

**Epiphany Catholic School  
Student/Parent Handbook  
2019-2020**



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*Epiphany Catholic School*  
*Faith, Academics, and Service*  
*within the Catholic Tradition*

Dear Parents and Family,

Welcome to the 2019-2020 school year at Epiphany Catholic School. This is our handbook of expectations and policies, presented as a resource to assist your family during the upcoming school year. WE believe that reading this handbook and discussing it with your child will go a long way toward equipping your family with the information necessary to start off the school year right and progress through it smoothly.

As you are well aware, you are your child's first and most important teacher. Your influence on your child is great, and we can only build on and add to the Christian values that you have developed in your home. You have now entrusted us to provide your child with a solid Catholic education, filled with opportunities to grow academically, spiritually, and emotionally. Please know that in order to succeed, we need your support and encouragement, especially in the reinforcement of our school's policies. As we strive to jointly carry out this mission, let us work together in a spirit of mutual cooperation and understanding.

Please feel free to contact us when questions or concerns arise. Monthly calendars and weekly notes from teachers are sent home throughout the year to keep you informed. We believe that home-school communication is integral to building positive relationships and having a great school year.

We ask God's blessing and guidance in all our endeavors with your child.

Yours In Christ,

Rita M. Klenk  
Fr. Robert Trujillo

## **Mission Statement**

### **Epiphany Catholic School**

Epiphany Catholic School fosters high expectations in a Christ centered environment for all students in FAITH, ACADEMICS, AND SERVICE, within the Catholic tradition.

#### **Belief Statement**

We believe that:

Epiphany Catholic School strives to challenge students for future roles in the church and community through academic rigor, support in physical, social, and personal development, and promoting Christian values.

Each student is a unique individual and child of God. It is the responsibility of teachers and staff to develop and implement programs and curriculum to meet the individual needs and learning styles of all students and challenge students to reach their full potential.

Student learning and academic performance are priorities at Epiphany Catholic School. The environment must be a safe and comfortable place for learning. Everyone shares equally in creating a learning environment that is safe, comfortable, and promotes mutual respect among the students, staff, and parents.

Parents are the first and primary educators of their children. Epiphany teachers and staff strive to cooperate, support, and assist parents in developing students intellectually, spiritually, psychologically, socially and physically so that they may mature into prepared and productive citizens.

#### **Academics**

Homework reinforces the lessons of the day or prepares for the understanding of certain areas. It also assists the student in becoming an independent and responsible individual. Parental interest is a definite asset. Homework constitutes a percentage of the quarterly grade. Should any problems arise regarding homework, the teacher should be made aware of the situation.

## **After School Care**

We offer After School Care from dismissal until 5:30p.m. The charge is \$9.00 a day. After School Care is offered to students in K-8th grades. Parents must complete an enrollment form and sign the acceptance of ASC Rules and Regulations for a student to attend. This will be provided at the beginning of the school year and as needed. ASC will be provided on Wednesday, Noon dismissal days from noon -5:30 pm; the cost for ASC on designated half days will be \$15. ASC will NOT be available the noon dismissal days prior to Christmas and Easter break.

## **Attendance**

State law demands attendance at school for the entire school year. Regular and punctual attendance is very important. If the student is to receive the full benefit of education, he/she must be present in school every day for the full day that school is in session. Classwork is dependent upon an individual's presence in the classroom.

**Student Absences:** Within two (2) school days **after** returning, any student who has been absent from school shall bring a note from his/her parent/guardian or custodian stating the cause of his/her absence. **Failure to bring such a note within two (2) days shall result in an automatic unexcused absence.**

### **Excused Absence:**

- Absences due to sickness, injury or other insurmountable condition: The fact that attendance was impracticable or inadvisable due to any of these reasons must be attested to, in writing, by the student's parent, guardian and licensed physician or care provider to school officials **within** two (2) days of the student's return.
- **Student should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever should remain home the next school day the next day as this would allow for the 24 hour protection of the entire school community.
- If a student is continually sick and repeatedly absent from school, he/she must be under the supervision of a physician in order to

receive an excused attendance. Such excuse provides that a student's condition justifies absence for more than the number of days permitted by school policy.

- Absences for court appearances: copy of subpoena must be provided.
- Absences due to participation in an academic class or program.
- Absences due to death in the family. (Must be documented by obituary or service program.) The principal or designee will determine the appropriate number of days to be excused in each case.
- Absences due to authorized participation in national, state and local fairs or competitions. (Exclusive of school sponsored activities.)

**Missed work shall be made up for all excused absences as provided below:**

- Absences Due to Illness: Absences for personal illness shall be approved when such absence is covered by a certification from a licensed, practicing physician, dentist or optometrist. Such certification shall be presented to the school within two (2) days after the student returns to school.
- Other Excused Absences: Attendance may be counted only when the student is actually present at school or is away from school on a school day and is engaged in an educational activity which constitutes a part of the school-approved instructional program for the student. All class work and homework must be made up for all courses missed.
- When a student is absent from class with an excused absence, he/she shall be responsible for all work and assignments missed during his/her absence. The student shall make arrangements with teachers for make up work. Upon the student's return to school, **one (1) day shall be allowed for each day of absence to complete all makeup work except for work that was assigned previous to the absence. Work assigned previous to the absence will be due on the assigned date.**
- **Perfect Attendance:** With respect to a perfect attendance award for the school year: Perfect attendance shall be deemed as

presence in each class for the first bell to the last bell of the school day.

**Unexcused Absence:**

- Shopping trips, pleasure trips, vacations, truancy, avoidable absences and appointments or other absences, shall be deemed to be an unexcused absence.

**Tardy Policy:**

Repeated late arrival to class in the morning generally creates a disturbance in the classroom and causes a student to be disorganized. The following policy has been created in an attempt to curb the excessive tardiness exhibited by some students and families.

For students in K-6<sup>th</sup>:

- 3 tardies during one quarter will result in a warning letter sent to the parents; 5<sup>th</sup> tardy during one quarter will result in a \$5 fine with each additional tardy during that same quarter resulting in a \$5 fine

For students in 7<sup>th</sup> and 8<sup>th</sup> grade:

- The same consequences as above will be issued along with a meeting with the Principal after the third tardy and detention after the 5<sup>th</sup> tardy

All students must attend Mass on designated mass days; students should not arrive after mass on such designated days. The Mass is part of the religion curriculum and the expectation is that all students will be in attendance if they are to be present at school on such days.

Teaching begins promptly at 8:00 a.m. Students arriving after 8:00 a.m. must be taken to the office **by their parents** to obtain a tardy slip before going to class. Please make every effort for students to arrive on time to avoid classroom disruption. Tardiness leads to the student's being disorganized for the

remainder of the day. Weekly mass on Thursdays, will begin promptly at 8 am.

