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SIGNATURE PAGE is listed separately on the website-PLEASE DOWNLOAD

EVERYONE MUST SIGN AND RETURN THE SIGNATURE PAGE TO THE SCHOOL OFFICE by the Due Date on the form.

THE FOLLOWING WILL BE SENT HOME IN THE FIRST WEDNESDAY ENVELOPE IN AUGUST:

- Parking Lot Map
Point Slip (updated)
Your Signed Contract for 2011-2012 School Year **(YOUR COPY TO KEEP)**

DIRECTORY

SAINT EDWARD SCHOOL

5788 Thornton Avenue
Newark, California 94560
(510) 793-7242 FAX: 793-3189

SAINT EDWARD RECTORY

5788 Thornton Avenue
Newark, California 94560
(510) 797-0241

Pastor
Parochial Vicars

Reverend Jeffrey Keyes, C.P.P.S.
Reverend James Franck, C.P.P.S.
Reverend Maria Jaya Babu Nuthulapati, C.P.P.S.

Pastoral Associate
Principal
Directors of Religious
Education:

Sister Mary Mark Schoenstein, O.P.
Mr. Gregory M. Fonzeno
Mrs. Donalyn Deeds
Mrs. Michelle Javier-Poma

SCHOOL STAFF

Kindergarten	Ms. Lesli Griffiths, Leadership Team
Grade 1	Mrs. Lydia Smith
Grade 2	Mrs. Tina Cruz, Leadership Team
Grade 3	Mrs. Jocelyn Pierre-Antoine
Grade 4	Mrs. Juleana Shaw
Grade 5	Mrs. Carolyn Willkie
Grade 6	Mr. Angelo Delfino
Grade 7	Mr. Gabriel Rhoades
Grade 8	Ms. Roni Priego, Leadership Team
JR. Hi Math/Spanish	Mrs. Julie Castro
P.E.	Mr. Rick Boucher
Technology	Mr. Gerardo Castro
Music	Mrs. Hannah Druckman
Extended Care	Mrs. Marylou Parsons
School Counselor	Mrs. Guinnivere K. Bohnsack
Secretary	Ms. Kathy McCall
Office Assistant	Mrs. Maria Sciamanna
Bookkeeper	Ms. Shirlee Crockett
Development	Mrs. Rosanne Lyon, Director
	Ms. Sharon Bradley, Director
Special Needs	Mrs. Ana Vieira
Librarian	Ms. Traci Colon
Classroom Aides	Mrs. Rafaela Alvarez
	Mrs. Alicia Chapman
	Mr. Kevin Hammond
	Ms. Chelsea Rodenborn

You may email any faculty or staff through our website:
by using their **first initial, last name@stedwardnewark.org**

For example: to email the Secretary: kmccall@stedwardnewark.org
to email the Principal: gfonzeno@stedwardnewark.org

School Board

Rudy Padre, President
Andrew Banchieri
Marilu Soriano-Tilley
Thuy Fontelera, Secretary
Edmar Soriano
Glen Marcus, Edward Cruz, Phil Poma
Ernie Morua
Ron Uyehara



Ex-Officio:

Shirlee Crockett, School Bookkeeper
Roni Priego, Faculty Representative
Mr. Gregory M. Fonzeno, Principal
Father Jeffrey Keyes, C.P.P.S., Pastor

PTG Board

President	Edith Gutierrez Perez
Vice President	Anne Ologbosele
Secretary	Crystal Avila
Treasurer	Liza Bufete
Asst. Treasurer	Christabelle Dagun
Head Room Parents	Leticia Perez/Crystal Rodrigues
Hospitality	Alisa Morua/David Dias/Christine Youmbi
Fundraising	Edith & Jesus Perez/Eric & Mischa White?Kristine deGuzman
SCRIP Teams	Yu Fortunak & Rocio Lopez/Melissa Do & Tim Roberto
Advisor	Mr. Gregory M. Fonzeno

Student Council

President	Tyler Soriano
Vice President	Nathan Navarro
Secretary	Alyssa Suba & Frances Magsalin
Treasurer	Marisa Ngbemeneh & Noah Newgren
Commissioners of:	
*Spirit	Anthony Dao, Gabrielle Poma, & Serena Famalett
*Publicity	Agnes Librodo, Julia DeLipski & Fiara Llaguno
*Technology	Alyssa Campos & Hope Fernandez
*Ecology/Outreach	Therese Evangelista, Jamy Caballero & Michael Balleza
Moderators:	Mrs. Lydia Smith and Mr. Kevin Hammond

Campus Ministry

President:	Angelique Guzman
Vice President:	Zachary Ling
Secretary:	Adrianna Burton & Sara Christ
Publicity:	Andrew Marcus & Rooanne Joaquin
Prayer Leaders:	Krystn Janicek, Lauren Banchieri, Saidel Halol, Briana Oliva
Environmental Stewards:	Raquel Suba, Teressa Nguyen, Miguel Vasquez
Newsletter:	Tatiana Assefa, Anica Librodo, Shradha Iyer

Moderators: Mr. Gabriel Rhoades and Mrs. Carolyn Willkie

SCHEDULES

SCHOOL HOURS:



7:40 a.m.	Yard Supervision begins.
7:58 a.m.	First Bell, Students assemble in back area.
8:00 a.m.	Quiet Bell, Morning Prayer, Flag Salute. Students are tardy if not in line with their class by this time.
10:30 a.m.	Morning Recess - All Grades (K-8)
10:45 a.m.	Quiet Bell, end of recess.
12:30 p.m.	Lunch - All Grades, except Kinders who start at 12:15 p.m.
12:30 p.m.	Minimum Days Dismissal time for Faculty/Staff Meetings (<i>Most on Wednesdays</i>)
1:10 p.m.	Quiet Bell, end of lunch.
3:00 p.m.	Regular Dismissal for All Grades (K-8).

Teachers are available at school from 7:45am until 3:30pm, BY APPOINTMENT ONLY. If parents need to contact teachers, please plan to do so either before or after regular instruction hours. Parents may leave a message for teachers on the school voice mail system or by sending the teacher an email (see page 2). Please sign in the school office before visiting the classroom for your appointment.

ARRIVAL/DEPARTURE TIME OF STUDENTS

Yard Supervision begins at 7:40am. Students arriving prior to 7:40am will automatically be checked into the Extended Care Program and charged accordingly.

Students who are not picked up by 3:20pm in the afternoon will be automatically checked into the Extended Care Program and charged accordingly; on Minimum Days/Faculty Meeting Days (12:30pm dismissal time) students not picked up by 12:50pm will be checked into Extended Care and charged accordingly.

PLEASE NOTE: Students are **not** allowed in or out the front office door, even if accompanied by parent/guardian, with 2 exceptions:

- A student is tardy or coming back to school from an appointment: Students must obtain a slip from the office before going to class;
- A student is leaving early: After the parent signs out their student, we call the student to the office and they may leave out the front door. **The office WILL NOT call for students until parent/guardian arrives in the office.**

OFFICE HOURS:

- **Principal** - to talk with the Principal, please call the school office (793-7242).
- **School Secretary** - 7:45am to 3:30pm.; Mondays, 8:00am-3:30pm, Faculty/Staff Days: until 1:00pm.; Voice mail at ext. 10.
- **Bookkeeper** - 6:3am. until 2:00pm. weekdays, at extension 13.
- **School Counselor** - Thursdays and Fridays. 2nd Email: stedwardcounselor@gmail.com



Mission Statement

Rooted in the Catholic faith and inspired by the charism of the Dominican Sisters of Mission San Jose, St. Edward Parish School is dedicated to nurturing all students in a Christ-centered community. By fostering the spiritual and academic growth of our children, we empower them to reach their full potential and to embrace the commitment to serve others.

Statement of Philosophy

In a nurturing Catholic environment, dedicated educators, in partnership with parents, provide an integrated curriculum permeated by the teachings of Jesus Christ. Our students discover within themselves a love of learning, the importance of outreach, and a desire to grow closer to God. Through their spiritual, moral, academic, and physical development, we prepare our students to meet the challenges of the future.

STUDENT LEARNING EXPECTATIONS

An active Christian who:

- Demonstrates a spirit of service in Church, family, school, and community.
- Understands involvement in faith-filled experiences.
- Makes good moral choices based on the teachings of the Catholic faith.
- Relates to God as a loving and caring presence.

A lifelong learner who:

- Masters the curriculum of St. Edward School and welcomes academic challenges.
- Desires to seek and share knowledge in a spirit of cooperation.
- Manages time and resources efficiently.
- Allows natural curiosity to inspire independent learning.
- Gathers and compares information, and makes decisions based on a value system.
- Learns from practice and experience.

An effective communicator who:

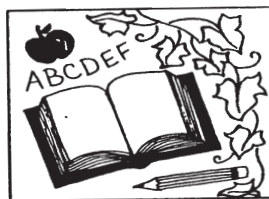
- Practices active listening.
- Provides and accepts constructive criticism.
- Articulates ideas effectively and respectfully.
- Demonstrates sound skills of written and oral expression.

A socially responsible member of community who:

- Embraces diversity.
- Shows global awareness.
- Integrates Catholic Social Principles into his/her life.
- Demonstrates a willingness to cooperate with others for the common good.

A reflective individual who:

- Values self and others.
- Sets goals for personal growth.
- Identifies personal strengths and weaknesses.
- Nurtures a relationship with God.



SPIRITUAL EXERCISES

All of our Catholic students are expected to attend Sunday Mass weekly. Parents are strongly encouraged to participate as a family in receiving the sacrament of reconciliation frequently. It is also assumed that families of other denominations will take an active part in the worship services of their churches.

Students attend Mass weekly. During Advent and Lent, students in grades 3-8 have the opportunity to receive the sacrament of Reconciliation.

For certain religious occasions during the year, paraliturgies and/or prayer services are conducted by the students for the whole school as well as in the classroom. All are listed on the yearly calendar and parents are encouraged to attend the Masses.

When students enter St. Edward School, they become members of a "**Faith Family**" made up of students from each grade level. These Faith Families are led by eighth graders. Faith families will attend Eucharist, do projects and Field Day activities together. The purpose of the Faith Families is for students to bond with members of other grades and to promote a sense of community.

Faith Families are divided into groups that are assigned a team color and a Saint name. Each student will receive a T-shirt in their family color which is to be worn OVER their uniform on Faith Family activity days. These days are listed on the yearly calendar. On Field Day, all students wear their T-shirt instead of their regular uniform.

The sacraments of Reconciliation and Holy Eucharist are received for the first time by students in Grade two in the Spring. Parents of 1st and 2nd grade students attend a series of mandatory faith formation meetings to assist them in helping their children come to understand and appreciate these sacraments. A special day of recollection is planned for students before their First Eucharist Day.

Students in all grades are required to actively participate in the Student Outreach Program. Classroom teachers will discuss the program and distribute the information at Back to School night each year. Participation must be completed each trimester and if not completed, will result in the Religion grade being lower by one grade each trimester. Please see appendix and school website for the program and forms.

ADMISSION POLICIES

Policy on Racial Non Discrimination

Saint Edward School, mindful of its primary mission as an effective instrument of the educational ministry of the Catholic Church, and a witness to the love of Christ for all people, shall admit students of any race, color, racial and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Schools in the Diocese of Oakland, do not discriminate on the basis of race, color, racial or ethnic origin in the administration of education policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Policy of Non Discrimination Based on Sex

Saint Edward School mindful of its primary mission as an effective instrument of the educational ministry of the Catholic Church, and a witness to the love of Christ for all, shall not discriminate against any applicant or employee because of sex; and in this coeducational school, shall not discriminate against any applicant or student in admissions, educational programs and activities because of sex.

