

# Epiphany Cathedral School

A Blue Ribbon School



# 2010-2011



# Policy Handbook

*“ Let the little children come to me.... for the kingdom of God belongs to such as these.” Mark 10:14*

Welcome to..  
**Epiphany Cathedral  
School**



**A Blue Ribbon School of Excellence**

**316 Sarasota St.  
Venice, FL 34285**

**941-488-2215      FAX 941-480-1565**  
**Website: [www.ecstigers.com](http://www.ecstigers.com)**



**Principal: Irene M. Lynch**

**Rector: Very Rev. Jack Costello**

**Early Childhood Coordinator: Irene Bauer**  
**Early Childhood & After School Supervision 941- 484-8556**

**Guidance Counselor: Kathleen "Kit" Ramey**

**Administrative Assistant: Nancy Shilling**  
**School Secretary: Lynne Pointon**

**Office Hours: Monday - Friday 7:30 AM - 3:30 PM**

# EPIPHANY CATHEDRAL SCHOOL HANDBOOK

## 2010-2011

### TABLE of CONTENTS

	Page
MISSION STATEMENT.....	5
PHILOSOPHY & OBJECTIVES.....	5
ADMISSIONS POLICY .....	6
TUITION.....	7
TUITION ASSISTANCE.....	8
ATTENDANCE.....	8
LUNCH PROGRAM.....	11
HEALTH.....	11
BEHAVIOR.....	12
DISCIPLINE PROCEDURES.....	14
DRESS CODE.....	17
GRADING.....	20
STUDENT ACTIVITIES.....	23
SERVICES / ENHANCEMENT.....	25
SAFETY PROCEDURES.....	28
MISCELLANEOUS.....	30
CLOSING NOTE.....	31
PARENT’S ROLE IN EDUCATION.....	32
PARENTS AS PARTNERS.....	33
TECHNOLOGY AGREEMENT .....	34



**EPIPHANY CATHEDRAL SCHOOL**  
**A BLUE RIBBON LIGHTHOUSE SCHOOL**

316 SARASOTA ST.  
VENICE, FL 34285  
PHONE: ((941) 488-2215  
WEBSITE: [WWW.ECSTIGERS.COM](http://WWW.ECSTIGERS.COM)

Dear Parents and Students,

***“Let the children come to me... for the kingdom of God belongs to such as these”***  
***Mark 10:14***

Welcome to Epiphany Cathedral School! In choosing ECS, you have demonstrated a commitment to the values and philosophy of a quality Catholic education. We just celebrated our 50<sup>th</sup> anniversary last year. Established in 1959, Epiphany Cathedral School is fully accredited through the Florida Catholic Conference and is a member of the National Catholic Education Association (NCEA). Epiphany has been providing children in preschool through grade eight with a quality, faith-filled education for over 50 years!

This award winning school is a Blue Ribbon Lighthouse School of Excellence and has been voted "Best Private School in Venice" year after year. Epiphany Cathedral School focuses on the Academic, Spiritual and Character Formation of each of its students and provides a nurturing family-oriented atmosphere.

This 2010-2011 ECS Policy Handbook reviews the expectations of our students, and parents. Topics are listed alphabetically. Please read this document carefully.

The faculty and staff of your school look forward to working and partnering with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God will bless us in our efforts to “...bring the children to Him”.

God bless you,

Irene Lynch  
Principal

**Epiphany Cathedral School provides excellence in education which nurtures a loving relationship with God and builds a caring community that serves others.**

**As the flagship Catholic Blue Ribbon School for the Diocese of Venice, Epiphany Cathedral School provides spiritual, academic, and character formation to the students and families at Epiphany and all partnering parishes.**

## **PHILOSOPHY**

We believe all God's children are uniquely gifted and are to be valued and nurtured in faith, love, and knowledge. Our programs and curriculum are accredited by The Florida Catholic Conference and follow the guidelines for the Sunshine State Standards.

We believe that Catholic Education proclaims the Gospel of Jesus, celebrates liturgy, builds community, strengthens values, and serves others without distinction. Our school has served the community since 1959.

We believe that Parents/Guardians are the primary educators and role models for their children.

We believe faculty, staff and the parish community are vital to the formation of the students through instruction and example. Our faculty members are dedicated and experienced. All are certified and teach only within their qualified areas. The majority of our teachers have their Master's Degree.

We believe all students have the capacity and right to learn in an environment that fosters academic excellence through diversified instructional approaches.

We believe respect for all people and property among students, staff, and families creates a safe and wholesome learning environment. Epiphany Cathedral School is a safe and nurturing environment.

## At **Epiphany Cathedral School:**

- ~ educational specialist teachers complement the classroom teacher in the areas of: music, violin, flutes, band, drama, technology, and physical education. We offer a variety of athletic, artistic and educational competitive teams.
- ~ best instructional practices, current textbooks, latest technology, and quality teachers enable our students to score in the upper percentile of all national testing. Most of our students have gone on to higher education after completing high school.
- ~ our school serves as a partnership with teachers, parents, families and feeder parishes in reinforcing morality, spirituality, and other important Christian values in the faith-filled teaching process. Community service is an integral part of our daily lives. We offer a number of outreach programs organized and completed by our students.
- ~ our students can begin their journey at age three at the pre-school level and continue through middle school to grade eight.

### **ADMISSION POLICY**

**Catholic Schools in the Diocese of Venice admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The schools in the Diocese of Venice do not discriminate on the basis of race, color, national or ethnic origin in the administration of admission or education policies, athletic or other school-administered programs.**

#### **Entrance Requirements**

Children entering Kindergarten must be 5 years of age by September 1. Please call Epiphany Early Childhood Center at (941) 484-8556 for preschool entrance requirements.

Prior to admission the following documents must be provided to the school office:

- ◆ Health records including current immunization record
- ◆ Birth certificate
- ◆ Baptismal certificate copy (if Catholic)
- ◆ Report cards
- ◆ Standardized test results.

The school, for the purpose of appropriate grade placement, may require additional testing.

For all new students, the **first semester will be a probation period**. If there are any academic or behavioral concerns that cannot be resolved during this trial period a student may be asked to withdraw from Epiphany Cathedral School. Parents are strongly urged to be part of this evaluation by working closely and communicating with the teachers.

Catholic schools in the Diocese of Venice give priority for admissions to students of families who are registered and participating in a Catholic parish. Other students are accepted on a space available basis, taking into consideration the following factors:

- ~ whether the student's brothers and sisters are currently enrolled in the school
- ~ whether the student is/has been previously enrolled in a Catholic school
- ~ whether family members are alumni of the school
- ~ the results of standardized tests and/or review of the previous school records

## **Tuition**



The tuition is \$6400 per child for K-8. Catholic subsidies are available to all practicing and registered Catholics in financial need. Catholic families with sufficient incomes are expected to pay the full tuition amount of \$6400 per student. The Catholic subsidy is paid by the parish where you are registered. Catholic feeder parishes are responsible for subsidy/ financial assistance up to half of the amount of per pupil cost. **Feeder parishes request that families be registered and use their parish collection envelopes to receive a parish subsidy.** For Epiphany Parish families to be eligible for a subsidy or financial assistance, families must be registered at Epiphany Church and attend Mass. Catholic families with financial need **MUST** apply through FACTS for parish supported scholarships and assistance (see tuition assistance). Families not affiliated with a Catholic parish are required to pay the full per pupil cost of \$6400 per pupil.

Tuition may be paid in one of **six** ways; one annual payment, two equal semi-annual payments, four equal quarterly payments, or ten, eleven, or twelve equal monthly payments. All payments, except the one annual option, will be made by automatic withdrawal, invoice, or credit cards and administered by the FACTS Management Company. Graduation and/or forwarding transcripts is contingent on the return of all library books, textbooks, music instruments, and payments of all fees and fines due, and payment in full of tuition. Please note that registration fees are non-refundable.

- ◆ **Every elementary school family is required to participate in Epiphany Cathedral's \$100,000 Fund-Raiser by selling a minimum of two drawing tickets for the first child and one ticket for each additional child. If tickets are not purchased by the due date, an additional charge of \$200 for the first child and \$100 for each subsequent child will be added to the family's annual educational cost and you will not be eligible for the drawing. Please notify the office no later than December 15th if you need assistance in selling your tickets.**
- ◆ **Each family is also obligated to a minimum of 20 volunteer service hours to the school (10 hours for single parent). Volunteer hours are recorded in the computer when you get a volunteer pass in the office. Home & School chairpersons also record volunteer hours for every function with their list of volunteers. A list of current hours on record will be available at the Home & School Meeting in the Spring. For every hour not served, a \$10 fee will be assessed.**

## **Fees**

- ◆ Kindergarten Fee is \$25.00
- ◆ 8<sup>th</sup> Grade Graduation Fee is \$75.00
- ◆ Athletic Fee for afterschool sports is \$50 per student
- ◆ Venice Theater Program is \$100 per student plus commitment to sell 10 tickets
- ◆ Consumable Fee is \$100.00 per student
- ◆ Registration Fee is \$175.00 per student
- ◆ FACTS Annual Enrollment Fee is \$45 for invoicing option or \$41 for automatic withdrawal

***A return fee of \$25.00 will be assessed to your account for any returned check.***

### **Tuition Assistance**

Financial aid, funded by The Epiphany Foundation, Inc., along with the Epiphany Angels Program, and several Catholic community scholarships, is available to registered Epiphany Parish families who demonstrate financial need for K-8. For an information packet on tuition assistance, contact the principal or school office. Financial aid amounts are based upon your income. Final approval comes from the Rector/principal after recommendation via the FACTS Management Company.

