



St. Edward School

Handbook

2023-2024

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From the Principal's Desk

The school policies and procedures contained in this handbook must be placed in the proper perspective. The education of each child is the joint responsibility of the home and the school. Recall the words you as a parent heard when your child was baptized: "You will be the first teachers of your child in the ways of the faith. May you be the best of teachers by what you say and do." Continuous and respectful communication and cooperation between the school and home will better assure a quality education for each child enrolled at St. Edward School.

23-24 School year: Policy and procedural changes may be made for the health and safety of our students and staff. These will be communicated to families via e-backpacks and email blasts.

Mission Statement

We are a community rooted in faith and supported by St. Edward parish and school families. Commissioned by Jesus to spread the Good News, we empower our students to serve one another and the global community. We provide a solid educational foundation enhanced by the arts. We instill a passion for life-long learning and form committed Catholics who care for the earth and work for peace and justice in our diverse and ever-changing world.

Philosophy

St. Edward School Philosophy of Education finds its value in the Gospel Message, and in the recommendations encouraged in the documents **To Teach As Jesus Did** and **The Catholic School**. It is based on the belief that each child has a right to an education commensurate with their own abilities, and even more importantly, that each child has the right to seek for the truth about themselves, their life, and their God.

We see our school, therefore, as a place where the children of the Parish can strive for academic excellence and gain knowledge of themselves, their world, and God in an atmosphere permeated by the Gospel. We seek to teach our children that they are children of God, destined for eternal life with Him, and that each of them has a special role to play in building a Christian society. We seek to impart to our children those values that will help them to act responsibly and lovingly in their personal and social decisions. We try to spread the message of Christ in a way that will flower into our multicultural Parish community characterized by service, justice, and peace.

Non-Discrimination Statement

St. Edward School does not discriminate on the basis of race, color, sex, or national or ethnic origin in the admission policies, hiring practices, administration of educational policies, loan programs, athletics, or other school administered programs. The Pastor is responsible for ensuring that these policies are followed and the procedure to resolve a discrimination concern.

Administration and Staff

St. Edward School adopts all school related policies of the Archdiocese of Chicago.

Questions regarding school policy should be directed to the Principal.

Pastor: The pastor is the primary spiritual leader of the parish and has the responsibility of fostering, guiding, and coordinating the education ministry of the parish. The pastor will be an ex-officio member of the School Board. All Board decisions and policies shall be subject to his approval.

Principal: The principal is the administrator of the school. The principal is the executive officer of the School Board. The principal is responsible for implementing Archdiocesan policies and policies which have been established by the School Board and approved by the pastor.

School Board: St. Edward School Board reviews and advises the principal and pastor on policies, which must all be in accordance with those established by the Archdiocese of Chicago. The Board is also responsible for working with the pastor and principal to develop and support fundraising and marketing necessary for operating the school.

School Personnel: All teachers are required to meet the professional standards set down by the Archdiocesan School Board. The performance of all school personnel who assist with instruction is monitored regularly each school year.

Office Staff: The school secretary heads the school office. The school office is open 7:30 AM-3:30 PM Monday through Thursday and 7:30 AM-3:15 PM Friday during the school year.

Lunch Supervisors: Teachers and staff supervise lunch and recess. We welcome parent volunteers to help with lunch/recess supervision to offer teachers and staff a lunch break.

Admission Policy

St. Edward School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Edward admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of this school. Registration typically begins in January.

Age Requirements:

A child entering PK3 must be three by September 1.

A child entering PK4 must be four by September 1.

A child entering kindergarten must be five by September 1.

A child entering first grade must be six by September 1.

Availability: Students will be admitted to St. Edward School provided space is available and the school can meet the child's educational needs.

Priority of Admission:

- A. Children of Parishioners
 - 1. Children from families with children already enrolled;
 - 2. Children now reaching school age
- B. Transfer Students
 - 1. Children from Catholic schools that are merging, consolidating or closing
 - 2. Children from Catholic schools not offering full programs or parishes with no school.
- C. Children of non-parishioners
 - 1. Children from families with children already enrolled.
 - 2. Children from outside the parish boundaries will be determined on an individual basis after a conference with the principal and/or pastor.
- D. Transfer students from public schools.
- E. Non-Catholic (These families will be expected to follow the policy for non-Catholic students).

Financial Obligation

St. Edward School adopted FACTS tuition for its monthly tuition collection. The first payment is due in summer prior to the school year beginning. The annual book and technology fees are due with the first payment in order for children to start the school year. Monthly tuition payments are due according to your scheduled payment date. St. Edward School relies on timely payment of tuition by school families in order to have sufficient funds to meet all of its normal operating obligations. These obligations include but are not limited to the payment of teachers and staff salaries and other regular operating expenses. Accordingly, it is important that all tuition payments be made on time each month. A family may apply for financial aid by completing a Tuition Assistance Application through FACTS before July 31st. Consequences of late payments are outlined in the Tuition/Fee Contract signed by all families each school year. In all circumstances of delinquent tuition, the Pastor will be notified.

Parent Information

General Expectations: It is expected that each family becomes actively involved in St. Edward School and Church in order to reinforce the values and attitudes for living a truly Christian life. The families and their children also agree to act, at all times, in accordance with these values and attitudes. Failure of a family to cooperate with St. Edward School may lead to the removal or non-registration of the family member(s) attending the school.

Adult Expectations: The education of each child is the joint responsibility of the home and the school. Being the best example for your children reinforces the values and attitudes of a true Christian. In partnership, the families, their children, and the faculty and staff of St. Edward agree to act, at all times, in accordance with these values and attitudes.

All parents of a child enrolled at St. Edward should understand that teachers are professionals and should be given due respect for their training and commitment to the education of the students. Appropriate language should always be used in parent/teacher interactions, verbal abuse is never acceptable; agree to disagree respectfully.

When there is a concern please follow this procedure:

1. Bring your concerns directly to the teacher(s) involved with a scheduled conference.
2. Inform administration
3. If needed, schedule a conference with the Pastor

Likewise, the faculty of St. Edward School understands that parents are the primary educators of their children and will:

- Use appropriate language in all interactions
- Respond to parent letters, phone calls, and emails in a timely manner
- Properly prepare for each class
- Provide a safe and caring environment
- Structure discipline and classroom environment with a Catholic Christian attitude

As partners in the education of children, the parents in the community are expected to demonstrate respectful behavior at all times whether on or off school grounds or at school-related events. If, in the opinion of the Principal and Pastor, that partnership is no longer viable, the school reserves the right to require the parent to either remove the child(ren) from the school or not accept registration for the next school year.

Attendance

Student Attendance Policy

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are required to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Absence

The school office should be notified of absences by phone (773-736-9133) or by email (eaquirre@stedwardschool) between 7:30 and 8:35 a.m. on the day of a student's absence. A written excuse is recommended for each absence from school.

If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to:

- (1) student illness (including mental/behavioral health);
- (2) observance of a religious holiday;
- (3) death in the immediate family;
- (4) a family emergency;
- (5) other situations beyond the control of the student as determined by the principal;
- (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and
- (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments. An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. To identify the cause for an unexcused absence, the Administration will conduct interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

Some illnesses require a physician's note to be written before a student may return to school. Five absences within a trimester will result in a telephone call from the administration for students in grades kindergarten through eight. Students are responsible for any missed class/homework. **If a student is exhibiting symptoms, the student must remain home from school. Students may not return to school unless fever free for 24 hours without the use of fever-reducing medications. If students have vomited or had diarrhea, the student should remain home from school for at least 24 hours after he/she last had symptoms.**

Partial Absence/Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students who arrive at school after the first bell (8:05) are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class.

Tardies are recorded in the school office and are reported on the student's report card. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Any absence, at any part of the day, is disruptive to the homeroom and/or classroom setting. A partial absence is defined as missing less than half a day of school. This can result from arriving late, leaving for special appointments, or leaving early. Any student absent part of the day must be signed in/out by a parent or designated guardian in the office. Five partial absences within a trimester will result in a communication from the administration for students in grades kindergarten through eight. Students are responsible for any missed class/homework.

Early Dismissal

The principal is authorized to grant early dismissal to a pupil provided a written request is supplied by a parent. Early dismissal is considered a partial absence. Under no circumstances may a child be released to anyone, other than the parents or guardians as listed on the child's emergency form, without parental authorization. Parents are asked to pick up their child and sign them out in the office.

Special Appointments

Parents/guardians are encouraged to make doctor/dental appointments after school hours in order to prevent a disruption of the student's school day. If this is not possible, children must have a written request to be excused and must be signed out by the parent/guardian. This will be considered a partial absence.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences.

Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success, including, but not limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for their child, the student may be withdrawn from the school.

Extended Absence/Vacations

If parents/guardians wish to take their children out of school for a period of time because of family plans, the parents/guardians and teacher shall discuss the possible effect of the absence on the student's schoolwork. The recommendations shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. Vacations are strongly discouraged when classes are in session. However, if the vacation is unavoidable, when the student returns, he/she will be given missed class assignments. No homework/assignments will be given prior to an extended absence. The student will make up the missing work upon their return corresponding to the number of days absent.