**Mandatory Attendance:**

- Attendance of pupils for at least 180 days of instruction or the equivalent as provided by law and regulations of the State Board shall be required except for absence due to illness or as otherwise provided by law. Attendance may be counted only when the student is actually present at school or is away from school on a school day and is engaged in an educational activity which constitutes a part of the school-approved instructional program for the student. All class work and homework must be made up for all excused time missed.

**Upon accumulation of six (6) absences within a nine-week period, parents will be contacted by the principal or her designee. If a student has more than 27 absences from a given school year, he/she will be retained. Diocese of St. Augustine Code 400.3**

**ATTENDANCE REQUIREMENT**

**Elementary / Middle Schools**

**A minimum attendance requirement of 39 days per grading period should be maintained to qualify a student for a passing grade for that quarter. This includes both excused and unexcused absences.**

**Parents will be notified by phone upon the fourth absence of the student. After the sixth day of absence, written notification should be sent to the parents requesting their cooperation in preventing further absences.**

**Under conditions that warrant special consideration, the Administration will make the final decision after meeting with the parents and teachers.**

No student may leave school premises once he/she has arrived until the regular dismissal time. A student may not leave ASC or an extra curricular activity without permission of the adult sponsoring the activity. When excused for appointments, illness, the student **MUST** be signed out at the office by his/her parent/guardian or designate. A student must also present a note to the office requesting early dismissal and the reason for the dismissal. Parents should try to make appointments after 2:45 PM whenever possible. No student who is not on an Epiphany sports team may accompany the team to away games. This privilege is only relegated to team members.

### **Child Abuse Laws**

According to law, Epiphany Catholic School is required to report any **suspected** case of abuse or neglect to Child Protective Services. (Diocese of St. Augustine Administrators Manual 500.10)

### **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.



## **Cellular Phones, DS, Wireless Communication Tools**

Cellular phones, a DS or any wireless communication tool is only permitted on campus IF they are turned in to the office, prior to the start of school. They may be picked up at dismissal, but should not be turned on until student leaves the school premises. The phone, DS or wireless tool needs to be labeled with the parent or student's name. The school is not responsible for lost or stolen cell phone, a DS and/or wireless tool. Any student not abiding by the above policy will not be allowed to bring these items to our school campus the remainder of the School Year. Students are **not permitted** to take pictures/video or tape record without prior approval of the Administration AND the teacher. No pictures from school sponsored activities or students in uniform may be posted on any website or social networking sites, i.e. Facebook, Instagram, snapchat. Anyone found with a cell phone or wireless device on their persons without the permission of the Administration, will have the device taken, returned to the parent and unable to bring any said devices to school for the balance of the school year.

## **Early Dismissal/Visiting Class Policies**

When excused for doctor appointments or illnesses, the student must be signed out at the office by his/her parent or guardian. Visitors and parents are not permitted to go into the classrooms during the school day **unless** you have received permission to do so from the office staff and when they have received a Visitor's pass. **A student must also present a note to the office requesting early dismissal and the reason for the dismissal.** Parents should try to make appointments after 2:45 PM whenever possible. Interruption of the classroom instruction and procedures limits the teacher's ability to meet the needs of all of the children.

## **Students staying after for sport activities:**

**Students wishing to remain on campus in order to attend soccer or a designated activity that does not begin immediately after dismissal MUST be with a parent or guardian at all times. Unsupervised students will be escorted to the office to call home for rides or be sent to ASC for the appropriate fee.**

### **Emergency Closing**

If it is necessary to close the school due to weather conditions or unusual circumstances, Epiphany will dismiss and resume in accordance with public announcement of the Columbia County School System. If a closing is required that relates to Epiphany ONLY, parents will be phoned, and/or texted or emailed by the classroom teachers. Students will be relocated to Epiphany Social Hall or Church in case of an emergency requiring school evacuation.

### **Expulsion**

Epiphany Catholic School has a zero tolerance policy in regards to possession of illegal drugs, alcohol and weapons on campus; expulsion for noncompliance with the zero tolerance policy will be automatic.

Otherwise, we as a Catholic school view expulsion as **a last resort**. A student may be expelled for an offense, which seriously undermines the School philosophy. If a student is expelled and a parent wishes to petition for readmission, the request will be considered and decided by the administrative team consisting of the Principal, Homeroom Teacher(s).

### **Faculty Meetings**

**Epiphany Catholic School will hold their Faculty Meetings on specified Wednesdays of the month. Dismissal for the students will be at noon on that date. AFTER SCHOOL CARE WILL BE AVAILABLE ON THIS DAY. Please refer to the school calendar for those dates.**

### **Field Trips / Volunteers**

In correlation with the educational program of the school, field trips are periodically planned. Such trips are used to introduce or climax a unit of study and are very educational. Prior to a scheduled trip a permission slip is sent home with the student for the parent's signature and a minimum of one witness who is eighteen years old or older; it must be returned to school by the date indicated. Students will not be allowed to go on the field trip without the signed permission form. These trips are enrichment

for the daily program and each student is encouraged to take part in this phase of the educational program as well as other phases. Oral permission is not accepted. Transportation will be arranged by the classroom teacher. When automobiles are utilized for field trip purposes, it is important for liability purposes that we utilize as few vehicles as possible. Regardless of whether or not a student is being transported by their parent or guardian, the liability rests with the school due to the fact that the trip is during school hours and is school sponsored. It is also important to note that younger siblings of registered students are not permitted on the field trips. **The Diocese requires that all volunteers who have contact with students be LIVESCAN fingerprinted, complete a background check, and attend the class "Protecting God's Children". Those parents who would like to volunteer to drive and chaperone trips must have completed said process, or make arrangements at the beginning of the school year to do so. Parents cannot volunteer until after the fingerprinting process is complete. (This can take several weeks.)** Those individuals who are driving students must also have a vehicle information sheet on file prior to the actual trip. A driver's license check through our insurance company is also required. **AS OF JULY 1, 2011: All parents, grandparents, and caretakers over the age of 18 who would like to volunteer and/or attend School day events, must be LIVESCAN, COMPLETE A BACKGROUND CHECK, and attend a PROTECTING GOD'S CHILDREN CLASS before participating.**

## **Grading Scale**

### **Kindergarten-First-Second Grade and Grades 3-8 Sub Skills**

- 4 =** Student demonstrates depth of understanding of skills/concepts and independently and consistently applies them in different contexts
- S/3 =** Student is proficient in meeting grade level skills/concepts
- N/2 =** Student shows a developing understanding of the skills/concepts; assistance is required from teacher/parent/peer
- U/1 =** Student shows little understanding of the skills/concepts; cannot complete tasks independently with success

N/A or \*=Not measured during a particular marking quarter

### Grades 3-8

A	90%-100%	O-Outstanding
B	80-89%	VG = Very Good
C	70-79%	S = Satisfactory
D	60-69%	U = Unsatisfactory
F	0-59%	

### Lunch

A lunch menu is provided at the beginning of the school year and parents will be notified of any changes during the school year. Students must realize that eating is a social function and everyone should observe the rules of proper etiquette. Food should not be wasted. Students are expected to cooperate in maintaining cleanliness and order in the lunch area. We are not always able to heat microwavable food items for the student; we ask that you keep this in mind when preparing your child's lunch. Please send lunches with your child in the morning. If lunch is forgotten, please bring lunches to school office before 10:00 A.M.