### **Withdrawal Policy**

- ◆ **Families must notify the school in writing if a student is withdrawing from the school.**
- ◆ **Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.**
- ◆ **Registered students who withdraw between the first day of school and December 18<sup>th</sup> are responsible for 1/2 of the full tuition amount.**
- ◆ **Registered students who withdraw after December 18<sup>th</sup> are responsible for the full tuition amount. Grades will not be given if tuition is not paid.**
- ◆ **The school will not forward records for students who withdraw with an outstanding balance or if textbooks, instruments, classroom supplies, or library books have not been returned.**
- ◆ **Tuition payments are not refundable.**

Before a student transfers to another school during the school year, an informal meeting/interview should occur with the principal. Prior to a student's departure all textbooks, library books and school materials must be returned. All school related accounts must be paid and/or settled. An official request for records must then come from the new school for a transfer of school files to occur. *Files may not be hand carried.*

## **ATTENDANCE**

**Students are expected to be in school every day unless they are ill or extraordinary circumstances prevent their attendance. Parents are responsible to see that their children attend each day. Regular attendance is important for the learning process to be effective. The classroom interaction of teachers and students is vital to the learning process.**

### **School Hours**

The **official start of the K-8 school day is 7:55 AM** with Morning Prayer and assembly. This assembly is an important start of the school day and includes a spiritual message, a morning prayer, the pledge of allegiance, a patriotic or religious song, and appropriate and important announcements. Students will be considered tardy if they miss the morning assembly. Since the morning assembly is a spiritual gathering, we ask all families to please follow these guidelines:

- ◆ Please be on time!
- ◆ Students are to stand with their class. Students arriving after 7:55AM will be instructed to go to the Office for a late pass. The school gate into the Courtyard will be closed.
- ◆ Parents are invited to join us **ONLY** at the sidewalks in front of the Pre-school building or in front of the cafeteria - along the side of the courtyard.
- ◆ No one is to gather near the gate or with the students.
- ◆ Please silence all cell phones and refrain from talking.
- ◆ Parents are requested to vacate the courtyard following the morning assembly **so that we may lock the gate.**

School dismissal is at 2:50 PM. Office hours are 7:30 AM to 3:30 PM Monday through Friday. The school office telephone number is 488-2215. When calling the office please be patient and leave a message if necessary as the office staff may be busy with duties away from their desk and the phone. Your call will be

returned in a timely fashion and as soon as possible. Please remember that calls into the classroom are a disruption. **Please call the office for emergency changes only.** All other instructions should be sent in the form of a note with your child or arranged prior to them leaving for school. Classes will not be interrupted for messages for students.

Supervision of children is available at **7:30 AM.**

The school gate will **NOT** be opened until 7:30AM. Morning supervision & breakfast will be available for a minimal fee between 7:00AM – 7:30AM (Please enter through office)

### **Student Arrival and Departure**

Bussed students are dropped off and picked up each morning/afternoon in front of the carline. Non-bussed students should be dropped off or arrive at the center walkway leading to the main entrance of the school building.

Car riders are to be picked up at the end of the day according to car line procedures. Walkers and bike riders are dismissed from the gymnasium corner of the play field area. Students should not be on school grounds before 7:30 AM or after 3:00 PM since supervision is not provided unless arrangements have been made for before and after school program, tutoring or detention. Students grades five and below not picked up by 3:05 PM are escorted to the after-school program, and a **fee** is required for the service. For more information on After School Program call 484-8556.

### **Car Line Procedures**

Morning car line for drop off of students is a single car line process. Children should be dropped off all along the walkway marked by large orange cones leading to the sidewalk and west entrance of the main school building. Do not wait to unload at the sidewalk as simultaneous multiple car drop off is necessary to keep everyone on schedule. If it is necessary to walk students over, you must park in the church lot and not on the street. Please then **cross in front of the carline** by the sidewalk and for safety reasons **do not pass through the carline itself.**



**At dismissal**, cars are **NOT** to be in carline until 2:40PM. Dismissal car line for pickup is one car line that becomes a two car line process when you are instructed to do so. You enter the church lot on Nassau Street and stay in a single line around and through the parking lot. You will be directed to form a double line as you enter the school street. All cars need to proceed in line and wait their turn for student pickup. Students are taken to a safety zone behind the orange cones along where the double line of cars stops to load. **(Remain in your vehicle and your children/riders will come to you.)** Epiphany School staff will direct both cars and students in a safe fashion. The entire car line dismissal process takes less than fifteen minutes when everyone cooperates.

**Cell phones are NOT allowed while parents are in carline.**

**For the safety of our students and staff, your 100% attention is needed at all times.**

### **School Visits**

Epiphany Cathedral School is a 'closed campus' educational facility for both safety and educational concerns. The school welcomes visits by parents and others by appointment only. Spontaneous visits to the classroom during school hours adversely interfere with class activities. When visiting, each person must report to the main office. **Upon arrival the visitor must sign in, have a driver's license scanned**, and pick up a visitor or volunteer identification name tag. ***(Under no circumstances should any person go to a classroom without first checking in.)*** Any unrecognized or unauthorized persons will be escorted to the office. Parents who need appointments with teachers should initiate them via a note to the teacher or by calling the school office. Teachers will make and/or confirm their own appointments normally within twenty-four (24) hours. At minimum a return note or phone call will always occur within forty-eight (48) hours. There are also a number of scheduled open houses for classroom visitations in addition to 'lunch with parents' days.

## **Absenteeism**

Success in any field requires continuing daily effort. Nowhere is this truer than in education. Students are expected to be in school unless they are ill or extraordinary circumstances prevent their attendance. Regular attendance of the student is important for the learning process to be effective. The classroom interaction of teachers and students is vital to the learning process. **The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.** A student who is absent from school or from a class is responsible for the work missed but additional time is allocated for completion of missed assignments. **For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.**

It is the parents' responsibility to notify the school at 488-2215 if their child will be absent that day. To report an absence, the parent/guardian is to call the office on the first day of the absence between 7:30 AM and 8:30 AM. The school office will, when possible, make courtesy calls, but a student is considered unexcused if no parent or guardian phone call is received.

Getting well again, not completing work should be the focus while keeping an ill child home from school. Before returning to school, for the well being of the child and in concern for classmates the sick child should be fever free for a twenty-four (24) hour period. Upon return, a written excuse is required and the student should contact his/her teacher(s) to find out what the missed work is and when it is due. This written excuse is given to the homeroom teacher before class on the morning the student returns to school. **Three or more consecutive school days missed for illness will require a note from a doctor.** All notes and written excuses are kept on file. When a student knows she/he will be absent from school (pre-planned absence) an explanatory note from the parent including dates and reason, must first be given to the homeroom teacher to be initialed and then taken to the office. At least a **forty-eight hour prior notice is required.**

**Diocesan Policy states that elementary students may have up to 30 days of excused absences for the year. Students who exceed the limit of thirty total absences will not be promoted to the next grade unless special arrangements have been made with the school. (DBS#5113)**

## **Truancy**

A student is truant if she/he is un-excused for part or all of 5 of 10 consecutive days and/or part or all of 10 days in a semester. When a student is truant, a letter will be sent to the parent or guardian appraising them of their child's status and a copy of this letter will be sent to the District Attorney's office. Truancy and/or excessive absenteeism will affect student performance and may result in non-promotion.

## **Tardiness**

Any student who is un-excused late is considered tardy. A student who arrives after the morning assembly is tardy and must obtain an admit slip in the office before entering the classroom. It is a parent/guardian's responsibility to get their children to school on time. Being late to school is unsettling for both your children and their classmates. **Issuances of five tardy admit slips per quarter are considered excessive tardiness.**

## **Permission to Leave School Grounds**

No student may leave the premises during school hours without permission from the administration. If a child needs to leave the building during the school day, a note from the parent indicating the time and the reason for departure must first be given to the homeroom teacher to be initialed. Then, the note is to be taken to the school

office where it will be filed and noted on the daily slip. At the appropriate time, *the child must be picked up in the school office by the parent or designated person only.* Designated persons must be adult family members, or an appointed guardian listed on the student information card. The student must check back in at the office if returning later the same day.