Policy on Immigration Reform and Control Act

Saint Edward School will hire only individuals who are U.S. citizens or aliens authorized to work in the United States.

ENTRANCE PROCEDURE

1. An application form, available on line and in the school office every January, is completed for every student. A current report card is needed for applicants to grades 1-8. A \$30.00 testing/application fee is required for each child tested.
2. An interview with parents and child is conducted by the School Principal or his representative who reviews the application form.
3. Kindergarten Readiness Screening is given in February to all students applying for Kindergarten. Students are tested for other grades also in February and those meeting all the requirements will be offered enrollment if/when there are spaces available.
4. The criteria for entering Saint Edward School are as follows:
 - a. Kindergarten students must be five years old by: November 1, 2012 for the 2012-13 school year; October 1, 2013 for 2013-14; September 1, 2014 for 2014-15 school year and beyond.
 - b. Testing and/or report cards indicate a readiness for school and give evidence that the child will succeed here. Conduct and effort grades must be satisfactory.
 - c. Siblings are already in the school. (Number of siblings, length of time in school, parental support and involvement are given consideration).
 - d. Family is registered and is active in Saint Edward Parish.
 - e. Family is registered and is active in a local Catholic parish that does not have a school.
 - f. Non-registered or non-participating Catholic family.
 - g. Non-Catholic family.
 - h. Date application is received.
5. Letter of acceptance or non-acceptance will be mailed to individual families when decisions are made.

ATTENDANCE POLICIES**1. Expectations:**

Students are expected to attend school daily. They may not be kept home for babysitting. However, if students are ill or coming down with an illness/virus, it is important that they be kept home for 24 hours after fever, vomiting or diarrhea. Students who are truant (unexcused or absent not due to illness), will be held accountable for work missed and may be asked to make up class time. Students who are truant are liable to suspension. **Please call the school office by 9:00 am every day a student is out**, and send a note to the homeroom teacher when the student returns.

2. Tardiness:

The first bell rings at 7:58 a.m. Students who are not in line with their class by 8:00 a.m. will be considered tardy and will be recorded by the Parking Lot Supervisor and reported to the school office. If the Parking Lot Supervisor is no longer out front when you arrive, you will need a tardy slip from the school office to be admitted to class. Punctuality is a habit all students should acquire, a responsibility shared by families. Tardiness interrupts the educational process of the individual student and the entire class. Every effort should be made to avoid tardiness. Habitual tardiness leads to conferencing with parents in order to change this pattern of behavior. Continued tardiness can be a reason for students to be refused admission to school. Beginning Tuesday, September 6, 2011, for every 3 tardies received, one Parent Point will be added to the number of points the family is required to do yearly. For those families that lose points after the point deadline (April 27, 2012), every 3 tardies will add a \$20.00 charge to be paid **before** the end of the school year. This is based on one parent point equals \$20.00, per page 36 in this Handbook. After April 27, 2012, no points may be applied to cover the amount owed.

3. **Truancy**

If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal shall investigate the situation and apply appropriate remedies. If all efforts to persuade the child to return to school are fruitless, the case shall be referred to the appropriate official of the public school district.

4. **Student Absences**

If a student will be absent from school, parents are expected to notify the school OFFICE on each day of absence. **The school office should be contacted before 9:00 a.m.** Requests for homework must be made at this time as well. Messages may be left on the office recorder. When the student returns to school, a note signed by the parent must be sent to the homeroom teacher. (**Notice: The note must be sent in addition to the daily phone call.**)

5. **Excessive Time Missed**

Excessive absences and chronic tardiness seriously disrupt the learning process. When school records indicate a pattern of poor attendance or tardiness, the parent(s) will be informed. If no improvement is made, the parent will be required to come to school for a conference to discuss the problem where solutions will be presented. Said solutions will not be limited to after school make-up and/or summer school.

Long absences for travel are discouraged since it is difficult for students to make up missed classroom instruction. Teachers are not responsible for academic losses of the student during these times. Teachers are not expected to send advance work with the student. Teachers may make general suggestions of ways parents can work with children during an absence. At the teacher's discretion, make-up work may be given upon the student's return, and if given, is expected to be completed.

6. **Student Illness**

Communicable diseases must be reported to the school, e.g. chicken pox, pinkeye, head lice, strep throat, etc. This is necessary to help stem the infection and protect all children and staff members in the school.

7. **Student Appointments**

Please make dental and medical appointments for children outside of school hours. If such appointments are necessary during school time, a note from home is to be sent to the teacher and school office requesting that the student leave school for the appointment. The student must be signed out at the office by parent or guardian before being released and checked back into the school office with a note from the doctor or dentist upon return from the appointment. No child will be released for a medical or dental appointment unless accompanied by a parent or guardian, who is designated on student emergency card. When the student returns to school, a note from the doctor or dentist should be presented as an absence for medical appointments can be listed as an excused absence only when a note from the doctor's/ dentist's office is received in the school office.

8. **Withdrawal Procedures**

In the event that the parent(s) decides to withdraw a child from the school, the parent(s) must arrange an exit meeting with the principal to discuss the situation at least 1 month prior to withdrawal. This provides the school time to prepare the necessary paperwork and the teacher(s) an opportunity to bring closure to the child's school experiences.

FINANCE

ANNUAL TUITION FEES

	1 student	\$ 6,406.00 (Discounted, fundraising required)
Or	1 student	\$ 7,155.00 (Full tuition, no fundraising required)
	2 students	\$11,210.00 (or \$14,310 with no fundraising required)
	3 students	\$14,498.00 (or \$21,465 with no fundraising required)
	4 students	\$17,934.00 (\$28,620 with no fundraising required)

REGISTRATION FEES (Are non-refundable. There are no exceptions.)

I. PER STUDENT FEES-

Diocesan School Dept. Assessment	71.00
Student Accident Insurance	8.10
Health Fee	6.60
ITBS Testing	12.75
CTN fees	10.50
Dominican Assessment	5.00
Earthquake Supply Replenishment Fee	5.50
Books and School Supplies	175.00
Classroom Celebration Fee	10.00
Faith Family T-Shirts	10.55
Technology Fee	<u>130.00</u>
PER STUDENT Total	445.00

II. PER FAMILY FEES-

Parent Notification System	4.00
PTG Dues	<u>25.00</u>
PER FAMILY Total	29.00

TOTAL REGISTRATION FEE (ONE STUDENT) \$ 474.00

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III. PLEASE ADD to total registration fee IF APPLICABLE:

Each additional student	445.00
Graduation fee (Gr.8)	150.00
First Communion/Penance fee (Gr.2)	120.00
New Family Fee	100.00
Memory Card Reader (Gr. 7 & 8)	8.00

Tuition may be paid in advance or paid in ten equal installments due July through April. An email from FACTS Tuition Mgmt. will be sent five days in advance as a reminder of withdraw of funds (EFT) on the 5th or 20th of each month. Parents will be notified by email if payment attempt fails. It is up to the parent to contact the Principal if financial difficulty occurs. A reattempt will automatically take place in two weeks including a FACTS charged \$25.00 late fee.

Guidelines For Tuition Payment

Payment is due each month, beginning July through April. The registration fee will be due in March, 2012 at the school office. Exact day and times will be published in the Weekly Bulletin and on the March calendar. Each family will have an account set up with FACTS Tuition Mgmt. for an electronic transfer of funds on either the 5th or 20th of each month. A family's obligation also includes participation in PTG monthly meetings, fundraisers (unless higher tuition is chosen), the parent service program and other school activities.

Tuition Assistance

It is our goal to offer Catholic education to all students who wish to attend Saint Edward School and who are eligible. Realizing at times families may be in need of assistance, a tuition assistance program is established with School Board and Finance Committee approval. In order to facilitate such assistance, the Principal must be contacted by families and a meeting be scheduled **as soon as the need becomes apparent** in order to develop a tuition plan. A follow-up meeting will occur mid-year with those receiving assistance to update their current status.

In the case of financial difficulty when parents contact the Principal, the school administration will consider each family according to its situation (family size, present hardships, overall cooperation). When applying for financial aid, parents must complete a FACE application and submit an application through Private School Aid Service. Please request forms from the school office.

Delinquent Tuition

If the regular monthly payment cannot be made, it is the responsibility of the parent to contact the Principal to explain and arrange for a mutually agreed upon payment plan. If an electronic fund withdrawal cannot be made, a reattempt is made in 15 days and a \$25.00 fee is charged as a late fee by FACTS. St. Edward School will also assess a \$25.00 late fee upon the second attempt. Delinquency in tuition has an effect on the financial stability of the entire school program and payment is a contractual obligation of parents.

Eighth Grade Parents must fulfill their financial obligations if students are to participate in end of the year activities and graduation. Graduation gowns will not be distributed until financial obligations are fulfilled. In other grades, final report cards cannot be issued until all financial obligations are fulfilled.

At the advice of the School Finance Committee and School Board, these guidelines will be strictly enforced. Please read them carefully and follow them responsibly.

**Annual Giving Program**

St. Edward School Development Program is built on the belief that stronger ties with our community will further enhance our school program, and therefore enrich our students. One avenue available to invite stronger relationships of participation and support into St. Edward School is through our Annual Giving Program. More information can be obtained from the school's Development Director. It is expected that tuition obligations are first satisfied each month before contributions to the Annual Giving Program are made.

Schools Events' Money Collections

Monies collected for any classroom activity, parent sponsored fundraising or school event must be turned into the school office personnel immediately upon collection for safe-keeping. All monies collected at school are to remain in the safe-keeping of school personnel until deposited to their appropriate accounts. Monies collected from any parent sponsored fundraising event must be counted and tallied in dual custody in the presence of school personnel on school grounds. Funds may not be collected from students or families for any reason without prior approval of the Principal.

EXTENDED CARE PROGRAM

KIDS CLUB, our Extended Care Program, is open on all days that school is in session except the following: the day before Thanksgiving (no care available either in the morning or in the afternoon); the last day of school before the Christmas break (am care offered only); and the last day of school (am care is offered only). Morning care will be from 6:45am-8am and after school care begins at dismissal and ends at 6pm daily. Participants must have on file an emergency form, authorization form, a signed parent agreement, and a movie release form.

Payment Plans:

Parents have the option of registering in the program and have a choice of three payment plans. For those who choose not to register, a higher hourly rate is charged and is based on one-hour increments. Registration fees are \$60 with \$15 for each additional child in the family. After March 1, Registration fees are \$30 with \$5 for each additional child. The Registration fee is non-refundable. All children need to be signed out both on the computer and on the written log verifying the time the child(ren) were picked up. If this is not done, the charge for the day will be until 6pm.

For families with two or more children on any rate plan, a 10 percent discount will be calculated on the additional child(ren).

Registered: Prepay A

Prepay A participants are charged a set monthly fee based on choosing hourly weekly care in advance. Payments are over a 9-month period. Refunds will not be given if care is not used; likewise, if additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess of the plan, participants will be charged the "Registered: Drop-In" rate.

Registered: Prepay B

Prepay B participants are charged a set monthly fee based on choosing daily care in advance. (Charges are \$4.40 per hour except where stated.) Payments are over a 9-month period. Refunds will not be given if care is not used; likewise, if additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess of the plan, participants will be charged the "Registered: Drop-In" rate.

Registered: Drop In

Drop In participants are charged on actual hourly use based on the time key computer billing system. This plan is for those who do not use the program on a consistent weekly basis or are using additional hours outside of the Prepay Plans. Charges are \$5.90 per hour and are based on ½ hour increments.

Non Registered: Drop In

The Registration fee is not charged, but participants pay a higher hourly rate. The rate, billed from the time key, is \$8.00 per hour for one child, and is based on one-hour increments.

