



St. Edward School
Handbook 2011-2012

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St. Edward School Handbook Agreement

We, the parent(s) of _____, agree to be governed by this school handbook for the school year **2011-2012**. We recognize the right and responsibility of the school to make rules and policies and enforce them.

_____ Parent(s) Signature	_____ Date	
_____ Student Signature	_____ Grade/Teacher	_____ Date
_____ Student Signature	_____ Grade/Teacher	_____ Date
_____ Student Signature	_____ Grade/Teacher	_____ Date
_____ Student Signature	_____ Grade/Teacher	_____ Date

Please return this form to your Classroom teacher
No Later Than October 5, 2011

This form will be kept on file in the St. Edward Development Office.

Media Permission

Your child's photograph/video may be used in various publications/media such as our weekly Development Express, *The Register*, *The Tennessean*, *Parent Magazine*, marketing tools such as billboards, brochures, commercials and on our website, www.stedward.org. The majority of the time, your child's image will not include identification of their names unless they are being recognized for an event or achievement.

If you do **NOT** want your child's image to be used as described above you must notify your child's teacher ***In Writing*** no later than **October 5, 2011**

If you have questions about media permission, please contact the Development Office at 615-833-3447 during school hours.

History of St. Edward Parish and School

Due to the overcrowded conditions of St. Patrick's Church and School and the rapid growth of South Nashville, the late Bishop Adrian made the decision to establish a new parish. Plans for a church and school were developed for property on Thompson Lane.

In June of 1952, Father Aaron Gildea was appointed the first pastor of St. Edward Church. Bishop Adrian dedicated the Church and School on June 21, 1952.

The first school year began on September 2, 1952 with an enrollment of 142 students. The Sisters of Mercy conducted the school. The staff was composed of three sisters and one lay teacher.

In August of 1953, Father Paul Caldwell became the second pastor. In 1961, Father Ned Elliott became the new pastor. The parish purchased the house and lot adjoining the property on the east side. Before the departure of Father Elliott, a new addition of eight classrooms and a library was constructed.

In 1969, Father Paul Hostettler began a two year period as pastor. Father John Cain replaced Father Hostettler in July, 1971.

Father Pat Connor came to St. Edward in 1978. St. Edward School, which at the beginning had a faculty consisting of only four, had grown to a faculty of twenty, including full-time teachers in art, music, library, and physical education. Father Connor began the construction for the Family Life Center.

Father Joseph Patrick Breen came to St. Edward in October of 1984. Throughout the years that Father Breen has been at St. Edward, he has made many improvements for the Church and School. In 1991, he totally renovated the Church. The curriculum has been upgraded by the addition of a computer lab, a full-time technology coordinator, counselor, a learning center and a reading teacher. A covered pavilion has been added to the grounds and the playground equipment has been replaced or revitalized.

In November of 1999 construction was completed on a new addition that includes new pre-kindergarten, kindergarten, and 1st grade classrooms as well as religious education and church offices. The pastor's rectory is also incorporated into the new structure along with a multi purpose daycare room for the schools afterschool care and summer care program.

In June of 1999, the original elementary wing of the school sustained significant damage from a heavy rain storm, which lead to the collapse of the roof. Demolition of this wing was completed in January 2000. Construction on this portion of the school, which house grades 1 through 4, the school cafeteria, teacher lounge and workroom, and school offices was completed in the Fall of 2000.

St. Edward School has now served the Nashville community for over 50 years providing a Catholic education, which focuses on spiritual value, academic excellence, and social maturity. We are proud of our parish and school, our parents, students, pastor, teacher and principal who, throughout the years have helped make this community what it is today.

St. Edward School Vision Statement

The St. Edward School Community strives to do what is right and do our best in the image of Christ.

St. Edward School Mission Statement

St. Edward School, in partnership with families and the Catholic Church, challenges each student to achieve academic excellence; to appreciate the arts; to realize his or her full potential; and to embrace and model the gospel of Jesus Christ through service to our community and the world.

St. Edward School Beliefs

The chief priority of our Catholic system is education in the Catholic faith and the faith development of our students.

A major focus of our school system is the moral development and guidance of all our students in accordance with Christ's teachings.

Each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual needs.

Worship, the sacraments, and prayer are important components of the Catholic schools.

Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, and to

reason, solve problems and produce quality work.

A safe, supportive, and nurturing environment promotes student achievement.

A sense of community based on the Gospel values is evident throughout the Catholic school system.

The success of our school system depends on the commitment of all staff (administrators, teachers, and support staff) to high quality standards, expectations, and performances.

The achievement of high standards of learning is expected of all students.

The development of the curriculum, design of instructional activities, and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

Religion

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

Classes are offered for preparation to receive the sacraments of Reconciliation and Eucharist in the second grade. Participation in sacraments is limited to children who are Catholic.

Each child attends mass weekly. Masses are usually at 8:00 a.m. Parents are always welcome to join the students at mass. Due to limitations on seating, parents are asked to sit apart from students, unless prior permission is obtained.

St Edward Parish Policy for Sacrament of Reconciliation, Eucharist and Confirmation

The Sacraments of Reconciliation, Eucharist, and Confirmation at St. Edward Parish are a total parish event. This includes second and eighth grade students in St. Edward School and public school students who are attending the parish religious education program.

Accreditation / Admission

St. Edward School is approved by the **Southern Association of Colleges and Schools, the Southern Association of Independent Schools**, and the **State of Tennessee Department of Education**. The order of acceptance for admission is as follows:

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

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

A subsidized parishioner is one, whom the pastor and the chairman of the finance board agree to pay a tuition subsidy per student to the school, thereby decreasing the tuition due from the family. Each church has its own guidelines for eligibility for subsidy. Subsidy is the decision of the parish, not the school.

Pre-Kindergarten

Criteria for Admission to Pre-Kindergarten:

St. Edward Pre-Kindergarten is approved by the Southern Association of Colleges and Schools, the Southern Association of Independent Schools, and had has been approved by the **National Association for the Education of Young Children** and as such, there are certain restrictions on class size. Therefore, there must be an equitable acceptance of admission. The order of acceptance for admission is a follows:

1. Siblings of students presently enrolled in SES, or siblings of graduates of SES
2. Children of faculty members of SES
3. Subsidized members of St. Edward Church
4. Subsidized members of other Catholic Churches
5. Other parishioners of St. Edward
6. Other Catholics

7. Non-Catholics

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

Students entering pre-kindergarten must be four years of age by September 30 of the year they are to begin school.

Application for admission is made through the school office. The following are required of every child entering St. Edward School:

- Birth Certificate
- Baptismal Certificate, if Catholic
- State of Tennessee Immunization **Certificate**

Pre-Kindergarten students are required to wear uniforms

Kindergarten

Kindergarten is required by the State of Tennessee. Every effort is made to make the kindergarten student a full participant in the school program just as any other grade. There are a few differences in policy and procedure for kindergarten.

A readiness screening is required for admittance to kindergarten. Students entering kindergarten must be five years of age by September 30 of the year they are to begin school; those entering first grade must be six years of age by September 30 and attended kindergarten (T.C.A. 0520-1-3-.04).

Application for admission is made through the school office. The following are required of every child entering St. Edward School:

- Birth Certificate
- Baptismal Certificate, if Catholic
- State of Tennessee Immunization **Certificate**

The kindergarten day and calendar are the same as those of grades one through eight. There is no kindergarten graduation to first grade. Kindergartners have a snack each morning, and a rest period each afternoon. They gradually come to attend mass as often as other classes.

Kindergartners are required to wear uniforms.

A full-time educational assistant (EA) assists each kindergarten teacher. The (EA) helps in classroom organization and supervision, instruction, cafeteria and playground supervision, and clerical duties. The (EA) should not be consulted in matters of student progress or questions or concerns, which should be addressed by the teacher.

Uniforms

Boys

Clothing Item Policy

SHIRTS: May wear white oxford shirts with a collar that have the school logo printed in green. Students may also chose to wear a green or red polo type shirt with the school logo printed in white. All shirts should fit properly, must be tucked in at the waist, and have no more than one button unbuttoned at the collar. Shirt tails must be long enough to stay tucked in when the hands are raised over the head. Solid white T-shirts and solid white turtlenecks with no messages or logos may be worn underneath the shirt. Long sleeves should be either buttoned at the cuff or neatly rolled to the elbow.

PROHIBITED SHIRTS: No oversized shirts are allowed. Uniform shirts that are in disrepair, have holes, rips or stains on them may not be worn at school.

PANTS: May wear twill tan-khaki color trousers of a conservative style. All pants should fit properly and have a sewn hem or tucked cuff. Students must wear a belt that fits if pants have belt loops and belt must be visible. Pants should hang to the top of the shoe, must hang outside of high-top shoes and should not extend beyond the bottom of the shoe. All pants must be the same khaki color as the Dennis uniform pant.

PROHIBITED PANTS: Pants should have no holes and must be patched or mended. Pants that are low-riding, jean-type, cargo style, drawstring, bellbottom, that have extra pockets on the sides or legs, or holes in the fabric are prohibited. Sagging and rolled pant legs are not allowed. Uniform pants that are in disrepair are stained or torn may not be worn to school.

BELTS: Must be either plain black or brown with no designs. Woven belts are acceptable.

SKIRTS AND JUMPERS: Boys are not allowed to wear skirts or jumpers.

SHORTS: May wear properly fitting twill tan-khaki colored walking shorts of a conservative style during the months of August, September, October, April, May, and June. Shorts must have a sewn hem or tucked cuff that is no more than 3 inches from the floor while kneeling. Shorts should be no longer than knee length. Students must wear a belt that fits if the shorts have belt loops and belt must be visible. All shorts, must be the same khaki color as the Dennis uniform short.