### Early Dismissal

Families should arrange all transportation routines and notify your children of subsequent changes in them at home. A note then should be sent to inform the classroom teacher. Normally, only emergency changes in transportation should be called into the office. **Additionally, early removal of students from school is not authorized after 2:00p.m., so please schedule all appointments appropriately. Later dismissal during the last class period of the day is very disruptive to students and staff alike. Please note that excessive early dismissals will be tallied, totaled, and considered as absences.**

## LUNCH PROGRAM

Under the direction of a cafeteria manager, Kerry Bettley, and assisted by volunteer parents, a daily lunch menu and a simple supplementary menu is offered. Order are taken daily in the homeroom. Students may bring their own lunch but we ask that parents please follow nutritional guidelines when packing a lunch. **Please NO soda, candy, super-caffeinated energy drinks, with names like Red Bull, Monster, Full Throttle and Amp!!** Water and milk are always encouraged! We also discourage any fast foods in the cafeteria. If parents would like to join their child for lunch, they must sign in at the office and receive a Visitor's Pass. Parents are invited to sit at the picnic tables with their child during lunch time.

The designated lunch times are 10:50-11:30 in the cafeteria for grades K-1-2; 11:15-11:55 for grades 3-4-5 in the cafeteria, under the pavilion 11:30-12:00(weather permitting) for Pre I-II, and JrK; and 11:35-12:15 in the cafeteria for grades 6-7-8. Recess is provided for students immediately following lunch.

### Recess

A daily recess is provided for all students in Kindergarten through 8<sup>th</sup> grade during the lunch period. The playground is well supervised by several staff members. Our primary concern is for the safety of the student. We ask that students follow all school rules and regulations in the cafeteria and on the playground.

## HEALTH

### Illness in School



If a student becomes ill while in school, she/he must first report to his/her homeroom or classroom teacher. Based upon the situation, the student may be directed to report to the office, where s/he will wait and a call home will inform parents of the situation. The ill or injured child will be cared for in the health suite in the front office until the parent or designated party can take the child home. The health room at school is for short term situations only. Students must return to class or go home as soon as possible.

### Information Card



Each family is required to complete a health/emergency information card, to be on file in the main office. It is requested that this information be kept current. This card will contain any medical information the parents or school consider important to insure the well-being of the child, and the telephone numbers to be used in an emergency. To aid students and staff, a confidential health listing of potential medical concerns may be compiled and given to homeroom teachers.

### **Emergencies**

Should a child become injured or extremely ill while at school, the school will attempt to contact you immediately. No youngster is ever sent home without first contacting the parent or a designated neighbor/relative. We will not send children home in a case where there is no one at home. If we are unable to contact you for assistance or direction, the directions on the family information card will be followed. In either case, the principal or another school official will act in a prudent, caring manner to help your child.

### **Drug/Medication Administration**



The school is forbidden by Florida State Law from administering any medication without receiving prior authority to do so. Individual state authorization forms for dispensing medication in school are now required to be on file.

Administration of any drug which may lawfully be sold over the counter without a prescription, and/or administration of any prescription drugs requires written instruction from a doctor and written consent from a parent or guardian.

Parents are required to bring the completed form and medication to the office - it may not be carried by student. The counted medication must be in a properly labeled original container. Medication may not be kept in the classroom and must be dispensed in the office. Within reason it is primarily the student's responsibility to appear in the office on time for the medication dosage. A log record of the administering of the drug will be kept in the school office.

### **Injuries in School**

When a child is injured in school and needs some degree of attention, the school supervisor with the child first assists the student and then determines if first aid is required. If any additional aid or assistance is needed the student is sent with an escort to the office. The office renders the necessary help to the student and dependant upon the seriousness of the situation calls the parents. If deemed necessary an accident report is also filled out. Although, dependent on the age of the student, in most cases families are notified unless it is extremely minor.

### **Screening**

Vision, hearing, and scoliosis screening will be done at various times throughout the year. Parents will be notified prior to this testing and notified again afterward, if necessary, as to the results.

### **Physical Education Non-participation**

If a student cannot participate in Physical Education class but does not have a medical note, a note from the parent must be presented to the homeroom teacher. That note is then initialed and sent forward to the office. A copy of the note is made in the office and filed, with the other going to the Physical Education office. The Physical Education teacher will then base the student's activity on the note and his/her best professional judgment. In cases of serious or prolonged injury or illness, the school will require a doctor's statement for non-participation.



## **BEHAVIOR**

**Epiphany Cathedral School places a high value on respect, self-discipline and good behavior. A major responsibility of our educational program is to encourage good citizenship and high moral values. Students are expected to display proper respect for people and to follow the necessary rules and**

**regulations. It is essential that students understand and accept their responsibilities as students and citizens. They must realize that unacceptable behaviors result in appropriate consequences.**

Students are expected to follow all rules and comply with school and diocesan policies. Epiphany Cathedral School in conjunction with the Diocese of Venice reserves the right to take disciplinary action in the best interest of the student and the school community. A conference with the appropriate school authority, parents, and student is required in cases concerning serious disciplinary action. The principal will make decisions maintaining the school's philosophy of concern for the whole child and the safety and welfare of the school community according to local and diocesan policy. The pastor and principal are the final recourse in all disciplinary situations.

### **Basic School Rules**

#### **Students must.....**

- Show respect toward staff and other students. **NO** harassment or bullying is allowed.
- Follow classroom rules and procedures as directed by the teacher.
- Be honest and truthful. No cheating or stealing is allowed.
- Take proper care of school property, your property and the property of others.
- Be on time to school and class, attend all assigned classes, be prepared with required materials, and return permission slips and forms on time.
- Comply with the school dress code and uniform regulations.
- Keep hands, feet, and objects to your self, and avoid personal displays of affection or physical action that could lead to injury of yourself or others.
- Use appropriate language and volume of voice at all times. No profanity or vulgarity is allowed in voice or writing.
- **Not bring items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation. Toys may not be attached to student backpacks. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students after a 1<sup>st</sup> warning will not be returned to the parent(s)/guardian(s) until the last day of the school year.**
- Not chew gum.
- Not possess tobacco, pornography, or suggestive literature

### **Rules & Expectations**

**Always follow rules and procedures of classroom teacher.**

#### **Classroom Rules**

1. **Enter / exit classrooms, assemblies, church, and cafeteria quietly.**
2. **Be prepared and ready to work.**
3. **Be respectful to others and school property.**
4. **Be honest and truthful. Cheating is NEVER allowed.**
5. **Comply with school rules and dress code as stated in Policy Handbook.**

#### **Hallway Rules**

1. **Walk in single file without touching the student near you.**
2. **Walk quietly and refrain from talking**
3. **Keep hands to your sides and do not touch bulletin boards or displays**

### Lunchroom Rules

1. Sit in the assigned table for the class/grade.
2. Remain seated and ask for permission to use the restroom.
3. Use proper table manners and inside voices.
4. Leave the table and floor clean when finished.
5. Throw all trash in the trash barrels.
6. Follow the directions of the cafeteria staff.

### Playground Rules

1. Students must remain in assigned playground area.
2. No games with tackling or other actions that could harm others.
3. Follow the directions of the playground supervisor.
4. Report any injuries or dangerous situations to the playground supervisor.
5. Use playground equipment appropriately. Do not climb up slides.
6. Follow school rules in the Policy Handbook.

### Church Rules

1. Enter quietly with hands folded and genuflect before entering pew.
2. Sit quietly in prayer before and after Mass.
3. Participate in prayer and song.
4. Be attentive and prepared to answer Father's questions during Homily.
5. Follow dress code as stated in Policy Handbook.

### Bus Rules

1. Follow directions of the bus driver.
2. Do not distract driver ~ use inside voices ~ silence when bus is stopped.
3. Stay seated.
4. Keep arms, legs, feet, and head inside bus at all times.
5. Follow school rules in the Policy Handbook.

### DISCIPLINE PROCEDURES & CONSEQUENCES

Violations of school rules will result in disciplinary measures according to the severity or frequency of the violations as determined by the appropriate staff members. Consultation with the guidance counselor may also accompany any of these measures as an intervention to avoid further problems.

Disciplinary measures include but are not limited to the following:

- Teacher or staff correction involving verbal warning, timeout, and/or assigned task appropriate to the age and maturity of the student. In most cases this involves a letter of apology signed by a parent or guardian. Confiscation of unauthorized item.
- Discipline note sent home for parent signature and returned. Agenda book may be used.
- Phone call to parent from staff member.
- Parent, teacher, guidance counselor, and student conference.
- Conference with Principal involved.
- Lunchtime detention.
- Relocation to another classroom
- After school detention.
- Exclusion from extra-curricular activity or field trip.
- Suspension from school.
- Expulsion from school.

### **Teacher Correction**

Teacher correction may involve verbal correction, and/or an assigned task appropriate to the age and maturity of the student. A classroom restriction in lieu of lunch recess may also be utilized. Repeated use of this step or a more serious matter may initiate additional consequences.