KIDS CLUB ends at 6pm daily. Any child left after this time will be charged \$5 for every 15 minutes. The billing goes out on the last Wednesday of the month and is due on the 1st. If payment is not received by the 15th, a late fee of \$25 will be added to the bill. If not paid by the 20th, the child may be dropped from the program. Returned checks are subject to a \$35.00 fee.

For more information, please consult the KIDS CLUB Handbook.

Picking Up Students

Parents are reminded that students must be picked up within twenty (20) minutes of dismissal and not dropped off before 7:40am. If children are on school grounds after this grace period, they will automatically be checked into the Extended Care Program and the appropriate fee will be charged. This policy is to insure the safety of your children. Please do not tell them to disobey the policy by waiting across the street, or in the church, etc.

Any child participating in an after school activity (student council, campus ministry, choir, music, study hall, journalism, yearbook, tutoring, sports, etc.) has a 15 minute grace period to be picked up before being charged the hourly rate in Kids Club.

Academic Policies

Curriculum consists of instruction in religion, language arts, mathematics, social studies, science, fine arts, Music, Spanish and physical education. The curriculum guides and time allotment guidelines of the Diocese of Oakland are followed.

REPORT CARDS

Report cards are issued for all students at the end of each trimester: November, March, June. The following grading scale is used:

Kindergarten, 1st, 2nd and 3rd grades and, in all grades, for **Conduct and Effort:**

G= Good S= Satisfactory NI= Needs Improvement

Grades 4-8:

A = 95-100	C = 73-76
A- = 90-94	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
C+ = 77-79	Below 60 = F

Effort:

G: Student consistently demonstrates a high quality of work in assignments/projects; works beyond expectations; assignments are complete; on time; none missing or late.

S: Student demonstrates quality work in assignments/projects; work is generally complete, on time and may have a few missing or late assignments.

NI: Student is not working to potential; assignments/projects are often lacking in quality, incomplete, missing or late.

Conduct:

G: Student conduct consistently reflects expectations as stated in the Parent/Student Handbook as related to Christian behavior and Student Learning Expectations.

S: Student conduct generally reflects expectations as stated in the Parent/Student Handbook as related to Christian behavior and Student Learning Expectations.

NI: Student conduct often does not meet expectations as stated in the Parent/Student Handbook as related to Christian behavior and Student Learning Expectations.

Grades:

A: Student consistently produces outstanding quality, exceeding expectations in assignments/projects.

B: Student consistently produces above average quality in assignments/projects.

C: Student produces grade level appropriate work in assignments/projects.

D: Student produces below grade level work in quality of assignments/projects.

F: Student produces far below grade level work in quality of assignments/projects.

Parents are asked to sign the envelope and return it to the school. Parents keep the report card. Parents can make copies of these report cards as necessary. Should parents need another copy of the report card from the school, a copy/processing fee of \$1.00 per copy will be charged.

Progress Reports

In the middle of each grading period, students receive a Progress Report. Dates will be given on the monthly calendar. These reports alert parents to student performance prior to report cards. Parents should review them carefully. If problems are evident, parents should contact the teacher to plan for remediation. Parents keep the copy of the progress report sent home. Parents are asked to sign the envelope and return it to the school. Failure to return the envelope will result in a \$1.00 replacement cost fee.



Parent Teacher Student Conference

One conference per year is scheduled for each child. Parents are expected to attend this conference. The conference will be held in the middle of the first trimester, when the first Progress Report is issued. This early date will help the teacher and parent establish a cooperative partnership at the beginning of the year to promote student success. Conferences are scheduled through the office, after consulting parents for time preferences. Students in K-2 are encouraged by their teacher to attend the conference. In grades 3-8, student attendance is mandatory. If the student is not present, the conference must be rescheduled. Additional conferences may be requested by parents or teachers at other times during the school year. Parents are encouraged to make an appointment for a conference with the teacher during the school year when there is need for more information or the parent has a concern. These appointments are usually arranged by contacting the teacher through the school office.

Academic Support Plan

Occasionally, a student has difficulty with academic progress. In order to provide support, direction and accountability for learning, it may be best to require a Student Success Team conference with the student, parents, teachers and special needs coordinator to involve them in developing a Student Support Plan. This plan will outline aspects of support necessary for progress as well as the need for parent involvement at home. A mutually agreed upon plan is developed which typically requires daily or weekly accountability with teacher and parent signatures verifying work was accomplished with quality and attention. If sustained improvement does not occur, an additional conference will be required to address what further will support students and parents in movement toward academic progress and growth.

If no progress is evident within a timeline, a conference will be held to determine if placement in this school is the best learning environment for the student and what might be the obstacles effecting improvement. At this conference, parents, teachers, special needs coordinator and principal will be present and involved in the discussion. If no further improvement occurs within a determined timeline, a student may be asked to leave the school with the possibility of reapplying in the future. The Principal makes the final decision regarding continuance in the school.

Homework

Homework is of special importance because it is given to reinforce lessons taught in class. Periodically children will need help. Parents should try to assist them without doing the assignment for them. This work can give the parents/guardians an opportunity to follow the child's progression in school. Written work is not the only type of homework; study assignments, unfinished class work, projects and book reports are also given. Whatever work is assigned, emphasis should be placed on completeness, accuracy, and neatness. If for a particular reason a child cannot complete homework, a note signed by a parent/guardian should be presented to the teacher the next morning. The student will then be permitted to make up the work. If difficulties should arise regarding homework, please consult the teacher for directives or clarification. Homework is not to be given on weekends, with the exception of 7th and 8th grade math. Even with long-term projects, nothing is to be due on a Monday. Tests will not be given on a Monday. Homework should fall approximately within these general time limits realizing that all students work at a different pace:

KINDERGARTEN	15 MINUTES
FIRST GRADE	30 MINUTES
SECOND GRADE	45 MINUTES
THIRD AND FOURTH	60 MINUTES
FIFTH AND SIXTH	90 MINUTES
SEVENTH AND EIGHTH	120 MINUTES

Students are encouraged to complete their homework within the general time limits stated. Parents are encouraged to notify the teacher if accommodations need to be made due to length of time spent on homework. Homework one day late will be marked down 50% and if two days late the student will receive a zero. Long-term projects turned in late will be marked down 10% in value each day the project is late. Parents are encouraged to help students meet their deadlines for homework and projects.

Homework, continued

Homework is posted on the school website for reference throughout the week. Students in grades 3 through 8 are still required to write their homework in their planner daily. The website is for reference by parents and students should something need clarification. The homework planner is to be signed daily for the first reporting period until parent conferences. This practice may continue should the teacher determine it is necessary for the students. Students in grades kindergarten through the second semester of second grade receive a parent newsletter weekly, which includes the homework. With the beginning of the third trimester in 2nd grade, students will use the homework planner.

Homework/PTG Meetings

Parents attending the monthly PTG meeting will receive a "Free Dress Pass" for each of their children. The free dress pass will be on a different colored paper each month. It must be used only within that month on any day chosen by the student with the exception of formal dress days. Please see the parent bulletin for the formal dress days. Grades K, 1, and 2 will not have homework on the night of the PTG meetings. Grades 3-8 will have homework as they are more independent workers and are capable of completing their homework prior to the PTG meeting if necessary.

P.E. Regulations

Physical Education is a regular class in the school curriculum which fosters growth in physical fitness and promotes overall physical and mental well-being. Participation is expected by every student. Be aware of the following:

1. Excuses from participating in P.E. on any given day must be written and signed by the parent and presented to the P.E. teacher. Phone calls will not be accepted as valid excuses. If the excuse is an on-going one, a doctor's note is necessary.
2. Students in all grades are expected to be appropriately dressed for P.E. to facilitate ease of movement and student safety. Any student not in P.E. uniform and without a proper and valid excuse will receive an infraction and will lose points that will affect the final grade.
3. On **Formal Dress Days** or when a child is in **Free Dress**, students are still required to be appropriately dressed: for grades K-4, that means the required athletic shoes; for grades 5-8, the P.E. uniform.
4. Students in grades 5-8 may wear their P.E. uniform to school on P.E. class days **with the exception of formal dress days.**

Technology

St. Edward School offers internet access to students. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. It is expected that all electronic communications to or from St. Edward School shall reflect the Christian principles upon which the school is founded, in support of its educational goals.

Availability of the internet to students at St. Edward School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are listed in detail in the **Student Internet Acceptable Use Policy** which is provided to parents in the registration packet and is posted on the school website. This form must be signed and returned to school each year before students are given computer privileges. Parents are strongly encouraged to monitor student internet activity at home.

Special Needs Support

A Special Needs Coordinator is on staff to enrich the instructional program the school is able to provide. The Special Needs Coordinator provides enriched support through direct assistance to students during the school day and provides support to teachers, administration, and parents in obtaining necessary diagnosis for students' needs. The Special Needs Coordinator is assisted by instructional aides who also give support to students during the school day.

Special Needs Support, continued

Parent concerns regarding student's difficulties or identified needs should be communicated directly to the classroom teacher on a regular basis to ensure the best possible outcome for the child.

Due to financial limitations, St. Edward School is unable to provide staff resources to perform diagnostic or remedial services. The school staff will work within its limits to accommodate for students' identified needs while fulfilling a prescribed course of study.

When students experience academic or behavioral difficulties, the school may recommend to parents that an evaluation be obtained through some private or public agency. The prompt response of parents to this recommendation will assist the school in how to better serve the individual student's needs.

Standardized Tests

In the fall of the year, students in grades 2-8 take the IOWA Test. This test measures student performance as compared with students in the same grade across the nation. The scores help in judging areas of strength or areas for growth for each child and assist us in our ongoing evaluation of school programs. Results are shared with parents when they are received.

Student Awards Program

In order to give expression to school philosophy, the awards program seeks to give recognition to all students in grades Kinder through Eighth for some achievement or growth during the year which is not defined solely by academics. At the monthly award ceremony, students in each class are recognized in a designated curriculum area, the Virtue of the month and the Follower of Christ Award.

Kinder through Fourth Grade:

An awards ceremony will be held at the end of the school year. This will be a public ceremony.

Grades Fifth through Eighth:

At the end of each trimester, awards are sent home with the report card recognizing the following based on student academic achievement: First Honors (90%), Second Honors (83%), and Academic Effort Award. Students are eligible for Honor Roll with no academic grades lower than a C in all subjects. Conduct and Effort grades must be S or G.

Third Trimester Awards for Grades Fifth through Eighth:

At a student body assembly, awards are given for Academic Excellence (students on the honor roll all three trimesters/3.0 grade point average or higher each trimester); Commitment to Excellence (students who received effort certificates all three trimesters); and Outreach/Service Certificates for completion of their Outreach hours each trimester.

Promotion

Students who have completed course work in a satisfactory manner and who display appropriate maturity are promoted to the next grade.

Retention

When there is evidence of lack in basic skills and/or a lack in the maturity required to successfully complete the requirements of the next level, retention may be recommended if it could benefit the student. When this is a possibility, teachers will notify parents in writing by May 1. The final decision is made by the Principal following consultation with the teacher.

FIELD TRIPS

Field Trips

Periodic field trips may be scheduled by the teacher with the permission of the Principal. These trips are privileges and students may be denied participation if they fail to meet academic or behavioral requirements. Field trips are for the purpose of expanding the learning objectives and the teacher is expected to incorporate the learning into the classroom. At least one faculty member will accompany a class on a field trip, and parents may be invited to participate as chaperones. When necessary, students will be charged for entrance fees. The preference for transportation for long distance trips is by bus. An additional charge will be necessary for this.

