

# ST. EDWARD SCHOOL

SERVING GRADES PK3-3RD  
IN THE CHARISM OF ST. KATHARINE DREXEL

## 2023-2024 PARENT/STUDENT HANDBOOK



*"LIVING THE EUCHARISTIC REALITY THAT ALL ARE ONE IN CHRIST"*

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# *Thank you...*

for choosing the gift of a St. Edward education for your child. Each school day, we dedicate ourselves to the ministry of serving our students in the ways God asks of us. This is a calling we take seriously, are passionate about, and one to which we fully dedicate ourselves.

The Parent/Student Handbook is designed for parents and strives to foster an understanding of policies, procedures and general operations that assist in supporting our students and school. This is necessary because parents are the first educators of their children: schools are simply an extension of what is taught at home. Therefore, each child's success is truly dependent upon a strong relationship between home and school, whereby parents and teachers walk together, united in the common goal of laying a foundation rooted in Catholicism, that our children can firmly rely on for the rest of their lives. We stand beside you and with you towards this end.

*The Faculty and Staff of St. Edward School*

## **HANDBOOK PURPOSE**

It is the responsibility of the St. Edward School Administration to uphold and enforce the contents of this handbook, which includes Diocesan, Advisory Council and Administrative Team policies. Policies are written to be as explanatory as possible, yet are unable to cover every situation. Therefore, the Administration will make clarifications and interpretations as needed. Incompliance with the contents of this handbook could indicate a choice to no longer be associated with the school. These concepts additionally link to the Diocesan Parent Cooperation Statement as indicated below.

## **PARENT COOPERATION STATEMENT**

An integral part of the educational philosophy of St. Edward School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While St. Edward School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Edward School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Edward School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that, (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

# A PARENT'S PRAYER

Loving God,  
You are the giver of all we possess,  
The source of all our blessings.  
We thank and praise you.

Thank you for the gift of our children.  
Help us to set boundaries for them,  
And yet encourage them to explore.  
Give us the strength and courage to treat  
each day as a fresh start.

May our children come to know you, the one true God,  
And Jesus Christ, whom you have sent.

May your Holy Spirit help them to grow in faith, hope, and love  
So they may know peace, truth, and goodness.

May their ears hear your voice.  
May their eyes see your presence in all things.  
May their lips proclaim your word.  
May their hearts be your dwelling place.  
May their hands do works of charity.  
May their feet walk in the way of Jesus Christ,  
Your Son and our Lord.  
Amen.

Catholic: Prayer for Catholic Families. Loyola Press: Chicago, 1998

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# ABOUT US

## History

St. Edward School was founded in 1918 by St. Katharine Drexel as an all-black Catholic school and at one time served all grade levels. Since desegregation in the 1970's, and changes to grade levels over the years, the school is now the PK3-3rd grade Catholic school of New Iberia and is rich in cultural diversity. St. Katharine originally staffed the school with her Sisters of the Blessed Sacrament and today is operated by a fully lay staff. St. Edward is named for the patron saint of St. Katharine's brother-in-law, Col. Edward Morrell, who purchased the property upon which the school is built. The school's mascot, a panda bear named Edward, is also a tribute to Col. Morrell. St. Edward School is owned by St. Edward Church Parish and is the primary feeder school for Catholic High School, New Iberia.

## Mission Statement

### *Living the Eucharistic Reality that All Are One In Christ*

In 1917, the prophetic vision and dynamic foresight of St. Katharine Drexel, foundress of the Sisters of the Blessed Sacrament, permeated the location, the structures and the people of our area as the dream of St. Edward Parish and School began. St. Katharine believed that ALL people of ALL races must be affirmed and utilized in the spread of God's kingdom. Over the many years since, the students of St. Edward School have been exposed to the Eucharistic Reality, that "All Are One In Christ." The awareness of their own worth, which has been the basis of the educational system at St. Edward School, has led to their recognizing the worth of others – all others. Today, students live the Eucharistic theme of unity. Included in this unity is a recognition and respect of various diversity and ethnic values.

## Philosophy

A St. Edward School education is one rooted in actions and teachings that we are "Living the Eucharistic Reality that All are One in Christ." Students are offered a well-rounded education in a loving, caring, family-oriented atmosphere. A focus on spiritual, academic, emotional and social development creates a foundation that seeks to serve students for the rest of their lives.

## Daily Offering

Prayed every school day over the morning announcements since the dedication of St. Edward School to the Sacred Heart of Jesus during Catholic Schools Week, January 2019.

*In the name of the Father, and of the Son, and of the Holy Spirit, Amen.*

*Sacred Heart of Jesus, through the Immaculate Heart of Mary, I offer you my heart and all that I think, do and say today. Please help me to love God, my neighbor and myself. Amen.*

*St. Katharine Drexel, pray for us.*

*St. Edward, pray for us.*

*St. Jude, pray for us.*

*For all who support our school, hear our prayer.*

*Live Jesus in our hearts, forever.*

*In the name of the Father, and of the Son, and of the Holy Spirit, Amen.*

# ADMISSIONS

St. Edward School does not discriminate on the basis of race, creed, sex or national origin in its admission policies or educational programs.

## Order of Consideration

1. In-house students and siblings*	enrolling in PK3 & PK4
2. St. Edward/St. Jude Parishioners	enrolling in grades PK3-3rd where openings are available
3. K siblings	applying for K and have not previously attended any school
4. CHS Faculty & Staff	children eligible for PK3 & PK4
5. Intent to Register	new students who have filled out an application during specific category
6. Open Registration	first come, first served for any available openings in all grades

After Open Registration, a waiting list\*\* from that year's registration is maintained through one school year.

\*Siblings: Children who have an older sibling that either:

- ❖ Is currently enrolled at St. Edward at the time of registration.
- ❖ Previously completed 3rd grade at St. Edward School.

\*\*Waiting Lists:

- ❖ Those who do not meet the registration deadline for the specific category forfeit their space and will be considered with the first come, first served applicants.
- ❖ The only persons considered for immediate entrance and priority over the waiting lists are Catholic school transfers who are moving into New Iberia because parents have changed employment or are moving from another town.

## Special Needs

In order to facilitate an increased understanding and approach to students who have special needs, the school works closely with Iberia Parish School Board employees who have expanded knowledge and expertise in this area.

# FINANCIAL POLICY

- ❖ Registration Fee must accompany Enrollment Contract for a student to be fully enrolled.
- ❖ In the event students are withdrawn or dismissed from St. Edward School at any time after the Enrollment Contract has been signed and returned with the Registration Fee, which indicates registration has been completed, those with financial responsibility are obligated to pay in full ALL annual fees (Registration, Diocesan, Technology, Building & Maintenance, Workbook & Materials Fee) and ALL other fees due through the end of the month of the withdrawal/dismissal, which include tuition, SES After-School Care and lunch fees due to the Diocese of Lafayette's Food and Nutrition Services.

- ❖ Incidental Charges are billed as occasions arise and are due on the date specified on the payment schedule. (Dates may vary for different charges.) Families have the option to set up these charges as an auto-draft when they set up their payment plan when completing the Enrollment Application.
- ❖ Building & Maintenance Fee and Workbook & Material Fee: The fees are combined into one lump sum with half due by May 15th and the other half due by June 15th before the school year begins. (Families with two or more students can request a payment plan.) If a family enrolls after the first day of school, these fees are due within the first two months of enrollment.
- ❖ Tuition is billed over a 10-month cycle, July – April. Families choose a payment plan on the Enrollment Application. July tuition is owed if students are withdrawn or dismissed during July, just as for every subsequent month thereafter.
- ❖ FACTS will charge a \$30.00 fee for in-sufficient funds after a first unsuccessful draft. If a second attempt is also unsuccessful, St. Edward School will apply a \$10.00 late fee.
- ❖ Accounts must be current for a student to receive progress reports, evaluations, report cards, and/or final projects, as well as to register for the following school year.
- ❖ For those students registered for the next school year, if the amount is delinquent after April 1st, the registration fee will be applied to the tuition account and the students' spot is forfeited.
- ❖ Tuition assistance information can be obtained from the Business Office.
- ❖ Damages to facilities and/or equipment caused by a student will be assessed the cost of repairs/replacement. A standard \$25 fee will be applied for each damaged or lost book. Progress reports, evaluations, report cards, and/or final projects will be held until these payments have been made.
- ❖ Legal action will be taken for outstanding accounts. Lawyer's fees incurred by the school are the responsibility of the negligent party.
- ❖ Any legal action taken by the school, or against the school, must be filed in Iberia Parish.
- ❖ The parent/guardian who signs the Enrollment Agreement Contract is the responsible party and agrees to this Financial Policy. If the responsible party changes, an addendum must be sent to the school, dated, in writing, with all parties represented.
- ❖ In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

## **Tuition: Family Rate**

St. Edward School has a family rate for students in K–3rd grades. (PK3 and PK4 tuition are not eligible.)