### **Conference**

A conference will include the teacher, guidance counselor, and parent and may include the administrator and the student. Conferences will proceed only after failure to resolve earlier conflicts.

### **Lunch Detention**

Lunch detention is served during lunch period after the student eats lunch. Students will assist in the lunchroom with cleaning tables and sweeping floors instead of going out for recess.

### **After School Detention**

After school detention is scheduled for students whose behavior warrants such disciplinary action. A twenty-four (24) hour notice of the detention will be given to the parents to make transportation arrangements. Under the supervision of a faculty member the student will normally perform service work for the school. Detentions may be issued for any action which violates the spirit of the school even though not specified in the handbook. Every fifth detention of any nature is upgraded to out of school suspension for 'excessive detentions'. Students are to report to the office at 2:50 on the day of the detention. Students need to be picked up at 3:30 in the office by a parent or guardian.

*Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.*

Students involved in after school sports and who receive an after-school detention, will serve the detention instead of participating in the sport's practice or game. Student may be placed on probation and removed from any after school sports if behavior continues.

**In-school suspension** is only offered if the parent pays for a substitute teacher (\$75.00) to supervise the student. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **Suspension from School**

Suspension from school is a severe disciplinary measure and shall be imposed for serious misconduct and/or repeated infractions. It is a temporary removal, which is not to exceed five days, and must include a notification given by administration to the parent(s) stating reasons, effective date(s) and manner of re-entry. There are two types of out-of-school suspension and in each case, all class work assigned must be completed before re-admission.

- ~ Immediate suspension is effective right away, with parents called and the students sent home the same day.
- ~ Next school day out of school suspension involves temporary removal from school and school activities, with the time frame and parameters to be determined.

The decision to suspend a student and the length of suspension rests primarily with the principal. The circumstances or seriousness of a violation could result in an immediate suspension and/or expulsion. A normal guide line progression for subsequent violations may result in suspensions as listed:

1. 1<sup>st</sup> suspension - one day \* any fifth detention may be upgraded to a suspension
2. second suspension - two days out of school
3. third suspension - three days out of school
4. fourth suspension - four days out of school
5. Fifth suspension - permanent removal

**\* a total of any 10 days of suspension is cause for expulsion.**

### **Immediate Suspension**

**Immediate suspension is out of school and for actions which are seriously harmful to the health and life of the students and to the orderly operation of the school, and which require immediate intervention on the part of the administration.**

**Such actions may include, but are not limited to possession or use of a weapon or a look-a-like; use, possession or sale of controlled substances (alcohol and other drugs); tobacco use on the premises, buses, or during a school-related activity; striking of a staff member or fighting with a student; serious disrespect of authority; theft; continued or extreme use of profanity or foul language; vandalism; and/or serious abuse (verbal or physical) of others. Most of these actions may result in an expulsion, depending on the circumstance.**

**Students in possession of alcohol, drugs, weapons, weapon replicas, or potential weapons maybe asked to leave Epiphany Cathedral School. This is NOT a zero tolerance school.**

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from ECS. If the serious nature of the situation warrants it, expulsion may be invoked against a student for a first offense. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. **Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from ECS.** Final review of all expulsions will be made by the Superintendent of Schools at the Diocesan Department of Education.

Prior to expulsion the student and legal guardians will be verbally notified of the measure and given the reason for the action.

In elementary schools, the decision to expel a student may be made only after consultation with the parish pastor. The Superintendent of Schools at the Diocese is then briefed by the principal as to the recommendation of expulsion. After the expulsion is carried out the legal guardians and Diocesan Department of Education are notified in writing. A copy of the written documentation is kept at the Diocese and a record is also maintained at the local school.



### **Dress Code**

#### **Responsibility**

The primary responsibility for the personal appearance and dress of each student rests with the parents. The school staff shall determine and intervene when a student's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health or safety of the student or others.

## **General Guidelines**

Students are expected to take pride in their personal appearance and to be clean and well groomed at all times. Uniform clothing items must be obtained from a school uniform line. **APPROXIMATIONS OR SUBSTITUTIONS ARE NOT PERMITTED!** All school uniforms need to have the student's name written in indelible black marker so forgotten or misplaced items can be easily identified.

## **Regular Uniform**

### **Girls Uniform Regulations K-5**

1. **Blue Plaid #41 Jumper or Skirt with Light blue Peter Pan Blouse or ECS logo polo**
2. **Navy Blue Uniform Slacks, Shorts, Culottes, Skorts, or Skirt with Light Blue Knit Golf Shirt with ECS logo or Light Blue Oxford Shirt with ECS logo**
3. **Solid Navy Blue or White Sweater only**
4. **Epiphany Logo /Spiritwear Sweatshirt (No sweatpants)**
5. **Solid White or Navy Blue Girls ankle or knee Socks**
6. **White or Navy Blue Tights (No ribbing or leggings)**

### **Boys Uniform Regulations K-5**

1. **Navy Blue Uniform Slacks or Shorts with Light Blue Knit Golf Shirt with ECS logo or Light Blue Oxford Shirt with ECS logo**
2. **Solid Navy Blue or White Sweaters Only**
3. **Epiphany Logo /Spiritwear Sweatshirt (No sweatpants)**
4. **Solid White or Navy Blue ankle or knee Socks**

### **Girls Uniform Regulations 6-8**

1. **Khaki or Navy Blue Uniform Slacks, Shorts, Culottes, Skorts, or Skirt with Navy Blue, white or yellow ECS Logo Golf Shirt**
2. **Blue Plaid Uniform Skirt with Navy Blue, white or yellow ECS Logo Golf Shirt**
3. **Solid Navy Blue or White Sweater only - NO hooded sweatshirts**
4. **Epiphany Logo /Spiritwear Sweatshirt (No sweatpants)**
5. **White or Navy Blue Tights (No ribbing or leggings)**
6. **Solid White or Navy Blue Girls ankle or knee socks**

### **Boys Uniform Regulations 6-8**

1. **Khaki or Navy Blue Uniform Slacks or Shorts with Navy Blue, white or yellow ECS Logo Golf Shirt**
2. **Solid Navy Blue or White Sweater only - NO hooded sweatshirts**
3. **Epiphany Logo / Spiritwear Sweatshirt (No sweatpants)**
4. **Solid White or Navy Blue ankle or knee Socks**

**On Fridays when we attend Mass or on any day that calls for dress school uniforms NO shorts may be worn. Mass or dress uniform for 6-8 is Navy blue logo shirt with Khaki bottoms.**

## **Uniform Appearance**

Pants, skirts, shorts, skorts, culottes must be well fitted and worn in such a manner that undergarments are not exposed. Tight, baggy or otherwise ill-fitting clothes **are not permitted**. Skirts, skorts shorts, and culottes must be **no shorter than three (3) inches above the bend in the back of the knee**. Uniforms must be purchased from Children's World in Sarasota or through their website ([www.childrensworlduniform.com](http://www.childrensworlduniform.com)) or call (941) 955 - 6999. Uniform shirts must be buttoned to the second button from the top and must be **tucked in at all times so that the belt and/ or waistband are visible from all sides**. **No low waisted hip huggers and NO cargo pants or side zippers!**

## **Belts**

If there are belt loops on uniform shorts, pants, skorts, skirts, or culottes **a belt must be worn.** Black, brown or navy belts are the only colors allowed. Belts should be plain with no colored designs, or decorative holes, or decorations of any kind (studs, gemstones, etc) and have a plain buckle.

## **Socks**

Students must wear logo free white or navy **ankle or knee** socks.

**Shoes** must be purchased at Children's World.



- **Tie or buckled, or loafer Black or Brown shoes**
- **Black & white Saddleback Shoes**
- **No BOOTS or excessive Heels**
- **No Athletic or P.E. Shoes (SNEAKERS) except for P.E. and Spirit Day**
- **Shoe laces must be same solid color as shoe.**
- **NO skate shoes!!**

**On regular and dress school uniform days, students are only permitted to wear school shoes. Sneakers are only allowed in P.E. classes and on Spirit Day. Shoes must always be kept clean and in good condition. Shoes must be tied at all times with a visible bow. Shoes are now available at Children's World.**

## **Physical Education Uniform**

All students must participate in physical education, unless they have a written note from the parent or a doctor, Students **must** dress out for P.E. in the Epiphany Cathedral School P.E. uniform. This uniform consists of the Epiphany physical education shirt and navy blue gym shorts purchased at **Children's World** in Sarasota. Students also have the option of wearing any Tiger Trot shirt. Students are to wear white socks which cover their ankles and non-cleated athletic shoes, tennis shoes, or sneakers.