Sudden Illness or Accident

Parents will be notified of sickness or an accident at school. Any student displaying a fever or symptoms will be sent home immediately. Parents are asked to provide the name of a family member or neighbor who can pick up your child from school within an hour. A second phone

number must be on file for emergencies only. Names and phone numbers of family physicians should also be recorded on the emergency form.

Emergencies/Disasters

An Emergency Form is kept on file in the school office. Students will only be released to individuals listed on that form.

Emergency Notification

St. Edward uses School Messenger as the emergency notification system. At registration, parents/guardians are asked to provide phone contacts and email contacts. In the event of any emergency situation (example- school closed due to snow) all phone numbers and emails will be notified with the emergency message.

Missing Student Procedure

A missing child is a person 17 years old or younger reported to any law enforcement authority as abducted, lost, or a runaway.

Upon first time registration at the School, the office will run a check of the student through the Missing/Endangered Children's Database with the Center for Exploited Children. If the student has been reported missing, the School will contact the Illinois State Police.

Upon notification by the Illinois Department of State Police, the school shall flag the record of that person so that if information is requested the school will know this is the record of a missing person. The records of any missing students will be placed in a specially marked, color-coded file in the student records cabinet.

The school will immediately report to the Illinois Department of State Police any request concerning a flagged record or any knowledge as to the whereabouts of any missing person.

Upon notification by the Illinois Department of State Police that the missing person has been recovered, the school shall remove the special mark and color-coding of the file.

Communication with Parents

Communication between home and school is essential to the effectiveness of the school program. An e-backpack is sent home weekly and is linked on the school website. A calendar of school events is continually updated on the school website.

****All announcements or notices going home through the school require prior authorization. The letters or notices should be submitted in a Word or PDF format no later than noon on Monday of the week the information is being sent home. Send your information to slasica@stedwardschool.com.****

Parent-Teacher Conferences

A mandatory conference is held each school year half way through the first trimester. This gives parents and teachers an opportunity to discuss the student's rate of progress in school and other matters of concern. Additional conferences may be arranged at the request of parents, teachers, or students, should the need arise. Additional parent-teacher conferences are held in March by request.

Lost and Found

Students should check the Lost and Found as soon as an item is noticed missing. All belongings brought to school should be clearly marked with the student's name. Lost and Found is located outside the front office.

Legal Issues (Child Custody)

St. Edward School abides by the provisions of the Family Educational Rights and Primary Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of a non-custodial parent to his or her child's records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary on file in the school office. It is the responsibility of the custodial parent to provide the principal with the official copy of the court order.

Unless informed in writing with adequate evidence that a parent is not permitted to have unqualified access to the child(ren), the school may release a child to a non-custodial parent.

St. Edward School will give a non-custodial parent the opportunity for a Parent – Teacher conference upon request, at a time other than that of the custodial parent.

If St. Edward School has on record a court order indicating limited visitation rights or non visitation rights, and a parent makes an application to volunteer service in the school, this application will not be accepted.

Visitors

All visitors to the school must report to the school office, sign the visitor log, and receive a badge worn while visiting the school. All school doors are locked during the school days and students have been instructed not to open doors.

Volunteers

A Catholic school cannot operate without volunteers. Hopefully, each parent will be able to offer some time for volunteer work. It is necessary for adults who volunteer with children to complete the Archdiocese of Chicago volunteer requirements. All volunteers need to sign in at the office and sign out at the office at the end of their service. Volunteers are required to wear a visitor

pass while inside the school building(s). While at St. Edward School, volunteers are expected to adhere to school policies.

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for giving your time and support to these important activities and learning experiences for our students. To assure that school-sponsored field trips are safe and rewarding experiences for all participants, all volunteers must abide by school policies and be in compliance with Archdiocesan volunteer requirements.

SEPO

St. Edward Parent Organization (SEPO) is open to all parents of our children. SEPO promotes communication between home and school, encourages service to the school and helps parents better understand their role as Christians. Parents are urged to attend all SEPO meetings.

Student Records

A file of attendance, achievement test scores, health records, and report cards is kept in the school office. Parents/guardians are welcome to review this information. Requests to examine a file should be made to the principal.

The Office of Catholic Education has established guidelines for school records of students.

Right to inspect: In accordance with local school procedures, parents/guardians have the right to look at the child's records maintained in the child's permanent record. A prior appointment must be made with the principal.

Right to prevent disclosures: The school will not disclose anything to third parties from the child's records unless:

- the parent/guardian consents in writing prior to the disclosure;
- the information is directory information which the parent/guardian has not requested be kept confidential;
- request for information is from a school to which the child is transferring and the school has received a written request for release;
- the request for the information meets one of the limited circumstances described in the Guidelines for School Records.

Right to request correction: The parent/guardian has the right to present evidence that the school should amend any part of the child's record which the parent/guardian believes to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, the parent/guardian may insert an explanation in the record.

The School must send unofficial records of a student's grades within 10 days of a written request that is signed by the parent/guardian. The School can refuse to send official transcripts of scholastic records due to unpaid tuition or fees.

Upon enrollment, the parent has 30 days to produce an original county birth certificate to the school office. Office staff will make a copy of the birth certificate for the student's permanent file

School Information

Instructional Program

Calendar

A tentative annual calendar for the next school year, including scheduled holidays, vacations, in-services, and testing dates, will be issued on the school website in May. An online calendar of events listing various school functions on a month-by-month basis is also available on the website. It is important to read and refer to the calendar to be aware of daily, weekly, and monthly events. The principal reserves the right to amend the annual calendar and parents will be notified of such changes.

School Hours

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|-------------------|---|
| 7:50-8:00 | Arrival Time (Tardy bell rings at 8:05 am) |
| 11:30 am-11:50 pm | Lunch (PK, Kinder) |
| 12:00-12:20 pm | Lunch (Grades 1-3) |
| 12:30 pm-12:50 pm | Lunch (Grades 4-8) |
| 2:50/3:00 pm | Dismissal times for PK and K-8, respectively |
| 1:50/2:00 pm | Dismissal times for PK and K-8, respectively, on Wednesdays |

Before School Program - 7-7:50am

After School Program - 3-6pm (2-6 pm on Wednesdays)

Safety

Parents driving students to school are asked to drop students off along the curb on Sunnyside in front of the main school building or along the curb of Lowell for the Dominican Learning Center. **Please do not park in the drop off lane.** If a parent wishes to park, please use the parking lot across from school and next to the rectory. Students can enter the buildings beginning at 7:50 am.

The safety of the children is also ensured by drills and precautionary measures to be followed in the event of a disaster from a bus evacuation, fire, storm, lockdown, or tornado. St. Edward School abides by all State of Illinois emergency drill requirements.

Curriculum

Our curriculum is aligned with both state and archdiocesan standards. A copy of the written curriculum is available online on the Archdiocese of Chicago Office of Catholic School's website.

Religious Education

Each child shall be instructed in the truths of the Catholic faith according to guidelines set down by the Archdiocesan Religious Education Program. Through this instruction, the school makes known to the students, the person and the message of Christ, as well as an understanding of the Catholic Church.

Major Subjects

The major subject fields covered in all grades include Religion, English, Math, Reading, Science, and Social Studies. Art, STEM, Music, Spanish, and Physical Education classes are an integral part of the curriculum.

Family Life Program

Family Life is taught in grades kindergarten through eight as part of the religion and science programs.

Safe Touch Program

In accordance with the Archdiocese of Chicago, St. Edward School teaches a safe touch program annually. These personal safety programs, designed for students of all ages, are an essential part of the school curriculum. These programs provide valuable information for children and parents and are part of a comprehensive initiative to unify and enhance existing efforts throughout the Archdiocese to protect children and young people from physical and sexual abuse. Parents will be notified prior to the program beginning and have the option to opt their child(ren) out of the program.

Early Childhood Program

The Early Childhood Program for three and four year olds provides a positive experience through which children can develop spiritually, socially, emotionally, cognitively, and academically through play and organized lessons.

Technology

St. Edward School believes that, while technology is essential to education, it is a privilege to receive access to computers and to the Internet. Teachers, students, and parents will be required to agree to and sign an Acceptable Use Policy each school year. A copy of that policy follows:

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The Archdiocese provides technology resources to its students and staff for education and administrative purposes. The goal is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers and support staff. Your

child has the opportunity to participate, collaborate and create using web-based applications, commonly referred to as Web 2.0. Web 2.0 provides increased functionality for teachers and students to use the Internet. The Internet offers vast, diverse, and unique resources to both students and teachers. Such tools allow individuals to communicate and collaborate in powerful, educationally relevant ways. The use of these technology resources is a privilege, not a right.

Some common Web applications that your child may use are:

- **Email** – students in select grades will be given a St. Edward student email to be used for educational purposes **only**, hosted by Google
- **Google Apps for Education** – allows students to collaborate with one another via the internet on documents, presentations and spreadsheets
- **Blog, Podcast, Glog, Voicethread, Prezi, among others**

Your child's safety and security is our priority. Students must adhere to the rules of St. Edward's Technology Acceptable Use Policy (AUP) while using technology at St. Edward. Any student who does not follow the Technology AUP will not be allowed access to technological resources at the school including but not limited to the Internet, computers, tablets, Interactive White Boards and printers.

