

# **St. Edward Academy**



## **2024 - 2025 Parent Handbook**

# Important Information at a Glance

Mailing Address:

130 S. Palestine St  
Athens, TX 75751

Phone: Phone: 903-675-2509 x110

Meeting at:

With grateful appreciation for the support from St. Edward the Confessor Catholic Church, all classes will meet at the S.E.E.M Center Building located at:

St Edward Ministry & Education Center  
1310 S. Palestine St.  
Athens, TX 75751

Email: [Info@stedwardacademy.org](mailto:Info@stedwardacademy.org)

Website: [stedwardacademy.org](http://stedwardacademy.org)

This website contains valuable information, including the school calendar, and dress code guide.

**facebook**

Find us on Facebook!

Please find and like us on Facebook at St. Edward Academy!

St. Edward Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our homeschooling cooperative. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other programs administered by our hybrid school.

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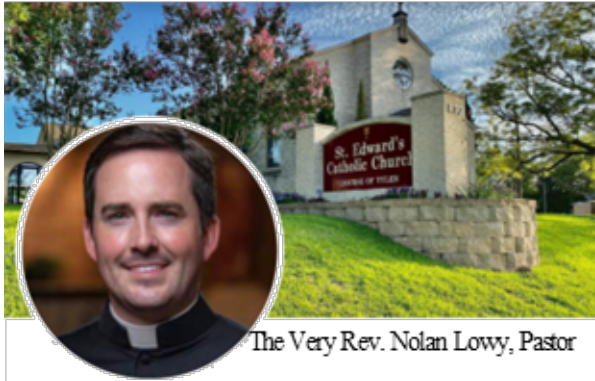
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# A New Kind of Academy



The Very Rev. Nolan Lowy, Pastor

## Our Mission

As we work to extend the reign of Christ, it is the mission of St. Edward Academy to support and assist parents in the Catholic education of their children. Under the patronage of St. Edward the Confessor, and while striving for academic excellence, we will work to instill in each child an abiding love of God and neighbor. Holding up our Blessed Mother Mary as our model and guide, we will assist each other to

seek eternal salvation with God in heaven.

- Supplementing the education that parents are providing at home in a low-pressure classroom setting
- Making a high-quality, low-cost, Catholic education available to all.
- Maintaining small class size thus allowing for enhanced learning, sharing, and individual attention.
- Focusing on academic excellence and character development for each student while empowering parents as primary educators to maintain an active role in their child's education.
- Imparting the doctrines of our faith in their fullness, as both knowledge to be learned and a life to be lived.

## About St. Edward Academy

St. Edward Academy is a Christ-Centered, Catholic, K—12, hybrid school, working in partnership with parents to provide a quality, Catholic education to each student.

Today's hybrid schools merge many different educational methods. SEA offers a combination of the best that traditional Catholic schools have to offer along with the flexibility of homeschooling. Hybrid schools have sprung up all over the country and they are legal in Texas. These schools work well both for parents wanting a traditional Catholic school and for homeschooling parents who are looking for more structure.

Using Seton Home Study materials and all subjects being taught from a Catholic perspective, teachers present lessons in the main academic subjects for grades K—8 and offer a comprehensive four-year high school curriculum for grades 9—12. We meet each Monday, Wednesday, and Friday from 8:30 am to 3:00 pm throughout the academic year. We offer class instruction, guided discussions, graded assignments, and quarterly progress reports.

In addition to the scheduled class days, work is assigned for the home days each week. Parents are essential to overseeing that their child’s homework is completed on time, and that their child understands the material and develops good study habits. Both the classroom instruction and the schoolwork on home days are equally important for each student’s academic success.

St. Edward Academy functions as another section of Faith Formation for those students within the parish boundaries of St. Edward Catholic Church. Your registration with us serves as your registration for your child’s Faith Formation class, including sacrament classes. If you live outside our parish boundaries, please check with your Pastor or Faith Formation Director.



### [Our Board of Directors](#)

St. Edward Academy is organized as a non-profit, charitable organization with the following Board of Directors.

- Fr. Lowry—Pastor
- Pat Calderon
- Lindsay DeVivo
- Nancy Johnson
- Flor Rincon
- Heidi VanSmoorenburg
- Dani Garcia

Any one of our Board members would be happy to chat with you and answer any questions you might have.

### Our Instructors

St. Edward Academy carefully selects teachers based on their qualifications and specialized knowledge of the subject matter they will be teaching. Many of the teachers at SEA hold degrees and all teachers pursue the goal of a high standard of academic excellence and moral development for each student.

### Admission

Edward Academy welcomes all students from St. Edward Parish and surrounding communities. Registered parishioners of St. Edward Parish are given priority.

Registration forms are available in the director's office and online on our website at [stedwardacademy.org](http://stedwardacademy.org). Admissions are on a first-come-first-served basis and space is limited. Please register early. Priority will be given to the parishioners of St. Edward Catholic Church. Parishioners of other churches are welcome if space is available.

### Tuition Costs/Payments

Tuition costs, including registration and other fees, can be found on the registration forms and on our website at [stedwardsacademy.org](http://stedwardsacademy.org). Tuition payments will be collected through the St. Edward Academy Director's Office. Parents are expected to make all payments on time.

### Orientation Night

A Beginning-of-the-Year orientation night is typically scheduled prior to the start of each year. This is an opportunity for parents to learn valuable information, meet with teachers, ask questions, and speak with other parents.