PROHIBITED SHORTS: Styles that are low-riding, jean-type, cargo style, drawstring, cutoff, or have extra pockets on the sides or legs or holes in the fabric are prohibited. Sagging or rolled up legs are not permitted. Uniform shorts that are in disrepair, have stains or are torn may not be worn to school.

SOCKS: May wear plain crew length or knee socks without any decoration or logos. Socks must be solid white. Only one pair of socks may be worn at a time. Ankle socks are allowed, but should align to the ankle bone.

PROHIBITED SOCKS: Socks may not be rolled or pushed down.

SHOES: Buck style shoes in the NATURAL TAN coloring are the preferred shoe. These may be purchased at any retailer who sells this type of shoe. Students may also chose to wear athletic or dress shoes however these MUST BE solid color shoes in white, black, or brown colors. **NOTE:** these are the only colors that are permitted.

Shoe colors are white, black or brown only. High-top, low-quarter, pull-on, tied, or buckled dress shoes, and athletic shoes, are allowed. All shoes with laces must be tied and laced all the way to the top. Shoelaces must match the color of the shoe. Only one pair of shoelaces may be worn at a time.

Athletic shoes are required for physical education classes.

PROHIBITED SHOES: Absolutely no neon, metallic, glitter, or multi-colored shoes are permitted. Boots are not allowed with the uniform. No sandals, crocs, flip flops, jellies, stacks, lighted shoes, character shoes, or combat boots are allowed. Shoes that are in disrepair have holes, lose soles, or writing on them should not be worn to school.

SWEATERS: May choose to wear solid red, white, or school green pullover, cardigan or vest sweaters or sweatshirts with their uniform shirts in cool weather. All pullovers, cardigans, sweaters or sweatshirts must have the school logo on them. Official St. Edward School sweatshirts/fleece pullovers are acceptable. Students may wish to keep a uniform sweater or sweatshirt at school in case of changes in weather during the day.

PROHIBITED SWEATERS: Sweaters and sweatshirts that are oversized or have messages or have logos are not permitted. Sweaters or sweatshirts that are not in good repair have holes in them or excess writing may not be worn at school.

JACKETS: Jackets and coats are only allowed to be worn outside of the school building.

HATS: Hats are not allowed to be worn on campus during the school day.

HAIR: Should have hair trimmed above the eyebrows, collar, and the ears. Hair should be groomed and clean.

PROHIBITED HAIR: Hair that extends beyond the eyebrows, ears and collar is considered too long and needs to be cut. No tails, shaved designs, or extreme styles or coloring is permitted.

JEWELRY: May wear one slender (up to 1/8 inch thick) chain with a cross or a religious medal; one ring, and a watch. Holiday buttons and pins may be worn during the appropriate season.

PROHIBITED JEWELRY: No bracelets are allowed. Boys may not wear earrings. No tattoos, drawing, or writings on the skin are permitted.

MAKEUP Boys are not permitted to wear makeup.

OUT OF UNIFORM PASSES: Out of uniform passes may not be used on church days, these include: Mass days, Communion Service Days and Adoration Days or any other church day that is on the school calendar. A student must notify the teacher the day prior to the coming out of uniform and the pass must be given to the teacher at that time. (See section on out of uniform days for guidelines)

Girls

Clothing Item Policy

SHIRTS: All shirts should fit properly, must be tucked in at the waist, and have no more than one button unbuttoned at the collar. Long sleeves should be either buttoned at the cuff or neatly rolled to the elbow. Solid white turtlenecks or short sleeved T-shirts with no messages or logos may be worn underneath the polo shirt and **white blouse**. May wear white oxford shirts with the school logo printed in green. Blouses with a collar and no frills are reserved for wear with the jumpers. Girls may also wear a green or red polo shirt with the school logo printed in white. The green or red polo shirt may be worn with khaki pants, khaki shorts, khaki skort, plaid shorts and **skorts** and plaid skirts. Shirt tails must be long enough to stay tucked in when the hands are raised over the head. All under-clothing must be white and not show under the shirts.

PROHIBITED SHIRTS: No oversized shirts are allowed. The sleeves on the green or red polo shirt may not be rolled up. The green or red polo shirt may NOT be worn with jumpers.

PANTS: May wear twill tan-khaki color pants of a conservative style. All pants should fit properly and have a sewn hem or tucked cuff. Pant should have no holes and must be patched or mended. Students must wear a belt that fits if pants have belt loops. Pants should hang to the top of the shoe, must hang outside of high-top shoes and should not extend beyond the bottom of the shoe. All pants must be the same khaki color as the Dennis uniform pants and shorts.

PROHIBITED PANTS: Pants that are hip hugger, capri cut, stretch, jean-type, cargo style, drawstring, bellbottom, that have extra pockets on the sides or legs are prohibited. Sagging and rolled pant legs are not allowed.

BELTS Must be either plain black or brown with no designs. Woven belts are acceptable.

SKIRTS AND JUMPERS AND SKORTS: May wear school plaid uniforms supplied by Dennis of Memphis. (Used skirts and jumpers may be worn but should be in good repair.) Skirt length in front and back should be no more than 3 inches from the floor while kneeling. The waistband must be visible. Shorts must be worn underneath the skirt. Grades 5-8 are permitted to wear skirts, khaki shorts and khaki long pants. Grades PreK-4 can choose to wear jumpers, khaki shorts and skorts, and long khaki pants. Plaid skorts and shorts are also permitted for PreK-4.

PROHIBITED SKIRTS, JUMPERS AND SKORTS: Any skirt, jumper or skort that is higher than 3 inches from the ground when kneeling. Skirts may not be rolled at the waistband. Skirts, jumpers and skorts that are not in good repair, have stains or holes in them may not be worn to school. Clothing should not be written on.

SHORTS: May wear properly fitting tan-khaki colored or plaid walking shorts of a conservative style during the months of August, September, October, April, May, and June. Shorts must have a sewn hem or tucked cuff that is no more than three inches from the floor while kneeling. Shorts should be no longer than knee length. Students must wear a belt that fits if the shorts have belt loops. All shorts and skorts should the same khaki color as the Dennis uniform shorts.

PROHIBITED SHORTS: Styles that are hip hugger, jean-type, cargo style, stretch, drawstring, cutoff, that have extra pockets on the sides or legs, or holes in the fabric, are prohibited. Sagging or rolled up legs are not permitted. Shorts that are in disrepair have holes, tears or stains may not be worn to school.

SOCKS: May wear plain crew length or knee socks without any decoration or logos. Socks must be solid white. Only one pair of socks may be worn at a time. Ankle socks are allowed, but should be aligned to the ankle bone. Girls may choose in cool weather to add solid white, black, navy or skin tone tights and leggings under their socks with the uniform skirt or jumper. Girls, who wear dress shoes or flats, **MUST** wear socks, tights or leggings. Footless tights are permitted but the bottom of the legging **MUST** be covered by the top of the sock.

PROHIBITED SOCKS: Socks may not be rolled or pushed down. Knee-socks or socks of any other color than white.

SHOES: Buck style shoes in the NATURAL TAN coloring are the preferred shoe. These may be purchased at any retailer who sells this type of shoe. Students may also choose to wear athletic or dress shoes however these **MUST BE** solid color shoes in **white, black, or brown colors**. **NOTE:** these are the only colors that are permitted. High-top, low-quarter, pull-on, tied, or buckled dress shoes, and athletic shoes are allowed. All shoes with laces must be tied and laced all the way to the top. Shoelaces must match the color of the shoe.

Athletic shoes are required for physical education classes.

PROHIBITED SHOES: Absolutely no neon, metallic, glitter, or multi-colored shoes are permitted. Boots may not be worn with the uniform. No sandals, crocs, flip flops, jellies, stacks, platform, clogs, high-heels, lighted shoes, character shoes, or combat boots are allowed. Shoes that are multi-toned brown, black or white are not allowed. Shoes that are in disrepair have holes, lose soles, or writing on them should not be worn to school.

SWEATERS AND SWEATSHIRTS: May choose to wear solid red, white, or school green pullover, cardigan, vest sweaters or sweatshirts with their uniform shirts in cool weather. All pullovers, cardigans, sweaters or sweatshirts must have the school logo on them. Official St. Edward School sweatshirts/fleece pullovers are acceptable. Students may wish to keep a uniform sweater or sweatshirt at school in case of changes in weather during the day.

PROHIBITED SWEATERS AND SWEATSHIRTS: Sweaters and sweatshirts that are oversized or have messages or have logos are not permitted. Sweaters and sweatshirts in disrepair, with holes, rips, tears or writing on them are not to be worn at school.

JACKETS: Jackets and coats are only allowed to be worn outside of the school building.

HATS: Hats are not allowed to be worn on campus during the school day.

HAIR: Hair must be kept clean and well groomed. Headbands must be school plaid or neutral solid uniform colors.

PROHIBITED HAIR ITEMS: The hair should have no extreme styles or coloring. Excessive or extreme hair bows, barrettes, hair wraps, decorations and bandanas that cover the head are not allowed. Hair spray and other hair products should be left at home.

JEWELRY May wear one slender (up to 1/8 inch thick) chain with a cross or a religious medal; one ring, and a watch. Girls may wear one pair of post type earrings on the earlobe small enough for the lobe to be seen around the earring. Holiday buttons and pins may be worn during the appropriate season.

PROHIBITED JEWELRY: No bracelets are allowed. No tattoos, drawing, or writings on the skin are permitted. No loops or dangling styles are allowed.