Should a student be asked not to participate, or if a parent does not wish the student to participate, regular attendance at school is expected; the student will be assigned alternative learning activities.

Permission Slips:

No student will be allowed to attend a field trip without returning the approved Diocesan permission slip signed by either the parents or legal guardians. **Notes, phone calls or e-mails will not be accepted in lieu of the proper form.** Students who do not have the proper permission slip must stay at school. A list of safety rules has been prepared for parents who are attending field trips to insure the comfort and security of all. All parents must sign the form "Expectations For Field Trip Drivers/Chaperones". Teachers assign students to cars.

Chaperones/Drivers: NOTE: Each vehicle must have one driver AND one chaperone:

Drivers must:

- be over 25 years of age;
- have a valid unrestricted driver's license;
- have liability insurance for at least \$100,000 for each individual and at least \$300,000 for each accident;
- have current copies of both driver's license and insurance coverage on file in the school office;
- adhere to all posted speed limits while on trip;
- provide each child with a seat belt and not carry more than 8 people in a van or SUV, including the driver and chaperone;
- not make unplanned stops (per Diocesan guidelines)- only those designated by the teacher;
- not allow any child under 12 years of age to sit behind an airbag.

Drivers **AND** chaperones must:

- completed the Safe Environment for Children Project requirements (see page 34);
- not consume, nor provide for another, any alcohol or judgement-impairing drug substance prior to or during the event;
- be unaccompanied by any other children other than the St. Edward School students;
- sign and follow the "Expectations For Field Trip Drivers/Chaperones" form;
- not smoke in the presence of students while on the trip.

Accreditation

The schools in the Diocese of Oakland participate in the WASC/WCEA Accreditation Process. The purpose of this process is to encourage growth in excellence and to assure the school and its publics of an appropriate level of success in meeting criteria needed for a sound educational institution. In 2007, Saint Edward School received a certificate of accreditation for a term of six years.

COMMUNICATIONS

Telephone/Cell Phones/Electronic Devices

The office telephone may not be used by students. In an emergency, the office staff will make the necessary call home. NO CALLS will be made for P.E. clothing, homework, lunches or to arrange after school activities.

Cell phones are not allowed in the classrooms or outside during the school day. If a student needs a cell phone for after school communication, he or she must leave it in the office during the day. If a child is found with a cell phone during the school hours, it will be confiscated until the end of the school year.

Electronic devices (for games, music, etc.), toys, cards, cameras, etc. are not allowed to be used during school hours. If a child is found with any of these or similar item, it will be confiscated until the end of the school year.

Contacting Teachers

Teachers are available BY APPOINTMENT ONLY before and after school. Please call the school office to leave a message on their voice mail or contact the teacher by email (see page 2) to set up an appointment. The teachers will contact parents at their next earliest convenience. If there is an emergency which requires you to contact the teacher during the school day, please come to the office for assistance or direction in making the contact.

Parents or other visitors may not disturb the teachers during class hours, morning recess or noon lunch hour for any reason (including lunch deliveries, homework, PE clothes, books, messages, etc.). Items dropped off after 8:00 a.m. will be delivered to students at recess or lunch. (Please also see Visitor section under Safety.)

Parent-Teacher Teamwork

The Saint Edward School community is committed to excellence in Catholic education, Christian living in community and service. Parents and teacher must work in close partnership to successfully educate each child. The relationship between teacher and parent must be based on mutual respect and Christian behavior. If parents have concerns, questions, or complaints, the teacher should be the first to know and should be given the opportunity to remedy the situation. The child will be torn between authorities unless there is a genuine unity of purpose and practice among parents, children and staff. An appointment should be set at the earliest convenience for all parties.

Parents are encouraged to notify the teacher when a tutor is working with their child.

Communication is essential. Lines of communication are as follows: teacher-child, teacher-parent-child, teacher-parent-child-principal. The Principal is the final arbitrator in all disciplinary situations and will determine further disciplinary action. When necessary, after each of the previous have already been explored, the pastor may be consulted.

Parent Bulletin/Wednesday Envelope

Every Wednesday during the school year, we will post the Parent Bulletin newsletter on the St. Edward School website: <http://www.stedwardnewark.org> and parents will receive a personalized "Wednesday Envelope". This envelope will be used throughout your years here at St. Edward School. Enclosed will be important information and announcements to parents. It is often the only communication you will receive regarding some school activities. Remove the contents and return the envelope the following day. You may send information back to the school, ie: Kids Club payments, field trip forms, surveys, etc. in this envelope. It is the parents' responsibility to see that this envelope is returned to the school office by Tuesday each week in order to keep this line of communication moving. Teachers will send them into the school office **IF** the student hands it to the teacher. If a new envelope must be issued to a family, the family will be charged \$5.00 for the cost of each replacement envelope. The deadline for submitting announcements for the Parent Bulletin newsletter is Tuesday, 9:00am. **All notices need the Principal's prior approval before being sent home.** This includes all flyers, etc. from the School Board, PTG, Room Parents or any school or outside organization. Please give them to the Principal at least by the Monday preceeding the Wednesday envelope. You may also send notices by email to gfonzeno@stedwardnewark.org for approval. Once the flyer is approved, it is each group's responsibility to bring the required number of flyers (usually 250) to the school office by 3pm on Tuesday. Flyers received after that time will be sent home the following week.

DISCIPLINE POLICIES

Additional Parent Information

In the case of a separation/divorce, the parent who is not the child's primary caretaker may wish copies of regular school communications. If this is the case, that parent may request a separate Wednesday envelope at a cost of \$5.00, be sent home with their child or that parent may leave a supply of self-addressed stamped envelopes with the secretary. Newsletters, flyers, etc. will be mailed if these envelopes are on hand. When the supply runs out, the parent is asked to replenish it.

Faculty Staff Meetings

Faculty/Staff meetings and teacher in-services are held on most Wednesdays. Students are dismissed at 12:30pm on those Wednesdays, and the school office will close at 1:00pm. Please refer to the posted monthly calendar and most recent posted Parent Bulletin to confirm the Wednesday dismissal time.

DISCIPLINE PHILOSOPHY AND POLICIES

Our philosophy is based on the Gospel values of Jesus. Parents and students agree to support the discipline code of the school, which seeks to foster the values of a Christian community: kindness, courtesy, justice, respect and cooperation. The intent is to form Christian character and behavior. At school, discipline policies are intended to:

- promote personal responsibility and self-control;
- provide a classroom environment conducive to learning;
- provide for the well-being and safety of each student;
- promote cooperation between teachers and parents in supporting proper behavior.

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.

No list can cover all possibilities of behavior. Students must understand that they are expected to act in ways appropriate for a Christian student, and therefore, must avoid any conduct detrimental to the reputation of the school, the reputation of a staff member and/or any conduct unbecoming a Christian student.

1. RESPECT YOURSELF, OTHERS AND THINGS

Looks/Sounds like

- * Being courteous and responsive to faculty, staff members, lunch supervisors, visitors, yard duty supervisors and each other.
- * Listening and follow directions of teachers, staff and supervisors.
- * Keeping hands, feet and objects to yourself.
- * Respecting school property, other's property and your own.
- * Acting as representatives of the school.
- * Doing your own work and respecting the work of others.
- * Owning up to your mistakes/accepting responsibility.

Does not look/sound like

- * Rude or loud talking. Ignoring people.
- * Bullying and name calling.
- * Ignoring directions given.
- * Fighting, shoving, kicking, blows, name calling
- * Using normal objects in harmful ways.
- * Damaging or vandalizing objects or property.
- * Talking negatively about the school.
- * Using profanity.
- * Copying other's work. Giving your work to another to copy.
- * Blaming others.

2. CONTRIBUTE TO THE LEARNING ENVIRONMENT

Looks/Sounds like

- * Arriving promptly at designated areas.
- * When dismissed, leaving in a quiet and orderly manner.
- * Walking and speaking quietly in learning areas.
- * Coming to school prepared to learn/complete all work.
- * Displaying a positive attitude.
- * Responding appropriately.

Does not look/sound like

- * Coming late.
- * Cutting class/school.
- * Disturbing others by making loud noises or being rowdy.
- * Running or shouting in learning areas.
- * Failure to complete class and/or homework
- * Forgetting supplies, books, or work.
- * Being negative, rude, defiant, or uncooperative.

3. FOLLOW ALL SCHOOL PROCEDURES

Looks/Sounds like

- * Wearing the school uniform with pride.
- * Taking care of your school uniform.
- * Eating food only in designated areas.
- * Keeping classroom desk/cubbies neat and free from tape or stickers.
- * Having backpack or wheeled carrier that fit into closet areas.
- * Carrying books and supplies to each class.

Does not look/sound like

- * Being out of uniform.
- * Looking messy, clothing needing repair.
- * Bringing or eating food where it is not permitted; chewing gum.
- * Having a messy desk and classroom cubby.
- * Having a carrier too big to fit in classroom closet areas.
- * Failure to have books and supplies needed.

- defacing school property: building, desks, chairs, books, and all equipment;
- leaving school grounds without permission - students who stay after school for a meeting, extended day or an athletic event or practice must remain on school grounds; they may not leave to go anywhere and then return to campus;
- violation of uniform code (regular and P.E) or the free dress code;
- continued disregard of basic school rules: e.g. chewing gum, uncovered textbooks, eating or drinking in class, being in "off limit" areas, being in classrooms without supervision;
- inappropriate internet activity and/or instant messaging.
- plagiarism

Evidence of Discipline

All students are to work cooperatively with the principal, the teachers, and their peers toward the attainment of class and school objectives.

Maintenance of Discipline

St. Edward School supports effective discipline which is maintained when there is:

1. Respect for the learning rights of each student
2. An appropriate atmosphere conducive to learning
3. Positive correction
4. Reinforcement of desirable conduct
5. Firm, kind and fair treatment of all children
6. Avoidance of undue regimentation
7. Avoidance of all corporal punishment
8. Evidence of self-motivation for learning
9. Evidence of desire for self-discipline

THE SCHOOL RESERVES THE RIGHT TO INSPECT AND SEARCH ALL PROPERTY BROUGHT ONTO AND/OR STORED ON SCHOOL PROPERTY, INCLUDING BUT NOT LIMITED TO, DESKS, CLOSETS AND BACKPACKS.

Behavioral Support Plan and Probation

Occasionally, students have difficulty taking responsibility and managing their own behavior. In order to provide support as well as accountability for actions, students and parents may be required to participate in developing a student support plan to address areas needed for improvement. This involves a conference attended by parents, student and teachers. If this initial conference and plan does not given evidence of improvement based on the supports provided and the timeline determined, an additional conference will be scheduled to support sustained improvement. Behavioral Support Plan often requires daily or weekly reporting with documentation from each teacher and a parent signature which demonstrates parent involvement and participation in the Support Plan. This includes student self-monitoring and reflection on behavior choices.

If the Support Plan is not effective, a student may be placed on behavioral probation. Behavioral improvement must be evident by the next grading period or a progress report or report card. Once placed on behavioral probation, a full trimester of improvement must occur before probation is ended. If no further consistent improvement occurs, a student may be asked to leave the school.

Infraction

When there is a discipline problem, failure to complete work, a tardy, violation of the dress code or any other breach of rules, an infraction will be issued by the teachers. It is sent home and must be signed by a parent/guardian and returned to the teacher the next morning. If the infraction is not returned to the teacher, parents will be called to bring it to school signed.

If multiple infractions are issued, the teacher will contact parents for further consultation. Conferences will be called and if the need arises, a specific action plan may be developed between parents, student and teachers. Noncompliance with a behavioral support plan will result in a meeting with the Principal and/or Pastor. If this support plan process is not successful, it may warrant suspension or ultimately the removal from the school.