Family rate for step-siblings: St. Edward students who are step-siblings with other St. Edward School students are considered “family” in the financial sense when 100% of each of the St. Edward School student's registration, tuition, and fees are paid by the same responsible party.



# PARENT COMMITMENT & PARTICIPATION

Being associated with St. Edward School implies a commitment. While faculty and staff commit themselves to offering students an enriching quality, Catholic education, parents are needed to commit to supporting the total school program. Every family is needed to seriously consider sharing in the responsibilities of maintaining St. Edward and is encouraged to get involved and participate in activities and events.

- ❖ Per the Diocese of Lafayette, parents MUST attend Safe Environment Training sessions to volunteer or attend field trips. (See Safe Environment Training on page 13 for more information.)
- ❖ Attendance at school events and activities is highly encouraged and can be instrumental to student engagement and success.
- ❖ Parents are welcome to volunteer in specific roles, yet for safety reasons and appropriate operation of the school day, they are unable to “hang out” on campus to visit.

## Parent/Teacher Organization (PTO)

All families are members of the PTO and are asked to pay annual dues.

The purpose of the St. Edward School PTO is:

- ❖ To advance and support the school's philosophy in Catholic education
- ❖ To promote parent and school activities and to increase interest in the educational affairs of the school while enhancing the parents' and teachers' role in the education of the child
- ❖ To promote fundraisers to supplement operational costs of the school and to be a positive force in the community for the good of the school

## Fundraising

Fundraising is vital and critical to the school's operation, as it helps to fund efforts and expenses that cannot be supported by tuition. Families are encouraged to choose the opportunities that are right for them, offering support through prayer, volunteerism and monetary gifts.

## Social Media

According to the Diocese of Lafayette's Social Media Policy, everyone “is prohibited from posting or distributing personal, identifiable information, including photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission from a parent/guardian.” Please understand for the safety of our children the potential dangers of posting pictures and videos on social media, which means that if photos are taken at any and all St. Edward events with students in them, other than your own children, you must have written permission from other parents to post them on social media. Likewise, someone else should not post a photo of your child without your permission.

Additionally, it is prohibited to post immoral and otherwise inappropriate material via social media. Inappropriate material includes but is not limited to obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, or images/video.

Grievances with any aspect of the school are to be handled in the manner explained in the policy on page 13 and not publicly, including through social media of any kind.

## Parent Center

The Parent Center features information regarding curriculum and other resources. It is a place for parents to come into the school and have one-on-one discussions about ways to enhance student learning.

## Parents' Ministry

Parents' Ministry is a group of SES parents dedicated to working together to provide opportunities to strengthen their faith lives and the lives of fellow parents. They seek to achieve this by organizing and engaging in service, prayer, education, and spiritual growth activities.

# OPERATING PROCEDURES

## Campus Regulations

Out of concern for the safety of our students and visitors, our campus is officially closed Monday through Friday, 3:30 p.m. to 7:30 a.m., and on weekends and holidays. No student or visitor is allowed to be on campus during closed hours unless attending a supervised school or church sponsored event, or with the express permission of the school or church administration.

St. Edward School is a smoke/tobacco/vape/drug-free and weapon free school.

Violations of these regulations shall be taken seriously and could involve law enforcement, disciplinary or legal action.

## Bell Times

7:30 a.m.	ARRIVAL
7:47 a.m.	Song in Courtyard/Staff Call to Prayer
7:50 a.m.	Staff Prayer
7:57 a.m.	Students transition to class
8:00 a.m.	Class begins/Students Tardy (6 tardies =1 absence)
8:20 a.m.	Morning Announcements
2:55 p.m.	DISMISSAL begins for PK3 & PK4 car riders (early line)
3:00 p.m.	DISMISSAL begins for bus riders
3:05 p.m.	DISMISSAL begins for all remaining car riders

## Arrival and Dismissal

Students can begin arriving at 7:30 a.m. by car or bus. For safety reasons, those arriving by car must be dropped off in the car line. Parents who have school business to conduct may park and enter through the main entrance with their children.

Students dismiss in accord with the bell times noted above. Car riders are to be picked up in one of the car lines. Just as in the morning, Parents who have school business to conduct may park and enter through the main entrance.

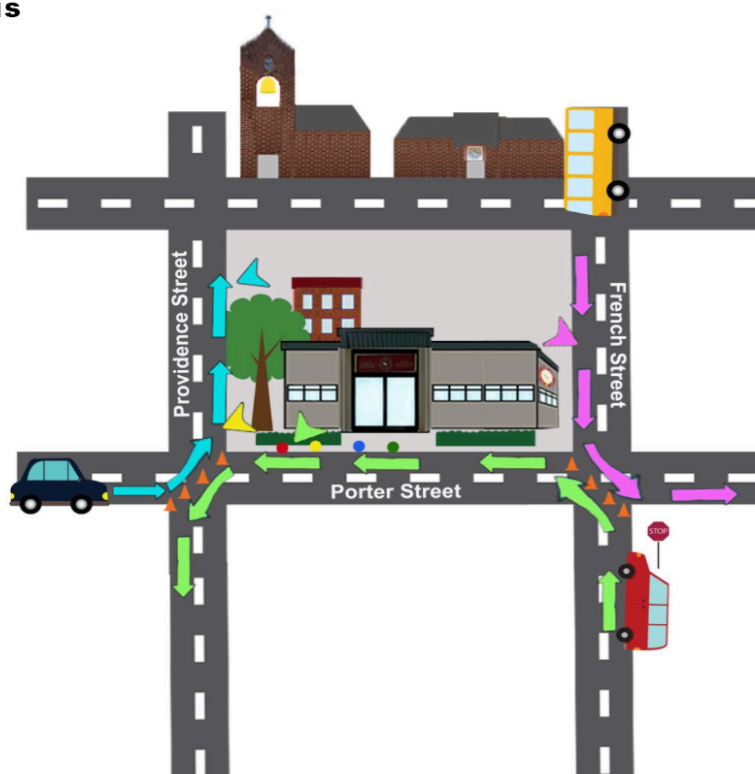
After dismissal, students are not allowed to go back to the classroom for forgotten items. (See **Campus Regulations** on page 7)

## Transportation

All students must enter and leave the school grounds through either of the car lines (Porter Line or Providence Line) or the bus line (on French Street).

As car lines are navigated, please respect fellow drivers and the school's neighbors. It is asked that driveways are not blocked and actions speak of patience and kindness as we work together to safely and efficiently to unload and load students.

- ➡ **K Single Riders, 1st-3rd Car** ▲ morning ▲ afternoon
- ➡ **PK3, PK4, K & Siblings Car**
- ➡ **Bus**



## Car Line Procedures

Students will use the same car line every day. For siblings or a carpool, the **LOWEST GRADE LEVEL** of the students riding in the car determines which car line.

\*All PK3, All PK4 and their siblings/carpool, as well as K with siblings/carpool:  
**PORTER LINE (green arrows)**

- drop off morning/pickup afternoon at the Main Entrance (short green arrow)
- drop off begins at 7:30 a.m. and ends at 8 a.m.
- pickup begins at 2:55 p.m. for those picking up PK3 & PK4 students only
- pickup begins at 3:05 p.m. (includes any remaining PK3 & PK4 not yet picked up)
- pickup ends at 3:20 p.m.

