

Epiphany Cathedral Catholic School

Premier Education for a Life of Purpose

2018-2019 Student/Parent Handbook



Premier Education
for a Life of Purpose

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Dear Students and Parents,

The Student/ Parent Handbook you are about to read is a very important document. This *2018-2019 Epiphany Cathedral Catholic School (ECCS) Policy Handbook* reviews the expectations of our students and parents, and our commitment to Catholic education. Please read this document carefully. Please *sign the Compliance Form and return it to school.*

This document provides you with an understanding of the rights and responsibilities of all students, the rules relating to daily behavior, and the consequences for violation of those rules. It explains our expectations for student behavior and summarizes school policies that relate to student conduct.

It is my firm belief that every student is responsible for his/her own behavior and the choices he/she makes. Please know that the Student/ Parent Handbook applies uniformly to all students enrolled in our school during the time school is in session, on school property at any time, and during extra-curricular activities regardless of location. In addition, students are held accountable to these expectations outside of the school day, or property, because his/her actions can affect the learning environment and/or the reputation of the school community.

Having a clear understanding of these important policies and procedures will help students have an outstanding educational experience and will give parents information to reinforce good behavior. Please read this document carefully and if you have any questions, contact me or Mrs. Loseto directly. Our staff is always available to help you with any question or concern.

The faculty and staff of ECCS look forward to partnering with you to promote academic excellence, a loving relationship with God and Gospel values in the context of the teachings of the Catholic Church.

God Bless,
Mrs. Mary Caren "M.C." Heffner, EdS
Principal

Welcome to Epiphany Cathedral Catholic School

316 Sarasota Street
Venice, FL 34285

(941) 488-2215
FAX (941) 480-1565
Website: www.ecstigers.com

Very Rev. Jack Costello, Rector
Mrs. Mary Caren Heffner, Principal
Mrs. Nicole Loseto, Assistant Principal



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Mission Statement

ECCS provides excellence in education which nurtures a loving relationship with God and builds a caring community that serves others.

Belief Statements

- ❖ 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 set forth by the Diocese of Venice.
- ❖ 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 hold 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. ECCS is a safe and nurturing environment.

Parents' 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. Talk with the teacher first, then the Principal, if necessary.

Parents as Partners

As partners in the educational process at ECCS, we ask parents:

- 1) To set rules, times, and limits so that your child:
 - a) Gets to bed early on school nights;
 - b) Arrives at school on time and is picked up on time at the end of the day;
 - c) Is dressed according to the school dress code;
 - d) Completes assignments on time; and
 - e) Has lunch money or nutritional bagged lunch every day.
- 2) To actively participate in school activities such as Parent-Teacher Conferences and
- 3) attend all Home & School meetings;
- 4) To notify the school office of any changes of address or important phone numbers;
- 5) To meet all financial obligations to the school;
- 6) To inform the school of any special situation regarding the student's well-being, safety and health
- 7) To complete and return to school any requested information promptly;
- 8) To support the religious and educational goals of the school;
- 9) To support and cooperate with the discipline policy of the school;
- 10) To treat teachers and staff with respect and courtesy in discussing student problems.
- 11) To monitor student's academic progress by talking with your child, reviewing schoolwork sent home, checking *REDIKER* as it is updated, and initiating contact with the teacher in a timely manner if you see issues of concern.

Admissions 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.

Admission Process

To enable a strategic and controlled growth for our school and to ensure the unique family culture of our school continues, all applicants for admissions must successfully go through the following process **prior** to a family receiving an offer to attend ECCS. The Assistant Principal is responsible to the Principal for the daily operations of admissions. This process may be amended by administration at any time.



1. Questionnaire
2. School Tour
3. Shadow day
4. Admissions Placement Testing
5. Records Review and Administrative Interview
6. Administration decision to accept, deny, or wait-list applicant.

For all new students, the first quarter will be a probationary period. If there are any academic or behavioral concerns that cannot be resolved during this period, a student may be asked to withdraw from ECCS. Parents are strongly urged to be part of this evaluation by working closely and communicating with the teachers. Please contact your child's teacher(s) for a conference before the first report card to discuss your child's transition to ECCS or if you have any concerns.

Admissions to middle school can be particularly difficult socially. Students transferring into eighth (8th) grade will be admitted only after meeting with the Principal, guidance counselor, and at least one of the middle school teachers after his/her shadow day. These interviews are required for the 8th grader before acceptance.

Age Requirements

- Pre-kindergarten (4 year old) - must be 4 years of age by September 1st
- Kindergarteners - must be 5 years of age by September 1st.

Required Enrollment Documents

After a letter of acceptance to enroll at ECCS, new families must provide the following documents prior to a student attending school

- Health records including current immunization record and physical examination*
- Birth certificate
- Baptismal certificate copy
- Copy of custody papers (if applicable)
- Report cards and/or progress reports
- Standardized test results
- Copy of all IEPs or testing reports

*Current families are required to update health records at Kindergarten and 7th grade showing the mandatory immunization and physicals.

Admissions Priority and Preference

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:

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

Withdrawal Policy

- Parent/Guardian must notify the school in writing if a student is withdrawing from the school.
- If a student is withdrawn between the first tuition payment (typically in July) and the first day of school, families are responsible for 1/3 of the full tuition amount (includes revocation of any tuition assistance and/or scholarships).
- Families with registered students who are withdrawn between the first day of school and December 15th are responsible for ½ of the full tuition amount (includes revocation of any tuition assistance and/or scholarships).
- Families with registered students withdrawn after December 15th are responsible for the full tuition amount (includes revocation of any tuition assistance and/or scholarships).
- Student's grades (and access to online grades) will not be provided if tuition is not paid.
- Tuition payments and fees are not prorated and are not refundable.

Prior to a student's departure all technology items, textbooks, library books and school materials must be returned. All school related accounts (library fines, outstanding lunch balances, after-school program fees, Preschool fees, etc.) must be paid and/or settled **before student records can be forwarded to another school**. Payment plans can continue to help accommodate adherence to this policy and prevent collection actions.

A *Release of Cumulative Records* form must be signed before the request by the new school for the transfer of records.