MAKE-UP: Conservative makeup is a privilege afforded **Eighth Grade Girls ONLY.**

PROHIBITED MAKE-UP: Excessive or extreme makeup will not be permitted. The use of nail polish and nail decoration are not allowed in school by any grades. All cosmetics, toiletries, and nail polish should be left at home.

OUT OF UNIFORM PASSES: Out of uniform passes may not be used on church days, these include: Mass days, Communion Service Days and Adoration Days or any other church day that is on the school calendar. A student must notify the teacher the day prior to the coming out of uniform and the pass must be given to the teacher at that time. (See section on out of uniform days for guidelines)

Guidelines for Out of Uniform Days

Boys

Out of uniform days are days which allow the child to wear nice clothing outside of their school uniform. It is not a day for sloppy dressing. Nice T-Shirts are appropriate as long as they meet the requirements below.

The following clothing is **NOT** allowed:

Clothing:

❖ **Shirts:**

- Tank tops
- Shirts that have been cut off, have holes, rips or tears
- Tight fitting shirts
- Net Shirts without a T-Shirt underneath it
- Any shirt that exposes any part of the midriff at any time
- Clothing which promotes alcohol or other drug use; bears profane, obscene, or vulgar messages or symbols; or is immodest in any way

❖ **PANTS, JEANS or SHORTS:**

- Cut-off pants or jeans,
- Pants or jeans with holes, tears or rips
- No tight fitting pants or jeans.
- Shorts that are greater than 3 inches from the ground when kneeling
- Athletic shorts that do not fit on the waist or hang below the knee
- Sweatpants should not be worn on out of uniform days

❖ **Shoes:**

- Sandals
- Crocs
- Jellies
- Shoes without shoelaces that have eyelets.
- Shoes that are in disrepair lose soles with holes etc.
-

The following clothing **IS** allowed:

- Shorts may be worn during the months of August, September, October, April, May and June. They must be no shorter than 3 inches from the floor while kneeling.
- Blue jeans, pants, slacks that are in good repair.
- Socks must be worn with all shoes.

Athletic shoes will be needed for physical education classes.

Other days that have early dismissal times,(except the first Friday of each month)and the days before major holidays, are regular uniform days unless otherwise specified.

Girls

Out of uniform days are days which allow the child to wear nice clothing outside of their school uniform. It is not a day for sloppy dressing. Nice T-Shirts are appropriate as long as they meet the requirements below.

The following clothing is **NOT** allowed:

❖ **Clothing**

○ **Skirts and Dresses:**

- ❖ Short Skirts: greater than 3 inches from the ground when kneeling
- ❖ Dresses that are greater than 3 inches from the ground when kneeling
- ❖ Dresses that have spaghetti straps or no sleeves that cover the upper arm
- ❖ Halter Dresses or Sun Dresses

○ **Shirts:**

- ❖ Halter tops
- ❖ Tank tops
- ❖ Any shirt with holes, rips, tears or writing
- ❖ Cut-off shirts
- ❖ No tight fitting shirts should be worn
- ❖ Shirts must be modest with no cleavage exposed
- ❖ Any shirt that exposes any part of the midriff at any time
- ❖ Clothing which promotes alcohol or other drug use; bears profane, obscene, or vulgar messages or symbols; or is immodest in any way

○ **Pants, Jeans or Shorts**

- ❖ Stretch pants or leggings without a skirt or shorts over them
- ❖ Cut off pants
- ❖ Pants, Jeans or Shorts that have holes, rips, tears or writing on them
- ❖ Tight fitting pants, jeans or shorts
- ❖ Sweatpants should not be worn on out of uniform days.
- ❖ Athletic shorts that do not fit properly on the waist or hang to low.

The following clothing **IS** allowed:

- Shorts may be worn during the months of August, September, October, April, May and June. They must be no shorter than 3 inches from the floor while kneeling.
- Regular make-up and nail polish rules apply.
- Socks and/or tights must be worn with all shoes.
- Socks must be worn with tennis shoes or athletic shoes.
- Athletic shoes will be needed for physical education class.
- Only one pair of non-dangling earrings may be worn.

Other days that have early dismissal times,(except the first Friday of each month) and the days before major holidays, are regular uniform days unless otherwise specified.

Administration of Medication to Students

The school will not dispense medication to students except when prescribed by a doctor and provided by the parent.

The administration of any drug (prescription or over- the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.

When it is necessary for the school personnel to administer prescribed medication, the following guidelines are to be followed:

1. The principal shall appoint a responsible person or person(s) to supervise the storing and administering of the medication.
2. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by the school personnel. The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. The school office will provide a form.
3. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and the time of administration.
4. New request forms must be submitted each school year, or when changes in dosage or prescription are made.

Lice Policy

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

1. The entire class of students and teacher of the child reported with lice should be checked.
2. The classroom, and all classrooms used by that class should be sprayed and cleaned.
3. Any child found to have lice or nits should be sent home.
4. The siblings of the child with lice or nits should be checked.
5. If the sibling has lice or nits, that child will be sent home and the entire class will be checked.
6. Notice of lice should be sent home to all families in that classroom on the same day.

7. The child must return to school with proof of treatment and must be rechecked before being allowed to go to class. Metro Health Dept. will check child/ children free of charge.

Attendance

Classes begin promptly at 8:00 a.m. and conclude at 3:00 p.m. The school building is open each morning at 7:00 a.m. Arriving students must GO TO THE CAFETERIA . Students are not allowed to walk the building during this time.

All children are to be picked up by 3:20 p.m. All students who have not been PICKED UP will be placed in After-School Care at the parents' expense.

Students leaving school during school time must be signed out by their PARENT and signed back in on return.

If a student is absent from school, a parent needs to NOTIFY THE SCHOOL by 9:00 a.m. in order to pick up homework after 2:30 p.m.

Students who have been absent should bring a note explaining the absence within three days of their return. Illness, death in the family, and medical appointments are considered excused. Students late due to a medical appointment, or reasonable excuse, should bring a note to the office.

Before an absence for reasons other than those described above may be excused, the parents of the children must contact the school office and teachers well in advance of the planned absence.

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

A student will be given the number of days she/he is absent to make up missed work, (i.e., one day absent, one day to make up work). This includes excused absences from school for a school-related field trip. Work not made up becomes a permanent zero (numerical grading), or points may be deducted as per the classroom management program.

It is assumed that the student's experience in a Catholic school is more than intellectual. The Catholic school impacts the child's social, emotional, spiritual and physical dimensions. Additionally, the school provides other experiences, which are important parts of the total school program (i.e. field trips, liturgies, special events, etc.). A student who is an excessive absentee has not experienced the total breadth of the school program and serious consideration should be given to whether the child should be retained or promoted to the next grade level.

When parents withdraw a student from school permanently, they must provide the school written notification of the withdrawal. **To do this via e-mail is perfectly acceptable.**

Tardiness

Students arriving after 8:00 a.m. are tardy, and must report with a parent directly to the school office for a late slip permit before going to their classroom.

Six tardies will be equivalent to a one day absence. All absences will be combined both excused and unexcused to make sure that each student complies with the Compulsory School Attendance Law.

In accordance with the Compulsory School Attendance Law of the State of Tennessee (49-2-302) a student between the ages of six and seventeen must attend school for 80% of the school year in order to be promoted to the next grade level. In compliance with the Promotion-Retention Policy, an elementary student can miss only 17 days in the fall semester and 19 days in the spring semester.

Illness

If a child becomes ill while at school, they will be sent to the office. The secretary/nurse will take the child's temperature and try to elicit the nature of their illness. If it is decided that the child is too ill to remain at school, the parent will be contacted.

Children who have been ill should be without fever for **twenty-four hours** before returning to school or afterschool.

It is very important to keep the school up-dated with any change of home or work telephone numbers!! **Updates may be made on the parent portal on the school website.**

Inclement Weather

In the event that school must be closed due to the weather, the local television stations (channels 2, 4, 5, and FOX) will be notified as soon as possible. In addition, school closing information will be available on the St. Edward website and **via the emergency notification system which includes phone calls, messages and e-mail.**

St. Edward School does not follow any other school or system in closing information. Listen for "St. Edward School". Stations will not usually report schools that are open, so if there is no report that we are closed, assume that the school is open. Do not call the school, the church, the rectory, or any faculty or staff member - listen to the television. **Daycare will be open unless it is announced otherwise.**

Decisions to open or close for inclement weather are never easy to make. Parents are urged to use their own discretion in deciding whether or not to travel on inclement days.

