

St. Edward School
 4343 W. Sunnyside Avenue
 Chicago, Illinois 60630
 773-736-9133(P) 773-736-9280(F)
 email: principal@stedwardschool.com

St. Edward School Policy Book for the 2018-2019 School Year

***denotes Alumni of St. Edward School**

Grade	Room	Teacher
Preschool	5	Ms. Kelly Depa*
Preschool	3	Ms. Holly Zimmerman
Preschool	4	Mrs. Sandy Holbach*
Kindergarten	101	Mrs. Marie Murphy
Kindergarten	104	Mrs. Kathy Chun*
1	1	Ms. Jan Wawrzyniak*
1	2	Ms. Pat Weiland
2	102	Mrs. Kim Malecki
2	106	Mrs. Karen Valentino
3	105	Sr. Shirley Stockus, SSND
3	201	Mrs. Kristy Michel
4	202	Ms. Barbara Carabio*
4	203	Mrs. Debbie Polli
5	204	Mr. David Chun*
5	205	Mrs. Susan Belcastro
6	305	Ms. Cindy Rosasco
6	301	Mr. Arturo Enrile
7	306	Mr. Matthew Bates
8	303	Mrs. Caitlin Sammon
Reading	302	Ms. Tracy Mortimer
JR Art	302	Ms. Ann Corty*
K-5 Art	307	Mrs. Ann-Marie Greenberg
Spanish	302	Ms. Zuly Moreno
Computer	103	Mr. Gordon Malis

Teacher Aides for Preschool and Kindergarten

Mrs. Pam Kay	Mrs. Danielle Calka
Mrs. Tracy Johnson	Mrs. Mary Ann Farinella

Physical Education	Mr. David Cho
Library	Mrs. Ellen Kanik
Before School Program	Mrs. Pam Kay
After School Program (Creative Corner)	Ms. Tracy Mortimer

Principal	Mrs. Sara Lasica
Administrative Assistant	Mrs. Catherine McGill

St. Edward Parent Organization(SEPO)

Coordinator	Mrs. Sarah McCann
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Athletic Director	Mr. Mike Kelly*
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FSP Food Service Coordinators

Bookkeeping	Mrs. Debbie Cantafio
	Mrs. Mary Newman

Lunchroom Moderator Program

Coordinators	Mrs. Julie Andersen
	Mr. Bob Andersen

Music Department

Chairperson	Mrs. Robin Juran
	Mr. Paul Bata
	Mr. Don Sadofsky
	Mr. John Ling
	Mr. David Keller
	Ms. Maria Schwartz

School Maintenance

Mr. Bill Joesel

St. Edward Church

Pastor

Associate Pastor
 Resident, Retired
 Resident, Retired

Fr. Ken Anderson

Fr. Dominic Clemente
 Fr. James McIlhone
 Fr. Joseph C. Taylor

Parish Secretary

Ms. Sue Risetto

Bookkeeper

Mrs. Carmencita

Lanuza

Office Assistant

Ms. Donna Kubica

Communications/Development Mrs. Margaret Hemma

(773) 545-6496

stedwardrectoryja@sbcglobal.net

St. Edward School Board Officers

President	Ann Tudor
Vice President/ Finance	Ken Karbowiak
Treasurer	Trisha Correa
Secretary	Carrie Conway

School Board Members

Fundraising	Jeff Eichhorn
Marketing	Kim Danahy
	Maribel Tirado
	Shiju Elakkatt
	Ann Schultz

ADMISSION POLICY

A child entering Kindergarten must be five years of age by September 1st. Parents wishing underage admissions may contact the school for further information.

St. Edward School is a Roman Catholic School that strives to teach the Faith and Christian Values. St. Edward School does not discriminate on the basis of sex, race, color or national or ethnic origin in administration of educational policies, admission policies, loan programs, athletics or other school administered policies. As stated in the Cardinal's document paper, DECISIONS, "It would be a serious mistake to think that our schools are not able to make the changes needed to enable them to respond effectively to the needs of our contemporary Church and society." In light of this document the School Board has adopted the following priorities for admission of students to St. Edward School:

- A. Children of Parishioners
 - 1. Children from families with children already enrolled;
 - 2. Children now reaching school age
- B. Transfer Students
 - 1. Children from Catholic schools that are merging, consolidating or closing
 - 2. Children for Catholic schools not offering full programs or parishes with not school.
- C. Children of non-parishioners
 - 1. Children from families with children already enrolled.
 - 2. Children from outside the parish boundaries will be determined on an individual basis after a conference with the principal and/or pastor.
- D. Transfer students from public schools.
- E. Non-Catholic (These families will be expected to follow the policy for non-Catholic students).