Lunch orders are placed at the beginning of the school day. For orders placed for Wednesday, Thursday and Friday, lunch orders are taken on Mondays.

Parents visiting for lunch are allowed to bring snacks for the class with prior approval from the teacher. Parents may with prior arrangement with the classroom teacher, bring or send in cupcakes, cookies for the entire class to celebrate their child's birthday. **All visitors at lunch are required to have a Visitor's pass from the School Office.** Students are not to be taken off campus for lunch.

### Make-Up Work

If student is absent from classes, make-up work will be available before student returns if the school office is called by **10:00 AM**. It is the responsibility of the students and parents to contact the school office for

make-up work. Requests for make-up work will be available the next day, hence giving 24 hours notice. If make-up work is not completed within the designated time, a zero grade will be given. Special consideration will be given for extended absence due to illness.

### **Masses**

We at Epiphany Catholic School place significant importance on time spent together in prayer, therefore all students are required to attend Mass on Thursdays and Holy Days. All Catholic students are expected to attend Mass on the weekend also. An opportunity to receive the Sacrament of Penance will be made available during the school year for Catholic students. Parents are always invited to attend Mass.

### **Medication**

A student taking medication must have a “Parent Request for Administering Medication at School” form completed and on file in the school office. **THIS CAN BE FOUND AT THE END OF THIS HANDBOOK.** State law permits children who use inhalers as used for asthma and/or respiratory problems, to keep the inhaler with them. The Diocese of St. Augustine requests a “Parental Authorization” form to be completed and be on file in the school office. All other medication must be kept in the School Office. Medication of any kind over the counter or prescribed is never allowed to be with the child or kept in the classroom. A teacher is not allowed to dispense medication.

### **Immunization Records**

The State of Florida requires that each student submit a Florida Certificate of Immunization Form #DH 680 which is maintained in the student’s official records. The original form is returned to the student upon graduation. The school does not maintain any immunization record after the student graduates.

### **Clinic Policy**

The school provides limited medical assistance and/or emergency first-aid to students who become ill or suffer injuries at school. No student may remain at school if he/she shows evidence of an acute illness, a temperature of 100° F, or greater, vomiting, diarrhea, dizziness, or injury, etc. The parent/guardian will be called to pick up the student, and the student must go home if he/she is too sick to remain at school. It is the parent/guardian’s responsibility to pick up the

student or make arrangements for pick up within a reasonable amount of time. The school reserves the right to call 911 or seek other medical assistance as it deems necessary under the circumstances. Current home, business, mobile, and emergency telephone numbers should be on file at the school so that parents/guardians may be contacted if necessary. If contact information or phone numbers change during the school year, please contact the school office.

### **Medication Policy**

**Prescription Medication:** In accordance with Section 1006.062, Florida Statutes, the following are guidelines for the administration of prescribed medication by school personnel. Except for medications which alleviate life-threatening situations (ex. inhalers, Epinephrine injections, Pancreatic Enzyme Supplement, diabetic supplies, and Glucagon injections), students are not permitted to carry prescription medications on school premises. Students requiring prescription medications while at school, must adhere to the following policies: *A Parent Permission for the Administration of Medication* form must be completed and signed by the parent/guardian. This form is available in the main school office. School personnel are unable to distribute any prescribed narcotic or pain medication. Students may not be under the influence of prescribed narcotics while at school. All medications must be brought to the school office in the original container by a parent or legal guardian. The prescription label must indicate student's name, physician's name, name of medication, dosage and times for dosage. (Ask your pharmacist for a duplicate prescription container). The student is responsible for coming to the office at the appropriate time for the medication. School personnel should be informed of any side effects or complications which may result from the medication. Upon receipt, the medication will be counted and documented on the "Student Medication Record". When not in use, the medication will be stored under lock and key. Each dose of medication administered will be recorded on the "Student Medication Record"; if dosage is not recorded, it will be assumed that the student did not receive the required dose. All medication will be destroyed if not picked up within one-week after the end of school.

There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances. Metered Dose Inhalers for Students with Asthma Section 1002.20, Florida Statutes, authorizes asthmatic students to carry a metered dose inhaler on their person while in school when they have approval from their parents and their physician. The school principal shall be provided a copy of the parent's and physician's

written statement of approval (Parent Permission for the Administration of Medication form). Self-Carry Medication Upon completion of the Parent Permission for the Administration of Medication form, including physician's signature of approval, students may carry the following medications: albuterol inhaler, epinephrine auto injector, diabetic supplies, and pancreatic enzymes. For non-prescription medication that is required to be administered at school, the above-stated guidelines for prescribed medication will apply. For non-prescription, over-the-counter medications (such as aspirin, cough syrup, eye drops, etc.) the parent or legal guardian must submit a written request (to be kept on file in the school office) stating the type of medication, amount of dosage and frequency of use (or time of administration). All medications must be kept in the original packaging; different medications are NOT allowed to be mixed in the same bottle. No sharing of medications between students will be allowed. No liquid medications will be allowed.

### **Severe Allergies**

Any students with severe allergies must have on file an *Authorization for Emergency Care and Release and Waiver of Liability Form*, available in the main office.

### **Concussion Policy**

The parent of a student suffering a head injury or concussion should notify the Administrator or School Office Manager of the diagnosis. The Administrator will coordinate actions to accommodate the academic needs of the student until a medical release is received from the doctor.

### **Conjunctivitis Policy**

A student with suspected conjunctivitis (pink eye) will be sent to the office for confirmation of suspicion. The office will call the parent(s) to pick the student up from school, or get permission for him/her to drive home. To be re-admitted to school, the student must bring a note from the doctor stating that he/she is cleared to attend school and that medication has been prescribed. At least two doses of the medication must be administered before returning to school.

### **Head Lice Policy**

The parent of a student with live head lice or viable nits visualized by a trained designee, will be notified to pick up the student immediately or give permission for the student to drive home. Prompt treatment at home will be advised, including removal of live lice and all viable nits. The administration retains the authorization to exclude a student with repeated infestations of live lice or

viable nits, or a student with a current active infestation for which there is an apparent lack of adequate follow-through by parents or guardian.

### **Monies**

Any monies that are to be collected by parents for gift purposes or classroom activities needs to be approved by the Principal. This includes requests from room parents for classroom parties and other activities also.

