

**PARENT-STUDENT  
HANDBOOK**

**St. Edith School  
15089 Newburgh  
Livonia, MI 48154  
734-464-1250**

**[www.stedithschool.com](http://www.stedithschool.com)**

**Accreditation Status  
National Federation of Non-Public  
Schools**

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## STUDENT AND PARENT HANDBOOK

### Message from the Principal:

On behalf of the staff, I take pleasure in welcoming you to St. Edith School. This student and parent handbook is published so that all students of St. Edith may have a ready reference to information which is necessary to the understanding of the daily operation of our school. It is essential that all students and parents read the information contained in this booklet so there may be as few misunderstandings as possible. When this booklet does not give you the information you need, please feel free to contact my office for assistance.

Sister M. Margaret Kijek

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## **ACCIDENTS / ADMINISTRATION OF MEDICATION / HEALTH**

All accidents which occur on the school premises must be reported to the school office immediately. If the accident is of a serious nature requiring professional attention, the student will be made comfortable and the parents will be contacted immediately. If the parents cannot be reached, we will contact the emergency number.

Children who have been injured or are ill will not be permitted to leave the building alone. They will be excused only when a parent or a designate arrives at the school office.

Students who must take prescribed or over-the-counter medications are required to bring their medication directly to the office upon entering the school building. Parents must fill out a release form for long-term medications. A note signed by parents must accompany short-term medications. All notes will have the name of the medication, time to be administered, and dosage detailed. Medication will not be dispensed without this information.

If a student must stay in at lunch time or be excused from physical education, he/she must bring a note to school stating the reason and length of time he/she must be excused.

All communicable diseases should be reported to the school office immediately.

**We strongly urge students to remain home after a bout with the flu for at least 24 hours after his/her temperature registers normal. Please ... if your child is sick, do not send him/her to school.**

## **ADDRESS / TELEPHONE CHANGE**

Send a note to the office when there is a change in your address and/or home or work phone number. This is extremely important in an emergency.

## **ADMISSION AND REGISTRATION**

We admit all students as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

Currently-enrolled student registration is held in February of each year. Open registration of students is held in March of each year. When it is necessary to limit registration, acceptance for those qualified will be as follows:

1. Currently-enrolled students
2. Siblings of current enrollment
3. Waiting list children: In-Parish
4. In-parish children
5. Waiting list children: Out-of-Parish
6. Out-of-parish children

New students are given an adjustment period (maximum - one semester) to adapt to our educational programs, as well as our rules and regulations.

## **ATTENDANCE TARDINESS & EARLY DISMISSAL**

In case a child is absent, parents are required to notify the school office prior to 8:30 a.m. A student is expected to make up assignments, tests, and projects upon his/her return to school.

If a child has ten (10) or more excused absences during a quarter, and work has not been completed, an INCOMPLETE (I) will be issued on the report card. Credit will be given when work is completed within a time specified by the teacher.

A child is considered absent 1/2 day if he/she misses one hour or more in a given day. Students arriving after 8:05 a.m. are considered tardy. Tardy students must report to the office to obtain a late slip. Tardiness is strongly discouraged because it interferes with a pupil's progress and is also a disturbance to others in the class.

Early dismissal requires a written request presented to the office early in the morning. The request must state the reason, time and the adult who will come for the child in the school office. This request will be signed by the principal or secretary and then given to the teacher. Parents must sign the student out in the school office. This procedure is followed for the student's safety.

## **BUS TRANSPORTATION**

At the beginning of each school year, parents will be notified by the Livonia Department of Transportation regarding their child's bus letter, stop and time. WRITTEN permission must be sent to the school office each time the child will be taking an alternate way home. If a student does not have a note, he/she will be sent home by their usual means. Only those students residing the City of Livonia may ride the bus. For questions or problems pertaining to bus transportation, call (734) 523-9150.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the bus driver. Bus privileges can be revoked.

