

**ST. EDWARD SCHOOL**  
**APPLETON, WI**



**FAMILY HANDBOOK**  
**2026-27**

## WELCOME !

*We are a close-knit family working together to provide a well-rounded Catholic / Christian education for our students. Our goal is to educate the student's mind, body and spirit through multi-age, small group and individual activities within integrated themes. We witness our faith in all phases of the curriculum. Each student is encouraged to develop their strengths and work on their weaknesses together with other students and with all staff.*

*We look forward to working with you and your child/ren.*

*Mrs. Cowart*

## **CORE VALUES**

At St. Edward School all students, staff, parents, and friends act in a way that is CARING, RESPECTFUL RESPONSIBLE, CHRIST-like, and HONEST in all things we do.

## **INTRODUCTORY INFORMATION**

Welcome

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## **HISTORY**

Many years ago, in the fall of 1875, Father Buschle formally opened St. Edward's first religious school. It was one of only sixteen Catholic schools in the Diocese. Students were taught in a hall owned by John Barry until 1881 when the Parish built a one-room school. As soon as a home could be built for them, three St. Dominic Sisters came to teach: Sister Alexia, Sister Raphael, and Sister Lutgarda.

A second classroom was added to the school in 1891 and was used until 1914 when a two-story combination school/convent was built. The south end of the building was used for classrooms while the north end housed the Sisters.

Through the next several years enrollment increased, and once again the Parish voted to build. This time it would be a four-room school. Things went along smoothly until 1961 when classes had to meet in the basement due to lack of space.

After much discussion on June 24, 1964, parishioners voted to add on four new classrooms, which is our current building.

Through the years, there was a decline in women committing to religious vocations and thus the sisters left St. Edward School the summer of 1982. It was by the grace of God, that the Parish has been able to find dedicated Christian lay teachers to continue the mission of the school.

The parishioners of St. Edward have a long history of committing emotionally, physically and financially to the education of their children.

# **MISSION\*VISION\*PHILOSOPHY**

***St. Edward School:  
Enlightened by our Catholic faith, Enriched through education,  
Empowered by the light of Christ.***

Vision: The vision of St. Edward School is to provide a warm, caring Catholic environment that promotes faith in God and teaches students to become respectful and responsible citizens. St. Edward School promotes the formation of a team of support between teachers and parents to develop students to their individual potential. St. Edward School strives for academic excellence in the ever-changing world.

St. Edward School philosophy upholds the:

- Belief in God; Father, Son and Holy Spirit.
- Belief in quality education.
- Belief in value of family.
- Belief in the dignity of all individuals in the educational process

St. Edward School goals are to:

- teach academics through a variety of means.
- promote fine arts.
- develop skills for new technology.
- enhance physical and social development.
- grow in Catholic faith.
- offer enrichment programs.
- instill the desire to be of service to the community.
- prepare children for the challenge of middle school.
- involve the community (parents and others) in the school.

St. Edward School Objectives:

- Students will acquire independent study habits.
- Students will achieve the highest possible level of competence for reading, language, math, science and social studies.
- Students will gain technology skills with hands on experience through use of computers.
- Students will understand the need for a healthy body with a productive and healthy life.
- Students will expand their social awareness.
- Students will practice faith in everyday living as caring, Christian individuals.
- Students will understand/experience the joy of doing for others.
- Teachers will enhance student's awareness of enrichment activities and increase the desire for those with interest/talent in these activities.

Revised 2024

## **ACCREDITATION STATUS**

St. Edward School received Accreditation status in Spring 2022.

**STATEMENT OF NON-DISCRIMINATION**

State Statute 111.321

St. Edward School does not discriminate on the basis of sex, race or national origin in the enrollment and participation of students or the employment of personnel.

**SCHOOL/ADMINISTRATOR'S  
RIGHT TO AMEND HANDBOOK**

The school administrator retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

## **DIRECTORY OF PERSONNEL**

| <b>Administrative Staff</b> | <b>Title</b>                                     | <b>Email</b>                   |
|-----------------------------|--------------------------------------------------|--------------------------------|
| Fr. Raju Palleti            | Pastor                                           | rpalleti@stedwardmackville.org |
| Renee Cowart                | Principal                                        | rcowart@stedwardk5.org         |
| Martha Speel                | Administrative Assistant                         | office@stedwardk5.org          |
| Celia McKee                 | New Evangelization Coord (K-12)                  | ne@stedwardmackville.org       |
| Sue VandenBerg              | New Evangelization Coord (Elem)                  | ne@stedwardmackville.org       |
| Amy Froehlich               | New Evangelization Coord (Adult and young adult) | adultne@stedwardmackville.org  |
| Erin Ebben                  | Parish Secretary/Bookkeeper                      | parish@stedwardmackville.org   |
| Jeff Hofacker               | Deacon                                           | jhofacker@stedwardk5.org       |
| David Eversen               | Technology                                       | deversen@stedwardmackville.org |

