafeteria and on the playground.
4. Students must remain on school property and in the areas designated by the playground supervisors.
5. Students will respect one another's right to equipment, play area, and personal property. There will be no activities that will cause concern for student safety.
6. Students will respect the playground equipment.

**Recess:**

All students will participate in outdoor recess twice per day for 15 minutes: one morning recess and another following lunch. All students must go outside for recess unless excused by a signed note designating a valid reason for staying indoors.

Students will go outside so long as the temperature is 14 degrees or above (factoring in the wind chill). It is expected that students have proper attire for the weather (hats, gloves, snow pants, boots, etc.).

## **Health & Safety**

**Communicable Diseases:**

All communicable diseases should be reported to the school office immediately. The following regulations are set by the St. Clair County Health Department and are followed by the school.

Students are excluded from classes for the following diseases and cannot be re-admitted without written approval of the Health Department: Diphtheria, Meningitis, Tuberculosis, Whooping Cough and Smallpox.

Students are excluded from classes for the following and can be re-admitted by approval of the administration after the time indicated:

**Chickenpox:** Six days from onset

**Fever:** Student must be fever free for 24 hours without Tylenol, Ibuprofen, etc.

**Hand, Foot and Mouth Disease:** Until fever is no longer present and the sores subside; most contagious during the first week

**Head Lice:** Until lice and eggs (nits) are destroyed – head check by school staff required before student may enter classroom. The school follows the Michigan Department of Education/Michigan Department of Community Health Head Lice Manual as directed by the Archdiocese of Detroit.

**Pinkeye:** When under medical care and drainage from the eye has cleared.

**Stomach Flu:** Students must not have vomited for a period of 24 hours.

**Strep Throat:** One day (24 hours) after treatment.

**Rashes:** All rashes must be identified by a physician. **If a rash appears during the school day, the child's parents will be contacted and a determination will be made regarding whether or not the child must leave school.** The student may return to school when the rash has disappeared, or with a physician's written verification identifying the rash and verifying that the rash is not contagious. Your cooperation with the above is vital to the continued health program of our school.

Please visit <https://stclaircounty.org/pagebuilder/scchd/> for additional information regarding the guidelines related to communicable diseases.

### **Immunizations:**

Students enrolling for the first time must submit one of the following: a statement signed by the physician verifying that the child has been immunized for and guarded against diseases specified by the Department of Public Health; or a waiver certified by a Health Department Official.

### **Medication at School:**

Should it be necessary for the school to administer medication, the following policy is in effect:

1. A signed "Permission to Administer Medication" form by parent and physician should be on file. Included should be the physician's order indicating drug name, dose, time and method of administration and duration (length of time) for the medication to be dispensed. This includes over-the-counter medication (i.e., Tylenol, cough drops, etc.) The doctor's signature is not required if parent has the prescription with the medication.
2. The school secretary shall dispense medication. A record of date and time medication was administered is kept and initialed by two adults.
3. Epinephrine Auto-Injectors shall be kept in the school office during the school day.
4. Inhalers shall be kept in the school office during the school day.
5. All medicine should be clearly labeled with the student's name on the container.



6. When medication needs to be replenished, the parent/guardian should bring the medication in directly. Students are not to carry medication or keep it in their backpacks or lockers.
7. Students are forbidden from dispensing their own medication during school hours with the exception of the Epinephrine Auto-Injector and inhaler.

### **Concussions:**

All students must fill out and sign the Concussion Information Acknowledgement Form. This form must be submitted prior to the first day of school.

### **Emergency Information/Emergency Medical Release Form:**

In case of sickness or emergency, the school will utilize the emergency contact information provided on the FACTS System during online registration in order to contact the designated parent/guardian. Please be sure to include all relevant medical conditions. The Emergency Medical Treatment Form requires medical health insurance information that would accompany your child should he/she require hospitalization during school hours.

### **Fire, Tornado, Lockdown Drills:**

A minimum of five fire drills, two tornado drills, and three lockdown drills will occur during the course of the school year. In the event of a lockdown or secure mode situation, no one will be able to enter or exit the building.