Drop-Off and Dismissal

When arriving in the morning, vehicles should form a single line near the breeze way entrance. Students should never be **let out** or **picked up** on the Thompson Lane side of the school. PLEASE BE CONSIDERATE OF THOSE BEHIND YOU IN LINE: IF LONG GOOD-BYES, LAST MINUTE INSTRUCTION, ETC. ARE NEEDED, PARK IN A PARKING SPACE, OUT OF THE FLOW OF TRAFFIC and escort your child into the building. **The school door opens at 7:00 AM and students need to proceed to the cafeteria where they are seated according to grade level. Breakfast is available for purchase to those students who desire it.**

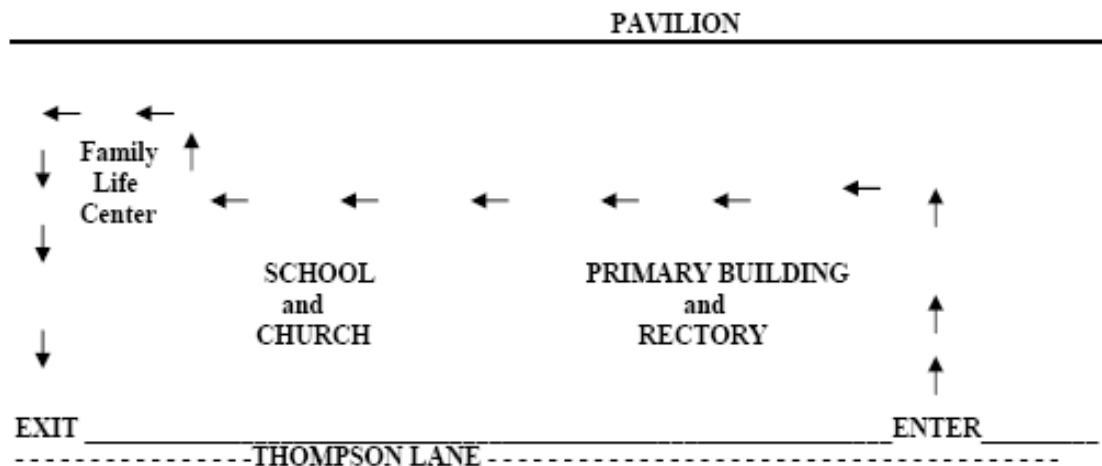
The first bell rings at 7:40 AM and at this time and after this time, students may proceed to their classrooms. Because teachers do not report until 7:30 AM, we do not want children or parents "wandering" in the halls prior to 7:40 AM

Traffic Pattern

1. All traffic coming off of Thompson Lane enters into main entrance or may turn right on Edwards Drive and park in the back parking lot.
2. Please refrain from using the bicycle rider lanes when making a right hand turn coming off of Thompson Lane. Metro police do issue tickets.
3. Please refrain from using cell phones as you enter the parking lot.
4. Do not exit onto Thompson Lane except at the traffic light.
5. Never enter into the driveway where the traffic light is located.

For the safety of your children please observe these procedures!

Arrival – All students except Pre-Kindergarteners should be dropped off at the breezeway entrance.



Dismissal Traffic Procedure

All students must be picked up at dismissal as a car rider or have a letter of consent on file with the school that states that their child will be walking to a residence. We will not allow any other student to leave our campus at anytime during the day or at dismissal unless a parent, legal guardian, or other authorized adult accompanies them.

Students exit the building and stand in their assigned spot waiting for the whistle. Once the whistle blows they will be permitted to leave the area next to the building and locate their vehicle. Once the whistle blows again, if they have not found their vehicle, they go back to their assigned areas. As soon as the parking lot is clear of children, the first row of cars will be permitted to leave.

Orange cones will be placed in front of each car line. The first car should pull into the parking lot and line up with the center of the first cone. Each car after that should line up as straight as possible behind the car in front of them. As a courtesy to those that may not be able to walk long distances, you may pull up to the center of any cone in any lane in order to be closer to the dismissal area. Lines should be as straight as possible.

Cones will be placed at the end of each line as they fill.

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

Cars entering off of Thompson Lane and in the left lane will be in the dismissal lane. DO NOT leave your car unattended in this lane. If you are in the right hand lane, you may turn right into the parking lot behind Bush Insurance, park, and go locate your child.

The lane on the right will NOT be allowed to stop. This lane and the lane nearest the pavilion must remain open in case emergency vehicles need to enter and exit the property.

Beginning at 2:00 p.m. on Monday through Friday, there should be NO VEHICLES blocking the dismissal lanes. If you are in the building please move your car to spaces behind and or alongside of the garage.

PICK UP in the circular drive in front of the church, basketball courts, and Thompson Lane is NOT permitted. There will be faculty members stationed in these areas as a gentle reminder. If everyone does their part, all students can be safely and successfully dismissed in 20 minutes.

Early Dismissal Days

Students will be dismissed at **11:30** on the first Friday of each month. Aftercare will be available to students immediately following dismissal. **Aftercare students must bring a lunch on early dismissal days.** On certain days students will be dismissed earlier than 3:00 o'clock. See school calendar on website for details.

Discipline

The approach to discipline will be of a positive nature. The object of discipline is to correct a behavioral problem, not simply to punish the child. Behavior problems will be dealt with individually. The age of the child and the nature of the offense will be taken into consideration when correction is necessary. Parents are expected to cooperate with the school when disciplinary action is taken. All students are expected to maintain a standard of behavior that is appropriate for their level in a Christian school. **Students can be disciplined for conduct whether inside or outside of the school that is detrimental to the reputation of the school and disrupts and interferes with the school's educational mission and or affect the safe environment of the school.** Administrators and teachers have the responsibility for correcting students who are not behaving properly. Inappropriate and unacceptable behaviors should be reported to the homeroom teacher for documentation and corrective action according to the behavior management plan. If a staff member feels that the behavior requires immediate attention the student should be sent to the office. At this point parents will be notified and administrative measures taken to improve student performance.

A conduct report will be sent home weekly. Conduct grades for the 9-week periods will be on the report card.

Bullying Procedures

Our goal at St. Edward School is to keep students SAFE, help students LEARN, and help students GET ALONG. In order for this to occur, all members of the St. Edward School must treat one another with respect. **Demeaning behavior including harassment, bullying, hazing, name calling and threatening is wrong and will not be tolerated.**

Bullying is the deliberate and often repeated attempt to intimidate, embarrass or harm another person. Bullying can be be:

- Physical such as hitting, kicking, pushing, slapping, spitting, tripping and engaging in physical acts that demean or humiliate
- Social or relational such as using peer pressure and manipulation to isolate and hurt another by ignoring or shunning a particular student
- Verbal as in teasing, name calling, mockery, taunting, put downs, gossiping and spreading rumors
- Cyber bullying as in inappropriate messages, e-mails, instant messages, posts on web sites, or digital videos or pictures over the phone or the internet

Consequences for Bullying

First indicator	Parent will be contacted and notified in writing
First verified instance	Parents will be contacted and a meeting held with parents, student and administration
Second verified instance	Parents notified and student placed in detention
Third verified instance	Parents notified, in-school suspension, behavioral contract and referral to school counselor

Fourth verified instance Parents, pastor and administration meet to consider if expulsion is warranted

Kindergarten Discipline Plan

Carefully follow directions

Hands, feet, objects, unkind words to yourself

Respect people and property

I'll stay on task

Safety first, last, and always

Talk at appropriate times

1 2 3 Magic

Kindergarten uses a positive approach to discipline. We follow the 1 2 3 Magic philosophy of Thomas Phelan and the Teaching Love and Logic philosophy of Jim Fay, child psychiatrist Foster Cline, M.D. and Charles Fay, Ph.D. When a student makes a poor choice, they are counted to 1. This gives the child a chance to stop the behavior. If the behavior continues then the child will be counted to 2. Once the child is counted to 3 they will follow the procedure below.

1st Smiley Moved: Sit in time out 5 minutes, no stamp & note on calendar to be signed

2nd Smiley Moved: Sit in time out 10 minutes, no stamp & note on calendar to be signed

3rd Smiley Moved: Sit in time out 10 minutes, no stamp, note on calendar to be signed, & parent contacted

4th Smiley Moved: Silent lunch, in-class isolation or see principal, parents contacted, school behavior slip signed

Mrs. Shacklett's kindergarten also uses the 1 2 3 Magic but she is using stars instead of smiley's. Please see her individual classroom discipline plan for details and also refer to her website.

Extreme behaviors include but may not be limited to hitting, fighting, profanity, weapons, and non-compliance. Some situations may warrant immediate administrative intervention and thus the steps as outlined above would not apply.

Grades 1-4 Discipline Plan

Carefully follow directions

Hands, feet, objects, unkind words to yourself

Respect people and property

I'll stay on task

Safety first, last, and always

Talk at appropriate times

Consequences will vary by grade level for failure to follow code of conduct. Consequences may include verbal warnings, in-classroom time out, missed recess, or loss of privileges. Please see individual classroom discipline plans for details.

1st offense per school year: teacher contacts parents by note, phone call, or email.

2nd offense: student will be sent to office, administration will contact parent by note, phone call or e-mail.

3rd offense: student will be placed in in-school suspension; parent/teacher conference is scheduled.

4th offense or more: child will be sent home from school and behavior plan implemented if warranted.

Extreme behaviors include but may not be limited to hitting, fighting, profanity, weapons, and non-compliance. Some situations may warrant immediate administrative intervention and thus the steps as outlined above would not apply.

Grades 5-6 Discipline Plan

Student begins with a weekly conduct grade of 100%. Conduct points deducted for the following infractions:

Carefully follow directions

Hands, feet, objects, unkind words to yourself

Respect people and property

I'll stay on task

Safety first, last, and always

Talk at appropriate times

Conduct Points

- Infraction of "CHRIST" centered conduct code = 10 point deduction
- Organizational infractions i.e. uniform violation, missing supplies, Wednesday folder, late for class = 5 point deduction
- Extreme behavior such as fighting, profanity, weapons, obscene conduct, written, verbal, or electronic threats/abuse = 15 or more point deduction
- Academic dishonesty including: cheating, forgery, plagiarism= 20 point deduction
- Disrespect to anyone in the SES community = 20 point deduction
- Use of electronic devices including having the device turned **ON** during the school day= 20 point deduction

Some situations may warrant immediate administrative intervention and thus students would be sent to the office, parents notified and consequences appropriate to the infraction implemented.

Consequences for loss of conduct points:

- Loss of conduct points below 70, in one week, = **after school detention**
- Upon receiving a 5th detention, = In school suspension
- Receipt of a 6th detention= Out of school suspension and behavioral contract

Homework Policy:

Loss of a total of 40 homework points per month= homework detention to be served in the 5th & 6th grade classroom.