### **Office Hours**

The school office opens at 7:30 A.M., and closes at 3:30 P.M. Teachers must supervise students and therefore are not able to give their attention to a parent during class time. Parents are always welcome in the classroom to assist with special projects, but must receive prior approval from the classroom teacher and stop at the School Office for a Visitor's Pass each time and **sign out in School Office when leaving said area**. Parents must be cleared to be in the classroom during school time. (background screening and PGC)

### **Office Phone**

The school office phone may be used by students only in case of emergency. Forgotten homework, projects, lunches, clothing, or the need of a ride to a friend's house are not considered to be emergency situations. Permission to use the phone must be obtained from the school office personnel at the time the need arises. However, students will not be allowed to call for forgotten items except in emergency cases.

### **Parties**

CLASS: Homeroom parents plan seasonal classroom parties with the teacher. If your child will be celebrating a birthday and you would like to bring party treats, you must make arrangements in advance with the teacher.

HOME: Any invitations, unless for the entire class or gender, are not to be handed out on school grounds. This is to avoid hurt feeling among classmates.

### **Personal Property**

All personal property must have the child's full name on it; this includes articles of clothing. Lost and found articles will be kept for a week before



being disposed of. **The school is not responsible for clothing or any personal property left by a student especially if it is not labeled.**

### **Progress Reports**

In grades K-8, progress reports will be sent home mid-quarter. These reports enable parents to follow their child's progress and to keep open communication between parents and teachers. A conference with the teacher may be requested at any time by parents. To request a conference, please call the School Office. The School Office will arrange the conference for you with the teacher. Calling the teachers at home is discouraged as they also need their family time. The Renweb portal will also serve as a communication tool. IF a student's financial account is not current, a progress report WILL NOT BE sent home

### **Promotion Standards**

We are committed to providing a positive learning environment in which every student has an opportunity to learn to the best of his/her ability. The teachers work with the individual difference of the children to allow every student an opportunity to be successful in the classroom. We will make every effort to meet the varying needs among our students within the realm of local resources. Students must also do their part to take full advantage of the learning environment we provide for them. Together we can make a difference in the lives of our children at school and at home.

The following factors are considered when promoting a student:

1. Class performance according to grade level requirements
2. Student age and ability
3. Student achievement on tests and examinations
4. Effort put forth by the student
5. Conduct appropriate for class level
6. Class participation

### **Promotions – Special Circumstances**

No student shall be permitted to remain in the same grade for more than two successive years. A pupil who has failed to attain the requirements for promotion after spending two years in a grade may be given a special

promotion or “placed” in the next grade. This entitles the student to undertake the work of the next grade. In such cases, the parents will be informed that the promotion is not based on achievement but on chronological age. All records will be appropriately marked.

### **Admission**

Epiphany Catholic School admits students of any race, color, and nationality or ethnic origin to participate in all the programs and activities made available to students of the school. We do not discriminate on the basis of nationality or ethnic origin, race, or color in the administering of our admissions, educational, athletic, or other school-related policies.

*All newly accepted students will automatically be placed on a 45 day probationary period in order to insure that they exhibit grade-level appropriate behavior and academic performance. Epiphany Catholic School reserves the right to withdraw any new student’s acceptance within that 45 day period if his/her grades or behavior indicate that the student will not meet our criteria for grade level success.*

New students must submit an application with the appropriate supporting documents: copy of birth certificate, baptismal certificate, most recent report card and standardized testing results, psychological testing results, IEP, 504 (if applicable) and a certificate of immunization. *The Diocese of St. Augustine requires ALL students to be immunized, following the State guidelines.*

Epiphany Catholic School, in union with the Diocese of St. Augustine policies, does NOT allow for a religious exemption for required immunizations. As Epiphany Catholic School’s programs are mainstream classrooms, our ability to provide accommodations and resource services is limited; as such, any accommodations or supplemental services will be pre-determined before initial acceptance or the annual re-registration.

All 7<sup>th</sup> graders who are new or returning students must submit an immunization certificate signifying that the required shots have been received prior to entering 7<sup>th</sup> grade.

## **Registration**

Families presently enrolled at Epiphany Catholic School will register during the month of February. All returning students must complete a registration form each year to update our files. New registrations will be accepted and will continue until all available spaces are filled.

## **Re-registration of Current Students**

Students currently attending Epiphany Catholic School will be invited to re-register for the following year contingent upon the following:

- Parent/Guardian has satisfied their current financial obligation
- The student's meeting of all academic and behavioral requirements to advance to the next grade level
- Parental cooperation with the administration and faculty at ECS and adherence to the policies found in the Parent-Student Handbook
- Misconduct on the part of a parent, guardian or other family member (including but not limited to harassment of a staff member, student, or other parent; intimidating or verbally abusing any member of the school community in person or in writing; or blatant disregard for the rules and policies of Epiphany Catholic School may lead to a warning and the limiting or refusing permission to come on the school's campus or refusing to allow the child to re-register for the following school year.
- The final decision for admission and re-registration rests with the Principal and Pastor

## **Report Cards**

Report cards are the traditional method of written communication regarding a child's progress. Report cards are issued four (4) times during the year at the end of every nine week period. They should be signed and returned immediately to the homeroom teacher within 2 days. The student's progress is evaluated both in effort and academic achievement. The grades that appear on the report card are given as specified by the Diocese of St. Augustine. Recognition for perfect attendance, honor roll, effort and citizenship will be given out at our annual awards ceremony. A formal teacher/parent conference will be scheduled after the second grading period. Information will be

forwarded to you regarding date and time. **Student will not receive a report card if their account balance is not current**

## **Retention**

Most students will be able to follow the school's regular program of sequential learning. However testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore it may be necessary to retain a pupil an additional year in a particular grade. Should that be the case, school personnel will follow the criteria for retention.

## **Retention Criteria**

1. The student has failed to pass 2 or more of the major subjects at each grade level. The list below indicates the specific failure(s) in each grade level that could result in retention at a particular grade level.

Kindergarten: Unable to demonstrate minimum proficiency in word recognition, recognition of numbers, colors, writing skills and social skills necessary for success in first grade. (Failure of Reading, Math, and Communication Skills Readiness)

Grades 1-3: Failure in Reading/Language Arts or Math

Any failed subject must be made up in a summer program. Only one subject may be taken in summer school. The school reserves the right to retest any student who wishes to return the following year.

Grade 4-8: Failure to achieve an overall average of D in each of the major subject areas: Math, Reading, Language Arts, Social Studies, Science, and Religion.

If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or enroll in any other Catholic school in our Diocese.

