



CEDAR VALLEY
CATHOLIC SCHOOLS
SAINT EDWARD SCHOOL

Parent/Guardian-Student Handbook

2017 — 2018

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**Parent/Guardian-Student Handbook
2017-2018**

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Saint Edward School
Parent/Guardian-Student Handbook 2017 — 2018

Saint Edward School

At Saint Edward School, we strive to create a friendly and supportive learning environment for our students. Saint Edward School supports the efforts of people to strengthen their personal relationship with God in a faith community. We strive to be Christ-centered for all. Our school climate works to influence the development of positive attitudes and Catholic Christian values. Primarily people of faith - students, parents/guardians, faculty, support staff, our pastor, Faith Formation Committee members, and CVCS School Board members - who make up the school faith community, create this climate.

I. Philosophy/Mission

The Catholic Schools Week Theme that will be used throughout the year is **Catholic Schools: Learn. Serve. Lead. Succeed.** We will continue to teach life lessons to our children by encouraging them to treat others as they would treat Jesus Christ.

A. Mission and Values of Saint Edward School

Saint Edward School: Engaging the Students of today in a Catholic environment, which develops spiritual and academic excellence in the Leaders of Tomorrow.

At Saint Edward we believe:

We are made in the image and likeness of Christ
In providing service to our community
In educating the whole child - Heart, Mind and Soul

St Edward School Theme: Building the Spartan Difference

B. CVCS Mission

The Cedar Valley Catholic Schools mission is to provide an exceptional Catholic education to every student, built on the foundations of faith, discipline, service and knowledge.

C. CVCS Vision

Cedar Valley Catholic Schools will be the first choice of families who believe God, community, leadership and service are the foundation of a learning environment.

II. The Leader in Me

Saint Edward Catholic School stands committed to fostering personal growth in Christian values and attitudes in a Community of Faith. We strive to develop an environment where each individual develops a spirit of personal discipline, a respect for every human being, and the desire for knowledge to become an individual capable of adjusting to an ever-changing world and accepting the leader within us all. To ensure this, we seek to employ the 7 Habits of Highly Effective People, which compliments the Cedar Valley Schools Code of Conduct and the Archdiocese of Dubuque Code of Conduct.

We will work to raise our school community's awareness of the habits that we foster in order to promote success and leadership within our youth. The 7 Habits of Highly Effective People are meant to foster, within each of us, a greater vision of our goals and a method for planning to achieve our goals. They help us maintain an appropriate balance in our lives and avoid becoming too focused on work, school, friends, or other activities. It is our goal to promote strong Christian qualities in all students and the Habits allow us to reflect on our actions and determine how we can better plan, prepare, and act in order to model our lives after Christ. At Saint Edward we teach our students to act in a manner that reflects the following habits:

1. Be Proactive: Being Proactive is the foundation of the decisions that shape our lives. Being Proactive outlines our decision making process and how we encounter the world around us. Proactive people are responsible for their own happiness and take steps to achieve happiness in their lives. Proactive people face daily challenges with a strong sense of values and refuse to react on impulse. Proactive people know they cannot control everything that happens, but they can control how they respond to it.

“People are just about as happy as they make up their mind to be.” - Abraham Lincoln

2. Begin with the End in Mind: Habit 2 reminds us to create a clear picture for where we want to go with our lives. This doesn't mean we have a clear map of our lives, but rather that we continually assess our values and set goals we wish to achieve. Using a daily planner, creating lists, organizing folders, practicing a new skill or establishing a personal mission statement are all examples of Habit 2 in action. If we know where we wish to be we can take positive steps towards our goals.

“By failing to prepare, you are preparing to fail” - Benjamin Franklin.

3. Put First Things First: Habit 3 helps us to establish methods to achieve our End in Mind and avoid distractions, which may lead us astray. We are faced with temptation and distraction at every turn, but if we want to reach goals we must *prioritize* and use our time effectively. Habit 3 encourages us to identify our *BIG ROCKS*, or the most important items, on a regular basis and evaluate if we are putting them first in our lives. Scheduling time for our priorities will help us avoid procrastination, slacking, and not valuing our goals.

“The key is not to prioritize what’s on your schedule, but to schedule your priorities.” - Stephen R. Covey

4. Think Win-Win: Habit 4 is the belief that there is plenty of success to go around and we do not have to value our success in comparison to the successes of others around us. Thinking Win-Win establishes within us a sense sharing our successes and taking joy in the accomplishments of others as opposed to feeling envious of the success of our peers. Thinking Win-Win teaches us to use competition not as a tool of comparison, rather as a way to push ourselves to new levels of self-achievement. Seeking Win-Win solutions helps us to establish new and stronger relationships as opposed to hurting our friendships by having a losing outcome.