REGISTRATION PROCEDURES

Pre-registration for students currently enrolled in St. Edward School is held in January. Families moving into the parish may register at the school office after they have first registered in the parish.

ATTENDANCE

Since occasional absence handicaps the student in his/her progress, we know you will cooperate in keeping absences to a minimum.

If a student is going to be absent on any given day, a phone call should be made to the office between 7:45am and 8:45am. If a phone call or note is not received from a parent/guardian, we will presume your child is absent without your permission and therefore, the school will contact you about the absence. In addition to calling the office on the day of absence, a written note or email of excuse must be given/sent to the homeroom teacher upon the child's return to classes.

Reasons for absence which are considered valid:

- A. Serious illness of the student which causes him/her to remain home, illness which prompts the student to be sent home, or a serious illness in the family demanding the student's presence at home.
- B. Death in the family or of a near relative.
- C. Special request from parents. (Such absences must be arranged in advance with the principal).
- D. A student that does not attend school for any reason, will be marked absent.
- E. Only seventh and eighth grade students may attend High School Shadow Days and they are limited to only two days.

When it is absolutely necessary for your child to be excused from school for medical/dental appointments or other emergencies, a note must be sent to the teacher and principal for approval BEFORE the time of the appointment. You are asked to call for your child at the school office. No child will be allowed to leave without an authorized adult.

A student is TARDY if he/she arrives in the classroom after 8am.

Since tardiness interferes with a student's progress and is a disturbance to the entire class, it must be avoided at all cost.

TELEPHONE NUMBERS

School - 773-736-9133
School Fax - 773-736-9280
Church - 773-545-6496
Convent - 773-545-7210
Music Studio - 773-286-5150
Creative Corner - 773-736-0252

If you have any questions regarding the education of your child, please feel free to call the school. Any articles such as lunches or forgotten books which are brought to the school during the day must be brought to the office. The child's name and room number should be on the articles. At no time should parents or other visitors go directly to the classroom during school hours without the permission of the office.

The most convenient time for telephone call is during the school day from 8am-3pm at the school. If you wish to speak to a faculty or staff member, please leave your name and number and someone will return your call.

FINANCES

St. Edward School adopted SMART tuition for its monthly tuition collection. The first tuition payment is due in August. The annual book and technology fees are due with the first tuition payment in order for children to start the school year. Monthly tuition payments are due according to your schedule payment date. St. Edward School relies on timely payment of tuition by school families in order to have sufficient funds to meet all of its normal operating obligations. These obligations include but are not limited to the payment of teachers and staff salaries and other regular operating expenses. Accordingly, it is important that all tuition payments be made on time each month. A family may apply for financial aid by completing a Tuition Assistance Application before September 30th.

The first tuition payment is due in August. The book fee must be paid with the first tuition payment. There will be a \$50 discount for those families paying Preschool-8 tuition in full in August.

St. Edward School tuition and book fees are:

PLAN A 1/2 Day Kindergarten Reduce relevant tuition by \$540.00 One child K-FD - 8 Tuition \$5,472/\$608 Book Fee: \$285 Two Children K - 8 Tuition: \$8,415/\$935 Book Fee: \$285 per child Three Children K-8 Tuition: \$10,431/\$1,159 Book Fee: \$285 per child Family Rate K-8 Tuition: \$11,574/\$1,286 Book Fee: \$285 per child	PLAN B 1/2 Day Kindergarten Reduce relevant tuition by \$540.00 One child K-FD - 8 Tuition \$6678/\$742 Book Fee: \$285 Two Children K - 8 Tuition: \$10,161/\$1,129 Book Fee: \$285 per child Three Children K-8 Tuition: \$12,771/\$1,419 Book Fee: \$285 per child Family Rate K-8 Tuition: \$14,908/\$1,612 Book Fee: \$285 per child
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Technology fee - (Grades K-5/7-8) - \$50.00
Grade 6 - \$150.00

When a Family account is **45 days past due**, the Family will receive written notice by mail and email that the account is past due. It is the responsibility of the Family to contact the school principal within 7 days of receipt of the notice to correct the situation. Additionally, a \$25.00/month late fee will be added to the account, beginning when the first month's (30 days) tuition payment becomes delinquent and will continue to be added each month thereafter until tuition is made current or an alternate payment schedule is agreed upon.