2. The student has not demonstrated acceptable effort in achieving academic success. The following types of behavior might indicate unacceptable effort:
  - Consistent failure to complete class and homework assignments and projects

- Consistent inattention to classroom instructions
- Lack of preparedness of school assignments

When the probability of retaining a student arises, the parent will be informed and a decision will be made no later than early May. All necessary documentation will be filed in the office with the Principal including a possible retention form (to be signed by the parent) along with any written response from the parents. If it is determined that a student will be retained, a copy of the Summer School Requirements will be followed as stated below.

Although the Principal consults with the teachers and parents, the final responsibility for retaining a student rests with the Principal. Generally, a student should be retained only once in the primary grades (K-3) and once in the other grades (4-8).

### **Summer School Requirements**

1. Any student failing one (1) major subject must receive 30 hours of tutoring in that subject area.
2. Any student failing two (2) subjects must receive 50 hours of tutoring in those subject areas.
3. The summer school tutor must be a certified teacher approved by the school's administration.
4. The student must present a notebook with samples of all the work completed during the summer.
5. Student may be required to take a test to prove proficiency.

### **Graduation**

Graduation occurs when an 8<sup>th</sup> grade student has achieved all academic requirements stated by the Diocese of St. Augustine and Florida Department of Education. Graduation occurs at the end of the academic school year, generally days before the rest of the students are dismissed.

Attending the graduation ceremony is **mandatory** unless the student's parents submit a written doctor's note explaining why the student will not be in attendance.

**Policies & Procedures for First Time enrollment:**

K– 8<sup>th</sup> grade students seeking enrollment at Epiphany will be considered after the following have been completed and/or received:

1. Completed Application Form with Registration Fee.
2. Immunizations must be current and all health records should be available to be provided to the school.
3. All academic, disciplinary and attendance records from the sending School; any necessary 504, IEP, medical paperwork, must also be submitted to the school for review.
3. An interview with the Principal must take place. Students will be given the STAR Math and Reading tests to assess proper grade level placement

**Transfer Students:**

A student wishing to transfer to Epiphany Catholic School will be considered after the same requirements as first time enrollment is completed

**Acceptance is determined by:**

1. Evaluation of the student's records;
2. The ability to accommodate academic or other learning, medical and/or behavioral needs

A student is provisionally accepted until all official records have been received from the sending school. A student may be accepted on probation with specific terms of continuing enrollment determined by Epiphany Catholic School.

Epiphany Catholic School **DOES NOT** accept 8<sup>th</sup> grade transfers from local middle schools, without the permission of the Principal.

### **Continuing Enrollment:**

For students currently attending Epiphany Catholic School, continuing enrollment is dependent upon:

1. An assurance from each student of a sincere desire to attend Epiphany and an assurance from parents and students of adherence to all rules and regulations of the school;
2. Successfully meeting the academic and credit requirements for each grade level
3. Satisfactory adherence to school attendance policies
4. Satisfactory evaluation of the student's disciplinary record.

Failure to meet any of the above criteria may result in dismissal during/or at the end of any academic year.

**\*\*\*The final decision for admission and re-admission rests with the Principal and the Pastor.**

### **Code of Conduct**

Effective education requires that the administration, faculty, parents, and students work together in a spirit of mutual cooperation so that the important task of learning may take place. The expectations in this handbook strive to outline reasonable guidelines for student conduct. The general expectation of students is that at all times each student will conduct himself/herself in an appropriate manner and will be honest and respectful of others, including fellow students, staff, and faculty members. It is expected that Gospel values will be the guiding principle of each student's behavior.

### **Students Expectations**

All Epiphany Catholic School students are expected to:

- represent Epiphany Catholic School with pride and dignity on and off campus at all times
- Become familiar with the policies, rules, and regulations which concern the students' conduct at school
- Behave in a manner that allows learning to take place without interruption

- Show pride in the school by keeping the campus clean
- Be actively involved in their education and responsible for learning by demonstrating: punctuality, preparedness, good attendance
- Dress for the learning process: follow school uniform policy at all times

## **Honor Code**

**Epiphany Catholic School students will be honest in word and deed, trustworthy, respectful of the rights and property of others, committed to service and choose to live their lives by Christ's example.**

Honesty, integrity, and a sense of honor are Christian values expected of students at all times. Students are not expected to lie, steal, cheat, or plagiarize. It is a privilege to live and work in an environment of trust and respect. Students have an obligation to follow the Honor Code and are expected to protect the privilege and not tolerate any violations.

**All Honor Code violations are Level II offenses of the Student Code of Conduct and will be subject to disciplinary action by the Principal.** For the first offense students who give or receive unauthorized aid on an assignment or test will receive a zero for the test or assignment, parents will be notified. Punishment for Honor Code violations will be determined by the Principal and teachers.

**The first assumption our code makes is that a person functions best when expectations are clearly defined, and a structured, supportive learning environment fostering personal, academic, social, and spiritual growth is maintained.** A student is held accountable for his/her actions and freely chosen actions generate specific consequences. Our intention is that our discipline policies will serve as a vehicle by which our students will grow. Adolescence is a stage in the life cycle that provides a person with the experiences necessary to respond positively to the more demanding responsibilities of adulthood.



## **Harassment/Bullying**

Harassment/bullying are commonly defined as intentional, repeated hurtful acts, words or other behavior. Bullying may be physical, verbal, emotional or sexual in nature; these acts are not intentionally provoked by the victim. Cyber bullying is the use of electronic information and communication devices such as email, instant messaging, text messages, mobile phones and defamatory websites to bully or otherwise harass an individual or group through personal attacks. With a mandate from a state law (FS 1006.147), the Jeffrey Johnston Stand Up for All Students Act, we are required to investigate reports of cyber bullying/ harassment and stalking. The school's responsibility is to determine if the offense is school related, which includes the use of school computers, and whether or not the offense occurred on campus or at a school sponsored function. Allegations of harassment should be reported to the principal within two days. A disciplinary board appointed by the principal will investigate the allegations. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include but not be limited to suspension or expulsion, and referral to law enforcement authorities. Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer, or student will be subject to immediate and severe disciplinary action. For further information, access <http://www.leg.state.fl.us/>.