St. Edward's Technology AUP functions as a contract between each user and the user's parents or guardian, and the Archdiocese. It sets out access privileges and conditions, rules for behavior while using St. Edward's technological resources and accessing the Internet at St. Edward. It also sets out certain consequences for violating any of these conditions or rules.

Security and Conditions

1. Use of St. Edward's network, technology systems, computers, tablets and other hardware and equipment is restricted to educational purposes only.
2. St. Edward email accounts are to be used for educational purposes only. Excessive or inappropriate use of school email accounts is prohibited. When students email a teacher, a parent should be CC'd on the email.
3. Access to multimedia content or games is not permitted except for school or class projects or otherwise with the explicit permission of St. Edward faculty.
4. Students are expected to act safely by keeping personal information out of their social media posts or school email. Students agree not to post or email passwords, usernames, email addresses, home addresses, phone numbers, financial account information, or personal identification information (such as date of birth and social security number) that could assist someone in locating them or accessing their personal information. Student pictures with identifying names shall NOT be posted on the School's social media websites including but not limited to Facebook, Twitter, Instagram, Snapchat, Vine, etc.
5. Students shall NOT violate other students' or teachers' rights to privacy/confidentiality, or participate in the unauthorized disclosure, use and dissemination of personal identification information.
6. Students shall NOT share their username and password to school based accounts with anyone besides their teachers and parents. Students also agree to never log in as another student.
7. Students are expected to treat the Internet spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for Internet space.
8. Students may not attempt any unauthorized access, including hacking of any computer system, email or any other user account.

9. Students shall NOT download software of any type without explicit permission from St. Edward faculty, and shall NOT download unacceptable material including pictures, video or software onto any school computer, tablet or other device, or a device brought from home that is present in the school.
10. Students shall NOT take pictures, video or sound recordings of any person, including other students, teachers or staff at St. Edward without the prior permission of the student's parents, teacher or staff, as applicable.
11. Students shall NOT post pictures or video on the Internet of any students, faculty, staff or parents of St. Edward without the prior permission of the student's parents, teacher or staff, as applicable.
12. Students shall respect all copyright laws, and will properly credit and/or cite the work of others, and NOT claim the work of others as their own.
13. Students shall NOT alter any configuration, program or password on any school computer, tablet or system including screens, desktops, etc.
14. Students shall NOT use inappropriate, offensive or obscene language, pictures or gestures in any posting, email or in any digital format.
15. Students shall NOT use the internet for purchases or other personal commercial, financial or political purpose or gain.
16. Students should have no expectation of privacy for work saved on the school network or on school computers or other devices, for any use of the Internet including searches conducted on school equipment or resources or personal devices used to connect to the school network, or for email or any other electronic communication made via school computers or devices or the school network. Students will explain their activity on the Internet to a teacher or faculty member when asked.
17. The use of technology and network at St. Edward is a **privilege**, not a right. Inappropriate or unacceptable use of St. Edward technological resources or network, including a failure to meet any of these conditions or other violation of this Technology AUP may result in suspension or cancellation of use or access privileges; payments for damages and repairs; and/or other consequences as provided under the St. Edward Discipline Policy, up to and including suspension or expulsion.

Network Étiquette (Netiquette)

1. Be polite.
2. Use appropriate language.
3. Never reveal personal information including your own address, phone number or last name or that of another student, a parent, staff, administration or faculty.
4. DO NOT engage in cyber bullying behaviors such as harassing, insulting, attacking, or arguing with others on the Internet. Students are expected to report any instances of cyber bullying, harassment, etc. to a parent, teacher or the Principal.
5. DO NOT send or forward chain emails or open attachments or access links from a sender you do not recognize.
6. Be aware that communications, materials and online activity are NOT private, and are subject to review at any time by a teacher or faculty member.
7. All communications and information sent, saved or accessed via the St. Edward network should be assumed to be public property.

Encounter of Controversial Materials

1. Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive.
2. Despite St. Edward's efforts to create a safe and secure online experience for all users, on a global network it is impossible to completely control the content of the data accessible on the network. It is the user's responsibility not to initiate access to such material.

3. St. Edward, its administration, faculty, and staff will not be held responsible or accountable for any harm or problems or loss resulting from the misuse of school technology, resources or networks, including the Internet.

4. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately notify the classroom teacher, technology coordinator or administration.

Physical Abuse to Technology Equipment

1. Students must treat all school technology hardware with respect and care.
2. If a student misuses or damages any equipment due to intentional abuse, including but not limited to computers, monitors, keyboards, mouse, headsets, microphones, cameras, Interactive White Boards, laptops, tablets and printers, students will be held liable and be responsible for the damage and the cost to repair or replace the damaged equipment.
3. A student who intentionally abuses or damages school equipment will also have technology use and access privileges suspended, and be subject to further consequences under St. Edward's Discipline Policy.

Unacceptable Uses of Technology at St. Edward, including but not limited to

1. Using instant messaging, chat rooms or discussion boards unless permission is given by the teacher.
2. Using profanity, obscenity or language that is generally considered offensive or threatening.
3. Plagiarizing any information gained on or through the use of the St. Edward network.
4. Unlawfully duplicating, storing or distributing copyrighted materials.
5. Searching the Internet for inappropriate content, including but not limited to content that is sexually explicit, obscene, harmful, hateful, violent, abusive, discriminatory, offensive, defamatory, or humiliating to others.
6. Purposefully navigating to any website which hosts or displays (or which the student ought reasonably to know or expect hosts or displays) inappropriate content, and/or downloading or forwarding inappropriate content.
7. Logging into a computer with someone else's username and log-in.
8. Using email or any other means of electronic communication to harass, insult or threaten another student or teacher.
9. Taking pictures, video or sound recordings of students, teachers, faculty and administration of St. Edward without permission from the faculty member, staff member or the parent of the student.
10. Posting pictures, video, and/or sound recordings to the Internet of students, teachers, faculty and administration of St. Edward without permission from the faculty member, staff member or the parent of the student.
11. Accessing another student's or a teacher's account.
12. Installing software of any kind without explicit permission from a teacher or faculty member.

Electronic Devices that are not the property of St. Edward:

1. Students are allowed to bring electronic readers (Nook, Kindle, EReader, etc.) to be used with teacher permission in accordance with the teacher's guidelines, *for educational purposes only*. **If a student brings his or her own computer or device to use in the classroom, such use will be subject to the terms and conditions of this Technology AUP in the same way that it applies to the use of school equipment.** Students are responsible for the safety and security of any device they bring to school.

2. If students do bring devices from home, neither the Archdiocese, St. Edward nor any member of its faculty or staff is responsible for any loss, theft or damage of such devices.

3. Students are **NEVER ALLOWED** to use any type of smartphone device or digital music or video device during school hours. Phones and any other such devices should be kept in lockers during school hours and turned off or kept at home. Apple Watches and other smart watches that access the internet and are able to communicate are prohibited at school.

St. Edward reserves the right to search or monitor a student's computer, tablet, or any other electronic device (including phones or digital music/video devices) to ensure compliance with this Technology AUP. Students and parents are responsible for giving school administration any usernames and passcodes to any digital devices that are subject to search.

Sec. 15. Notification. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. Notification under this Section must be published in the elementary or secondary school's disciplinary rules, policies, or handbook or communicated by similar means.

These rules and requirements apply to all students. Parents and students must confirm their willingness to comply with this Technology Acceptable Use Policy by signing the Acknowledgment Form located with the Handbook Agreement before and as a condition to having access to any technological resources or network at St. Edward.

Students who violate any of the terms and conditions of this Technology Acceptable Use Policy are subject to the consequences described above and consequences under St. Edward's Discipline Policy, up to and including suspension or expulsion from St. Edward.

Although drafted with care, neither St. Edward nor the Archdiocese assumes any liability for any errors, omissions or misinformation. Neither St. Edward nor the Archdiocese makes any warranty, express or implied, for the technology services that are provided. Neither St. Edward nor the Archdiocese shall be responsible for any damages or loss suffered by a student user from delays, non-deliveries, misplaced deliveries or service interruptions, whether caused by negligence of or otherwise by St. Edward, the Archdiocese or their respective agents, by the errors or omissions of the student user, or by third parties. Neither St. Edward nor the Archdiocese makes any representation as to, or guarantees of privacy. St. Edward and the Archdiocese expressly deny any responsibility for the accuracy or quality of the information obtained via the Internet, and any use of any information so obtained by the student user is at the sole risk of the student user.

Social Media Investigations will be conducted in accordance with [105 ILCS75/] Right to Privacy in the School Setting Act.

The School may not request or require a student to provide a password or other related account information in order to gain access to the student's personal account or profile on a social networking website.

The School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the School's disciplinary policy. The Principal and/or Principal's designee will carry out such an investigation. During the investigation, the School may request that content be shared but not the student's username and password to private social networking sites.