Tuition Policy

2018-2019 Tuition rates per student are:

| | |
|--------------------------|----------------------------------------------------------------------|
| Grades K-8 | \$7400 |
| PreK4 (Full-time) | \$6300 (VPK Certificates can be applied to reduce family portion) |
| PreK4 (Part-time) | \$3820 (non-VPK student) |
| PreK4 (VPK 3 hours Only) | \$0 |
| PreK3 (Full-time) | \$4600 |
| PreK3 (Part-time) | \$4300 |

Per the Diocese of Venice policy, ECCS requires the use of FACTS for the collection of all tuition. All payments are required to be made by automatic withdrawal administered by the **FACTS Management Company**. FACTS payment application must be completed on-line at www.factsmgt.com. If your autopayments are completed using a credit card, instead of ACH payments, you will be charged an additional monthly fee to cover the fee charged by credit card companies.

Payment Options:

Payment Plans must be set up **no later than June 10th** prior to the start of the school year as the first payment is completed in July.

Tuition may be paid in one of four ways. All payment arrangements must be finalized prior to July 1st in order to enroll in the new school year. A return fee of \$25.00 will be assessed to your account for any returned check. FACTS charges an enrollment fee on a sliding scale based upon the number of payments you select.

Please select the day (5th OR 20th) of the month for automatic withdrawal.

1. Payment in full by July 1st.
2. Payment made in 2 (two) equal payments. 1st payment will be in July and the 2nd in December.
3. Payment made in 4 (four) equal payments July, October, December, and February.
4. Payment made in 10 (ten) equal monthly payments beginning July.

Financial Assistance & Scholarships

We are committed to making a Catholic education financially accessible by striving to assist as many families as possible who cannot afford the school's full tuition but are determined to stretch their own financial resources to make education their top priority. Financial assistance is a privilege and Epiphany reserves the right to allocate financial assistance awards based upon on both economic need and institutional priorities/concerns. Financial assistance is distributed first to qualified applicants who meet the stated deadlines.

How to Request Financial Assistance

1. Provide documentation of your application for funding outside of Epiphany's private

funding. Your options are:

- a. Florida Tax Credit Scholarships:
www.stepupforstudents.org, or
<https://www.aascholarships.org/schools/florida/>
 - b. McKay Scholarship. <http://www.fl DOE.org/schools/school-choice/k-12-scholarship-programs/mckay/>
 - c. Gardiner Scholarship. <http://www.fl DOE.org/schools/school-choice/k-12-scholarship-programs/gardiner/>
 - d. Hope Scholarship. <http://www.fl DOE.org/schools/school-choice/k-12-scholarship-programs/hope/>
2. **Apply for Financial Aid in FACTS** www.factsmgmt.com . This application must be completed ANNUALLY to receive any amount of assistance from ECCS.
 - a. This must be completed by April 17th.
 - b. Applications submitted after this date are not guaranteed consideration for assistance.
 3. Financial assistance awards are granted on a yearly basis.
 4. Renewals are based upon continued demonstrated need.
 5. Renewals are not guaranteed. Parents/guardians must file the FACTS Payment Agreement and other required forms annually by the required deadline to be considered for assistance.

Unexpected Financial Hardships

In addition, families may encounter temporary financial hardship situations, which may require meeting with the principal to discuss short-term financial arrangements. Please remember that affordability is more than a mathematical equation. It entails a family's willingness to find creative ways to meet the parental contribution. Each year, the number of financial assistance requests outnumbers the funding allocated. While we attempt to meet each family's demonstrated need, the size of our current financial assistance budget precludes this possibility. Epiphany expects a family to make significant adjustments in the use of their discretionary resources to make up the difference between what Epiphany can offer and what a parent/guardian may be expected to pay.

Required Volunteer Hours

Each family is also obligated to a minimum of 20 volunteer service hours to the school (10 hours for single parent). It is incumbent upon the volunteer to record completed hours on the school's volunteer website at www.volunteeratschool.com. For every hour not served, a \$20 fee will be assessed.

Attendance Policy

Students are expected to be in school all day, every day and in class on time in order to receive full benefit from the instructional programs of Epiphany Cathedral Catholic Schools. Research has shown that 10% or more of instructional time missed by students (pre-k to grade 12) is an early warning indicator for possible academic struggles; this measure is used to define chronic absenteeism nationwide.

Any student who exceeds 30 days of absence for the year, whether the absences are excused, unexcused, truancies or any combination of these categories, with the exception of a school-related absence or homebound teaching situation approved by the school, may not be promoted to the next grade.

Absences

There must be communication between the school and home regarding each absence. Parents should notify the school (941-488-2215) by 8:30 AM each day of the absence. All absences must be reported and explained by a parent or guardian no later than two (2) school days after the student's return to school, if not communicated on the morning of the absence.

All absences are considered unexcused until the school receives explanation, written or oral, from the parent/guardian. The principal or designee has the authority to determine whether or not an absence is excused.

Upon returning to school, parents must provide a signed, written note explaining the absence. If a child is absent more than 5 days consecutively, a written physician's excuse is required verifying the necessity of subsequent absences.

Excused Absences

Excused absences include, but are not limited to:

- personal illness of the student
- illness in the student's family
- death in the family
- quarantine for contagious disease:
 - Examples of communicable diseases and infestations include, but are not limited to, fleas, bed bugs, head lice, ringworm, impetigo and scabies. Students excluded from school for head lice will be allowed a maximum of three (3) school days excused absence for each occurrence.
- Emergency care
- Doctor or dental appointments
- The principal must be notified at least five school days in advance of special events such as State/National competitions, student conferences, education enrichment activities, important public functions and post-secondary educational institution visits. The principal may, or may not, excuse the absence depending on an individual student's attendance record and academic standing.

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- Knowledge and consent of the Principal

*Note: School-sponsored trips, extracurricular activities, assemblies, and internal suspensions are not considered absences. Students are allowed to make up work in the same manner as an excused absence.

Unexcused Absence/Tardy/Early Release

A student's absence will be recorded as unexcused if the student is absent from school or class for any reason not listed in the above types of absences.

Absences Due to Incomplete State Immunization Requirement or Health Examination Requirement

Epiphany Cathedral Catholic School, in accordance with Florida Statute 1003.22, 18 allows new students a 30 school day grace period to get their mandatory physical, immunizations or certificate of medical exemption for said requirements. Failure to provide documentation within the 30 school day grace period will result in the student being excluded from school beginning on school day 31. All school days missed after the 30 school day grace period will be recorded as unexcused absences and the student's absences will be subject to our truancy policy.