### ***Level 1- Minor***

Offenses:

- Computer / Device violation
- Defiance of employees' authority
- Disruption in classroom
- Failure to return school-issued item(s)
- Harassment Level 1
- Inappropriate behavior
- Inappropriate public display of affection
- Littering
- Locker violations
- Nonconformity to uniform code
- Participation in unauthorized sale of food or other items
- Slander

Tardiness  
Violation of Classroom Rules  
Violation of Internet/Electronic Communication Policy  
Violation of other's personal property  
Violation of Acceptable Internet/technology Policy

Disciplinary Actions:

Verbal reprimand  
Detention  
Contact parent  
Saturday School\*  
Student sent home  
Disciplinary probation  
Mandatory parent conference

**\*The school will assess a \$40.00 fine for a Saturday School.**

***Level II-Intermediate***

Offenses:

Continuation of Level I offenses  
Bringing discredit to Epiphany Catholic School  
Bullying/Harassment Level II  
Computer/device violation  
Defiance of authority  
Fighting  
Minor threats  
Participation in unauthorized sale/collection  
Stealing or Vandalism  
Physical or verbal altercation  
Possession, use, transfer of tobacco products, e-cigs and/or vapor cigarettes  
Providing false information to school faculty or staff  
Use of racist or discriminatory language  
Verbal, written, or electronic threat or harassment  
Violation of Honor Code  
Violation of Acceptable Use Policy

Disciplinary Action:

Extended detention  
Extended Saturday School\*  
Disciplinary Probation  
Financial Responsibility  
Suspension from school (1-3 days)  
Referral to law enforcement

***Level III-Major***

Offenses:

Continuation of Level II offenses  
Battery  
Bullying/Harassment Level III  
Defiance of employees' authority  
Fire alarm activation  
Major threats  
Physical or verbal altercation with a Diocesan employee/volunteer  
Possession or use of obscene material  
Possession or use of weapons, fireworks, or explosives  
Tampering/damage to software or hardware  
Verbal or false accusations  
Verbal, written or electronic threat or harassment  
Violation of Internet/Electronic Communication policy  
Violation of Honor Code  
Violation of Acceptable Use Policy

Disciplinary Action:

Disciplinary probation  
Suspension from school (2-6 days)  
Financial responsibility  
Expulsion  
Referral to law enforcement

### ***Level IV-Serious***

Offenses:

Bomb threat

Possession of weapons on campus

Possession or use of illegal drugs, prescription drugs, or drug supplies/materials

Disciplinary Action:

Expulsion

Financial responsibility

Referral to law enforcement

After School Detentions will be held as scheduled by the Principal. Upon earning the 4<sup>th</sup> detention or a suspension in any given quarter, the student's enrollment at Epiphany will be re-evaluated by the Principal and Pastor.

### **Guidance Program**

The mission statement for the Guidance Program is: *The developmental guidance program at Epiphany Catholic School encourages the learning of all students by supporting each individual's academic, social, spiritual and emotional growth in partnership with parents, teachers and school staff.*

The guidance program at Epiphany Catholic School is guided by the mission statement (above) and is organized through individual, small group and large group (classroom) activities. The school counselor is assisted by a small advisory group comprised of teachers, school staff and the Principal to make decisions about the direction of the program, priorities and future needs.

Students and/or parents may request a consultation or meeting with the school counselor at any time through email, via telephone, or in person. The school counselor is someone specially trained to help students at school and with their personal life. Some examples of topics for counseling

are: friendship issues, decision making, anger control, family issues, grief and loss, academics, and stress.

### **Threats & Violence Policy**

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community. This teaching should be modeled by faculty and students alike from kindergarten through eighth grade.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

- Threats and other forms of harassment, other than sexual harassment, may include but are not limited to the following:
- Verbal harassment or abuse
- Physical harassment or abuse
- Written harassment or abuse

Email correspondence to or about a member of the school community (e.g. administrators, faculty, staff or students) which includes implied or explicit threats, whether this correspondence originates on school computers or elsewhere.

### **Sexual Harassment Policy**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike from kindergarten through eighth grade should model this teaching.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Related remarks to a person with sexual involvement accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, his/her teacher immediately. The principal should investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject the student to disciplinary action, which may include, but not be limited to, suspension or expulsion.

## **Safety**

Epiphany Catholic School has implemented a "Safety Plan" in case of an emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

The following precautions are being instituted for your child's safety:

1. Classroom doors will be monitored and locked whenever necessary.
2. **All visitors to the school must sign in at the office and receive a Visitor's pass and sign out when leaving.**
3. Visitors will be required to schedule appointments with the classroom teachers.
4. All volunteers must be fingerprinted.

Please keep in mind that these measures as well as others are being instituted for the safety of your son/daughter.

### **Dangerous Weapons Policy**

In the interest of maintaining a safe environment for everyone on campus, The Diocese of St. Augustine has developed the following policy relating to dangerous weapons:

Firearms and other dangerous weapons (explosives, munitions, electronic weapons, chemical weapons, and knives) may not be brought on to school property, which includes the buildings facilities and grounds of the school. The only exception to this prohibition is for federal, state, county, and municipal law enforcement officers while on duty, or off duty, or while acting in an official capacity.

The diocese retains the right to search all personnel and volunteers on campus, their belongings, their vehicles, and their work areas to determine compliance with this policy. Volunteers who are found to have knowingly violated this policy may be prohibited from future service within the diocese. Refusal to submit to an authorized search will also be grounds for corrective action.

### **Testing**

Testing is done within each subject area by individual teachers. This helps to establish a student's performance within a subject.

Standardized testing is administered each year in grades 2-8 in the Spring. The testing utilized is Terra Nova third edition. These tests measure a student's understanding of the skills taught during the year and give some indication of his/her achievement skills, as well as areas teachers need to reinforce or develop as they are diagnosed.

Epiphany uses the Enrichment Program of Columbia County for students who qualify. Candidates for such programs in grades K and 1 must meet certain criteria to become eligible for testing. Our reasons for this are as follows:

1. There is a lot of emphasis in the primary grades on responsibility, organizational skills and study skills. Young children need to adjust to school routines; missing one day a week does not give the student this consistency.
2. Missed work is the responsibility of the student. The school follows the curriculum of the Diocese of St. Augustine and Sunshine State Objectives. Students are obligated to make up class work on the day they are pulled out for gifted programs. The maturity level of most first and second graders is often not sufficient for this responsibility.
3. What appears to be a gifted child in Kindergarten and 1<sup>st</sup> grade is sometimes a result of their early childhood experiences. Research shows that children often catch up or level out around the beginning of 3<sup>rd</sup> grade. There are of course exceptions to this.
4. Standardized testing is not given to our 2<sup>nd</sup> graders until the spring. These test scores, along with other criteria, are a valuable tool for the teacher to use in making the decision to refer for testing for the Gifted Program.

When a student appears to be a potential candidate for the Gifted Program, the Classroom Teacher, and the Principal will meet to determine if the student should be tested.