When a Family account is **90 days past due**, the Family will receive written notice by mail and email that the account is past due. It is the responsibility of the Family to contact the school principal within 7 days of receipt of the notice to correction the situation. Additionally, the student(s) will be withdrawn from the School and unable to participate in extracurricular activities until the account is made current, report cards and transcripts will be withheld

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

In all of the above circumstances, the Pastor will be notified of all delinquent accounts.

All tuition and fees must be paid in full by May 31st. Report cards and transcripts will be held if the account is not current. Families with 8th grade students must be current by May 15th or they may not participate in the graduation ceremony and festivities. Preschool and Kindergarten students must be current by May 31st or they will not participate in the end of the year celebrations. Please refer to the signed tuition agreement for more details.

EARLY CHILDHOOD PROGRAM

The Preschool Program for three and four year olds provides a positive experience through which children can develop spiritually, socially, emotionally, cognitively and physically.

3 Year AM \$2,664/ \$296 per month
3 Year Full Day X 2 \$3,285 / \$365 per month
Supply Fee: \$235 per child

3 Year/ 4 Year Full Day
Tuition: \$7,191/\$799 per month
Supply Fee: \$235 per child

4 Year AM \$3,384/\$376 per month
4 Year Full Day x 3 \$4,509/\$510 per month
Supply Fee: \$235 per child

Parents are invited and encouraged to investigate these programs. Those who wish to visit our Early Childhood Center, please call Mrs. Sara Lasica at 773-736-9133.

HEALTH

All children entering Preschool, Kindergarten and the Sixth Grade are required by State Law to present a record of dental and physical fitness. The Kindergarten examination will suffice for this requirement in First Grade. Parents may obtain the

health record forms from the school office before the first day of school. All students must comply with the immunization regulations. Dental forms are due for Grades K-2-6. Vision testing is required for Kindergarten.

ACCIDENTS AND ILLNESS AT SCHOOL

If a student becomes ill or is a victim of an accident during the school day, the school will contact the parent or person indicated on the student's emergency card. When picking up a child who becomes ill in school, please report to the office in the main building. Your child will be waiting for you.

SAFETY

No person is allowed at any time to enter the school without reporting to the school office. The only door for visitor's entrance is 4343 W. Sunnyside Avenue. All other school doors are locked during the school days and students have been instructed not to open the doors.

Parents driving students to school before 8am are asked to drop the students off in the drop off lanes. We put cones up in the middle of the street so you can either pull into the drop off lane or park in the parking lot across the street. Please do not park in the drop off lanes. If you want to park, please go into the parking lot. The students will no longer meet and stand in the parking lot, they will gather in front of the school.

Parent picking up and dropping off students by car are asked to follow the direction of the patrols at all times. Please do not leave the parking lot until ALL children are in cars and clear of the traffic.

The safety of the children is also ensured by drills and precautionary measures to be followed in the event of disaster from a bus evacuation, fire, storm, lockdown, or tornado.

SAFETY PATROLS

Parents and students are expected to be respectful and courteous to Patrols and Crossing Guards. Students must always cross streets at corners. Patrols

are on duty at 7:40 am each morning and for 10 minutes after dismissal.

Parents are responsible for the safety of the child traveling to and from school. The purpose of the Student Safety Patrol is to assist in the safe conduct of students to and from school. However, by providing this service., St. Edward School and the Catholic Bishop of Chicago accept no liability for the safety of a child. There may be times, due to circumstances beyond the control of St. Edward School, when a Student Safety Patrol member is not on duty at a crossing. The Safety patrols are from grades 6-8.

LUNCH

11:10am (Gr. K-3), 11:40am(Gr. 4-5), and
12:05pm (Gr. 6-7-8)

Students are expected to obey the lunchroom rules. Proper respect for supervising parents is imperative.

Children should be sent to school dressed warmly enough to withstand the weather conditions. When it is raining or severely cold, the children are kept indoors. Snowballs are NOT to be thrown on the playground nor on the way to and from school. Discipline notices will be sent home for a parent signature as the need arises. A third signed notice will result in a meeting with parents. Continued infraction of rules after the parent meeting could result in the loss of privileges.

The lunchroom fee is \$110 for one child plus \$25 for each additional child paid with October tuition.

FSP HOT LUNCH and MILK

Hot lunch and milk are available for all grades. Free and reduced fee lunches are available. Applications are available through the FSP Bookkeeper.

SCHOOL ORGANIZATION

St. Edward students are grouped according to intellectual ability, daily performance, standardized test results and teacher evaluation for Reading, Language Skill, and for Math in some grades. Grades 1-3 are generally self contained classes with some departmentalization.

