

# Epiphany Cathedral Catholic School

Premier Education for a Life of Purpose



## AD 2025-26 Family Handbook

Rector: Rev. Monsignor Patrick Dubois, JCD, VF

Principal: Mr. Roberto Pugliares, M.A.

Assistant Principal: Mrs. Tina Tylka, M.A.

Preschool Director: Mrs. Jackie Stuart, M.Ed

Vision Statement: Epiphany Cathedral Catholic School sends forth disciples of Christ who serve God and their community, live a virtuous life of faith, joy and purpose according to the gospel values, while being a shining light to others.

Dear Students and Parents,

The Student/ Parent Handbook you are about to read is a very important document. This *2025-26 Epiphany Cathedral Catholic School (ECCS) Policy Handbook* reviews the expectations of our students and parents, and our commitment to Catholic education. *Please sign the Compliance Form and return it to school.*

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.

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.

# Welcome to Epiphany Cathedral Catholic School

316 Sarasota Street  
Venice, FL 34285

(941) 488-2215

FAX (941) 480-1565

Website: [www.ecstigers.com](http://www.ecstigers.com)

## Table of Contents

Mission Statement	4
Parent Role	5
Admissions Policy	6
Tuition Policy	8
Attendance Policy	10
Student Arrival and Departure	14
School Visits	15
Custody Policy	16
Lunch	16
Recess	16
Health Services and Medication Policy	16
Code of Conduct	18
Rules and Expectations	19
Uniform Code	21
Academic Requirements	26
Grading	27
Awards and Accolades	29
Student Life	29
Academic Services and Support	31
Sacramental Policy & Religious Formation	32
Safety Procedures	34
Technology	35
Miscellaneous	38
Closing Note	40
DOV Cell Phone Policy	41

## **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 through Divine Revelation, celebrates liturgy, fortifies virtues, 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 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 are their child's first teacher and will 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.
- 2) To actively participate in school activities such as Parent-Teacher Conferences
- 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 or 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 faculty and staff with respect and charity
- 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.
- 12) To speak and post only positive messages about Epiphany Cathedral Catholic School, including all faculty, staff, and children. Questions or concerns should be addressed privately to the administration.
- 13) To not post any student of Epiphany on social media or other platform like YouTube without the consent of the child/ren's parent(s). This also applies to your child posting their Epiphany friends, their Epiphany classmates or other Epiphany students and staff on their social media/YouTube account as well or on other people's accounts.

Students who violate and/or whose parents have violated the Parents as Partners agreement in this handbook may also be asked to leave ECCS.

# **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.

## **Diocese of Venice Catholic Schools Admissions Policy**

The goal of Catholic Schools in the Diocese of Venice is the sanctification of souls through the rigorous academic, spiritual, and moral formation of students in the Catholic faith and its teachings. Catholic school students are taught to strive for high academic achievement, to love and worship God, and to live the Gospel message.

Our Catholic schools welcome and do not discriminate against or exclude any categories of students who sincerely seek an integral Catholic education and who meet the admission requirements listed below. Every Catholic child has a right to religious instruction and formation in the Catholic faith; therefore, preference is given to Catholic students.

All parents and guardians must also be aware of their obligation, as primary educators of their children, to model Christ and Church teachings. All parents and guardians of students in Catholic schools must accept and understand that all teachings of the Catholic Church are an essential and required part of the curriculum. They must be aware that their own conduct can affect whether a student is admitted or remains enrolled at the school.

Our Catholic schools strongly support the parish concept and the importance of a family's commitment to its parish. Our schools also keep an active, open, and ongoing relationship with area parishes to foster and nurture the identity of the Catholic parish. The Diocese very much encourages parents to continue to support their respective parish.

The school reserves the right to dismiss any student, or to deny reenrollment to any student, who, in the judgment of the principal, and in consultation with the pastor and superintendent, is not making satisfactory progress, has engaged in conduct detrimental to the school, or whose parent/s has (have) engaged in conduct detrimental to the school.