Absenteeism

A child missing more than 15 days during the school year is in academic jeopardy. A meeting of parents/guardians, teachers and principal may be required to determine the action to be taken for excessive absenteeism.

Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher.

Students who arrive at school after 10:00 AM will be marked as 1/2 day absent. If a student leaves school before 10:00 AM, they will be marked absent for the full day. If students leave school before 1:00 PM or are absent for two (2) hours or more during the school day, they are considered 1/2 day absent.

Make-Up Work

Make-up Work/Homework: Guidelines and Responsibilities Definitions for the purposes of this document:

Make-up work: work, assignments, tests, etc., done in class that a student has missed due to absence.

Homework: work assigned for a student to complete outside of class time.

Long Term Assignment: assigned projects where the student is given seven (7) or more calendar days to complete.

While make-up work will be provided for all students as outlined below, no activities or assignments can replace the learning that occurs in the classroom when the student is present. It is the responsibility of the student/parent to request all make-up work and homework from teachers.

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Two (2 days) for each day of absence shall be given to complete all work. Exams, tests, or quizzes shall be rescheduled at the discretion of the teacher. Long-term projects assigned prior to the absence shall be due on the date the student returns to class. Exceptions may be made with proper documentation.

At all grade levels students are permitted to:

1. Middle school students may make up a semester exam (or equivalent) for full credit regardless of the type of absence. The date for the make-up exam will be determined by the Principal.
2. All standardized testing will be made up in a timely manner and scheduled with the teacher and Lead Resource Teacher.
3. Students will be permitted and encouraged to make-up work, tests, and quizzes regardless of the status of the absence (excused/unexcused) and receive full credit.
4. In the rare event a student receives an out-of-school suspension, he/she may complete make-up work with the first suspension, upon request by the parent and student.

Tardiness and Early Release

The term "tardy" means being late to school, class, or an activity, with or without permission of parents/guardians. Tardiness is disruptive to the learning environment and has a negative impact on student achievement.

The parent/guardian/caretaker of each student, who has been tardy or released from school for any reason, shall explain the cause for such tardiness or partial absences from school. Upon arrival at school, parents are required to sign the student in at the office. Epiphany Cathedral Catholic School reserves the right to verify such documentation and to investigate the cause of any tardiness or early dismissal. The Principal will decide if the absence meets the criteria for an excused absence.

During the school year, failure to document and explain the cause for the late arrival or early dismissal may result in an unexcused tardy or unexcused early dismissal. Every three (3) unexcused tardies or early dismissals, or a combination of thereof, will result in one (1) unexcused absence for the purpose of determining whether a pattern of non-attendance exists. A student who has accumulated a combination of 15 unexcused tardies and/or early releases may result in implementation of our Truancy policy.

A student who arrives after 7:45 AM is tardy and must obtain an admission slip from the office before entering the courtyard or classroom. It is a parent's/guardian's responsibility to get their children to school on time. Being late to school is unsettling for both your children and their classmates.

Students who are excessively tardy (more than 5 (five) times per quarter) may lose lunch/recess privileges or may receive a Before-School or After-School detention, at the sole discretion of the teacher.

Truancy or Pattern of Non-attendance

Pattern of Non-Attendance

Poor academic performance is associated with non-attendance; therefore, Epiphany Cathedral Catholic School will respond in a timely manner to prevent the development of patterns of non-attendance which may indicate early signs of truancy.

If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student's teacher shall report to the school principal that the student may be exhibiting a pattern of non-attendance.

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, determine if early patterns of truancy are developing. If the Principal finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If this parent meeting does not resolve the attendance issue, the Principal and parent(s) shall implement interventions that best address the barriers to regular school attendance.

If the student exhibits a pattern of non-attendance, principals may request documentation for subsequent absences.

Note: Absences for truancy referral are cumulative/carry over for the entire school year.

Truancy

A student is truant if she/he is unexcused 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 apprising them of their child's status. Truancy and/or excessive absenteeism will affect student performance. Severe truancy could also result in non-promotion, the removal of financial assistance, and/or unenrollment from school.

Vacations

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule vacations, trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given prior to the vacation, unless they are provided to the class in advance per the instructional planning of the teacher.

**Middle school will not administer semester exams early due to vacations. Students will receive an F for the exam and should schedule a make-up exam with the Principal. Once the make-up is completed the grade will be changed to match the exam results.

Vacation is an unexcused absence.

Permission to Leave School Grounds

Students are not permitted to leave school grounds without authorization. All related absences will be considered unexcused.

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Note: Leaving school grounds without permission is subject to disciplinary action.

Early Dismissal

Individual students leaving school before 3:15 PM are considered early release. With the exception of the Early Dismissal Days scheduled by the school, excessive early releases will accumulate like a tardy arrival and/or absence.

Early Dismissal Days for students have been scheduled (see the annual school calendar) almost monthly. Families are asked to provide due diligence to arrange appointments for students at these times, if at all possible.

School Hours

Office hours are 7:30 AM to 4:00 PM Monday through Friday.

The school office telephone number is 941-488-2215. If you receive the voicemail during office hours, someone will return your call promptly. Please remember that calls into the classroom are not permitted.

Instructional time is 7:45AM to 3:15PM.

Student Arrival and Departure

All standard (normal daily) transportation routines must be communicated in writing to the school and teacher no later than the first day of school.

Changes to Transportation

Any change in the normal transportation method REQUIRES a signed note to the classroom teacher, then shared with the office. Phone calls to the office are not acceptable communication in this instance.

***When allowing your child to go home with another parent, you MUST send in a signed note each time, unless you complete the Permission to Leave School Grounds Form. This is a legal requirement. ECCS cannot, and will not, release a child to an adult that is not a parent, or person listed on the Emergency Contact form or Permission to Leave School Grounds Form.

Arrival

Supervision of children is available at **7:30 AM**. Dropping a child off and leaving, prior to 7:30am is putting your child(ren) at risk. The parent will be the responsible party should anything occur.

Departure

Students are escorted to Parent Pick Up areas, or to Tiger Time, at 3:15p.m.