Junior High Discipline Plan

Disciplinary action in grades 7-8 is handled with a points system and detention.

Points system

At the beginning of each week, a student has 100 points. As infractions occur, points are subtracted from the total. The final total of points at the end of the week is the student's conduct grade for that week.

Detention

A student receiving a detention will serve one hour from 3:00 to 4:00 on a school day. Any extracurricular activities may be attended *after* the detention is served. Students who fail to serve detention at the assigned time will receive a second detention.

Upon receiving the fifth detention, students will serve in-school suspension.

Infractions:

These infractions will result in the loss of 15 conduct points:

- Uniform Violations
- Being tardy or unprepared for class
-

These infractions will result in a detention and the loss of 30 conduct points:

- Chewing gum during school
- Repeated uniform violations
- Misuse or damage to school property or the property of other students
- Inappropriate behavior or disrespect during church or prayer
- Disrespect to anyone in the SES community
- Inappropriate behavior during all school activities
- Use of electronic devices including having the device turned ON during the school day

These infractions will result in two days of in-school suspension and the loss of 50 conduct points:

- Academic dishonesty, including cheating, forgery, or plagiarism
- Stealing

Consequences:

1. A conduct grade below 93% or 85% for the nine weeks will prevent a student from making Principals List or Honor Roll respectively.
2. Should a student obtain a 3rd weekly conduct grade below 70% or receive their 4th detention, the parents will be called to schedule a conference with the principal and teachers. Privileges will be suspended and other consequences will be applied.
3. Upon receiving a 5th detention, students may serve an in-school or out-of-school suspension depending on severity and a behavior contract may be implemented.
4. If an 8th grade student receives 6 failing conduct grades or 8 detentions throughout the year, his/her privilege of attending the Washington D.C. trip will be revoked. (Each day a student is suspended will also count as one detention.)
5. Cheating - will result in a zero on that assignment or test and a conference will be requested with teachers and parents.

**** The administration, in consultation with the faculty, may take away the privilege of a student to participate in any extracurricular activity at any time for behavior or academic reasons.**

Conduct Party

All students who receive a 93% or higher for a quarter will be able to participate in that quarter's conduct party.

Serious Disciplinary Action Clause:

Unfortunately, there are times when students choose to violate the guidelines of Christian behavior in a serious manner. Due to the fact that all possible serious actions cannot be itemized, St. Edward School reserves the right to make decisions regarding serious disciplinary actions and their subsequent consequences. Just cause for disciplinary action (in-school suspension, out-of-school suspension, or expulsion) will include, *but not be limited to*, any of the following serious violations:

- Fighting
- Repeated academic dishonesty including cheating, forgery, or plagiarism
- Belligerent or disruptive behavior to school staff, teachers, students, or volunteers
- Possession of narcotics, drugs, drug paraphernalia, or alcohol at any school related function
- Smoking or carrying of cigarettes or tobacco products
- Habitual and willful use of crude and profane language
- Obscene conduct, sexual acts, or possession of obscene literature or materials
- Theft of school, staff, or other student's property
- Deliberate damage to school property, furnishings, books, and equipment
- Possession of knives, firearms, weapons, fireworks, etc.
- Leaving school grounds without proper permission
- Written, verbal, or electronic threats

Actions Taken In Case of Serious Infraction:

The student will be immediately removed from the classroom or the company of his/her peers and sent to the principal's office. The parents will be notified and the student may be sent home for the remainder of the school day. The principal will determine subsequent consequences.

Discipline – Special Area Teachers (art, library, music, physical education, Spanish) will follow the disciplinary guidelines for each grade level as stated in the Student Handbook.

Special Area teachers will establish their own individual rules and classroom management programs that students will adhere to while attending their classes.

Students Technology Acceptable Use Policy

The Saint Edward School Acceptable Use Policy for Technology is indicated below. It is extremely important that parents and students read, discuss and understand the policies listed concerning the use of the computers, the computer network and Internet access at school. Your signature and those of your children on the Handbook Acceptance Agreement will indicate your agreement with the following statements regarding technology and Internet usage at St. Edward School.

“We understand all the rules and guidelines contained in this policy concerning appropriate and acceptable use of the computer, the computer network and the Internet. We also understand the restrictions as outlined in this policy and the importance of adhering to them.”

St. Edward School, Parish and Benefactors have made a very large investment in technology for our students, your children. We consider the use of technology at St. Edward School and access to the Internet through this technology to be a privilege. We expect that all St. Edward School students will respect this privilege and understand the value of this resource to their education.

This Acceptable Use Policy (AUP) is a contract between you and St. Edward School to ensure that your child is fully trained in the use of technology and the Internet and understands and respects the benefits as well as the potential danger inherent therein. St. Edward School sees this as protecting your child rather than forbidding him/her access to technology and the Internet.

The Internet provides access to a vast amount of information and worldwide contact with people who can be invaluable sources of knowledge. This can be a marvelous enhancement to the education of our children. The beneficial aspects of the Internet far outweigh the negative.

Understanding that the use of technology and access to the Internet at St. Edward School is a privilege, we further believe that along with privilege comes responsibility. We have outlined these responsibilities as follows:

Responsibility of St. Edward School:

Provide technology and Internet access for students

Make every effort to enlighten and protect your child by teaching him/her proper use of technology and the Internet. This shall include but not be limited to:

1. The potential danger involved in sharing his/her name, address, phone number, etc. or anyone else's over the Internet (if this is done at all it will be under the supervision of a teacher and with full approval by parents)
2. Rights of all students to equal access to Internet and technology
3. Understanding of the existence of and reason for copyright laws
4. Documentation of research sources found on the Internet
5. Identification of appropriate Internet sites

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

Responsibility of Parents:

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

Responsibility of Students:

- Follow St. Edward School's instruction as to appropriate use of technology and the Internet.
- Immediately tell a teacher if an inappropriate site is accessed accidentally. Internet use will be monitored, so failure to report will be assumed to indicate intentional access.
- Respect the rights of other students and faculty to equal use of the Internet and technology.
- Use the Internet ONLY for educational activities including research and exchange of educational information.
- Understand that a person's password is his/her personal property and should not be used – or even known by anyone else.
- Use your name, address, phone number or any other information about yourself ONLY with permission and guidance from your parents and/or your teacher. And NEVER use any information about another person.
- The Internet is St. Edward School's connection with the world. Be sure you are a good representative of St. Edward School to the world.

Restrictions:

The following activities are strictly forbidden:

- Deliberate damage to any of the St. Edward School technology equipment
- Deliberate damage to or malicious modification of any St. Edward School software or the network-this includes computer viruses
- Deliberate access to any inappropriate Internet site or sites or those not directly related to educational activities and/or assignments
- Accessing or attempting to access any other user's personal files or the school's administration and/or grading programs.
- Use of another person's password or impersonating another person on the Internet
- Copying any St. Edward School software without permission (this is a Federal offense)
- Downloading or otherwise placing any software onto any computer or the network without the permission of the technology director

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

Any bragging about "exploits" on the Internet or in the use of SES technology will be assumed to be truthful and the student will be carefully watched accordingly. Unfortunately this type behavior "marks" a child and makes him/her suspect should an unacceptable incident occur.

Media Center Information

The leading purposes of the Library Media Program are to support the curriculum and to ensure that every student has the opportunity to become an independent, effective, responsible and creative user of ideas and information.

The library media specialist works collaboratively with educators in all curricular areas. The library media program provides the following:

1. The library media specialist assists students in defining their interest, and provides guidance in book selection and use of other media.
2. The Library Media Center offers students access to a wide variety of print resources in addition to online databases. The Library Media Center is open to students throughout the day.
3. Every class will have a regularly scheduled weekly Media time. Your child's teacher will let you know what day his/her class comes to the Media Center. Library skills/technology will be taught during this time frame.
4. Students will come to the media center as needed for their reading purposes and to work on various curricular related projects planned by their teachers with the help of the Librarian and Technology Coordinator.

PreK, Kindergarten, First and Second Grade students may check out one book at a time and keep it for one week.

Third through Eighth Grade students may check out up to two books per visit and keep them for two weeks.

Books may be renewed (checked out again) as needed according to each student's reading needs. Students will need to return checked out materials before other materials may be checked out. The check out limit is increased for research projects. Charges will be incurred for the following:

1. **Lost or damaged materials:** (stained, wet, ripped, pages missing, written on, etc.) \$20.00 will be charged to cover replacement cost plus processing fees (attaching bar codes, spine labels, and reading level information and computer data entry).

Please note: Do not purchase a replacement copy of a book your child has lost or damaged. Simply write a check to St. Edward School for the replacement fee. Library bound books are purchased. Books from the bookstore do not hold up to the use they get in a library.

2. Materials returned missing or damaged barcodes and/or spine labels will be charged the \$5.00 processing fee.

Conduct/effort codes (3rd through 4th grade)

E Excellent

S Satisfactory

U Unsatisfactory

G Good

N Needs Improvement

Conduct/effort codes (5th through 8th grade)

Effort comments

1. Outstanding Effort
2. Progressing Well
3. Missing/Incomplete Assignments
4. Low test/quiz scores
5. Late Assignments
6. Unprepared for class
7. Poor class participation
8. Performance influenced by absence/tardy

Conduct comments

9. Demonstrates reverence in prayer
10. Does not demonstrate reverence in prayer
11. Demonstrates respect for others
12. Does not demonstrate respect for others
13. Follows rules
14. Does not follow rules
15. Demonstrates appropriate behavior outside the classroom
16. Does not demonstrate appropriate behavior outside of classroom

Honor Roll

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

Principal's List: Students must earn all A's with a conduct score of 93 or higher.