Resource Classes

St. Edward School tries to meet the needs of its students through its resource programs. Chicago Public Schools also provides on-site services for those students who qualify. Such services include Title I programs in math and reading, speech services, and IEP/504 services.

Concerns by school personnel, parents, and/or students are discussed with administration to determine the best course of action to meet the needs of the student in terms of academic and non-academic supports.

Foreign Language Program

Spanish language classes are provided weekly for students in grades PK through eight.

Field Trips

Field trips enrich classroom learning and open new areas of interest for the student. Those field trips, which are educational and relate to the total curriculum, are encouraged and are part of the total school program. Parent-signed permission slips, provided by the school, must be turned in by the designated date before a student may go on a trip. Verbal permission is not acceptable. No other activity is planned for non-participating students since the field trip is considered part of the educational process. No other children may accompany parent chaperones. All students participating in a school sponsored field trip must ride on school provided transportation only. Field trips are extensions of the school's philosophy, and therefore, students' conduct must reflect earning the privilege to represent themselves as members of St. Edward's Christian community. Incidents that are of the most serious nature, as determined by school administration, and are in direct contradiction to the school's philosophy, demonstrate that students have not earned the overall privilege to represent St. Edward at school sponsored off campus activities.

School administration is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and/or parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior and the administration feels comfortable that these students' future conduct at school-sponsored events on and off of school grounds will reflect the school's values.

Other Programs

Lunch Program

All students must remain at school for lunch. Lunch times are scheduled as follows:

| | |
|-------------------|--------------------|
| 11:30 am-11:50 pm | Lunch (PK, Kinder) |
| 12:00-12:20 pm | Lunch (1-3) |
| 12:30 pm-12:50 pm | Lunch (4-8) |

The lunch period is a time for informal but safe socializing among students. Hot lunch and milk are available for all grades through FSP. Free and reduced lunches are available. Applications are available through the FSP bookkeeper. **Ordering takes place online from the 1st-15th for the following month.** FSP Contacts: **Email: customerservice@fspro.com Phone: 773.385.5100**

Behavior that results in the violation of the rights and privileges of others cannot be tolerated. Students whose behavior is rough, quarrelsome or disorderly may be suspended from participating in playground activities. Students will remain in the designated areas. They are encouraged to participate in games and group activities. During the winter months, it is forbidden for children to throw snow. On bad weather days, students will have recess in the classrooms. There is to be no loitering in the halls, stairwells, or washrooms and proper classroom behavior is to be observed.

Weather/Recess Policy

It is the school's policy that during cold weather, the decision for outside recess based on weather factors such as wind chill, snow, rain, cloud cover, wind etc., will determine whether or not it will be beneficial for students to go outside. When the air temperature and/or wind chill is below 15 degrees Fahrenheit there will not be outdoor recess. Extremely cold weather can be very dangerous. Exclusive of outdoor recess, students walk to the Dominican Learning Center for physical education classes or to the main school building for other classes. Parents should be certain that their children are appropriately clothed with mittens, hats, coats, and boots, so they can be comfortable outside.

Extended Day Program

Extended care (Creative Corner) is available for students in grades PK-8 from 7:00 a.m. - 7:50 a.m. and from 3:00 p.m. - 6:00 p.m. on full-session school days and from 2:00 p.m. - 6:00 pm on Wednesdays. More information is available on the school website.

Discipline Policy

Our philosophy is based on the gospel values of Jesus. St. Edward is a school community of individuals who have rights—to learn, to feel comfortable and safe, and to have opportunities to reach full potential. We recognize the dignity and equality of all persons. To function as a successful educational Christian community, each child has the responsibility to respect the rights of others. Our goals, as educators and parents, must be to consider the common good and to ensure that our actions and treatment of others will help create God's Kingdom on Earth.

The school and parents must share the responsibility for promoting positive student behavior at all times in all places.

We encourage our students through our positive behavior program to be Big Red Big Shots and strive to live each day by building friendships and community, acting inclusively, being grateful, acting with respect and responsibility, being enthusiastic, and living as a dedicated, determined disciple of Christ.

St. Edward School administration and teachers must maintain a safe school atmosphere. While at St. Edward, this supervision can be maintained as structured classroom management. Off-campus school sponsored events are extensions of the school's philosophy and therefore students' conduct must reflect earning the privilege to represent themselves as members of the St. Edward's Christian community. Consequences occur when actions take away another person's rights and opportunities.

Teachers will articulate and display rules and expectations that are necessary for successful classroom management. Children will be aware of the consequences for their chosen actions. It is important that parents, teachers, and students have a common commitment to ensure a peaceful and productive environment. St. Edward School places a strong emphasis on students being productive members of the school community, reflection on our actions and how those actions affect others, and student discipline. The school and the parents must share the responsibility for promoting positive student behavior. The shared goal is to create a safe and orderly school environment in which teaching and learning are the highest priorities.

St. Edward All School Rules

As stated in the school's mission statement, the school is committed to reach out through prayer, service, and education. This Discipline Policy will foster our mission through respect of self, others, and the environment.

Respect of Self, Others, and the Environment:

- Students will be courteous, responsive to faculty, staff members, lunchroom supervisors, and each other.
- Students will respond silently, immediately, and respectfully when given a direction.
- Students will exhibit courteous, respectful, and non-abusive language and gestures in school, or at school events, acting as representatives of the school at all times.
- Students will listen and follow the directions of teachers, staff, and supervisors. Students will keep hands, feet, and all other objects to themselves.
- Students will do their own work and respect the work of others.
- Students will accept responsibility for their actions.

Contribute to the Learning Environment:

- Students will come to school prepared to learn.
- Students will arrive promptly at designated areas.
- Students will leave and enter class in a quiet and orderly manner.

- Students will display a positive attitude.

Follow All School Procedures:

- Students will wear the proper uniform.
- Students will know and follow lunch and playground rules.
- Students will follow and respect all classroom rules. Incidents of inappropriate and/or disruptive behavior are dealt with in the classroom whenever possible.

The teachers work with the children to make sure that classroom and school rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to help them follow the rules.

Major Incidents:

These require immediate removal from the classroom and include: Physical or Psychological Danger (Fighting. Leaving school without permission. Possession, use, sale, or distribution of dangerous, noxious, or unlawful objects*, including pornography. Tampering with protective fire equipment, violating fire codes or emergency services systems.)

*Unlawful objects include, but are not limited to, cigarettes, vaping paraphernalia, chewing tobacco, smoking materials, alcohol, cannabis, drugs or related paraphernalia, matches, lighters, knives, weapons, Chinese stars, fireworks or related items, razor blades, laser pointers, etc.

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include, but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.
- School authorities have the right to inspect and search lockers, desks, parking lots, and school property.
- Parents/Guardians of any students involved shall be notified as soon as possible.

Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Abusive in Tone, Gesture, or Word Examples include: Any form of obscene or vulgar language, including racial, sexual, or ethnic slurs. Physical contact. Stealing. Deliberate damage to school or personal property. Wearing gang related clothing or colors, or using gang signs. Bullying.

Out of Control, Or Unwilling to Gain Self-Control Despite Request To Do So Examples include: Truancy, cutting classes. Disrespect for teachers. Chronic classroom disruptions. Provoking behavior. Unwilling to take direction. Failure to follow the terms of the Internet Access Policy.

In addition to the above, a Major Incident may be anything that, in the opinion of the principal, constitutes a serious and significant disruption of learning, endangers the safety of students or staff, or undermines the school's philosophy and goals. An Office Referral Form will be completed and action will be taken by school administration that may result in suspension/expulsion.

School-wide Discipline Cycle:

First Step: Violation of a classroom/school rule will be handled per the policy of the classroom teacher in coordination with the school's discipline policy and positive behavior program.

Second Step: Continual violation of a classroom/school rule or major incident may result in the student receiving a Think Sheet Form. The violation is noted and the student is sent to the office. Teacher, student and administration may design an action plan in consultation with parents. A conference may be scheduled and both student and parent sign and return the form. After three Think Sheets, the student will serve an after school detention.

Third Step: The third step of the Discipline Cycle begins when a student is sent to the office after Step Two, within the same trimester, or in extreme cases when the principal or assistant principal determines the seriousness of the action warrants beginning at this step. The student will serve an after school disciplinary time. The student will meet with administration, a conference with parent/guardian and student is held, and an action plan with measures for progress to assist the student in developing self-control is initiated. Treatment and counseling for students and/or the entire family unit shall have priority over punitive action when appropriate and shall be the sole financial responsibility of the family.

A serious violation of school rules may result in suspension/expulsion from school. Mitigating circumstances (seriousness of offense, number of prior offenses, cooperation and attitudes of parents and students, etc.) shall be considered prior to the decision of suspension or possible expulsion.

Uniform violation: Students who are routinely out of uniform after being asked to abide by uniform policy will receive a uniform violation notice. The parent will be notified that the student has been violating the uniform policy and given a reasonable amount of time to correct the issue. After three uniform violation notices, the student will serve an after school disciplinary time.