## CHRISTIAN CODE OF CONDUCT

School discipline is a requisite for learning and must be maintained. School regulations are a necessary check on the positive use of freedom so that all will enjoy their full rights...the right of teachers to teach and the right of students to learn. Any student found to be guilty of conduct detrimental to the moral and/or physical welfare of others shall be subject to disciplinary actions. The following are some examples of possible actions which could lead to disciplinary action including detention, suspension or expulsion:

1. Physical or verbal abuse to any person in authority or to another student.
2. Possession on school premises (including any location where school-sponsored activities are in progress) of items as: matches, drugs, knives, any sharp objects, pornographic literature or stolen goods.
3. Committing or attempting to commit an act of theft or vandalism.
4. Deliberate and open defiance of authority.
5. Cheating on a test or classroom assignment will result in a one day, in-house suspension.
6. Any injury done to another on the school property or in all other places where the student may be as a consequence of his/her attendance at St. Edith School.
  - A. Take notice: Cell phones, beeper or pagers, personal radios, CDs, cassettes or tape recorders, hand-held games, walk-man, etc. are not allowed in school, in the classroom or on the playground.
  - B. GUM IS NOT PERMITTED anywhere on the school grounds and is not to be brought to school. There will be a fine of .50 for each offense. These monies will be mission money.
  - C. General classroom discipline policy may vary but they are within the Assertive and/or Cooperative Discipline framework.
7. Alcohol or other drug involvement will not be tolerated. No smoking is permitted on the school property.
8. Any other inappropriate behavior.
9. Inappropriate web site posting.

*Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose of effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as MySpace, will be disciplined, up to and including expulsion.*

## CONFERENCES

A meeting between all parents and teachers will be scheduled after the first report card marking. This provides us the opportunity for parents and teacher to review the student's progress together. After the second report card, the teacher may request another conference with a student's parents. However, any time a parent has a concern about their child, they have the right to request a meeting at a time convenient for all concerned.

## CONFLICT AND RESOLUTIONS / DUE PROCESS

### A. DEFINITIONS

1. **Complaint** - is defined as an expression of regret, dissatisfaction, censure, or resentment finding fault.
2. **Grievance** - is defined as a formal, written complaint of a major wrong or injustice allegedly suffered by a student affecting enrollment of the student.

### B. PROCEDURES

First - A sincere attempt by means of a conference between the conflicting parties shall be scheduled to resolve a complaint.

Second - If a party requests review, then the complaint shall be referred to the principal who shall convene a conference of the conflicting parties to hear the complaint and any answer and render a resolution of the complaint.

Third - A party seeking review from step second shall formalize the complaint as a grievance. Said grievance shall then be referred to a Hearing Board comprised of the principal and chairperson of the School Committee. The Board shall convene a conference to hear the parties and question same. At the conclusion of the conference, the Hearing Board will make specific findings of fact and adopt a resolution to the grievance.

Fourth - A party seeking review from step third shall submit the grievance together with the findings and resolution of the Hearing Board to the pastor who will convene a conference of the parties; consider all statements, written and oral; and render a resolution in writing which shall be final.

C. **CONFLICTS:** In the event one of the conflicting parties is one of the individuals identified in steps second, third, or fourth, appropriate replacement shall be made by the pastor.

D. **CONFERENCES:** All reasonable efforts shall be made to convene the conferences identified above at convenient times and places so as to afford all parties the opportunity to be present.

- E. **TERMINATION OF PROCESS:** Any request for further review in this process can be waived by the party seeking same at any time. Representation of a conflicting party by anyone other than themselves shall cause this process to automatically terminate.

**STATEMENT:** Our intention is to develop responsible students. We stress care of the facilities and personal belongings. We are also concerned with peer relationships and teacher-student relationships. We feel it is important to develop these attitudes rather than to be concerned with the term “discipline”.

## **CURRICULUM**

In compliance with the guidelines of the Archdiocese of Detroit and the State of Michigan, the following subjects are taught at St. Edith School: Religion, Family Life Program, English, Math, Reading and Reading Skills, Science, Social Studies, Computers, Handwriting, Vocabulary, Spelling, Foreign Language, Art, Music and Physical Education.