Epiphany P.E. T-shirt  
Tiger Trot T-Shirt(s)  
Navy Blue Gym Shorts

White Socks  
Non-cleated Athletic Shoes  
Tennis Shoes or Sneakers

## **Cold Weather**

Our Spiritwear as well as all sweatshirts with ECS logos is allowed in class as well as outside when we have cold weather. Navy blue sweatshirts (non-hooded) and navy blue or white button sweaters with no logos or designs may also be worn. Spiritwear sweatsuits, Spiritwear running suits, ECS logo sweatpants and shirts are all permitted to be worn for Physical education classes during cold weather. Girls may wear white or navy blue tights with no ribbing if they choose to wear jumpers, skirts, skorts, or culottes during cold weather. **Sweatpants may not be worn in class at any time. Turtleneck and other long sleeve shirts are not to be worn under uniform shirts.**

## **No Uniform Days**

On days when students are not required to wear their uniforms (i.e. No uniform Day Pass) the following are **inappropriate and may not be worn:**

- Tops with plunging necklines or spaghetti straps
- Tops with suggestive or vulgar language, symbols, or designs
- Clothes that are too tight
- Cut-offs and/or Jeans with rips, tears, or holes

- Low waisted pants or “hip-huggers”
- Skirts, shorts, skorts, etc. which are shorter than the students’ normal uniform items
- Sandals, flip-flops, boots, Crocs, or open backed shoes or shoes with excessive heels (over one inch).

On special holidays, students may wear an appropriate holiday shirt with uniform bottoms (Christmas -red or green tops; St. Valentine’s Day -red or pink top; St. Patrick’s Day -green top.)

**Dress-Up Days / Sunday BEST**

Students may wear their best clothes. Dresses or dress slacks and formal tops for girls and dress slacks and dress shirt for boys – ties are encouraged for boys. Students are also allowed to wear their dress uniform on Dress-Up Days. The following are **inappropriate and may not be worn**:

- Blue jeans
- Shorts
- Sneakers
- All items listed as inappropriate under NO Uniform Days

**Spirit Day**

Wednesday is Spirit Day. All students in kindergarten through eighth grade may wear Epiphany Spirit or Tiger Trot shirts. These must also be kept tucked in at all times. Spirit wear may be purchased at Children’s World. Eighth grade and fifth grade students may wear clean blue jeans (not form-fitting), but they must follow the guidelines outlined in our **No Uniform Day** criteria. Eighth graders may also wear their retreat day shirts. All ECS logo clothing for sports, music, and academic clubs may be worn on Spirit Day. Regular athletic sneakers (NOT neon or multi colored) are allowed on Spirit Days or students can wear regular school uniform shoes - No boots, sandals, or flip-flops.

**Hair**

Students’ hair must be clean and neatly combed. Hair fads or unnatural colors are **not permitted**. **Boys’ hair may not cover the ears, be longer than the top of the shirt collar, nor touch their eyebrows.** Girls may wear hair ties to match their school uniform.

**Hats** Students may **not** wear hats unless with permission for an outside fieldtrip or Field Day.

**Jewelry**

Girls may wear one small stud earring in each ear. Hoops, dangling or oversized earrings are **not allowed**. Boys are never allowed to wear earrings.

- **One cross necklace** or saint’s medal may be worn.
- A **simple watch** is allowed. **One ring** may be worn.
- **No** large chains, chokers, collars, or wrist or ankle bracelets are permitted.
- **No** visible or simulated body piercing or tattoos are allowed.

**Make-up**

Girls in **kindergarten through grade five** may **not** wear make-up or nail polish. Girls in **sixth through eighth grade** may wear light foundation and clear lip gloss, but **NO** eye make-up. Only clear nail polish is allowed.

**Violation Policy**

During our morning school assembly, teachers will check their students to make sure they are dressed according to our school uniform policy. If a student is in violation of the uniform code that student will immediately be sent to the office to phone their parent to bring the correct uniform. On the second

instances, the homeroom teacher will issue a lunch detention to be served that day. Additionally, the student will lose the privilege of participating in the next no uniform day. All following offenses will result in an after school detention.



## GRADING

Failure should **NOT** be an option at Epiphany Cathedral School. Any student who puts forth the appropriate effort, turns in assignments and work on time, and seeks and/or accepts teacher assistance when necessary, will not receive a failing mark in any subject area.

Students who require additional academic help need to attend after school tutoring. One on one volunteer tutoring is also available for students by teacher recommendations and parent permission. Late work may be accepted, but the marks may be lowered based on the procedures of the grade level involved.

### Homework Policy

Homework assignments offer the student an opportunity to practice or apply the lessons learned in the classroom or to do additional research. Students should spend an appropriate time each evening in completing written assignments and/or studying. Students in grades 3-8 are strongly encouraged to record all assignments in the 'ECS Agenda' that is issued to them. Parents are requested to check homework assignments and to encourage neatness and thoroughness in children's work. Homework can also be found on EDLINE.

In the event of illness, students are expected to make up all assignments normally within two days of returning to school, or at the teacher's discretion. Families may request homework when notifying the office of a student's absence. *Assignments would then be picked up at the school office between 2:45 - 3:30pm.* Policy Change: Homework pickup should be done preferably by parent(s), but could also be via a designated adult or an 'age appropriate' sibling, all homework assignments should be neat, legible, completed and submitted when due. The recommended homework time assigned per night is determined by the 'Ten Minute' x the Grade Level

### Suggested Rule of Thumb Time Guidelines

Grade 1 ~ 10 minutes	grade 5 ~ 50 minutes
Grade 2 ~ 20 minutes	grade 6 ~ 60-80 minutes
Grade 3 ~ 30 minutes	grade 7 ~ 70-100 minutes
Grade 4 ~ 40 minutes	grade 8 ~ 80-120 minutes

**Students are encouraged to read every night!**

**ECS students participate in an annual school-wide reading challenge.**

### Progress Reports

Progress reports come out at the middle of each quarter. They are simply an indicator of your child's progress at that point in time. Letter grades, percentages, narrative, and certain other abbreviations are all appropriate methods of indicating progress. Grades are updated on the 15<sup>th</sup> & 30<sup>th</sup> of each month on EDLINE.

## Report Cards

Computerized report cards come out at the end of each quarter and are sent home with students. Students (grades 3-8) are given a letter/numerical grade/mark for both achievements in each class and for effort. Parents must sign and return a report card acknowledgment each of the first three quarters, and then keep the completed record after the fourth quarter for their personal files. Kindergarten - 2<sup>nd</sup> grade students will receive a progress report with a checklist of developmental milestones and standards mastered.

ECS and ALL schools in the Diocese of Venice will be using the same grading scale that is used by Cardinal Mooney.

<u>SCHOOL GRADING SCALE*</u>				
100 - 97	A+	79 - 77	C+	<u>SPECIALS GRADING KEY</u> O = outstanding S = satisfactory N = needs improvement  U = unsatisfactory
96 - 94	A	76 - 74	C	
93 - 90	A-	73 - 70	C-	
89 - 87	B+	69 - 67	D+	
86 - 84	B	66 - 64	D	
83 - 80	B-	63 - 60	D-	
		59 - below	F	



\* Numerical grade with letter equivalency

## COMMENT KEYS

- |                                      |   |  |
|--------------------------------------|---|--|
| 1) Outstanding Student               | 17) Incomplete Homework/<br>Assignments | 33) Not working up to Potential            |
| 2) Good Work Habits                  | 18) Low Test Scores/Quizzes             | 34) Inconsistent Effort                    |
| 3) Contributes Well In Class         | 19) Talks at Inappropriate Times        | 35) Struggles with on level Reading        |
| 4) Works Quietly & Diligently        | 20) Wastes Time In Class                | 36) Struggles with on level Math           |
| 5) Always Strives to Do His/Her Best | 21) Does Not Participate in Class       | 37) Struggles with Vocabulary              |
| 6) Considerate of Other students     | 22) Absences Effecting Performance      | 38) Making a serious effort to Improve     |
| 7) Conscientious Student             | 23) Written Work Needs Improvement      | 39) Sometimes disruptive in class          |
| 8) Puts Forth Consistent Effort      | 24) Careless or Inaccurate Work         | 40) frequently disruptive in class         |
| 9) Shows Improvement                 | 25) Inattentive                         | 41) Attitude is disrupting class           |
| 10) Interested in This Subject       | 26) Poor Class/ Test prep               | 42) Attitude is impeding learning          |
| 11) Aptitude in This Area            | 27) Missing Homework/Assignments        | 43) frequently late turning in assignments |
| 12) Cooperative and Attentive        | 28) Occasional Improper Behavior        | 44) A delight to have in class             |
| 13) Uses Time Well                   | 29) Continual Source of Disruption      | 45) Motivated Learner                      |
| 14) Takes Pride in Work              | 30) Serious Lack of Academic Prep       | 46) High Achiever                          |
| 15) Completes Homework\Assignments   | 31) Progressing with accommodations     | 47) Good luck next year                    |
| 16) Puts Forth Minimal Effort        | 32) Working Satisfactorily              | 48) Students in tutoring at this time      |
|                                      |   | 49) Conference requested                   |

## Incompletes

Normally incompleteness in course studies should not occur. However, if circumstances warrant such a measure is taken, two weeks are usually allowed to complete the course work. Students will receive failing grades for any work still not completed after the make-up period.

