

Epiphany Cathedral Catholic School

Premier Education for a Life of Purpose

2022-2023
Parent/Student
Handbook



Premier Education
for a Life of Purpose

Dear Students and Parents,

The Student/ Parent Handbook you are about to read is a very important document. This *2022-2023 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 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. Nicole Loseto M.Ed.
Principal

Welcome to Epiphany Cathedral Catholic School

316 Sarasota Street
Venice, FL 34285

(941) 488-2215

FAX (941) 480-1565

Website: www.ecstigers.com

Monsignor Patrick Dubois, Rector
Mrs. Nicole Loseo, Principal
Colonel Richard Borkowski, Assistant Principal
Mrs. Jackie Stuart, Preschool Director



Table of Contents

Mission Statement	11
Belief Statements	11
Parents’ Role in Education	12
Parents as Partners	12
Admissions Policy	12
Admission Process.....	13
Age Requirements.....	13
Required Enrollment Documents	13
Admissions Priority and Preference	14
Withdrawal Policy	14
Tuition Policy	15
Payment Options	15
Financial Assistance & Scholarships	15
How to Request Financial Assistance.....	15
Unexpected Financial Hardships	16
Required Volunteer Hours	16
Attendance Policy	17
Absences	17
Excused Absences	17
Unexcused Absence/Tardy/Early Release	18
Absences Due to Incomplete State Immunization Requirement or Health Examination Requirement	18
Absenteeism	18
Make-Up Work	18
Tardiness and Early Release.....	19
Truancy or Pattern of Non-attendance.....	20
Pattern of Non-Attendance.....	20
Truancy.....	20
Vacations.....	20
Permission to Leave School Grounds.....	21
Early Dismissal	21
School Hours.....	21
Student Arrival and Departure	21
Changes to Transportation	21
Arrival.....	22
Departure	22
Kindergarten Pick Up.....	22
Late Pick Up.....	22
Parent Pick Up Procedures.....	22
School Visits	23
Morning Gathering.....	23
Custody Policy	24
Lunch	24
Recess	24
Health Services & Medication Policy	24

Immunizations	24
Illness in School.....	25
Emergencies	25
Drug/Medication Administration.....	26
Screenings	26
Physical Education Non-Participation.....	26
Code of Conduct	27
Rules & Expectations	28
Hallway Rules	28
Playground Rules.....	28
Church Rules.....	28
Discipline Procedures and Measures.....	28
Disciplinary measures	28
Before- and After-School Detentions.....	29
In-school suspension.....	29
Suspension from School.....	29
Immediate Suspension.....	30
Expulsion	30
Bullying and Cyber bullying	30
Uniform Code.....	31
Uniform Code Responsibility	31
General Guidelines.....	31
Regular Uniform.....	31
GRADE: Preschool Girls and Boys.....	31
GRADE: K – 2	31
GRADE: 3 – 5	31
GRADE: 6 – 8	32
P.E. UNIFORMS	32
Cold Weather.....	33
Accessories	33
Belts.....	33
Socks.....	33
Shoes	33
Purchasing Uniforms	34
Uniform Appearance.....	34
Physical Education Uniform	34
Non-Uniform Days	34
Dress-Up Days /Sunday BEST/Dress Up days on Mass Days	35
Spirit Days	35
Personal Grooming & Appearance	35
Hair	35
Hats	36
Jewelry.....	36
Make-up	36
Academic Requirements.....	36
Curriculum	36
Homework Policy	37
Grades and Student Evaluations	37
Student Information System.....	37