## **DRESS CODE**

A student’s appearance, self-respect, and performance tend to be correlated with one another. In addition, uniforms tend to lessen material competition, thereby freeing the students to focus on academics and higher social values. Uniforms also serve as a source of identity, characterizing the principles, values and beliefs unique to Catholic Schools in general, and St. Edith School in particular. Therefore, we require uniforms and hair styling in accord with well-accepted tastes to meet St. Edith’s standards.

### **BOYS**

1. Navy Slacks
2. Polo Shirts – long or short sleeve white polo with St. Edith logo only (buttoned and TUCKED IN)
3. Turtleneck Shirt (Optional)
4. Navy Sweater (Optional)
5. Socks - plain white or navy
6. Navy Walking Shorts (Optional); however, shorts **MUST** be purchased at **ONLY** from Schoolbelles and may be worn during the months of August-September and May-June.
7. Earrings and jewelry are not permitted.
8. Extreme hair styles are not permitted (shaved areas, defined lines, tails, bleaching or coloring hair, corn rows, etc.)

## **GIRLS:**

1. Plaid jumper - Grs. 1-4 (knee length)
2. Plaid Kick-pleat Skirt or Split-Skirt (Optional) - Grs. 5-8 - (**KNEE** length.)
3. Long or short sleeve white polo with St. Edith School logo only. Any student wearing a jumper may wear a plain white polo shirt.
4. White turtleneck knit blouse (Optional)
5. Navy Slacks - Gr. 1-8 (Optional)
6. Socks - Plain white or navy knee socks, tights, or anklets (must cover ankle bone)
7. Navy Walking Shorts (Optional); however, shorts **MUST** be purchased **ONLY** from Schoolbelles and worn **ONLY** during the months of August-September and May-June.
8. No make-up, no nail polish, and no jewelry except one simple pair of post earrings
9. Extreme hair styles are not permitted (including bleaching or coloring of hair, dread locks, etc.)

**Shoes** - Dark colored dress shoes, with an appropriate heel height, may be worn. **CLEAN** athletic/tennis shoes that are appropriate with our school uniform may be worn. All shoes must be low-cut, with a manageable heel height, and have non-marking soles.

## **REMEMBER:**

1. If dress shoes are worn, athletic shoes must be available to play in the gym at lunch. Anyone without athletic shoes will **NOT BE ALLOWED** on the gym floor.
2. No snow boots are to be worn throughout the school day.
3. Scout uniforms are permitted for those troops meeting at St. Edith.
4. Underneath T-shirts, if worn, must be white.
5. No body piercing, anywhere, is allowed.

## **GYM DRESS CODE: BOYS AND GIRLS (Grs. 1-8)**

1. Uniform royal blue sweatpants. Uniform royal blue shorts may be worn during gym class only
2. Royal blue T-shirts or sweatshirts with the school logo
3. This gym uniform is to be purchased through Schoolbelles.

## **SPECIAL SCHOOL DAYS:**

**SPIRIT DAY** - Uniform pants/skirts/jumpers with a spirit shirt or gym shirt,  
TUCKED IN.

**SCRIP CASUAL DAY** - Jeans or casual slacks, and appropriate T-Shirt,  
TUCKED IN.

MISSION CASUAL DAY - Jeans and an appropriate T-Shirt, TUCKED IN.

DRESS-UP DAY - Nice slacks, shirts, dresses, skirts, blouses. NO JEANS, BAGGY OR LOW-HANGING PANTS, MINI-SKIRTS, TANK TOPS, MUSIC-SLOGAN LOGO T-SHIRTS MAY BE WORN.