“You can stand tall without standing on someone. You can be a victor without having victims.” - Harriet Woods

5. Seek First to Understand, Then to be Understood: Habit 5 is the key to truly listening to one another and reaching an understanding of one another. Everyone wants to be respected and valued for who they are and Habit 5 allows us to better understand the people in our lives. Seeking to Understand encourages us to listen without judging or seeking to solve one another’s problems. Habit 5 reminds us that our knowledge isn’t valued without our valuing of others. Habit 5 is not spacing out, pretending to listen, listening selectively, or listening for self-centered reasons.

“No one ever listened themselves out of a job.” - Calvin Coolidge

6. Synergize: Teamwork, collaboration and assisting one another to reach a better outcome than we could reach alone are the foundations of Habit 6. As individuals we have all been blessed with varied and unique talents. Habit 6 encourages us to utilize those unique talents in association with others in order to create a better outcome than any of us could create alone. Synergy celebrates differences and avoids ignorance and forming of “cliques” which limit our acceptance of others.

“The whole is greater than the sum of its parts.” - Aristotle

7. Sharpen the Saw: Ensuring that we plan time in our schedule to rejuvenate our body, mind, heart and soul is essential according to Habit 7. As our responsibilities grow, it is important to remember the parts of our lives that provide us relaxing rejuvenation and feeds us mentally, spiritually, physically, or emotionally. To this end, Habit 7 encourages us to do our best to eat right, get exercise, challenge our minds, and celebrate the relationships in our lives. If you have ever been too busy driving to stop and get gas, you are in need of Habit 7.

“We must always change, renew, rejuvenate ourselves; otherwise, we harden.”
- Johann Wolfgang von Goethe

Spartan Leader Behavior Plan

This behavior plan is intended to complement the CVCS Code of Conduct found in this handbook. Through teaching, reflection and growth we seek to more closely model our behaviors on the tenets of Christ. However, knowing our need for growth, the Community of Saint Edward will work to establish behavioral policies to allow for reflection and continued growth for our students. The examples given below are to serve as a guideline. Discretion is given to the school administrator when using the levels below.

Level I - Mildly Disruptive Behavior

Defined as: A behavior that is committed without malice but causes a disruption or affects the orderly processes of the classroom, church and other sites, including but not limited to, assemblies, hallways, cafeteria, playground, school programs and field trips.

Examples of unacceptable behaviors include, but are not limited to: uniform violations, arguments with peers/adults, inappropriate behavior in assemblies/church, homework incompleteness, and rude/disrespectful actions.

Handled by: Adult (teacher/substitute, E.A., parent volunteer, UNI student, cafeteria worker, custodian, priest, or visiting speaker) in charge of the setting in which the problematic behavior occurred.

Possible Interventions:

- Model and teach appropriate behavior.
- Remind, redirect, and reinforce expected behaviors.
- Appropriate consequences may apply.
- An incident report will be completed at the discretion of unit and a copy of the incident report will be sent to parent/guardian and homeroom teacher the day of the incident. A signed copy must be returned the following day.

Level II- Serious Misbehavior

Defined as: Behavior that is deliberate or disruptive to orderly educational environments/misbehavior whose frequency or seriousness disrupts the learning climate of the school. Repeated Level I misbehaviors (three incident reports in a week or six in a month) warrant a Level II response.

Examples of unacceptable behaviors include, but are not limited to: physical altercation at recess, repeated Level I behaviors, cheating, stealing, and destroying property.

Handled by: Adult staff member who is responsible for the setting in which the problematic behavior occurred.

Possible Interventions:

- Model and teach appropriate behavior.
- Remind, redirect, and reinforce expected behavior.
- Appropriate consequence will be applied.
- A copy of the character report will be sent to parent/guardian and homeroom teacher the day of the incident. A signed copy must be returned the following day.
- All Level II misbehaviors will be reported to the principal.
- A parent conference may be scheduled to develop a written behavior plan. This conference will be held within one week of the most recent incident.
- Loss of eligibility in extracurricular activities.

Level III - Severe Misconduct

Defined as: Severe misbehavior that seriously disrupts the learning environment and possibly threatens the safety or well being of students or teachers.