| <b>School/Teaching Staff</b> | <b>Title</b>                         | <b>Email</b>                    |
|------------------------------|--------------------------------------|---------------------------------|
| Renee Cowart                 | Grade 4 and 5 AM Teacher - 1st half  | rcowart@stedwardk5.org          |
| Alicia Romnek                | Grade 4 and 5 PM Teacher - 1st half  | alicia@romnek.com               |
| Dina Lein                    | Grade 2 and 3 PM Teacher             | dlein@stedwardk5.org            |
| Ella Stoll                   | Grade 1 Teacher                      | estoll@stedwardk5.org           |
| Pam Lowe                     | Kindergarten Teacher                 | plowe@stedwardk5.org            |
| Madeline Jensen              | 4K Teacher                           | mjensen@stedwardk5.org          |
| Trina Wurster                | 4K AM and PM Teaching Assistant      | twurster@stedwardk5.org         |
| Janet Tichacek               | After School Care                    | janettichacek@gmail.com         |
| Brittany Limoges             | Pre-K 3-year old teacher             | blimoges@stedwardk5.org         |
| Denise Klemp                 | Music Teacher and AM Assistant       | dklemp@stedwardk5.org           |
| Kristine LeClair             | Physical Education Teacher           | kleclair@stedwardk5.org         |
| Louise Ploederl              | Reading Tutor                        | lploederl@stedwardk5.org        |
| Laura Pethan                 | Part time Volunteer LibrarianTeacher | laurabeth029@gmail.com          |
| Alicia Romnek                | Hot Lunch Coordinator                | alicia@romnek.com               |
| George Tichacek              | Custodian                            | custodian@stedwardmackville.org |

| <b>School Advisory Board</b> |  | <b>Home and School Association</b> |
|------------------------------|--|------------------------------------|
| <b>School Focus:</b>         |  |                                    |
| Traci Dreblow                |  | Laura Pethan, Co-President         |
| Roxie Emunson                |  | Joy Kubat, Co-President            |
| Michael VanSchyndel          |  | Nicole Schommer, Secretary         |
| Ethan Neuman                 |  | Liz Kirby, Treasurer               |

### **ABSENTEE PROCEDURE**

Generally accepted excuses for school absence without advance notification include:

1) personal illness, 2) family illness, and 3) death in the family.

If your child will be absent from school, phone or email the office by 8:30 a.m. each day the child is absent and/or send a note to the school with the child. This should be done in the case of:

1) absence, 2) tardiness, 3) early dismissal, 4) leaving the grounds during school hours.

The student is required to give advance notice to the school in order to be excused for any other type of absence, leave, or family vacation. Parents/guardians are asked to keep children home if they are too sick to participate in school activities, including recess. Recess and gym can only be missed with a doctor note. Work missed by a student due to absence should be made up as soon as possible. If a child is absent 2 days, they have 2 days to get their missed homework turned in. When a student is absent for a long period of time, the report card may be withheld.

If your student has more than 10 absences, we will require a doctor note to return to class. If your child has more than 10 tardies we will set up an in person conference to discuss a plan to help get your child to school on time.

### **ADMISSIONS**

Admission to St. Edward School is open to all students. There shall be no discrimination based upon sex, race, or national origin in the enrollment and participation of all students shall be given equal educational opportunities. The age requirement for children entering 3K is 3 years old by September 1st and 4K is 4 years old by September 1. The age requirement for children entering Kindergarten is 5 years old by September 1. Registration takes place in early spring.

**Families are encouraged to be registered, supporting members of the Parish.**

### **AFTER SCHOOL CARE**

St. Edward School provides after school care, 3:00-5:30p.m. Monday through Fridays, on most full days of school. A qualified adult staffs the program. Parents may pick up registration material in the school office. After Care is a pay in advance program through punch cards. There is a \$30 registration fee to use aftercare.

### **ALCOHOL / DRUGS / SMOKING / VAPING/G.B.D.B. 6144.2**

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. Exceptions are during parish events when school is not in session.

### **ARRIVAL / DISMISSAL**

All students will enter school through the north doors. Students should not arrive at school before 7:15 a.m. and should leave for home promptly at 3:00 p.m. unless attending before/after school care or arrangements are made with the office. Students arriving late or leaving early must be signed in/out by a parent in the school office.

Children riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. The designated bus company is responsible for supervision of students on the bus.

If a child is to go home a different way than normally done, a note, phone call, or e-mail (before 2:00pm) needs to be made to the school office or the child will be sent home the normal way.

### **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to proper behavior and good manners is expected of all students.

### **ASBESTOS**

Our school building does have some asbestos containing building materials in it, as do most schools in this country. These materials are in good condition and we have an asbestos management plan in place to help maintain them and keep them from becoming a health hazard. We do regular six-month surveillances of these materials to ensure that they are staying in stable condition.