Suspension

Suspension is used when other means of behavior modification fail to bring about proper conduct or for serious misconduct or for investigations of serious misconduct.

Out of school suspension is an acceptable disciplinary measure, but when possible, in-school suspension is preferred.

Suspension procedures:

1. The Principal may remove a student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible if there is a real threat to the health and welfare of another student, the students in general or the school faculty and staff.
2. No student shall be suspended from school for more than five days at a time unless exceptional circumstances exist.
3. Notice: The student involved will be told of the suspension, what rule/regulation was broken and it is a suspendable offense.
4. Communication: The student and Principal will discuss what occurred and the decision to suspend.
5. Parents/legal guardian will be fully informed within a reasonable time of the details leading to the decision to suspend.

Expulsion Policies

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good of the school students. The Principal or his delegate shall arrange a conference with the student and parent/legal guardian to inform them of the pattern of conduct, the evidence upon which the assessment is based and what specific courses of action or improvement in attitude will be sufficient in the school's view that expulsion will not be necessary.

Grounds for Suspension/Expulsion

In-school suspension is determined at the discretion of the Principal.

The following actions are grounds for suspension and possible expulsion in extreme cases or for repeated offenses:

- Continued willful disobedience/violation of school rules;
- Open, persistent defiance of the authority of any school employee or representative;
- Habitual profanity or vulgarity;
- Use, sale, distribution or possession of any habit-forming substances (this includes tobacco, drugs and alcohol);
- Vandalism to school property;
- Habitual truancy;
- Assault or battery, or any threat of force or violence directed towards any school personnel or students;
- Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another;
- Theft;
- Conduct detrimental to the reputation of the school and/or the reputation of a staff member;
- Conduct unbecoming a Christian student;
- Violation of the Acceptable Use Policy regarding technology.

Suspension and Student Work

Students who receive Out -of -School Suspension are expected to complete all assigned school work at home. Students involved with In-School suspension are expected to complete all assigned work outside the classroom environment.

No Bully Program

Mission Statement: Saint Edward School is committed to the fostering of an environment where students engage in problem solving based on the teachings of Christ. The school community will work together in creating and maintaining a safe environment for all of God's children.

The No Bully Program is facilitated within the school by a team of trained faculty and staff who interact with the students in helping them to solve the bullying of peers. The Solution Team facilitators bring together a group of students to solve the bullying and to create a culture of acceptance and respect for all. Skills of empathy and communication are learned and practiced in helping students to promote friendship and positive peer relationships.

Students are taught in class to recognize the types of bullying: physical, verbal, relational and cyber bullying. They are introduced to the Solution Team concept and are encouraged to approach any adult on campus to assist them with a concern related to bullying. Parents are encouraged to speak with faculty, staff and the principal with any concern.

Ways Parents Can Help your Child Succeed with peer relationships

1. Establish a respectful environment at home. Parents who use physical power and inconsistent consequences tend to create children who rely on power to get their own way.
2. Don't allow your children to intimidate or bully each other. Be a role model for intervention.
3. Have conversations with your children throughout their childhood about differences. Teach them to respect and value those who are different from them.
4. Monitor how you talk about others in front of your children. If you gossip or put down others, you are teaching your children to do the same.
5. Ask your children who their friends are, what they do at recess and what they are looking forward to at school. If you are concerned that your child is isolated, ask their teacher.
6. Teach your children what happens when friendships go wrong. Tell them that feelings of anger, sadness, jealousy and confusion are normal. Explain that whatever they might be feeling-bullying, retaliation and revenge are never acceptable responses.
7. Limit your child's exposure to violence in music, movies and media.
8. Limit your child's internet access to computers in the shared areas of your home.
9. Have a conversation with your child about social networking sites and the effect of posting false words, rumors and hurtful images. Establish rules that you have access and ask that they restrict access only to friends.
10. Don't expect your child will tell you that they are being harassed or bullied. Watch for indirect signs that things are not going well for your child: stomach aches, headaches, irritability, depression, social withdrawal, sudden change in behavior, reluctance to go to school and in the case of physical bullying, unexplained cuts and bruises.

Recommended Transfer

Students clearly unable to profit from the school by reason of ability, serious emotional problems, continued behavioral problems, or the conspicuously uncooperative or destructive attitude of the parents will be urged to transfer. Prior to this decision, discussion will be held regarding the student's condition and possible remediation efforts will be explored. The final decision regarding recommended transfer is made by the principal, in consultation with pastor, teacher and parents. The transfer will take place at the end of a grading period.

In accordance with Diocese of Oakland policy, if the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right to not accept the child for continued enrollment. This decision should include consultation with the pastor and the Superintendent.

The Principal is the final recourse in all disciplinary situations and may waive or amend disciplinary rules for just cause at his discretion.



UNIFORM/DRESS CODE

The complete uniform must be worn to school daily. The wearing of a school uniform is an important factor in building a sense of school identity and belonging. Students are part of a special learning community at Saint Edward School and the uniform is a sign of support for the philosophy, goals, and objectives of our school. It is an important responsibility for both parents and students to support the uniform and dress code policies. If you have any questions about particular clothing, please ask before sending your child to school. The faculty and staff reserve the right to interpret the policy as appropriate.

School uniforms may be purchased at Merry Mart. You may order online, by phone or at their store at 33 Washington St., Santa Clara, CA 95050, phone #408-296-0423. They will also be at the school Tues., July 26 from 2-6pm.

Hygiene

Neatness and cleanliness are an important part of any child's growth and development. Student's clothing and person should be neat and clean each day. Parents are expected to instruct their children in good hygiene and emphasize to them the necessity of taking proper care of the person and belongings, and to provide the care needed at home to support this.

Uniform-Girls

- Grades K-3:
- Red plaid jumper, no shorter than 3 inches above the knee (Navy blue bike shorts must be worn under the jumper);
 - White blouse with peterpan collar, white turtleneck or polo; blouses must be tucked in;
 - **NEW** - Navy Blue logo'd polo shirt from Merry Mart
 - Navy blue school cardigan, pullover, vest, or a navy blue school uniform sweatshirt;
 - Navy blue pants (purchased from Merry Mart; only acceptable style) with navy blue or black belt (belt optional for grades K-2);
 - Navy blue or plaid walking shorts, no shorter than 3 inches above the knee (purchased from Merry Mart) with navy blue or black belt (belt optional for grades K-2);
 - Navy Blue Twill Capri pants, Merry Mart brand, with a belt for grade 3 and above.

Grades 4 & 5 : **NEW** for 2011-2012: Girls may choose either the jumper or the skirt, plus all of the above.

- Grades 6-8:
- All of the above and:
 - Red plaid skirt no shorter than 3 inches above the knee replaces the jumper;
 - Navy blue bike shorts must be worn under the skirt;
 - 8th graders **ONLY** may wear a class sweatshirt which compliments the uniform.
 - 6th Graders may wear Science Camp sweatshirts **ONLY** until the end of their 6th grade year.
 - Members of Campus Ministry may wear their Campus Ministry sweatshirt.

NO JEWELRY OR MAKE-UP OR FINGERNAIL POLISH IS ALLOWED....except small stud earrings and/or a religious necklace (ie: small crucifix or medal) may be worn.

Uniform -Boys

- Grade K-8:
- Navy blue slacks or uniform shorts; pants must fit at the waist and hips, cover all undergarments, be of proper length and be properly tailored (cords or dockers);
 - Belts, navy blue or black, must be worn, fitted to the waist and be contained in the belt loops; Belts are optional for boys in grades K-2;
 - White short-sleeved shirt, white turtleneck, or polo shirt; **Shirts must be tucked in at times**;
 - Plain white undershirts must be worn at all times;
 - **NEW** -Ash Grey Logo'd polo shirt from Merry Mart
 - Navy blue cardigan, pullover, vest or navy blue uniform sweatshirt;
 - 8th graders **ONLY** may wear a class sweatshirt which compliments the uniform.
 - 6th Graders may wear Science Camp sweatshirts **ONLY** until the end of their 6th grade year
 - Members of Campus Ministry may wear their swearshirt during their year of participation.

NO JEWELRY IS ALLOWED...except one small stud in each ear and/or a religious necklace (ie: small crucifix or medal) may be worn.

SHOES AND SOCKS

Shoes, All Grades, Boys and Girls:

- ALL WHITE OR ALL BLACK **SPORT** SHOES MUST BE WORN....Absolutely no other color on any part of the shoe is accepted. Students will be sent home if uniform rules are not followed.

Socks, All Grades, Boys and Girls:

- **PLAIN** white or navy blue socks. **SOCKS MUST BE ABOVE THE ANKLE WITH NO LOGOS.**
- **Girls** may wear plain white or navy blue tights.

LEGGINGS AND LEGWARMERS ARE NOT ALLOWED

P.E. UNIFORM

Grades K-4, Boys and Girls:

- No special uniform: Regular uniform pants or shorts and **ANY** athletic shoes. Girls must wear uniform bike shorts under their jumper.

Grades 5-8, Boys and Girls: Dress out for P.E. Classes.

- Uniform navy shorts (purchased from Merry Mart) with uniform grey tee-shirt (purchased from Merry Mart);
- May wear over the above uniform: Navy sweatpants, sweatshirts, navy windbreaker pants (purchased from Merry Mart).

FORMAL DRESS UNIFORM

Students are expected to be in **Formal Dress uniform** for all formal school assemblies (e.g. School liturgies, all awards ceremonies in the Church, and most scheduled events in the Church).

- Girls K-3:** -Jumper, the Peter Pan Collar Blouse, Red Crossover Tie, Sweater or Vest
- Girls 4-5:** -Jumper or skirt, the Peter Pan Collar Blouse, Red Crossover Tie, Sweater or Vest
- Girls Gr. 6-8:** -Skirt, Oxford Blouse, Red Crossover Tie, Sweater or Vest
- All Boys:** -Long Pants, Broadcloth Shirt, Red Tie (Gr. K-4) or Navy/Red Striped Tie (Gr. 4-8), Sweater or Vest

No SWEATSHIRTS, including the special 8th grade class or the 6th grade science camp sweatshirts, or Campus Ministry sweatshirts or SHORTS may be worn by any student for formal dress.

Free dress tickets may not be used on these days. Students whose birthdays fall on a Formal Dress Day may wear Free Dress the next day following Formal Dress Day. Parents will be called to bring the child's uniform if "free dress" is worn on a day when not allowed and students will pick up their formal uniform clothes in the office during recess.

ADDITIONAL Uniform Guidelines, All Students:

- No sweatshirt other than uniform may be worn to school with the exception: the 8th grade class sweatshirt; current 6th grade class from Science Camp or Campus Ministry sweatshirts. **NO CYO SPORT SWEATSHIRTS ARE ALLOWED**, exception: Free Dress Days.
- No oversized clothing may be worn. Students will be sent home during the first week if clothes do not fit appropriately;
- Please **MARK ALL ARTICLES OF THE UNIFORM AND LUNCH BOXES AND 'FREE DRESS' CLOTHES WITH THE STUDENT'S NAME AND GRADE.** Any article of clothing not claimed by the children will be given away periodically throughout the year to those who need them;
- The complete uniform must be worn to school. If a student is out of uniform for any reason, parents are to send a note stating the reason for non-uniform dress.

Sweatshirts/Sweaters/Jackets

If a sweatshirt or sweater is worn, it must be a uniform sweater or sweatshirt purchased at Merry Mart, or an approved alternate school sweatshirt. Navy blue school jackets obtained from Merry Mart with the school emblem may be worn by both girls and boys. School jackets and non-uniform jackets may be worn to and from school only, **NOT throughout the school day or in the classroom**. Non-uniform jackets are not to replace the required uniform. No starter jackets may ever be worn.