Examples of unacceptable behaviors include, but are not limited to: repeated or more serious levels of misbehaviors such as those listed Level II above, use/possession of drug/alcohol/tobacco, inappropriate bus behavior, possession of dangerous weapon(s), bullying/harassment, truancy, refusal to comply with teacher's command, personal injury/fighting, vandalism/theft, habitual late or missing assignments, or using inappropriate language.

Handled by: teacher and/or adult in charge and principal

Possible Interventions:

- Student removal from the classroom or situation.
- An administrative investigation of the incident.
- A parent conference will be scheduled to discuss the results of the investigation. A behavior plan will be created or modified.
- Loss of eligibility in extracurricular activities.

Level IV - Probation, Suspension, and Expulsion

Repeated offenses of Level III and other behaviors as listed in this handbook will result in appropriate consequences, which may include probation, suspension or expulsion.

III. Dress Code

A. K-5 Student Dress Code

Cedar Valley Catholic Schools

Kindergarten – Twelfth Grade Dress Code

Approved 4.10.14 by the CVCS Board

The dress code is intended to name attire which students are allowed to wear and not intended to be an exhaustive list of items that are not allowed. Such a listing would be impossible as various clothing trends and fads arise. Parents are to be the primary enforcers of the dress code by assuring their children are in compliance with the dress code upon arrival at school. If the student arrives to school not in dress code students are to fix the dress code issue. This can be done by using extra supply of dress code items provided by the office or making a phone call home. The student will return to class only upon fixing the dress code issue. Repeated incidents of dress code infraction will result in additional consequences. *The school administration will have final discretion on what is appropriate or not for school dress.*

PANTS/SHORTS/CAPRI PANTS:

- Solid colors of navy blue, black, or tan dress pants may be worn.
- Must be ankle length and may not be form fitting, oversized, low-rise, etc.
- Must be free of buckles, stripes, contrasting stitch/trim, rivets, etc.
- Must be a plain dress pant with no extra pockets (no cargo/carpenter style pants)
- Shorts/Capri pants must be a plain dress style with no extra pockets, pocket flaps, loops or rivets (Appropriate length for shorts is no more than 3” above the knee)
- All Pant/Shorts/Capri Pants material must be twill, corduroy, or cotton (no spandex, sweatpants material)
- For students in grades 4-12, belts must be worn if the pants have belt loops.

SKIRTS/SKORTS/SCOOTERS/JUMPERS:

- Solid colors of navy blue, black, tan, or the French Toast Green Plaid Uniforms may be worn.
- Appropriate length is no more than 3” above the knee.
- Shorts, solid colored leggings, or footed tights are encouraged to be worn under skirts.

SHIRTS:

- Any solid colors without logos may be worn.
- School logo uniform shirts purchased from the school are allowed.

- Short or long-sleeved polo or Oxford style shirts with collars.
- Must be free of lettering (except for all approved CVCS system school logos)
- Must be free of contrasting embroidery and trim.
- Must not be form-fitting or oversized.
- Must be long enough to be tucked in (should be able to raise hands in the air and not expose skin or have shirt come un-tucked)
- Any under T-shirts may be worn beneath the shirt. Long sleeve T's must be a solid color and free of lettering on the exposed sleeve.
- Turtlenecks are allowed.

SWEATSHIRTS/SWEATERS/Fleece or Pullover:

- Solid green, navy blue, red, pink or white sweater, sweater vest or non-hooded sweatshirt (size appropriate) worn over an approved top.
- Any CVCS school sweatshirts with official school logos may be worn over an approved top.
- Must be hip-length.
- All sweaters, vests, fleece and sweatshirts must be NON-Hooded.

SHOES/TIGHTS/SOCKS:

- Close-toed tennis shoes or dress shoes may be worn (no Heelys', sandals, jelly shoes, Uggs' style or fashion boots, sling-back shoes, cowboy boots, clogs, flip-flops, crocs, ballet shoes, shoes without a back or shoes with more than ½" heel)
- Solid colored socks, footed tights or leggings for girls required at all times.
- No leggings, unless worn under a skirt.
- K-8 boys must wear solid color socks at all times.

ACCESSORIES & HAIRSTYLES & JEWELRY:

- Small post earrings are allowed.
- No large necklaces or bracelets may be worn.
- Hats/caps/scarves are not permitted inside the school building during school hours.
- Students in grades K-5 should not wear facial makeup
- Facial Hair is not acceptable.
- Display of body piercing other than ears is not allowed.
- Display of tattoos, either temporary or permanent is not allowed.
- Hair must be of non-distracting color and style.
- Hair must be neat and clean (No feathers or streaks without principal permission)
- Ties and bow ties may be worn with any dress code approved oxford shirt.