### **Students are selected for enrollment based on the following priorities:**

- 1) Current students in good standing.
- 2) Siblings of currently enrolled students in good standing.
- 3) Families who are registered, supporting, and active parishioners of the school's parishes.
- 4) When the applicants are equal, the following will be taken into consideration:
  - a. Longevity at the parish.
  - b. Children/siblings of alumni at the school.
  - c. Grandchildren of long-time parishioners.
  - d. Results of any interviews deemed necessary by the principal.

- 5) Families who are registered and are active parishioners of neighboring Catholic parishes.
- 6) Children of Diocese of Venice employees.
- 7) Students transferring from another Catholic School.
- 8) Non-Catholic students.

### **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 Director of Admissions, 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 (Grades 1-8)
4. Academic Screening (at the discretion of the administration)
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 their child's formation. 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.

### **Age Requirements**

- Pre-kindergarten (3-year-old) - must be 3 years of age by September 1<sup>st</sup>
- Pre-kindergarten (4-year-old) - must be 4 years of age by September 1<sup>st</sup>
- Kindergarten - must be 5 years of age by September 1<sup>st</sup>.

### **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
- Parish Affiliation Form
- 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 7<sup>th</sup> grade showing the mandatory immunization and physicals. Religious exemptions are not permitted for immunizations.

### **Admissions Priority and Preference**

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

- The student's siblings 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 an academic screening 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 withdraw 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**

2025-26 Tuition rates per student are available from our Director of Admissions.

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](http://www.factsmgt.com). If your autopayments are completed using a credit card, instead of ACH payments, you will be charged an additional monthly fee to cover the fee charged by credit card companies.

### **Payment Options:**

Payment Plans must be set up prior to the start of the academic year.

Tuition may be paid in one of four ways. All payment arrangements must be finalized prior to July 1<sup>st</sup> 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.

### **Note:**

**The enrollment fee of \$300 is non-refundable and must be paid in order for enrollment to be processed.**

**The comprehensive fee of \$500 must also be paid in full in order for the student(s) to begin the first**



**day of classes and is also non-refundable after the school year has begun.**

Please select the day (5<sup>th</sup> OR 20<sup>th</sup>) of the month for automatic withdrawal. The payment choices are the following:

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. All stakeholders contribute to the overall sum of Catholic education.

### **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](http://www.stepupforstudents.org), ***Apply for Financial Aid in FACTS*** [www.factsmgt.com](http://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, and institutional priorities/concerns
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.

**Students who incur 7 or more unexcused absences and/or unexcused tardies in one semester may lose their scholarship awards.**

### **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.

### **Volunteer Hours**

There are no required volunteer hours for the upcoming school year. However, there are certain expectations that families will volunteer to support events at the school on an as needed basis. Safe environment training and background clearances are required for all volunteers. Please inquire with the front office staff about how to become a cleared volunteer.

# 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. Excessive or unexcused absences from school are determined to the educational process.

Any student who exceeds 30 days of absence for the year, whether the absences are excused, unexcused, trancies 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.

Students who have 7 or more unexcused absences in one semester may lose any scholarship awards issued by ECCS.

## **Absences**

There must be communication between the school and home regarding each absence. Parents must notify the school receptionist (941)-488-2215 by 8:30 AM each day of their absence and the reason.

All absences are considered unexcused until the school receives an explanation, written or oral, from the parent/guardian. The principal or assistant principal has the authority to determine whether an absence is excused.

Upon returning to school, parents must provide a signed, written note to their child's teacher explaining the absence. If a child is absent for health reasons 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.

\*Note: School-sponsored trips, extracurricular activities, assemblies, and 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. Make up an exam or semester exam(s), if in middle school 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. Make up standardized testing in a timely manner.
3. And encouraged to make-up work, tests, and quizzes regardless of the status of the absence (excused/unexcused) and receive full or partial credit as appropriate. If the absence is unexcused, partial credit may be given for make-up work.
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 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 late 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.

Families who struggle with punctuality and are excessively tardy (more than 3 (three) times per quarter) will be asked with school administration to find a remedy/resolution.