\*K single riders, as well as 1st-3rd and their siblings/carpool in 1st-3rd grades:

**PROVIDENCE LINE (blue/yellow arrows)**

- drop off morning is at the corner of Providence and Porter (short yellow arrow)
- drop off begins at 7:30 a.m. and ends at 8 a.m.
- pick afternoon begins at 3:05 p.m. and is at the gate between the back of the building and convent (short blue arrow)
- pick up ends at 3:20 p.m.

**Critical details:**

- ❖ IF IN DOUBT, use the Porter Line. We will help direct you if the Porter Line ends up not being the one to use.
- ❖ Use the same line and DO NOT CHANGE regardless of absences of siblings/carpool.
- ❖ IF THERE IS AN EXTENUATING CIRCUMSTANCE OR YOU HAVE ANY QUESTIONS, please call the school.
- ❖ For the safety of all students, parents are advised to NOT use their cell phones during car line drop-off and pick-up.
- ❖ FOR “REGULAR” RAIN EVENTS, the car line will operate as usual.
- ❖ FOR INCLEMENT WEATHER/FLOODING, the car line will approach the school from Dale Street, coming down either Providence Street or French Street. Specifics are sometimes only able to be determined when the weather event is happening/if the dismissal ends up being early, so detailed instructions will be sent via the Remind App.

**Bus Line Procedures**

Bus riders will be dropped off and picked up at the courtyard gate on French Street (purple arrows).

Busing is organized and provided by the Iberia Parish School Board’s Transportation Department, 337-365-2341. Students are expected to follow all rules and regulations set forth. Drivers will contact the school administration and parents concerning any challenges to student behavior.

**Changes to Transportation**

By 2:30 p.m. - email [transport@sespandas.com](mailto:transport@sespandas.com) or fax (337) 369-9534.  
**CHANGES CANNOT BE MADE ON THE PHONE.**

**Absences**

**Absence of 15 days or more will put your child/ren in danger of not being promoted to the next grade.** Parents of persistently tardy students will be contacted. Six (6) tardies = 1 day absent

**Excused**

These absences are mainly due to illness or family emergencies. Student’s return must be accompanied by a doctor’s excuse or parent note and will be allowed to make up any work missed at the direction of the teacher.

## Unexcused

These absences are mainly due to dance or athletic events, vacations, etc. The teacher is to be contacted as soon as possible.

- ❖ The child is responsible for graded work and whatever is taught in the classroom. (Teachers provide information about what is covered in class on FACTS. Note it will not be re-taught. Parents can consult FACTS for what they need to review with their child.)
- ❖ Tests will be taken the day before leaving and/or the day returning, which is to be determined by the teacher.
- ❖ Any graded homework or classwork is due the 2nd school day after the student's return. Please note that in most cases, the student will not get this work until the first school day returning.
- ❖ There are no exceptions and no extensions.

## Reporting Absences/Homework Requests/Returning After Illness

- ❖ Report absences and request homework by 9:00 a.m. via email to [absent@sespandas.com](mailto:absent@sespandas.com) OR by calling the Main Office at 337-369-6764.
- ❖ DO NOT REPORT ABSENCES TO CLASSROOM TEACHERS ONLY.
- ❖ Homework will be available for pick up between 3:00 P.M. and 3:30 P.M.
- ❖ A statement from the doctor is required for re-admission following a contagious disease. (Ex. chicken pox, pink eye, etc.)
- ❖ Students who have experienced viral-like symptoms, including vomiting, diarrhea and fever, are to be free of these symptoms for 24 hours before returning to school. Doctor's orders will be followed in regards to returning to school following illness.

## Birthdays

Students may bring **ONE** celebratory treat to share with classmates at the discretion of the classroom teacher. It can be edible or non-edible. This treat is either to be brought by the students or can be dropped off to the office by an adult. A treat bag of items IS NOT considered one treat.

Parties and/or deliveries of flowers, balloons, etc. (on any occasion) for students are not permitted.

Invitations can be sent to school provided they are addressed to one of the following categories:

- ❖ ENTIRE CLASS/ENTIRE GRADE LEVEL
- ❖ ALL GIRLS in the class/grade level
- ❖ ALL BOYS in the class/grade level

## Student Supervision

The school day begins at 8 a.m. and ends at 3:05 p.m. Supervision of students will begin at 7:30 a.m. and will end at 3:20 p.m. Car riders not picked up by 3:20 p.m. will be sent to After Care at the expense of the parent.

## Lunch Program

Food and Nutrition Services for the Diocese of Lafayette maintains a full-service lunch program. Per Diocesan policy, all elementary students eat in the cafeteria.

Contact the Cafeteria Manager at (337) 365-5509 on school days, 7:30 a.m. - 2 p.m.:

- ❖ If special dietary needs are a concern  
[Special Diet Form](#)
- ❖ For free or reduced lunch applications
- ❖ For questions regarding payment

## After Care Program

After Care is available at an additional cost for St. Edward School students until 5:30 p.m.

# STUDENT REGULATIONS

## Backpacks

Must be free of wheels, inappropriate design/decor, and any other items that may cause distraction.

St. Edward School reserves the right for any staff member, at any time, to search a student's book sack and remove from it any items not allowed on campus. Items will be kept in the Main Office until the manner of how they will be dealt with is determined.

## Cell Phones

A cell phone found with a student will be kept in the Main Office until picked up by an adult.

## Medications

**THERE WILL BE NO EXCEPTIONS TO THESE PROCEDURES.**

In keeping with State of Louisiana guidelines for administering medications, **medication cannot be given, unless it is a prescription medication and the proper documentation has been filled out.** A log is kept in the Main Office each time medication is administered by authorized school personnel, parents of the student, or another adult authorized by the parents of the student.

### Administration of Medication Form

This form can be picked up in the Main Office. Medication may only be administered after the form is filled out and signed by a doctor and parent, and is on file in the Main Office.

### Students May Not Carry Any Type of Medication

- ❖ All medication must be brought and picked up by an adult. (Even empty containers cannot be sent home with the student.)
- ❖ All medicine must be in the original prescription bottle, stating the student's name and the correct dosage to be administered. When possible, ask the prescribing physician for a "unit dose" package.
- ❖ All bottles must have the same amount of medicine that is stated on the Medical Form.
- ❖ If the doctor changes medicine or dosage, a new form must be filled out by the doctor and signed by the parent.
- ❖ A Medical Form must be filled out for known, potential emergency situations.
- ❖ Medicine will not be given "as needed" unless necessary in an emergency situation (like an Epi-Pen).
- ❖ Parents, or an adult designated by parents, must come to school to administer over-the-counter medicine or medications being given without a Medical Form.

### Food Allergies

If you are aware of a food allergy that could endanger your child, you must immediately let the Cafeteria Manager know as well as your child's teacher. The Cafeteria Manager will handle food served in the cafeteria. For any food outside of the Cafeteria, parents must supply individually approved treats that can be substituted for snacks brought into the classroom for classroom parties, birthday celebrations, etc.

**Students with severe food allergies will not be allowed to eat anything but those supplied by parents during those types of events.** SEND SNACKS IMMEDIATELY, so the teacher can substitute.

Any items that invoke a nut allergy reaction, including but not limited to: peanuts, almonds, walnuts, pecans, cashews, pistachios, filberts, macadamia, etc., are prohibited from being sent for student consumption.

## Fever & Illness

- ❖ A statement from the doctor is required for re-admission following a contagious disease. (Ex. chicken pox, pink eye, etc.)
- ❖ Students who have experienced viral-like symptoms, including vomiting, diarrhea and fever, are to be free of these symptoms for 24 hours before returning to school.
- ❖ Doctor's orders will be followed in regards to returning to school following illness.

## Lice

If a child is determined to have lice, the school must be notified immediately so classmates can be checked. Full head checks will happen under these circumstances, as well as when periodic checks of the entire school are determined to be necessary. If a case of lice is suspected, the child will remain in the Main Office's Sick Room until being picked up from school. It is understood that "suspected cases" may be hair product build-up or the result of a pre-existing scalp condition, but vigilance is necessary in all situations.