PHYSICAL EDUCATION CLOTHING/SPORTS CLOTHING:

- Tennis shoes are required for P.E. class.

OUT-OF-UNIFORM DAYS

- No clothing that has drug, alcohol, tobacco or sexual references.
- No bare midriffs, spaghetti straps or halter-tops.
- Shorts and dresses must be no shorter than 3" above the knee.
- No hats, face paint, or distracting hair color/style unless administrative exceptions are made in advance.
- Regular dress code shoe regulations always apply, including out-of-uniform days.

WINTER ATTIRE: K-5

- During the winter months, students should wear mittens, hats and heavy coats.
- Boots and snow pants should be worn as requested by unit.

The school administration will have final discretion on what is appropriate or not for school wear.

B. Grooming and Make-up

Kindergarten - 5th grade students are to abide by the Cedar Valley Catholic Schools dress code as state above. The Saint Edward and CVCS guidelines for dress code and grooming are designed to support Christian modesty. In the case of a dress code violation, a faculty member will inform the student of his/her error. The student will be asked to make the necessary changes to meet dress code, be supplied with needed materials from our GUS supply or will be asked to call a parent to provide the necessary clothing to meet dress code. As stated in the CVCS Dress Code students in grades K-5 are not to wear facial make-up.

All students are to dress appropriately for playing outside. We will go outside for recess anytime the temperature or wind chill is above zero degrees, per www.accuweather.com. We monitor the temperature several times per day during the winter months.

C. Preschool Attire

Dress code for preschool children is based on our concern for safety, modesty, and independence. The preschool students are to:

- Wear pull-up pants or shorts with no belt.
- Girls are to wear shorts or tights under dresses and skirts so that they can play actively.
- Tennis shoes are recommended. Students are not to wear flip flops.

D. Field Trip Attire

The teacher(s) facilitating the field trip will indicate to students and parents which of the

following are appropriate.

- In-Uniform: Normal school attire. All dress-code guidelines apply.
- Out-of-Uniform: clothing appropriate to the field trip as designated by the teacher

IV. School Procedures

A. School Schedule

The school day schedule is as follows:

8:20 - Student supervision begins

8:30 - Students enter the building

8:40 - Classes begin

3:30 - Student dismissal

3:45 - Student supervision ends.

Students will enter building no earlier than 8:30 am via the side entrance. There is no supervision before 8:20 am. Student supervision at the end of the day will end no later than 3:45pm and remaining students will be taken to the office to await parent pick-up.

B. Preschool Hours:

3 year old AM: 8:30 am - 11:30 am (Tuesday, Wednesday, Thursday)

3 year old PM: 12:30 pm - 3:30 pm (Tuesday, Wednesday, Thursday)

4 year old AM: 8:30 am - 2:30 pm

C. School Cancellations

There are times when weather may force late starts, early dismissal, or cancellation of classes. At these times, parents should listen to local radio or TV stations or check websites of local media and watch for announcements for “Cedar Valley Catholic Schools”. KWWL television also offers a school cancellation app for cell phones that may be of use. Additionally, Saint Edward Catholic School will use the *Remind* messaging system for emergency alerts. This system utilizes email and text-messaging options to keep you informed of delays and cancellations.

When weather conditions worsen during the day, it is possible for students to be dismissed early. Parents must be alert to this possibility and have a plan prepared for such occasions. Arrangements also need to be made with other childcare providers. The New Life Center will remain open for its registered students unless the media announcement states differently.

D. Dismissal During School Hours

Parents wishing to pick up their children during school hours should check in at the office to sign out your child. We will call your child to the office when you arrive. In case a friend or relative is to pick up the child, please contact the school office beforehand and identify the individual calling for the child. For the safety of your child, this individual must be listed as a person authorized to pick up your child. Photo identification will be required.

E. Car/Parking Lot Safety Plan

Students arriving at school in cars are to be dropped off in the parking lot across from the church - enter from Kimball Ave. Move as far forward as possible and follow the flow of traffic. Be patient in the car line and never pass the car(s) in front of you. Additionally, exiting the parking lot via a non-designated exit and driving over a sidewalk is dangerous is not permitted. Please use marked entrances and exit points at all times. At dismissal, you may also park your car and meet your child in a designated spot. Discuss parking lot safety with your children. Have a plan so they will know where to look for you and where to wait. Students are to cross Mitchell Ave using designated sidewalks and crosswalks. Crossing guards will be at the marked crossing in front of the school 10 minutes before arrival and 10 minutes after dismissal.