Students who have 7 or more unexcused tardies in one semester may lose any scholarship awards issued by ECCS.

### **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, for which the reason is unknown, within a calendar month or ten (10) unexcused absences 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.

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.

\*\*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 3:00 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. Families are asked to provide due diligence in arranging appointments for students at these times, if possible. Early dismissal is not permitted after 2:15, as it becomes an excessive disruption to the learning environment.

### **School Hours**

Instructional time is 7:45AM to 3:00 PM.

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

The school office telephone number is 941-488-2215. Please remember that calls into the classroom are not permitted.

# **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 or email to the classroom teacher no later than the morning of the change and then shared with the office. Please call the office before 12 noon to confirm they have received your notification.

\*\*\*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. This is available to grades 5-8 only.**

## **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 3:20 p.m. Bus departure is at 3:00 as well if in use for the school year. Preschool is dismissed at 2:30 pm. Siblings with preschoolers will be dismissed at 3:00 near the gate closest to Parish Hall.

## **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 3:30 PM will be escorted to after-school and the usual after-school care fees will be applied and additional attempts to contact the parent will continue as resources permit.

## **Parent Pick Up Procedures**

- Cars are **not** to be in carline until pickup time.
- 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 escorted down the center lane and loaded into the cars.
- PPU Hangtags should hang from the rearview mirror until all riders are in your car and then

removed.

- 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.**
- Put your car in park and please 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. Use of 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 or before.

## 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 with proper background clearances. Spontaneous visits to the classroom during school hours adversely interferes with class activities and is prohibited. 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 enter/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.

### **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. The principal must be notified of all custody arrangements BEFORE their child starts or if a change takes place during the school year, the principal must be notified immediately of that change in writing with the proper supporting documentation. If a biological parent comes to pick up their child, and there is no custody document on file, they will be released to that biological parent by law.**

## Lunch

---

Students may bring their own lunch; however, we ask that parents follow nutritional guidelines when packing a lunch and to please use an icepack. 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 may NOT be metal and cannot be any larger than 24 ounces. Students may bring an extra snack per day that they can have at their teacher's discretion. If staying for after-school, please bring a snack there as well.

The consumption of food should be considered normative, ie: birthdays, holiday, or Church feasts et al. Should your child(dren) have food allergies, please contact the office or classroom teacher.

## Recess

---

A daily recess is provided for all students in kindergarten through 8<sup>th</sup> grade before or following the lunch period. The playground is supervised by several faculty/staff members. Our primary concern is for the safety of the students. Students must 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. Doctors' signatures are required on certain forms. Please make note of which ones they are.

### **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>



### **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 reasonably cared for by lay staff 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. Parents/guardians will be notified if their student(s) incur a head injury and may be asked to pick up the student(s).

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 and symptom free.

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. If an exam is missed a doctor's note is required to make it up.

### **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 authorized pickup or emergency contact you have listed. Once all emergency 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 using your contact information.

### **Drug/Medication Administration**

Florida State Law and the Diocese of Venice policy prohibit the school from administering any prescription, OTC, or other medication, without receiving prior doctor authorization to do so on our Diocesan required form. Individual authorization forms for dispensing prescription, OTC, or other medication in school are required to be on file and authorized by a licensed MD. Administration of any drug, prescription, or other medicine which may be lawfully sold over the counter without a prescription from a licensed MD, and/or administration of any prescription or other drugs require written instruction from a doctor (MD) and written consent from a parent/guardian.

Parents are required to bring the completed form and medication to the office – medication 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.** Parents will be notified prior to the screenings. If a concern is identified, we will notify the parents. 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 and a clearance letter to return is required for your child to resume PE again.