Students are not permitted back on campus until they are **NIT FREE**.

## Behavior/Discipline

Our goal in the area of discipline is to establish a unified effort by parents, students, teachers, and administrators in order to institute a discipline program which supports the efforts of teachers to teach and students to learn, while also striving to give logical consequences for inappropriate behavior.

The first disciplinarians of student behavior are those in whose care they are, be it the classroom teacher, elective teacher or other staff member. If an additional level of discipline or support is necessary, it is likely, issues will be addressed next with the Principal.

**Corporal punishment** is not practiced at St. Edward School.

**Bullying is not tolerated and will be immediately addressed.** It is a deliberate and malicious pattern of continuing behavior having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of continuing behavior is sufficiently severe, persistent and pervasive so as to create an intimidating or threatening educational environment, to substantially interfere with a students' performance in school, or to substantially disrupt the orderly operation of school. Bullying is further defined in the Administrator's Manual for the Diocese of Lafayette.

**Threats of violence, even if considered frivolous, are not tolerated and will be immediately addressed.**

For serious infractions, parents will be called and appropriate measures will be taken in accord with the guidelines provided in the Administrator's Manual for the Diocese of Lafayette.

**Formal disciplinary action may include, but is not limited to warnings, suspension or expulsion.** If suspension or expulsion is necessary, the Administration will follow the guidelines in the Administrator's Manual for the Diocese of Lafayette, which can be provided to parents upon request. Any deviation from these guidelines must be met with the consent of the Administration, Pastor and parents.

# GRIEVANCES

In seeking resolution of a grievance, the aggrieved is to follow the proper order of ascendancy as determined by the Diocese of Lafayette; namely, teacher, principal, grievance committee of the Advisory Council.

## SCHOOL SAFETY

### Safe Environment

Diocesan Policy states that all volunteers and workers **must** attend the **Safe Environment Training** session before they can be allowed to volunteer on campus or for field trips.

#### “A Safe Environment for the Protection of Children and Young People”

**Policy:** “All diocesan personnel, clergy, non-clergy and volunteers, whose employment requires contact with minors shall be required to undergo a legal background check as well as other diocesan required screening and evaluation procedures for employment in the Diocese.”

*+Most Reverend Michael Jarrell Bishop of Lafayette, LA (Aug: 2004)  
“A Safe Environment for the Protection of Children and Young People.”*

St. Edward School provides Safe Environment Training\* for anyone who may come in contact with the students of our school. All volunteers, chaperones, and substitutes, including any parent, step-parent, guardian or grandparent interested in volunteering at St. Edward School or attending/chaperoning field trips will be required to complete Safe Environment training. Initial training consists of a two-hour video, criminal background check, employee reference check, personal reference check and the Safe Environment Profile. Each year thereafter, participants will be required to complete a continuing education course to maintain Safe Environment Certification.

\*Training sessions are given at the beginning of each school year in many schools and at various times of the year in several church parishes. Proof of certification at any location within the Diocese of Lafayette is acceptable.

### Diocese of Lafayette Safe Environment Policy

**INTRODUCTION:** The Church celebrates and promotes the value, worth, dignity and life of every child and seeks to foster a safe environment for all children, especially those entrusted to Her care. The abuse of minors is not acceptable and will not be tolerated. All clergy and those in clerical formation, religious and those in consecrated life, employees and volunteers who supervise or work with children (hereafter referred to as eligible adults) are subjects of this policy.

#### **IMPLEMENTATION OF POLICY:**

##### **Mandated:**

##### **A. Programs and Procedures:**

- ❖ 1. The Office of Safe Environment of the Diocese of Lafayette has programs and procedures to ensure a safe environment for all children.
- ❖ 2. A Victim Assistance Coordinator, designated by the Bishop, shall respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred by any cleric.
- ❖ 3. The Diocese of Lafayette has a Code of Conduct for eligible adults.



- ❖ 4. The Diocese of Lafayette has a program of screening and evaluation techniques to determine the fitness of candidates for ordination.
- ❖ 5. Letters of suitability and testimonial letters must be provided by bishops and superiors of those clerics who wish to practice temporary ministry in the Diocese of Lafayette. It is the responsibility of the pastor to provide copies of letters for priests to the Chancellor of the Diocese and letters for Deacons and Religious Brothers and Sisters to the Office of the Permanent Diaconate.
- ❖ 6. Any eligible adult who has actual knowledge of, or who has reasonable cause to suspect that an incident of child abuse has occurred (unless to do so would violate the priest/penitent relationship of the Sacrament of Reconciliation), must follow all applicable civil laws for reporting such instances and then shall immediately report to the diocesan authorities.
- ❖ 7. The Diocese of Lafayette shall follow all applicable Louisiana civil laws for reporting to public authorities when allegations and/or suspicions of sexual abuse of a person who is a minor are made against any eligible adult:
- ❖ 8. A diocesan review board shall function as the Bishop's confidential consultative body in matters of sexual abuse of a minor.
- ❖ 9. Diocesan policy provides that for even a single act of sexual abuse of a minor, the offending cleric or person in formation will be permanently removed from ministry, not excluding dismissal from the clerical state, if the case so warrants.

#### **B. Parish and Catholic School Requirements:**

- ❖ 1. Pastors/Principals/Administrators are responsible for ensuring that all eligible adults under their authority are given a copy of this policy.
- ❖ 2. All Eligible Adults shall:
  - ❖ a. Undergo required background screening, including a criminal history check (fingerprint check for catholic school employees) and reference checks.
  - ❖ b. Participate in an initial safe environment education session prior to working with minors. Each year thereafter, those adults shall be required to participate in a continuing education session. If an individual has five continuous years of no continuing education, he/she will be required to recertify through initial training.
- ❖ 3. All diocesan-sponsored educational programs (catholic schools and parish programs) are required to provide age-appropriate safe environment education for all students annually.
- ❖ 4. All diocesan-sponsored education programs (catholic schools and parish programs) are required to offer safe environment education sessions for parents annually.
- ❖ 5. All parishes and schools of the Diocese of Lafayette shall have a Safe Environment Coordinator, however it is ultimately the Pastor/School Chancellor's responsibility to ensure that the diocesan safe environment program is implemented and adhered to.

#### **C. Charter Requirements:**

- ❖ 1. The Diocese of Lafayette cooperates to the fullest extent with the National Office of Child and Youth Protection.
- ❖ 2. The Diocese of Lafayette fully cooperates and is in compliance with the U.S. Bishops' policies regarding the transfer of any priest or deacon and cooperation with religious communities.
- ❖ 3. The Diocese of Lafayette shall not enter into any confidentiality agreements in cases of sexual abuse where the victim is a minor, except for grave and substantial reasons brought forward by the victim or the parent or guardian of a victim who is still a minor, and which reasons shall be clearly noted in the text of the agreement. July, 2013, Page 1 of 3 (19) Safe Environment Policy

#### **D. Enforcement Failure to comply with any of the provisions of the Safe Environment Policy will be grounds for discipline, up to and including termination or removal from position.**

- ❖ The Diocese of Lafayette reserves the right to make changes to this policy at any time, at its sole

discretion, and interpret and administer the policy in light of changing circumstances and events.

## Field Trips

Students ride to and from field trips with the transportation noted on the permission slip. Students may not be checked out of school after a field trip, as it is a recorded day of school. Chaperones may be needed. Securing chaperones is done by the classroom teacher. Any adult going on a field trip **MUST** be Safe Environment Certified.

## Visitors

Visitors needing to enter the building are to do so through the Main Office. Visitors are to sign in and secure a visitor's pass before going to a classroom or any other area of campus.

## Visiting at the Playground

While visitors are not allowed on the playground, there are some exceptions. In this case, invitees will be notified by the teacher.

## School Closures

As is possible, St. Edward will communicate a school closure through Facebook, the Parent Alert app, and/or email. Information via local media is handled through the Diocese of Lafayette.

## Lockdown Procedures

As per direction of the New Iberia City Police Department and is the practice of all local schools, every lockdown due to external uncertainty will be treated as a hard lockdown. Additionally, lockdowns and any other safety measures will be implemented with the priority of erring on the side of caution.