Progress Reports	38
Report Cards	38
Incompletes	38
Classroom Assessments.....	38
Standardized Testing.....	38
Retention/Social Promotion	39
Awards and Accolades.....	39
3 Crowns Awards	39
Quarterly Awards.....	39
Honor Roll.....	40
Attendance Awards.....	40
National Junior Honor Society	40
Student Life.....	40
Athletics	41
After School Sports (5th - 8th Grade)	41
These sports are subject to change,	42
Co-Curricular Activities.....	42
Clubs	42
Academic Student Services and Support.....	42
Guidance Counselor	42
Learning Support Accommodations	42
Library	43
Class/Field Trips –	43
Parent-Teacher Conferences.....	45
Safety Procedures	45
Critical Response Plan	45
General Procedures for Families	46
Fire Drills/Evacuations/False Alarms and Fire Extinguishers.....	46
Inclement Weather	46
Miscellaneous	47
Property Accountability.....	47
Child Abuse.....	47
Personal Property	48
Phone Calls	48
Cell Phones	48
Lost and Found	48
Class Parties.....	48
Technology – Acceptable Use Policy.....	49
Student School Assigned E-Mail accounts	49
Scope of Use	49
Technology Goal	50
Responsibilities of Users.....	50
Policy Violations.....	50
Closing Note.....	51
Compliance Statement	51

Alphabetical Listing of Contents:

3 Crowns Awards _____	36
Absences _____	16
Absences Due to Incomplete State Immunization Requirement or Health Examination Requirement _____	17
Absenteeism _____	17
<i>Academic Requirements</i> _____	33
<i>Academic Student Services and Support</i> _____	38
Accessories _____	30
Admission Process _____	11
<i>Admissions Policy</i> _____	11
Admissions Priority and Preference _____	12
After School Sports (5 th - 8 th Grade) _____	38
Age Requirements _____	12
Arrival _____	20
Athletics _____	37
Attendance Awards _____	36
<i>Attendance Policy</i> _____	16
<i>Awards and Accolades</i> _____	36
Before- and After-School Detentions _____	27
<i>Belief Statements</i> _____	10
Belts _____	30
Bullying and Cyber bullying _____	28
Cell Phones _____	44
Changes to Transportation _____	20
Child Abuse _____	43
Church Rules _____	26
Class Parties _____	44
Class/Field Trips _____	39
Classroom Assessments _____	35
<i>Closing Note</i> _____	46
Clubs _____	38
Co-Curricular Activities _____	38
<i>Code of Conduct</i> _____	25
Cold Weather _____	30
Compliance Statement _____	47
Critical Response Plan _____	41
Curriculum _____	33
<i>Custody Policy</i> _____	22
Departure _____	21
Disciplinary measures _____	26
Discipline Procedures and Measures _____	26
Dress-Up Days /Sunday BEST _____	32
Drug/Medication Administration _____	24
Early Dismissal _____	20
Emergencies _____	23
Excused Absences _____	16
Expulsion _____	28

Financial Assistance & Scholarships _____	14
Fire Drills/Evacuations/False Alarms and Fire Extinguishers _____	42
General Guidelines _____	28
General Procedures for Families _____	41
GRADE: 3 – 5 _____	29
GRADE: 6 – 8 _____	29
GRADE: K – 2 _____	29
GRADE: PK Girls and Boys _____	29
<i>Grades and Student Evaluations</i> _____	34
Guidance Counselor _____	38
Hair _____	32
Hallway Rules _____	26
Hats _____	32
<i>Health Services & Medication Policy</i> _____	23
Homework Policy _____	33
Honor Roll _____	36
How to Request Financial Assistance _____	15
Illness in School _____	23
Immediate Suspension _____	28
Immunizations _____	23
In-school suspension _____	27
Inclement Weather _____	42
Incompletes _____	35
Jewelry _____	33
Kindergarten Pick Up _____	21
Late Pick Up _____	21
Learning Support Accommodations _____	38
Library _____	39
Lost and Found _____	44
<i>Lunch Program</i> _____	22
Make-up _____	33
Make-Up Work _____	17
<i>Miscellaneous</i> _____	43
<i>Mission Statement</i> _____	10
Morning Gathering _____	22
National Junior Honor Society _____	37
Non-Uniform Days _____	32
P.E. UNIFORMS _____	30
Parent Pick Up Procedures _____	21
Parent-Teacher Conferences _____	41
Parents As Partners _____	11
<i>Parents' Role in Education</i> _____	11
Pattern of Non-Attendance _____	19
Payment Options _____	14
Permission to Leave School Grounds _____	20
Personal Grooming & Appearance _____	32
Personal Property _____	43
Phone Calls _____	44
Physical Education Non-Participation _____	24