Kindergarten Pick Up

Parents must park in front of Parish hall and walk across (via safety patrol crosswalk) to get

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their child from the Staff members.

Late Pick Up

All students not picked up by 3:30 PM will be escorted to the school office and parents will be contacted for pick up. If the child's normal mode of transportation doesn't arrive by 3:45, a \$30 fee will be charged and additional attempts to contact the parent will continue.

Parent Pick Up Procedures

- ✓ Cars are **NOT** to be in carline until 3:05 PM.
- ✓ Dismissal car line for pickup is a two-car line process. 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.
- ✓ Students are taken to a safety zone behind the poles along where the double line of cars stops to load.
- ✓ **PPU Hangtags should hang from the rearview mirror until all riders are in your car. Riders must be listed on hangtag(s).**
- ✓ All cars need to proceed in line and wait their turn for student pickup.
- ✓ **Remain in your vehicle.**
- ✓ Turn the vehicle off or put it in park.
- ✓ **Children/riders will come to you.**
- ✓ Staff will direct traffic to depart, one row at a time.

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

ECCS 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, present a driver's license to be 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. For the safety of our students, faculty & staff and our visitors, **all visitors must exit our campus through the office.**

Parents who need appointments with teachers should initiate them via a note, email message or by calling the school office. Teachers will make and/or confirm their own appointments, normally within twenty-four (24) hours. 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.

Morning Gathering

Morning Gathering is a spiritual gathering. Parents are always welcomed to join our gathering. We ask all families to please follow these guidelines:

- Please be punctual!
- Students are to stand with their class. Students arriving after 8:00 AM 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 Preschool 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.**

Custody Policy

ECCS is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody are changing. For this reason, we find it necessary to clarify and reiterate the usual procedures followed by the administration and faculty in dealing with parents in such situations. In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. **A copy of the entire decree bearing the case number, the custody of the children and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal.** A copy of the policy in its entirety is available in the school office.

Lunch Program

Under the direction of ECCS assigned staff and, assisted by parent volunteers, a daily lunch menu and a simple supplementary menu is offered. Orders are taken on-line.

Students may bring their own lunch; however, we ask that parents follow nutritional guidelines when packing a lunch. Students are not permitted to bring soda, candy, super-caffeinated energy drinks (i.e. Red Bull, Monster, Full Throttle, Amp, etc.), or fast foods (i.e. McDonald's, Taco Bell, etc.) Water and milk are always encouraged!

The designated lunch/recess times are 11 – 11:20 for grades K-2; 11:30 – 11:50 for grades 3-5; 12:00 – 12:30 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 8th grade following the lunch period. The playground is well-supervised by several faculty/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 Services & Medication Policy

As a part of care for your child, we will follow these policies. Emergency medical forms and authorization slips for each child must be on file in our school. It is imperative that all medical concerns and medications administered be listed on the appropriate forms. Forms must be completed with contact information. Any changes to address or telephone must be reported.

Immunizations

Each student (Preschool – grade 8) at ECCS is required to have the proper immunizations as required by the State of Florida. No student will be admitted to ECS unless complete immunizations are obtained. Medical exemptions are the only exception. No religious exemptions are allowed for immunizations, per Diocese of Venice.

<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

<http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf>

Illness in School

If a student becomes ill while at school, (s)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.

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 the health of classmates, the sick child should be free of fever or other discharge of bodily excrements (diarrhea, vomit) that are symptomatic of illness 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.

Five or more consecutive school days missed for illness will require a note from a doctor.

All notes and written excuses are kept on file.

Emergencies

Each family is required to complete a health/emergency information card kept on file in the main office. It is requested that this information be kept current. This card will contain any medical information the parents/guardians or school consider important to ensure 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 will be compiled and given to supervising teachers.

If a child becomes injured or extremely ill while at school, the school will attempt to contact you immediately. No child is ever sent home without first contacting the

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parent/guardian or a designated individual. 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

Florida State Law and Diocese of Venice policy prohibits the school from administering any medication without receiving prior authorization to do so. Individual state authorization forms for dispensing medication in school are required to be on file. Administration of any drug which may be lawfully 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/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. A pharmacist indicating the patient's name must label prescription drugs. 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.

Screenings

Vision, hearing, and scoliosis screenings will be conducted during the school year. Parents will be notified prior to the screenings. If a concern is identified, we will notify the parents immediately. If you prefer that your child not be screened, please notify the school office in writing.

These screenings do not take the place of a physician's care. Our efforts are simply to assist parents caring for their children. If a child's screening results fall outside of the recommended parameters, we may recommend that you seek a physician's attention

Physical Education Non-Participation

If a student cannot participate in the Physical Education class, a note from the parent must be presented to the homeroom teacher who will forward the note to the PE instructor and the school office. In cases of serious or prolonged injury or illness, the school will require a doctor's statement for non-participation.

Code of Conduct

ECCS 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. ECCS, 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/guardians, 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.

Students must.....

- Show respect toward staff and other students. Teasing, taunting, harassment and bullying behaviors are not permitted.
- Follow classroom rules and procedures as directed by the teacher.
- Be honest and truthful. Cheating and stealing are never allowed.
- Take proper care of school property, their 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 yourself, 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.

Students are not permitted to bring to school items such as, but not limited to:

- questionable books and pictures,
- knives, guns,
- matches, cigarettes or other tobacco products,
- radios, CDs, iPods or other MP3 players
- toys, trading cards, pagers, laser lights
- any item that will detract from the learning environment.

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The school Administration, in accordance with state laws, will determine the appropriate disciplinary measure to be taken concerning the presence of these items in the school. Items taken away from students after a 1st warning will not be returned to the parent(s)/guardian(s) until the last day of the school year.

Rules & Expectations

Always follow rules and procedures of classroom teacher.

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.

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.

Discipline Procedures and Measures

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.

Disciplinary measures

Disciplinary actions 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/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/guardian, teacher, guidance counselor, and student conference.
- Conference with Principal involved.
- Relocation to another classroom.
- Before- or After-school detention.
- Exclusion from extra-curricular activity or field trip.
- Suspension from school.
- Expulsion from school.

Before- and After-School Detentions

Before- and After-school detentions are scheduled for students whose behavior warrants such disciplinary action. Detentions will be served on **Thursdays**. A minimum of 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 may perform service work for the school.