### A Safe Environment

For the safety and security of each child in our care, St. Edward Academy follows the Guidelines and Procedures for Ethics and Integrity of the Diocese of Tyler. Our entire staff and all instructors and assistants are formally committed to the Code of Conduct of Church Personnel and are in support of all Diocese of Tyle policies. Doors will be locked after the students have entered the building, two adults will be in each classroom and hall monitors will be available at all times.

## Our Curriculum



**Seton**  
Home Study School

St. Edward Academy uses Seton Home Study materials and, while not required, families may also enroll with Seton Home Study.

Seton Home Study School is recognized by the Bishop of Arlington as a Catholic school in the Diocese of Arlington, Virginia, and Seton Home Study School is accredited by Middle States Association of Colleges and Schools, which is recognized by the United States Department of Education. Accreditation means that Seton Home Study School has been inspected by an outside, independent agency that has determined that Seton meets accepted standards for schools. These standards include standards regarding seriousness of our course of studies, handling of academic records, accounting practices, and business practices. In addition, Seton holds a certificate to operate as a private school by the State of Virginia. Seton registration is separate from SEA registration. If registering with Seton, along with SEA, a student may graduate with an accredited high school diploma. To learn more about Seton Home Study, please go to their website at: <http://www.setonhome.org>.



### Addressing Learning Challenges

SEA does not have the resources or expertise to specifically address a student's learning challenges. Children with these challenges should be in a program which can properly serve their educational needs. Parents may wish to speak to a counselor at Seton Home Study to help identify the best program for their child.

With this understanding, we do offer some options for students who still believe that SEA may be the best situation for their child. Choosing one of the following will be noted as either an "audit" or "modified curriculum" on the child's progress report. Teachers reserve the right to discontinue any option that creates a distraction to the rest of the class.



1. Students may audit any class. Students who audit are required to attend and listen attentively in class but are not required to complete work assigned. This option must be communicated in writing to the teacher and director.

2. Students may bring in alternative work for subjects in which they have specific learning challenges. Parents need to obtain approval by the teacher prior to sending in alternative work. Please understand that teachers will not have time to help with these extra assignments.

### Religion Class Policy for Our Non-Catholic Students

As a Catholic hybrid school utilizing the Seton Home Study Curriculum, the Catholic Faith is presented in almost every subject at SEA. We strictly follow our mission statement of striving to impart to each child the doctrines of our faith in its fullness, as both knowledge to be learned and a life to be lived. We welcome students from different religious backgrounds with the understanding that they will participate fully in all subjects, including religion. While we offer the option of alternative work during class when special educational accommodations are warranted, alternative work due to religious differences is not permitted. For non-Catholic students, we offer the option of auditing religion class which exempts them from completing assignments but does not exempt them from actively and respectfully listening to the lessons.

### Seton/ College Prep Track

For our Seton-enrolled students who are seeking an accredited diploma from Seton Home Study, we offer this track which focuses on fulfilling the Seton requirements and guiding students through the necessary assignments and deadlines. This track is best suited for students aiming for college after high school.

In the Seton High School Track, students:

- will be required to complete ALL section B assignments from the Seton lesson plans.
- will turn in written work on time to their SEA teachers for personal feedback and suggestions and then revise it to submit to Seton with their quarter report form for a final grade.
- will submit daily work to their SEA teachers and participate in class. Their SEA teacher will provide them with a grade based upon their homework and participation which may be used as the “Home Grade” on the quarter report forms for Seton.
- will be held to SEA teacher deadlines and quarterly deadlines (barring personal or family emergency) so that they are assured of completing all the requirements for the year.
- will be encouraged to always prioritize their required Section B work for Seton above extra SEA assignments meant to enhance their understanding.

### Standard Track

For our typical student who is not enrolled in Seton Home Study concurrently with St. Edward Academy, we offer a full curriculum with all necessary high school courses. This track is the default track for all SEA Students. Parents must notify SEA if another track is selected.

### Audit Track

For students who would like to join in our group learning environment, but whose families have alternate plans for completing the actual grades for a homeschool high school transcript, we offer the option to audit any of our regular high school courses. This can provide flexibility for students with learning challenges or simply provide for relief from necessary deadlines. This track is best suited to students whose families plan to take full responsibility for grading and for the creation of their child's homeschool high school transcript.

Please note that science labs are not available to audit students.

In the Audit High School Track, students:

- will be required to attend and participate in class on a regular basis.
- students must not disrupt the class in any way.
- students are opted out of daily work assignments as desired .
- while not required, students may submit daily work to their SEA teachers for personal feedback and suggestions only. No grade will be given for audited courses.

## About the Academic Year

### Classwork/Homework

The Seton Home Study curriculum that SEA follows is a five day/week program for thirty-six weeks. Our Academy calendar is based on this schedule. Our teachers are committed to teaching the required concepts and material on Mondays, Wednesdays, and Fridays each week with the expectation that students will complete assigned homework on Tuesdays and Thursdays. Based on the lessons learned during the class days, students should be able to complete their homework independently. However, just as in a five-day-a-week school program, some students may need additional help from parents, especially in the younger grades and freshman year of high school. Parents are expected to oversee their child's homework to make sure assignments are completed on time and that the subject matter and concepts are understood. Parents may be asked to check and sign their child's work.

For those who have chosen to enroll in Seton Home Study as well as SEA, please keep in mind that although the main subjects will be covered, some of the Seton Home Study subjects such as art, health, and music are not taught due to time constraints. Seton-enrolled students will use Tuesdays and Thursdays to complete the required Seton tests and assignments.