The area in front and around the New Life Center is used by NLC patrons and is not be used for drop-off and pick-up by school families. Bus pickup is in the parking lot directly in front of Saint Edward School.

F. Birthdays

In line with our Wellness policy, healthy alternatives to treats are encouraged. If healthy treats are brought in, we will send them home with students. A small toy or pencil for each child is also a good choice in lieu of snacks. Invitations to parties at home may only be given out at school if all the children in the class are invited. The Saint Edward office staff will not disperse family address information. However, office staff, given ample time, will be able to address stamped envelopes for families looking to send invitations to classmates.

V. Communications

A. Attendance

In order to develop character traits of self-discipline and responsibility, students are to attend school regularly. Absent students can make up most of schoolwork missed; however, repeated absences are detrimental to a student's academic success. It is a parent/guardian responsibility to see that the child attends school as required by the Iowa Compulsory Attendance statute, which states the length of the school year. The following procedures are followed in the event of absences:

- Please contact the school office by 8:30 am. Please leave a voice message if necessary. This assures us that your child is safe and that they will not attend school that day.
- If the school has not been notified of an absence, the office will contact the parents.
- Parents will receive notification from the principal on the seventh day of absence.
- Students who reach 15 days absent (considered excessive absenteeism) will be subject to attendance record review and, per policy 299.1 of the Iowa Code, the County Attorney will be notified.

Tardy: If a student arrives late to school, without a written note or a phone call received, he/she is considered tardy. If a student arrives late to school, and a written excuse is provided, arrives with a parent, or a phone call has been received from the parent regarding the same, this will be considered an excused tardy.

Excused and Unexcused Absences: If a student is absent and no note or phone call has been received from the parent, this is considered an unexcused absence. Conversely, if a note or phone call is received at the school from the parent, this is an excused absence.

B. Communications Between Home and School

Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call teachers about student progress or other situations of concern.

The school office is open from 8:00 am to 4:00 pm each school day. Teachers may be contacted by telephone during the school day by leaving a message on the teacher's voice mail. The teacher will return the call at his/her earliest convenience. Requests for parent/guardian conferences may be made any time by a parent/guardian. Teachers are available to meet with parents before or after school by appointment only.

C. Express Envelopes

Each Thursday you will receive your Express Envelope. Each family selects a child to be designated as the family mail carrier. It will be that child's responsibility to carry communication back and forth. Your mail carrier will bring the envelope home. This envelope is used to send home communications from Religious Education, PTO, Scrip, the Parish and other community groups. Your envelope should be returned to school on Friday or Monday. You may return items such as lunch money, Scrip orders, change of address or phone number, which need attention at school through your envelope.

Communication, including the weekly newsletter, will be done via email, unless requested otherwise.

D. Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in Saint Edward Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was on February 21, 2013. Our school is inspected every three years by a certified asbestos inspector. Our building is set to be inspected again in the fall of 2016.

VI. Specials Classes

A. Physical Education

It is recommended that all students have periodic physicals. Parents/guardians of students with a disability must inform the instructor of the nature of the disability. Excuses from class must come from the parent/guardian. For prolonged excuses, it should come from the family physician.

While there is no official Physical Education uniform, all students are to wear gym or athletic shoes in the gymnasium. Do not wear shoes with black soles or heels as they may leave marks on the gym floor.

B. Music/Band

Vocal music is offered for all students. Students in Grade 5 are given the option to participate in Band as an additional activity. Band lessons are held during the school day and practices are before school, at Blessed Maria Assunta Pallotta Middle School. Parents are responsible for transporting students to before-school rehearsals, but a CVCS bus will transport them back to school after the rehearsal.

C. Library

All students in Grades K-5 will be scheduled to visit the school library once a week. Each student is responsible for the book(s) he/she checks out from the library and will be charged for lost or damaged books.

D. School Counselor

Cedar Valley Schools provides a school counselor. The counselor works with students either individually, in small groups, or in classroom guidance lessons. The counseling relationship allows children to explore feelings and interests and provides an opportunity to explore specific issues or concerns. The counselor strives to help students develop a better understanding of themselves and others. At times that means developing plans for meeting children's needs by bringing together information from parents, teachers, and other professionals.