Detentions may be issued for any action that violates the spirit of the school's mission even though not specified in the handbook. Every 5th (fifth) detention (regardless of the reason for the detentions) will automatically result in an out-of-school suspension.

If serving a Before-school detention, students are to report to the office at 7:00 AM. Students will be instructed where detention will be served. Students will be dismissed to the Santa Maria Chapel Courtyard by 7:45 AM (supervision will be available at 7:30 AM daily). If serving an After-school detention, students are to report to the office at 3:15 PM on the day of the detention. Students must be picked up at 3:45 PM at the Santa Maria Chapel Courtyard gate by a parent/guardian.

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

In-school suspension

ISS may only be offered if the parent pays for a substitute teacher (\$105.00) 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; however, 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 typically does not 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, for violations such as receiving five (5) detentions.

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.

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

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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 upon the circumstance.

Students in possession of alcohol, drugs, weapons, weapon replicas, or potential weapons may be asked to leave ECCS. Every discipline situation is evaluated by its individual and unique circumstances and not by a blanket policy of *one size fits all*.

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 permitted to return to the school.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be asked to leave ECS.

Bullying and Cyber bullying

ECCS 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, in jest or online**) face detention, suspension, and/or expulsion.

Uniform Code

Uniform Code Responsibility

The primary responsibility for the personal appearance and dress of each student rests with the parents/guardians. 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 Children's World in Sarasota, Florida. All school uniforms need to have the student's name written in indelible black marker on the inside tag so forgotten or misplaced items can be easily identified.

Regular Uniform

GRADE: PK Girls and Boys

1. Red logo polo with logo elastic waist shorts or pants
2. Shoes – Velcro, rubber-soled sneakers, NO LIGHTS

GRADE: K – 2*GIRLS:*

1. Plaid #41 jumper with light blue logo peter pan blouse (logo on collar)
2. Socks must cover the ankle, knee highs or tights
3. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

BOYS:

1. Navy logo shorts or navy logo pants with light blue logo performance polo
2. Socks must cover the ankle
3. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

SHOES:

1. Black or brown rubber-sole dress, oxford, and/or boat shoe

GRADE: 3 – 5*GIRLS:*

1. Plaid #41 skort with light blue logo performance polo
2. Plaid #41 skirt with light blue logo performance polo
3. Socks must cover the ankle, knee highs or tights
4. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

BOYS:

1. Navy logo shorts or navy logo pants light blue logo performance polo
2. Socks must cover the ankle
3. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

SHOES:

1. Black or brown rubber-sole dress, oxford, and/or boat shoe

GRADE: 6 – 8*GIRLS:*

1. Khaki logo 2 tab skort with navy logo performance polo
2. Khaki logo box pleat skirt with navy logo performance polo
3. Socks must cover the ankle, knee highs or tights
4. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

BOYS:

1. Khaki logo shorts or logo pants with navy logo polo
2. Socks must cover the ankle
3. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

SHOES:

1. Black or brown rubber-sole dress, oxford, and/or boat shoe

P.E. UNIFORMS

The uniform is the same for both boys and girls. K-5 grade wear PE uniform to school two times per week.

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1. Gray logo T-shirt, or spirit shirt, with navy logo shorts
2. Optional Cold weather: logo sweatshirt and logo navy sweatpants

SHOES - sneakers

Cold Weather

- ECS logoed items from Children's World are permissible to be worn in class, as well as outside when we have cold weather.
 - navy sweatshirts/ sweatpants
 - navy lined jacket
 - cardigan button sweater
- Navy blue sweatshirts or sweatpants, Spirit wear, sweat suits, spirit wear running suits, ECS logo sweatpants and shirts are all permitted to be worn for Physical education classes during cold weather.

Accessories

1. Belts must be worn with shorts or pants that have belt loops.
2. Hair accessories may be only be white, navy, or plaid #41.

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 have plain buckle and have no colored designs, decorative holes, or decorations of any kind (studs, gemstones, etc.).

Socks

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

Shoes

- Tie or buckle shoes or penny loafers in black or brown
- Black & white Saddle Oxford shoes
- NO BOOTS or excessive heels (1" maximum height)
- Girls may wear an ALL WHITE ATHLETIC SHOE – NO COLOR
- Boys may wear an ALL BLACK ATHLETIC SHOE – NO COLOR
- Shoelaces must be same solid color as shoe
- NO light up shoes

On regular and Dress Uniform days, students are only permitted to wear school shoes. Athletic shoes are only allowed in P.E. classes, during recess, and on Spirit Days. Shoes must always be kept clean and in good condition. Shoes must be tied at all times with a visible bow.

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Purchasing Uniforms

Uniforms items listed below must be purchased from Children's World (<https://childrensworlduniform.com/cwusfl/product-category/school-uniforms/epiphany/>). Items determined not to be from the uniform provider will constitute a uniform violation.

1. Shirt/ Blouse
2. Pants/ Shorts
3. Skirt/ Skort
4. Outer wear (sweatshirt-style hoody, or lined windbreaker)
5. Sweatpants

The following items can be purchased by any provider the parent chooses, as long as they meet the Regular Uniform guidelines outlined for that item.

1. Shoes
2. Socks
3. Hair accessories for girls
4. Navy shorts for PE
5. Belts

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.
- Uniform shirts must be tucked in at all times so that the belt and/or waistband are visible from all sides.
- Low-waisted pants, hip-huggers and cargo pants or side zippers are NOT permitted!

Physical Education Uniform

PE uniforms consist of the PE t-shirt and navy shorts, available at Children's World. Students may choose to wear any current, or prior year's spirit shirt instead of the PE shirt. Any non-cleated athletic shoe is allowed for PE, without color restrictions. NO light up shoes of any kind for PE.

Non-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**:

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- 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 (3" above the bend in the back of the knee)
- Shoes with heels over one inch

Dress-Up Days /Sunday BEST

On special events, students may wear their best clothes. Dresses or dress slacks and formal tops for girls and dress slacks and dress shirt for boys (ties and jackets 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 Days

Wednesdays have been designated "Spirit Day". Students are invited to wear Epiphany Spirit wear. These must also be kept tucked in at all times. 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).