### Book and Supply Lists

Books lists will be provided by SEA to the parents to purchase prior to the start of the academic year.

Individual class supply lists will be made available closer to the start of the Academy year based on items that teachers deem important for their classes. These lists will be supplied by your child's teacher.

### Classroom Visits

Parents are welcome to visit their child's classroom at any time and are encouraged to get to know their child's teacher. For the safety and protection of the students, doors will be kept locked during class sessions, but parents are always welcome to check in at the director's office and drop by for a brief visit. While parents are welcome to visit, longer or frequent visits require prior permission from the director and classroom teacher. SEA has limited space, and classes should not be unnecessarily disrupted. Parents who have concerns about their child's performance in class or their child's adjustment to the classroom setting, should arrange a meeting with their child's teacher to discuss this in detail.

### Parent Communication

Throughout the academic year, official communication will be sent out to parents by the SEA administration. These messages will be sent through Flocknote.



Families will be added to Flocknote when they submit their registration for St. Edward. Flocknote is a communication tool meant to unite community members and allows us to easily send you the information you care about most via email and text message. It also gives you the ability to give us essential feedback. Your information is secure, as all data is transmitted across an encrypted internet connection. Your information is never (ever!) sold, rented or given away to any third-parties.

Teachers also will share contact information at the start of the year. Teachers may communicate through phone, text, email or google classroom. Any questions or concerns involving classwork should be directed to the classroom teacher. Please respect the teachers' time, especially on non-class days.

Although we send quarterly progress reports, we do not hold formal parent/teacher conferences. Our teachers are always willing to discuss your student's progress. Please contact

the teacher to make an appointment. All academic concerns should be addressed directly to your child's teacher.

### Fair Share Hours

St. Edward Academy runs on volunteer power! We require each SEA family to volunteer 20 fair share hours per year to help keep costs down and tuition low. A list of available volunteer positions will be published on our website and in the weekly emails from the SEA director. Parents who are unable to fulfill this obligation may make use of our buy-out option and pay a fee of \$300 for the year at the time of registration. Grandparents, aunts, and uncles can also serve for most volunteer positions. In addition, SEA holds special events throughout the year that are fun for our families but require extra volunteer help to make them happen. Parents must complete their fair share hours by the end of the year or will be charged the buy-out fee. Please be generous if you are specifically asked to help. If you have questions about volunteering, please email the director at [info@stedwardacademy.org](mailto:info@stedwardacademy.org).



### Religious Education at SEA

In addition to the Catholic teachings that are integrated into every subject, St. Edward Academy provides a religion class for all students. If you are a parishioner at St. Edward Parish, this will qualify your child for the reception of First Penance, First Holy Communion and Confirmation. However, parents are responsible to check with the Director of Religious Education at their parish to make sure this will meet the requirements of the parish within whose boundaries you reside.

### Quarterly Progress Reports

A paper copy of your child's quarterly progress reports will sent home after the end of each quarter with grades and comments from the teachers. The progress reports may be used as proof of educational progress for homeschoolers. Parents may also create their own homeschooling progress report. Templates can be found on many homeschooling websites and are accepted by colleges and universities.

### Transcripts

Each family is responsible for keeping a transcript of completed classes and assigned grades. This is especially important for the high school grades. Many homeschooling organizations can provide a high school transcript template to assist families with their records, or families may use their own transcript form. Parents may also use their own home school transcripts. High school students may decide to pursue a Seton Home Study Diploma while taking classes at SEA. Seton will issue quarterly reports and provide transcripts. Details about earning a Seton



Diploma at SEA will be explained at orientation before the start of the academic year. Details are available on our website.

### Academy Calendar & Cancellations

Our Academy calendar is located on our website and shows class days, end-of-quarter dates, and holidays. Copies of the calendar will be available at our open house and during our orientation night. We encourage you to enter these dates on your family calendar for easy scheduling.

Please note that we do NOT follow the Athens Independent School District schedule. There are days that the county school children have off, e.g., teacher workdays, when SEA will be holding classes. We do follow Athens ISD closures due to inclement weather.

Here is the general rule we follow: If public school classes in Athens are cancelled due to inclement weather, there will be no SEA classes that day and homework will be assigned via email. Class cancellations will be announced to families via Flock Notes.

### Photos and Press Releases

From time to time, photos or videos may be taken of special events which may include your child. They may be used on our website or our closed-group Facebook page, on flyers, the yearbook, or to accompany possible newspaper articles. Please notify us at the beginning of each academy year if this is not acceptable to you and we will comply with your request.

## About Our Day

While the official start of our day is 8:30 am, our day will begin with a brief assembly of all students for music, opening prayer and the Pledge of Allegiance.

### Early Drop-off and late Pick-Up

Working parents may avail themselves of our early drop-off at 7:30 am and late pick-up at 5:00 pm. There will be an extra fee of \$20.00 per week for this service. Please contact our office for more information.

### What to Bring to Class

#### School Books and Supplies

Students should arrive at SEA each day with all necessary books and supplies. A list of required supplies for each grade will be given to parents before the start of the academic year. This may

include notebooks, personal sharpened pencils and folders.

### Lunch

Students should bring a lunch and a drink in a non-glass bottle. Please note that only water is permitted in the classrooms, however, other drinks are permitted for the outdoor lunch period. If parents would like to bring a snack to share, for example, for a birthday celebration, this must be cleared with the child's teacher in advance.

