

# Epiphany Cathedral Catholic School

*Premier Education for a Life of Purpose*

## 2016-2017

# STUDENT/PARENT Policy Handbook



Premier Education  
for a Life of Purpose

Revised July 2016

# Welcome to **Epiphany Cathedral Catholic School**



*A Blue Ribbon Lighthouse School of Excellence*

**316 Sarasota Street  
Venice, FL 34285**

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**Very Rev. Jack Costello, Rector**

**Mrs. Regina Code, Principal**

**Early Childhood Coordinator: Mrs. Irene Bauer  
Early Childhood & After School Supervision (941) 484-8556**

**Administrative Assistant: Mrs. Dorothy Piteo**

Office Hours: Monday - Friday 7:30 AM - 4:00 PM

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Dear Parents and Students,

Welcome to Epiphany Cathedral School! In choosing ECS, you have demonstrated a commitment to the values and philosophy of a quality Catholic education. Epiphany has been providing children in preschool through grade eight with a quality, faith-filled education for over 50 years!

Established in 1959, Epiphany Cathedral School is fully accredited through the Florida Catholic Conference (FCC) and is nationally certified through the National Council for Private School Accreditation (NCPA). We are members of the National Catholic Education Association (NCEA).

This award-winning school is a *Blue Ribbon Lighthouse School of Excellence* and has been voted "Best Private School in Venice" year after year. In preparing students for their *Life of Purpose*, Epiphany Cathedral School provides distinguished Academic Standards, Spiritual Development and Character Formation in a safe, family-oriented atmosphere.

This *2016-2017 ECS Policy Handbook* reviews the expectations of our students and parents and our commitment to Catholic education. Please read this document carefully. **Sign the Compliance Form and return it to school.**

The faculty and staff of your school 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.

Sincerely,

Mrs. Regina Code  
Principal

## MISSION STATEMENT

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

### Belief Statements

- We believe all God's children are uniquely gifted and are to be valued and nurtured in faith, love, and knowledge. Our programs and curriculum are accredited by The Florida Catholic Conference and follow the guidelines set forth by the Diocese of Venice.
- We believe that Catholic education proclaims the Gospel of Jesus, celebrates liturgy, builds community, strengthens values, and serves others without distinction. Our school has served the community since 1959.
- We believe that Parents/Guardians are the primary educators and role models for their children.
- We believe faculty, staff and the parish community are vital to the formation of the students through instruction and example. Our faculty members are dedicated and experienced. All are certified and teach only within their qualified areas. The majority of our teachers hold Master's Degree.
- We believe all students have the capacity and right to learn in an environment that fosters academic excellence through diversified instructional approaches.
- We believe respect for all people and property among students, staff, and families creates a safe and wholesome learning environment. Epiphany Cathedral School is a safe and nurturing environment.

## ADMISSIONS POLICY

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

### **Entrance Requirements**

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

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

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

***For the purpose of appropriate placement, the school may require additional testing.***

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

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

For all new students, the **first semester 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 Epiphany Cathedral Catholic School. Parents are strongly urged to be part of this evaluation by working closely and communicating with the teachers. Please contact your child's teacher(s) for a conference before the first report card to discuss your child's transition to Epiphany Cathedral Catholic School or if you have any concerns.

Admissions to middle school can be particularly difficult socially. Students transferring into eighth (8<sup>th</sup>) grade will be admitted only if the student is transferring from another Catholic school or moving from out of the area. Meeting with Principal required before acceptance.

### **Withdrawal Policy**

- Parent/Guardian must **notify the school in writing** if a student is withdrawing from the school.
- If a student is withdrawn between the first tuition payment (typically in July) and the first day of school, families are responsible for **1/3 of the full** tuition amount (includes revocation of any tuition assistance and/or scholarships).
- Families with registered students who are withdrawn between the first day of school and December 15<sup>th</sup> 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 15<sup>th</sup> are responsible for the **full** tuition amount (includes revocation 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 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.**

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

### **TUITION POLICY**

The tuition is \$7400 per child for K-8. Financial assistance and scholarships are available to practicing and registered Catholics. A Catholic subsidy may be available to families by the parish where you are registered. Catholic feeder parishes are responsible for subsidy/financial assistance up to half of the amount of per pupil tuition. **Feeder parishes request that families be registered and use their parish collection envelopes to receive a parish subsidy.** For Epiphany Parish families to be eligible for a subsidy or financial assistance, families must be registered at Epiphany Church and attend Mass. Catholic families with financial need **MUST** apply through FACTS for parish-supported scholarships and assistance (see **Tuition Assistance**). Families not affiliated with a Catholic parish are required to pay the full per pupil cost of \$7400 per pupil.