School counselors are a valuable resource for parents. Parents are encouraged to visit with our counselor to discuss any concerns they may be having about their child. The counselor can also help families make contacts with organizations within the community.

VII. Electronic Devices

Personal electronic devices such as portable radios and iPods, DVD players, beepers, cellular phones, electronic games, remote controls, laser pointers, and other similar electronic devices are not to be used during the school day unless the teacher has given permission to use them to supplement instruction. The school will provide the necessary electronic devices if they are to be used during instruction. These items may interfere with a positive educational environment. All such devices will be immediately confiscated and returned to the parents/guardians of the student. These personal electronic devices are to be left at home or in your child's backpack.

VIII. Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers assign homework in accord with the age of students. Parents/guardians should not have to instruct students, but are encouraged to support the homework process through questions and suggestions when appropriate. They are also asked to help students become responsible in completing their own homework and turning it in on time.

If a student is absent from school, he/she is responsible for completing the work missed. On the day of absence, requests for homework may be made by calling the office by 9:00am and may be picked up at 3:20pm in the office.

IX. Children's Liturgies

Saint Edward School's children's liturgies are part of our religious curriculum. K-5 school children attend a 9:00am all-school Mass every Thursday. Grades take turns in planning and in leading the celebration of the Eucharist. All are welcome and encouraged to celebrate with us.

X. Health Guidelines for Parents

Our philosophy regarding attendance is that students should be in school when they are in good health so that learning and development may progress. On the other hand, it is not in the best interest of the student or others to be in school when he/she is not well. Please consider the health of your child and others before sending your child to school with cold or flu symptoms.

Please keep your child home from school if he/she has any of the following symptoms:

- Oral temperature of 100 degrees or higher. Temperature should be normal for 24 hours without benefit of aspirin or acetaminophen.
- Nausea, vomiting, or diarrhea within the last 24 hours.
- Unexplained skin rash or eruptions, especially with other physical complaints.
- Constant cough, sore throat, nasal congestion/discharge, or red eyes with yellow drainage present.
- Children should be on antibiotics for a full 24 hours before returning to school. If your child is placed on antibiotics for an infectious disease, a note from the doctor stating when it is ok to return to school is recommended.

Other health guidelines/reminders:

- As a general rule, if students are well enough to be in school, then they should be well enough to go out for recess. Requests that students stay in for recess will be honored in special circumstances.
- Research shows that absenteeism due to illness is decreased 40% when children are taught good hand washing techniques. Please reinforce these habits with your children.
- When diagnosis of a contagious illness or condition has been made for a student, we will send home a note or e-mail notifying families with children in that grade/classroom. This is so parents/guardians can be watchful for symptoms.
- Students who are too sick to come to school during the day may not participate in evening activities, such as concerts.

XII. SERVICES

A. Bus Services

Transportation is provided by the Waterloo Community School District. Rules established by these agencies are to be followed as though they were rules of St. Edward School. A student may be suspended from bus transportation for inappropriate conduct. The bus driver assists pupils across the streets and roads through the use of lights and a stop arm to control traffic. Students can help the driver by being prompt and by being courteous to other passengers. Transporting students to school requires the cooperation of bus drivers, students, and parents/guardians to assure that high safety standards are maintained. Parents/guardians can help by discussing the bus regulations with their student.

- Be on time. The bus must maintain a schedule and cannot wait for tardy students. While waiting for the bus, please stay out of the roadway, remain at your designated stop, and show respect for private property.
- Please take your seats promptly and remain seated throughout the trip. The seating arrangements are the responsibility of the driver.
- Remember that loud talking, laughing, or unnecessary confusion diverts the bus driver's attention from the road and may result in a serious accident.
- Profanity, abusive language, display of overt bigotry, or obscene gestures will not be tolerated.
- The aisles must be kept clear of books, band instruments, and other objects. It is the responsibility of parents to transport large instruments or items to and from school.
- In the interest of safety, students must keep all parts of the body inside the bus at all times.
- The driver cannot pick up or discharge riders at places other than the regular bus stop unless special arrangements have first been made. Any changes requested by the parent must be presented in writing to the building administrator for approval. The building principal will then notify the appropriate bus personnel. In an emergency, these arrangements can be made by calling the building administrator. Please remember the bus must stay on its designated route.
- Students who do not ordinarily ride the bus will not be permitted to ride a school bus to or from school unless they are participating in a school activity and have received special permission from their building principal.
- If it is necessary to cross the road after getting off the bus, cross in front of the bus so the driver can see you. Look both ways. Be alert to a danger signal from the driver.
- Food and beverages are not allowed on the bus.
- Pets or other animals are not allowed on the bus.
- Keep the bus clean; place any garbage in the provided container.
- Video cameras may be used on the buses to monitor student behavior.