Physical Education Uniform _____	31
Playground Rules _____	26
Policy Violations _____	46
Progress Reports _____	34
Property Accountability _____	43
Purchasing Uniforms _____	31
Quarterly Awards _____	36
<i>Recess</i> _____	23
Regular Uniform _____	29
Report Cards _____	34
Required Enrollment Documents _____	12
Required Volunteer Hours _____	15
Responsibilities of Users _____	46
Retention/Social Promotion _____	36
<i>Rules & Expectations</i> _____	26
<i>Safety Procedures</i> _____	41
School Hours _____	20
<i>School Visits</i> _____	21
Scope of Use _____	45
Screenings _____	24
Shoes _____	30
Socks _____	30
Spirit Days _____	32
Standardized Testing _____	35
<i>Student Arrival and Departure</i> _____	20
<i>Student Life</i> _____	37
Student School Assigned E-Mail accounts _____	45
Suspension from School _____	27
Tardiness and Early Release _____	18
<i>Technology – Acceptable Use Policy</i> _____	44
Technology Goal _____	45
Truancy _____	19
Truancy or Pattern of Non-attendance _____	19
<i>Tuition Policy</i> _____	14
Unexcused Absence/Tardy/Early Release _____	17
Unexpected Financial Hardships _____	15
Uniform Appearance _____	31
<i>Uniform Code</i> _____	28
Uniform Code Responsibility _____	28
Vacations _____	19
Withdrawal Policy _____	13

Mission Statement

Epiphany Cathedral Catholic School provides excellence in Catholic 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. Most of our teachers hold master's degrees.
- ❖ 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 a nutritional 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 *FACTS* 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 based on race, color, national or ethnic origin in the administration of admission or education policies, athletic or other school-administered programs. All parents are asked to partner with the faculty and staff at Epiphany Cathedral and support the policy and procedures set forth in this handbook. A signed acknowledgment and receipt of this handbook is required as part of admission to Epiphany. Refusal to sign or comply with the handbook policies and procedures may

result in the removal of a student or student(s) from Epiphany Cathedral Catholic School at the principal's discretion.

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 Registrar, if one is on staff, is responsible to the principal for the daily operations of admissions. This process may be amended by the 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 90 days 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 challenging 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/504s 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. Please see the office for the form to withdrawal your student.
- 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

2022-23 Tuition rates per student are available from our registrar.

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. Registration for the upcoming school year 2022-23 must be completed by June 1st to avoid a \$500 late charge per student on top of regular registration fees.

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 and all prior year's tuition and fees must be paid in full. 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 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 through the Florida Tax Credit Scholarships:
www.stepupforstudents.org,

Apply for Financial Aid in FACTS www.factsmgt.com . This application must be completed ANNUALLY to receive any amount of assistance from ECCS.

a. This must be completed no later than July 1st.

b. Applications submitted after this date are not guaranteed consideration for assistance.

2. Financial assistance awards are granted on an annual basis.
3. Renewals are based upon continued demonstrated need.
4. Renewals are not guaranteed. Parents/guardians must file the FACTS Payment Agreement and other required forms annually by the required deadlines 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 volunteer for four events per year. Each event is the equivalent of \$100. If a family is missing an event a \$100 charge per missing event will be billed on your FACTS account up to \$400 at the end of the school year. You must fill out a volunteer application with our Registrar and complete all volunteer requirements as specified by our Diocese. Another member of your family may serve the hours required if a parent cannot complete the service requirement.

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, except for 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 **must** notify the school (941-488-2215) by 8:30 AM each day of their 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 an explanation, written or oral, from the parent/guardian. The principal or designee has the authority to determine whether an absence is excused.