Grades 4-5 have a greater degree of departmentalization, still maintaining a self-contained classroom concept. Grades 6-7-8 departmentalize in an effort to prepare the student for high school. Multi-graded or combination classes are formed only when enrollment demands such.

Instructional groupings are never so static as to prevent a student from transferring from one group to another as he/she excels beyond the achievement level.

PARENT TEACHER CONFERENCES

Close contact between teachers and parents is encouraged. It is often in your child's best interest for you to confer personally with his/her teacher.

Parents are asked not to defer teachers for "mini" conferences before school or at lunchtime. Please make an appointment with any teacher by sending a written request or by calling the school office. Home phone numbers of the teachers are never released. Teachers have also been advised to contact parents whenever necessary.

Parent/Teacher conferences for all students are scheduled each year in October.

DAILY SCHEDULE

7:50am Students may enter the building
8:00am School day begins (tardy bell)
11:10am-11:35am Lunch (Preschool - 3)
11:40 am-12:00 pm Lunch (Grades 4-5)
12:05pm-12:25 pm Lunch (Grades 6-7-8)
3:00 pm Dismissal

Kindergarten - All Day (8am - 3pm)
Half Day (8am - 11:10am)
Preschool - All Day (8am-3pm)
Half Day (8am-11:10am)
Before School Program - 7-8am
After School Program - 3-6pm

CALENDAR

Illinois State Code requires that school be open for instruction 180 days. Archdiocesan regulations

require that four days be scheduled for teacher institutes.

EMERGENCY CLOSING

In the City of Chicago, it is rarely necessary for the schools to close since most students walk to school. Any announcements of school closing, regarding all Catholic School will be made over Chicago radio and TV stations. When no announcement is made, schools are open for all students.

Any such announcement of school closings affecting all Chicago City Catholic Schools or all Chicago Archdiocesan Catholic Schools will be effect for St. Edward.

All such announcements including those specifically requested by St. Edward School will be sent through SCHOOL REACH.

Parents will be notified in writing if there is any other closing no listed on the school calendar.

RELIGIOUS EDUCATION

The children receive daily instruction in the Faith, participate in a variety of prayer experiences, have weekly opportunities for planning and participating in the Eucharistic Celebration and take part in paraliturgical services following the liturgical calendar. Children participate in the sacred liturgy with their classmates at the 8:15am Mass on Tuesdays.

Grades 1-8 attend Mass on Tuesdays and the entire school actively participated in the liturgy on holy days.

Parents are reminded of their own obligation to attend Mass on the weekend. In doing to, you are giving a great example to the children, and example that far outweighs anything the teacher might say to encourage this practice. Your parental example is the basis for the entire Christian education offered by St. Edward School.

With the cooperation of parents, the children are prepared for the reception of the Sacraments of Penance, First Eucharist, and Confirmation within organized formal programs of instruction and faith experience. Information regarding these programs is shared through parent meetings and communications from the school office.

Parents are required to attend all meetings about the Sacraments.

MASSES

Saturday - 5:30 pm

Sunday - 8am, 9:30am and 11am

Weekdays - 6:45am and 8:15am

HOMEWORK

Homework is assigned as a means of helping students review, comprehend and reinforce material presented in class. It should serve to unite the home and the school in the continuing education of the child.

Written work is not the only type of homework; study and oral assignments are also given.

Parents should provide the child with a quiet place to study. Telephone calls, television, and other distractions should be eliminated during the homework period.

Homework is the responsibility of the child. Emphasis is placed on completeness, accuracy, and neatness. Time allotted for homework varies according to the grade level of the child, the degree to which study skills are mastered and applied and the subject matter being studied if the child spends and unreasonable length of time on the work, please contact the teacher.

MUSIC

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

Senior Orchestra, Junior Orchestra and Beginning String Ensemble are offered. Students of instrumental music are eligible for membership in these organizations at the discretion of the instructors. Private and group lessons are offered in piano, violin, viola, cello, string bass, flute, clarinet, saxophone, oboe, bassoon, guitar, trumpet, French horn, trombone, baritone, tuba and percussion. Private lessons are \$15 and group lessons are \$7.50 per week. Instruments are available for rental at \$15 per month. Please contact Mrs. Robin Juran, chairperson of the Music Department to register.

PHYSICAL EDUCATION

St. Edward School offers physical education to Grades K-8. The program includes a variety of individual, dual and team sports. A physical fitness program is taught as well as activities that can be used later in life for recreational enjoyment.

All students must wear properly laced athletic gym shoes (no platform soles)(no casual shoes) to class on gym day.

Please refer to the Gym Uniform section for guidelines.