Honor Roll: Students must earn all A's and B's with a conduct score of 86 or higher.

Grades in Special Classes

Grading in these classes will combine skill level, effort, and participation. This is similar to assessment in a core subject. Some students are academically gifted while others may not grasp concepts as easily. This equates to various skill levels in the Special area classes. Effort alone does not measure progress although it is a part of the progress. Participation also impacts the overall progress in that a student cannot learn if they are not in class.

The "best practices" suggestions for effective assessment states that one grade per subject per week is desired. Therefore, students will be assessed at least once each week in their Special class. This amount of assessment enables the teacher to adequately evaluate a student's progress.

Students will be graded on a 5 point scale which equates to the various grading codes used in Kindergarten through Eighth grade. Teachers in the Special classes teach all 460 students. The 5 point scale provides them with a manageable method for recording grades since they have only a few minutes a day in which to record data. The scale used in Special classes is as follows:

5 = 93-100 (A) +

3 = 77-85 (C) S

1 = below 70 (F) U

4 = 86-92 (B) G

2 = 70-76 (D) N

Grade Retention

A yearly average of below 70 in two or more core subjects will constitute retention or the need for summer school or a private tutoring contract.

Academic Eligibility for School Sponsored Extracurricular Activities

All St. Edward students must remain in good academic and behavioral standing within the classroom in order to participate in school sponsored extracurricular activities. Every student's academic progress and conduct will be evaluated at the interim and nine week grading periods.

In order to maintain academic eligibility for extracurricular activities (sports, cheerleading, forensics, liturgy choir, lunch bunch and **snack pack**), students must meet the following criteria:

Acquire a passing grade in **conduct**

Grades 3-8 (70 and above) Grades K-2 (satisfactory performance)

Acquire passing grades in **all subjects**

Grades 3-8 (70 and above) Grades K-2 (satisfactory performance)

If at any grading period, including but not limited to the 2nd, 3rd, and 4th interim periods, the student has a failing grade on the report card in conduct or subject area, that student will be suspended from school sponsored extracurricular activities for a minimum of two weeks beginning on the Thursday following the grading report. **Note: Two weeks is defined as 10 school days for purposes of determining academic eligibility.**

During this time the student will not attend practice or participate in any school sponsored extracurricular activities. At the end of the two-week period, teachers and administration will confer to ascertain the student's progress. If at that point the failing grade and or behavior situation has improved, the student will then regain eligibility. If the situation has not improved within the two-week period, the following will apply:

1. If a student has been suspended for two weeks during one activity and upon reevaluation is not allowed to return for the next two weeks, the student will not be allowed to participate for the remainder of that season's activity.
2. If a student is suspended the second time in the activity, the student will not be allowed to return the rest of the season.
3. If a student is suspended in a second activity, they will not be allowed to play any activity the rest of the school year.

A student who does not attend school may not participate at practice or in a game on that day.

Detention Policy for Extracurricular Activities

If a student is serving a Detention, they may not attend any extracurricular event during the scheduled detention time.

Communication

Parents are encouraged to maintain close contact with teachers. Appointments for telephone conferences or meetings are best scheduled by contacting teachers via e-mail. Parents may also choose to leave a message via school office personnel who will in turn, place a note for follow up in the teacher's mailbox. Teachers may not be disturbed from their teaching duties during the school day, or called at their homes after hours. Conferences may be held at any time, on request from parent or teacher, but always with an appointment.

Visitors are always welcome, especially parents. No visitors are allowed on exam days.

All visitors, including parents, must register in the office. So as not to disrupt the educational process, parents are asked to notify the classroom teacher or school office as to the time and date of their intended visit.

All items to be delivered to a student must be left in the office to be delivered by a staff member.

Electronic Mail (E-Mail) Guidelines for Parents

E-mail may be a fast and convenient way for you to send messages, however this may not be the case for many of our teachers and staff. Please do not expect that the teachers will receive and read your email immediately. Teachers will determine the best time during the day to check their emails and will try to respond in a timely manner.

Guidelines when using e-mail to communicate with the teacher:

1. Only non-vital messages may be sent through this medium. For example, do not use e-mail to inform a teacher that your child is to go home with another student. A teacher may not have time to read your message in a timely fashion. Instead, please call the school office at telephone number (615) 833-5770.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate; however, you may use e-mail to request and schedule a personal conference.
3. Please remember that e-mail is not confidential. Confidential information should be conveyed by phone or personal contact.
4. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
5. For all medical or health concerns, please contact the school office by telephone.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.

Cell Phones

Cell phones must remain in the backpack of the student while under the **supervision** of school personnel. Phones must be kept in the OFF position during this time. School personnel may confiscate a cell phone if a violation of this policy occurs.

Weapons Policy

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

Drug Policy

The St. Edward School Policy indicates that no student shall use in any place at school:

- Narcotics, Alcoholic beverages, Drugs, and Counterfeit or Look-Alike Drugs
- Tobacco
- No student shall wear, carry or bring drug paraphernalia to school or school events.
- A student shall not possess and shall not receive, buy, use, transmit, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind or any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or that a student believes to be a controlled substance.
- A student shall not buy, sell, transfer or use any drug, medication, inhalant or other substance which can be taken internally.
 1. On the school grounds during and immediately before or after school hours.
 2. On the school grounds at any other time when the school is being used by any school group.
 3. Off the school grounds at a school activity, function, or event.
 4. In vehicles when students are being transported to or from a function, activity, or event.

In summary: The use or suspected use, abuse or possession of narcotics, alcoholic beverages, drugs, drug paraphernalia and counterfeit or look-alike drugs is strictly prohibited on campus or at school-related or school-sponsored activities even when these activities do not take place on the school premises. Each student should be aware that suspension and/or expulsion are possible consequences of the violation of the above-mentioned rules.

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

STUDENTS IN GRADE K-8 FOUND TO BE IN VIOLATION OF THE ABOVE POLICIES SHALL BE EXPELLED OR SUSPENDED AT THE DISCRETION OF THE PRINCIPAL, OR HIS/HER DESIGNEE.

Suspected Use, Abuse or Possession

Use of a drug, authorized by a registered physician and in accordance with his/her instructions, is not in violation of this rule. However, such drugs are administered to the students through the office under supervision.

The administration and faculty recognize that chemical dependency is a treatable disease which adversely affects not only the user, abuser or dependent person, but also family members, other students and friends. Chemical abuse, use and dependency manifest themselves through anti-social behavior patterns. If chemical dependency is suspected or becomes evident through student behavior, it is the responsibility of school administration and personnel to share these concerns with the student involved, as well as his or her parents/guardian. St. Edward School personnel may recommend appropriate community agencies (See Addendum: Resource List) or other specialists who provide diagnostic evaluation and treatment of such an illness.

It is the parent's/guardian's and student's responsibility to seek qualified evaluation, counseling, and treatment, and provide written confirmation concerning the specific action taken. It is the responsibility of the school to support the family in this endeavor. If the student is found to be chemically dependent, he/she must successfully complete primary treatment for the illness BEFORE being reinstated. If the student is found not to be chemically dependent, appropriate disciplinary action will be taken. If initial corrective efforts are ineffective, the case will be reviewed by the Principal, Pastor and designated persons. In serious drug-related instances, disciplinary actions recommended by the Principal, Pastor and designated personnel, will be referred to the Superintendent of Catholic Schools in the Diocese of Nashville, for review, further consultation, and final recommended action. The school will follow the recommendation of this evaluation and proceed with the appropriate action.

If the parent(s)/guardian and the student fail to seek assistance, and if the concerns persist, appropriate disciplinary action will be taken. Since it is our aim to insure the health, safety and welfare of all of our students, non-compliance with the policy or recommended disciplinary action of the school will result in suspension and/or expulsion, since it is our aim to insure the health, safety and welfare of all of our students.

Student Referral Form
Suspected Use, Abuse or Possession

The purpose of this report is to inform designated personnel of a disciplinary incident involving suspected use, abuse or possession of a narcotic, drug, alcohol, counterfeit drug, etc. Incident involves:

Name of student: _____

Time of incident: _____

Place of incident: _____

Incident involves: Alcohol Narcotics Drugs
 Counterfeit or look-alike drug Drug Paraphernalia
 Other (Specify): _____

Brief description of incident and behavior observed: _____

Observed by: _____

Other witnesses: _____

Signature of Principal: _____

Date: _____

Procedure for Action

In the event that there is suspected use, abuse or possession of narcotics, alcoholic beverages, drugs, drug paraphernalia, and counterfeit or look-alike drugs, the following will be the procedure for action for all personnel employed by St. Edward School.

- Any student caught using, abusing, dealing, selling or in possession of drugs, narcotics, alcohol etc. will be sent to the principal's office
- Any student who appears "high" or intoxicated will be sent to the principal's office
- Faculty or staff witnessing the above behavior(s) should complete a referral form reporting the observed behaviors and details of incident. A separate referral form should be completed in cases where several students were involved. (see next handbook page)
- The principal will contact the parents/guardian immediately.
- Principal will contact pastor and school advisory representatives of intent to suspend
- Principal will meet with parent(s) and student and suspend pending reinstatement conference
- Reinstatement conference should occur within 24 hours of suspension.
- The principal, pastor, and designated personnel will meet with the student and parent(s)/guardian and discuss the conditions of the reinstatement which may include, but not be limited to the following treatment recommendations.

Treatment

- A. Student attendance in a community program relating to chemical use/abuse and dependency.
- B. Student evaluation and assessment sessions with appropriate resource person(s) to determine a plan of action for needed assistance.
- C. On going counseling sessions upon completion of a community program relating to chemical use/abuse and dependency.