Bullying Prevention

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. Bullying is: any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time, directed toward another student or students, that has or can be reasonably predicted to:

- place the student or students in an unreasonable fear of harm to the student or student's person or property;
- cause a substantially detrimental effect on the student or student's physical or mental health;
- interfere substantially with the student or student's academic performance;
- interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.
- Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- Sexual which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, or at a school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parent/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in detentions, suspension and/or expulsion from the school.

Battery Against School Personnel

The Principal will immediately notify the Chicago Police Department of written complaints from school personnel concerning instances of battery committed against school personnel. The

Principal will notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

Weapons Possession

Weapons of any nature (look-a-likes included) are strictly prohibited in any school building at any time. Any violation will likely result in a suspension or expulsion. Confiscation and other disciplinary actions will be determined by the School. A weapon will be defined as any instrument that can be used to bring harm to another person. The Chicago Police Department will be notified immediately if a student is in possession of a firearm; parents will also be notified. The Illinois State Police will be notified through the School Incident Reporting System (SIRS) in IWAS.

Use, Possession, or Distribution of a Controlled Substance/Smoking/Vaping

Any student under the influence of, in possession of, found in use of, or selling alcohol, narcotics, nicotine, vaping or any other controlled substance during the school day, at a school sponsored activity, on the St. Edward School campus, or off campus is subject to dismissal from St. Edward. Any student suspected of drug use can be required to take a drug screen at the expense of the family. Results must be shown to the Administration. Once the Administration has determined that a drug screen is necessary, the family has one day to make an appointment and be screened for the test results. The Administration must be shown the results as soon as possible. Any St. Edward School student found on any public medium or otherwise (i.e. pictures, blogs, etc.) to have been holding alcohol or other illegal narcotics will incur disciplinary actions by the Administration. Any student found giving away, distributing, and/or selling any of the substances prohibited above may be dismissed immediately. The School has assumed the responsibility for, and, therefore has jurisdiction over the behavior of students at any school-related and/or school-sponsored events on or off campus. The School will also hold accountable students whose actions at any time jeopardize the good name of St. Edward School.

The Chicago Police Department will be notified immediately if any student is in possession of drugs; parents will also be notified. The Illinois State Police will be notified through the School Incident Reporting System (SIRS) in IWAS.

Resolving Questions and Disagreements

Issues between individuals should, first, be discussed respectfully. Whether between students, or parents and teacher, the classroom teaching routine should not be disrupted. All encounters and discussions should maintain the respect of all, with a spirit of openness to God's grace and the healing power of the Holy Spirit. Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with a teacher should request a mutually agreeable appointment time. The Principal and Assistant Principal should not be approached until the matter has been discussed with the teacher or staff member. The appropriate sequence for questions of responsibility or fairness should be: Private, scheduled discussion among the

people directly involved. Principal or assistant principal requested to review the situation, if needed. Follow up meetings are available to resolve any outstanding issues.

Search and Seizure

The school retains the right to search and seize drugs, weapons, and other contraband when there is belief such contraband is in the possession of a student. Such possession is in violation of the rules of St. Edward School. The school will assist local government authorities by reporting such possessions, and when requested by the authorities, the school will cooperate fully with the police and other government authorities. Desks and lockers are school property, which the school expressly retains the right to search at any time.

Sexual Harassment

The Archdiocese of Chicago and St. Edward School are committed to maintaining a school environment free of sexual harassment. Physical contact of a sexual nature, lewd or suggestive remarks and such conduct that serves to create an intimidating, hostile, or offensive learning environment may be considered sexual harassment on the part of adults or children. If any individual believes that he or she has been subjected to conduct which may constitute sexual harassment, that individual is to immediately report the offensive conduct to the pastor or principal. Sexual harassment of any form, verbal, touching, etc., may result in detentions, suspension/expulsion.

Reporting allegations and/or suspicion of child abuse/neglect

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

Cell Phone Policy

Any cell phone brought to school must remain in a place designated by the classroom teacher and be powered OFF. Cell phones may not be used during school hours or at the before/after care programs. This includes the hours that a class may be on a field trip, unless specific directions are given by a teacher. If a cell phone or any electronic communication device is confiscated for misuse of the above policy, the device must be picked up in the school office by a parent/guardian.

Student Life

Homework Policy: One of the most important objectives of education is to teach the child how to study. Homework is assigned as a means to help pupils review and enrich the subject matter taught in class. This may take the form of either a written or unwritten assignment. Homework is expected to be completed by the due date. Teachers will assign an amount of homework that meets the needs of the students' ages and abilities. With the exception of long term assignments, homework will not be assigned over the weekend so as to keep weekends a time for family and worship.

It is the student's and/or parent/guardian's responsibility to obtain assignments in case of absence. Homework will be available for pick up in the school office from 3:00 - 3:30 PM Monday-Thursday and from 3:00-3:15 PM on Friday except on half days of school. Homework assignments for 4th-8th grades can also be obtained by visiting the teacher's website/Google Classroom.

For extended absence, the same number of days plus one as the absence will be given to complete the work. Students absent in the morning, but present in the afternoon, are responsible for the entire day's assignments, both collected and assigned. Upon return from a one-day absence, students are required to take any test that was given during the absence. Special testing arrangements will be made for long-term absences.

Late Work Policy

In order for students to accomplish academic success, it is essential that homework, as well as short term or long-term assignments, be completed on time. It is the expectation of all core content area and special area teachers that homework and assignments be completed and turned in at the designated time on the due date. Homework, short-term, and long-term assignments are considered late if not turned in at the designated time on the day they are due. In grades 4-8, assignments from the first half of a trimester are due no later than the midpoint of that trimester; assignments from the second half of a trimester are due no later than the end of that trimester.

Each teacher/grade/unit will set their own policies about incomplete assignments and inform the students and parents/guardians at the beginning of the school year.

Student Assessment & Testing

Some form of evaluation is essential in order to determine, as much as possible, the general scholastic ability of students, to ascertain the progress being made within the total education program, and as a tool for discerning areas in need of improvement.

Teacher constructed tests and informal methods of evaluation are part of the regular school program throughout the year. Achievement tests with national norms are given to students in grades three through eight.

Tests and quizzes that are missed due to absences will be made up upon return. Students are required to take any test that was given during the absence. Special testing arrangements can be made for long term absences.

Retests Policy Purpose: The purpose and intent of the policy is to provide students with additional opportunities to show mastery of the standards in all content areas. All students will have retest opportunities available on assessments only if they have received a 76% and below, score proficiency level of a 1. •The retest will cover the same material as the original test, however the test may be in a different format with questions changed. •Students must request

the reassessment within one class day of the teacher notifying them of the below average grade. • Retesting can appear in different formats at the teacher's discretion. The student may be required to attend a tutorial, complete test corrections, or other task as directed by the teacher, in place of retesting or prior to retesting.

Students caught cheating on a test may not request a retest. Please refer to the following chart for some examples of what cheating does and does not look like:

| This is Considered Cheating | This is not Cheating |
|---|--|
| Working on an assignment together, letting your partner do all the writing and then you copying it later. | Working on an assignment together and both of you writing down your responses in your own words. |
| Looking at another student's test or allowing another student to look at your test by NOT keeping your answer sheet covered. | Keeping your eyes down during a test, keeping your answer sheet covered. |
| Turning in any assignment that is identical or nearly identical to another student's or copied word for word from your source. | Turning in an assignment that is in your own words. |
| Allowing someone to copy your paper. | Answering a classmate's questions about an assignment but then helping them put it into their own words or helping them work the problem themselves. |
| Writing down the exact problems that you did not finish on a test immediately thereafter and then planning on meeting with a tutor or looking up the problems online or with someone else and "acing the exam," would be considered academic dishonesty, or cheating. | Thinking about the 'concepts' that you missed or reflecting back on those concepts and then studying either online or in a text would be considered making the most of the time you have between one day of the exam and the other. You could work more problems out based on that problem or watch a video to help you understand the concept more. |

•If a student scores lower on the retest, the original test grade will stand. •The maximum grade received for retest will be 80%, however level of proficiency may increase. The campus policy will be consistent across content areas and all classes.

Report Cards

Report cards approved by the Archdiocesan Office are issued three times a year. Marking codes and guides for different grade levels are provided on the cards. Students with incomplete or low academic records will be referred to the principal at report card time. You are encouraged to

review your child's report card along with other performance information, which may include: PowerSchool, standardized test results, quizzes/tests, projects, daily work, teacher notes, etc.

Grading Scale

All students are evaluated on skills mastered. Letter grades are calculated in grades 1-8 using the total number of points earned on all assignments and tests during the course of the trimester. Final letter grades are determined for students in grades 1- 8 using the following percentage scale:

| | | | |
|-----------------|----------|----------|----------|
| A+ 99 and above | B+ 91-92 | C+ 83-84 | D+ 75-76 |
| A 95-98 | B 87-90 | C 79-82 | D 71-74 |
| A- 93-94 | B- 85-86 | C- 77-78 | D- 69-70 |

U 68 and below

Academic Policy

Teachers, parents and students, working in partnership throughout the course of the school year, will assist the students in achieving academic success in the following subjects defined as: religion, reading, mathematics, social studies, English, and science. A student who fails two (2) trimesters in a defined academic area must satisfactorily repeat the content of said trimesters in an approved summer program. Remediation of said content will be, but is not limited to: before or after school assistance, make-up assignments, assignment contracts, modified course work, outside tutoring, summer school, or a recognized independent tutoring center. Both the program and program criteria must be discussed with the content area teacher and the principal before beginning remediation. Promotion to the next grade level will be contingent upon reassessment of the student in August.