REPORT CARDS

Report cards are distributed three times a year. These reports show the progress made scholastically and also the progress in the character formation of your children. If students in Grade 4-8 fail two trimesters of English, Math or Reading they must attend summer school to fulfill their credit requirements. Mid-trimester reports are sent home three times a year. Report cards will not be distributed unless all fees are paid.

All eighth grade students are expected to pass the Illinois State and the Federal Constitution tests in order to graduate from St. Edward School.

LIBRARY

Students in Grade 1-8 have weekly library periods in the school library which is serviced by Mrs. Ellen Kanik and her volunteers. Students have access to a variety of materials for reference and recreational

reading. A computer resource lab is available for the students to use.

Students may withdraw books for a one week period. A fine of \$.10 cents a day is charged for overdue books. Restitution must be made for lost or damaged books. Please instill in your child a love and respect for library books by encouraging him/her to read daily.

FIELD TRIPS

Field trips may be planned during the course of the year by the teacher. Before plans are finalized, permission slips must be signed by a parent or guardian permitting the child to participate. While we encourage students to attend school-sponsored field trips, we recognized that parents reserve the right to decide whether their child/children to attend a school field trip there should not be any consequences for the child/children. However, the child/children are required to attend school on the day of the field trip, subject to the attendance policy.

DUAL ENROLLMENT

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

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

PARTIES

Parties in general are not allowed, however, classroom parties for Grade PreK-3 are permitted on special occasions such as Halloween, Christmas, and Valentine's Day. In keeping with the liturgical year, appropriate Para-liturgical celebrations should be planned and shared by classes. If a birthday treat is brought by the children, a little time may be used to enjoy it, but should not become a party.

Soliciting of money or fundraising is not permitted by parents or teachers without the permission of Mrs. Sara Lasica.

WITHDRAWALS

If parents find it necessary to withdraw a child from school for any reason, the teacher and principal are to be notified well in advance. Address of the school transfer, if known, should be given to the office who will forward all records. The last report card should be requested by the parents before leaving.

BOOKS

All textbooks are on the rental system. Students are to cover their books with Book Sox book covers purchased through the school. Books are to be covered at all times.

HEALTH AWARENESS EDUCATION

If you choose for your child not to participate in these programs: Safe Environment Training, AIDS Education, Family Life, and Abstinence Education please obtain a form from the school office.

DISCIPLINE

The purpose of the St. Edward School Discipline Policy is to acknowledge and reinforce the primary responsibility of parents to raise and educate their children, while also acknowledging the responsibility of St. Edward School to fulfill its mission of imparting our shared social and religious values to our students. The Philosophy and Objectives Statement of St. Edward School, as set forth above, is the moral and ethical foundation for the Discipline Policy of the School.

One of the primary purposes of St. Edward School is to provide a Christian atmosphere in which students can experience and practice the Christian life of faith. Therefore, all students at all times are expected to exhibit Christian attitudes and behavior in their relationships with fellow students and teachers.

Helping the child to grow in self-discipline and to develop a genuinely respectful attitude toward authority is and must be the constant aim of both parents and teachers. The child who has been taught these values, in the home and at school, learns more readily and makes teaching more effective.

Self-discipline and respect for authority, in the first instance, are values that a child must learn in the home. On the other hand, because so much of a child's day is spent at school, those values also must be reinforced by the disciplinary policies of the School.

The right to attend St. Edward School also entails responsibilities. No individual student is entitled to remain enrolled at St. Edward School if his or her presence is deemed to jeopardize or undermine in a fundamental way the Policies and Objectives of the School. For all of these reasons, disregard of school regulations or the rights of others and other misconduct cannot be tolerated. In the face of such behavior, parents and students alike must be ready to accept the consequences of the student's actions.

The effective administration of St. Edward School also requires deference to our administrators and faculty members, in the first instance, in matters of discipline. That we entrust our children daily to the care of these individuals is a mark of our confidence in and trust of them.

This is not to say that the administrators and faculty of St. Edward School will be deferred to in every case, or under all circumstances; it is, however, the policy of St. Edward School to acknowledge their primary role in the disciplining of misconduct in the School, and particularly of misconduct which is perceived to jeopardize or undermine in a fundamental way the Policies and Objectives of the School.

St. Edward School cannot, and therefore it will not take responsibility for the off-premises conduct of its students, except for supervised, school-sanctioned events (such as field trips, etc.). Ultimately, parents are responsible for the conduct of their children when not on school premises. When conduct by students off-premises reflect negatively on the School, however, the School is entitled to respond appropriately. Thus, St. Edward School reserves the right to sanction student misconduct, even when it occurs off-premises, when such conduct tends to direct ill will to the school, to bring it into disrepute or is otherwise perceived to jeopardize or undermine

in a fundamental way the School's Policies and Objectives.