## **Code of Conduct**

ECES places a high value on virtue. 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. ECES, 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 charity toward faculty and staff and other students. Teasing, taunting, harassment and bullying behaviors are not permitted.
- Follow classroom rules and procedures as directed by faculty and staff.
- Be honest and truthful. Cheating, lying 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.
- Strive daily to grow in virtue

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

- questionable books and pictures,

- knives, guns, anything that can be perceived as a weapon (up to administrative discretion).
- matches, cigarettes or other tobacco products,
- radios, Smart Watches, iPhones, et al.
- toys, trading cards, 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 above. Items taken away from students after a 1<sup>st</sup> warning will be brought to the office and will have to be picked by a parent/guardian. Administration and school officials have the right to search a child's desk or backpack if there is reasonable suspicion of something suspected that may violate a state law or a rule/policy in this handbook.

## **Rules & Expectations**

---

Always follow rules and procedures of classroom teacher/staff/administration/pastor and STARS program.

### **Hallway Rules**

1. Do not touch others
2. Walk quietly
3. Keep your hands to your sides and do not touch bulletin boards or displays.

### **Playground Rules**

1. No games with tackling or other actions that could harm others.
2. Follow the directions of the playground supervisor.
3. Report any injuries or dangerous situations to the playground supervisor.
4. Use playground equipment appropriately. Do not climb up slides.
5. 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
4. Follow dress code as stated in Policy Handbook.

### **Discipline Procedures and Measures**

Violations of school rules will result in disciplinary measures according to the severity or frequency of the violations as determined by the appropriate faculty/staff members. These rules apply during school and non-school hours, while travelling on school trips, during school-sponsored events and activities, and behavior demonstrated during transportation to and from school sponsored events.

### **Disciplinary measures**

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

- Faculty 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 faculty/staff member.
- Parent/guardian, teacher, guidance counselor, and student conference.
- Conference with Assistant principal and/or Principal
- Relocation to another classroom.
- Detention
- Exclusion from extra-curricular activities, field trips, school sponsored sporting events.
- Suspension from school

- Expulsion from school.

Generally, parents will be notified and asked to pick up their student after a student has displayed disruptive behavior and will not comply with faculty, staff, and/or administration.

### **Suspension from School**

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 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 will include contact from administration. There are two types of out-of-school suspension and in each case, all class work assigned must be completed before re-admission. Suspension, if assigned, is immediate and parents will be called and the student will be sent home.

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 expulsion.

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. 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 (not limited to sexual, disrespectful, threatening etc.) ; vandalism; and/or serious abuse (not limited to verbal, physical, sexual) 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 assistant principal/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 with their child(ren).

### **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 are taken very seriously. Students making such threats in school (**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. At times mandatory counseling and a letter of clearance from a licensed mental health counselor may be required for your child to return to school. Students at times will be questioned if they violated a discipline policy and what took place before, during, and after the event. They may also be asked as well if they witnessed any incident and to recount verbally or in writing what they heard or saw. Any student may be questioned by any faculty/staff member at Epiphany Cathedral Catholic School at any time, for any reason, as it relates to the guidelines, policies, rules and regulations set forth herein this document.

## **Uniform Code**

---

### **Uniform Code Responsibility**

The primary responsibility for the personal appearance/dress of each student rests with the parents/guardians. The school staff shall determine and intervene when a student's 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. Black 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. Black socks must cover the ankle, no logos permitted.
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. Black socks must cover the ankle, navy blue knee highs or tights permitted.
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. Black socks must cover the ankle, no logos permitted.
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.

**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. Black socks must cover the ankle, navy blue knee highs or tights permitted.
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. Black socks must cover the ankle, no logos permitted.
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 all.

Skirt/Short 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.

**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 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. If it is 100 degree heat index or more we will not go outside for recess.

Students may wear a school cardigan from Children's World as part of the Mass uniform or be asked to remove their hoodie/jacket 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 ankle (cover the ankle) socks with shorts, pants or skirts, and for girl's navy knee high socks/tights or socks covering the ankle. The color of ankle socks is specified above for each grade level.

### **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**: (See additional dress code handed out at the beginning of the year for more information.)