Per the Diocese of Venice, Epiphany Cathedral Catholic School will be utilizing FACTS for the collection of all tuition. All payments will be made by automatic withdrawal administered by the **FACTS Management Company**. FACTS payment application may be completed on-line located on the ECS website or at <https://online.factsmgt.com/signin/3v3pg>. Also, paper applications are available in the office.

Tuition may be paid in one of **four** ways. Any tuition option (*except Option 1*) will offer a tuition *Peace of Mind (PCM) Benefit* plan (\$17.00) purchased though FACTS. All payment arrangements must be finalized prior to July 1<sup>st</sup> in order to enroll in the new school year. **A return fee of \$25.00 will be assessed to your account for any returned check.**



**Payment Options: Please select the day (5<sup>th</sup> OR 20<sup>th</sup>) of the month for automatic withdrawal.**

- Option 1** Payment in full by July 1<sup>st</sup>.
- Option 2** Payment made in 2 (two) equal payments. First payment will be in July and the second in December. This plan will include a \$10 Enrollment fee withdrawn by FACTS.
- Option 3** Payment made in 4 (four) equal payments July, October, December, and February. This plan will include a \$36 Enrollment fee.
- Option 4** Payment made in 10 (ten) equal monthly payments beginning July. This plan will include a \$36.00 Enrollment fee.
- Option 5** A new law effective July 1, 2016 and will allow PK-12 private schools to charge a service fee for tuition, fees or other student account charges that a family pays with a **credit card**.

This means that, effective July 1, families have the option to enroll in a payment plan and/or pay other incidental bills through their FACTS account using Visa, MasterCard, American Express and Discover without assuming the burden of the card transaction fees by signing up for the FACTS Service Fee program.

### **Tuition Assistance**

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

FACTS Financial Aid applications **must be submitted by March 1<sup>st</sup>**. Epiphany will exercise their best efforts to mail out **determination letters by May 15<sup>th</sup>**. Financial assistance awards are granted on a yearly basis and renewals are based upon continued demonstrated need. Parents/guardians must file the FACTS Payment Agreement and other required forms annually by the required deadline to be considered for assistance.

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.

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

In addition to tuition, our school families are expected to offer their *time, talent and treasure* in these two ways.

- ✠ **Every elementary school family is required to participate in Epiphany Cathedral's \$100,000 Fund-Raiser by selling a minimum of two drawing tickets for the first child and one ticket for each additional child. If tickets are not purchased by the due date, an additional charge of \$200 for the first child and \$100 for each subsequent child will be added to the family's annual educational cost (you will not be eligible for the drawing). Please notify the office no later than December 15th if you need assistance in selling your tickets.**
- ✠ **Each family is also obligated to a minimum of 20 volunteer service hours to the school (10 hours for single parent). It is incumbent upon the volunteer to record completed hours on the school's volunteer website at [www.volunteeratschool.com](http://www.volunteeratschool.com). For additional assistance with this program email [epiphanyhomeandschool@gmail.com](mailto:epiphanyhomeandschool@gmail.com). For every hour not served, a \$20 fee will be assessed.**

## ATTENDANCE POLICY

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Academic progress demands daily, punctual attendance. Therefore, absence from school is discouraged. Success in any field requires continuous daily effort. Nowhere is this more true than in education. Regular attendance of the student is important for the learning process to be effective. In many cases, irregular attendance is the major reason for poor school performance. **The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule vacations, trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Students who are taken out of school for trips or vacations will not be given permission to do so by the school.** A student who is absent from school or from a class is responsible for the work missed. Additional time may be allocated for completion of missed assignments. Teachers will not be expected to re-teach missed academic work. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.**

It is the parents'/guardians' responsibility to notify the school at (941) 488-2215 if their child will be absent that day. To report an absence, the parent/guardian is to call the office by 8:30 AM. Parents are urged to make doctors appointments and vacations outside of school hours. Students will not be released to persons under the age of 18 years. A written request must be sent to the principal for approval for unavoidable appointments.

**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, will not be promoted to the next grade.**

**Absenteeism**

Students are expected to be in school unless they are ill or extraordinary circumstances prevent their attendance. Reasons for which absences may be excused include, but are not limited to, personal illness of the student, illness in the student's family, death in the family or quarantine for contagious disease, and emergency care. Whenever a child is going to be absent from school, **parents should notify the school (941-488-2215) by 8:30 AM each day of the absence.** Upon returning to school, parents must provide a signed, written note explaining the absence. For the absences above, a written note will excuse the absence. If a child is absent more than 5 days consecutively, a written physician's excuse is required verifying the necessity of subsequent absences.