RULES OF CONDUCT

The following Rules of Conduct apply to all children enrolled as students at St. Edward School.

1. Students are expected to conduct themselves appropriately at any time they are on school premises. This means that appropriate behavior is required in the lunchroom, on the playground, at Church and on School premises generally.

2. Disrespectful behavior towards people or to their property will not be tolerated. Students are expected to show respect for administrators, teachers, fellow students, and visitors, for school property and for the personal property of others.

3. Swearing and vulgar or other inappropriate language demeans those who use it and is almost always intended to be hurtful to others. Students are expected to refrain from using such language in or around the School.

4. Teachers are entitled to establish individual classroom rules not otherwise inconsistent with the Discipline Policy of the school. When they do so, students are expected to observe individual classroom rules throughout the day.

5. Students are expected to arrive at school on time, and prepared with all necessary materials. All assignments must be neatly done and returned on time.

(Grades 3-8 must use school sanctioned assignment notebooks.)

6. Students are expected to dress in a proper uniform, as described in our uniform policy, at all times. Chewing gum and candy are prohibited at all times.

7. St. Edward School is a drug/alcohol free zone. Smoking and/or possession of illegal drugs will result in immediate suspension. Lethal weapons also are never permitted on school grounds.

8. A student who violates these rules may be sanctioned. If the same conduct is repeated, it will result in a more severe consequence.

Violations of the Discipline Policy of St. Edward School will be sanctioned. The nature and extent of the sanction, ultimately and except in extraordinary circumstances, is the responsibility of the school administrators and faculty to determine. Whatever sanction is imposed; it will be a logical consequence of the student's behavior and appropriate to the nature and degree of the misconduct. It is anticipated that in determining the appropriate sanction the administrators and faculty will take into account the Philosophy and Objectives of St. Edward School, and this Discipline Policy.

CONSEQUENCES

Without limiting the authority of our administrators and faculty to tailor discipline to particular circumstances, students who engage in misconduct reasonably can anticipate sanctions. Failure to comply with the St. Edward School discipline policy may result in one or more of the following disciplinary actions:

1. Verbal reprimand
2. Individual classroom consequences
3. Teacher/student conference
4. Written/verbal communication notes to parents;
5. Detention;
6. Mandatory in person parent/teacher conferences;
7. Suspension;
8. Expulsion.

The serving of detentions and on-campus suspensions may also include service to the school community. An unwillingness or inability to properly perform such service to the school community also may result in more severe consequences.

Suspensions may be served on or off-premises, depending on individual circumstances. Off-premises suspensions may not be served, if a child will not be personally supervised by an adult during the term of the suspension. On the other hand, if neither

off-premises nor on-premises suspension is an option, then immediate expulsion may result. Generally, violations of the St. Edward School Discipline Policy will be resolved privately and in confidence. In rare but appropriate cases, public disclosure regarding disciplinary matters may be made, particularly when such disclosures are deemed necessary to correct or otherwise put into context disclosures made by others. St. Edward School also reserves the right to sanction a violation of its Discipline Code by requiring appropriate service to the school community, even when the performance of such service may tend to disclose that an individual is being disciplined. The Discipline Policy of St. Edward School is always a work in process. Comments or suggestions regarding the policy should be directed, promptly and in writing, to the Administration of St. Edward School.

UNIFORMS

ORDERED THROUGH SCHOOLBELLES & LANDS END

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

BOYS (Grades 1-8)

Navy blue uniform trousers with a belt
Logo'd (4-8) Light blue uniform shirt - no colored or printed T-shirt under uniform;
Navy blue sweater or St. Edward approved sweatshirt or vest;
Crew length socks - solid white, black or navy blue (no quarter length or shorter);
Dress shoes - black, brown, navy blue or gray with soft soles (no boot, high top white rimmed, fur lined or skateboard shoes).

GIRLS (Grades 1-3)

Blue Plaid Jumper - moderate length - SB#1423 Color#0523;
Navy blue tailored uniform slacks with a belt
White tailored long/short sleeve blouse/polo (logo optional); White turtleneck shirt (logo optional);
Navy blue sweater or St. Edward approved sweatshirt or vest;
Crew Length, knee socks or tights - black, navy blue, maroon or white;

Solid color dress shoes - black, brown, navy blue or gray with soft soles (no boots, high top, skateboard, fur lined shoes, white rimmed shoes - no heels over 1 inch).