## Exams

Quizzes and weekly tests will be given dependent upon grade and subject. In addition, grades 3-8 have extended unit type tests in most core subjects. Grades 4-8 may also be required to take both semester and final exams. Testing and exam schedules are developed and followed so as not to over burden the students.

## Parent-Teacher Conferences

Any question regarding your child's grades, homework, or classroom activities needs to be addressed to the

teacher *first*. Please refer to the **Parents As Partners** agreement at the back of this handbook. Teachers can be contacted by email, a note sent to school, or a phone call to the office. A conference may be requested at any time during the year by initiating an appointment through the school secretary. **Please do not call teachers at home.**

Formal parent-teacher and student led conferences are normally scheduled in the fall. The teacher will inform parents by phone or mail as to the specific date and time. Each teacher will verify and schedule their own appointments and conferences.

### **Academic Accolades**

Principal's Award and Honor Roll are calculated every quarter when report cards come out. Principal's Award laurels can go to students in grades 1-5 that show outstanding achievement and/or outstanding effort. The "Honor Roll" distinction is for grades 4,5,6,7 & 8 and includes two all 'A' categories as well as an 'A and B' category.

The **Principal's Award** is attained by students in Grades 3-4-5 who meet the following criteria:

~ Outstanding Student Comment in the Effort Area but *do not* make the Honor Roll.

One of three **Honor Roll** levels is attained by students in Grades 4-5-6-7- 8 who meet the following criteria:

Highest Honors ~ "A" in all core subjects and "O" or "S+" in all specials.

High Honors ~ "A" in all core subjects and "O" or "S" in all specials.

Honors ~ "A" or "B" in all core subjects and "O" or "S" in all specials.



**Straight A students are invited to the Principal's "Make Your Own Sundae" Party after each marking period.**

Both "N" and/or "U" and specific negative (#29, # 30, #40, #41, & #42) comments are disqualifying for all criteria of academic accolades.

### **Retention/Social Promotion**

Only students who successfully complete the curriculum for a grade level will be regularly promoted. A student may be retained if s/he has not mastered the subjects and/or if an appropriate maturity level is lacking. A student with a yearly average indicating failure in two major subject areas (Reading / LA, Math, Science, & Social Studies) may be retained. Parents will be officially notified no later than the end of the third quarter if retention is probable. Any student whose yearly average indicates a failure in a major subject area may be required to bring up this grade via a summer program or through tutoring. After progressive teacher-parent consultation, promotion or retention is ultimately the decision of the principal.

### **Diplomas**

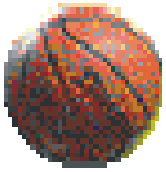
Students who successfully meet all of the eighth grade level requirements and satisfy school promotion standards will receive a graduation diploma. In a case where a student does not meet the necessary graduation standards and requirements, a certificate of attendance may be used in lieu of a diploma.

## STUDENT ACTIVITIES



All student activity participants should maintain a status quo of high academic standards during their perspective activities. No participation of any kind is allowed if a student receives a failing grade “F” or unsatisfactory (U) on their quarterly report card.

### Athletics



Extra-curricular athletics are available throughout the year for students in grades 5-8. **We offer our students a balance education in all areas: academics, spiritual, character, athletics, and the arts. We teach to the whole child!** Our sport offerings include boys & girl’s basketball, girl’s volleyball, boys and girl’s soccer, boys & girl’s tennis, and coed golf. There are tryouts for each squad and at times it is necessary to limit the number of participants. It is, however, the philosophy of Epiphany Cathedral School in middle level athletics that all participants play.

#### After School Sports (5<sup>th</sup> - 8<sup>th</sup> Grade)

Girl’s and Boy’s Basketball	Sept - Oct.
Girl’s Volleyball	Nov. - Jan.
Girl’s and Boy’s Soccer	Feb. - April
Coed Tennis	March - April
Coed Golf	April - May

#### Epiphany Cathedral School Sports & PE Program:

- NFL Punt, Pass, and Kick (3<sup>rd</sup> - 8<sup>th</sup> Grade)
- Jr. Olympics Skills Competition (3<sup>rd</sup> - 8<sup>th</sup> Grade)
- Elk Free Throw Contest (3<sup>rd</sup> - 8<sup>th</sup> Grade)
- Knights of Columbus Free Throw Contest (5<sup>th</sup> - 8<sup>th</sup> Grade)
- Jump Rope for Heart (Kindergarten - 5<sup>th</sup> Grade)
- President’s Council on Physical Fitness Testing (K - 8<sup>th</sup>)
- Tiger Trot ~ Jog-a-thon Fund Raiser (K -8<sup>th</sup>)
- Field Day ~ School Spirit and Fun Activities (K -8<sup>th</sup>)
- Sports Award Banquet ~ Male & Female Athlete of the Year

#### Health Education:

- ◆ Slick Tracy (6<sup>th</sup> Grade) ~ Alcohol Prevention Program
- ◆ Amazing Alternatives (7<sup>th</sup> Grade) ~ Alcohol Prevention Program
- ◆ Power Lines (8<sup>th</sup> Grade) ~ Alcohol Prevention Program

### Co-Curriculars

Co-curricular activities at Epiphany Cathedral School include Venice Little Theater (VLT), children’s Mass choir, Global Virtual Classroom, the student leadership council, the yearbook staff, and a Christmas Musical Concert. Some of these activities require limited numbers and this is accomplished by either student elections or moderator selection, while others have unlimited participation.

## Odyssey Academy

Membership in the Academy is prestigious and reflects a strong and serious commitment on behalf of the student to attain high levels of scholarship. Students are invited to join the Odyssey Academy if they have an impressive academic standing, reflected by an average of 93 or better and outstanding character.

Mrs. Lynch and the middle school teachers have instituted The Odyssey Academy in order to best engage and enrich the intellectual curiosity of the high achieving student. Stated below are requirements for admission into the Academy, Responsibilities once accepted, Expectations to maintain status, and Rewards for continued scholarship.

### Admission:

- 93 Grade Point Average (GPA) (same as National Jr. Honor Society)
- 3 teacher's signatures on letter of recommendation

### Responsibilities:

- Challenging work in both depth and number of assignments in all academic classes
- Assist and mentor grades 4-5 students with Science Fair preparation
- Edit, proofread, and mentor classmates' writing

### Expectations:

- Continuous effort and commitment toward the Odyssey Academy
- Signed contract by students, teachers, and parents
- Completed assignments turned in on time
- Maintain 93 GPA with all academic subjects
- Enforcement of all classroom and school rules

### Withdrawn admission:

- After second missed/late homework assignment
- After first detention (excluding detentions for tardiness to school)
- If student does not maintain 93 GPA

### Rewards:

- Welcome back breakfast!
- Odyssey Academy t-shirts which can be worn on Spirit Day!
- Odyssey Academy Perk Cards that can be used at area stores!
- Two Reward field trips a year!!
- Special Reward Party (pizza party, make your own sundae, etc) every school quarter!
- Member of the Academic Olympics Team!
- A NO uniform day every school quarter!

## National Junior Honor Society [6-7-8]

Epiphany Cathedral School has a membership in the National Junior Honor Society. Scholastically outstanding eighth graders will be invited to become members but **the criteria for admission and the documentation begins in the sixth grade.** This is one of the highest honors that can be awarded in the

school. The Epiphany Cathedral Chapter of the Junior Honor Society follows the National Honor Society's purposes and principles:

Scholarship - Pride in the pursuit of knowledge.

Service - Concern for each other, the community, the nation, the world.

Leadership - Willingness to accept responsibility and to participate in bettering what is and what will be, by working with others.

Character - Looking within ourselves to explore and elevate personal goals and commitments. Citizenship is an essential part of character.

All chapters of the society are governed by the National Constitution, with the school principal, a chapter advisor, and a Faculty Council, all taking part in the decision-making process. Chapters in more than 22,000 schools across the nation strive to give practical meaning to the Society's goals and purposes.

The four ideals of scholarship, service, leadership, and character are considered as the basis for membership selection. No student is inducted simply because of a high academic average. The National Junior Honor Society strives to recognize the total student, one who excels in all these areas. The intent of the NJHS and ECS is that these activities, actions, and practices be evidenced in a positive vein at school, in public, at home and in the community as applicable emulating the whole person. Epiphany standards for selection include:

Scholarship - Minimum of 94 percent average *each year* with no N's or U's

Service - Demonstrated by activities

Leadership - Demonstrated by actions

Character - Evidenced by actions

Citizenship - Teacher recommendations

Attendance - An equivalent of one semester at Epiphany

Qualified students do not apply for membership. Invitations are issued to all scholastically eligible students. This invitation does not guarantee membership. These students are also asked to complete an information survey for consideration. Selections are then made, based on the above criteria, by a majority vote of the Faculty Council.