### **UNIFORM CHECK:**

A check will be done daily after prayers. A student that is out of uniform will receive a uniform violation slip to be taken home. Uniforms must be purchased from:

Schoolbelles  
34770 Warren rd,  
Westland, MI 48185  
(734) 522-0829

**NOTE: The final decision regarding the appropriateness of all attire and appearance is at the discretion of the principal.**

## **EMERGENCY FAN OUT SYSTEM**

An emergency calling system notifying parents when school is closed during the school day due to poor weather or other unique circumstances (as dictated by the Livonia Police Department or other emergency agency) will be utilized throughout the school year. Information for the Fan Out is taken from the Emergency Form. Please be sure to return your information the first week of school.

## **EMERGENCY SCHOOL CLOSING**

St. Edith School follows the guidelines of the Livonia Public Schools concerning school closings. When Livonia Public Schools are closed due to severe weather conditions, St. Edith School is closed also.

It is the responsibility of the parents to listen to the local radio stations or TV/Cable stations in order to be knowledgeable as to whether or not St. Edith School is closed. There will be NO DIRECT CONTACT made between the school and each family.

**EMERGENCY CLOSING WHILE STUDENTS ARE IN SESSION:** If the Livonia Schools call for an emergency closing while students are in school, they will notify St. Edith's School office. Please make certain your child knows where to go in case of any early dismissal. All bus riders will automatically be transported home by bus. You will not be contacted. Parents of car riders and walkers will be notified of an early

dismissal. It is expected after a parent is called, the child will be picked up immediately. Parents of all Kindergarten students will be called before sending them home.

We ask that all parents INFORM their children ahead of time as to a relative or neighbor that they can go to in case there is no one at home.

In the case of a LOCAL ST. EDITH SCHOOL EMERGENCY, you will receive a phone call informing you of the problem and the closing of the school for the day.

## **EXTRA CURRICULAR ACTIVITIES**

1. Participation in the Eucharist Liturgy
2. Weekly music classes with a qualified instructor
3. Weekly choir rehearsals
4. Weekly physical education classes with a qualified instructor
5. Junior Achievement
6. Weekly computer literacy classes
7. Weekly library period
8. Student Council
9. Safety Patrol
10. Catholic School Week Presentations
11. Organized and active CYO Sports Program (after school hours)
12. Altar Servers
13. Girl Scouts
14. Boy Scouts
15. Spanish
16. Art
17. American Me Contest

## **FIELD TRIPS**

Field trips provide a significant educational experience for the student. They are, however, a privilege. Students general conduct will be a decisive factor in determining whether or not a student will be permitted to participate.

Field trips are financed by parents and supervised by teachers and parent chaperones. Permission slips for each student's participation must be signed by the parent.

Parents may be asked to help chaperone or drive. Volunteer driver information sheets listing vehicle and insurance information must be filled out to drive on a field trip.

The forms are available in the school office. St. Edith School would also like to warn drivers against the use of cell phones while driving, particularly when driving for school events. Furthermore, parent drivers are prohibited from making any stops other than those specified on the field trip permission slip.

The school and its teachers accept no responsibility for the student's safety other than of reasonable, prudent care and supervision. Students are expected to follow field trip rules as outlined by the teacher in the permission slips and other documents related to the field trip. The school and its teachers assume no responsibility for any injuries or damages arising out of, or otherwise resulting from, a student's misconduct or failure to follow the rules.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held as important safety precautions at regular intervals as required by law. In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm bell. Each teacher instructs her group regarding specific procedures.

Likewise, specific instructions are given to students in case of a tornado emergency. In the event of a severe tornado watch or warning, parents may come to the school office for their child if they so desire. However, parents are **NOT TO CALL** the school during that time. All lines must be open for emergency directives forwarded by the transportation and Wayne County emergency center departments.

## **HOMEWORK**

Homework is a positive means of reinforcing, extending, and enriching and/or strengthening skills that had been presented to the students during school hours. Parental interest in this area is strongly encouraged. A definite time and place should be set aside each evening for study. At the beginning of each school year, the homeroom teacher will inform parents about homework assignments, classroom procedure and teacher expectations.

No late work will be accepted and students may receive a zero for missing assignments unless a written excuse is presented to the teacher at the time the assignment is due.