All eighth grade students are required to pass the Illinois State and the Federal Constitution tests as one requirement in order to graduate from St. Edward School. Students must earn a minimum of 1 grade point in each of the major subject areas to graduate.

Promotion/Retention

While the decision to promote or retain a student generally shall be a cooperative one made by parents/guardians, teachers, and administration, nonetheless, the principal has the ultimate authority to make such a decision. Ordinarily, parents/guardians shall be notified of the possibility of retention in writing. The first written notice will be given before December 1, the second notice early in February, and the final notice on May 1. St. Edward School will follow the Guideline for Retention established and approved by the Office of Catholic Schools.

Dual Enrollment

Students of St. Edward School have available to them the special education, psychological, Title 1 and speech services provided by the Chicago Public Schools.

Referral may be initiated by parents and/or teachers. Referrals may be made by contacting Mrs. Sara Lasica at 773-736-9133.

Library

Students have access to the school library. Students have access to a variety of materials for reference and recreational reading.

Students may withdraw books for a one week period. A fine of \$.25 cents a day (\$1/week) is charged for overdue books. Restitution must be made for lost or damaged books. Please instill in your child a love and respect for library books by encouraging him/her to read daily.

After School Activities

Students can participate in a number of after school activities. All students must be picked up at the assigned time. After a 5 minute grace period, the student will be signed in to Creative Corner extended care. The parent must cover the cost of extended care.

Off-campus school sponsored events are extensions of the school's philosophy and therefore, student's conduct must reflect earning the privilege to represent themselves as members of St. Edward's Christian community. An incident that is of the most serious nature, as determined by the school administration, and is in direct contradiction to the school's philosophy demonstrates that students have not earned the overall privilege to represent St. Edward at school sponsored off campus activities. School administration is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior, and the administration feels comfortable that these students' future conduct at school sponsored events on and off of school grounds will reflect the school's values.

Music

The music program is aesthetic education in action. It increases the sensitivity of all children to the power of music as an art and it develops their abilities to perceive music keenly and respond to it deeply.

Choir and Orchestra are offered. Students of instrumental music are eligible for membership in these organizations at the discretion of the instructors. Private and group lessons are offered in piano, violin, viola, cello, string bass, flute, clarinet, saxophone, oboe, bassoon, guitar, trumpet, French horn, trombone, baritone, tuba and percussion. Private lesson fees are at the discretion of the instructor. Instruments are available for rent at \$20 per month. Please contact Mr. Pino, Director of the Music Department, to register.

Student Leadership and Service

Student leadership and service are fostered through opportunities during the seventh and eighth grades. All students in seventh and eighth grades will serve as leaders in the school and as examples to the younger students. Seventh grade students will focus on leadership through

service opportunities both in and out of school. Eighth grade students will plan and implement service projects and spirit building events throughout the school year.

Shadow Days

Before making that final decision about which high school to attend, parents may request that their children attend a Shadow Day at a particular high school. Those requests must be made in writing and submitted to the principal at least three days prior to the visit. Since the student is not in attendance at St. Edward, it will be considered an absent day. The student will be responsible for missed homework, tests/quizzes and classroom work.

Student Parties

Class parties during school hours should be limited in number and should take place during the last period of the day. If a teacher wishes his/her students to celebrate their birthdays with their classmates, he/she should ensure that the celebrations are simple and non-disruptive to the class schedule or other surrounding classes. Non-edible treats are welcome. Treats are distributed to the birthday child's homeroom only. At no time should a child's birthday party be the occasion in the classroom for practices which have their proper place in the home during a family sponsored party. A visit to a class by an entertainer as a way of celebrating an individual child's birthday, for example, would not be appropriate. Unless an entire class/grade is being invited to an outside party, the School does not permit invitations to be passed out on school grounds or during school hours.

Toys/Electronic Devices

Students are discouraged from bringing toys or electronic devices to school. The school assumes no responsibility for missing items. **Apple Watches or other devices that can communicate via the internet are prohibited.**

Regarding e-readers such as Kindles or Nooks: if a student brings an e-reader to school, he/she may read a book already downloaded. Students are prohibited from accessing the school's Wi-Fi connection without the expressed permission of the teacher. If a student is found to be using Wi-Fi without permission and/or inappropriately, the device will be held by the teacher to be returned to the parent and the student will lose the privilege of bringing the device to school.

Bringing Money to School

Students should not carry large sums of money to school. Money for such things as Fun Lunch, field trips, fees, etc. should be handed in during the homeroom period, first thing in the morning. Money that a student must carry should be kept with the child or in the locker. The school is not responsible for lost money.

Sports

Generally, the St. Edward Youth Program sets the guidelines and rules for eligibility and participation in sports. Attendance at school is a prerequisite for school team participation. This also applies to day-to-day participation. Hence, a student who is absent from school, either full

or partial day, is not eligible to participate in a school sponsored event that occurs that same day/night. All students participating in St. Edward Athletics must have a completed sports physical on file for that year. Sports physicals are required to be updated every 395 days.

Scouting

Scouting for boys and girls of all ages is available to St. Edward Students. Children may join Cub Scouts, Boy Scouts, Daisies, Brownies, Juniors and Cadette Girl Scouts. Please contact the rectory office for further information.

Medical Information

Immunizations and School Physicals

The Illinois Department of Public Health requires health examinations conducted within one year of the start of school for all students entering school for the first time at the preschool or pre kindergarten level, for all students entering Kindergarten, for all students entering sixth grade, and for all new and transfer students. Because many health care providers require that a school physical appointment be made months in advance, parents are encouraged to call their child's health care provider as soon as possible to make an appointment. The Certificate of Child Health Examination form is due in the school office in August of the year the student will be starting school.

Students without completed physicals will be excluded from school until a completed physical is given to the office. If you have an up-to-date form (from Preschool, Kindergarten or grade 6) on file at your child's current school, please provide us with a copy of this form in August. Incomplete forms will be returned to you for completion and will not be considered as part of your child's permanent health file until they are properly completed and returned. Before you leave your doctor's office, please check all immunizations. All of the child's health problems should be noted on the physical form. The health care provider must sign and date the immunization and the physical portion of the form. The demographic information and the child's health history portion must be completely filled out and signed by a parent or legal guardian.

If the parents are refusing the physical exam requirement and any or all of the immunizations, the Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations must be submitted with the Certificate of Child Health Examination form in August. This form must be completed by the parent/guardian and signed by the child's health care provider. If the religious exemption statement submitted is not approved, any student missing immunizations will not be admitted to St. Edward School. Students are excluded from school by October 15th if requirements for health examinations and immunizations have not been met.

Dental Examinations

State law requires dental examinations for all students entering kindergarten, second, or sixth grade and students transferring in from other schools. Illinois State law requires these children

to have a new dental examination conducted within one year of the start of school. Please have a Dental Examination Record form completed by your dental provider and return this completed form to the school office. This form is due in the school office in August of the year the student will be starting school. An incomplete form will be returned to you for completion and will not be considered as part of your child's permanent health file until they are returned and properly completed. Failure to submit a completed form may cause your child to be excluded from school and all school related activities.

Eye Examinations

Diagnosing eye and vision problems and providing timely treatment ensures that students maximize their academic performance. To accomplish this goal for the students of Illinois, a law requires comprehensive eye exams for all students entering kindergarten and any students transferring in from other schools. These students must have an eye examination performed only by qualified eye care providers, such as optometrists and ophthalmologists, conducted within one year of the start of school. The Eye Examination Report form must be returned to the school office. Incomplete forms will be returned to you for completion and will not be considered as part of your child's permanent health file until they are properly completed and returned. Failure to submit a completed form may cause your child to be excluded from school and all school related activities.

Summary of required health forms:

- a. Health: entry into PK, kindergarten, 6th grade, upon entrance of school for new students (by September 1 of that school year)
- b. Vision: entry into kindergarten, 1st time in IL school (before October 15 of that school year)
- c. Dental: entry into kindergarten, 2nd grade, 6th grade (by May 15 of that school year)
- d. Sports physicals: within 395 days of the last dated physical and the start of the sports season

Medical Treatments

In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical Authorization Form on file with the school, the school shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Emergency Notification Form. If the student's parent/guardian cannot be contacted, the school shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact. Therefore, it is important to have school emergency forms filled out completely and to be updated throughout the year as needed. The principal or other certified school personnel may call state or local emergency medical services before or after attempting to call the student's parent/guardian or emergency

contact if, in the exercise of school related supervision of the student, the student's illness, injury, or need for immediate medical attention is perceived to be in need of emergency medical care.