THE DRIVER IS IN CHARGE OF THE BUS. PUPILS MUST OBEY THE DRIVER

PROMPTLY. FAILURE TO OBEY THE ABOVE RULES MAY RESULT IN DISCIPLINARY ACTION.

A first bus referral calls for a conference with the principal; the second referral in a year can result in a one-week suspension from riding the bus; a third referral can result in expulsion from the bus for the remainder of the semester.

IN ADDITION, PLEASE REMEMBER THAT THE BUS IS AN EXTENSION OF THE SCHOOL. THE ST. EDWARD SCHOOL STUDENT CONDUCT CODE IS IN EFFECT AND WILL BE ENFORCED ON ALL BUS TRIPS, INCLUDING EXTRACURRICULAR ACTIVITIES.

Major violations for a bus referral include:

- Smoking;
- Possession or consumption of a controlled substance;
- Profanity, abusive language, or display of overt bigotry directed toward the driver or others;
- Vandalism to the bus or its equipment;
- Possession of a weapon;
- Assault.

Students who ride a school bus to school will be picked up at their assigned neighborhood stop. The school bus routes are published in the Waterloo Courier shortly before the beginning of the school year. You may call 291-4879 for additional information and to make the bus garage aware that your student will be riding. The Federal Highway Safety Program requires that all students who ride school buses must receive two school bus safety lessons and must practice bus evacuation drills each year. These bus safety lessons involve all elementary students since school buses are used for field trips.

Reimbursement -If a student is eligible for bus transportation, but a bus does not come into his/her area of residence, the parents/guardians may receive reimbursement for transporting their own children to school. Forms for transportation reimbursement may be obtained from the school office. Parents/guardians have the sole responsibility for requesting transportation reimbursement. They do so by completing the forms and mailing them to Waterloo Community Schools. Reimbursement payments are issued directly to parents/guardians by the Waterloo Community Schools and will usually arrive three to five months after the end of each semester. Preschool children do not receive bus service or transportation reimbursement.

B. Food Service Program

Each family maintains a food service account into which money may be deposited for lunch, extra entree or extra milk. This account is for all the students in the family regardless of which CVCS building they are in.

Please be sure to send lunch program payments in a clearly marked envelope. Money can be deposited sending the envelope to the school office with the student's name, teacher's name and amount enclosed. Checks for the food service account should be made payable to Cedar Valley Catholic Schools OR CVCS. It is a good idea to write "Lunch" and the family name or even the students' names on the Memo line.

Lunches are available for free or at reduced rates to families who qualify for this program. Parents/guardians need only to complete the necessary form in August or at any time during the school year. All information shared is confidential. **We strongly encourage families who qualify for free or reduced lunches to take advantage of this benefit. Participation in these programs helps to raise revenues and maximizes eligibility for federal grants to support supplemental academic programs.** Parents who wish to participate in the federal free and reduced lunch program may apply at registration or at any time in the school office, in accord with eligibility guidelines. All information regarding free and reduced eligibility is kept confidential.

Lunches are available in the school cafeteria. A lunch menu will be provided at the beginning of each month. If the start of the school day is delayed due to bad weather, no breakfast will be served that day.

Menus are designed to meet nutritional guidelines and promote healthy eating habits. Please do not send or bring commercially prepared fast food for your child. Carbonated soda and candy are also prohibited.

Grades 3-5 students may also purchase an extra milk on any day and extra main dish entrees on some days. The cost of these "extras" will be charged to the family's Food Service account. Parents/guardians need to contact the Food Service manager (233-5642) to request that no "extras" be charged to their family's account.

We encourage parents/grandparents to join their child(ren) any day for lunch. Please make a reservation with the cafeteria before 9:30 in the morning. The direct line to the cafeteria is 233-1720 ext. 254. You may bring a lunch from home. As with students, we ask that parents do not bring fast food items into the lunchroom.

C. Extended Care

Before and after school care is available at the New Life Center from 6:30am until 5:30pm. The initial non-refundable family registration fee is \$25.00. Please call the New Life Center at 234-1835 to obtain additional information.