**A child missing more than 15 days during the school year is in academic jeopardy.** A meeting of parents/guardians, teachers and principal may be required to determine the action to be taken for excessive absenteeism. It is understood that the child and parents/guardians are responsible for making up any missed work assignments. **For brief absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.** 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.

**Tardiness**

The school day for students in grades K-8 begins at 7:45 AM with Morning Gathering and Prayer. A **student who arrives after the gates close at 7:45 AM is tardy** and must obtain an admission slip from the office before entering the courtyard or classroom. It is a parent's/guardian's responsibility to get their children to school on time. Being late to school is unsettling for both your children and their classmates.

Students who are excessively tardy (more than 5 (five) times per quarter) may lose lunch recess privileges or may receive a Before-School or After-School detention. Truancy includes excessive tardiness and will be dealt with accordingly. Students leaving school before 2:00 PM are considered tardy and subject to the same measures as late arrival tardiness.

**Truancy**

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

**Permission to Leave School Grounds**

No student may leave the premises during school hours without permission from the Office Administration. If a child needs to leave the building during the school day, a note from the parent/guardian indicating the time and the reason for departure must first be given to the homeroom

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

### **Early Dismissal**

Over the course of the school year, early dismissal of students has been scheduled (see the annual school calendar). Families should arrange all transportation routines and notify your children of subsequent changes in them at home. A note then should be sent to inform the classroom teacher. Normally, only emergency changes in transportation should be called into the office. Our usual 11:30 AM is our early dismissal time.

### **School Hours**

Office hours are 7:30 AM to 4:00 PM Monday through Friday. The school office telephone number is 941-488-2215. If you receive the voicemail during office hours, someone will return your call promptly. Please remember that calls into the classroom are not permitted. **Please call the office for emergency changes only**. All other instructions should be sent in the form of a note with your child. Classes will not be interrupted for messages for students.

### **Student Arrival and Departure**

Supervision of children is available at **7:00 AM**. The school gate will **NOT** be opened until 7:00 AM. Students are to be picked up at the end of the day according to car line procedures. Walkers and bike riders are dismissed from the gymnasium corner of the play field area. All students not picked up by 3:30 PM will be escorted to the after-school program in the school cafeteria. Before school supervision will be from 7:00 am to 7:30am. **Fees** are required for these services. For more information on After-School Program call 941-484-8556 Mrs. Irene Bauer.

### **Car Line Procedures**

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

**Do not pass through the carline.**

### **Dismissal Procedures**

**Cars are NOT to be in carline until 3:05 PM.** Dismissal car line for pickup is one car line that becomes a two-car line process when you are instructed to do so. You enter the church lot on Nassau Street and stay in a single line around and through the parking lot. You will be directed to form a double line as you enter the school street. All cars need to proceed in line and wait their turn for student pickup. Students are taken to a safety zone behind the orange cones along where the double line of cars stops to load.

**Remain in your vehicle and your children/riders will come to you.**

Epiphany School staff will direct both cars and students in a safe fashion. The entire car line dismissal process takes less than fifteen minutes when everyone cooperates.

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

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

### **School Visits**

Epiphany Cathedral School is a 'closed campus' educational facility for both safety and educational concerns. The school welcomes visits by parents and others by appointment only. Spontaneous visits to the classroom during school hours adversely interfere with class activities. When visiting, each person must report to the main office. **Upon arrival the visitor must sign in, present a driver's license to be scanned**, and pick up a visitor or volunteer identification name tag. ***Under no circumstances should any person go to a classroom without first checking in.*** Any unrecognized or unauthorized persons will be escorted to the office. For the safety of our students, faculty & staff and our visitors, **all visitors must exit our campus through the office.**

Parents who need appointments with teachers should initiate them via a note, email message or by calling the school office. Teachers will make and/or confirm their own appointments, normally within twenty-four (24) hours. A return note or phone call will always occur within forty-eight (48) hours. There are also a number of scheduled open houses for classroom visitations.