# GUIDELINES FOR INTERNET USE

Parents, or guardians **MUST** sign a consent form giving permission for their child/ren to use the Internet on campus. The form is included in correspondence at the beginning school year.

### Internet Safety Policy

In order to provide the most current information available, St. Edward School provides students and employees access to online electronic materials. However, users should be aware that some information may be inaccurate, outdated, or offensive. The use of these resources carries a responsibility to evaluate the quality of the information accessed.

### Purpose

It is the policy of St. Edward School to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 54(h)].

### Access to Inappropriate Information

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate

information on all computers and for all users. Specifically, as required by the Children’s Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the St. Edward School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- 1) unauthorized access, including so-called hacking and other unlawful activities, and
- 2) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

- ❖ Procedure for the disabling or otherwise modifying any technology protection measures is the responsibility of the Technology Director or designated representatives.
- ❖ Installation and operation of any Internet filtering system on St. Edward School computers by no means precludes staff, students and community members from their duty to use St. Edward School network services responsibly. Should any student fail to abide by the St. Edward School Internet Safety Policy as well as the applicable Responsible Use Policy, he/she may face loss of computer privileges and/or disciplinary action.
- ❖ St. Edward School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications, and safety threats.
- ❖ St. Edward School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially at home.

### **Definitions**

Key terms are as defined in the Children’s Internet Protection Act (CIPA):

**TECHNOLOGY PROTECTION MEASURE** — The term “technology protection measure”

is specific technology that blocks or filters Internet access to visual depictions that are:

**OBSCENE** — as that term is defined in section 1460 of title 18, United States Code; **CHILD**

**PORNOGRAPHY** — as that term is defined in section 2256 of title 18, United States Code; or **HARMFUL**

**TO MINORS** — The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. **SEXUAL ACT**; **SEXUAL CONTACT** — The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of Title 18, United States Code.

### **Student Responsible Use Policy (RUP)**

St. Edward School is committed to moving students and staff forward in a twenty-first-century learning environment. Our goal in providing electronic information resources, including access to the Internet and network files and accounts, is to promote educational excellence by facilitating resource sharing,

innovation, and communication. The use of computers, the Internet, and other online services supports education and research consistent with the educational mission of St. Edward School.

### **Purpose**

The smooth operation of the network relies upon the proper conduct of the end users. In general, this requires efficient, ethical, and legal utilization of network resources. This policy sets forth the expectation that all members of the SES community use their computers and the network in a safe, responsible, considerate, and appropriate manner both on and off campus.

### **Disclaimers**

St. Edward School has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. However, users may encounter offensive and controversial material on the Internet. Any inadvertent breaches of this policy must be immediately reported to the appropriate teacher or administrator.

St. Edward School makes no warranties of any kind, whether expressed or implied, for the access it provides; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. St. Edward School denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

School and network administrators and their authorized employees monitor the use of information technology resources and may use data found on the school's information networks to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use, and disclose any data found on social media sites should it cause disruption to the instructional environment.

### **Responsible Behavior**

Students MUST:

- 1) Be polite and show respect.
  - a. Show respect for property, others, and self.
  - b. Communicate with common sense and civility, abiding by the school's code of conduct. Do not swear or use vulgarities or any other inappropriate language. Electronic communication cannot cause disruption to the school environment or normal and acceptable school operations.
  - c. Represent St. Edward School in a manner consistent with the school's mission, vision, and beliefs in all digital interactions.
- 2) Be honest and obey the rules.
  - a. Use electronic resources for appropriate educational purposes only.
  - b. Avoid material that violates the school's code of conduct.
  - c. Report any incident that breaches the Responsible Use Policy immediately to a teacher or the technology director.
- 3) Respect and protect the intellectual property of others.
  - a. Respect copyrights (no making illegal copies of music, games, or movies!).
  - b. Use your own words and give proper credit to all items used in assignments.
  - c. Properly document all material obtained through research on the internet and then used in academic work.
- 4) Respect and protect the privacy of all users.
  - a. Use only assigned accounts. Do not attempt to access the information you are not allowed to view.
  - b. Establish and maintain secure passwords.
  - c. Keep your personal information and that of others secret.

- d. Obtain verifiable consent for any produced recording (i.e. sound, photo, video) from all parties involved before publishing it.
- 5) Respect and protect the integrity, availability, and security of all electronic resources.
- a. Observe all network security practices as posted.
  - b. Conserve, protect, and share resources with other students and Internet users.
  - c. Scan any and all file transfers and disks for viruses before opening them.
  - d. Report any unusual activities such as "spam" communications, obscene emails, and the like to your teacher for action.

### **Consequences for Misuse of Technology**

Use of electronic information resources is a privilege, not a right. Technology usage, including electronic communications, cannot cause disruption to the school environment or normal and acceptable school operations. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users conform to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use, and disclose any data found on social media sites should it cause significant disruption to the instructional environment. They may use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Students found to be in violation of this Responsible Use Policy will receive a consequence according to the severity of the offense. Consequences can include loss of conduct points for minor violations of the Responsible Use Policy, fines for mishandling of school-owned devices, and for serious violations, consequences determined by the Administration following the guidelines found in the Administrator's Manual of the Diocese of Lafayette. Habitual offenders face additional disciplinary measures at the discretion of the Administration and/or legal action and prosecution by the proper authorities. Anyone accused of any violation has all of the rights that would normally apply if such people were accused of school vandalism or any other illegal activity.

### **Wearable Technology**

Wearable technology, such as smartwatches, has created an increased distraction. From a teacher's perspective, wearable technology is very difficult to police. From a student's perspective, wearable technology is difficult to ignore. For these reasons, wearable technologies are currently prohibited on campus.

### **General Device Usage Guidelines**

- ❖ Students are expressly forbidden to access any software or Web site that is deemed inappropriate or violates the school's network policy, especially File Sharing, Peer-to-Peer, Proxy Avoidance, and Pay-to-Surf Web sites.
- ❖ Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.
- ❖ Devices must be used at appropriate times in accordance with teacher instructions.

### **Definitions**

**Illegal activities** shall be defined as those that violate local, state, and/or federal laws.

**Inappropriate use** shall be defined as a violation of the intended use of the network and/or purpose and goal.

**Obscene activities** shall be defined as a violation of generally accepted social standards for the use of a publicly owned and operated communication vehicle.

**Privacy** should be respected at all times. Students should not reveal personal information such as home addresses, phone numbers, passwords, credit card numbers, social security numbers, etc.; this also applies to others' personal information or that of organizations.

**Responsible use** means that a student uses the Internet and other electronic information resources in a manner consistent with the mission, vision, and beliefs of St. Edward School, abiding by the rules and regulations as described in this agreement.

**Security** refers to all measures adopted to prevent inappropriate activity on St. Edward School computer systems. This is a high priority because of multiple users. Any security concern must be reported to the classroom teacher for further reporting and investigation.

**Social media** refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications.

**Vandalism** refers to any malicious attempt to harm or destroy property or data. This includes but is not limited to, abusive overloading of data on the server and the transmission or creation of computer viruses.

## 1-to-1 Chromebook User Guidelines & Agreement

Kindergarten - 3rd Grade

St. Edward School strongly believes that technology resources are a tremendous source of information that provide countless opportunities for students and staff in the school. We will issue all K-3rd grade students a Chromebook for use on campus and off campus. This 1-to-1 Issued Chromebook Program provides each student with a device that will enrich and support a collaborative learning environment.

### Distribution and Collection of Chromebooks

Each year, the 1-to-1 Chromebook User Agreement must be submitted as part of the required beginning-of-the-year paperwork. At the conclusion of each school year, students must turn in their Chromebooks and power cords for maintenance in the same condition as distributed. If a student withdraws from the school, the student must turn in the Chromebook on the last day of attendance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the school will result in a fee of \$380 to cover the replacement cost of the device. In addition, the school may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as determined by the school.