Upon returning to school, parents must provide a signed, written note explaining the absence. If a child is absent 3 days or more 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: Distance learning available for extended excused absences at the principal's discretion.
 - Examples of communicable diseases and infestations include, but are not limited to, COVID-19, 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.

- 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 30 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.

One (1 day) 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 with a signed doctor's note. The date for the make-up exam will be determined by the teacher and 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 must complete the make-up work. They will be given one day to make up the work up for each day of suspension.

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. A student who has accumulated a combination of 15 unexcused tardies and/or early releases will be brought to the attention of the administration.

A student who arrives after 7:45 AM is tardy and must obtain a late pass from the office before entering the courtyard or classroom. The gate closes at exactly 7:45 am. Any

students arriving after this time must be taken to the front office to obtain a late pass. 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 3 (three) times per quarter) will receive an 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 informing 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 holiday time off and extended weekends throughout the school year. Parents are encouraged to schedule vacations, trips or family outings

during these times to eliminate the need to interrupt a child's learning process. 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. The principal has the right to adjust this policy for extenuating circumstances and all final decisions will be made at the principal's discretion.

Permission to Leave School Grounds

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

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

Early Dismissal

Individual students leaving school before 2:50 PM are considered early release. Except for 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 in arranging appointments for students at these times, if possible.

School Hours

Office hours are 7:30 AM to 3:30 PM Monday through Friday.

The school office telephone number is 941-488-2215. The principal's cell number is 917-589-1146 only to be used in an emergency. If we 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 2:50PM.

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, no later than the morning of the change and then shared with the office. Emails and last-minute phone calls to the office are not acceptable forms of communication in this instance.

***When allowing your child to go home with another parent, you MUST send in a signed note each time. This is a legal requirement. ECCS cannot, and will not, release a child to an adult that is not an Emergency Contact or Authorized pickup or anyone under the age of 18. Any emergency contacts you list must also be listed under the authorized pickup field in case they have to take your child home if there is an emergency and vice versa. **If a parent cannot be reached your child will be released to either the emergency contact or the authorized pickup. Please make sure the person you choose as an emergency contact can take your child home as well, if need be.**

Walker Form

If your child has permission to walk home a signed walker form must be on file in the office and a copy provided to the teacher. You must list the days the child will be walking home and if their schedule changes we must be notified in writing no later than the morning of the change before 12 noon. **No students will be allowed to walk anywhere else but home as stated on the permission slip.**

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 parents will be the responsible party should anything occur.

Departure

Students are escorted to Parent Pick Up areas, clubs, activities or to Tiger Time, at 2:50 p.m. Bus departure is at 2:50 as well if in use for the school year. Preschool is dismissed at 2:30 pm.

Kindergarten Pick Up

Parents must pick their child up by going through car line. If they must leave early a parent must come into the office to sign them out.

Late Pick Up

All students not picked up by 3:00 PM will be escorted to after-school. If the child's normal mode of transportation doesn't arrive by 3:15, 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 2:30 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.
- ✓ **Children/riders will come to you.**
- ✓ Staff will direct traffic to depart, one row at a time.
- ✓ Authorized pickups must be at least 18 years of age and show ID if questioned.

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 always needed. Any changes to dismissal must be indicated via a written note sent to school the morning of the change as discussed above.

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 interferes 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.** They must sign in and sign out through Raptor. Visitors are only permitted with Safe Environment Training and fingerprinting on file.

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.

Morning Gathering

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

- Please be punctual!
- Students are to stand with their class. Students arriving after 7:45 AM will be instructed to go to the Office for a late pass. The school gate into the Courtyard will be closed promptly at 7:45 am.
- Parents are invited to join us ONLY at the sidewalks in front of the Preschool

building

- 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 and any subsequent changes that may occur. All custody issues must be brought to the principal's attention BEFORE school starts.**

Lunch

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 will be provided by your child's teacher. Recess is provided for students immediately before or following lunch. **Water bottles and Thermoses cannot be any larger than 32 ounces and must fit on a student's desk.**

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 students. 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 ECCS 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.** If they require antibiotics, they must be on the medication a full 24 hours before returning to school.