- 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

### **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 or the Spirit Store. They will be required to wear their regular school bottom and their PE shirt, Tiger Trot shirt, sweatshirt or anything from the Spirit Store **only on** Wednesdays. These shirts must always be tucked in, except for the PE shirt. 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 may not have hair jewelry. School hair accessories/colors may only be worn. No sweat bands or bandannas.

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 natural hair color
- 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
- 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, and/or mascara. NO eyeshadow or blush is permitted. Only clear nail polish is allowed. Eighth grade girls are permitted to have their nails painted a light color the last month of school (May). Nail polish must be simple and tasteful.

### **Violation Policy**

Faculty/Staff 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 Diocesan standards and benchmarks aligned to the state of Florida 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. Parents are required to check their child's homework each night for accuracy and for completion and sign their planners to ensure all work is done. Parents may help with assignments; however, the child should be completing all the work themselves. 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 faculty member 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. One day is given for every day absent. If permitted by the teacher, families may request homework when notifying the office of a student's absence. Assignments may be picked up at the school office after carline 3:15 PM.

# 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.com](http://www.factsmgt.com) and then clicking on Parent Login. Parents can also download the App on their smartphones.

## **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 - 2<sup>nd</sup> 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.

Families with outstanding fees beyond 30 days will not be issued report cards or progress reports.

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 within 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 state of Florida are administered a standardized assessment. The *Terra Nova* has been adopted in Florida since 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. However, it should be remembered that summative tests are one part of the total evaluation.

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. Credit recovery may be offered in the summer at the principal's discretion.

Any student who exceeds 30 days of absence for the year, whether the absences are excused, unexcused, trancies 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 ~
  - o Earn “A” in all core subjects (ELA, Math, Science, Social Studies, and Religion)
  - o Earn an “A” (grades 6-8), “O”, or “S” (grades 3-5) in specials (Music, Art, PE, Spanish, Technology); and
  - o Earn “O” or “S” in effort and conduct
- ❖ Honors ~
  - o Earn an “A” or “B” in all core subjects (ELA, Math, Science, Social Studies, and Religion)
  - o Earn an “A” or “B,” (middle school), or “O,” or “S” (grades 3-5) in specials (Music, Art, PE, Spanish, Technology); and
  - o Earn an “O” or “S” in conduct and effort

### **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 if there is adequate interest and enough coaches.

A one-time annual Sports Fee (\$175) 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 (5<sup>th</sup> - 8<sup>th</sup> Grade)**

#### **FALL SPORTS**

JV & Varsity Volleyball: August - October (open to 5th-8<sup>th</sup> 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 may include sports, Strings (Violin, Cello, Bass, etc.), Band, and Choir to name a few. We also offer NJHS, Robotics, and Little Flowers/Blue Knights, Homework Club, Yearbook, and Cheer. Our students also receive altar 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 2024-2025 school year, club offerings include, but are not limited to the following:

- Tennis Clinic
- Cathedral Children's Choir and/or Band
- Robotics
- Little Flowers/Blue Knights

- Invitation to the NJHS
- Homework Help
- Divine Mercy Club
- Cheer

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

## **Academic Services and Support**

---

### **Guidance Counselor**

The guidance counselor is a part of the faculty and staff, and it is expected that she will be interacting with the students. Sometimes a counselor may be needed to support students, both new and current, and children experiencing academic difficulties and/or children who experience traumatic life-changing events or challenges. A student may be referred for counseling by a teacher or by administration to develop student-learning strategies, test-taking strategies, or to receive guidance and support for various reasons. From time to time if a conflict arises at the school or a situation needs to be addressed, any faculty or staff member, including the guidance counselor, has permission to talk with your child to deescalate a situation, provide conflict resolution or obtain information regarding the event(s).

Students who have guardians/parents that explicitly ask that their child not use our counseling services will refrain from doing so. However, common courtesy and charity in colloquial conversation is natural and imminent.

### **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, faculty members, and administrator.

To accommodate those students who are advanced, enrichment activities and differentiated instruction are also offered in ELA and Math for certain grades (to be determined by the principal).