Personal Grooming & Appearance

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
- touch their eyebrows.
- Boys are to be clean-shaven.

Hats

Students may **not** wear hats inside.

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.

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- 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 (K – 5) may not wear make-up or nail polish. Girls in sixth through eighth grade (6 – 8) 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 ensure that students are dressed according to our School Uniform Policy. If a student is in violation of the uniform code, (s)he will be given a Uniform Violation Notice. If the infraction requires a change of clothing, the student must call home for a change of clothing. If a student receives three (3) Uniform Violation Notices, (s)he may be required to serve a detention and/or sent home (suspended). Additional violations will result in loss of privileges and further disciplinary action.

Academic Requirements

Curriculum

Catholic Schools within the Diocese of Venice utilize a set of standards and benchmarks that have been designed to promote the cognitive, social, emotional and physical needs of children. ECCS has worked to increase the academic rigor in all content areas. Our desire is to enable each child to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

The curriculum aims to ensure that all children develop the knowledge, skills and attributes they will need if they are to flourish in their life of purpose now and in the future.

Homework Policy

Homework assignments offer the student an opportunity to practice or apply the lessons learned in the classroom or to do additional research. Since homework is an extension of curriculum taught in the classroom and provides opportunity to develop skills, students should spend an appropriate amount of 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, or the Parent Portal.

Suggested Time Guidelines

| | |
|-------------|---------------------------|
| K – Grade 3 | 15 – 30 minutes per night |
| Grades 4-5 | 45 – 60 minutes per night |
| Grades 6-8 | 60 – 90 minutes per night |

Students are expected to practice math facts and read every night!
Since homework is such a vital part of the learning process, we ask parents to assist

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children by:

- supporting the authority of the teacher assigning the work.
- showing an interest in the child's work.
- checking neatness and completeness.
- giving individual help when necessary, always remaining patient and understanding.
- encouraging the child rather than doing the work for him/her.

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. If permitted by the teacher, 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 PM – 3:00 PM.

Homework pickup should be done by parent(s) or a designated adult or 'age-appropriate' sibling.

Grades and Student Evaluations

Progress Reports

With the utilization of an online grade-reporting program (REDIKER), progress reports are not printed for parents. Parents are asked to routinely monitor their child's progress by means of REDIKER. Grades are updated on the 5th, 15th & 25th of each month on REDIKER STUDENT PORTAL.

Report Cards

Report cards are distributed at the end of each quarter for grades K – 8. Students (grades 3-8) are given a letter/numerical grade/mark for achievement, effort and conduct.

Kindergarten - 2nd grade students will receive report cards with a checklist of developmental milestones and standards mastered. All report cards are placed in an envelope. The envelope is to be signed by parents and returned for each of the first three quarters. Fourth quarter report cards & envelopes may be kept.

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ECS and ALL schools in the Diocese of Venice will be using the same grading scale.

| SCHOOL GRADING SCALE (Grades 3-8) | | Grading Key | |
|-----------------------------------|--------------|-------------|----------------------|
| Numerical Values | Letter Grade | Symbol | Level of Achievement |
| 90-100 | A | O | Outstanding |
| 80-89 | B | S | Satisfactory |
| 70-79 | C | I | Improving |
| 60-69 | D | N | Needs Improvement |
| ≤ 59 | F | | |

| Grades K-2 Standards-Based Report Card | |
|----------------------------------------|---------------------------------------------|
| E | Exceeds Standard Proficiency |
| M | Meets Standard Proficiency |
| SP | Shows Progress towards Standard Proficiency |
| I | Improvement Needed |
| X | Not introduced or assessed |

Incompletes

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

Classroom Assessments

Quizzes and weekly tests will be given dependent upon grade and subject. In addition, grades 3-8 have extended unit 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 overburden the students.

Standardized Testing

Each year, Catholic Schools' students across the province of Florida are administered a standardized assessment. The *Terra Nova* has been adopted in the Florida Province starting with the 2018-2019 school year. Terra Nova is a nationally-normed standardized achievement test that compares your child's academic achievement with other children's achievement throughout the United States. In addition to taking the *Terra Nova*, students in grades five (5) and eight (8) are administered the *IFG: ACRE Test (Information for Growth: Assessment of Catechesis/Religious Education)* to measure achievement and understanding of our Catholic faith.

Utilizing these standardized tests allow teachers and administration to determine academic programs and needs of students. Test results are shared with students and parents at the end of each school year.

Retention/Social Promotion

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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. After progressive teacher-parent consultation, promotion or retention is the decision of the principal.

Any student who exceeds 30 days of absence for the year, whether the absences are excused, unexcused, truancies or any combination of these categories, with the exception of a school-related absence or homebound teaching situation approved by the school, may not be promoted to the next grade.

Awards and Accolades

3 Crowns Awards

Each month, 3 students from each grade in grades 3-5, and 3 students from grades 6-8, will be recognized with the “3 Crowns Award”. This award is designed to acknowledge students’ efforts in demonstrating a given trait for Academic Excellence, Spiritual Growth and Development, or a moral Character trait. Each month we focus on one quality per area.

Quarterly Awards

Recognizing the academic successes and committed attendance of our students will occur at the end of each quarter.

Honor Roll

Students may earn one of three accolades on the Honor Roll. There are three levels that may be attained by students in Grades 3 – 8.

- ❖ Highest Honors ~ Earn “A” in all content areas (including specials Art, Music, PE, Spanish, Computer) and “O” in effort and conduct
- ❖ High Honors ~ Earn “A” in all content areas (including specials Art, Music, PE, Spanish, Computer).
- ❖ Honors ~ Earn “A” or “B” in all content areas (including specials Art, Music, PE, Spanish, Computer).

Attendance Awards

Quarterly attendance will be awarded to students for Perfect Attendance. Perfect attendance will qualify with no absences and no more than 2 tardies, early releases, or a combination of tardy and early release.

National Junior Honor Society

ECCS has a membership in the National Junior Honor Society. Scholastically outstanding



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eighth graders will be invited to become members at the end of 8th grade; however, **the criteria for admission and the documentation begin in the sixth grade**. This is one of the highest honors that can be awarded in the school. The Epiphany Cathedral Chapter of the National Junior Honor Society follows the National Honor Society's purposes and principles: scholarship, service, leadership, character, citizenship and attendance.