### Repair or Replacement

All Chromebooks in need of repair must be brought to the Technology Office as soon as possible. Staff will examine the Chromebook and take the appropriate solution path to get the device repaired. If the student is negligent (other than normal wear and tear), replacement/repair fees are as follows:

- ❖ Total Replacement - \$380
- ❖ Screen - \$190
- ❖ Keyboard/Touchpad - \$80
- ❖ Power Cord - \$40
- ❖ Keys - \$7
- ❖ Headphones - \$20(K-1)
- ❖ Earbuds - \$10(2-3)
- ❖ Mouse - \$6
- ❖ Stylus Pen - \$4(K)

- ❖ Left side ports(motherboard) -\$245
- ❖ Right side ports(daughterboard) - \$20
- ❖ Body parts(top/bottom cover, bezel, etc.) - \$30-\$40

**Note:** These costs are subject to change based on parts availability and cost. Other fees may be incurred depending on repair needs.

Refer the document in the link below for additional information.

[Chromebook Guidelines](#)

# UNIFORM AND GROOMING

## Purchasing Information

Uniform shirts, girls' cardigans, boys' vests, girls' plaid jumpers/shorts/material must be purchased from one of the following vendors. No other shirts are acceptable. (Note that the official spirit shirt, sweatshirt and fleece are ordered and purchased from St. Edward School.)

### Vendors

School Days (337) 364-5070 910 E. Main St. Suite 31 New Iberia, LA 70560	Lipari's (337) 365-8827 1812 Hwy 90E New Iberia, LA 70560	Educational Outfitters (337) 321-9440 1104 E Main St., Suite D New Iberia, LA 70560	Fashion World (337) 991-0017 3607 Amb. Caffery Lafayette, LA 70503
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### Uniform Shirts



Not Acceptable

Current Logo

### Fleece Jacket



Not Acceptable

Current Logo



## Boys Dress Code

UNIFORM PANT/SHORT	Uniform pants/shorts in navy. Elastic waistband (recommended for PK3 & 4 and K) or zipper front style.
UNIFORM SHIRT	Official uniform shirt in crimson or white with official shirt monogram. Long or short sleeves. Shirt length must provide for being tucked in at all times.
BELTS	Solid navy, black or brown if pant/short has belt loops (magnet closure is preferred)
SWEATSHIRTS/ JACKETS	Official grey sweatshirt, official grey fleece and the official grey sweater vest are the only outerwear items that can be worn in the school building and at Mass. (Should the official sweatshirts not be available, a solid navy or solid grey, fully plain-no designs, writing, logos, etc.-crewneck sweatshirt is acceptable.)
UNDERSHIRTS	SOLID WHITE only: crewneck, v-neck, scoop neck, or turtleneck
SOCKS	Solid white, black, navy or grey; MUST COVER ANKLE
SHOES	Shoes must be <i>entirely one color</i> , including laces, soles, tags, logos, etc and no high-tops. Colors are: BLACK, NAVY, WHITE, GREY. (The <b>only</b> exception to color is the small blue tag on the back of a Keds shoe). TENNIS SHOES ARE REQUIRED for 1st-3rd grades on the days of the week students have PE classes. VELCRO TENNIS SHOES ARE HIGHLY RECOMMENDED for PK3-K unless students are proficient at tying their shoes.
EARRINGS	None permitted
RINGS	None permitted
NAILS	Nails are to be FREE OF POLISH, kept short, not longer than the fingertips. Nail polish will be removed with non-acetone remover.
HAIR	Hair shall be the student's natural color, without any highlights or coloring. Hair must be kept clean, well-groomed and out of the face. Any extreme haircut and style are not allowed, including mohawk-like styles, mullets and undercuts. Fades are to be blended (comb overs are not allowed). No shaved designs. Length needs to be above or to the collar, not in the eyes, not below the ears and not extending more than 2" above the top of the head.
HAIR ACCESSORIES	None permitted. Nothing is allowed in the hair.
MISC.	One each of the following items may be worn: religious/Christian necklace, SES rubber bracelet in crimson/gold color and students earning the "Katie's Kids" honor for that school year or any other school approved bracelet. Watches are only allowed in 3rd grade, must be analog or basic digital, and not wearable technology.
COLORS SPECIFIC TO ALL UNIFORM ITEMS	Black = black White = true white (NOT crème, off-white, light peach, light yellow) Navy = dark blue (NOT light blue, medium blue, purplish blue) Crimson = dark red (NOT apple, orange-red, purplish burgundy, pink, dark pink) Grey = grey (NOT silver or glitter) Brown = brown

NON-UNIFORM OUTERWEAR	Jackets, coats, and outerwear that are not the official sweatshirt (or a substitute sweatshirt as expressed above), fleece or sweater may only be worn outside.
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## Girls Dress Code

UNIFORM SHIRT WITH PANT/SHORT	Official uniform shirt in crimson or white with official shirt monogram. Long or short sleeve. Shirt length must provide for being tucked in at all times. (Peter Pan collared shirt is NOT worn with shorts or pants.) Uniform pants/shorts in navy or plaid. Elastic waistband (recommended for PK3, PK4 and K) or zipper front. Shorts are to be no shorter than 4" above the knee.
UNIFORM JUMPER	Official uniform jumper in the SES plaid. Under jumper must be black, navy or grey gym-style (knit) short. Long or short-sleeve white Peter Pan collared, button up shirt. Skirts are to be no shorter than 4" above the knee.
BELTS	Solid navy, black or brown if pant/short has belt loops (magnet closure preferred)
SWEATSHIRTS/ JACKETS/ SWEATERS	Official crimson cardigan, grey sweatshirt and the official grey fleece are the only outerwear items that can be worn in the building and at Mass. (Should the official sweatshirts not be available, a solid navy or solid grey, fully plain-no designs, writing, logos, etc.-crewneck sweatshirt is acceptable.)
UNDERSHIRTS	SOLID WHITE only: crewneck, v-neck, scoop neck, or turtleneck
SOCKS	Solid white, black, navy or grey; MUST COVER ANKLE
SHOES	Shoes must be <i>entirely one color</i> , including laces, soles, tags, logos, etc and no high-tops. Colors are: BLACK, NAVY, WHITE, GREY. (The <b>only</b> exception to color is the small blue tag on the back of a Keds shoe). TENNIS SHOES ARE REQUIRED for 1st-3rd grades on the days of the week students have PE classes. VELCRO TENNIS SHOES ARE HIGHLY RECOMMENDED for PK3-K unless students are proficient at tying their shoes.
TIGHTS/STOCKINGS	Solid white, navy or grey full-coverage, full-leg, stocking-style tights.
EARRINGS	Must remain within the space of the earlobe (no hoops, dangling, etc.)
RINGS	Rings are not allowed.
HAIR	Hair shall be the student's natural color, without any highlights or coloring. Hair must be kept clean, well groomed and out of the face. Any extreme haircut or style is not allowed.
HAIR ACCESSORIES	Hair bows, headbands, barrettes, beads must be black, white, grey, navy, or crimson. Small barrettes and thin headbands may be gold or silver toned. <b>NO SPARKLES, RHINESTONES, GLITTER</b> , or anything dangling on hair items. Hair accessories outside of these may be worn on days students are out of uniform (Dress Days, Birthday Dress, Holiday Dress). Cannot be a distraction.
NAILS	Nails are to be FREE OF POLISH, kept short, not longer than the fingertips. Nail polish will be removed with non-acetone remover.
MISC.	One each of the following items may be worn: religious/Christian necklace, SES rubber bracelet in crimson/gold color and students earning the "Katie's Kids" honor for that school year or any other school approved bracelet. Watches are

	only allowed in 3rd grade, must be analog or basic digital, and not wearable technology.
COLORS SPECIFIC TO ALL UNIFORM ITEMS	Black = black White = true white (NOT crème, off-white, light peach, light yellow) Navy = dark blue (NOT light blue, medium blue, purplish blue) Crimson = dark red (NOT apple, orange-red, purplish burgundy, pink, dark pink) Grey = grey (NOT silver or glitter) Brown = brown
NON-UNIFORM OUTERWEAR	Jackets, coats, and other outerwear that are not the official crimson sweater, sweatshirt (or a substitute sweatshirt as expressed above) and/or fleece may only be worn outside.