### Come Dressed in Our Academy Uniform

Education is a serious obligation, and the SEA uniform code is centered around modesty and professionalism and contributes to an environment that encourages students to achieve their full potential. Uniform information can be in this handbook and on our website.

### A Note About Student Belongings

Space is limited, and students should only bring what is necessary for their classes, lunch, and outerwear for outdoor lunch/recess. All belongings need to stay with students during the entire day. Student belongings (changes of clothes, makeup, etc.) are not allowed to be stored in the bathroom during class time.

### What NOT to Bring to Class

SEA is not responsible for lost or stolen valuables, so please leave all valuables at home.

### Cell Phones/Laptops/Tablets/Headphones

Except for students who have been given permission by the director to use their cell phones for medical reasons, we do not allow students to have/use cell phones and other electronic devices at SEA, including classrooms, bathrooms, or any other St. Edward Academy area. If a student must have a cell phone, it should be turned off and kept in the out of sight for the entire day. Kindles which are not able to connect to the internet may be allowed for reading books only, at the discretion of the director. We will monitor their use, and if a student is found playing games/texting/taking photos/etc., the device will be confiscated. If seen, a phone or device will be confiscated. The parent, or a designated adult, will need to recover the item in the director's office. Confiscated phones will not be released to students, only to their parent or designated adult. SEA is not responsible for valuables left in bags.

If you have an emergency and need to contact your child, you may call the director's office.

### Toys/Games

Students may not bring toys or games, including cards, to SEA unless they are for a specific activity designated by the teacher (i.e., show and tell, rainy day recess). If a toy is taken away from a student, the parent may retrieve it at the end of the day from the teacher.

### Skateboards/Rollerblades

Skateboarding and rollerblading on parish property is not allowed, and these items should not be brought to SEA.



### Drugs, Alcohol, Cigarettes, Vaping

Drugs, alcohol, and smoking (including vaping) are prohibited anywhere on the parish property. If seen, these items will be confiscated, and a parent will be notified. Appropriate disciplinary action will follow.

### Weapons

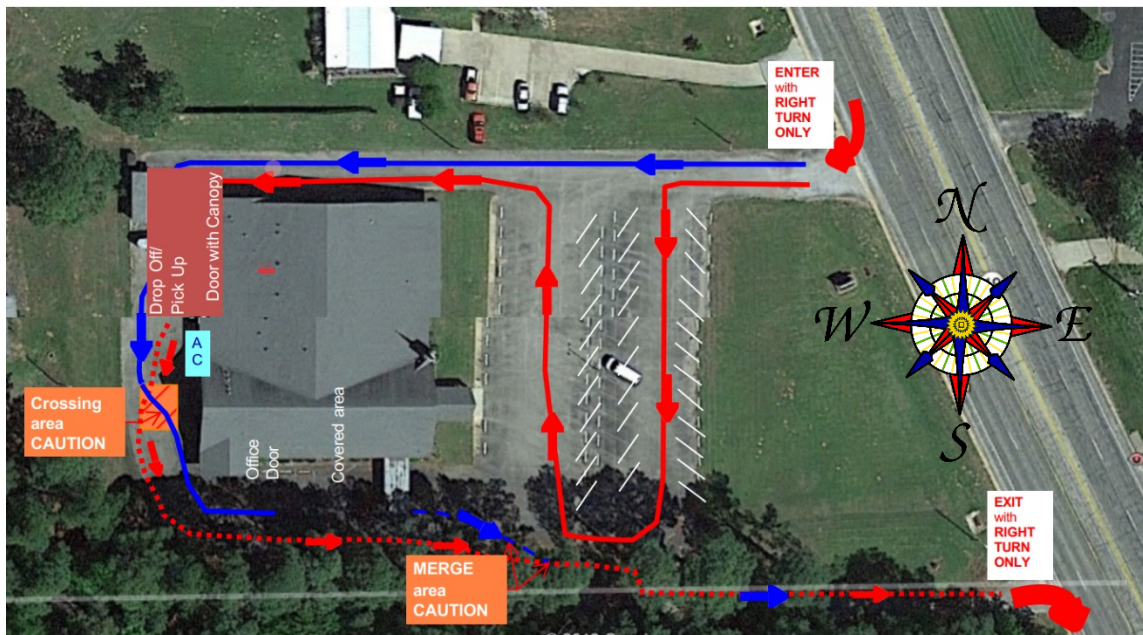
Weapons of any kind (guns, knives, pocket knives, razor blades), including toy weapons such as squirt guns or rubber band shooters are strictly prohibited. If seen, these items will be confiscated, and a parent will need to retrieve them at the end of the day. Appropriate disciplinary action will follow.

## Arrival and Dismissal Procedures

Our main goals being safety and a smooth flow of traffic, we request that parents follow these guidelines.

- 1) All vehicles enter from the NORTH entrance with a RIGHT turn. No exceptions.
- 2) All vehicles exit from the SOUTH entrance with a RIGHT turn. No exceptions.
- 3) Signage must be read, and volunteer instructions must be followed by parents/drivers.
- 4) Students will be picked up at the rear of the building, under the canopy, at one of two locations based on last name or grade (to be determined).
- 5) There is a vehicle crossing area proposed at the back of the facility. Everyone needs to take turns when it is time to cross to facilitate a smooth flow. Patience and courtesy will be necessary.
- 6) Vehicles will merge on the south side of the facility to exit. Again, patience and courtesy will be necessary.
- 7) Everyone must be alert and watch for all children, teachers, volunteers, and parents who may be walking on the campus.
- 8) Parents/Drivers will not be allowed to be on cell phones while driving through the church property for safety and flow reasons.