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 upon the above criteria by a majority vote of the Faculty Council.

Specific reasons for non-selection will not be disclosed and remain 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 Life

All student activity (Athletics and Co-Curricular Activities) participants should maintain a high level of achievement in each of their courses. No participation 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 balanced education in all areas: academics, spiritual, character development, athletics, and the arts. Our sport offerings include boys' & girls' basketball, girls' volleyball, boys' and girls' soccer, boys' & girls' tennis, and co-ed golf.

A one-time annual Sports Fee (\$100) is required for each student participating in any or all sports activities. Payment must be received prior to the first game for the sport, or the student will not be able to play.

There are tryouts for each squad, and at times, it is necessary to limit the number of participants. It is, however, the philosophy of ECCS that all participants have the opportunity to compete.

Parents/guardians are responsible for ensuring that their child(ren) attend the practices and games.

After School Sports (5th - 8th Grade)

| | |
|---------------------------|---------------------|
| Girls' Volleyball | September – October |
| Boys' Flag Football | September – October |
| Boys' & Girls' Basketball | November – January |
| Girls' and Boys' Soccer | February – April |

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Co-ed Tennis
Co-ed Golf

March – April
April – May

Co-Curricular Activities

Co-curricular activities at ECCS include Venice Theater (VT) drama performance, Orchestra (Violin, Cello, Bass, etc.), and Christmas Musical Concert. Our students also receive server training through the ministry of Epiphany Cathedral staff.

Clubs

To further enrich student learning and life, ECCS offers activities for varied age groups at times and frequencies determined by the Club advisor. In the 2018-2019 school year, club offerings include, but more may be determined throughout the school year:

- Student Council
- Safety Patrol
- Robotics Club
- Gardening Club
- Towering Tigers Theater Troupe
- 3-D Printing Club
- Environmental Club
- Math Counts Competitive Team
- Cathedral Children's Choirs: Cherubs, Choristers, and Bells & Chimes
- Girls on the Run (Fall and Spring)

Details regarding ages, days, frequency of meetings, and times will be communicated after the start of school.

Academic Student Services and Support

Guidance Counselor

A counselor is available to support new students, children who are experiencing academic difficulties and/or children who experience traumatic life-changing events. Our Guidance Counselor works with teachers to develop student-learning strategies, test-taking strategies, and accommodation plans.

Learning Support Accommodations

ECCS works to meet the needs of all students. Some students have special needs and require some modification or accommodation in the learning environment. Students who require additional services beyond our offerings are encouraged to attend St. Mary's School, in Sarasota. While we attempt to respond to the learning challenges of students, we are not able to offer a full continuum of services; therefore, we must limit our admission to students with learning needs that we are able to accommodate within the regular classroom setting.

Grades K-3 each have a separate dedicated resource teacher to collaborate with and

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support the homeroom teacher's instruction for identified students. ECCS has a Lead Resource teacher to ensure all understand and are aware of the individual learning agreements. The Lead Resource teacher also acts as a liaison between the public school and Epiphany as needed to meet student needs.

Specific learning strategies and accommodations will be agreed upon by the parent, teacher and administrator.

In an effort to accommodate those students who are advanced, enrichment activities and differentiated instruction are also offered.

Library

ECCS has a fully operational library which is open throughout the school day. The librarian assistant 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. Students are responsible for turning in materials and paying fines for overdue or lost books.

Class/Field Trips

Throughout the course of the academic year, teachers may plan field trips that extend the learning objectives of the curriculum. Typically, transportation is funded by the Home & School Association and parents may be asked to provide nominal fees for admission to a facility, event or activity. 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.

While field trips are an extension of the classroom educational experience, they are a privilege which can be eliminated 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.

Sacramental Policy & Religious Formation

Each year Epiphany Cathedral Parish invites a new group of young people to a fuller participation in the Sacramental life of our Catholic family. It is an event for which we all (children, parents, catechists and pastoral staff) prepare. It is an event in which Epiphany and our Partner parishes participate and rejoice.

Epiphany Cathedral Parish recognizes the obligation of and opportunity for parents to be the first and primary educators of their children (Declaration of Christian Education, Vatican II). We recognize parents as the foundation upon which Jesus builds His Church. We recognize that families build upon and continue the traditions of our Catholic heritage. To this end, the Sacramental Policy at Epiphany Cathedral is as follows:

Baptism: A program for expectant parents is held to remind parents of the opportunity

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and obligation they have as first and primary educators of their children in presenting them for baptism. Parents will share an adult dimension of their faith, which is renewed in the Sacrament of Baptism for their children and lived out in the Christian community of Epiphany Cathedral Parish.

Eucharist/Penance:

Sacramental Preparation for First Communion is a parish responsibility. (Declaration of Christian Education, Vatican II) As such, ECCS insists that families enroll with their home parish for First Communion Sacramental classes. Please ensure to attend your home parish's mandatory meeting for parents to provide necessary information about the sacrament.

ECCS will support students' Sacramental preparation with a specific focus on Reconciliation and First Communion during religion classes.

Epiphany Cathedral's First Communion is the first Sunday in May. All students enrolled in ECCS are welcome to attend this ceremony, in full 1st Communion outfits and as a 1st Communicant, even if he/she may have already actually made his/her 1st Communion at their home parish.

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. We ask that Parents and Grandparents do not sit with the classes. This is a distraction for the students. Anyone joining a class will be asked to move. However, at the end of Mass, please feel free to greet your student as they return to class.

Our students also attend individual and/or communal reconciliation services during Advent and 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.

Communication

Many different methods of communication are currently used at ECCS. Information is provided through several methods: emailed Principal's newsletter, office memos, teacher notes, graded assignments, Remind app, weekly class newsletters, REDIKER Parent/Student

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Portals (updated on the 5th, 15th & 25th) the school website - www.ecstigers.com, telephone calls, special mailings, conferences, open houses, and parent surveys.

When you have a question or concern about a class, an assignment, or anything related to a particular classroom, you should address your questions/concerns to the specific classroom teacher. Teachers will reply to notes and phone calls within 48 hours when a reply is applicable.