**Specific reasons for non-selection are not revealed and are kept confidential for the sake of both the student(s) in question and the faculty council voting members.** National Junior Honor Society membership is more than an honor. It carries with it a responsibility to the chapter and an obligation to continue to demonstrate those outstanding qualities that resulted in selection.

## STUDENT SERVICES/ENHANCEMENT

### **Guidance Counselor**

A counselor is available to support new students, children who are experiencing difficulties and children who have experienced divorce or death of a parent. Our Guidance Counselor also works with students on conflict resolution, peer mediation, peace pals, learning strategies, test taking strategies, and leadership development.

### **Learning Support Accommodations**

Epiphany Cathedral School uses the Full Inclusion Model to meet the needs of our students. All special needs students are fully included in the regular classroom with modifications and accommodations as needed. Students who require additional services are encouraged to attend Dreams Are Free. In reaching out to those students with special needs, ECS and the Diocese of Venice attempt to respond to the needs of

all students, including ones with learning challenges. Because our schools cannot offer a continuum of services, as financed through the public system, we must limit our admission to students with average or above average intelligence, who may exhibit learning conflicts. These are students who are able to manage with a minimum of strategy training and simple accommodations in the regular classroom.

These learning strategies are outlined and agreed upon by student, teacher, and parent as derived from our Learning Support Accommodations sheet for their respective levels. In some cases, supportive services outside school may be a necessary requirement asked of parents to ensure the success of the student. In an effort to reach those students who are advanced, enrichment activities and differentiate instruction are also offered.

### **Testing**

Standardized achievement tests are also given every fall to all students grades 3-8 and in the spring to second grade. Individual achievement testing results are made available to both students and parents. These tests are intended to give students an idea of their annual academic growth. They provide some insight as to individual strengths and weaknesses in reference to both cognitive abilities and achievement scores. The Province of Florida to include the Diocese of Venice and Epiphany Cathedral School currently uses the Iowa Test of Basic Skills (ITBS) program which is a National test.

### **Library**

Epiphany School has a fully operational library, which is open throughout the school day and is staffed with a qualified librarian. The librarian is available to assist both classes and individual students in library skills and use of the facility. Books and other materials can be checked out and used at home by students. Periodically lists will be given to homeroom teachers warning students of overdue materials. Students are responsible for turning in materials and paying fines for overdue or lost books.

### **Reading Counts**

Reading Counts is an incentive based reading program primarily for grades one through five. Grade six through eight may also use it as part of the regular reading curriculum through their literature classes. It is sponsored by and funded through our annual book fairs.

### **School Pictures**



School pictures are taken of our students each year during the fall, with individual picture packages available for purchase for students wishing to participate. A yearbook with homeroom and group activity pictures is provided to all students at the end of each school year. Our school picture company affiliation is Strawbridge Studios Inc.

### **Religious Formation**

Religious formation is a vital part of the entire faith development program. Students receive religion instruction daily in the classroom. However, faith development cannot be left only to classroom activities. Some of the main areas used to help make sure that all facets of a student's faith have a chance to grow are: Liturgy, Reconciliation, Retreats, Prayer, Sacramental Preparation, and Community Service.



Students celebrate Mass weekly. They take an active role in planning and participating; serving as readers, musicians, gift bearers, singers, and servers. Parents are invited and encouraged to attend our Friday Liturgies. Our students also attend individual and/or communal reconciliation services usually during Advent and/or Lent. Morning Prayer and classroom prayer occurs daily. Also, special prayer services are held in conjunction with the seasons of the year, including Advent wreath services, Stations of the Cross, the

Living Rosary and May Crowning. Community service includes service projects, mission activities, justice and peace activities and community building programs.

### Class/Field Trips

A variety of student activities, to include field trips, will be held during the school year. Monies for the vast majority of class field trips are provided by the Home & School Association. Separate permission slips are required for each trip. They must be signed and returned to the homeroom teacher and then submitted to the principal for final approval. These slips will include the place to be visited, the method of transport, a list of supervisors, and the time and place of departure and return. Also included will be the objectives of the field trip, a list of specific materials needed and any other special instructions.

There may or may not be an end of the year class trip each year for the various grade levels. If there is a trip scheduled, it is understood that it is a privilege which can be taken away from individuals if a student's behavior so warrants and the school so enforces. On field trips, students must utilize school transportation to and from the designated activity. The only exception is after school sporting events, if presented in writing and approved ahead of time, and is a student returning home with his/her own parent or emergency data card designee.

### Bus Transportation



Epiphany Cathedral School supports and follows the bus regulations issued by the Sarasota County Board of Education and the State of Florida. These rules are made for the safety and welfare of the children. Riding a school bus is a privilege and it can be taken away. If the privilege is abused, bus conduct reports will be issued by the bus drivers. Drivers are members of the Epiphany faculty and staff. Disciplinary action will be enforced by the school principal. Any form of conduct which would tend to prohibit or adversely affect the orderly, efficient and safe transportation of students should be avoided.

### Birthdays

The birthdays of all Epiphany students are recognized on their birthday or the Friday before if the birthday falls on a weekend or vacation. The principal will announce the student's birthday and will present a birthday certificate, a birthday pencil, and a coupon for a free treat at lunch time (birthday cupcake) during Morning Assembly.



### Communication

Many different methods of communication are currently used at Epiphany School. We are attempting to do a better job of including more information to enhance these approaches. Examples of what the school currently uses include: the Principal's monthly newsletter, Principal's weekly e-mails, office memos, teacher notes, graded assignments, 'Friday Folders' that are sent home every Friday with the youngest student in your family, weekly class newsletters, weekly e-mails, Edline (updated on the 15<sup>th</sup> & 30<sup>th</sup>) and the website - [www.ecstigers.com](http://www.ecstigers.com), telephone calls, special mailings, conferences, open houses, and parent surveys. Communication is a two way street and we want to make sure that our end is being properly attended to and that both ends are open. Whatever technique is used to convey information home, it is imperative that it is read carefully to stay in the know. **There is a \$3.00 replacement charge for Friday folders that are lost. Information is not sent home if the Friday folder has not been returned.**

When you have a question or concern about a class, an assignment, or anything related to a particular classroom you should continue to address your business **directly** to the specific classroom teacher. Teachers will reply to notes and phone calls within 48 hours when a reply is applicable. We ask for forty-eight hours due to the fact that many late afternoon messages are not received by staff members until the

next morning. That teacher will answer your questions in a straight forward and professional manner. **Please do not attempt to bring concerns to or set appointments with the teacher during car line. For the safety of the children, the teachers need to focus exclusively on the students and the moving vehicles.** If concerns are not properly or completely handled, then take other measures but not before. **Bringing any issue to the attention of the Principal should only occur AFTER you have met with the classroom teacher and when necessary, the Guidance Counselor.**

### School Newsletter & Calendar



The school newsletter, “Principal News” is sent home the first week of every month. The newsletter covers activities at school and a monthly calendar of events. The newsletter can also be found on the school website under “NEWS”.

A copy of the next year’s school calendar is also sent home to each family prior to the summer vacation and should be posted for reference in a convenient place. The school calendar is also available on the school website under calendar.

### School Website

<http://www.ecstigers.com>

ECS staff email address is always the staff person’s last name @ecstigers.com

(Principal’s email is [lynch@ecstigers.com](mailto:lynch@ecstigers.com))

### Internet/Computer Use

**The person who uses the computer is responsible at all times for its proper use. ALL students who use any computers or technology at Epiphany Cathedral School MUST sign a Diocese of Venice Technology User Agreement Form and follow the written policy.**

### Blogs

Engagement in online blogs **away from school** such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.



### Bullying and Cyberbullying

Epiphany Cathedral School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual at school or away from school are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

## **SAFETY PROCEDURES**

### Critical Response Plan

The Diocese of Venice, including Epiphany Cathedral School, in conjunction with The Sarasota County School District has developed a Critical Incident Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. At the local school level it is called a ‘Critical Response Plan’. Our main objective is to attend to the health and welfare of your child in the event of a crisis situation. In most emergencies your child will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building, students may be transferred to the nearest and most appropriate public building.

The following is a general procedure to all school families to comply with if you hear of any type of school emergency. Turn on your television or radio as the media will be kept informed of any emergency. Do not telephone the school because there are limited phone lines and these must be available to respond to the emergency. Do not come to school unless instructed to pick up your child via the media or the school itself. Coming to the school will only complicate the emergency response. It is imperative, for efficient operations, that you do not come to the school unless advised to do so by an appropriate agency. All schools whether public, private or parochial use the same signals and codes for earmarked emergency situations. These signals and codes are recognized uniformly by the sheriff's office, the police and fire departments, and all of the different designated emergency response agencies. A "Code Red" is a school lock down situation and a "Code Yellow" is an evacuation circumstance. Any emergency involving the school may mean that emergency vehicles and workers must be able to get to the building. If relocation of staff and students is necessary, you will be informed via the media.