## **Code of Conduct**

St. Edward on the Lake Catholic School expects students to conduct themselves in accordance with the principles of Catholicism and in such a way as to demonstrate proper regard for the rights and welfare of others. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty, and students work together to create a Catholic school environment.

Students are expected to:

- Treat others the way in which we would like and expect to be treated.
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.

**Bullying:** Bullying, the intentional and repeated harmful actions of a student or group of students toward another student over time, is unacceptable. Bullying is a behavior that involves unwarranted, negative actions. It is a pattern of behavior repeated over time and involves an imbalance of power, strength, or numbers.

Bullying which occurs within the school day should be reported promptly to any staff member or school administrator in writing. Reported incidences will be investigated. If bullying has occurred, a meeting with parents and the principal will take place and consequences will be administered.

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

It is the policy of the Archdiocese of Detroit and St. Edward on the Lake to make every effort to provide an educational environment as well as a work environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at St. Edward on the Lake School, as well as others who may be in a working relationship with the school.

### **Weapons Policy:**

St. Edward on the Lake adheres to the weapons policy of the Archdiocese of Detroit. This policy is as follows:

“Students are prohibited from bringing weapons to school and school-sponsored activities, or having weapons in school or at school-sponsored activities, on the

school premises, on a school bus or enroute to or from school, or in the immediate vicinity of the school.”

**Definitions:**

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; chains; karate sticks; brass knuckles; sling shots, sharpened instruments; ammunition, etc.

**School premises** include the school building and the adjacent grounds, e.g., parking lots, playground.

Any student discovered to be suspected of carrying, possessing, concealing or transferring any weapon on school premises, or in the vicinity of the school, shall be immediately excluded from classes pending investigation. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of student’s person, pockets (the student empties his/her own pockets), book bags, purse, lunch container, etc. Questioning of the same purposes may include questioning by the principal, a school teacher, the pastor or a person acting in the place of any of these.

If a person refuses to cooperate or interferes with a search of a person or possessions or premises: s/he should be warned that refusal to cooperate without legitimate reason will result in disciplinary action up to and including expulsion from school.

Any person determined to have brought a firearm to school may be expelled pending review by the principal and pastor.

State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. The law also requires that the student’s parent or guardian be notified. “Dangerous weapon” includes a firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by mechanical device, iron bar or brass knuckles.

Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violation of this rule shall report all such information to the principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

### **Vandalism:**

All incidents of illegal entry, theft of property, vandalism or damage to school property should be reported to the school principal.

### **Smoking/Tobacco Policy:**

In accordance with policy enacted and recommended by the State Board of Education and supported by the Michigan Association of Non-Public Schools, tobacco use in all school-related locations is prohibited. This applies to staff, visitors or groups using school property at any time seven days a week. "Locations" includes the school's property, grounds and building.

## **Discipline Policy**

School is an important place for children to learn the social skills they will need to be successful in life. Misbehavior is an opportunity to teach the child kindness, self-discipline, trustworthiness, and respect. To make a difference in helping the child to develop a conscience to guide them in future life, the consequence is most effectively related to the misbehavior.

At St. Edward on the Lake Catholic School, we follow a progressive discipline plan where discipline interventions begin at the least intrusive level and work up to more restrictive and punitive levels if a student continues to repeat poor choices and inappropriate behaviors.

Flexibility and effective action are the keys. First and foremost, the consequence must be related to the misbehavior.

Consequences for misbehavior **may** include the following:

- Student assigned a "time out" to think about the situation and/or find alternative solutions. Playground infractions could result in an immediate "time out" or referral to the lunch recess "time out location".
- Student is redirected to another activity.
- Student will write an apology note or verbal apology to students or staff members involved, if appropriate.
- Communication with parent(s) will be made, if appropriate.
- Conference with the principal, if needed.
- Conference with the student, parent, teacher, and principal, if needed.
- Detention during recess, lunch, or after school.