Please avoid talking with teachers about your concerns during times when they are supervising children – Morning Gathering, Car Line/Dismissal, etc. If, after discussing your concern(s) with the teacher, you do not feel it was addressed or strongly disagree, you may then contact the principal to discuss the situation. Bringing any issue to the attention of the Principal should only occur **AFTER** you have met with the classroom teacher.

Parent-Teacher Conferences

Any question regarding your child's grades, homework, or classroom activities needs to be addressed to the teacher **first**. Teachers can be contacted by email, a note sent to school in the planner or separate paper, or a phone call to the office. A conference may be requested at any time during the year.

Each teacher will verify and schedule appointments and conferences.

Safety Procedures

Critical Response Plan

ECCS, in consultation with the Diocese of Venice, the Venice Police Department and the LifeSafety, has developed a Critical Response Plan that is designed to minimize danger to anyone occupying our school campus should an emergency occur. 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 (s) he attends. In the rare event of an emergency prohibiting the re-entry into the school building, students may be transferred to the nearest and most appropriate public building.

General Procedures for Families

The following is a general procedure to all school families to comply with if you hear of any type of school 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. For efficient operations, it is imperative 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. The sheriff's office, the police and fire departments, and all of the different designated emergency response agencies recognize these signals and codes uniformly. A "Code Red" is a school lock down situation. Any emergency involving

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the school requires 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 Remind app.

**Anyone arriving at the school during our drill practices must wait outside the school office until the drill is concluded. A note is placed on the outside door informing visitors that an Emergency Drill is being conducted. No one is permitted to enter the campus during drill practices.

Fire Drills/Evacuations/False Alarms and Fire Extinguishers

Schools throughout the State of Florida are required to conduct monthly fire drills. ECS complies with all statutes to ensure a safe environment for any person on our campus. The State of Florida also stipulates that anyone failing to comply with these additional statutes regarding safety and drills may be fined and/or imprisoned.

- Giving a false alarm to any public employee, by means of a fire alarm system or otherwise
- Tampering with or removes any fire extinguisher, fire hose and/or fire alarm, etc.
- Interfering with the proper functioning of a fire alarm and/or other firefighting equipment.

Inclement Weather

In the event of severe weather (tornado, hurricane, 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 will be held responsible for the loss and/or damage of school property and equipment. Textbooks, classroom supplies, library books, and iPads are all included in this category. Breakage or loss of school equipment when deemed to be caused by student irresponsibility will result in charges for the cost of replacement or repair. It may also result in school disciplinary action and, if serious enough, legal ramifications.

Child Abuse

The Diocese of Venice and ECCS are committed to protecting children, youth and vulnerable adults. Together, and with God's help, we can continue to promote a culture of openness and awareness, and a commitment to safety within our Church and in the larger community. As a part of the Safe Environment Program, the Diocese of Venice and ECCS require all employees and those volunteers who work with children and/or vulnerable adults to be fingerprinted and trained in Safe Environment.

If you suspect abuse, please contact the Florida Department of Children and Families at (800) 962-2873. To report abuse by Diocesan personnel or volunteers, call the Diocesan Victims Assistance Coordinator at (941) 416-6114.

Department of Children & Families

When the Florida Department of Children and Families initiates contact with the child's school requesting information the school will reasonably cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse.

Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

Personal Property

Students do not have lockers to store personal property. Desks, shelves and closet space are available in the classrooms for students' items. Students must refrain from bringing unnecessary valuable and/or sentimental items to school. MP3 players, iPods/iPhones/iPad's, skateboards, and/or any type of electronic device or game are not allowed in school unless approved by teacher or administrator.

Phone Calls

Students are permitted to use the school office telephone to contact a parent when needed. When these circumstances arise, the student must request 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. Messages regarding an unforeseen change of plans will be delivered to the teacher to inform the student.

Phone calls to the school, for the purpose of altering afternoon transportation will not be accepted. ONLY a signed note or email (butler@ecstigers.com) from a parent will meet legal notification requirements for changing transportation modes.

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, (s)he 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 storage space or in his/her possession.

Lost and Found

Students who find lost items are asked to take them to the office. Any article (other than expensive/valuable items, such as rings, watches, phones, etc.) found on the school grounds will be placed in the cafeteria. Immediately upon losing something, students should check the **Lost and Found** in the cafeteria. Each month, many items are left unclaimed and donated to charity. 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.

Technology – Acceptable Use Policy

Technology is a valuable and real world educational tool. ECCS will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use, including but not limited to, Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

Student School Assigned E-Mail accounts

- E-mail services provided by the school are to be used only for the exchange of appropriate, school-related information.
- E-mail is closed to any address that does not end with ECSTIGERS.COM. Students can only communicate within the school community. In RARE cases, other, individual email addresses may be allowed for communication, but they must be approved by the principal.
- The use of e-mail during class is prohibited unless authorized by the classroom teacher.
- Students should always use appropriate language in their e-mail messages.



- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator. This includes, but is not limited to, any site one would use to set up an account on, such as Facebook, Instagram, Animal Jam, Twitter, Xbox, etc....
- Only school-related attachments may be sent on the school e-mail system.
- Email services are monitored for vulgar language, attachments, and proper use at all times, on and off campus.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the *Acceptable Use Policy for Technology* and may be subject to the disciplinary measures found herein. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

Technology Goal

The school's goal is to prepare its members for life in a digital global community. To this end, ECCS will embrace the ***ISTE (International Society for Technology in Education)*** which...

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration and problem solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for internet safety and digital citizenship.
- Provide a variety of technology-based tools and related technology skills.

Responsibilities of Users

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty,

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administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use. *The Acceptable Use Policy for Technology* is provided to each student/parent annually. Every student and parent/guardian must sign an *Acceptable Use Policy for Technology* acknowledging acceptance of ECS's expectations. Grades 6-7-8 will be provided with iPad agreements upon the receipt of the iPad.

Policy Violations

The use of the computer/technology is a privilege not a right. Vandalism or intentional modification of system settings is prohibited. The system administrators may close an account at any time as necessary. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges.

Violation of the *Acceptable Use Policy for Technology* will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system if available.
- Issuance of detentions or suspensions.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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. It is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled at the discretion of the Pastor and/or Principal.

Compliance Statement

Each family (parent/guardian and student) is required to sign a compliance statement indicating receipt of handbook, understanding of and acceptance of ECCS's mission and policies.