The student and parent(s)/guardian will be informed of possible action for non-compliance. All such information will be given in verbal and written communication.

Support

The original referral will be pursued by the administration, faculty/staff team following the conference with the student and parent(s)/guardian, in order to assure the treatment, support, and care needed to assist the student and his/her family.

Community Resources

AL-ANON	1-888-425-2666
ALCOHOL AND DRUG COUNCIL OF MIDDLE TENNESSEE	269-0029
2612 Westwood Drive, Nashville, TN 37204	
ALCOHOLICS ANONYMOUS, NASHVILLE, TN 37211	831-1050

SALLY DOBSON (CATHOLIC SOCIAL SERVICES, ADDICTION)	352-3087
COCAINE ANONYMOUS	747-5483
FAMILY AND CHILDREN SERVICES	320-0591
201 23rd Avenue North, Nashville, TN 37203	
NARCOTICS ANONYMOUS	1-888-476-2482
OASIS CENTER	327-4455
1704 Charlotte Ave. #200 Nashville, TN 37203	
RUTHERFORD COUNTY GUIDANCE CENTER	893-0770
TOUGHLOVE	1-866-828-0178

Ground and Facility Policy

School activities on the school grounds must conclude by 8:30 p.m. on Sunday-Thursday and by 10:00 p.m. on Friday and Saturday. Proper supervision must be provided and written parental permission granted. Sleep-overs on the school grounds are not permitted.

Organizations Policy

St. Edward School cannot be responsible to run copies for any organization. Any folder handouts must be in the school office by 3:15 Tuesday. All material should be collated in stacks of 25.

All moneys collected by any club or organization will have to be deposited in the night deposit box at the bank instead of being carried home or delivered to the **business office**. This is for your own protection. St. Edward does not want any individual to be held responsible for monies of a club or organization.

Solicitation Policy

Due to Tennessee state regulations concerning non-profits, each organization within St. Edward Church & School are restricted to a total of two (2) fundraisers per year. Each organization is permitted one (1) weekend per year to offer their product to St. Edward parishioners. Requests for scheduling and approval for all fundraisers must be submitted to the St. Edward Development Office on the Fundraiser Request form which is available on the St. Edward website. No fundraiser either on or off St. Edward property is allowed without prior approval. Organizations violating this policy will be subject to disciplinary action.

Gum Policy

A student is not permitted to chew gum at St. Edward School. This offense will justify a disciplinary action which will vary according to grade level.

Homework Policy

Students in grades PreK – 8 and special area teachers input their student grades through a computer generated software program. Parents will be able to access their information, children's

grades, and print report cards on line through the Parent Portal. Parents will receive their own user name and password to access the Portal. Any issues regarding their log in or password may be directed to Mercy Araujo our Technology Director or Charlotte Callis our Administrative Office Assistant. **Interim reports are issued to all students but grades for "special" area classes are optional due to the number of students served.** In addition to these reports, a folder containing student work will be sent home with each child every Wednesday. Parents should review these folders, sign, and return them each Thursday. If you do not receive a folder, contact the office immediately.

Make-up work will be given for excused absences. Work missed for a prolonged period must be made up according to an approved plan with the teacher - usually this period is one week. Students who fail to turn in work when it is due will receive a failing grade for work missed.

The amount of homework assigned should be based upon what the average child will be able to accomplish in the time here mentioned:

- Graded K-2 15 - 30 minutes per day
- Graded 3-5 45 - 90 minutes per day
- Graded 6-8 60 -120 minutes per day

School Fees 2011-2012

Tuition Fees

Registration Fee

\$100.00 is required for each child. The registration fee is not refundable, and does not apply to tuition or other fees. Families hold a place for their children by paying this fee.

General Fee/Textbooks

The general fee per student may be paid along with the registration fee, and must be paid before the first day of school. Supplies will be held until this fee is paid. Children may not receive books or workbooks until all book fees or general fees are paid in full.

Consumable textbooks, workbooks, and some supplies are included in the general fees.

All textbooks, except consumable textbooks are owned by the school and leased to the students. These books must be returned at the end of the year with normal wear. No **WRITING** or **MARKING** on books is permitted. Hardcover books should be covered.

Tuition

Grades 1-8

Kindergarten

Subsidized Catholic

Subsidized Catholic

1 CHILD: \$5100.00 per student

\$5,400.00 per student

\$510.00 PER MO. ---JUNE-MARCH

\$540.00 PER MO. --- JUNE-MARCH

2 CHILDREN: \$9,700.00

\$10,000.00

\$970.00 PER MO. ---JUNE-MARCH

\$1,000.00 PER MO. --- JUNE-MARCH

3 CHILDREN: \$14,300.00

\$14,600.00

\$1,430.00 PER MO. ---JUNE-MARCH

\$1,460.00 PER MO. ---JUNE-MARCH

Non Subsidized Catholic

Non Subsidized Catholic

\$7,500.00 PER STUDENT

\$7,800.00 PER STUDENT

\$750.00 PER MONTH

\$780.00 PER MO.--- JUNE-MARCH

Non Catholic

Non Catholic

\$7,500.00 per student

\$7,800.00 per student

\$750.00 PER MO. ---JUNE-MARCH

\$780.00 PER MO. ---JUNE-MARCH

Tuition contracts will be issued upon receipt of the registration fee. Subsidized Catholic families must submit subsidy cards to their pastor for approval. Upon receipt of signed subsidy cards, contracts for subsidized Catholic families will be issued. Subsidy decisions are strictly the responsibility of the family's parish administration.

All tuition, book bills, cafeteria charges, library obligations, and afterschool/daycare bills must be paid in full before final report cards will be issued or records transferred. This includes any damages and repairs and return of sports uniforms.

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

Cafeteria

We are very excited about starting a new school year. It is our desire to provide you and your child with a friendly, safe, healthy and enjoyable cafeteria experience.

The following are a few guidelines that will assist you and the staff:

Federal Regulations:

- No fast foods can be brought into the cafeteria at lunch time due to the school's participation in the federal lunch program.
- The federal lunch programs also prohibit carbonated soft drinks in the cafeteria

Cafeteria Regulations:

- Glass bottles are prohibited.
- Use of the microwaves are restricted to grades 6th, 7th, 8th, teachers, staff, and parents/guardians.

Student Microwave Schedule: Tuesday 6th Grade Students
 Wednesday 7th Grade Students
 Thursday 8th Grade Students

- Students may purchase Lunch or Milk **via the computerized lunch account.**
- Please enclose cash and checks for Meal/Milk purchase in a ***sealed envelope, clearly marked (lunch or milk) with the student's name, grade and amount on the outside of the envelope.*** **This envelope can be given to the teacher or dropped off at the school office. Office personnel will input this information into the computerized lunch account.**
- **Lunch balances are rolled over to the next school year.**

Pricing: Lunch (per student schedule):		Note:	
Student Plate Lunch	\$ 3.00	Plate Lunches include milk.*	
Visitor: Adult Plate Lunch	\$ 4.00	Students (Grades 4-8) may substitute a Chef Salad and Loaded Baked Potato for the Plate Lunch Entrée without additional cost.	
Baked Potato	\$ 3.00	Bottled Water	\$1.00
Salad	\$ 3.00	Extra Meat	\$ 1.25
Milk	\$.50	Extra Vegetables	\$.75
		Ice Cream	\$.50
		Extra Rolls	\$.50

*A **Physician's Note** is required for a substitute beverage other than milk.

- **Parents are encouraged to have lunch with their child but requested to check in at the office AND ACQUIRE A VISITOR'S PASS. Parents may bring their lunch or participate in the cafeteria lunch program provided they give the office prior notice.**
- Please remember, visitors are subject to all school rules and regulations in addition to the cafeteria's policies.

If you have any questions, please call Peggy Hiller, Cafeteria Mgr., @ 833-5770

After-School Program

The program is available each school day. When school is closed, there will be no care available. Decisions on snow days will be made on morning of dismissal.

- Choice of full time or part time care
- Daily afternoon snacks with milk or juice
- If open on snow days, bring lunch
- Bring lunch on early dismissal days
- Opportunities for homework and study time
- Games, activities, movies, outside play (weather permitting)

Rate Schedule 2011-2012

Family Registration Fee \$20.00

Full Time Care (per week; no extra charge for early dismissals)

1 child	\$53.00
2 children	\$76.00
3 children	\$99.00

Part Time Care (Per Day)

1 child	\$13.00
2 children	\$18.00
3 children	\$23.00

Full time care is suggested for parents who work five days a week every week. Full time parents are responsible for payment whether their child attends or not. Part time is suggested for parents who work less than five days a week. Part time parents pay a per day rate each day even if the child attends all 5 days in a week.

There is a charge of \$3.00 per minute for anyone picked up after 6:00 p.m. regardless of reason. This charge is due when you pick up your child.

All children must be signed out by the adult picking them up. Registration is complete only when all forms have been returned with the registration fee.

Your registration will be final upon our receipt of the completed forms.

Celebrations

All grades may have Halloween parties, planned by the teachers and room parents.

All grades have Christmas parties.

All grades may exchange Valentine cards for Valentine's Day.

Grades K-3 have an Easter egg hunt, there are no parties.

Other classroom celebrations MUST have the prior permission of both the teacher and the principal. Parties for teachers must have prior permission.

Invitations to parties may not be distributed at school unless every boy, every girl, or every student in the class receives an invitation.

Deliveries, such as flowers or balloons should be directed to the school office, to be delivered by a member of the staff.

Third grade room parents host the reception for the second grade's First Communion.

Seventh grade room parents host a breakfast for the eighth grade after May Procession and the reception for the Eighth Grade Graduation.