## Spirit Dress Days

On Spirit Dress Days, (every Wednesday unless otherwise specified) official spirit shirts may be worn with uniform bottoms (shorts or pants) and uniform shoes.

## Pay-To-Dress Days

Appropriate dress is required. The following **ARE NOT ACCEPTABLE**:

- halter tops, tank tops, racerback tops
- short shorts, short skirts
- rompers
- flip flops, cleats

# RELIGION PROGRAM

St. Edward School places special emphasis on our religious education program under the direction of a Religion Administrator. All students, including non-Catholics, are required to participate in religion education and religious activities, including Mass celebrations.

- ❖ PK3-3rd grade students receive religion instruction from their classroom teachers each day, with PK4-3rd also attending a weekly class with the Religion Administrator.
- ❖ Students participate in school-wide rosaries, Divine Mercy chaplets and other liturgical celebrations.
- ❖ When students are in the church for religion activities, they sit with their classes. Guests fill in behind the student body in the remaining available seating.

Katie's Kid Award - Awarded periodically after a school Mass to students who exemplify the image of Christ through their words, actions and deeds on a daily basis. They are students who have gone above and beyond to share kindness, provide service or spread joy. The award is named after our foundress's nickname, Katie.

## Sacramental Preparation

According to the Sacramental Program Policies of the Diocese of Lafayette, the student's church parish, rather than the school, is the appropriate place for preparation and celebration of the sacraments. Parents are responsible for contacting their church parish for guidelines and procedures. St. Edward students who are Catholic are most apt to receive the sacraments of Reconciliation and First Holy

Eucharist in the 2nd grade. Parents are responsible for sending a copy of the First Holy Eucharist certificate to the school.

# SEXUAL IDENTITY POLICY

St. Edward School is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person’s sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person’s God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person’s relationship to Him, oneself and others. Behavior and expressions of a person’s sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education, Congregation for Catholic Education, published on June 10, 2019)

# ACADEMIC INFORMATION

## Grading Scale

A	100 - 94	Excellent
B	93-87	Above Average
C	86-77	Average
D	76-70	Below Average
F	69 -0	Failing
NC		Not Complete

## Report Cards

PK3, PK4 and K students will receive an evaluation/progress report mid-year during Parent/Teacher Conferences and at the end of the year.

1st-3rd grade students will receive a report card quarterly, as posted through FACTS. Three to four weeks before report cards are issued, deficiency reports will be sent only to those students in danger of failing a subject for that quarter.

## Standardized Testing

Students in K-3rd grades are administered DIBELS tests at the start of the school year, midyear and at the end of the year. Additionally, 3rd graders take the Terra Nova standardized test which is required by the Office of Catholic Schools for Diocesan students, beginning in 3rd grade.

## Promotion Criteria

The promotion of each student based upon the criteria established in these guidelines:

**Kindergarten** - To be promoted, the student MUST meet 3 of the 5 following criteria:

- ❖ Student demonstrated a minimum of 80% on Reading report card skills.
- ❖ Student demonstrated a minimum of 80% on Reading end-of-the-year test.
- ❖ Student demonstrated a minimum of 80% on Math report card skills.
- ❖ Student demonstrated a minimum of 80% on Math end-of-the-year test.
- ❖ Teacher / Administrator recommendation for promotion.
- ❖ Note: Absences of 15 days or more can affect student promotion

**1st-3rd Grades** - To be promoted, the student MUST meet the following criteria:

- ❖ Achieve a "D" average or higher in Reading and Math in the 4th quarter & also as the final average
- ❖ Example: A student with a C in the first quarter and F's the next three fails the subject, even if the average is higher than an F... it is BOTH the grade in the 4th quarter and the final average that must reflect passing grades.
- ❖ Failure in Reading and Math constitutes the student failing the grade
- ❖ A student with ONE failure in Reading OR Math must attend academic intervention over the summer as approved by the principal and teacher. Student may pass based on the progress made
- ❖ Meet attendance requirements. Absences of 15 days or more can affect student promotion

# YEAR END AWARDS

The following awards are given to students at the end of each school year. These awards are based on grades and character of the students. Students earn the awards in accord with the specific criteria set forth.

### **PRINCIPAL'S AWARD (1st-3rd grades)**

Straight A's on the report card for each quarter, the entire year, including conduct

### **A/B HONOR ROLL AWARD (1st-3rd grades)**

A's and B's on the report card for each quarter, the entire year, including conduct

### **PERFECT ATTENDANCE AWARD (K-3rd grades)**

Present for every day of the academic year - students are ineligible if arriving after 8:00 A.M. or checking out before 3:00 P.M. for any reason other than a school sanctioned event

### **RELIGION AWARD (PK4-3rd grades)**

Presented to one student in each class who lives life as a true example of our mission statement, “Living the Eucharistic Reality that All Are One In Christ.” This child loves and respects all people and possibly reaches out to those in need of a friend. Religion Award recipients know of Jesus’ love for them and live their lives as an example of what it means to be a child of God.

### **SPIRIT AWARD (PK4-3rd grades)**

Presented to one student in each class who exhibits “True Panda Spirit.” This means they demonstrate their love for St. Edward School and excitedly participate in school events and activities. Spirit Award recipients might be known for telling others all about St. Edward and what a wonderful place it is. They are extremely loyal to the crimson and the gold.

### **ACCELERATED READER AWARD (1st-3rd grades)**

Presented to one student in 1st-3rd grades for earning the most points in that grade level and has met his or her percent correct goal all year.

### **ELEANOR MURPHY PARKS CITIZENSHIP AWARD (PK3-2nd grades)**

presented to a student in each grade level who shows great citizenship by representing the best of being a Panda in school and in the community.

- ❖ Attitude: Is enthusiastic and respectful of school policies
- ❖ Academics: Strives to do his/her best
- ❖ Character: Is friendly, a role model, and has a good relationship with others
- ❖ Spirit: Participates in school & community activities; exhibits pride in being a Panda
- ❖ Service: Is helpful

### **ST. KATHARINE DREXEL AWARD (3rd grade)**

Presented to one student in each 3rd grade class who demonstrates qualities similar to those of St. Katharine. Recipients are leaders who have the courage to choose to do what is right in a Christian manner. These students fully respect God, as well as the gift of the Eucharist. They love all people and may be particularly generous to the less fortunate. Selfless giving is a part of who they are and how they live their everyday lives.

### **FEEDER SCHOOL MERIT SCHOLARSHIP**

This scholarship is given by Catholic High School to an incoming 4th grade student who is completing 3rd grade at St. Edward School. It includes the cost of tuition for one year, excluding fees. The selection is made by St. Edward School's Administrative Team. The recipient of this award should exemplify Catholic High School's motto, Acta Non Verba, specifically Christ-like characteristics and honorable traits. This student should demonstrate a willingness to help classmates and school personnel without being asked, treat others with respect and understanding, practice Catholicism, and show eagerness to share faith through active participation. The student should be in good academic standing. Preference will be given with regard to financial need.

## **ENROLLMENT CONTRACT**



# ST. EDWARD SCHOOL

175 PORTER STREET, NEW IBERIA, LA 70560 • 337-369-6764 • WWW.SESPANDAS.COM

## ENROLLMENT CONTRACT

I hereby agree, subject to the administration’s acceptance, to enroll the below listed student(s) at St. Edward School for the current school year and to abide by all rules, regulations, requirements and policies of the school as articulated in this contract, the ancillary financial forms/payment schedules and applicable handbooks (inclusive of any changes in the handbooks as may be adopted or otherwise promulgated by school administration during the applicable year), all of which are incorporated into and made a part of this contract by reference.

**Student(s) Full Name**

**Entering Grade**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

In consideration of the acceptance of this Enrollment Contract by the St. Edward School Administration, I hereby agree to timely pay in full all applicable tuition and fees outlined in the ancillary forms/payment schedule as well as anything owed for SES After-School Care or to the Diocese of Lafayette Food and Nutrition Services (lunch). I further acknowledge and agree that I/we shall not be entitled to a refund, reimbursement, cancellation or waiver of any tuition or fees due for payment for any reason.