XIII. Tuition Rates and Fees

A. Tuition

Parish Families - Parents/guardians who are members of St. Edward Parish or who are registered members at one of the other contributing parishes in the system pay a per pupil tuition of \$2,750 in Grades K-5.

Non-Parish Families - Parents/guardians who are not Catholic or are not members of a contributing Parish pay a per pupil tuition of \$3,550.00, Grades K-5.

Payment Options - Tuition payments can be made in three ways: 1) Those who wish to make a single payment may do so by making their payment directly to the school or to the CVCS office by August 31st) Those who wish to make two half payments may do so by making their payment directly to the school or to the CVCS office, these payments are due by August 31st and January 31st) All other payments are made through F.A.C.T.S. Tuition Service. These payments are made through bank deductions.

Tuition Tax Credits - Expenses incurred by parents may qualify for the State of Iowa tuition tax credits. Information is distributed annually, at the end of the calendar year.

Tuition Assistance – The Archdiocese of Dubuque offers family tuition assistance through the Student Tuition Organization (STO). This program is offered to all families who qualify and application for STO round one ends in late March, so our system will begin advertising the application process in January/February. Using this system is beneficial to many families and we strongly encourage you to apply.

B. Fees

- Tuition Deposit -In the spring of each year a \$50.00 non-refundable tuition deposit per child is charged.

V. Ways to be Involved

Parent-Teacher Organization (PTO) - The PTO coordinates fundraising activities and sponsors social events for students throughout the year. Events may be held during the school day or may occur in the evening or on weekends. All parents/guardians of enrolled students are members of the organization. Executive committee members are elected bi-annually in the spring and candidates will run for the positions of Co-Chair,

Treasurer, Secretary and Volunteer Coordinator. For contact purposes the email address for the PTO is stedpto@cvcatholic.org. Thank you for your support of our PTO!

2017-2018 PTO Executive Committee

Co-Chair – Amy Peters

Co-Chair – Kelli Nash

Treasurer – Bonnie Patrick

Secretary – Lindsey Kehl

Volunteer Helpers - Education volunteers are an integral part of our learning program. It is our goal to involve volunteer service in our school. Parent volunteers are needed; whether it be once a week or once a month (at school or at home) to work with small groups, cut or color items for crafts or bulletin boards, etc.

To become a Volunteer Helper, contact the PTO, the principal, or a classroom teacher. ALL volunteers are required to sign an acknowledgment form, have background checks, and attend a Virtus Training.

Teachers appreciate the assistance volunteers provide and volunteers experience the pleasures of being needed while helping others.

Scrip - The Scrip program is an ongoing fundraiser, which benefits the school by providing funds for special programming and tuition aid. The Scrip bank obtains gift certificates from merchants. The merchants allow Scrip to purchase the certificates at a discount. Scrip sells the certificates at full price, thus turning a profit for the school. The Scrip Store is open before and after all weekend Masses and in the cafeteria of the school from 8:30-9:30 and 2:30-3:30 during the school year. Orders may be placed on the Scrip line 233-1720 x291 at anytime for pickup at the school, Daycare or for the following weekend. If you call the Scrip line, please leave your name and daytime phone number, the type of Scrip, the amount and the denominations requested, and pickup instructions. Your message may sound like this: "Hi, this is Jane Doe, my phone number is 2??-????, I would like to order the following Scrip-\$20 of Jim Lind, 3/\$10 Kwik Star and 2/\$25 Menards and \$30 of Pizza Hut. For a total of \$130. I would like to pick this up at school tomorrow." Scrip volunteers are used to processing orders. Please contact the school if you would like to help.

Cedar Valley Catholic Schools

Saint Edward School

Parent/Guardian-Student Handbook

2017-2018

Please return the bottom portion of this page after reading/reviewing the Saint Edward School Local Parent/Guardian-Student Handbook Section of the Cedar Valley Catholic Schools Handbook.

To: Saint Edward School

I/we have read the Saint Edward School Parent/Guardian-Student Handbook and understand our responsibility in the matters included in this handbook. I/we have discussed the necessary items with my/our children.

Signature/s:

Child: _____ **Date:** _____

Child: _____ **Date:** _____

Child: _____ **Date:** _____

Child: _____ **Date:** _____

**Parent/
Guardian:** _____ **Date:** _____

Please return this form and the CVCS Handbook signature form to the Saint Edward School Office by Friday, September 8, 2017. Thank you!