9) No one should park on the adjacent property and walk over. Pedestrian foot traffic must be kept to a minimum so as not to interfere with traffic flow.



### Late Pick-up Policy

If you will be more than 15 minutes late for dismissal, please contact the director.

A rare, unexpected late arrival for dismissal is understandable if you are completely unable to find a backup adult to pick up your children. If late pickups become a frequent occurrence, a fee will be assessed for arriving more than 15 minutes after dismissal. Fees incurred will be mailed as a bill to your home address and will be due upon receipt. Please address any questions to the director. Thank you for your understanding.

### Keep Sick Children Home

Please do not send a sick child to class. A child with a fever should be kept home and should be fever-free for 24 hours prior to returning to class. If your child has had vomiting or diarrhea due to illness in the last 48 hours, please do not send them to class.

### Absence/Tardiness

Apart from illnesses, students are expected to attend classes each scheduled day and to arrive on time. If your child must be absent due to illness, please report the absence to the director and/or the classroom teacher. Email is preferred. Excessive absences are not fair to your child, who may fall behind in class, and it is not fair to our dedicated teachers who put so much time and love into preparing for and teaching your child's class. Additionally, excessive tardiness is disruptive to the entire class. Following an absence, it is the responsibility of the student, with



help from their parent(s), to make up the missed lessons and assignments at home for each day absent. Please try to keep absences to a minimum. If a student is regularly late to class, this will be noted on the quarterly progress report.

### Lunch Time

Students should come to each day with a healthy lunch and drink. Approximately one-half hour is allotted for lunch and recess. If you would like your child to eat the lunch you have provided for them, please make it clear to your child that they should not trade lunches with other students. Students will not have use of kitchen facilities (microwave, refrigerator), so please keep this in mind when packing your child's lunch (see the kitchen policy).

For safety reasons, containers and bottles brought to class should not be made of glass. Students are encouraged to bring a non-glass water bottle with them each day to keep at their table to minimize trips to the water fountain during valuable class time. Please note that drinks (other than bottled water) and gum must not be consumed in the classrooms.

### Kitchen Use

The kitchen is for teacher use only. Pack lunches that do not need refrigeration or heating. Students will keep their lunches in the classrooms.

### Recess

Students recess outside whenever possible and should dress according to the weather including warm jackets, gloves and hats during the winter months. For safety reasons, shoes should be worn that are appropriate for play on a paved surface, and open-toed shoes and flip flops are not permitted. Students will recess indoors during inclement weather.

### End of Day Clean-Up

Students in all grades help with daily clean up, both at lunch and at the end of the day. When everyone pitches in, clean-up goes quickly. The teachers will guide the student with the daily tasks.

# Important Academy-Wide Policies

## Bullying Policy

All students have the right to an educational environment free from physical or verbal harassment. The definition of bullying is the “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.” (stopbullying.gov) Physical or verbal mistreatment of a person may include but is not limited to:

- Hurtful teasing or mocking,
- Pranks against one student,
- Notes poking fun of others,
- Intentional exclusion of a student (including the usage of language other than English to intentionally exclude another peer)
- Physical harassment including, but not limited to, spitting, pushing,
- kicking, biting or any inappropriate touching.

Threats or harassment (whether intended as fun or harm) during class time or on social media during after-class hours will not be tolerated.

Although playful interactions among friends often include joking, mild teasing, fun pranks and note passing, these types of behaviors, though intended for fun, can easily cross the line towards bullying behaviors. Teachers and staff are on alert for such situations, but students are encouraged to make their own observations and report any questionable circumstances, whether involved directly or indirectly, to the attention of a teacher or director. No matter how seemingly

minor, all matters involving any type of alleged harassment will be taken seriously, investigated, and dealt with accordingly for the safety and well-being of all SEA students.

### Discipline at SEA

Discipline is essential to providing an environment conducive to learning and to helping students develop a sense of responsibility and self-control. Teachers and staff are responsible for supervising student behavior by utilizing effective classroom management methods that reinforce SEA policies in a consistent and fair manner.

While most misbehaviors are minor and warrant only a verbal warning, continued disruptive behaviors and serious misconduct may result in the following disciplinary actions depending on the severity of the situation:

First offense – For more serious matters, a discipline form will be issued to the student and sent home for parents to sign and return. The signed form will be kept on file with SEA administration.

Second offense – Discipline form will be issued, and a meeting will be arranged with parents and administration.

Third offense – The matter will be submitted to the Disciplinary Panel for review. The panel will discuss and devise a disciplinary action plan that may include counseling, schedule modifications, or possible suspension or expulsion, when appropriate.

St. Edward Academy reserves the right to terminate a student's enrollment for any behavior that is deemed by the administration to be detrimental to the educational environment.

### Resolving Non-Academic Concerns

Any non-academic concerns that require assistance or intervention to achieve resolution should be brought to the attention of SEA staff. We ask that all matters only be discussed among parties involved and with SEA staff to avoid unintentional gossip that can result from soliciting advice and input from uninvolved parties. The following chain of command should be followed whenever possible:

1) Parents should first contact their child's teacher with the concern. If the problem remains unresolved after speaking with the teacher:

2) The director should be contacted and informed of the issue.

If the problem is still unable to be resolved, the director will refer the concern to:

3) The Disciplinary Panel. This board-appointed panel will be given all necessary documentation for discussion and will make recommendations and take appropriate measures to satisfactorily address the concern.