### **ATTENDANCE / STATE STATUTE 118.16**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. A child should learn early that school is important and growth will result if attendance is regular and effort consistent. No one, however, should attempt to attend class when they are ill.

### **BICYCLES**

Please remember the township ordinance requires the registration of all bicycles. In addition, we suggest that students keep a record of their bicycle serial numbers in the school office. When traveling to and from school, parents should encourage students to obey all traffic regulations.

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bicycles by requiring them to be properly parked north of school. Bikes may not be ridden during recess. To ensure the safety of all, we ask that the students walk their bikes to and from the highway. Helmets are required when riding on school property.

Skateboards, scooters, roller skates, rollerblades, etc., may not be ridden or brought to school without permission.

### **ADVISORY COMMITTEE**

The Advisory Committee is responsible for the operation and evaluation of the education programs in the school. The committee is accountable to the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Education. Pastors and administrators serve as “ex-officio” members.

The committee meets as needed. To be placed on the agenda of a meeting, a request in writing must be sent to the principal at least 2 weeks prior to the meeting.

### **BOOK CARE**

Textbooks are loaned to students and are expensive. Therefore, it is the students’ responsibility to take good care of all books and supplies belonging to the school. Fines will be assessed at the end of the year for lost and/or damaged books. Teachers will take care of mending damaged books.

### **BUILDING ENTRANCE**



All visitors must enter through the North doors and proceed to the school office. Visitors must ring the bell on the north wall by the north door to get access to the building. All doors will be locked during the school day. Visitors and parents are asked to sign in and out at the office. This is to help ensure the safety of the students. Anyone staying in the building for an extended period is asked to wear a visitor badge.

## **BUS**

Bus service may be provided by the school district in which you reside. Bus routes and stops are planned and established by the school district. You may contact them for time and location of pick-up and drop-off.

If you wish to have your child picked up or dropped off at a different location other than your home address on a regular basis, as in the case of babysitters, the bus company, school district, and our school office needs to know this before May 1 of the year that fall term begins. It is up to the parent or guardian to arrange it.

We have no way of knowing individual circumstances unless you bring it to our attention.

Parents need to send a note stating if a child is to ride home with another student, even if the student is on the same bus.

Frequent rules established by the school district or the bus company.

1. Use only the bus and bus stop assigned.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver when the bus is in motion unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules may be brought to the attention of parents. Continual abuse of bus privileges may result in the denial of transportation.

Parents who wish to make requests for changes in routes or stops should contact the school district or bus company. Students and parents are encouraged to immediately notify the administrator and/or the school district or bus company of any safety hazards, which they have observed during bus operations.

## **CAFETERIA**

Lunch is from 11:25-12:00pm. Students are given about 30 minutes to eat lunch and 25 minutes for recess. We encourage parents to send lunches that are nutritious. Milk is available to students through a state funded program at a reduced price. Milk is paid for quarterly or yearly with the price depending upon current dairy prices.

Hot lunch is provided for a fee. Students not paid up for lunches will be asked to bring a cold lunch until payment is received. Cold lunches should be nutritious and not include fast food.

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Students are expected to practice GOOD MANNERS. Simple rules of courtesy that will help to make the lunch room pleasant for everyone include:

Prayers before and after meals

Making an effort to eat the food served and not waste  
Keep voice volume to a speaking tone  
Leave table and surrounding area clean  
Put garbage in proper containers  
Walking at all times  
Waiting quietly for dismissal

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. The advisory committee and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending cancellation. In the unusual circumstance where school must be canceled during the school day, the administrator will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

When weather conditions are such that the school must close, radio stations and local television stations will present the complete listing for both the parochial and public schools. Normally, Catholic schools will close when the public schools close. In the event of inclement weather, St. Edward will follow the Hortonville School District and the Freedom School District. We bus students from both districts, so if it is unsafe to drive, we will close. If it is a late start, we will follow Hortonville. Please do not call us. We need to stay in contact with the bus companies and surrounding school districts, so open phone lines are very important. If school has to be dismissed during the day due to some circumstance, please be certain that your children know where they are to go. Discuss this with them AHEAD OF TIME to avoid confusion.

Please watch for Hortonville Schools and Freedom Schools for a cancellation and Hortonville Schools for a late start on WLUK-TV. In case of a cancellation or late start, we will send a text, put the information on Facebook, and send an email to all families.

### **CHANGE OF ADDRESS / PHONE NUMBER**

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and phone number record at the school office. Notify the school immediately if you have a change of address or phone number during the school year. This includes work, cell, and emergency phone numbers in case of emergency.

### **CHILD PROTECTION AND CUSTODY**

Wisconsin Law ~ s. 48.981(2) states that "certain individuals whose employment brings them into contact with children are required by law to report any suspected abuse or neglect or threatened abuse or neglect to a child seen in the course of their professional duties. Anyone who suspects a child is being maltreated may make such a referral. Persons making reports in good faith are immune from criminal or civil liability. Reports are made to the county in which the child or the child's family resides." Therefore, if the administrator and/or teacher suspect child abuse or neglect they will contact the Outagamie County Child Protective Services.