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.

Emergencies

Each family is required to complete health/emergency information in FACTS. It is requested that this information be kept current. This information should 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 is extremely ill while at school, the school will attempt to contact you immediately. No child is ever sent home without first contacting the 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 directions, we will contact an emergency contact you have listed. Once all contacts have been called and we are still unable to reach you, we will call the authorized pickups on the list. In either case, the principal or another school official will act in a prudent, caring manner to help your child. If the principal or an acting administrator

feels compelled to call 911, they will be called at their discretion, and you will be notified immediately.

Drug/Medication Administration

Florida State Law and the 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 a student**. The counted medication must be in a properly labeled original container. A pharmacist indicating the patient's name must label the unexpired 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 in 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.
- Always use appropriate language and volume of voice. 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, Smart Watches
- toys, trading cards, pagers, laser lights

- any item that will detract from the learning environment.

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 your hands to your sides and do not touch bulletin boards or displays.

Playground Rules

1. Students must remain in the 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 the Homily.
5. Follow dress code as stated in Policy Handbook.
6. White shirts to be worn on Mass days. (K-8)

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. These rules apply during school and non-school hours, while travelling on a school trip, during school-sponsored events and activities and behavior demonstrated during transportation to and from said events while wearing an Epiphany uniform or spirit wear, and/or representing Epiphany Cathedral Catholic School.

Disciplinary measures

Disciplinary actions include, but are not limited to, the following:

- Teacher or staff correction involving verbal warning, think time, 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 and/or Bible reflection. Confiscation of unauthorized item.
- Discipline email through FACTS sent home. 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 activities, field trips, school sponsored sporting events.
- Suspension from school (in/out for one or more days).
- 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 at the discretion of the administration. A minimum of twenty-four (24) hours' notice of the detention will be given to the parents to make transportation arrangements. Detentions may be issued for any action that violates the spirit of the school's mission even though not specified in the handbook. Every 4th 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. If serving an After-school detention, students are to report to the office at 2:50 PM on the day of the detention. Students must be picked up at 3:30 PM at the Main Office by a parent/guardian. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

In-school suspension

ISS is at the discretion of administration. 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 until the work is submitted and the grade will be changed.

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 and for violations such as receiving four (or more) 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 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 or stating they have in their possession 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*.

If a child is suspended both in or out of school, they will not be allowed to attend an Epiphany sponsored sporting event/game/club/activity if the suspension falls on the day the event/game/club/activity is being held or the next time the event/game/club/activity meets as determined by the principal.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from ECCS. 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 ECCS.

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.

Administration has the final word on all decisions related to disciplinary action of a student.

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 always clean and well-groomed. 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 an indelible black marker on the inside tag so forgotten or misplaced items can be easily identified and purchase all logoed items from Children's World as required.

Regular Uniform

GRADE: Preschool Girls and Boys

1. Red logo polo with blue logo elastic waist shorts or pants. **No skorts or skirts.**
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. White socks must cover the ankle, navy blue knee highs or tights permitted.
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. White socks must cover the ankle
3. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

SHOES:

Black rubber-soled dress shoes or sneakers... all black (black on black) for boys and girls. Girls may wear rubber-soled Mary Jane shoes.

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. White socks must cover the ankle, navy blue 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. White socks must cover the ankle
3. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

SHOES:

1. Black rubber-soled dress shoe or sneakers...all black (black on black) for boys and girls.

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. White socks must cover the ankle, navy blue 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. White socks must cover the ankle
3. Cold weather: logo hooded sweatshirt, logo sweatpants, logo jacket or logo cardigan sweater

SHOES:

Black rubber-soled dress shoe or sneakers...all black (black on black) for boys and girls.