- In-house, short- or long-term suspension.
- Possible expulsion

### **Academics**

#### **Archdiocese of Detroit Grading Scale – Grades 1-2:**

PR Proficient

D Developing

N Needs Support

#### **Archdiocese of Detroit Grading Scale – Grades 3-6:**

A 93-100

B 83-92

C 72-82

D 60-71

F 59 and below

#### **Conduct Marking:**

**4 - Good:** Student follows classroom rules and directions. Exhibits self-control. Seldom needs reminder of expectations.

**3 - Acceptable:** Student follows rules and directions most of the time. Responds readily to teacher reminder of expectations.

**2 - Needs Improvement:** Student often ignores classroom rules and directions. May respond to teacher reminders, but resorts back to previous behavior.

**1 - Unacceptable:** Student ignores classroom rules and directions. Consistently needs to be reminded of expectations.

#### **Curriculum:**

Religious instruction and prayer are integrated throughout the curriculum. St. Edward students begin each day with prayer. Students receive religious instruction on a daily basis and attend Mass weekly. Working hand in hand with parents, we instill in each child an appreciation of spiritual values and growth. All students enrolled, including those of other faiths, participate in religion classes and services.

In addition to religious instruction, St. Edward elementary students are taught a core curriculum that includes: Reading, English, Social Studies, Phonics, Math, Science, Vocabulary, Spelling, and Handwriting.

Students also participate in weekly Spanish, Art, Technology, Gym, Music, and Library classes.

### **Report Cards:**

Report cards are issued quarterly. It is the student's responsibility to deliver his/her report card to parents/guardian. The parents/guardian sign the report card envelope and return it to school.

### **Assessment:**

St. Edward on the Lake, as part of Archdiocese of Detroit Catholic Schools, administers the STAR Renaissance Test. This is a computer adaptive test which is completed in September, January and May. These streamline assessments provide our teachers with valid, reliable data to deliver the right instruction, at the right time, for the right reason. We are able to get a complete view of the students' progress at the grade, school, or district level, including growth measures. Students are also assessed by other formal and informal means in their respective classrooms throughout the year.

### **Homework:**

Each teacher establishes his/her own daily or weekly homework requirements. The philosophy behind homework is the enrichment and reinforcement of the learning which has taken place in the classroom. Homework is a useful adjunct to the school curriculum to the extent that it enables the student to form independent study habits.

Parents can assist by helping and encouraging their children, but not by actually doing the work for them. Parents can further assist by checking to see if the assignments are properly completed. Parents are encouraged to keep a check on their children's progress by asking to see corrected papers which have been returned to them.

### **Retention:**

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. While we reserve the right, however, to retain youngsters when

extenuating circumstances exist, it is important to understand that this is a team approach, and each situation will be handled on an individual basis looking at all of the academic, social and behavioral data on the student before making a decision.

### **Sports Eligibility:**

If there are openings on St Ed's and SMMCA's sports teams, St. Edward 4<sup>th</sup> and 5<sup>th</sup> graders are invited to participate. Students are also responsible for turning in assignments weekly. If this is an issue, and sports is taking away from a student's ability to do this, a review meeting may/will be held with the teacher and parent to determine if student is allowed to continue playing.

### **Liturgical Celebrations:**

Students in grades K-5 attend Mass once a week on Fridays. There are also a number of special Masses the students attend throughout the year. Students in grades 1-5 will have opportunities to do readings at Mass throughout the year.

### **Parent-Teacher Conferences:**

Formal Parent-Teacher Conferences are held in November. Optional conferences may be held in the spring on an as needed basis. Parents are welcome to arrange for other conferences with the teacher(s) at any time during the school year by emailing or calling the teacher. Parents may not confer with a teacher at the beginning or end of the school day without a previously scheduled appointment.

### **Field trips:**

Field trips are recognized as an integral part of a sound educational program. They can provide a valuable addition to the classroom curriculum. Students at school-sponsored, off campus events are covered by school rules and regulations and are subject to the authority of school officials. Parent(s) must sign a permission slip for their child to attend an event. No child may take part in an off-campus trip without a signed permission form. Parent chaperones must adhere to the volunteer code of conduct and must have completed the Protecting God's Children course.