St. Edward School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent access to the academic records and to the other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **COMMUNICATIONS**

A family folder containing items of interest to parents and students will be distributed usually once a week, on Wednesday. It will go home with the oldest student in the family. We ask that you return the folder by the following Friday so that the folder will be in the office for the next week.

Announcements to be made or to be posted are done with the consent of the school administrator. We request that any announcements you wish to have made be brought to our attention by 3:00 p.m. on Mondays. If you have any materials for the weekly folder, please send them to the office by Monday afternoon. Any materials brought in after Monday will be sent home the following week. All enclosures in the folder are reviewed and must be approved by the administrator.

### **CONDUCT**

The Christian behavior expected from students at school is a reflection of the values of common courtesy and safety considerations. Students are expected to:

- 1) respect individual rights and the rights of others in a comfortable and pleasant atmosphere
- 2) maintain proper behavior during class hours, including recess, and school related activities after hours
- 3) respect school/parish property

### **CONFERENCES**

Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes directed to the teacher, personal telephone calls to school or conferences with the teacher after school. Do not wait for a problem to develop to express concern or seek advice or assistance.

Teachers will not be called to the telephone during the school day, since their primary responsibility is the education and supervision of their students. Messages will be taken and relayed to the respective teacher to be dealt with during a non-teaching or non-supervisory time. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the administrator should contact him/her through a note directed to him/her, or by a personal telephone call. A conference can then be scheduled.

When a concern needs to be discussed, a conference is a way to ensure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed. However, it may allow time to set up a conference when needed.

School staff wishing to speak to the parent/guardian will send a note, and/or make contact by phone when desiring to speak about your child's accomplishments or progress.

The Pupil Progress Reports are issued four times a year at the end of each quarter

Conferences are scheduled at the end of the First Quarter. Conferences afford parents, as well as the teacher, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents and teachers feel are realistic and appropriate for the child. Parents are required to attend Fall conferences. Spring conferences are usually optional. They may be requested by either the teacher or parents/guardian.

### **COUNSELORS**

Counselors are not available at our school. They are available to assist students with speech, hearing, or emotional problems through the public school system. The Diocese of Green Bay offers these services through CSS and their satellite offices.

### **CURRICULUM**

St. Edward follows the curriculum guidelines of both the state DPI and the Diocesan Catholic Schools. Because we are a Catholic school and religious growth is an important element of our program, St. Edward assists by offering a sequentially developed religion program and a complete basic elementary course of study. A student's sacramental preparation is also a responsibility of parents along with the teacher. A continual effort is made to improve the quality of religious and academic education. Every effort is made to update textbooks and materials being used. St. Edward exists for the students, and we are working toward developing the best education possible. All students are expected to attend weekly liturgies and any other religious services planned throughout the year. Parents are welcomed and encouraged to participate in these liturgies as well.

### **DAILY SCHEDULE (K-5)**

7:30 – Teacher preparation time

7:45 – Bell rings and Teachers and students gather for prayer

8:00 – Instructional time, Friday Mass (8:15 a.m.)

9:45 – 10:15 - Snack and recess

3K class: 7:45am-11:00 a.m. or 3:00 pm

10:30 – Instructional time

4K class: 7:45-11:15 a.m. or 3:00 pm

11:25 – 12:25 – Lunch and recess

12:30 – Instructional time

2:55 – Prayer

3:00 – Dismissal

### **DOCTOR AND DENTIST APPOINTMENTS**

Parents/guardians are expected to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A doctor note should be given to school upon return and put in the student file. Parents/guardians must report to the school office to sign out their child/children.

### **DRESS CODE**

The dress code of children affects their behavior and attitude. It is the parent's/guardian's responsibility to send their children to school dressed according to the following dress code.

Hair is to be neat, clean and of a style which is appropriate and not distracting. Only natural colors.

Earrings must be small. Long dangling earrings are distracting and can be dangerous during recess and physical education times.

Make-up is not acceptable in elementary school and will not be allowed by any student.

Dresses, skirts and shorts are to be a reasonable length. They cannot be shorter than mid-thigh and should come below the fingertips of the student. Shorts need to be walking short length or athletic shorts.

**Leggings and jeggings may only be worn with skirts and dresses that are of appropriate length. The length must be over the fingertips. Leggings and jeggings are not to be worn with t-shirts or sweatshirts.**

Sundresses, tank tops, or other tops with spaghetti straps must have a shirt on underneath it or over the top. Tank top shoulder straps must be at least 2 inches in diameter.

Shirts advertising alcohol, cigarettes or unbecoming/offensive pictures or slogans are not allowed. Torn clothing with frayed hems or holes is also not allowed. No midriffs are to show when sitting, standing or reaching. The length of the shirt should overlap the waistband of the pants or shirt when standing. No words on the rear end of pants or shorts.