Medication

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators and administrative staff shall not administer medication to students except as provided in these School Medication Procedures. Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

Procedures for Administration: No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the school principal. Copies of the Medication Authorization Forms are available in the school office. The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

Self-Administration: A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

Appropriate Containers: It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are: a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or b. Manufacturer-labeled for non-prescription over-the-counter medication.

Storage of Medication: Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked

cabinet. Access to the locked cabinet shall be limited to the School Principal and office staff. Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items. At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. The parents or guardians must sign a statement acknowledging this protection.

Administration of Medical Cannabis

Students are not permitted to use or possess cannabis in our schools except in accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

The School agrees to comply with any other applicable State or federal law or regulatory requirements.

Returning to School after an Illness: Any student who is absent due to a contagious illness that must be reported to the local health authority will not be allowed back in school without a physician's note. These illnesses are: COVID-19, Chickenpox (varicella), Chlamydia, E. coli 0157:H7, Giardiasis, Gonorrhea, Hepatitis A, Hepatitis B, Hepatitis C, HIV or AIDS, Measles, Meningitis (bacterial or viral), Mumps, Pertussis, Polio, Rubella, Salmonellosis, Shigellosis, Syphilis, and Tuberculosis. Parents are responsible for asking the doctor for a note. If these children return to school too early, they may not have fully recovered and may place their classmates and teachers at risk of contracting the disease.

Physical Education and Recess Excuses: All students must participate in physical education classes and outdoor recess unless they have a written excuse from their physician.

Guidelines for Students with Food Allergies: In the interest of health and safety, promoting good nutrition and health habits, the following is in place at St. Edward School: Parents should not send food treats to school for their children's birthdays. Teachers providing food to students as part of a class lesson activity will send a permission slip home to parents in advance.

Parents are encouraged to help their children with food allergies to be advocates for themselves and to be aware of their allergies. Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food allergic students. PK and Kindergarten classrooms are completely nut free spaces.

Family's Responsibility:

- Educate the child in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels.
- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, lunchroom, after-care programs, during school sponsored activities.
- Work with the child's physician to develop a Food Allergy Action Plan. Submit this plan to the school.
- Complete necessary written medical documentation as required by the Archdiocese.
- Replace medications after use or upon expiration.
- Review policy/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide the child with a safe snack to be eaten at snack time. Provide a fanny pack (labeled with the child's name) containing the Food Allergy Action Plan sheet, and Epipen/Benadryl (if necessary). The child may wear this fanny pack during lunchtime or when food is consumed. In the classroom, the fanny pack should be given to the teacher, or be kept in the school office(s).

School's Responsibility:

- Be knowledgeable about and follow applicable federal and state laws and any diocesan policies that apply.
- Review health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Coordinate a meeting, prior to the first day of classes, to establish an individualized prevention and management plan, if applicable. Attendees should include, but are not limited to, the school principal, all teachers that will be in contact with the student, lunchroom supervisors, parents, and the student (if age appropriate).
- Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

- Create a separate table in the lunchroom/classroom for those students with food allergies to reduce the possibility of accidental exposure. This table should be appropriately cleaned prior to each use.
- Practice the emergency treatment prescribed by the student's physician pursuant to the Food Allergy Action Plan. Ensure that all medications are appropriately stored. Notify all faculty and staff of those students who have food allergies.
- Designate school personnel who are properly trained and authorized to administer medications in accordance with Archdiocese policies, State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- Review policies/prevention plan with the appropriate staff, parents/guardians, student, and physician after a reaction has occurred. Ensure that substitute teachers understand the food allergy, can recognize its symptoms, and know what to do in an emergency.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student. Take threats or harassment against an allergic student seriously.

Student's Responsibility:

- Should not trade food with others.
- Should not eat anything not provided by the home.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Head Lice: Head lice is not a disease, but is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly, head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on the infested person or clothing.

Exclusion from school: Those who have become infested with head lice are to be excluded from school. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the child/ren have been treated. Students are re-checked for head lice before readmission to the classroom.

Advice to Parent/Guardian: Parents/guardians are advised to check other family members and disinfect combs and brushes with medicated shampoo. Disinfect contaminated articles such as clothing and bedding by machine washing the articles in HOT water and detergent or having items dry-cleaned. Thoroughly vacuum rugs, upholstered furniture, mattresses or other articles

that cannot be laundered or dry-cleaned. School families will be notified when a case of head lice occurs in their child's grade.

Concussion Protocols

<https://www.iesa.org/activities/concussion.asp>

This protocol is intended to provide the mechanics to follow during the course of contests/matches/games/events when an athlete sustains an apparent concussion.

The concussion oversight team consists of the Principal and has established a [return-to-play](#) and [return-to-learn](#) protocol.

The Principal will implement the return-to-play and return-to-learn protocols with parents, medical personnel, and the athletic director.

A student will be removed immediately from practice or competition if any of the following individuals believe the student has sustained a concussion: coach, physician, game official, athletic trainer, student's parent/guardian or another individual with legal authority to make medical decisions for the student, the student, or any other person deemed appropriate under the school's return-to-play protocol.

The School will follow 105 ILCS 5/22-80 (g) to ensure that students who have been removed are permitted to resume practice or competition following the statute-specified process completely. This includes the signing of the [Post-concussion Consent Form](#).

All students and parents participating in the athletic program will sign a yearly Concussion Consent and Acknowledgement Form kept on file in the school office. Coaches are required pursuant to Senate Bill 7 (Public Act 99-245) to attend a training course from an authorized provider at least once every two years. A certificate of completion will be kept on file in the school office.

Uniforms

Uniforms are to be worn on the first day of school and everyday thereafter. Parents and students are required to cooperate fully with regard to the wearing of the regulation uniform.

A Catholic approach to clothing recognizes that the body, created good by God, must be cared for and respected, even if doing so means rejecting popular fashion. It also respects those around us by recognizing the effect that various clothing can have on the minds and hearts of those who see us. Most importantly, it honors God's expectations of modesty. The way that one dresses reflects one's attitude toward this basic reality.

Uniform violation: Students who are routinely out of uniform after being asked to abide by uniform policy will receive a uniform violation notice. The parent will be notified that the student has been violating the uniform policy and given a reasonable amount of time to correct the issue. After three uniform violation notices, the student will serve an after school disciplinary time.

Boys: Kindergarten- 4th Grade

- Navy blue trousers with belt
- White or ash gray polo shirt, long or short sleeve - no colored or printed T-shirt under uniform
- Navy blue sweater or St. Edward approved sweatshirt or vest (must be monogrammed)
- Crew length socks - solid white, black or navy blue (no quarter length or shorter)
- Solid black or brown shoes - (Any logos on the shoes must be the same color as the shoe, no boot, high top white rimmed, fur lined, skateboard shoes, Crocs, or the like)

Girls: Kindergarten- 4th Grade

- St. Edward Plaid Jumper - moderate length - SB #1423 Color #0523 with button down white blouse
- Navy blue tailored uniform slacks with a belt and white or ash gray polo shirt, long or short sleeve- no colored or printed T-shirt under uniform
- Navy blue sweater or St. Edward approved sweatshirt or vest (must be monogrammed)
- Crew Length, knee socks or tights - black, navy blue, or white
- Solid black or brown shoes - (Any logos on the shoes must be the same color as the shoe, no boot, high top white rimmed, fur lined, skateboard shoes, Crocs, or the like, heels must be 1 inch or shorter)
- During cold weather, girls may wear black or navy blue plain leggings under jumpers

Boys: 5th-8th Grade

- Navy blue uniform trousers with belt
- White or blue oxford button up shirt, long or short sleeve
- St. Edward blue plaid tie - Color #0523 (Schoolbelles)
- Navy blue sweater or St. Edward approved sweatshirt or vest (must be monogrammed)
- Crew length socks - solid white, black or navy blue (no quarter length or shorter)

- Solid black or brown shoes - (Any logos on the shoes must be the same color as the shoe, no boot, high top white rimmed, fur lined, skateboard shoes, Crocs, or the like)

Girls: 5th-8th Grade

- Blue plaid Skirt - moderate length - SB #1521 Color #0523 or Navy Blue tailored uniform slacks
- White or blue oxford button up shirt, long or short sleeve
- St. Edward blue plaid tie - Color #0523 (Schoolbelles) or St. Edward blue criss-cross tie-Color #0523 (Schoolbelles)
- Navy blue sweater or St. Edward approved sweatshirt or vest (must be monogrammed)
- Crew Length, knee socks or tights - black, navy blue, or white
- Solid black or brown shoes - (Any logos on the shoes must be the same color as the shoe, no boot, high top white rimmed, fur lined, skateboard shoes, Crocs, or the like, heels must be 1 inch or shorter)
- **No dark colored undergarments may show through white shirts. Skirts must be no shorter than 2 inches above the knee. Skirts should sit at the waist and not be rolled.**
- During cold weather, girls may wear black or navy blue plain leggings under jumpers

PE Uniform

PE uniforms are worn twice a week for students in K-8. Those days will be communicated to families by the homeroom teacher. Students will not change into or out of PE uniforms at school.