Hair

Hair should always be neat and clean and worn in a manner which is not distracting. Boys' hair may be worn no longer than the top of the shirt collar. No extreme haircuts may be worn. Although a comprehensive list of acceptable haircuts cannot be named here, "extreme" would include such things as lengths which vary greatly, extreme shaved portions, long pieces of hair which hang in the front or the back. Bleached, colored, tinted, highlighted, or streaked hair may not be worn. No hair wraps. If there are any questions about acceptable styles, please ask school personnel prior to haircuts. Parents are asked to carefully supervise the haircuts allowed for children.

Girls' headbands, clips, ribbons, etc. must be a color which compliments the uniform.

Free Dress Guidelines

Free Dress passes will be given to parents that attend the monthly PTG meetings. These Free Dress passes will be different colors for different months and must be used during the month of issue **EXCEPT**: on days of school Masses or other Formal Dress Days, awards ceremonies in the church, etc. Students may have free dress on their birthday (or the Friday closest if the date falls on the weekend) unless it is a Formal Dress Day. The student then may have Free Dress the following day.

Students and parents are expected to follow these free dress guidelines. Students who do not comply with the free dress policy will be sent to the office. Parents will be contacted to bring the student uniform. If you have any questions about particular clothing, please ask before sending your child to school.

Free Dress guidelines:

- All clothes must be neat, clean, in good repair.
- Pants, jeans, and shorts must fit properly. No oversized or tight clothes.
- Walking shorts, skirts, or dresses are to be no more than three inches above the knee.
- T-shirts are acceptable; no inappropriate logos, symbols, or messages. T-shirts must cover the top of pants, shorts or skirts.
- Shoes must be closed toe. Socks or nylons must always be worn; heels no more than 2".
- Jewelry/make-up/fingernail polish is the same as with uniform.
- Students scheduled for PE are expected to dress in their appropriate full P.E. uniform on free dress days during their PE class.
- On days designated as "Nice Free Dress", follow the above guidelines except **NO** jeans, t-shirts or shorts are acceptable.

Not allowed at anytime for Free Dress:

- Low cut, midriff blouses, tank tops, sleeveless or backless blouses, shirts or dresses;
- Skin tight or oversized clothes for boys or girls;
- Spandex or leggings, sweatsuits, sweatpants;
- Socks below the ankles;
- Sandals or sling back or backless shoes;
- No heavy chains or anything else that hangs on person or clothing that could endanger students.

Guidelines cannot specify every area; however, the intent is clear. If you have any questions about particular clothing, please ask before sending your child to school. The faculty and staff reserve the right to interpret the policy as appropriate.

SEXUAL HARRASSMENT POLICY

Policy Statement

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or for a student to harass another student in a sexual manner as defined below.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- a. Submission to or toleration of sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese;
- b. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student;
- c. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment;
- d. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Employee to Student Sexual Harassment

1. Employee to student harassment is prohibited at all times whether or not the incidents of harassment occur on school property or at a school sponsored event.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to the disciplinary action including, but not limited to, verbal warnings, letters or reprimand, transfer, re-assignment, suspension without pay, and dismissal.

Student to Student Sexual Harassment

1. The policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. During, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Retaliation

The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the Diocese of Oakland School Department's Administrative Handbook. Complaints may be reported to a school counselor, the principal, or assistant/vice principal. Written complaints may also be filed at the office of the principal or designee. Complaints should be presented in written form to the principal.

EMERGENCY PROCEDURES

EMERGENCY/DISASTER CARDS

It is of great importance that Emergency/Disaster Cards be kept up to date. Parents are expected to notify the office immediately when information on the card has changed. Students may be released only to persons listed on this card or who have WRITTEN authorization from parents.

EMERGENCY DRILLS

Fire, earthquake, tornado, shelter in place and intruder drills are held regularly. In the case of a serious earthquake or other serious situation which makes it necessary to send children home, they will be released only to their parents or those persons specified on emergency forms. Parents will be notified by way of the School Reach Automated Notification System. The Diocesan guidelines given to the schools are in accordance with State and Local regulations and are observed at Saint Edward School. St. Edward has a well-defined emergency plan in place developed by our Safety Committee. It can be found in the office and in each classroom.

EARTHQUAKE DRILL

1. If inside the school building, the teacher will direct students to:
 - a. “drop” to their knees under some equipment - desks, table, etc., where available.
 - b. stay away from windows, mirrors, or objects that may fall over.
 - c. follow the directions of the teacher or supervisor for the duration of the “shaking”.
 - d. stay there until the quake is over or instructed to leave.
2. If outside the school building, teachers will direct students to stay clear of all buildings, walls, power poles, and objects that could fall.
3. If there is no damage, or if damage is minor, building evacuation need not be initiated and teachers can return to normal procedures.
4. If damage is major, an orderly drill shall be conducted to evacuate the building, and await further instructions from the Newark Police Department. Saint Edward School is listed on the Newark Police Department’s file for Emergency Procedures.
5. Students will be released only to their parents or other authorized persons listed by the parents on the Emergency Form. Be sure that this form contains the names of all persons authorized to pick up your child in the case of emergency and that the school is notified of any changes as they occur throughout the school year.

CIVIL DEFENSE DRILL

1. The Attention or Alert Signal in Newark for Civil Defense is a 3-5 minute broken or short blasts. Earthquake procedures will be followed for inside the school building. If outside, students should immediately go inside to the classrooms and follow the above procedures.
2. Follow instructions given on the radio from the Emergency Broadcast System.
3. The Newark Police Department will notify the school with instructions for the Newark area.
4. Under certain emergency circumstances, Newark Police may direct the school to evacuate to a designated area. We will attempt to inform parents when this is done.

NATURAL DISASTER

1. The Attention or Alert Signal in Newark for a natural disaster is a 3-5 minute steady or unbroken tone.
2. Follow the above procedures.

STUDENT SERVICES

Food

1. **Breakfast/Recess Snack** - Nutritious and regular meals are crucial to student learning, growth and development. Parents are expected to see that students have had a healthy breakfast each day before coming to school and to provide a healthy snack for children to eat at mid-morning recess (10:30am). Parents are asked to avoid "junk food" type snacks and meals in order to support children's best learning opportunity. Please send a snack every day with your child.

2. **Lunches** - Parents are encouraged to provide nutritious, balanced lunches in leakproof containers. Please provide eating utensils. **NO** hot water is available and **NO** microwave/oven may be used to heat any food. "Fast food" meals are discouraged. Soft drinks are not allowed except for special, school sponsored events. Hot lunches are available through "Choicelunch". On Minimum Days, children in Kids Club must bring their lunch. **PLEASE SEND LUNCHES WITH YOUR CHILD IN THE MORNINGS.** While it is occasionally necessary to deliver a student's lunch to school, such should be the exception, not the rule. Lunches arriving after school begins must be left in the *Parish Hall* with your child's name and grade CLEARLY MARKED, before 12:15pm and we will do our best to deliver these late lunches to your child's classroom at lunchtime. After 12:15pm, you will need to sign into the school office and wait until 12:30pm to bring the lunch to your child yourself.

3. **Hot Lunches** - Choicelunch is our Hot Lunch provider. Ordering and payment is done directly with Choicelunch. Visit their website at www.choicelunch.com and use EDWARD as the registration code for more information. Complete instructions for ordering meals will be sent home in the first Wednesday Envelope in August of each school year. Hot lunch is only available on full school days, (Not Minimum days) beginning the Tuesday after the Labor Day Holiday in September (Tues. Sept. 6, 2011). Occasionally, pizza, hot dogs, sandwiches, etc. may be offered for sale as fundraisers. More information will be sent home on these as the fundraiser is scheduled.

4. **Milk** - May be available through Choicelunch. Please check their website for information. Cost will be determined by Choicelunch.

Insurance

Included in the registration fee is the student accident insurance fee. It covers the students for the time they are in school, while traveling directly and uninterruptedly to and from the school and the home on regular school days. If a child is injured, the parents must request an insurance claim form from the school within TWENTY DAYS. Please read the insurance brochure carefully.

Health

As students' physical, psychological and emotional health are imperative to their success in school, academically and socially, a home environment which fosters and provides for these needs is necessary. All children should have adequate and sufficient rest each day and regular nutritious meals. Parents careful attention to these areas is essential.

The health program for the school is coordinated by volunteer Health Chairpersons and the school secretary in cooperation with the Oakland Diocese and the Public Health Department of Southern Alameda County. School policies regarding student health are in accordance with Diocesan Health Policies for Schools.

Disbursements of Medications

• **Prescription Medications** for students during school hours may only be given upon the written request from a licensed physician who has the responsibility for the medical management of the student. (Form available on our website and from the school office). All such requests must also be signed by the parent or guardian.

Disbursements of Medications (continued)

• **Over-the-counter medications, including cough drops (Except aspirin):** a signed release from the parent or guardian on the Medication form will suffice. The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the student's physician.

• **Supplying of all medications,** prescription and/or over-the-counter medications, is the full responsibility of parents or guardians. No medications, including cough drops, may be kept by students at school. All medications are to be kept in the school office. Medication shall not be furnished by the school. Parents or guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy. All medication must be picked up at the end of each school year in the same manner.

• A "Request for Medication" form for **each** prescribed medication must be completed by the student's physician, signed by the parent or guardian, and filed with the school administrator or her delegate. The container must be clearly labeled with the following information: student's full name, physician's name, physician's phone number, name of medication, dosage schedule and dose; date of expiration of prescription. Each medication is to be in a separate container labeled as above.

• The student will come to the office for medication, whether it is prescribed or over-the-counter, including cough drops, Tylenol, Benadryl, eye drops, etc. Students will take medication under the supervision of authorized school personnel. This shall be done in accordance with the physician's instructions. Medication must be accompanied by a release, and signed by the physician. All medications must be kept locked in a secure place under appropriate temperature conditions in the school office. Asthma inhalers must be turned into the office.

Student Injuries

The school secretary or office assistant is in the office each day to take care of minor injuries or ailments and to contact parents if a child should need to be sent home due to illness or injury. Please note: your child(ren) will be released only to persons authorized on your emergency file card. THEREFORE, EMERGENCY FILE CARDS MUST BE KEPT UP TO DATE. All emergency medical forms are kept in the school office. Medicine can only be given if authorization is on file. (see above)

Health Screening

Students are screened for vision, hearing and scoliosis at appropriate grade levels throughout the year. Parents will be notified of this schedule in the monthly calendar and weekly bulletin. Parents are expected to respond to follow-up letters for recommended medical attention as a result of these screenings.

When necessary, assistance in caring for your child's medical, dental, physical or emotional needs can be obtained through the Alameda County Public Health Nurse or by contacting Catholic Charities.

Child Abuse

School Report of Suspected Abuse or Neglect: Any principal, teacher, or other school employee who suspects child abuse from observation of a student or from any other source is mandated to report the fact by telephone to the police or other county agency within 36 hours of knowledge of the incident. This shall be followed by a written report.

It is the responsibility of the police and/or county agency and not the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

Report of child abuse or neglect is made without incurring civil or criminal liability. Failure to report suspicion of child abuse may result in a misdemeanor charge punishable by fine and imprisonment.

Guidance

1. The parish priests and school staff are available for student and parent consultation.
2. Parent-Teacher-Student conferences will be arranged for each family during the Fall term. Participation of each family in this conference is expected of all parents.
3. Members of the faculty are available for conferences throughout the year. Please feel free to call the school secretary to leave a voice message for a teacher or the counselor or send an email requesting a conference (see pg.2). Home telephone numbers of lay staff members and of students will not be given out. Teachers are not available for conference during school hours.
4. The school counselor is available each week to assist students and families. Signed permission slips must be on hand for students to speak with the counselor. Parents are encouraged to sign the permission slip so that students may access the counselor at any time during the school year.