No caps, hats, hoods or other head coverings can be worn in the school building during the school day (unless special occasion).

Only tennis shoes are allowed in school at all times.

Shorts, meeting the dress code requirements, may be worn when the weather warrants it.

Students should wear appropriate clothing on church days. No shorts, jeans, sweatpants, or athletic pants should be worn to liturgies. Shirts should be in good taste and cannot be a t-shirt or sweatshirt. Students can change clothing after Mass. Boys must wear a collared shirt to Mass.

Fingernails should be kept to an appropriate length and fake nails are not allowed if they are a distraction, sharp, or longer than the end of their fingertip.

Boots, jackets and other apparel intended for outside may not be worn during class time. If one tends to be cold in the building, a sweater or sweatshirt may be left at school.

Appropriate outside clothing must be worn for recess. This includes snow pants, boots, winter jacket, hat, and mittens for winter. Students not dressed appropriately, will stand by the school on the blacktop to be sure to stay dry.

All students must have shoes for Physical Education class and students in 4<sup>th</sup>/5<sup>th</sup> grade must have a change of clothes for Phy. Ed, which includes a white shirt and dark shorts.

All students in 3k through 5th grade will have a pair of extra gym shoes in their locker.

Students shall dress as boys and girls according to their gender at birth. All other dress up days are special occasions and will be announced ahead of time.

## **ELECTRONICS**

All electronics including cell phones, Smart and interactive watches, iPads, etc., are NOT to be brought to school, unless specially stated by teacher or administrator.

Students in kindergarten through 5th grade will either have an iPad or a Chromebook to use for the school year. They will sign an agreement and be responsible for any damages that occur due to unacceptable use. The school will monitor in the principal office to be sure students are using their electronics appropriately.

## **EMERGENCY INFORMATION**

In case of emergency every student is required to provide the school office the following information:

1. Parent(s)/guardian(s) names(s).
2. Complete **up-to-date** address.
3. Home phone and parent(s)/guardian(s) work phone.
4. Emergency phone number of relative or friend.
5. Physician's name and phone.

6. Medical alert information.

7. Cell phone and e-mail are also helpful

NOTE: Parents/guardians may indicate the names of persons (no more than three) to whom their child/children will be released. No other person will be given the right without the parent/guardian changing the form.

### **EMERGENCY PROCEDURES**

Emergency Procedures for:

Fire (Fire Drill)

Tornado (Tornado Drill)

Bomb Threat

Hazardous Spills

Crisis Situation

are on file in the office and located in every teacher's handbook. Evacuation procedures and routes are posted in every classroom. Practice drills for fires and tornadoes will be conducted on a regular basis in accordance with state laws.

### **EQUIPMENT USAGE**

Our school has a variety of educational, safety and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

### **FAMILY VACATIONS**

We encourage parent(s)/guardian(s) to plan vacations when school is not in session. However, realizing that such is not always possible, we request that:

If a vacation requires a child's absence from school, the matter should be discussed with the office and the child's teacher well in advance of departure. A written note must also be sent to the office. It is not sufficient to just notify the classroom teacher. Attendance is verified in the office. **All missed work must be made up after the student returns and is the responsibility of the family. Homework is never given before a vacation.**

### **FIELD TRIPS**

Field trips broaden the educational experience of the students. Through field trips, students experience learning unavailable to them within their classroom, yet highly supportive of the curriculum.

Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the administrator before any preparations are made.

No student may participate in a field trip without a signed permission slip.

NO SLIP – NO TRIP!

### **FINANCIAL ASSISTANCE**

No student will be refused enrollment at St. Edward School because of lack of funds. Contact the school administrator for further information. All requests are confidential.

### **FIREARMS, WEAPONS, DANGEROUS OBJECTS**

The possession, sale, or use of firearms, weapons, or any other dangerous object on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

### **FUNDRAISING**

Fundraising shall be limited to activities approved by the Advisory Committee, Principal and Home & School Association.

### **GRIEVANCE PROCEDURES**

All grievances should be settled “as close to the problem” as possible. The proper order is: Parent—Teacher—Administrator—Pastor. If a parent has a problem with a teacher, the parent must first speak with the teacher before going to the administrator. If a parent or teacher has a problem with the administrator, the parent or teacher must first speak with the administrator before going to the Pastor. If, in the end, an agreement is not met, the Pastor can contact the Diocesan Department of Total Catholic Education for assistance. The Total Board of Catholic Education has a Parent Grievance Process in which the proper order for handling grievances match this. To avoid rumors and unnecessary hurt, these steps must be followed.

### **GUEST SPEAKERS - GUEST PROGRAMS**

Guest speakers and programs enhance the curriculum at St. Edward as well as expand horizons, opportunities and experiences. All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

### **HARASSMENT/SEXUAL HARASSMENT/DB Policies 4160 and 4170 HARASSMENT**

It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with these programs shall be subject to any type of harassment.