Skirt length for girls must be no higher than 2 inches above the knee. Skirts and shorts may not be rolled to lessen length as that will result in immediate detention. We reserve the right to ask any student if they have their skirt or shorts rolled up (if suspected) and to unroll them as required.

NO WHEELED BACKPACKS PERMITTED.

P.E. UNIFORMS

The uniform is the same for both boys and girls. **K-8 grade wear their PE uniform to school on PE days.**

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

SHOES – All black (Black on Black) sneakers.

Mass Uniform

White shirts and ties must be worn on Mass days.

Cold Weather

- ECCS 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 logoed sweatshirts or sweatpants, Spirit wear, are all permitted to be worn for Physical education classes during cold weather.
- **Hoodies can be worn to school on any day if worn properly on the shoulders. If the temperature outside exceeds 75 degrees, your child will be asked to remove their sweatshirt to avoid heatstroke unless a note is provided by a parent otherwise.**

On Wednesdays children may wear "Spirit Wear". They will be required to wear their regular school bottom and their PE shirt, Tiger Trot shirt or anything from the Spirit Store, unless it is a PE Day and then they must wear their PE uniform.

Hoodies will NOT be allowed to be worn in church. Students may wear a school cardigan from Children's World as part of the Mass uniform or be asked to remove their hoodie in Church.

Accessories

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

Belts

If there are belt loops on uniform shorts, pants, skirts, or skorts a belt must be worn. Black, 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 white ankle (cover the ankle) socks with shorts, pants or skirts, and for girl's navy knee high socks/tights or white socks covering the ankle.

Shoes

- Tie or buckle shoes in black
- NO BOOTS or heels permitted
- Girls and boys must wear an all-black rubber soled shoe – NO COLOR
- Shoelaces must be the same solid color as shoe
- NO light up shoes

On regular PE and Dress Uniform days, students are only permitted to wear black school shoes or sneakers. Black sneakers 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 always tied with a visible bow.



Purchasing Uniforms

Uniform 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 (cardigan, sweatshirt-style hoody, or lined windbreaker)
5. Sweatpants
6. Girls' Knee-high socks/tights (Navy only).
7. PE Uniform
8. Spirit wear from our online Spirit store.

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

1. Shoes
2. White Socks
3. Hair accessories for girls
4. Belts

Uniform Appearance

- Pants, skirts, shorts, skorts, 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, must be no shorter than two (2) inches above the bend in the back of the knee.
- Uniform shirts must always be tucked in 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. 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**:

- Tops with plunging necklines or spaghetti straps, or sleeveless
- Tops with suggestive or vulgar language, symbols, or designs, or political preferences
- Clothes that are too tight or are sheer.
- Cut-offs and/or jeans with rips, tears, or holes
- Low-waisted pants or hip-huggers, leggings, yoga pants
- Skirts, shorts, skorts, etc. which are shorter than the students' normal uniform items (2" above the bend in the back of the knee)
- Shoes with heels over one inch
- Leggings

Dress-Up Days /Sunday BEST/Dress Up days on Mass Days

At 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
- Casual or basketball Shorts
- All items listed as inappropriate under Non - Uniform Days

Spirit Days

Wednesdays have been designated "Spirit Day". **Students are invited to wear Epiphany Spirit wear from the previous year or current year.** These must also be kept always tucked in. Regular black on black 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. Girls are not permitted to have highlights, ombre, atypical coloring or balayage, sweatbands, bandannas or excessive hair jewelry. **All hair coloring MUST be the color your child was born with.** School hair accessories/colors may only be worn.

Boys' hair may not

- cover the ears
- be longer than the top of the shirt collar
- touch their eyebrows or ears if combed forward or on the side
- Have coloring other than their natural color they were born with
- Be spiked unnaturally/or pulled back in a ponytail.
- No sweat bands or bandannas to be worn.
- 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, saint's medal, or religious bracelet may be worn but **not on PE days.**
- A simple watch is allowed. NO Smart Watches or Fitbits allowed. One ring may be worn.
- No large chains, chokers, collars, or ankle bracelets are permitted.
- No visible or simulated body piercing or tattoos are allowed.
- Nothing expensive should be sent with your child to school.