I acknowledge and agree that: (1) I will abide by the Financial Policy of St. Edward School; (2) all grade reports, final projects and academic transcripts are the property of St. Edward School and that such property will not be released until the subject account is paid in full.

I acknowledge and agree that St. Edward School reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to St. Edward School for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

I acknowledge and agree that my child(ren) and I are obligated to comply with the rules and policies of the school as set forth orally and/or in the Parent/Student Handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year.

It is understood and agreed that St. Edward School reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Parent/Student Handbook and/or if the student’s conduct or influence, on or off the campus, is not in keeping with the standards/expectations of St. Edward School as reflected by its policies and rules and by the teachings of the Roman Catholic Church. In the case of such removal, I understand and agree that there will be no refund or cancellation of tuition and fees incurred at the time of removal.

I acknowledge and agree that in the event my child(ren) is/are withdrawn or dismissed from St. Edward School at any time after the Enrollment Contract has been signed and returned, which indicates registration has been completed, I will remain obligated to pay in full ALL annual fees (Registration Fee, Diocesan Fee, Technology Fee, Building & Maintenance Fee and the Workbook & Materials Fee) and ALL other fees due through the end of the month of the withdrawal/dismissal, which include tuition, SES After-School Care and lunch fees due to the Diocese of Lafayette's Food and Nutrition Services.

I further agree that unless I advise you to the contrary, I hereby authorize the above-named student(s) to participate in all school-sponsored or sanctioned field trips and any extra-curricular activities. I also agree to provide medical insurance coverage for my child in the event he/she sustains injuries or illness while on campus or during school-sponsored event.

I acknowledge and agree that this document is a bilateral enrollment contract which is governed by and shall be interpreted in accordance with the obligation laws of the State of Louisiana and the exclusive venue and jurisdiction of all disputes concerning the rights or obligations of the parties created hereunder shall be in Iberia Parish.

I further agree that in the event I have reason to believe that St. Edward School is in violation or breach of any legal and/or contractual obligation(s) to me and/or to any student who is the subject of this contract, I shall immediately alert and notify the principal in writing of said alleged violation or breach and provide St. Edward School with the full details of same and give a reasonable amount of time, under the circumstances, to respond and/or remedy said alleged violation or breach.

I further agree that my exclusive civil remedy for any alleged violation or breach of contract by St. Edward School shall be strictly limited to injunctive relief and/or specific performance and that I am not entitled to a refund or cancellation of any tuition and/or fees paid or owed, nullification or voiding of this contract, or monetary damages for any alleged or actual breach of contract on the part of St. Edward School, its employees, agents, volunteers or associated parties.

I further waive any and all claims to recover monetary damages for breach of contract against St. Edward School and agree that St. Edward School shall not under any circumstances be obligated to pay monetary damages or issue a refund and/or cancellation of any tuition and/or fees as the result of or in connection with any alleged or actual contractual violation or breach on the part of St. Edward School.

I agree that this written and signed document contains the totality of the contractual enrollment between myself and St. Edward School. I further agree that in the event that any term, provision or clause in this contract is held to be void, null or otherwise unenforceable by a court of proper venue and competent jurisdiction, the validity and enforceability of the remaining terms, provisions and clauses shall not be affected thereby, and each term, provision and clause of this contract shall be valid and enforceable to the fullest extent permitted by law.



Student(s) Name: \_\_\_\_\_

**Please initial and check appropriate choice below:**

\_\_\_\_\_  **Student Directory.** I understand that STUDENT and PARENT NAME must be listed in the directory, however parent may request in writing that any of the following information not be listed. (Home address, home phone, email address and cell phone) The Student Directory offers contact information that can be helpful for homework needs, birthday invitations, etc. and is only available to currently enrolled parents and staff via Renweb.

\_\_\_\_\_  **Consent to publish.** I hereby authorize and give full consent, without limitations or reservations, to St. Edward School to submit, publish and/or cite, in whole or in part, any photographs, artwork, videos, written work, and voice recordings that the above student creates, and/or in which the above student appears, in school publications, including but not limited to newsletters, advertising, brochures, press releases and the school's social media and websites. This consent pertains to all St. Edward School activities, both during school hours and outside of school hours. These media items may be used in perpetuity. All media shall be the school's property, solely and completely. Further, I hereby permit the school to notify the media of my child's academic and other special achievements, and share the aforementioned items, where applicable.

\_\_\_\_\_  **Consent to publish with restrictions.** I hereby authorize and give limited consent as specified below.

\_\_\_\_\_  **Refusal to publish.** I do not give permission to St. Edward School to use the image of my child or my family in materials distributed by St. Edward School.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent/Guardian / Print Name / Relationship to student / Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent/Guardian / Print Name / Relationship to student / Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of person/s responsible for billing / Print Name / Relationship to student

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Billing Address / City / State / Zip Code

Phone: Cell (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_\_) \_\_\_\_\_

In the event that parents are separated or divorced OR someone other than parent/guardian is responsible for billing, person must also sign below accepting the terms of this Enrollment Contract.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of person responsible for billing (if not listed above) / Print Name / Relationship to student / Date

*This is to confirm acceptance of the above-named student(s) for enrollment at St. Edward School for the current school year depending upon the successful completion of the current scholastic year.*

Accepted by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

*\*St. Edward School is owned and operated by St. Edward Church Parish*

For your reference, this Enrollment Contract is on our website, [sespandas.com](http://sespandas.com), under "Admissions." Choose "Handbook" and the password is Katie1918. Additionally, a hard copy of this page (3 of 3), the Tuition Fee Schedule and the Payment Plan will be sent home upon request.

# SCHOOL STAFF

Administrators/Office Staff		
Karen Bonin	Principal	<a href="mailto:kbonin@sespandas.com">kbonin@sespandas.com</a>
Jill Broussard	Asst. Principal/Curriculum	<a href="mailto:jbroussard@sespandas.com">jbroussard@sespandas.com</a>
Merylon Reynolds	Secretary	<a href="mailto:mreynolds@sespandas.com">mreynolds@sespandas.com</a>
Hayley Delahoussaye	Receptionist	<a href="mailto:hdelahoussaye@sespandas.com">hdelahoussaye@sespandas.com</a>
Lisa Dronet	Registrar/Finance	<a href="mailto:ldronet@sespandas.com">ldronet@sespandas.com</a>
Jenny Comeaux	Finance/Business	<a href="mailto:jcomeaux@sespandas.com">jcomeaux@sespandas.com</a>
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Academic Staff		
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Mandy Haydel	PK3 Teacher	<a href="mailto:mhaydel@sespandas.com">mhaydel@sespandas.com</a>
Nancy Reeves	PK3 Teacher	<a href="mailto:nreeves@sespandas.com">nreeves@sespandas.com</a>
Natalie Kidder	PK4 Teacher	<a href="mailto:nkidder@sespandas.com">nkidder@sespandas.com</a>
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Jill Bourque	1st Teacher	<a href="mailto:jbouque@sespandas.com">jbouque@sespandas.com</a>
Kayan Broussard	1st Teacher	<a href="mailto:kbroussard@sespandas.com">kbroussard@sespandas.com</a>
Margaret Caffery	1st Teacher	<a href="mailto:mcaffery@sespandas.com">mcaffery@sespandas.com</a>
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Brandie Lewis	3rd Teacher	<a href="mailto:blewis@sespandas.com">blewis@sespandas.com</a>
Allison Colley	3rd Teacher	<a href="mailto:acolley@sespandas.com">acolley@sespandas.com</a>

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Gabrielle Trotter	Librarian	<a href="mailto:gtrotter@sespandas.com">gtrotter@sespandas.com</a>
Kay Green	Music Coordinator	<a href="mailto:kgreen@sespandas.com">kgreen@sespandas.com</a>
Martha Gilfoil	Art	<a href="mailto:mgilfoil@sespandas.com">mgilfoil@sespandas.com</a>
Beth Livingston	PE, Upper School	<a href="mailto:blivingston@sespandas.com">blivingston@sespandas.com</a>