### Disciplinary Panel

The Disciplinary Panel, consisting of three board-appointed members, manages matters that are best deliberated apart from the immediate administration in order to devote the proper time and investigative methods to reach the best possible outcome.

### Supervision & Closed Campus

Students must stay on parish property for their entire day until they are picked up by a parent or parent designate. Students may not leave the academy property for any reason without permission. Students may leave early only if a parent checks in at the director's office to sign their child out with the director. Students are not permitted to "hang out" in areas not directly supervised by teachers, e.g., stairwells or bathrooms, supply closets, or kitchen.

### Public Displays of Affection

To maintain a professional academic environment, students should refrain from public displays of affection including holding hands, kissing and any type of prolonged contact. If a student is unsure about what constitutes PDA, please ask the director for guidance.

### Chapel Policy

We have the privilege of having the Eucharistic presence of Our Lord Jesus Christ close by in the St. Edward Chapel. Students are permitted to visit the chapel during lunch and recess times with the permission of their teacher. This privilege is subject to the discretion of the director and can be revoked at the judgment of the director. Students visiting the Chapel are not allowed to hang out in the area around the Chapel.

### Student Clubs and Officers

SEA encourages students to form clubs, particularly ones with an academic or spiritual purpose. All clubs need a faculty moderator and permission from the Board. SEA clubs meet on the SEA campus during the last class period. Any after-class club activity needs to be cleared for approval by submitting a written proposal describing the activity and naming moderators and chaperones. Students involved in after-class club activities need parental permission to participate, and activities need to be moderated by the required number of SEA faculty members or Safe Environment Trained adults.

## Code of Conduct

St. Edward Academy aims to educate the whole person, mind and heart, assisting students in achieving academic excellence while cultivating virtuous hearts. Each student is expected to show reverence to God and respect to teachers and staff. All students are required to be charitable and kind to their peers and take care of parish property. The Student Code of Conduct

is a summary of positive behaviors expected of each student. Students will be given a copy of this code to read and sign during the first week of classes.

Parents: read this section with your child and ensure that they understand what is expected of them. Also, have them read the more detailed explanations of the dress code and other policies written up in this handbook. Your student's attendance at SEA implicitly includes their agreement to the policies outlined in this handbook and to the expected behaviors outlined as following:

#### Be Respectful

- Of teachers, staff and guests. Address teachers and staff with respect and listen attentively in class. Cheerfully greet teachers and staff each day.
- Of church property. Keep classrooms and restrooms clean and orderly. Stay out of outdoor landscaped areas, throw trash away and leave everything better than you found it.

#### Be On Time

- Arrive for class on time.
- Be seated and be ready to work before each class begins.

#### Be Prepared

- With all homework assignments completed.
- With all necessary books, supplies and lunch/snack.
- Dressed in proper uniform and adhering to the SEA dress code.

#### Be Where You Should Be

- Stay in class during class time, supervised lunch, and keep bathroom breaks brief.
- Stay out of restricted areas such as supply closets, stairwells, and kitchen.
- Remain on campus until picked up by a parent or parent designee.

#### Be Charitable

- Be encouraging and kind to all.
- Get to know new students and invite them into conversations with friends.
- Make every effort to include multicultural/multilingual peers, help students understand and feel included.
- Peacefully work out differences by using respectful language and listening patiently.

#### Be Helpful

- Assist teachers with carrying books or heavy loads.
- Hold doors open for teachers and other students.
- Help fellow students who are struggling with homework.
- Cheerfully pitch in to help when asked.

#### Be Mindful of the Rules

- Keep cell phones and electronic devices turned off and out of sight during academy hours.

- Never bring weapons including toy weapons, alcohol, drugs, cigarettes, or vape devices to class. These are prohibited on parish property.
- Refrain from public displays of affection. This includes hand holding, hugging, kissing, or any type of prolonged physical contact.
- Student backpacks and belongings are to remain with students during their entire schedule. Belongings may not be left unattended in bathrooms.
- Leave valuables at home. SEA is not responsible for valuables brought to class.

## **Dress Code, Uniforms**

SEA uniforms create an enhanced climate for learning. Uniforms help students focus on their most important task, learning. By eliminating the daily distractions of unregulated clothing, as well as the peer pressure associated with “label competition,” uniforms set the tone for a proper work attitude in the classroom, reduce behavior problems and improve student performance.

Educators have found that uniforms boost school unity and pride. An attractive standard of dress enhances school spirit, good self-image, and school unity. Just as an athletic team’s uniforms promote unity and spirit, so can a school uniform. Similarly, research has shown there is a link between a student’s appearance and teachers’ expectations. High expectations mean high achievement. A standard of dress allows students’ attention to be directed toward learning and growing in the place it matters most, the classroom. Instead of demonstrating their self-expression through the latest contemporary styles in the hallway, students focus on more appropriate ways to express themselves during their school day, most notably through personal or academic achievement.

School uniforms increase school safety and security. A safe school environment is essential for learning. School uniforms help to make the campus safer by eliminating clothing used to intimidate or conceal contraband. In addition, a standard school uniform can make it easier for school officials to identify any non-students and outsiders.

School uniforms are cost-effective. Comparisons show that school uniforms cost significantly less than what most parents pay for unregulated school clothing. French Toast is less expensive than other types of clothing. A student can easily be outfitted with easy-care, long-lasting French



Toast uniforms for about \$150.00 a year. This includes 10 to 12 items.