GIRLS (Grades 4-5)

Blue Plaid Skirt - moderate length - SB#1521 Color#0523
Navy Blue tailored uniform slacks;
Logo'd white banded bottom uniform shirt - SB#5708/5709 LE#422463-BP6;
Logo'd white turtleneck shirt - Land's End only;
Navy blue sweater or St. Edward approved sweatshirt or vest;
Crew Length, knee socks or tights - black, navy blue, maroon or white;
Solid color dress shoes - black, brown, navy blue or gray with soft soles (no boots, high top, skateboard, fur lined shoes, white rimmed shoes - no heels over 1 inch).

GIRLS (Grades 6-8)

Navy blue tailored uniform slacks;
Logo'd white banded bottom uniform shirt - SB#5708/5709 LE#422463-BP6;
Logo'd white turtleneck shirt - Land's End only;
Navy blue sweater or St. Edward approved sweatshirt or vest;
Crew Length, knee socks or tights - black, navy blue, maroon or white;
Solid color dress shoes - black, brown, navy blue or gray with soft soles (no boots, high top, skateboard, fur lined shoes, white rimmed shoes - no heels over 1 inch).
No dark colored undergarments may show through white shirts.

WARM WEATHER POLICY

The Warm Weather Policy dates are listed in the school calendar. Parent and students are asked to cooperate fully with regard to the wearing of the regulation warm weather uniform.

BOYS (Grades 1-8)

Navy blue uniform WALKING SHORTS moderate length with a belt;
Logo'd (4-8) light blue uniform shirt - (1-3) light blue uniform shirt - logo optional; No colored or printed t-shirt under the uniform;

Crew length socks - solid white, black or navy blue (no quarter length or shorter)
Dress shoes - black, brown, navy blue or gray(same rules as regular school uniforms);

GIRLS (1-8)

Navy blue uniform WALKING SHORTS moderate length with a belt for Grades 1-3 (no belt 4-8)
Tailored blouse/polo (1-3) Logo'd white banded bottom uniform shirt (4-8);
Crew length, knee socks, or tights - black, navy blue, maroon, or white;
Solid color dress shoes - black, brown navy blue, gray with soft soles.

In general, students are required to present a neat, clean appearance each day:

- shirt tucked in trousers/slacks/shorts;
- no jeans;
- skirts and jumpers are moderate length;
- plaid striped, checkered or logo socks are not permitted;
- only navy blue sweaters or St. Edward approved sweatshirts are acceptable;
- no colored, striped, or printed t-shirts under uniform shirts;
- all clothing should be clean, sewn and pressed neatly.

Proper grooming is expected of each student:

- clean, combed hair*
- non skid shoes that don't make black marks;
- for safety reasons, all tie shoes must be properly tied;
- no fingernail polish, fake nails, dangling earrings**, make up, jewelry***, body piercings, tattoos, henna tattoos or color/highlighted hair.

*Boys must have hair neatly combed and trimmed on top and in back, not touching the collar or covering the ears. (Pushing hair behind the ears is unacceptable.) No tails are permitted. No fad haircuts, as determined by administration, are allowed. Your haircut should reflect a positive image of the school and contribute to a distraction-free learning environment. Violation may result in suspension. No facial hair is allowed.

**Girls with pierced ears are the ONLY students who may wear small earrings (non - dangling). They are

allowed to wear ONE earring per ear (bottom of the lobe only).

***A watch or medical alert bracelet is acceptable. (any other wrist adornments are not allowed)

***Students are allowed to wear a modest religious medal as determined by administration.

+ Logo Optional

For the safety of the child and for the upkeep of the school, shoes with cleats, black rubber soles, moccasins, platform shoes, army boots, work boots or flip-flops are not permitted.

School uniform and school shoes must be worn to and from school.

For your child's uniform needs please contact:

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

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

DRESS DOWN DAY ATTIRE

- No jewelry
- No make-up / nail polish
- No hats
- No tank tops (shirts must have a sleeve)
- No flip flops or backless shoes of any kind
- No pants or shorts with writing on the backside
- No short shorts (moderate length)
- No midriff or spaghetti strap tops
- No inappropriate writing across either side of shirt
- No sunglasses
- No skin-tight clothing - if leggings or yoga pants are worn, shirt length must come to mid-thigh.
- No slippers

ACCENTING ATTIRE

- School shoes must be worn
- School pants, skirts and jumpers must be worn
- Accenting shirt must be T-shirt style
- No jewelry
- No rolled up pant legs / waistbands