## **LUNCH PERIOD**

During the lunch period, students are under the supervision of hired lunch supervisors. During this time, the children are expected to respect and cooperate with the lunch supervisors. Students exhibiting repeated discourtesy, disobedience, deliberate talking back, indecent language, verbal and/or physical fighting will be subject to disciplinary action. Such action may include the receipt of a Lunchtime Misconduct Slip (which will require a parent/guardian signature).

MEDICAL TREATMENT RELEASE FORM  
(This is a sample – obtain form from school office)

(insert medical release form from handbook)

DISPENSING OF MEDICATION: RELEASE FORM  
(This is a sample – obtain form from school office)

(insert release form from handbook)

## **MISSION STATEMENT**

**St. Edith School makes a commitment to quality education in an atmosphere of Catholic values while providing a solid foundation for responsible community to involvement. The school, shares the parish mission, extending God's kingdom to the community; believing that the educational commitment is shared by the pastor, administrator, faculty, students, parents, and parish family.**

## **OFFICE HOURS**

7:30 A.M. - 3:00 P.M.

If you need to see the principal, please call to make an appointment.

(734) 464-1250

stedithschool@yahoo.com

## **PARENT TRANSPORTATION**

Students who are being driven to school are to be dropped off in front of the school doors. Students will wait in the gathering area until 7:45 a.m. at which time they may proceed to their classroom.

Students who are car riders must be picked up by 3:00 at the very latest (11:00 a.m. on half-day sessions). There is no supervision provided for students after school hours (3:00 p.m.); therefore, parents are liable if anything unforeseen should happen to their child when they are not picked up by 3:00 p.m.

Students may not go the gym or wait in the hallway after school for any sport practice unless practice begins immediately at 3:00 p.m. with a coach present.

## **PHILOSOPHY**

**St. Edith School exists as an integral part of St. Edith Parish. The opportunity to develop the total person is provided in programs offered from Kindergarten through Grade Eight.**

**We commit and dedicate ourselves to the mission of the St. Edith Parish School to provide quality education in an atmosphere of Catholic values by means of:**

- + Instructing and nurturing our children in their faith journey by establishing a Christian atmosphere of love, respect, personal responsibility, and social concern.**
- + Providing a sound foundation of academic excellence through a learning process that encourages intellectual inquiry for future achievement in all areas of life.**
- + Recognizing that each child is different, has unique talents, and challenging each to achieve personal excellence.**

**St. Edith Parish School offers opportunities to integrate Catholic principles with academic excellence.**

## **PHONE CALLS**

Occasionally, parents have questions of a more immediate nature concerning school policies, programs or a problem involving their child. **DO CALL THE TEACHER; THEY ARE A PARENT'S BEST SOURCE OF INFORMATION - CONFER WITH HER FIRST.** Minor problems often can be handled by a single telephone call at the right time.

Parents should not phone their child during school hours unless there is an emergency.

## **PLAYGROUND RULES**

Once students go out for recess, they are not to re-enter the school without the permission of the playground aides. All equipment provided by the school and taken out to play must be returned to designated area at the end of the play period. For health reasons, all students must dress according to the weather.

Students' behavior should be based upon the respect and consideration for each person which Jesus exemplified in His life.

The following are examples of behavior that are not permitted:

1. Hitting, spitting, biting, kicking, punching, tackling, and any other form of fighting.
2. Obscene gestures and/or language. disrespect for lunchroom supervisors or others.
3. Throwing of stones, snowballs (kicking of snow) or other dangerous objects.
4. Excluding fellow students from participating in games.
5. Eating or drinking on the playground.

Students who exhibit the above behaviors will be deprived of the use of the playground for a period of time determined by the severity of the behavior.

## **REPORT CARDS**

Report cards will be sent home quarterly. This provides an opportunity for the parents/guardians to note the academic progress and the development of character traits of their child. The teacher will notify parents in adequate time before card marking about a child's poor academic performance and/or unsatisfactory behavior by means of a progress report, a telephone call or a conference. Questions about grades on the report card should be directed to the respective teacher. Mid-Quarters are given out to grades 5-6-7-8 halfway through each quarter as an indicator to parents of their child's progress.