### **Traffic and Dismissal**

Parents should drop students off in front of the school building, unless the child is tardy. Walking the student to the classroom interferes with the traffic in the parking lot and can be disruptive to the teacher's morning procedures in the classroom. All parents must drive in a single file line; this is the same for rainy days. All students must exit the vehicle on the right side in order to provide the safest procedure. Please do not park near the main road (Malone Drive) and walk to pick up your child. Students will be released to the cars in the line. Noncompliance with this rule by parking by the church office and walking up to pick up your child instead of waiting in line with the other cars is dangerous and it sends a mixed message to the children about the importance of following rules. **Therefore, your cooperation in this matter is greatly appreciated! Students in K-5th grade are dismissed at 3:00. Grades 6<sup>th</sup>-8<sup>th</sup> dismiss at 3:05 pm.**



## **Tuition and Fees**

Tuition is payable in annual, semi-annual, or monthly installments. If paying in monthly installments, parents must complete a FACTS Management enrollment form. Upon enrolling this allows FACTS Management to take tuition out of a checking or savings account electronically on a monthly basis, either on the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> of every month. Other payments will be billed on the first of the month and are due on the tenth. If your account is delinquent for over 30 days after the grace period, re-evaluation of child's continued enrollment will be made. **The parent/guardian assumes all responsibility for payment of tuition, registration, book fees, lunch tickets, After School Care, and any other fees or expenses related to your child's enrollment at Epiphany Catholic School.**

## **Uniform Code**

Epiphany Catholic School requires that all logoed student uniforms be purchased from ***Lands End or Teeko***. Spirit wear purchases will be offered through the school.

All students **must** wear black, brown, or navy dress shoes in the classroom at all times. Boots, sneakers and casual sketchers, etc, are **not** acceptable footwear to be worn with the uniform. Sneakers may be brought to school for P.E.

### **Kindergarten through Fifth Grade:**

#### **Girls:**

Plaid skort  
Khaki pants (for cold weather only)  
Plaid jumper (w/logo, required for mass)  
Navy polo shirt w/logo (required for mass)  
Red polo shirt w/logo  
  
PE shorts w/logo  
PE shirt w/logo  
Navy sweat pants  
Navy sweatshirts w/logo

#### **Boys:**

Khaki Shorts  
Khaki Pants (Required for Mass)  
Navy polo w/logo  
Red polo w/logo  
  
S/S or L/S white oxford  
with logo for Mass  
Plaid tie (Required for Mass)  
Navy Sweatpants  
PE shorts and shirt w/logo

Navy sweatshirts w/logo

Socks: Red, Navy, White or Black

Headbands and ribbons: Uniform plaid, Red, Blue or White ONLY

Navy sweatshirts w/logo

Socks: Navy, White or black

Black/Brown Belt Girls and Boys: Regular buckles for Belts w/shorts/pants

\*\*Primary girls should wear shorts under their jumpers (shorts should not hang out below the jumper) Footed tights may be worn, that come up to the waist, NO Leggings or thigh high tights. Short socks or Knee high socks may be worn.

### **Uniform Code**

#### **6<sup>th</sup> through 8<sup>th</sup> Grade**

##### **Girls:**

Navy Blue skort/skirt. **At Knee Length** (Required for Mass). Hems cannot be shortened or rolled

Uniform pants – Navy Blue (For Winter ONLY, below 50 degrees). Hems cannot be rolled.

White polo w/logo

Light blue polo w/logo

Blue oxford/blouse with logo (Required for Mass)

P.E. Shorts (logoed)

P.E. Shirt w/logo

Navy sweatshirts w/logo (for PE in winter)

Navy Sweatpants

Belt – solid dark brown or black with a regular buckle (for slacks)

Socks: White, Navy or Black

Hair bows and headbands: **Red, white or blue only**

##### **Boys:**

Navy Blue Uniform pants (Required for Mass) Hems cannot be rolled.

Navy Blue uniform style shorts

White polo w/logo

Light Blue polo w/logo

Striped oxford w/logo (Required for Mass)

Navy tie (Required for Mass)  
P. E. Shorts (logoed)  
P.E. Shirt w/logo  
Navy sweatshirts w/logo (for PE in winter)  
Navy Sweatpants  
Belt – solid brown or black with a regular buckle  
Socks: White, Navy or Black

### **Boys & Girls:**

- **Undershirts – Only SOLID WHITE undershirts may be worn under the school shirt. Long sleeve undershirts MUST be solid white in color also and only under a long sleeve school shirt.**
- **SHIRTS MUST BE TUCKED IN AT ALL TIMES. Boy’s pants and shorts MUST be worn at the waist.**
- **Outside clothing** – Outside jackets, leggings and sweatpants will **NOT be permitted in the classrooms** and should not be carried from class to class. All (carried or worn) outside clothing must be hung in Homeroom or put in lockers.
- **INSIDE WEAR – Solid Navy logoed sweater or jacket, logoed Epiphany Sweatshirts or spirit hoodies**
- **SHOES** –Only brown or black leather loafers or docksiders are permitted. **ALL SHOES MUST BE CLOSED TOE AND CLOSED HEEL. NO BACKLESS SHOES OR SANDALS WILL BE ALLOWED.** Foot problems are addressed if a doctor’s note is filed with the School Office. Skate shoes are not acceptable.

*Students may NOT wear hoodies or hooded sweatshirt jackets to Mass. Only logoed front zip fleece jackets may be worn to Mass.*

### **PERSONAL APPEARANCE**

#### **All female students:**

- Jewelry must be limited to ONE thin necklace, watch or small earrings (dime size).

- Hairstyles (student's natural color) should be traditional and unpretentious, according to what the administration deems appropriate.
- Body piercing, visible tattoos, beads, link chains, extreme hair styles, and all other symbols of the counter culture are never permitted. **NO MAKE-UP IS PERMITTED.**
- Proper undergarments must be worn. Bra color should blend with the clothing color or skin color of the wearer.
- There is **NO** exposure of midriff or undergarments. The midriff area is determined by placing your hands above your head where any part of your midriff shows.
- Length and fit of the clothing should be suitable to the build of each individual.
- **Shirts MUST be tucked in and buttoned completely at all times.**
- Fingernail polish guidelines: **CLEAR/NONE** and WELL MANICURED WHEN WORN.

**All male students:**

- Jewelry is limited to ONE thin necklace and watch. **NO** rope necklaces.
- Hairstyles (student's natural color) should be traditional, conservative, and unpretentious. Length must **NOT** be longer than mid-ear on the sides. Length must be above the collar in the back. When hair is brushed forward, the length must not extend below the eyebrows. All hairstyles must be kept in what the administration deems appropriate.
- Body piercing, visible tattoos, beads, link chains, extreme hair styles, and all other symbols of the counter culture are never permitted

ACCEPTABLE STYLES FOR LADIES AND GENTLEMEN WILL BE THE SOLE DETERMINATION OF THE ADMINISTRATION. ANY STUDENT WHO DOES NOT MEET THE DRESS/APPEARANCE CODE GUIDELINES WILL NOT BE ALLOWED TO ATTEND CLASSES. A PARENT CONFERENCE WILL BE SCHEDULED.

## **STUDENT SERVICE HOURS**

One of our mission goals is to teach our students to be active Christian young men and women to live lives of service which adults do most of their lives for family, neighbors, and community. So to make this more concrete in your child's middle grade years we are require service hours in and outside of the school environment.