Student Records

The following are kept on file for each student: academic records, attendance, standardized testing scores, immunization dates. Parents have the right of access to their child's record maintained by the school. Behavioral records (e.g. counselor's reports) may be released only in the presence of a person qualified to interpret these records. Requests to view a child's records should be given in writing to the school office no less than 24 hours before the parent wishes to view the records. We will allow access to both parents in a divorce situation unless given cause (i.e. court order) to withhold this information.

Non-Custodial Parents/Access to Records

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, the school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

Access to Children

In case of separation or divorce, parents are to provide written information to the school regarding their agreed upon custody plans. The school must know when the child may be released to either father or mother and with whom the child resides. If a court order exists which disallows a parent access to a child, the school must have an official copy of the order. In the absence of an order, the school cannot refuse to release a child to the parent.

Persons who are allowed to pick up children from school must have written authorization from parents or legal guardians. These persons must be listed on the child's emergency card.

Photographs of students may appear on the school Web site or in other publications. Parents signed a permission slip at the beginning of their child's first year of school, which we keep on file throughout their years at St. Edward School. If you no longer wish to allow your student's photographs, etc. to appear in any publication, please notify the Principal in writing at the beginning of the school year.



ORGANIZATIONS

Student Council

Student Council provides an opportunity for students in Grades 6-8 to develop leadership skills and fosters school spirit among the student body. Officers of the Student Council include: President, Secretary, Vice President, Treasurer, and Commissioners of: Religious Activities, Spirit, Publicity, Ecology and Technology Support. These officers are appointed in the Spring following the application/interview process. Officers are reviewed and appointed by a committee of moderators, outgoing officers, teachers and the principal. All members are expected to maintain a Good or Excellent in Conduct and Effort. Additional responsibilities for each office include:

1. Showing Christian attitudes and leadership skills.
2. Attending student council meetings.
3. Planning and organizing various school activities.
4. Listening to suggestions for school improvement made by students.
5. Implementing recommendations (when possible) of the students for improved school spirit, buildings and grounds, and health and safety.

Campus Ministry

Formed in the 2002-2003 school year, Campus Ministry is open to all students in Grades 5 through 8. The purpose is to give leadership through prayer and outreach to the school and community.

Choir

Formed in the 2002-2003 school year, the choir sings at student body Masses, Sunday Masses and on special occasions. It is under the direction of the parish music director. Students in grades three to eight are encouraged to participate. Practices will be held twice a week during the lunch hour and /or after school.

Altar Servers

Boys and girls in grades 4 through high school are welcome to be part of this service group. Three training sessions are required. Members serve both school and Sunday liturgies and are under the direction of the pastor.

CYO

Students in grades K-8 may participate in the Catholic Youth Organization after school sports program. There are programs for girls and boys. A fee is charged per sport to cover expenses of the program. Parents are volunteer coaches. CYO is a diocesan sponsored parish program, and is coordinated by a member of the parish who serves as the Athletic Director and is directly accountable to the parish pastor. Disputes should be first directed to the Athletic Director, then to the parish pastor or his representative.

Boy and Girl Scouts

Scout troops are offered each year to parents and students. When interest is expressed to form an active group, troops may meet in St. Edward School classrooms. No Parent Participation points can be earned as this is not school-sponsored.

School Board

Saint Edward School Board is an advisory group to the principal and pastor which exists to assist the Principal and the Pastor in studying, reviewing, and recommending policies for the operation of educational programs and facilities at the school, subject to rules and regulations which proceed from the Bishop through the Diocesan Superintendent of Schools and the Elementary School Department. Membership on the board includes the Principal and Pastor as ex-officio members, as well as elected members who serve for three year terms. Elections are held yearly for two or three members.

All meetings of the Board are open to any interested party unless the Board is meeting in executive session which is a closed session. Meeting agendas are planned by the School Board President and Principal. Agenda items should be submitted to either the President or Principal at least one week prior to a School Board meeting for consideration on the agenda.

Finance Committee

The Finance Committee is a subcommittee of the School Board whose members are appointed by the pastor and the principal. The purpose of the committee is threefold:

1. Make recommendations for the yearly budget and tuition rates;
2. To review delinquent tuition accounts and to give advice regarding these accounts;
3. To review and to make recommendations regarding requests for tuition assistance.

The committee meets periodically throughout the school year.

Development Advisory Committee

The Development Advisory Committee meets three times a year to discuss ways of addressing the financial needs of the school through donor giving and foundation grants.

Safety Committee

The Safety Committee meets monthly to discuss the safety needs of the school and the emergency drills conducted throughout the school year. A **Safety Patrol** is comprised of students to help direct traffic.

Parent-Teacher Group (PTG)

The PTG (Parent Teacher Group) acts as a support and advisory group in areas of student activities and provides an opportunity to build community among parents. Each year, fundraisers are sponsored by the PTG to assist in school programs. Because of its importance to our school, it is vital that all parents become active in this organization.

PTG meetings are a part of the parent contract with Saint Edward School and attendance is mandatory. Meetings are held monthly and begin promptly at 7:00 pm. All parents must sign in and those attending will receive a Free Dress Pass for their child(ren), to use the same month of issue. Should a situation occur that prevents your attendance, a note must be sent to the Principal.

The PTG Board is directed by the Principal and the president and a group of parents who are elected to specific offices held for two years. The offices are: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Head Room Parent, Hospitality and Fundraising. No parent may hold one particular office for more than two consecutive terms. The officers known as the PTG Board are responsible to the school principal and act in an advisory capacity.

Room Parents

Class Room Parents is a subcommittee of the PTG who helps with various activities during the year. They are responsible for working on school parties, bake sales, candy sales, social functions, and some academic and enrichment programs at the school. For each grade, there are one or two parents who volunteer to be the Class Room Parents. The Class Room Parent works with the teacher in planning the year's activities, including field trips, and then coordinates the services of the other parents. This work of coordination may involve holding class parent meetings, telephoning, collecting and accounting for fees, etc. The work of the Class Room Parents is coordinated by the PTG Board Head Room Parent(s).

Yard Duty

Parents are asked to volunteer for yard supervision during lunch break, and sometimes during recess break. These parents must be in compliance with the Safe Environment for Children Project requirements, have a current TB test (within the last 2 years) and be fingerprinted before participation in yard supervision may occur. Parents may contact the school office if they are interested in this service. Parent points will be given for this service.

Student Celebrations

Student Birthdays

In most classes, student birthdays are celebrated once a month at a class party (see below). Parents are asked to check with teachers before making any other plans to celebrate a birthday at school. Healthy menus for parties are to be followed. Student birthdays are announced at the morning assembly. June and July birthdays will be announced in June before school closes. August birthdays will be announced in August when school re-opens. Students may wear free dress on their birthday. If a birthday falls on Saturday, it is usually announced on Friday. If it falls on Sunday, it is usually announced on Monday. If free dress cannot be worn because the birthday falls on a Formal Dress day, the child may choose another day for the free dress privilege, and a free dress pass is awarded by the teacher.

Invitations for parties may not be given out at school unless all classmates (or all the boys, or all the girls) are invited. If the party is to be smaller, invitations may not be brought to school.

End of Year Picnics

At the end of the school year, classes traditionally take part of a day for a class trip and/or picnic. The parents may be asked to bring various food items or contribute a specific amount of money toward the cost of food if purchased in bulk. Parents are also asked to chaperone for the classes. All participants must be in compliance with the Diocesan Safe Environment policies.

Class Parties

For holidays such as the feast of Saint Edward, Valentine Day, birthdays, etc., classes may plan a class party. Not all classes celebrate these events in the same way or at the same time. Room Parents and teachers decide together when the class will have a party and what will be needed. Parents will be asked to assist in providing items for these parties. Please check with the teacher for any food allergies, especially peanut.

Safety Policies/ Safe Environment For Children Project

Arrival/Departure Procedures

All parents are expected to follow the directions of those assigned to help direct traffic in the morning or afternoon. The only consideration in the development of these rules is the safety of the children. Speed or convenience are not to be put above the safety of the children. Be sure that any persons who may be coming to school to pick up or drop off children are aware of these rules. Also, insist that they be obeyed by these persons as well as the children. The safety patrol is comprised of students who help with direction.

Morning: All cars enter from St. Edward Street. Please refer to the map in the Handbook Supplement.

Drop Off: Go straight ahead to the aisle closest to the Parish Hall. Drive as far forward as directed before allowing children to leave the car. Only when you are completely stopped may the children leave the car on the right side only. Please have them leave as quickly as possible so the line will not be held up unduly. NEVER pass a car on the right side -- this is the side children are exiting. Children are to go directly to the school yard.

Park and Accompanying Child: Upon entering the parking, go left down the aisle closest to St. Edward St. to park in the areas closest to Civic Center Dr. and the classrooms. (See map). You must yield to the car line exiting the parking lot and only cross when safe. Do not cross the car line at any other point. You must use the crosswalk behind the cones in walking your child/ren into school.

Afternoon: Follow the above car line procedures or park in a designated parking space. You may use any parking space without cones. Children may only enter cars which are stopped in the car line or are properly parked. Children in grades K-4 are to be walked across the parking lot by an adult in the designated crosswalks. Children in grades 5-8 also must use the crosswalks and cross only when the safety patrol tells them it is safe. All children wait in front of the school office area behind the brick wall.

Students not picked up after 3:20 p.m. (12:50 p.m. on Minimum Days) will be placed in the After School Program (Kids' Club) and charged accordingly.

Safety Policies (continued) and Parent Participation Program

Universal Precautions

All staff members are instructed in and make use of universal precautions when dealing with any student injury or illness. Students also receive instruction in how to respond appropriately to an injury or illness of a fellow student. They are expected to seek help of an adult in any serious situation, or whenever a cut, bleeding or bodily fluid is involved.

Visitors/Volunteers/Safe Environment for Children Project

When visiting the school campus for any reason, parents and visitors are asked to sign in at the school office and to wear a visitor's badge. Parents/Visitors are asked to sign out in the office upon departure. Parents/Visitors may not go to the classrooms for any reason without first checking in the office.

ALL school parents/guardians are considered "volunteers" of St. Edward School because of the hours of participation required of all school families through our Parent Participation Program (see below). All volunteers must be in compliance and in agreement with the Diocese of Oakland **Safe Environment for Children Project**.

The requirements are:

- a) Read the Diocese of Oakland "A Policy of Expectations and Guidelines For Ministry to Minors..." sent home with your registration packet and found on the Diocesan website: www.oakdiocese.org under Chancery Dept.
- b) Volunteers will be screened yearly by a Megan's Law clearance check. If screening results show that any volunteer is a registered sex offender, the school will follow-up through Diocesan channels;
- c) Volunteers must complete online training every three (3) years. The Diocese of Oakland has assigned each Parish/School a specific 3-year cycle. Beginning in July, 2009, **ALL** families registered at St. Edward School need to train. Information was included in the registration packet. Visit the website: www.shieldthevulnerable.org to complete the online training. Once completed, print out your certificate and bring it to the school office along with the \$8.00 fee for each certificate. Training must be completed before the first time you volunteer. If you did the training after July, 2009, you do not need to do it again until 2012.
- d) Fingerprinting of volunteers is a Diocesan requirement. Cost is \$34.00 and we will announce a date and time when Live Scan will be at the school for your convenience.

Both parents, or anyone else in a household who will do any volunteering or work around children, including field trips, in the classroom, for yard duty, at PE, birthday parties, on Halloween, etc. must comply with all requirements. NO EXCEPTIONS.