It shall be a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with local, state and federal laws and board policy and procedures governing harassment within the educational/catechetical program or office.

Violations of this policy or procedure will be cause for disciplinary action.

### **SEXUAL HARASSMENT**

It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning and working environment that is free from sexual harassment. No employee, volunteer or student associated with these programs shall be subject to sexual harassment.

It shall be a violation of this policy for any employee, volunteer or student to sexually harass another employee, volunteer or student.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with local, state and federal laws and board policy and procedures governing sexual harassment within the educational program or office.

Violations of this policy or procedure will be cause for disciplinary action.

### **HEALTH AND WELLNESS POLICY**

The Catholic Diocese of Green Bay recognizes that our bodies are a gift from God and therefore promotes healthy school communities by requiring wellness education and practices. These include:

Physical and nutrition education,

Physical activity,

School based activities to promote student health and wellness

The system or building level administrator(s) shall have the operational responsibility for the implementation and monitoring of the Diocesan Wellness Policy and Regulations. Morning snacks should be of a healthy nature.

### **HOME & SCHOOL ASSOCIATION**

All parents/guardians are members of the Home & School Association: They are encouraged to become active participants in this important organization.

The Home & School Association is a way of integrating the goals of home and school for the benefit of the children. All parents/ guardians, interested grandparents and parishioners are cordially invited to attend the meetings.

The Home & School Association has meetings approximately three times during the school year. Members are notified in advance of the meeting date and time. Leadership consists of a president, vice-president, treasurer and secretary. All serve two-year terms. The vice-president becomes the president the following year.

Each year the Home & School sponsors several moneymaking projects. These funds allow the Home & School to support many important activities for the school. Home & School also coordinates volunteer services in some circumstances.

### **MISSION STATEMENT**

The purpose of Home & School is to establish an effective partnership between school personnel and parents (legal guardians) so that together they can provide a quality Catholic education for children.

### **OBJECTIVES**

The objective of this Association shall be:

To foster a partnership between the parents and the school's administration and faculty.

To provide a forum of information sharing and communication among the administration, the faculty and the parents.

To provide formation programs for parents that will aid them in the education of their children.

To foster a spirit of community among the membership.

To provide auxiliary services, including financial aid, to the school that will assist it in carrying out its educational program.



## **HOMEWORK**

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place for the students to work and checking that assignments are completed. Although time will vary from student to student, average nightly work times by grade areas are as follows:

GRADES 1 - 2 - about 1/2 hour

GRADES 3 - 5 - about 1 hour

Teachers will **not** be expected to provide homework assignments in advance for students who will be absent. Students are responsible for obtaining and completing assignments when they return to school after any absence. Parents are to call school by 8:30 a.m. if they want to pick up a student's homework. Homework may be picked up at the school office between 3:00 and 3:30 p.m., sent home with a sibling or picked up in the bin outside the north door after hours.

## **HOURS - OFFICE / SCHOOL**

Office Hours: 7:15 a.m. - 3:30 p.m.  
School Hours: 7:45 a.m. – 3:00 p.m.  
Lunch/Recess Hours: 11:25 a.m. - 12:25 p.m.  
Pre-School 3K Hours: 7:45 a.m. -11:00 a.m. or 3:00 p.m.  
4K Hours: 7:45 a.m. -11:15 a.m. or 3:00 p.m.

## **ILLNESS OR INJURY**

In case of illness or injury a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

The school will take advantage of any health services offered by local health organizations. Among services available are visual and hearing.

The school office must be notified if a student contracts a communicable disease.

## **LEAVING CAMPUS**

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parents and without being 'signed out' by an adult. The student(s) must also be signed in again when they return.

## **LIBRARY/INSTRUCTIONAL MEDIA CENTER**

The media center is available on a regularly scheduled basis.

Students are encouraged to use the media center/library during regular school hours with the permission of their classroom teacher. They may use the media center/library to read, check out books, return books, use audio-visual materials, do reference work or work on special projects. Students are financially responsible for fines, lost or damaged books/materials.

### **LITURGY**

As liturgy is central to our faith, our students and faculty participate in liturgies once a week. Liturgies are usually celebrated on Fridays. Family members are invited and encouraged to participate in the scheduled liturgy with their children.

### **LOCKERS / DESKS**

Students are expected to keep their lockers/desks orderly. Students are considered co-tenants of their desk and locker; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school cannot be responsible for valuables left in lockers/desks.

### **LOITERING**

Students should leave the school and school grounds promptly after classes or activities are dismissed.

### **LOST OR STOLEN ITEMS**

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school, or items, which they would not like to have broken, since the latter may happen by accident.

Clothing items should be labeled with the child's name. Items found will be placed in a designated lost-and-found area in the office.

### **MEDICATIONS**

The school secretary or administrator or a designated staff member will administer all medications.