**Internet Acceptable Use Policy:**

All parents must sign a permission form before a student is allowed internet access. Students must follow the guidelines outlined in the Acceptable Use Policy. This policy is included in the informational packet all students are provided with at the beginning of the school year.

**Tuition:**

Tuition for St. Edward on the Lake Catholic School must be paid through the FACTS Tuition Management Program. Currently enrolled students who do not meet the financial requirements for tuition or have other outstanding fees will not be able to re-enroll for the following year.

## **Communications**

**Channels of Communication:**

Should parents have a particular problem with a teacher or staff member, they must address the problem or concern immediately and directly with the teacher. If a satisfactory solution to a problem or concern does not occur, the parent is then directed to contact the principal who will arrange for a joint meeting with all concerned.

**Laker Newsletter:**

A weekly newsletter entitled the “Laker” will be sent to parents via email. Please read the newsletter carefully to stay informed of all of the activities and happenings in the classrooms and school community. Additional communications will be emailed as needed.

**School Website:**

A variety of information is available on our school website at:  
<https://stedwardonthelakeschool.org>

**REMIND:**

The Remind App is also used by the school office, teachers, and PTO to send out information throughout the school year.



## Dress Code

All students are expected to be well groomed, neat and presentable at all times. Clothing should be clean, without holes and tears, and should fit properly. Students must adhere to the uniform policy.

### Girls Uniform Policy

#### **Shirt:**

White or navy blue, tailored (collar and buttons), Peter Pan or oxford collar blouse, or polo shirt (long or short sleeved). No logos unless it is a St. Edward on the Lake logo. Shirts/blouses must be tucked in. No oversized or wrinkled shirts allowed.

#### **Skirt/Jumper/Pants:**

**Schoolbelles** plaid jumpers (grades 3-5 may also wear **Schoolbelles** plaid skirts). The hemline may not be shorter than three inches above the knee. Navy blue dress pants. No cargo pants, corduroys, skorts, or plaid vests. White or navy tights, leggings, or bike shorts must be worn underneath uniform jumpers and skirts.

#### **Shorts:**

Navy blue uniform shorts may be worn during August/September May/June. **They may be no shorter than three inches above the knee.** No cargo shorts.

#### **Socks:**

White, navy blue, or black socks. Sock length must be above the ankle. Socks must always be worn.

#### **Shoes:**

Solid black or solid navy dress or athletic shoes. No light-up shoes.

#### **Optional:**

White or navy blue sweater, vest, and 1/4 zips, or St. Edward on the Lake logo fleeces/sweatshirts. All must be worn over a uniform shirt.

**Hair:**

Hair must be properly groomed. No extreme hairstyles (i.e., mohawks) will be permitted. Hair bows and headbands must be white, navy, or Schoolbelles plaid.

**Makeup:**

Makeup is not permitted.

**Jewelry:**

Small post earrings, single necklaces, and small bracelets are permitted. Students may wear Fitbits as long as it is not a distraction. Apple watches and other smartwatches are not allowed.

**Boys Uniform Policy:****Shirt:**

White or navy blue, tailored (collar and buttons), oxford collar shirt, or polo shirt (long or short sleeved). No logo unless it is a St. Edward on the Lake logo. Shirts must be tucked in. No oversized or wrinkled shirts allowed.

**Pants:**

Navy blue dress pants. No cargo pants or corduroys.

**Shorts:**

Navy blue uniform shorts may be worn during August/September May/June. No cargo shorts. They may be no shorter than three inches above the knee.

**Socks:**

White, black, or navy blue socks. Sock length must be above the ankle. Socks must always be worn.

**Shoes:**

Solid black or solid navy dress or athletic shoes. No light-up shoes.

**Optional:**

White or navy blue sweater, vest, and 1/4 zips, or St. Edward on the Lake logo fleeces/sweatshirts.

**Hair:**

Hair must be properly groomed. No extreme hairstyles (i.e., mohawks) will be permitted.

**Jewelry/Watches:**

No earrings are permitted. No necklaces or chokers, except for a religious medal. Students may wear Fitbits as long as it is not a distraction. Apple watches and other smartwatches are not allowed.