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

- Please be punctual!
- Students are to stand with their class. Students arriving after 8:00 AM will be instructed to go to the Office for a late pass. The school gate into the Courtyard will be closed.
- Parents are invited to join us ONLY at the sidewalks in front of the PreSchool building or in front of the cafeteria - along the side of the courtyard.
- No one is to gather near the gate or with the students.
- Please silence all cell phones and refrain from talking.
- Parents are requested to vacate the courtyard following the morning assembly **so that we may lock the gate.**

## **CUSTODY POLICY**

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

## LUNCH PROGRAM

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Under the direction of a cafeteria monitor and assisted by parent volunteers, a daily lunch menu and a simple supplementary menu is offered. Orders are taken on-line. Students may bring their own lunch; however, we ask that parents follow nutritional guidelines when packing a lunch. **Students are not permitted to bring soda, candy, super-caffeinated energy drinks (i.e. Red Bull, Monster, Full Throttle, Amp, etc.), or fast foods (i.e. McDonald's, Taco Bell, etc.)!!** Water and milk are always encouraged!

The designated lunch/recess times are 11:15 - 11:50 for grades 3-4-5, 11:45 - 12:15 for grades 6-7-8, and 12:10 - 1:00 for grades K-1-2. Recess is provided for students immediately following lunch.

### Recess

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

## HEALTH SERVICES & MEDICATION POLICY

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

### Immunizations

Each student (PreSchool – grade 8) at Epiphany Cathedral Catholic School is required to have the proper immunizations as required by the State of Florida. No student will be admitted to ECS unless complete immunizations are obtained.

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

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

### Illness in School

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

Getting well again, not completing work, should be the focus while keeping an ill child home from school. Before returning to school, for the well being of the child and the health of classmates, the sick child should be free of fever or other discharge of bodily excrements (diarrhea, vomit) that are symptomatic of illness for a twenty-four (24) hour period. Upon return, a written excuse is required and the student should contact his/her teacher(s) to find out what the missed work is and when it is due. This written excuse is given to the homeroom teacher before class on the morning the student returns

to school. **Five or more consecutive school days missed for illness will require a note from a doctor.** All notes and written excuses are kept on file.

### **Emergencies**

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

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

### **Drug/Medication Administration**

Florida State Law and Diocese of Venice policy prohibits the school from administering any medication without receiving prior authorization to do so. Individual state authorization forms for dispensing medication in school are required to be on file. Administration of any drug which may be lawfully sold over the counter without a prescription, and/or administration of any prescription drugs requires written instruction from a doctor and written consent from a parent/guardian.

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

### **Screenings**

Vision, hearing, and scoliosis screenings will be conducted during the school year. Parents will be notified prior to the screenings. If a concern is identified, we will notify the parents immediately. **If you prefer that your child not be screened, please notify the school office in writing.** These screenings do not take the place of a physician's care. Our efforts are simply to assist parents caring for their children. If a child's screening results fall outside of the recommended parameters, we may recommend that you seek a physician's attention

### **Physical Education Non-Participation**

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

## CODE OF CONDUCT

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**Epiphany Cathedral Catholic School places a high value on respect, self-discipline and good behavior. A major responsibility of our educational program is to encourage good citizenship and high moral values. Students are expected to display proper respect for people and to follow the necessary rules and regulations. It is essential that students understand and accept their responsibilities as students and citizens. They must realize that unacceptable behaviors result in appropriate consequences.**

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

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

- Show respect toward staff and other students. Teasing, taunting, harassment and bullying behaviors are not permitted.
- Follow classroom rules and procedures as directed by the teacher.
- Be honest and truthful. Cheating and stealing are never allowed.
- Take proper care of school property, their property and the property of others.
- Be on time to school and class, attend all assigned classes, be prepared with required materials, and return permission slips and forms on time.
- Comply with the school dress code and uniform regulations.
- Keep hands, feet, and objects to your self, and avoid personal displays of affection or physical action that could lead to injury of yourself or others.
- Use appropriate language and volume of voice at all times. No profanity or vulgarity is allowed in voice or writing.

**Students are not permitted to bring to school items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes or other tobacco products, radios, toys, trading cards, pagers, laser lights, CDs, iPods or other MP3 players, or any item that will detract from the learning environment. Toys may not be attached to student backpacks. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measure to be taken concerning the presence of these items in the school. Items taken away from students after a 1<sup>st</sup> warning will not be returned to the parent(s)/guardian(s) until the last day of the school year.**



## **RULES & EXPECTATIONS**

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Always follow rules and procedures of classroom teacher.