Parent Participation Program

Every family is expected to become actively involved at Saint Edward School. Such involvement and service stems from both our school philosophy and the need to share in a just manner in the work and effort required to maintain our school. Therefore, service performed for the *parish* does not earn school Parent Participation points, with the exception of teaching in the Faith Formation program. Teaching Faith Formation is limited to 10 points per family, per school year. If you are not sure if a service qualifies, please contact the school office first.

Point System

To assist parents in fulfilling this obligation, a "Point System" has been developed. The program is explained briefly below. Note in particular the due dates and suggestions for fulfilling the points requirement. Please remember that parents are responsible for their own points and cannot have other parents complete their points for them. However, family members over the age of 18 may do volunteer hours for the family, as long as they are in compliance with the **Safe Environment for Children Project** requirements.

Briefly, the Point System requires:

1. All two parent families complete 30 points of service during the school year; Single parent families must complete 25 points. **ADDITIONAL points** will be added for every 3 tardies throughout the school year. (see page 8 for details.) All points are due into the office by April 27, 2012.
2. In lieu of service for points, parents can pay \$20 per point. Points not accomplished through service are billed at this rate in May. A status statement will be issued in January/February.
3. Mandatory functions which receive no point credit are:
 - a. Annual school fundraisers - no points, unless you are the chairperson or on the committee.
 - b. Mandatory donations, as stated specifically in the request.
4. Opportunities for points are listed in weekly newsletters.
5. Points are not transferable between families.
6. A fixed number of points are assigned for some activities, for other activities points equal hours served.
7. Points are given for donations of some items, if receipts are presented.
8. The PTG Board administers the Point System.
9. "Parent Point Record Sheets" are available in the office and in the Parent Handbook Supplement sent home each August. **Please fill these out as soon as services are completed.** It is the responsibility of each PARENT to fill out this form, not the teacher or room parent or event chairperson.
10. Point slips must be signed by authorized chairperson or school staff member, and turned into the box located in the school office, within 30 days of the service.
11. Point slips for board members, event or project chairpersons are filled out by **YOU** (the board member/chair) describing your service and signed by the principal or authorized staff member.
12. Points **CANNOT** be used to cover tardies after April 27, 2012, regardless of the number of points you have.

Should attaining the point total present a hardship, please contact the Principal of the school prior to the billing period.

Revisions of this Handbook

The Principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

School Year Highlights and Information For 2011-2012

Morning Assembly: Every morning our school community gathers on the main playground to begin our day with prayer and the Pledge of Allegiance. Daily announcements are made, including student birthdays. On rainy days, these activities are done over the loudspeaker into each classroom and on Fridays, the Student Council does a morning broadcast from the library. Parents are encouraged to join us each morning on the playground for morning assembly.

Newark Days Parade: Saturday, September 17, 2011. Sponsored by the PTG, to build community and participate in a civic event. Parents and students participate and can earn Parent Points. More information in the Wednesday Bulletin. The theme this year: "Fantasy Comes Alive".

Halloween: We will celebrate this on Friday, October 28, 2011. Students may wear a costume to school on this day. Costumes must be non-violent and in good taste, following our free dress guidelines and Christian values. All students participate in a parade beginning at 1:15pm on the playground and parents are invited to attend. Then from 6:00pm to 8pm, the PTG sponsors a carnival where games are set up in each classrooms and students play to win candy prizes. Each family is requested to donate a bag or two of candy for this event. The eighth graders build a Haunted House in the hall as a class fundraiser, and also offer a BBQ dinner fundraiser. Volunteers are needed and must complete all **Safe Environment** requirements, and will earn Parent points. This offers families a safe alternative and/or addition to Trick or Treating. Due to its popularity, we must restrict attendance to school families only.

Christmas Boutique: Saturday and Sunday, December 3 & 4, 2011. Sponsored by the PTG. More information will be in the Wednesday Bulletin. Another Parent Point opportunity.

Christmas Program: Monday, December 19, 2011. The students participate in a Christmas program. Students wear red, white or green tops with dressy blackslacks or skirts to the performance. Because our Church cannot accommodate all the students and their families at once, the students will perform twice that night and performances are divided by the first letter of the family last name. Acutal division will be announced in the Wednesday Bulletin. For the half waiting to see the performance or for the child to be done, there will be cookies and beverages served in the parish hall. We will request cookies and beverage donations.

Catholic Schools Week: Sunday, January 29, 2012 to Friday, February 3, 2012. Catholic Schools Week begins on Sunday, January 29 with the 8:30am Mass, followed by an Open House at the school. Each weekday following, we show our appreciation for our students, our alumni, our faculty and staff, our parents and our grandparents. It is a week of celebration for the gift of Catholic education throughout the United States.

Mini-Carnival: Friday, February 3, 2012. To conclude Catholic Schools Week, the 8th graders host a Mini Carnival after lunch as a fundraiser for their class. All school families are asked to clean out their closets and donate gently used toys, books, videos, stuffed animals, etc. for use as the prizes at the carnival. Students purchase tickets to use to play the games, buy treats and face painting. Parents are encourage to join us on this fun afternoon. No volunteers are needed as the 8th graders do all the work! More information as to the time to donate prizes and buy tickets will be in the Wednesday Bulletin.

Field Day: Friday, May 11, 2012. An annual event where the students participate in many competitions and/or challenges as members of their Faith Family team. Each team makes up a team name and cheer and everyone wears their Faith Family T-shirt with free dress. Sportsmanship and teamwork is emphasized. Volunteers will be requested as the event draws near. Parents are welcome to join us.

Mass and Prayer Services: Detailed information may be found on page 7 of this Handbook

School Year Highlights and Information for 2011-2012

Class Retreat: Every grade participates in a class retreat. Many retreats are held at the Dominican Sisters Motherhouse in Fremont. Students enjoy this opportunity to grow closer to God and each other. The teacher plans the retreat and will request assistance from parents as needed. Parent drivers will be needed, but they do not attend the retreat, except those 2nd grade parents with their students. The 8th grade students go on a 2 night retreat in the Fall/Winter each year.

Lunches and Snacks: More information on page 29 in this Handbook.

Grade Level Buddies: In addition to Faith Families (see page 7 in Handbook), most classes are paired up for various activities throughout the school year. Kinders and 8th graders, 1st grade and 7th grade, 6th grade and 2nd grade, etc. are paired. Therefore, you may hear your Kindergarten student refer to their "8th grade buddy" and this is why.

PTG Meetings: Monthly PTG meetings bring the parent community together around important topics integral to school life and Catholic education. Please see page 33 of this Handbook for more information.

Student Outreach Program: Students are required to perform student outreach each trimester. See page 7 for more information. Student forms are available on our website: www.stewardnewark.org and at Back to School Night.

Spring Concert: Thursday, May 3, 2012 - Students in grades K -4 perform at 6:30 pm and grades 5-8 perform at 7:15 pm. Students are required to participate in a Spring Concert as part of their Music grade. The Music teacher will send more information home in the early Spring.

School Fundraisers: MANDATORY Sponsored by the PTG, includes the Raffle tickets, Scrip and other selected Fundraisers. All families are contractually obligated to participate or pay a minimum "buy-out" charge, unless you chose the No Fundraising Tuition Plan. Please refer to your copy of the contract for exact amounts.

DEADLINES for payments are:

Monday Raffle tickets: January 22, 2012

Buy Out of Additional Fundraising: March 2, 2012

SCRIP Buyout: October 14, 2011

SCRIP Profit: April 20 2012

OTHER School Fundraisers: Throughout the school year, various fundraisers are held to benefit the 8th grade retreat and graduation or the 6th grade science camp or the CYO program or the student council sponsored child, among others. These range from selling pizza lunches or hot dog lunches or even snacks after school. The school may sponsor See's Candy sales twice a year, more as a convenience to parents at Christmas and Easter, than to raise large funds. While all of these benefit the school and our students, participation is voluntary and are not included in the total amount required to fundraise by contract (see above).

Awards Assemblies: Each month we celebrate the achievements of our students in the areas of academics and virtue behavior. Dates and times are listed in the yearly calendar and/or the Wednesday Bulletin. Students are required to wear the Formal Dress Uniform as the assembly takes place in the Church (see page 25).

Student and Teacher/Staff Birthdays: For everyone, birthdays are announced at morning assembly, and are celebrated with their class at a monthly party. Dates and times of these parties are determined by the room parents after discussion with the teacher. All Teacher/Staff birthdays will be celebrated monthly as well, with those dates listed on the calendar and in the Wednesday Bulletin. Guidelines for these celebrations are on page 34 of this Handbook. Attending the party **does not** earn Parent Points. Everyone attending must be in compliance with the Safe Environment policies.

School Year Highlights and Information for 2011-2012 (continued)

Emergency Notification and Evacuation Drill: One time during the school year, we will use an automated voice and/or email system as a practice exercise to test the phone numbers and email addresses you provided to the school for use in case of emergency notification. There was information provided at registration regarding School Reach, the system we use. We also do a school wide evacuation drill to practice releasing students to parents if an actual emergency occurred requiring the school to close.

Parent Directory: A PTG committee is putting together an online directory with the information you agreed to by filling out a form at registration. More information to follow in a Wednesday bulletin.

REMEMBER

- PLEASE READ THE WEEKLY PARENT BULLETIN POSTED BY WEDNESDAYS ON OUR WEBSITE: www.stedwardnewark.org FOR THE MOST UP-TO-DATE INFORMATION. Add us to your "FAVORITES" list to easily find us!
- **TO CONTACT A TEACHER, PLEASE SEE PAGE 2 REGARDING EMAIL ADDRESSES.**
- Students will no longer have automatic Free Dress on the last Friday of the month. 8th grade will not have free dress on the first Friday of each month. Free Dress passes may be earned by parents attending the monthly PTG Meetings and everyone may wear Free Dress for their birthday. See page 26 for the guidelines.
- Students will attend Mass weekly, mostly on Thursdays. As some Masses will be on different dates throughout the school year, please read the School Bulletin posted online to confirm the dates of Masses ALL STUDENTS must wear their Formal Uniform on Mass Days. See page 25 for the guidelines.
- Students in Grades 5-8 may wear their PE Uniform to school. See page 15 and 25
- Jackets may not be worn in the classroom. See page 26.
- Live Scan fingerprinting is a Diocesan requirement. **Do not wait until the day before** you want to help at Halloween, or go on a field trip, etc. as it takes more than just one day to receive notification from the Diocese that your fingerprints have cleared. If you have not been Live Scan fingerprinted by the Diocese of Oakland, we will be holding a session here at St. Edward in the beginning of the school year.

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I BELIEVE IN CHILDREN -- LITTLE ONES, BIG ONES.
 THERE IS FAITH IN THEIR EYES, LOVE IN THEIR TOUCH,
 HOPE IN THEIR ATTITUDES.
 I THRILL WITH THEM AT LIFE'S JOYS, RUN WITH THEM THROUGH
 TALL GRASSES, BOW WITH THEM IN WORSHIP,
 AND HOLD THEM CLOSE IN TRAGEDY.
 I BELIEVE IN CHILDREN -- FRAGILE DREAM OF YESTERDAY,
 LIFE'S RADIANT REALITY TODAY,
 AND THE VIBRANT STUFF OF TOMORROW.
 YES, I BELIEVE IN CHILDREN, FOR WHEREVER I GO,
 TO MOUNTAIN VILLAGE, INDUSTRIAL CENTER, OR
 OPEN COUNTRY,
 I FIND YESTERDAY'S CHILDREN WHO WERE
 NURTURED IN THE THINGS OF CHRIST AT WORK IN
 BUILDING THE KINGDOM OF GOD.