### **Advanced Math Placement**

To be considered for the advanced math classes in middle school, (and other grades if permissible) students must receive a final average of 89% or higher for the prior year's math grade, score within the 75th percentile or greater on 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,

and other criteria may be considered for placement. At times a student may be placed back in their regular Math class if their teacher, parent, and/or administration determines the advanced class is too much of a challenge for the student and their grades are declining.

### **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, and for transportation. Permission slips are required for each trip. They must be signed and returned to the homeroom teacher and then submitted to the assistant principal/principal for final approval. Once the slips are returned, the fee is non-refundable as we use the numbers of children going to reserve the trip/bus and verify the amount charged each child for the trip/bus. Fees will be billed on the day of the trip. A fee will only be refunded if a doctor's note is presented for the absence. 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. These sacraments are ones which all (children, parents, catechists and pastoral staff) prepare for. They are special events 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 (*Gravissimum educationis*, Paul VI, 1965). 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 (*Gravissimum educationis*, Paul VI, 1965). 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.

### **First Holy Communion**

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. Students making their 1<sup>st</sup> Communion will need to be in the appropriate outfits and as a 1<sup>st</sup> Communicant, even if he/she may have already actually made his/her 1<sup>st</sup> 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 will celebrate Mass daily at a minimum of four times per week. 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.

### **Communication**

Many different methods of communication are currently used at ECCS. Information is provided through several methods: 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](http://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 24-48 hours when a reply is applicable.

Please avoid talking with teachers about your concerns during times when they are supervising children – Morning Gathering, Car Line/Dismissal, Mass, or personal family time.

### **UTILIZING THE PRINCIPLE OF SUBSIDIARITY**

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 assistant principal/principal should only occur **AFTER** you have met with the classroom teacher. The principle of subsidiarity, as a matter of justice, is part of the basic social justice teaching of the Church.

### **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. **No child is permitted to sign any planner, note, permission slip or other such documents sent home in their name or in the name of one of their parents at any time.**

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.

Historically various emergencies were named by a color code. However, **new guidelines** ask the name of the incident by name, ie: lockdown, soft-lockdown, tornado, fire drill, et. al. 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 strive for a safe environment. 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/hurricane/severe weather, 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.

## **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 or iPad. It will be monitored by our Senso software.

### **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.

Like all school property in the custody of students, families will be expected to reimburse the school up to the replacement cost for any damage or loss to a device or its accessories. If you need a replacement or repair of a device, please provide payment in an envelope to the front office. Make checks payable to Epiphany Cathedral School.

iPads K-4 <sup>th</sup> , 8 <sup>th</sup>		
Replacement iPad	\$320	
Repair Cracked Screen	\$150	
iPad Power Adapter	\$20	
iPad Power Cord	\$20	
iPad Cover	\$30	
Chromebook 5 <sup>th</sup> -7 <sup>th</sup>		
Replacement Chromebook	\$300	
Cracked Screen	\$160	
Broken Keyboard	\$100	
Chromebook Power Adapter	\$35	
Chromebook Cover	\$30	

## Miscellaneous

---

### **Property Accountability**

Students will be held responsible for the loss and/or damage of school property and equipment. Textbooks, classroom supplies, library books, Chromebooks 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.

### **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 (SET).

All faculty/staff at Epiphany Cathedral Catholic School are mandated reporters. Mandated Reporter (General): Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter. § 39.201(1)(a).

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, this includes electronics.

### **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 ([secretary@ecstigers.com](mailto:secretary@ecstigers.com)) from a parent will meet legal notification requirements for changing transportation modes no later than the morning of the change. Please call the office by 12 pm the latest to confirm we have received your change in writing.

### **Cell Phones**

The use of any other telephone on campus, including cell phones, is strictly always forbidden. Please refer to the Diocese of Venice Cell Phone Restriction policy at the end of this document.

### **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. Class parties will normally be held for All Saints Day, Christmas, St. Valentine's Day and St. Patrick's Day. Invitations to home parties may only be distributed at school if the entire class is invited. Only store-bought goods are permitted. **Birthday dress down or dress up days are permitted on the child's birthday or the next school day.**

## **Closing Note**

---

A policy handbook is for the most part a set of policy guidelines for students, parents, and faculty/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. This handbook may be altered at any time by the proper school/ecclesiastical authority.