## SCHOOL DAY

7:55 a.m.	.	.	.	First Bell
8:00 a.m.	.	.	.	Tardy Bell - School Begins
11:00 a.m.	.	.	.	A.M. Kindergarten dismissed
11:10-11:50 a.m.	.	.	.	Lunch time
12:00 noon	.	.	.	P.M. Kindergarten begins
3:00 p.m.	.	.	.	Dismissal time
11:00 a.m.	.	.	.	Dismissal time for half-days

## SCHOOL ORGANIZATIONS

**Education Commission** - This Commission helps all parishioners understand that the entire Parish community has responsibility for promoting the teaching mission of the Church. The Education Commission has the responsibility of developing, promoting and evaluating programs in cooperation with the Archdiocesan and Parish staffs.

**School Committee** - The School Committee is a sub-committee of the Education Commission. The pastor, the principal, and a representative from the SEPA Board, and seven (7) elected members comprise the membership of the School Committee. Its goal is to promote an atmosphere of stability, confidence, unity and cooperation in the school and parish community by fostering an appreciation for the ideas of a Catholic education. It is concerned with working with the pastor and the principal to assure that operations are consistent with the school philosophy, parish goals, and Archdiocesan guidelines.

**St. Edith Parent Association (SEPA)** - The SEPA reports to the School Committee. The objectives of the SEPA are:

1. Facilitate fundraising efforts in order to raise monies for “extras” for the students of St. Edith ... educational, technology and any other assistance as deemed appropriate.
2. To promote social involvement of St. Edith community at off-site functions (i.e. roller skating, etc.) during non-school hours.
3. Promote open communication among parents, teachers, and administration via a monthly newsletter.
4. Support good will and cooperation among parents, faculty and administration, School Committee and St. Edith parish.
5. To direct and coordinate parental support of St. Edith School through activities, social functions and fundraising efforts.

## **SEXUAL HARASSMENT**

In accordance with the Archdiocese of Detroit School Policies and Guidelines Policy No. 5145, St. Edith School will adhere to the following guidelines:

“Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including expulsion from school.”

## **SPECIAL MEETINGS**

If a student is having serious academic or behavioral problems, the teacher is required to call the parent and schedule a special meeting to discuss the situation. Parents also have the right to request one of these meetings. Written notes must be taken and a definite plan of action agreed upon. In general, teachers should take notes whenever important discussions with parents are held. These notes become part of the student’s file for that school year.

If a parent and the teacher cannot agree on action to be taken, or if a parent is not satisfied with a meeting with the teacher, the parent should then request an appointment with the principal. It is the teacher’s job to keep the principal apprised on on-going talks with parents so the principal should already be aware of any concern. The teacher should be present at the meeting.

## **SUSPENSION / EXPULSION AND CONSEQUENCES**

Students who have proved themselves to be consistently troublesome in school, be it for academic or behavioral reasons, shall be warned with their parents/guardians of the following school procedures:

1. Three separate incidences and/or one serious infraction result in suspension of two (2) days. If imposed, a suspension is recorded on school records as an absence. Assigned work, after suspension days are over, is to be returned to the teacher. Suspension forfeits passing grades of the work done.
2. After suspension, the student is on a six month probation.
3. Additional incidents may result in expulsion.

## **TESTING**

Standardized aptitude and achievement tests are a means of identifying a child’s capabilities and achievements at a particular level. Combined with other information, these tests help present teachers and parents with a picture of the total child.