Prescription Medications: School personnel will dispense no prescription medication to a student until they have in their possession:

A completed "Medical Provider Authorization Form" signed by the prescribing physician and

A completed "Medication Consent Form" signed by the parent/guardian.

In addition, all prescription medications must have the following information printed on the original container in language understandable to the lay person:

Child's full name

Name of drugs and dosage

Time and quantity to be given

Physician's name

Non-Prescription Medications (Over the counter): OTC medications will be dispensed with a Non Prescription Over the Counter Medication form signed by the parent/guardian giving permission, along with dosage/frequency/duration specifications. OTC medications should also be in original packaging.

In addition:

All medications (prescription & OTC) are kept in the school office.

All consent forms must be renewed annually and/or at the time the medication is changed.

A Medical Log is kept in the office by the person administering the medication (both prescription & OTC). The record shall include the student's name, name of medication, dosage, date & time given, and signature of the person designated to administer the medication. (See STED 5070)

### **PARENTS / GUARDIANS ENTERING SCHOOL**

Any parent/guardian entering the school building during school hours is asked to first report to the school office. This is to ensure the safety and protection of you, your child, and the school.

If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child's safety.

If a child is to be picked up during the school day the child will remain in class until their parent arrives. The parent/guardian must sign out the child.

### **PARENTAL RIGHTS**

Parents/legal guardians have the legal right to challenge the accuracy of the child's record, or to deny the release of that record to a third party.

### **PARTIES**

The staff, through the administration, will schedule parties for special occasions.

### **PETS**

Pets of any kind are ordinarily not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school. Pets are not allowed on the playground.

### **PICTURES**

Individual student pictures will be taken sometime during the first month of school. Media release forms are signed by parents to have student pictures and information on our school website, Facebook page and/or newspaper, etc.

### **PLAYGROUND**

Only balls that have been approved by the staff are permitted on the playground. This includes footballs, basketballs, soccer balls, etc. No hard baseballs are allowed. Snowball throwing is prohibited, as is tackle football or any contact games. Students are expected to behave in a reasonable manner at all times and to obey the supervisory personnel. Failure to do so may result in loss of recess time.

### **PLAYGROUND SUPERVISION**

One paid staff member along with one parent/grandparent, when possible, will be responsible for all students at noon recess each day. One paid staff member is responsible for students at morning recess.

### **PROMOTIONS AND RETENTIONS**

Promotions and retention are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), administrator and any other personnel involved with students.

### **RECESS RULES**

The following are the playground rules:

1. Respect yourself and others
2. Kind words only

3. Do not push/shove/kick/hit
4. Listen to the adult on duty
5. Do the right thing

### **RELIGIOUS INSTRUCTION**

Religion is taught in each classroom. Students will plan and participate in weekly liturgy as the year goes on. Sacramental preparation is a parish responsibility and is coordinated with the New Evangelization Coordinator. The sacraments are usually held:  
First Reconciliation – January/February  
First Eucharist – April/May

### **SCHOOL SPIRIT**

Colors: Dark blue and Yellow  
Mascot: The Eagle

### **SCHOOL SUPPLIES**

A supply list is provided when enrolling and at the end of the school year for the upcoming year. These supplies are modestly priced and easy to obtain. Items should have the student's name clearly marked in case they are lost or misplaced and should be replaced as needed throughout the school year.

### **\$CRIP POLICY**

St. Edward Advisory Committee utilizes the \$CRIP program as one of the main vehicles for third source income to St. Edward School.

Starting in the 2009-2010 school year, school families have a family fee of \$50/part time student, \$100/full time student and a maximum of \$250/family. These fees are met by using \$CRIP. When a family meets their fee for the current school year, the percentage (which varies by each vendor) will then come off their tuition. The fee and tuition credit will be  $\frac{3}{4}$  of the percentage. Purchases are from April 1 – March 31 for each school year. Fees not met by March 31 will be added to the family's tuition statements.

Parish and other organizations using \$CRIP shall have their credits go towards the parish subsidy, not choosing a single family.

The Advisory Committee shall control the marketing and sales of \$CRIP so as to keep with the mission/philosophy of St. Edward's school and parish.

The Advisory Committee determines the distribution of profits only after consultation with the school administrator and pastor. The committee will review the program annually at the May board meeting and is responsible for the program operations.

The Finance Council and/or Trustee of the parish, to ensure the accountability of the program to the parish, shall do an audit of \$CRIP account no less than once a year.

Any person that the committee has designated responsible for the \$CRIP sales at the weekend Masses, and thereby will be taking the \$CRIP certificates to their home on this weekend, shall be listed on the Parish

insurance records for this purpose. Funds raised by this account shall be used for unrestricted donations and/or tuition assistance.

### **STANDARDIZED TESTING**

Students in grades 1-5 will participate in Renaissance assessments three times per year unless otherwise decided by Administration. This testing schedule complies with the State Statute regarding testing.