### **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 AD 29 July 2025





## **Diocese of Venice Policy on Prohibition of Phones and Wearable Devices in Schools**

**Purpose:** Educators are feeling the drastic effects of non-school issued, electronic devices. They have become an ever-present distraction to learning, and a drain on teacher motivation, leading to lower retention and reduced school safety.

After an analysis of school 'Cell Phone Policies' within the Diocese of Venice in Florida, it has been identified that schools have wide-ranging policies that are difficult to enforce at the diocesan level.

The purpose of this analysis is to create one consistent and enforceable policy implemented at all schools within the diocese. This will allow the Department of Education to maintain a focused, respectful, and productive learning environment in all schools by ensuring that students are not distracted by mobile phones, wearable devices, or other electronic gadgets during school hours.

**Scope:** This policy applies to all students within the Diocese of Venice who bring mobile phones or wearable devices (including, but not limited to, smartwatches, fitness trackers, and any other technology capable of communication or internet access) onto school premises, whether they are in classrooms, hallways, cafeterias, or other areas.

### **Policy Details:**

1. **General Rule:** Students who bring mobile phones or wearable devices must store these devices in a diocesan approved lockable storage pouch. Bags will be locked at the beginning of each school day and students will keep the bag in their possession, whether in a backpack or locker. At the end of the school day, students will pass the bag across the unlocking mechanism to gain access to their phone or other wearable devices.
2. **Definitions:**
  - **Mobile Phones:** Any device capable of making phone calls, sending messages, or accessing the internet, including smartphones.
  - **Wearable Devices:** Includes smartwatches, fitness trackers, or any other device worn on the body that connects to the internet or communicates with other devices.
3. **Exceptions:**
  - In the case of special permission granted by school administration (e.g., for medical reasons or specific school activities), students must provide the device to the principal's office at the start of the day and follow guidelines for its use.
  - Students involved in extracurricular activities or after-school programs may use their devices only once they are off school grounds and away from the school premises.

#### 4. **Consequences for Violations:**

- **First Offense:** The phone or wearable device will be confiscated, and a parent/guardian will be required to pick it up from the school office. A meeting with the student, parents, and school administration will be scheduled to discuss the situation.
- **Second Offense:** The student will be subject to a more serious disciplinary action, such as detention or suspension. Further violations may lead to an extended ban on bringing devices to school.

#### 5. **Exemptions:**

- **Medical Necessity:** Students who require a phone or wearable device for health-related reasons (e.g., for monitoring medical conditions) may submit a request for an exemption, along with appropriate documentation, to the principal. These devices will be subject to strict regulations and must remain off and secured unless needed for medical purposes.
- **Pre-approved School Activities:** Phones and wearable devices may be permitted for use during specific educational activities with prior approval from the teacher and school administration.

#### 6. **Student Responsibility:**

- It is the responsibility of students to ensure that their devices are stored securely in school issued lockable storage pouch upon entry into school. The school will not be held responsible for lost, damaged, or stolen devices.
- If the school issued storage pouch is lost or misplaced, it is the responsibility of the student to obtain an additional bag from the school office. If the storage pouch is permanently damaged or lost, the student will be responsible for the cost of its replacement.
- Students should be aware that the use of any mobile device to record, take photos, or video without proper consent is strictly prohibited and may result in further disciplinary actions.

7. **Enforcement:** Teachers, staff, and administrators will monitor adherence to this policy. Random checks may be conducted to ensure compliance. Students who need to contact parents during the school day are encouraged to use the school office phone or designated communication methods.

**Conclusion:** The goal of this policy is to create an environment where both students and faculty can focus on education, interact with their peers, and engage in school activities without distractions caused by personal devices. We appreciate the cooperation of parents and students in ensuring a positive and productive school experience for all.

**Effective Date:** August 4, 2025