St. Edith School offers a complete battery of tests including:

1. IOWA Tests  
Grades 3,5,7 - Fall of each year
2. Readiness Tests
3. High School Placement Test  
Grade 8 - Fall of each year

## **TUITION AND FEES**

There are three (3) options for paying school tuition:

1. Option #1 – Payment in full by August 15
2. Option #2 – Three equal payments: June 1, Sept. 1, Dec. 1
3. Option #3 – Ten equal payments (June 1-March 1) electronically drawn from your checking or savings account

Payments (checks made payable to “St. Edith School”) are to be made directly at the school office or sent by mail to:

St. Edith School  
15089 Newburgh  
Livonia, MI 48154

## **WEAPONS POLICY (#5019)**

St. Edith utilizes the same weapons policy as the Archdiocese of Detroit for Catholic Schools. The detailed policy is as follows:

“Students are prohibited from bringing weapons or facsimiles (toy) to or having weapons in school, on the school premises, or in the immediate vicinity of the school.

Rule (excerpt)

Definitions: A weapon is any object, which can be used to threaten or injure another. It includes, but is not limited to, guns **of any kind**, nature, or description; knives; chains; karate sticks; brass knuckles; sling shots; sharpened instruments; ammunitions; etc.

School premises include the school building and the adjacent grounds, e.g., parking lots, playgrounds.

Immediate vicinity of the school means within a block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing, or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending investigation. Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violation of this rule shall report all such information to the principal who will take appropriated action including the application of policies and rules relating to expulsion and suspension.

Any student found to be in violation of this policy and rule is subject to permanent expulsion.

A student who interferes with or otherwise obstructs the search and questioning allowed in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.”

## VACATIONS

If you choose to take an extended vacation during school time (which is NOT recommended), the teacher is **not obligated** to provide work **in advance**. Your child will pick up his/her work on their return to school. In addition, upon return, within a four-day period, all tests and work must be made up.

## VISITORS

Visitors are welcome at St. Edith school but are asked to report first to the school office. The principal will be available in the school office to confer with parents or others. An appointment, nevertheless, is recommended to avoid any inconvenience or misunderstanding.

If a conference with a teacher is desired, an appointment can be made by calling the school office or by sending a note to the teacher. **AT NO TIME** are parents permitted to enter a classroom or interrupt a teacher during the instruction hours or a time the teacher must be with the students.

Only authorized persons are permitted in the school or on school grounds during school hours.

## **POSSIBLE ADDITIONS TO HANDBOOK**

### **EMERGENCY FORMS**

Each child is required to have a current “Emergency Form” on file in the school office. Please include a cellular phone number.

It is the responsibility of the parent or guardian to inform the school if a student is subject to any medical need that may merit regular or periodic attention while at school

### **SPIRITUAL LIFE**

Students celebrate the Liturgy on Wednesdays at 9:00 a.m. They also attend on Holydays as they occur during the school week. Parents are always welcome to celebrate the Liturgy with the students.

Each school day begins and ends with prayer. Students pray before eating. Classroom prayer services are also a part of the students’ spiritual life.

### **CRIMINAL BACKGROUND CHECK**

The Archdiocese of Detroit has issued a policy requiring all volunteers who work in unsupervised positions with young people to go through a criminal background check. We ask all school parents to comply since most are actively involved with students (field trip drivers, party/classroom helpers, lunch supervisors, coaches, scouts, etc.). All information is held in strict confidence.

### **BUILDING SECURITY**

St. Edith School’s doors are kept locked during the day for the security of all. If you wish to enter the building during the school day, please go to the front school doors and ring for admission. The school office is equipped with a monitor and you will be “buzzed” in.

### **EXTENDED DAY PROGRAM**

Parents may take advantage of St. Edith’s Extended Day Program (SEED). For an additional fee, after school child care is available. Parents must register their child before they may use this service. SEED is available only on full days of school.

**Please note:** No attempt is made in this Handbook to cover every possible policy, regulation or situation, or disciplinary action. It is understood that the Administrator is empowered to handle situations not specifically mentioned in this publication. Students and parents will be notified and reminded throughout the school year of policies and regulations through oral and written announcements.

All policies, rules, and information contained in this Handbook are subject to change and/or revision.

The Detroit Archdiocesan School policies are incorporated in St. Edith's Student and Parent Handbook.