First Penance is held in January for second graders. Students need to be baptized and a practicing Catholic.

First Communion is held in the spring for second graders. Clothing guidelines include dress shoes, no sneakers, no jeans. Boys wear dark dress slacks, pastel or white shirt and tie. Girls wear pastel or white dress. Hair bows, flowers, and veils are optional.

May Procession is held for the entire school, usually the first week in May. The eighth graders are the principal participants. Students to crown the statue of Mary are chosen by lot. Dress for the eighth graders is suits or sport coats and slacks, dress shirts and shoes, and ties for boys; pastel or white spring dresses for girls.

Graduation for the eighth grade is held on a Saturday morning at 10:00. Dress is the same as for May Procession.

Birthday Celebrations & Snacks

In 2004, Congress passed legislation that requires all school districts with federally-funded school meals (which SES receives) implement wellness policies that address nutrition and physical activity

in children beginning with the 2006-07 school year. Therefore, we will be eliminating cupcakes, doughnuts, cokes, etc. for every birthday that is celebrated. **Each student will be given a special birthday bag which includes an out of uniform pass, free ice cream pass and a few other special items. The students may visit the office on their birthday to receive their bag. STUDENTS WILL NOT BE ALLOWED TO BRING TREATS FROM HOME.**

Extracurricular Activities

Athletics

St. Edward School offers a wide variety of activities for students. St. Edward School sponsors football (boys, gr. 5-8), cheerleaders (girls, gr.8), cross country (boys and girls, gr. K-8), basketball (boys and girls, gr. 3-8), volleyball (girls, gr. 5-8), and soccer (boys and girls, gr. 5-8).

Availability of teams depends upon interest of students for that year. St. Edward School has a no-cut policy for all teams except for 7th and 8th grade select basketball teams. Each athlete is required to have a Diocesan Release form completed before they are allowed to practice. Athletes waiting for their coach after school must be under the supervision of an adult. No student is allowed to walk to the store and return to school property without adult supervision.

Field day is held on a Friday in May, sponsored by the Booster Club. Parent volunteers are needed on that day.

St. Edward School will only accept trophies or awards presented by a school league, school tournament, or St. Edward Booster Club.

Clubs and Organizations

The National Junior Honor Society is comprised of those students at St. Edward School who meet the following criteria: scholarship, leadership, service, character and citizenship. Students must have a cumulative scholastic average of a 93 or above in the core academic subjects and a conduct score of 93 or higher. Active members must maintain the standards by which they were selected and meet other obligations as determined by the chapter.

The Student Council is a body of students from the 5th, 6th, 7th and 8th grades. These students are selected by their peers and faculty approved because of their dedication to our school and support of our student body. The Student Council's job is to participate in school functions and maintain a positive morale among our students.

The members hold the responsibility of the following guidelines:

- Must attend meetings
- Follow school policies
- Demonstrate acceptable Conduct
- Cooperate to serve on committee

Fine Arts

St. Edward students have the choice of **two liturgy choirs**, 3rd-4th grade and 5th-8th grade and a liturgy band. The primary function of the choir is to *lead the student body* at Mass *in song* as well as to build self-esteem and leadership qualities in student participants. Students also perform at various school functions, such as Home and School meetings and special events in the community.

Forensics is offered for grades 5-8. **Drama** and **theatre** classes are also available to students after school hours.

A **Band Program** is offered for students in grades 5 - 8. **Guitar** is available for grades 7-8. St. Edward School also hosts an **Academy** of private music lessons during after school hours. Lunch Bunch Boys and **Snack Pack** Girls meets for interested middle school students.

Scouting programs are also available as after school offerings for interested students.

Student Academic Support Services

Support Services at St. Edward School exist for students with academic needs that include but are not limited to learning differences and attention situations. Support is provided directly to students by teaching students methods to become effective learners. Support is also provided to the classroom teacher and parent through recommendations of effective instructional and learning techniques.

Student Support staff members work closely with classroom teachers and parents to ensure consistency. Students receive help during the school day on a regular, scheduled basis as needed.

Classroom teachers refer students to Student Support personnel.

Rainbows

For All God's Children (a peer counseling program) provides support groups at all grade levels for students who are experiencing painful transitions within their families. Separation, divorce, and death have a profound effect on children. Trained facilitators meet weekly with the groups to help the children express their feelings, work through their grief, build their self-esteem, and understand and accept the changes in their families.

Counseling Program

St. Edward School has contracted with Catholic Charities to provide a professional counselor(s) on site for four days a week. The goal is to enhance the functioning and coping abilities of parochial school students and/or their families who are experiencing an uncomfortable disruption in their personal or family life. Referrals can be made by the school administrator, faculty, a student or a student's parent. A student may be seen once without parent's permission for urgent reasons. Subsequent sessions require signed parent authorization and their involvement in the counseling process is encouraged. Counselors are also available to faculty and students for:

- Classroom Workshops
- Groups
- Referrals to appropriate community resources

School Governance and Support

Bishop:	The Rt. Rev. David Choby
Superintendent of Schools:	Dr. Therese Williams
Pastor of St. Edward Church:	Rev. Joseph P. Breen
Principal of St. Edward School:	Dr. Sue Baumgartner
Associate Principal of St. Edward School:	Dr. Niyah E. Griffin
Advisory Council Chairperson:	Mr. John Brunner

St. Edward Advisory Council

The St. Edward Advisory Council is concerned with Catholic School education in the parish. Its purpose is to formulate policy that will guide the school faculty and staff to better educate our children. The Council is consultative by nature and is a committee of the Education Commission of the Parish Council. Meetings are held monthly during the school year. Parents wishing to address the Council should contact the Chairperson two weeks in advance. This should occur only after appropriate steps through the school Administration have been taken.

Booster Club President

The St. Edward Booster Club serves to promote athletics and all extracurricular activities. The Booster Club sponsors several leagues located at St. Edward, promotes the athletic program, and promotes and provides financial support for the athletic program. The Booster Club works closely with the Athletic Director of the School.

Home and School Association – Colie Gish

The Home and School Association serves as a liaison between the parents and the school. The HSA serves to promote the school and be of service to the faculty, students and families. Fundraising is an integral part of the HSA's function. Class celebrations, promotions, and room parents are also included in the Home and School Association's work.

St. Edward's Home & School Association mission is to provide a Christian based support system for students, parents, faculty and staff to develop their God-given talents and skills to their fullest potential. Through the support of our parent volunteers we are dedicated to enhancing the quality of life at St. Edward School.

Development Director – Jackie Smithson

The Development Office is a coordinated effort involving parents and parishioners in planning for the school's future in a consistent manner. All school publications and public relations, such as student recruitment, are carried out through this office. The Annual Giving Fund, Gift Opportunities, Capital Needs, Endowment and Tuition Assistance programs receive coordinated planning through this office. For more information on how you can participate, call 833-3447

Athletic Director - Rhonda Travis/ Assistant – Jenne' ClenDening

The Athletic Director enlists coaches, supervises equipment purchases and needs, supervises all St. Edward teams, and reports to the principal. All athletic activities, personnel, and functions are under the authority of the Principal.

St. Edward School Contact Directory

190 Thompson Lane, Nashville, TN 37211

St. Edward School: 833-5770
St. Edward Church: 833-5520
St. Edward Development Office: 833-3447
St. Edward Business Office: 333-9769
Fax: 833-9739
Website: www.stedward.org
(Faculty/ staff email addresses are located on the website)

Faculty and Staff Roster for School Year: 2011-2012

Pastor	Rev. Joseph P. Breen
Principal	Dr. Sue Baumgartner
Associate Principal	Dr. Niyah Griffin
Office Staff	Kathy Wilkinson/ Charlotte Callis
Development Director	Jackie Smithson
Athletic Director	Rhonda Travis
Day Care Director	Peggy Curran
Pre-K: Teachers	Patti Drexler
Educational Assistant	June Diaz
Kindergarten: Teachers	Briana Shacklett
	Mary Beth Natcher
Educational Assistant	Janet Wilgenbusch
Educational Assistant	Teresa Leedham
First Grade: Teachers	Michelle Puryear
	Lisa Rippy
Educational Assistant	Peggy L. Curran
Second Grade: Teachers	Kathy Bechtold
	Karen Lasich

Third Grade: Teachers	Martha Minchey Jennie Guinn
Fourth Grade: Teachers	Debbie Mudd Ellen Mascari
Fifth Grade: Teachers	Kim Mullins Jane Sambola
Sixth Grade: Teachers	Jill Ellis Jenne'ClenDenning
Junior High: Teachers and Instructional areas	
Science	Tawnya Zeller
Religion	Rudy Pernell, Val Stockdale
Pre Algebra, Algebra	Val Stockdale
Science	Tawnya Zeller
Social Studies	Rudy Pernell
Language Arts	Mike Patton
Art	Kris Ball
Music	Renee Thompson
Physical Education	Rick Nute
Librarian/Media	Ann Kimbler
Spanish	Leticia Cogley Florencia Bray
Technology Director	Mercy Araujo
Student Support	Corinne Gleason, Bonnie Finley
Counselor	Cheryl Hales
Cafeteria Manager	Peggy Hiller
Business Manager	Ted Saunders
Assistant	Grace Yago

School Advisory Chairperson

School Advisory Members

John Brunner

Ray Bottoms

Rachel Gaines

Charles Bradford

Helen Akin

Mark Kirchenbauer

Colie Gish

Jackie Smithson

Booster Club Officers

President

Treasurer

Athletic Director

Asst. Athletic Director

Ken Travis

Rhonda Travis

Jenne' ClenDening

Home & School Association

President

Colie Gish