No hats
No make-up
No nail polish
No sunglasses

GYM UNIFORMS - LAND'S END ONLY

All gym uniforms are to be worn to school on the day of their gym class. There will be no changing into or out of gym uniforms at school.

www.landsend.com
school code 900117250

First through Eighth gym uniform:

St. Edward Logoed Gym Uniform Shirt – short sleeve essential tee in gray heather;
St. Edward Logoed Mesh Uniform Gym Shorts – Classic Navy
St. Edward Logoed Crew Sweatshirt – Classic Navy
St. Edward Logoed Sweatpants – Classic Navy

The gym uniform may not be altered in any manner. The uniform must be clean and all clothing must be repaired as needed. Only white crew socks (1/2 inch over the ankle bone) will be uniform socks.

Gym shoes are to be basketball style (no casual gyms, tennis, Converse, mesh coverings or elastic straps). **All gym shoes must be laced style only.**

First grade students may wear Velcro closed athletic style gyms. No zippers, slide on gym shoes, mesh coverings or cross style elastic. No charms, etc. may be attached.

T-shirts should be tucked under sweatshirts.
Sweatpants may not be worn under the heels of the gym shoes.
Sweatshirt sleeve may not be cut around the wristband.

Girls must have their hair pulled back with a hair tie and elastic headband.
Boys must follow the school hair code.
Shorts and sweatpants must be placed at the waist and not rolled.

ELECTRONIC DEVICES

No electronic devices are to be used by students during school hours except those monitored and distributed to students by school staff.

VOLUNTEER PROGRAM

A child's education is enriched by the use of a variety of resources and by the people who can provide services beyond the usual scope of the textbook for which school personnel are not available. The Virtus Program is mandatory for all volunteers, we have a find Enrichment Program. Volunteers are an integral part of the Teacher-Aide Program, Physical Education Program and a Library Resource Center. These Programs permit us to give individual attention in reviewing and strengthening the concepts presented by teachers and bring an added dimension to the curriculum.

SPORTS PROGRAM

St. Edward Sports Program is dedicated to developing sportsmanship, leadership, and the health of mind and body. The youth athletic program is a parish sponsored activity. The program is under the Direction of Mr. Mike Kelly. It has functioned over the years through the help of countless people who have devoted their time as coaches, managers and umpires. The program included football, cheerleading, volleyball, basketball, track and field for boys and girls.

PARENT ORGANIZATION

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

SCOUTING

Scouting for boys and girls of all ages is available to St. Edward Students. Children may join Cub Scouts, Boy Scouts, Daisies, Brownies, Juniors and Cadette Girl Scouts.
Please contact Wade Johnston(Cub Scouts), Jerome Lasky (Boy Scouts) and Julie Andersen (Girl Scouts) for further information.

NON-CUSTODIAL PARENTS

In the absence of a Court Order to the contrary, St. Edward School will provide the non-custodial parent with access to the academic records and the other school-related information regarding the child. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

REPORTING ALLEGATIONS/SUSPICION OF CHILD ABUSE/NEGLECT

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

SCHOOL BOARD

St. Edward school Board meets on the last Monday of each month. The meetings are open to the public and are held in the teachers' lounge. All dates are published in the school calendar and the Church bulletin. Anyone requesting to be placed on the Agenda should contact the School Board President two weeks prior to the meeting.

SOCIAL MEDIA

St. Edward School is online and has WIFI. You can browse our School Homepage at: www.stedwardschool.com also on Facebook, Twitter, and LinkedIn.

SEXUAL HARASSMENT POLICY

Sexual harassment by one employee to another, by an employee to a student, by a student to and employee, or by one student to another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited, and will itself be caused for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that

individual shall be subject to the sanctions for misconduct listed in the RULES OF CONDUCT.

Procedure: The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

BATTERY AGAINST SCHOOL PERSONNEL

The chief school administrator immediately notifies local law enforcement official of written complaints from school personnel concerning instances of batter committed against school personnel at the school. The administration shall also notify Chicago Police within 3 days of each incident.

BULLYING PREVENTION

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional or sexual) including communications made in writing or electronically.
- Occurring on school property or off school property during non-school time.
- Directed toward another student or students, that has or can be reasonably predicted to...
 - Place the student or students in an unreasonable fear of harm to the student or student's person or property
 - Cause a substantially detrimental effect on the student or student's physical or mental health
 - Interfere substantially with the students or student's academic performance.
 - Interfere substantially with the student's ability to participate in or benefit from the services, activities or privileges provided by the school

No Student shall be subjected to bullying:

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

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

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

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

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