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 or blush. Only clear nail polish is allowed. Eighth grade girls are permitted to have their nails done the last week of school. Nail polish must be simple and tasteful.

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 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 on completing written assignments and/or studying. Students in grades 3-8 are strongly encouraged to record all assignments in the 'ECCS Agenda' that is issued to them, or the Parent Portal.

Suggested Time Guidelines

K – Grade 3	15 – 30 minutes per night (combined subjects)
Grades 4-5	40 – 50 minutes per night (combined subjects)
Grades 6-8	60 – 80 minutes per night (combined subjects)

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 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.
- require homework to be legible.

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

Student Information System

All schools within the Diocese of Venice utilize FACTS-SIS. This program integrates all aspects of student and family information. Parents will be able to see their student's grades, attendance, teacher/classroom information, school announcements calendar, and financial information with a single log-in.

Parents can access this system through a web browser at www.factsmgt.org and then clicking on Parent Login.

Parents can also download the App on their smartphones. You may see a \$4.99 charge

for parents, however ECCS covers this for our parents. You will not have to pay this fee for the app.

Progress Reports

With the utilization of an online grade-reporting program (FACTS-SIS) progress reports are not printed for parents in grades K-8. Parents are asked to monitor their child's progress by means of the Family Portal. Grades are updated in a timely manner in FACTS-SIS.

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 comments regarding 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.

ECCS and ALL schools in the Diocese of Venice use 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	N	Needs Improvement
60-69	D	U	Unsatisfactory
≤ 59	F		

Grades K-2 Standards-Based Report Card	
E	Exceeds Expectations
M	Meets Expectations
SP	Shows Progress towards Expectations
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 depending 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 Florida 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 allows teachers and administration to determine academic programs and the needs of students. Test results are shared with students and parents at the end of each school year.

STAR testing is also conducted 3x per year and this is a criterion test also used in some instances for placement of students in appropriate grade levels.

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. 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 6 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 two accolades on the Honor Roll. The two levels that may be attained by students in Grades 3 – 8 are:

- ❖ High Honors ~
 - Earn “A” in all core subjects (ELA, Math, Science, Social Studies, and Religion)
 - Earn an “A” (grades 6-8), “O”, or “S” (grades 3-5) in specials (Music, Art, PE, Spanish, Computer)
 - Earn “O” or “S” in effort and conduct
- ❖ Honors ~
 - Earn an “A” or “B” in all core subjects (ELA, Math, Science, Social Studies, and Religion)
 - Earn an “A” or “B,” (middle school), or “O,” or “S” (grades 3-5) in specials (Music, Art, PE, Spanish, Computer)
 - Earn an “O” or “S” in conduct and effort

Attendance Awards

Quarterly attendance will be awarded to students for Perfect Attendance. Perfect attendance will qualify with no absences and no tardies, or early releases. **Suspended currently during pandemic and post-pandemic. This will be evaluated again soon.**

National Junior Honor Society

ECCS has a membership in the National Junior Honor Society. Scholastically outstanding middle schoolers will be invited to become members during the year; however, **the criteria for admission and the documentation begin early on in the year.** 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 scholarly eligible students. This invitation does not guarantee membership. These students are also asked to complete an informational 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 activities (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. **Frequent incidents of negative behavior will result in removal from an after-school sport or activity as**

determined by administration on a one time or more frequent basis or permanently for the year.

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 sports offerings include flag football for boys, boys' & girls' basketball, girls' volleyball, boys' and girls' soccer, boys' & girls' tennis, and co-ed golf.

A one-time annual Sports Fee (\$150) is required for each student participating in a sport and \$25 dollars for each additional sport. 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 can compete.