A uniform at a Catholic school contributes to an environment that supports each student's educational discipline. Students learn how to present themselves professionally and modestly. They learn how to take their education seriously by dressing appropriately. All children must be dressed neatly, cleanly, and all clothes should be in good repair.

For all the above reasons, we will be requiring uniforms for our academy.

#### [About French Toast and our Skirt Length Policy](#)

Most of our uniform items may be purchased from frenchtoast.com. They offer superior quality and great prices. While only the White Navy Plaid items *must* be purchased from French Toast, please be advised that all skirt lengths *must* come to the top of the knee or below. These can be difficult to find at most stores. French Toast carries skirts and jumpers that meet our requirement. You can find these on the St. Edward Academy page on the French Toast website or at Amazon and Walmart.

## All Students Kindergarten through Grade 12

All clothing will be neat, clean, well-fitting (not too tight) and in good repair. Blouses and shirts must be tucked in. Students out of dress code may be sent home to change into appropriate clothing at the discretion of the Director. For all dress code issues, the director will be the judge of what is acceptable.

Most items can be purchased on our St. Edward Academy page on frenchtoast.com, however, only if parents chose the “White Navy Plaid” items must they be purchased from French Toast.





**Please note that skirts and jumpers which meet our length requirement can be difficult to find at most stores. They can be found at our St. Edward Academy French Toast store at frenchtoast.com. Amazon.com and Walmart also carry the French Toast brand.**

<p><b>Hair</b></p>	<ul style="list-style-type: none"> <li>• Hair must be neat, clean and out of eyes. Extreme hair color (i.e.: purple, green, etc.) and extreme hairstyles are not permitted (i.e.: Mohawks, man-buns).</li> <li>• Boys’ hair must not touch the shoulders.</li> <li>• Hair accessories should not be excessive.</li> </ul>
<p><b>Jewelry/ Make-up/ Nail Polish</b></p>	<ul style="list-style-type: none"> <li>• Excessive make-up or jewelry is not acceptable.</li> <li>• Nail polish is permitted on girls only, with the exception of black polish. No nail art is permitted.</li> <li>• Boys are not permitted to wear earrings, nail polish, or make-up.</li> </ul>
<p><b>Footwear</b></p>	<ul style="list-style-type: none"> <li>• Dress shoes, tennis shoes, and boots are permitted. Shoes are to be clean and in good condition. Laces must be tied and any straps fastened. Younger children should wear shoes appropriate to outdoor play.</li> <li>• Beach wear, flip flops, clogs or open toed shoes are not permitted.</li> </ul>
<p><b>Blazers</b></p>	<ul style="list-style-type: none"> <li>• Blazers are optional and may be purchased anywhere. A navy blue blazer with optional embroidered emblem may be purchased from French Toast.</li> </ul>
<p><b>Sweaters/Outerwear</b></p>	<ul style="list-style-type: none"> <li>• Please keep in mind that recess will take place outside. Make sure children are wearing appropriate outerwear.</li> <li>• Any solid color navy blue sweater or fleece is permitted in cardigan, or vest. Hoodies are not permitted. Dress code requirements still apply under all sweaters and fleeces.</li> </ul>







Girls Kindergarten through Sixth Grade

**Jumpers which meet our length requirement can be difficult to find at most stores. They can be found at our St. Edward Academy French Toast store at frenchtoast.com.**






<p><b>Jumpers</b></p>	<ul style="list-style-type: none"> <li>• Any solid navy blue jumper or “White Navy Plaid” jumper from French Toast.</li> <li>• Length: hem must come to top of knee or longer. Wear privacy shorts under jumper if needed.</li> <li>• Navy blue leggings or tights are permitted under a jumper which adheres to the required hem length to the knee.</li> </ul>	
<p><b>Tops/Blouses</b></p>	<ul style="list-style-type: none"> <li>• Any plain white polo shirt or white Peter Pan collared shirt.</li> <li>• May be long or short sleeve.</li> </ul>	
<p><b>Shoes/Socks/Chapel Veil</b></p>	<ul style="list-style-type: none"> <li>• White knee socks, white bobby socks or navy tights             <ul style="list-style-type: none"> <li>• Closed toed shoes suitable for outdoor play</li> </ul> </li> <li>• Chapel Veils are optional but encouraged as this tradition inspires piety in students. Keep in mind that students will be making frequent visits to the Blessed Sacrament. Infinity veils work best for children.</li> </ul>	
<p><b>Blazers</b></p>	<ul style="list-style-type: none"> <li>• Blazers are optional and may be purchased anywhere. A navy blue blazers with optional embroidered emblem may be purchased from French Toast.</li> </ul>	

## Boys Kindergarten through Sixth Grade






<b>Boys Kindergarten through Sixth Grade</b>		
<b>Slacks</b>	<ul style="list-style-type: none"> <li>• Navy blue dress pants with navy or black belt.</li> <li>• Pants must be worn at the waist.</li> <li>• No tight fitting pants allowed.</li> <li>• No blue jeans or cargo pants.</li> </ul>	
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• White solid color polo shirt.</li> <li>• Shirts must be tucked in.</li> <li>• May be long or short sleeve.</li> </ul>	
<b>Blazers</b>	<ul style="list-style-type: none"> <li>• Blazers are optional and may be purchased anywhere. A navy blue blazers with optional embroidered emblem may be purchased from French Toast.</li> </ul>	
<b>Socks/Shoes</b>	<ul style="list-style-type: none"> <li>• Black or Navy socks.</li> <li>• Closed toed shoes suitable for outdoor play.</li> </ul>	