### **Fire Drill**

Fire drills are normally executed on a monthly basis. Every teacher will assist in vacating the school in an orderly fashion. After closing the windows and doors of the classroom, the teacher will accompany those under his/her charge to the proper destination. Teachers closest to lavatories and spare rooms will check them on their way out to ensure they are vacant. Students not in a classroom when the signal is given should join the nearest exiting group and, when outside, go to where his/her class is waiting. It is essential that the teachers carry their grade book and take roll of their students when they are outside the building. Missing students must be reported to the person in charge.

During a fire drill or in case of an actual fire, all students need to avoid panic, remain calm, and be silent. They should move quickly and silently along the posted exit route explained to them during the first week of school. It is imperative that students and staff understand there is to be no pushing, no running and no talking during a fire drill. The warning for a fire drill is a steady unbroken alarm signal. When the all clear signal is given, everyone is to return in silence to the building.

### **False Alarms and Fire Extinguishers**

State statutes stipulate whoever intentionally does any of the following may be fined and/or imprisoned.

- ~ Gives false alarm to any public employee, whether by means of a fire alarm system or otherwise.
- ~ Tampers with or removes any fire extinguisher, fire hose and/or fire alarm, etc..
- ~ Interferes with the proper functioning of a fire alarm and/or other fire fighting equipment.

### **Bomb Threat**

In the event of a bomb threat, fire drill evacuation procedures will be used immediately and the police notified of the threat. Teachers should quickly and casually search their own rooms to determine if anything is strange or out of the ordinary. If anything is found, absolutely do not try to move it or even touch it. Re-entry to the building will take place only after the authorities have checked over the building and found everything in order. Student's conveyance of bomb threats constitutes grounds for immediate suspension and/or expulsion.

### **Blood-Borne Pathogens**

State and Federal regulations and guidelines regarding blood-borne pathogens are adhered to by all Diocese of Venice Schools including Epiphany Cathedral School. A copy of the system's blood-borne pathogen policy is available in the school office.

## Inclement Weather



In the event of severe weather (tornado, thunderstorm, etc.) during school, students and staff will be alerted via the public address system of an approaching severe storm situation. Proper safety procedures are posted in each classroom and rehearsed with the students. Time permitting, and for tornado drills, students will assemble close to a center wall to protect themselves from glass and flying objects. Those students on the second floor will go to Marian Hall away from windows. If more immediate reaction is required all students will be instructed to take cover under their desks. In most cases, all Diocesan schools will follow the cue of the public school system.

*If not at school, when inclement weather occurs, parents and families are to listen to local radio or television stations in case of school closings. If local public schools are closed due to weather, ECS will be closed.*

## MISCELLANEOUS

### Property Accountability

Students may be held responsible for the loss and/or damage of school equipment. Textbooks, classroom supplies, and library books are all included in this category. Breakage or loss of school equipment, when judged to be caused by student irresponsibility, will result in charges for the cost of replacement or repair. It could also result in school disciplinary action and, if serious enough, in legal ramifications as well.

### Personal Property

Students do not have lockers to store personal property; they have only desks, a shelf or closet space in their homeroom. Due to these circumstances, students are asked to refrain from bringing unnecessary valuable and/or sentimental items to school. Walkmans, skate boards, radios, boom boxes, tape players, and/or any type of electronic devices or games, etc. are **NOT** allowed in school.

### School Insurance

Supplemental coverage school insurance is provided for all students. Coverage includes school hours and school activities. Primary coverage remains the responsibility of each family for their child(ren).

### Phone Call

Students are not permitted to use the school office telephone except for emergency and/or unusual circumstances. When these circumstances arise, the student must first get permission from his/her teacher. Please note that forgetting assignments or physical education clothes, and **making after school social plans** do not constitute an emergency or unusual circumstance. Students are not permitted to receive phone calls at any time during the school day. Personal messages are also not delivered to students. Exceptions are made for parent messages with unforeseen change of plans and in emergency situations.

### Cell Phones

The use of any other telephone on campus, to include **cell phones**, is **strictly forbidden at all times**. **If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should turn the cell phone in to the homeroom teacher upon arrival in the classroom. The cell phone will be returned to the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.**

### **Lost and Found**

Students who find lost items are asked to take them to the office. Other than ‘expensive’ type items any article found on the school grounds will then be taken to and kept in the cafeteria. Immediately upon losing something, students should check the lost and found in the cafeteria, as articles may be claimed there. Many items are left unclaimed and each year are given to charity. Articles will normally be disposed of after one month. Please make every effort to recover lost items in a timely manner.

### **Class Parties**

All parties in the school should be handled through the teacher and room parents. Parties are permitted for holidays and special occasions only with the approval of the principal. Low key class parties will normally be held for All Saints Day, Christmas, St. Valentine’s Day and St. Patrick’s Day. Birthday treats may be distributed to students in homeroom or the cafeteria at the discretion of the homeroom teacher. Invitations to home parties may only be distributed at school if the entire class is invited.

### **CLOSING NOTE**

A policy handbook is for the most part a set of policy guidelines for students, parents, teachers and staff to ensure smooth day to day operations. These policies along with common sense lead to sound decision making for staff, balanced parental backing and prudent student responsibility; with students accountable for their actions. It is by no means meant to be an all inclusive document. ***Situations not mentioned in the handbook will be handled at the discretion and best judgment of the pastor and principal.*** Additionally, Epiphany school is not a ‘zero tolerance’ school. There are, however, some ‘Immediate Suspension’ items listed in the handbook. We believe in looking at situations on a case by case basis. This allows us to help console the injured party and at the same time assist and train the culpable party. Conflict resolution with good Catholic Christian values is the preferred method for Epiphany Cathedral School.

### **Compliance Statement**

A statement of student rights and of handbook information and compliance will be expected of each Epiphany Cathedral School family in reference to this policy handbook. It will require signatures of both the Parent/Guardian and the student(s). **Please read [Parent’s Role in Education on page 32](#) and [Parents As Partners on page 33](#).**

## Parent's Role in Education

Parental support of school programs and policies is essential. Parents need to play an active role in helping their children develop personal responsibilities by working with them to establish goals and by monitoring their academic progress. If you disagree with a policy or a decision, please do not discuss this in front of your child. **Get in touch with the teacher first, then the principal, if necessary.**

*We, at Epiphany Cathedral School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Epiphany Cathedral School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at Epiphany Cathedral School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.*



*Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive.*

*However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.*

## Parents As Partners

As partners in the educational process at Epiphany Cathedral School, we ask parents:

1. To set rules, times, and limits so that your child:
  - ◆ Gets to bed early on school nights;
  - ◆ Arrives at school on time and is picked up on time at the end of the day;
  - ◆ Is dressed according to the school dress code;
  - ◆ Completes assignments on time; and
  - ◆ Has lunch money or nutritional sack lunch every day.
2. To actively participate in school activities such as Parent-Teacher Conferences;
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
4. To notify the school with a written note when the student has been absent or tardy;
5. To notify the school office of any changes of address or important phone numbers;
6. To meet all financial obligations to the school;
7. To inform the school of any special situation regarding the student's well-being, safety, and health;
8. To complete and return to school any requested information promptly;
9. To read school notes and newsletters and to show interest in the student's total education;
10. To support the religious and educational goals of the school;
11. To support and cooperate with the discipline policy of the school;
12. To treat teachers and staff with respect and courtesy in discussing student problems.
13. **To monitor student's academic progress by talking with your child, reviewing schoolwork sent home, checking Edline as it is updated, and initiating contact with the teacher in a timely manner if you see issues of concern.**

## **DIOCESE OF VENICE TECHNOLOGY USE AGREEMENT**

As a school-based computer user, I agree to the following rules and code of ethics:

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I understand that the school owns the computers and that any information I place on the computers is subject to review by the school at any time without notice to me. I will not use the computer resources for non-academic purposes.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and will not give, lend or sell copies of software to others. I will not bring software applications including games from home to be used on school equipment without prior approval of appropriate school personnel.
3. I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems at school or elsewhere to disturb or harass other computer users or use inappropriate language in any communications.
4. I will follow my schools procedures for information storage and understand that any information may be deleted from the system at any time.
5. I understand that each student who receives internet access through an account will be instructed in the proper use of the network. The use of the internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource. I will not use the schools system or internet for personal or commercial uses including emails.
6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or phone number or those of other students, teachers, or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.

Parents and students must realize that students may encounter material on a network/bulletin board that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). Although filtering software may be in place, there is no guarantee that all controversial material will be blocked. It is the student's responsibility not to pursue material that the school may consider offensive.

The use of the computer is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time as required. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously, including loss of computer privileges and/or disciplinary action.



# Honors / Gifted Programs



## Our Vision ....

Epiphany Cathedral School will become the school of choice in the Venice area because we are dedicated to developing the whole child.