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

After School Sports (5th - 8th Grade)

FALL SPORTS

JV & Varsity Volleyball: August - October (open to 5th-8th grade)

Flag Football: August-October (open to 6th-8th)

Cross Country: September - November (open to 4th-8th)

WINTER

Girls Basketball: October-December (open to 5th-8th)

Boys Basketball: October-December (open to 6th-8th)

Co-Ed Soccer: January-February (open to 5th-8th)

SPRING

Golf- March - May (open to 5th-8th)

Tennis - March - May (open to 5th-8th)

These sports are subject to change,

Co-Curricular Activities

Co-curricular activities at ECCS include sports, drama, Strings (Violin, Cello, Bass, etc.), Band, and Choir to name a few. We also offer a Young Marines program, NJHS, Robotics, and Little Flowers/Blue Knights. Our students also receive server training through the ministry of Epiphany Cathedral staff as well before and/or after-school.

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 2022-2023 school year, club offerings include, but are not limited to the following:

- Catholic Leadership Club
- Drama Club
- Tennis Club
- Cathedral Children's Choirs: Cherubs, Choristers, and Bells & Chimes
- Robotics
- Young Marines
- Little Flowers/Blue Knights
- Invitation to the NJHS
- Spanish Club

Details regarding clubs, ages, days, frequency of meetings, and times will be communicated after the start of school and are subject to change.

Academic Student Services and Support

Guidance Counselor

From time to time a counselor may be needed to support new students, children who are experiencing academic difficulties and/or children who experience traumatic life-changing events. A student may be referred for counseling to develop student-learning strategies, test-taking strategies, or to receive accommodation plans.

Learning Support Accommodations

ECCS works to meet the needs of all students. Some students have special needs and require some accommodation in their 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 PK3-8 each have a dedicated resource teacher to collaborate with and 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.

To accommodate those students who are advanced, enrichment activities and differentiated instruction are also offered.

To be considered for the advanced math classes in middle school, students must receive 89% final math average for the prior year's math grade, score 75th percentile or greater for the mathematics composite score on the Terra Nova, and have a teacher's recommendation. Final decisions for acceptance into advanced classes are at the principal's discretion.

Entry into the middle school advanced Spanish class will be based on recommendation by the Spanish teacher and discretion of the principal.

Library

ECCS has a fully operational library which is open throughout the school day. 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. 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. 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. Parents may not bring a child to a field trip location and remain with them. Parents may accompany a child on a trip as a chaperone leaving school property using school transportation and remain with the class if proper clearances are provided (SET and fingerprinting).

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 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 weekend 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 religious 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.

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, FACTS Parent/Student Portals on 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 24 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 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. 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 for 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 the different designated emergency response agencies recognize these signals and codes uniformly. A "Code Red" is a school lock down situation. Any emergency involving 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 Facts or 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. ECCS 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 removal of 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 in the hallway to protect themselves from glass and flying objects. Those students on the second floor will go to the center of the hallway 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, ECCS 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. Loss or damage may range from \$100-\$1,000 dollars depending upon the item. Hardcover books must be covered in a stretchable book sleeve. Softcover must be covered in clear paperback book covers or clear contact paper. All technology must have a cover on it as provided by the school. Only Chromebooks can be sent home.

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 regarding any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse.

DCF will be allowed to speak to a child under the following conditions: Parents will be notified of the visit. 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 the 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 to (butler@ecstigers.com) AND mitchell@ecstigers.com from a parent will meet legal notification requirements for changing transportation modes no later than the morning of the change.

Cell Phones

The use of any other telephone on campus, including cell phones, is strictly always forbidden. 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 office. 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. Only store-bought goods are permitted.

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 always, 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, 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 ECCS's expectations.

Grades 5-8 will be provided with technology agreements upon the receipt of the Chromebook.

Policy Violations

The use of 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 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 includes, but is not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Transfer of Ownership

You will be notified 30 days in advance of a transfer of ownership.

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 including the Acceptable Use Policy.

Anti-Discrimination Statement

Epiphany Cathedral Catholic School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, based on race, color, ethnicity or national origin.

Revised July 18, 2022, by Mrs. Nicole Loseto