The school in evaluating and planning curriculum uses results of these tests. Individual student results are used in parent conferences. Specialized testing is available through the district for students with special concerns and needs.

### **SUSPENSION / EXPULSION**

There are two general situations, which may lead to suspension or expulsion; both must be verified by evidence:

1. When the moral or physical well-being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed. Expulsion is permanent and must be reported to the local public school district administrator.

### **TARDINESS**

Any child (grades 3K-5) who arrives at school after 7:45 a.m. is considered tardy. Any student arriving after 7:45 a.m. must stop in the office. Any student arriving after 7:50am needs to be signed in at the office by a parent or guardian. If a child has 10 tardies, a conference with the parents will be held to help the parents with a plan to get the child to school on time. It is difficult for the student and teacher when a child is always late.

### **TELEPHONE CALLS**

Faculty: Communications with the administrator and teachers are encouraged. However, teachers are teaching between 7:45 a.m. and 3:00 p.m. They may not leave their classrooms to receive a phone call. You may call the school and leave a message for the teacher. The teacher may then return your call at his/her earliest convenience.

Pupils: Only extremely important messages may be delivered to a pupil during school hours. Students do not have access to a telephone while at school. In case of emergency we may make an exception.

Permission to go to a friend's house, go to a game, forget their lunch, forget their homework, etc. does not constitute an emergency. Permission must be given BEFORE the student leaves for school in the morning and the student will eat hot lunch and we will send a note home with the amount you would owe.

### **TOYS**

Toys and other items from home should remain at home unless brought to school for "show & tell" or with permission by a teacher or administrator for classroom purposes. Any item brought to school will be sent

home with a note and not to be brought back. This includes key chains and water bottles if they are distractions.

### **TRAFFIC**

Drop off will be at the front north office door. Students will need to be dropped off outside the door. Students not needing a parent's help out of the car can get dropped off in front of the door. Parents needing to leave their car and assist their child, should park in a designated parking spot. A staff member will meet 3k, 4k, and kindergarten students at the door and walk them to their classrooms until they are comfortable on their own. Please wait with your young child if a staff member is not available immediately. Kindergarten will catch on quickly and soon be able to walk themselves down within a couple of days.

Pick up will be in the back parking lot. The buses will pick up in front. Teachers will be walking their students outside under the carport. Please park facing the building in the middle parking spaces. We don't want anyone backing up for safety reasons. Please walk to get your child. We will not send them to your car or across the parking lot. We ask that you leave quickly. Pull forward and exit by the cemetery or the far north exit. Please do not drive through the carport for the safety of students.

### **TRANSFER**

When transferring to another school, records will be issued upon receipt of a written request from the new school. Parents should notify the school office by letter or email at least one week prior to the child's last day of attendance at school.

### **TRUANCY/WI STATUTES 118.15 and 118.16**

Students are expected to be in attendance on scheduled school days. Unaccountable absences will be referred to the proper authorities.

### **TUITION**

The Advisory Committee reevaluates tuition yearly. Tuition money should be paid at the school office. Checks are to be made out to St. Edward School. There is a 5% discount given to families with two or more students attending St. Edward full time and 7% for the third student. Parish members are expected to pay parish dues. A payment schedule will be established at the beginning of each school year. All families paying monthly will pay by direct deposit. The SCRIP family fee is considered tuition. No student will be refused enrollment at St. Edward because of lack of funds. For information regarding this, contact the administrator.

We request any money be sent in an envelope labeled with the student's full name, the amount of money enclosed and the use for the money. All monies should be given to the classroom teacher at the START of the day. This would include money for field trips, milk, tuition, etc.

### **VANDALISM**

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires that the student(s) according to the terms determined by the school administrator make restitution.

**VOLUNTEERS**

St. Edward has a variety of volunteer opportunities throughout the year. All volunteers will be informed of their responsibilities and expectations. The Diocese of Green Bay requires all volunteers assisting in school to attend a “Protecting God’s Children” (VIRTUS) in-service and submit a background check.

**WEBSITE**

The St. Edward School website is [www.stedwardk5.org](http://www.stedwardk5.org)  
Check often for new information. We also have a Facebook page.

**The Parent-Student Handbook of St. Edward School for the 2026-2027 school term**

We ask that you read the handbook online at [www.stedwardk5.org](http://www.stedwardk5.org) or request a printed copy from the office.  
Students in grades K-5 should sign as well as parents. Students in 3K and 4K require just a parent signature.

**Please sign and return this form to school by Friday, September 11, 2026.**

This will be on file as a signature card for this year.

We have read and agree to be governed by this handbook.

|                                                 |               |
|-------------------------------------------------|---------------|
| -----<br>Father Signature or Guardian Signature | _____<br>Date |
| -----<br>Mother Signature or Guardian Signature | _____<br>Date |
| -----<br>Student Signature                      | _____<br>Date |
| -----<br>Student Signature                      | _____<br>Date |
| -----<br>Student Signature                      | _____<br>Date |