Beginning at the start of the school year, until the 2<sup>nd</sup> week of May, 6<sup>th</sup> -8<sup>th</sup> grade students will be required to complete service hours. These hours will be logged and verified by the supervising adult who is present for the particular activity. Students will also be required to write a reflection for each charitable action sharing how the experience made them more aware of what their life as a Christian servant means to them. **Students in 6<sup>th</sup> grade will be required to do 10 hours. 7<sup>th</sup> grade will be required to do 15 hours and 8<sup>th</sup> grade will be required to do 20 hours.** If you come across an activity that our students could be involved with please contact the School Office and we will make arrangements if possible to sign up some of these young people.

## **Vacations**

Withdrawal of pupils for the purpose of family trips, etc. during the school year is discouraged: however, if the necessary reasons arise this needs to be in writing, and must be approved by the Principal beforehand. Arrangements for make-up work will be made if withdrawal of a student for a period of time is necessary. Make-up assignments will be given by the classroom teacher(s) after the students has returned to school unless otherwise arranged.

## **Videos and Pictures**

During the course of the year, we will take videos and pictures of our students. We also send pictures to the local newspaper, TV spots, benefactors, web pages, etc. We need your permission to have your child participate. Please indicate on the parent's handbook sheet, whether or not you give consent for your child's picture to be used.

## **Visitors**

All visitors must report to the School Office and sign-in and receive a visitor's pass. If you are dropping off items for your child (lunch, P.E. clothes) etc. you **must** bring these items to the School Office. You are not to go to the

classroom during the school day unless you have received permission to do so from the office staff and have a visitor's pass (this includes early dismissal). Upon signing your student out, the office staff will call your student to the office.

### **Volunteer Hours and Fundraisers**

Enrollment at Epiphany Catholic School is an expression of your commitment to a quality education for your child (children). The active involvement of parents is essential to the quality of the program that we are able to provide. Therefore, it has been recommended and approved by the Epiphany School Board with the Pastor and Principal that every family with a student enrolled at Epiphany is required to do service hours in some capacity. If a family is unable or chooses not to do so, it is required that they make cash payment to the school in lieu of service. The number of service hours required for the school year is 15 hours/ **5 of these hours towards fund raising activities**. The cash payment in lieu of service for families who do not participate is \$50.00 per hour for each hour of service not completed. All service hours are to be completed by May 15<sup>th</sup>, or payment in lieu of service made by May 30<sup>th</sup>. There are many committees and activities, which offer numerous ways in which you can serve the school and fulfill your service hour obligations. Parents will receive a volunteer sheet at the beginning of each school year to annotate hours and submit to the office by May 15<sup>th</sup>. The 10 hour requirement can be comprised of **no more than 5 hours obtained from field trips**, with the remainder being obtained from PTSA meeting attendance, school events, classroom/lunch help, and helping with Used Uniform Sales to mention a few. Parents cannot volunteer until after the fingerprinting process is complete. (This can take several weeks.)

### **Withdrawal**

Parents transferring their children to another school are required to notify Epiphany Catholic School within two weeks of their decision, and must submit the name and address of the new school for record forwarding purposes. Academic records will be transferred when all accounts are clear. If a refund of a prepaid tuition is due from the school, it will be processed and issued within a 4 to 6 week period.

## **Students and Parent/Guardian Agreement Internet Acceptable Use Policy Epiphany Catholic School**

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to teachers and students is to promote educational excellence in our school by facilitation resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of the Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

### Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Students are not permitted to use school issued emails for anything other than the assignments and educational online programs designated by Epiphany Catholic School
4. The school issued email provided to students is not to be used for personal messaging with other students.
5. Usage of the School internet system is at the discretion of the Administration and Teachers. Misuse of such privilege will result in a student's privileges being taken away on a limited and/or permanent basis, dependent upon the student infraction.

6. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
7. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that e-mail is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
8. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other person. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell you teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
9. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
10. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.
11. Users may not post on personal Internet (ex. Facebook, Instagram, Snapchat) sites to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.
12. All communication between staff and students at Epiphany Catholic School should be done strictly through email set up by Epiphany Catholic School – not personal email accounts or social networking web sites.



## **Epiphany Catholic School Parent-Teacher Covenant**

Because Epiphany Catholic School strives to be a faith community, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that each of us---teachers, administrators, parents, guardians and other caregivers has the child's best interest at heart.

While we as a school are excellent in many ways, no one within our community is perfect, and problems or misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems or are confused with some matter regarding your child's educational experience are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the Principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the Principal may not be available immediately; therefore patience in setting appointments or expecting a return phone call is requested. Since concerns for your child is uppermost in all our minds, we will make every effort to accommodate you and your

concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the time.

3. All staff members of Epiphany Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. Our foremost concern is always the spiritual, psychological, academic and physical welfare of your child and his/her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff at Epiphany Catholic School, as well as the other children and families of our community. Therefore, the following behaviors are unacceptable: We will not tolerate assaults or harassment of staff members, students, or parents. Nor will we tolerate intimidating or verbally abusing any member of our school community, in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:

Limiting or refusing permission to enter or use school facilities

Asking that someone other than the person exhibiting poor behavior represent the child's interests on school matters

Refusing to allow the child to be re-registered, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

**\*\* RIGHT TO AMEND**

**Epiphany Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail.**

**Students and Parent/Guardian Agreement Internet Acceptable Use Policy  
Epiphany Catholic School**



**PARENT/GUARDIAN AND STUDENT AGREEMENT FOR 2019-2020**

We

\_\_\_\_\_ /  
have carefully read the Epiphany Catholic School Handbook and are fully aware of the rules and regulations contained therein regarding all aspects of school life (e.g. dress code, discipline, internet usage, required volunteer hours, etc.) We agree to the guidelines and regulations set forth in the handbook and agree to act in accordance with them. Rules and policies are subject to being changed by school administration, parents will be notified in writing when changes are made. We support the school in its efforts to maintain good order at all times, to enable all students to learn and perform to the best of their ability. The Student/Parent Planners are a means of corresponding with parents by the teachers. These planners become the property of Epiphany Catholic School at the end of each school year or at said time that a student withdraws from the school.

Student's Name: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Parents/Guardian's Signature: \_\_\_\_\_

(Those students who are in grades 4-8, should sign in cursive.) Parents may list student's names who are in grades K-3.

Child 1: \_\_\_\_\_

Child 2: \_\_\_\_\_

Child 3: \_\_\_\_\_

Child 4: \_\_\_\_\_

\_\_\_\_\_ I DO give consent for photographs and/or video recordings taken of my child(ren) to be used by Epiphany Catholic School for educational, instructional, or promotional purposes.

\_\_\_\_\_ I DO NOT give consent for photographs and/or video recordings taken of my child(ren) to be used by Epiphany Catholic School for educational, instructional, or promotional purposes.