Girls Seventh through Tenth Grade

<b>Girls Seventh through Tenth Grade</b> Skirts which meet our length requirement can be difficult to find at most stores. They can be found at our St. Edward Academy French Toast store at frenchtoast.com.		
<b>Skirts</b>	<ul style="list-style-type: none"> <li>Any solid navy blue skirt or "White Navy Plaid" skirt purchased from French Toast only. Wear privacy shorts under jumper if needed.</li> <li>Skirt hem must come to top of knee or longer.</li> <li>Navy blue leggings are permitted during cold weather only under a skirt which adheres to the required hem length to the knee.</li> </ul>	
<b>Tops/Blouses</b>	<ul style="list-style-type: none"> <li>Blue button-down oxford shirt.</li> <li>May be long or short sleeve.</li> <li>Fabric must not be so thin as to be see-through. Otherwise a white slip must be worn under the shirt.</li> </ul>	
<b>Blazer</b>	<ul style="list-style-type: none"> <li>Blazers are optional and may be purchased anywhere. A navy blue blazers with optional embroidered emblem may be purchased from French Toast.</li> </ul>	
<b>Cross Tie</b>	<ul style="list-style-type: none"> <li>Any navy blue cross tie or White Navy plaid cross tie from French Toast.</li> </ul>	
<b>Shoes/Socks/ Chapel Veil</b>	<ul style="list-style-type: none"> <li>White knee socks, bobby socks or navy tights.</li> <li>Closed toed shoes suitable for outdoor play.</li> <li>Chapel veils are optional but encouraged as this tradition inspires piety in students. Keep in mind that students will be making frequent visits to the Blessed Sacrament. Infinity veils work best for children.</li> </ul>	





Boys Seventh through Tenth Grade

<b>Boys Seventh through Tenth Grade</b>		
<b>Slacks</b>	<ul style="list-style-type: none"> <li>Any navy blue dress pants with navy or black belt.</li> <li>Pants must be worn at the waist.</li> <li>No tight fitting pants allowed.</li> <li>No blue jeans or cargo pants.</li> </ul>	
<b>Shirts</b>	<ul style="list-style-type: none"> <li>Blue Oxford button down shirt.</li> <li>Shirts must be tucked in.</li> <li>May be long or short sleeve.</li> </ul>	
<b>Blazer</b>	<ul style="list-style-type: none"> <li>Blazers are optional and may be purchased anywhere. A navy blue blazers with optional embroidered emblem may be purchased from French Toast.</li> </ul>	
<b>Tie</b>	<ul style="list-style-type: none"> <li>Any navy blue tie or a White Navy Plaid tie from French Toast.</li> </ul>	
<b>Shoes/Socks</b>	<ul style="list-style-type: none"> <li>Black or Navy socks.</li> <li>Closed toed shoes suitable for outdoor play.</li> </ul>	

Girls Eleventh and Twelfth Grade

<b>Girls Eleventh and Twelfth Grade</b>		
<b>Skirts</b>	<ul style="list-style-type: none"> <li>• Any solid navy blue skirt or “White Navy Plaid” skirt purchased from French Toast only.</li> <li>• Skirt hem must come to top of knee. These may be found at French Toast.</li> <li>• Navy blue leggings are permitted during cold weather only under a skirt which adheres to the required hem length to the knee.</li> </ul>	
<b>Tops/Blouses</b>	<ul style="list-style-type: none"> <li>• White button-down oxford shirt.</li> <li>• May be long or short sleeve.</li> <li>• Fabric must not be so thin as to be see-through. Otherwise, a white slip must be worn under the shirt.</li> </ul>	
<b>Blazer</b>	<ul style="list-style-type: none"> <li>• Blazers are optional and may be purchased anywhere. A navy blue blazers with optional embroidered emblem may be purchased from French Toast.</li> </ul>	
<b>Cross Tie</b>	<ul style="list-style-type: none"> <li>• A navy blue cross tie or White Navy Plaid cross tie from French Toast.</li> </ul>	
<b>Shoes/Socks/ Chapel Veil</b>	<ul style="list-style-type: none"> <li>• White knee socks or bobby socks.</li> <li>• Closed toed shoes suitable for outdoor play.</li> <li>• Chapel veils are optional but encouraged as this tradition inspires piety in students. Keep in mind that students will be making frequent visits to the Blessed Sacrament. Infinity veils work best for children.</li> </ul>	

Boys Eleventh and Twelfth Grade

<b>Boys Eleventh and Twelfth Grade</b>		
<b>Slacks</b>	<ul style="list-style-type: none"> <li>• Any navy blue dress pants with navy or black belt.</li> <li>• Pants must be worn at the waist.</li> <li>• No tight fitting pants allowed.</li> <li>• No blue jeans or cargo pants.</li> </ul>	
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• White Oxford button down shirt.</li> <li>• Shirts must be tucked in.</li> <li>• May be long or short sleeve.</li> </ul>	
<b>Blazer</b>	<ul style="list-style-type: none"> <li>• Blazers are optional and may be purchased anywhere. A navy blue blazers with optional embroidered emblem may be purchased from French Toast.</li> </ul>	
<b>Tie</b>	<ul style="list-style-type: none"> <li>• Any navy blue tie or a White Navy Plaid from French Toast.</li> </ul>	
<b>Shoes/Socks</b>	<ul style="list-style-type: none"> <li>• Black or Navy socks.</li> <li>• Closed toed shoes suitable for outdoor play.</li> </ul>	