**Dress Code All Students:****Gym Uniform:**

On gym day, students may wear school logo t-shirts/sweatshirts/hooded sweatshirts that are white, navy blue, or black. Solid color navy or black sweatpants/athletic pants may be worn as well. Uniform shorts may be worn on gym days during August/September and May/June as weather permits.

**Free Dress Days:**

Jeans (not tattered/cut/holed), sweatpants, leggings, yoga pants, t-shirts, knee-length skirts, knee-length shorts, tennis shoes or closed-toed shoes are allowed. No croc shoes, sandals, or hats on any day. No cropped shirts, tank tops, flip-flops, or pajama pants. Free dress days are on the last day of each month unless otherwise indicated. Some of the items listed above may be allowed on school spirit days.

**Student/Parent Technology Acceptable Use Policy:****Proper and Ethical Use:**

All Students at St. Edward on the Lake Catholic School must:

- Practice appropriate ethical use of school technology and abide by the accepted rules of network etiquette
- Accept the responsibility for reporting any misuse of the school technology to any teacher or the principal.

- Respect all security issues. Don't share passwords with other students.
- I understand that St. Edward on the Lake Catholic School and its employees have the right to monitor all postings, including emails, as well as visited sites utilizing school technology.
- I understand that e-mail sent via the school technology must be school related and must abide by school guidelines.
- Families will be financially responsible for any damages to equipment deemed as destructive in nature by the student in regards to school technology involving Chrome Books, Smart Board usage, etc.

## **Health & Wellness Policy**

St. Edward on the Lake Catholic School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activity that support student achievement.

### **Breakfast and Hot Lunch Program:**

St. Edward on-the-Lake School will be using Chartwells Food Service Company to provide our cold breakfast and hot lunch program this year.

### **Snacks:**

Please send a healthy snack with your child every day.

### **Physical Education and Physical Activity Opportunities:**

St. Edward on the Lake offers physical education class weekly for grades K through 5. Preschool students attend physical education class at least once a week. All students have recess outside, weather permitting. In inclement weather, activity time will be held indoors.

### **Birthday Treats:**

Birthday treats will be allowed for a child's birthday celebration. While we prefer healthy treats, we understand the occasion to enjoy the birthday "treat". Please realize that school is still in session and this time will not be used as a "birthday party." Time spent will be kept to a minimum, as we look to maintain the decorum of the school day.

## **Family Engagement Program (FEP)**

Volunteering promotes a spirit of community and family consistent with our Philosophy and Mission Statements. Parent Volunteer hours are not required at St. Edward on the Lake. However, our school community benefits greatly from family involvement. Our Family Engagement Program (FEP) is incentive-based and promotes flexibility in an effort to encourage as much parental involvement as possible. Additional information about our Family Engagement Program will be administered at the beginning of the school year.

### **Volunteer Requirements:**

It is a policy of the Archdiocese of Detroit that all volunteers must have attended a Protecting God's Children class and complete a criminal history background check prior to having contact with the children. This check is required for any parent wishing to help at the school in any capacity (this includes attending field trips). The volunteer will be background checked every two years and the online Protecting God's Children refresher class will be required every three years.

### **School Visitors:**

All parents and visitors are required to check in at the main office upon entrance into the building.

## **Parent-Teacher Organization (PTO)**

### **The Mission of the St. Edward on the Lake PTO:**

to promote communication and cultivate a sense of community between parents, students, and faculty through monthly meetings and school-based family engagement activities; enhance our educational environment by supporting teachers and students; raise funds for educational materials, field trips, and innovative instructional support; and recruit and coordinate volunteers for programs and projects that support and enrich our curriculum and educational goals.

**Current PTO officers:**

**President:** Brandi Platko

**Vice President:** Kerrie Hyde

**Secretary:** Nicole Jarbo

**Treasurer:** Danielle Dawson

**Student Enrichment Coordinator:** Jillian Spotts

**PTO Meetings:**

PTO Meetings are held via Zoom or in-person (in the school library) on the third Thursday of each month (excluding December). More information, including the agenda and minutes, is sent out via email the week of each meeting.