Kindergarten through Eighth gym uniform:

- St. Edward Logoed Gym Uniform Shirt – short sleeve essential tee in gray heather;
- St. Edward Logoed Crew Sweatshirt – Classic Navy
- St. Edward Logoed Sweatpants – Classic Navy
- St. Edward Logoed Mesh Uniform Gym Shorts – Classic Navy (only during warm weather policy time)
- White, black, or navy blue crew socks
- Athletic style gym shoes (no casual or fashion gym shoes). No zippers, slide on gym shoes, mesh coverings or cross style elastic. No charms, etc. may be attached.

The gym uniform may not be altered in any manner.

T-shirts should be tucked under sweatshirts and not hanging out from under sweatshirts.

Sweatpants may not be worn under the heels of the gym shoes.

Sweatshirt sleeves may not be cut around the wristband.

Shorts and sweatpants must be placed at the waist and not rolled.

Warm Weather Policy

The Warm Weather Policy dates will be published in e-backpack and posted on the school calendar. Parents and students are asked to cooperate fully with regard to the wearing of the regulation warm weather uniform.

- Navy blue uniform walking shorts with a belt may be worn in place of the navy blue trousers/uniform slacks.
- Navy blue PE shorts (monogrammed) may be worn in place of the PE sweatpants.

Proper grooming is expected of each student:

- Hair
 - Unnatural hair color is not permitted.
 - Boys must have hair neatly combed and trimmed on top and in back, not touching the collar or covering the ears. (Pushing hair behind the ears is unacceptable.) No tails are permitted. No fad haircuts, as determined by the administration, are allowed. Your haircut should reflect a positive image of the school and contribute to a distraction-free learning environment. No facial hair is allowed.
 - Girls' hair accessories must match the school uniform colors and style.
- Make-up
 - Fingernail polish, fake nails, and make-up are not permitted. Girls may have clear nail polish.
 - Tattoos, henna tattoos, and other skin decorations are not permitted.
- Jewelry
 - Girls with pierced ears may wear one small pair of earrings (non-dangling).
 - Body piercings are not permitted
 - Watches, medical alert bracelets, and fitness trackers are acceptable on the wrist. **Apple watches or any other wearable technology that allows communication or access to the internet is not permitted.**
 - Students are allowed to wear a modest religious medal or cross as determined by the administration.
- Shoes
 - For safety reasons, all tie shoes must be properly tied.
 - For the safety of the child and for the upkeep of the school, shoes with cleats, black rubber soles, moccasins, platform shoes, army boots, work boots or flip-flops are not permitted.
 - Only non-skid shoes that do not make black marks are permitted.
- Uniform reminders
 - Polos and Oxford shirts must be tucked into trousers/slacks/shorts and worn with a belt. Shirts must be tucked into skirts (no belt required).
 - Jeans and leggings as a substitute for navy blue dress pants are not permitted.
 - Skirts and jumpers must be a moderate length (no shorter than 2 inches above the knee).
 - Only solid color socks (black, navy blue, white) are permitted; plaid, striped, checkered or logo socks are not permitted.
 - Only St. Edward approved navy blue sweaters/sweatshirts are acceptable as part of the daily uniform and must be monogrammed.
 - Colored, striped, or printed t-shirts under uniform shirts are not permitted.
 - All clothing should be clean and neat.

[Illinois Public Act 102-0360](#), known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and non-public elementary and secondary schools from creating hairstyle-based dress code requirements. Specifically, the Public Act prohibits discriminating against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. This law takes effect January 1, 2022. Schools that do not comply with this law risk losing recognition status from the Illinois State Board of Education.

Dress Down Attire

Any non-uniform clothing worn on dress-down days must be clean, neat, and appropriate. If an out of uniform day happens to occur on a day when students will be going to church, they should wear clothes appropriate for church. Unacceptable clothing includes, but is not limited to, bare midriffs, spaghetti straps, low-cut, tight and short apparel. Hats, sunglasses, scarves, bandanas, and ripped clothing, flip-flops, shoes with wheels (wheelies), slippers, and shoes without backs, and Crocs are unacceptable to wear in school. All regular policies regarding jewelry, make-up, and hair are applicable on dress down days. The principal makes final decisions on acceptable appearance.

- No pants or shorts with writing on the backside
- No short shorts (moderate length, no shorter than 2 inches above the knee--same rule a skirts/jumpers)
- No inappropriate writing across either side of shirt
- **No skin-tight clothing - if leggings or yoga pants are worn, shirt length must come to mid-thigh.**

For your child's uniform needs please contact

SchoolBelles School Uniform 7254 W. Foster Avenue, Chicago, IL 60656 847-375-1394
St. Edward School Code S2579

Land's End www.landsend.com School Code 900117250

PE Uniforms

Land's End www.landsend.com school code 900117250

Tuition/Fees Contract/Policy

As responsible parents or guardians of St. Edward student(s), we understand the cost of education at St. Edward School includes tuition and fees. In consideration of the benefits rendered to our child(ren) by St. Edward School ("the School"), we understand and agree to the following terms and conditions of enrollment for the 2023-24 school year.

1. The School has adopted FACTS Tuition Management for its monthly tuition and fees and incidental fees including before and after school care. The first payment is due in the summer prior to the start of school and will be all fees associated with the school year including, but not limited to, book/supply, technology, lunch supervision. Monthly tuition payments will begin with the second payment and are due according to the scheduled payment date. Parents/Guardians ("Family") will receive an initial set-up email from FACTS to finalize payment options. Payments required for tuition and fees, per the published schedule, are based on the number of children registered, the grades in which they are enrolled, and the assigned tuition plan (Plan A or Plan B) from the parish.

St. Edward School relies on timely payment of tuition by school families in order to have sufficient funds to meet all of its regular operating obligations. It is imperative that all tuition payments be made on time according to the schedule chosen by each family. If a Family's financial circumstance changes to such a degree that it warrants re-evaluation of its tuition commitment, it is the responsibility of the Family to contact the school principal to agree upon a written and signed alternate payment schedule with the pastor. Additionally, a Family may apply for financial aid by completing a Tuition Assistance Application with FACTS before July 31, 2023.

2. St. Edward School is a ministry of St. Edward Parish. As such, a two tiered tuition schedule is offered. Families who are registered parishioners and who are actively attending weekend Mass at St. Edward Church may qualify for the participating parishioner tuition rate (Plan A). Attendance at weekend Mass is verified by the parish office through the use of contribution envelopes. Attendance on 75% of weekends, reviewed at the end of each six month period (January-June and July-December), will qualify the Family for Plan A. Families who do not qualify for the Plan A tuition rate will be assigned the standard tuition rate, Plan B. Please inquire in the parish office with any questions concerning Plan A guidelines and criteria. Mid-year re-evaluations require the family to contact the school office to begin the re-evaluation process in December.

3. Delinquent Tuition: When tuition payments are not made in the manner described above in 1 or if an agreed upon alternate payment schedule has become delinquent, the following actions will be taken:

- A. 30 days past due: When a Family account is 30 days past due, the Family will receive notice by FACTS and/or the School that the account is past due. It is the responsibility of the Family to contact the school principal within 7 days of receipt of the notice to correct the situation. Additionally, a \$25.00/month late fee will be added to the account, beginning when the first month's (30 days) tuition payment becomes delinquent and will continue to be added each month thereafter until tuition is made current or an alternate payment schedule is agreed upon.
- B. 60 days past due: When a Family account is 60 days past due, the Family will receive notice by FACTS and the School that the account is past due. It is the responsibility of the Family to contact the school principal within 7 days of receipt of the notice to correct the situation. Additionally, the student(s) will be withdrawn from the School and unable to participate in extracurricular activities until the account is made current, report cards and transcripts will be

withheld until payment in full is received, and the \$25.00/month late fee will continue to be added to the Family account.

- C. Families with 8th grade students: All tuition and fees must be current by December 1, 2023. High Schools require transcripts and records in December, and all tuition and fees must be paid for this information to be forwarded. If all tuition and fees are not paid in full by May 15, 2024, the 8th grade student may not participate in the graduation ceremony or any end of year festivities.
- D. End of School Year Balances: All tuition and fees must be paid in full by May 31, 2024. If an alternate payment plan is in place, the plan must be current by May 31, 2024. At this date, the following actions will be taken for delinquent accounts: Students will not be allowed to participate in extra-curricular or extended day programs including any end of year activities or programs, report cards and transcripts will be withheld, and students will not be permitted to return for the following academic year.
- E. In all of the above circumstances, the Pastor will be notified of all delinquent accounts.

Principal's Right to Amend

Statements in this handbook are subject to amendment without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.



1 August 2023

TO: Parents, Teachers, and all other School Employees

FROM: Kevin O'Malley/Sara Lasica

RE: Notification Letter Concerning Asbestos Content & Management Plan for School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Our school has been inspected every three years since 1986. Our most recent re-inspection was in the winter of 2022. Some asbestos containing materials have been identified in our buildings. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Our school's inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of all the inspection reports and the management plan is on file in our school office for review if you so desire.

Sincerely,

Mrs. Sara Lasica
Designated Person