### **Hallway Rules**

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

### **Playground Rules**

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

### **Church Rules**

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

### **Discipline Procedures and Measures**

Violations of school rules will result in disciplinary measures according to the severity or frequency of the violations as determined by the appropriate staff members. Disciplinary measures include, but are not limited to, the following:

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

### **Before- and After-School Detentions**

Before- and After-school detentions are scheduled for students whose behavior warrants such disciplinary action. Detentions will be served on **Thursdays**. A minimum of twenty-four (24) hour notice of the detention will be given to the parents to make transportation arrangements. Under the supervision of a faculty member, the student may perform service work for the school. Detentions may

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

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

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

**In-school suspension** may only be offered if the parent pays for a substitute teacher (\$105.00) to supervise the student. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension; however, failing grades will be recorded for this work.

### **Suspension from School**

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

- Immediate suspension is effective right away, with parents called and the students sent home the same day.
- Next school day out of school suspension involves temporary removal from school and school activities, for violations such as receiving five (5) detentions.

The decision to suspend a student and the length of suspension rests primarily with the principal. The circumstances or seriousness of a violation could result in an immediate suspension and/or expulsion.

### **Immediate Suspension**

Immediate suspension is out of school and for actions which are seriously harmful to the health and life of the students and to the orderly operation of the school, and which require immediate intervention on the part of the administration. Such actions may include, but are not limited to possession or use of a weapon or a look-a-like; use, possession or sale of controlled substances (alcohol and other drugs); tobacco use on the premises, buses, or during a school-related activity; striking of a staff member or fighting with a student; serious disrespect of authority; theft; continued or extreme use of profanity or foul language; vandalism; and/or serious abuse (verbal or physical) of others. Most of these actions may result in an expulsion, depending upon the circumstance.

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

**Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from ECS. If the serious nature of the situation warrants it, expulsion may be invoked against a student for a first offense. Students who have been expelled will not be permitted to return to the school. **Students whose parents have violated the Parents as Partners agreement in this handbook may also be asked to leave ECS.** Final review of all expulsions will be made by the Superintendent of Schools at the Diocesan Department of Education.

**Bullying and Cyber bullying**

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

**DRESS CODE**

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**Responsibility**

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

**Dress Code General Guidelines**

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

**Regular Uniform**

Uniforms **must** be purchased from **LAND'S END**. Visit their website:

[HTTPS://WWW.LANSEND.COM/SCHOOL/SEARCH.HTML?ACTION+LANDING&SELECTEDSCHOOLNUM=900157413](https://www.landsend.com/school/search.html?action=landing&selectedschoolnum=900157413) Phone: 1-800-469-2222 Reference School #900157413

**Girls Uniform Regulations K-5**

- Blue plaid #41 jumper or skirt with light blue Peter Pan blouse or ECS logoed light blue polo
- Navy blue uniform shorts, culottes, skorts or skirts with light blue polo shirt with ECS logo or light blue Oxford shirt with ECS logo
- Solid navy blue or white sweater only
- Epiphany logoed/Spirit wear sweatshirt or ECS logoed jacket
- Solid white, navy blue or black girls' ankle or knee socks
- White, black or navy blue tights (No ribbing or leggings)

**Boys Uniform Regulations K-5**

- Navy blue uniform slacks or shorts with light blue polo shirt with ECS logo or light blue Oxford shirt with ECS logo
- Solid navy blue or white sweaters only
- Epiphany logoed/Spirit wear sweatshirt or ECS logoed jacket
- Solid white, black or navy blue ankle or knee socks

**Girls Uniform Regulations 6-8**

- Khaki Uniform culottes, skorts or skirts with navy khaki stripe or yellow ECS logoed polo shirt
- Solid navy blue or white sweater only
- Epiphany logoed/Spiritwear sweatshirt or ECS logoed jacket
- White or navy blue tights (no ribbing or leggings)
- Solid white, black or navy blue girls ankle or knee socks

**Boys Uniform Regulations 6-8**

- Khaki Uniform slacks or shorts with navy blue or yellow ECS logoed polo shirt
- Solid navy blue or white sweater only
- Epiphany logoed/Spiritwear sweatshirt or ECS logoed jacket
- Solid white, navy blue or black ankle or knee socks

**Dress Uniform**

On Fridays when we attend Mass or on any day that calls for **Dress Uniform**, shorts may **NOT** be worn. **Dress Uniform** for 6 - 8 is Navy blue logoed shirt with Khaki uniform bottoms.

**Uniform Appearance**

Pants, skirts, shorts, skorts, culottes must be well fitted and worn in such a manner that undergarments are not exposed. Tight, baggy or otherwise ill-fitting clothes **are not permitted**. Skirts, skorts shorts, and culottes must be **no shorter than three (3) inches above the bend in the back of the knee**. Uniform shirts must be buttoned to the second button from the top and must be **tucked in at all times so that the belt and/or waistband are visible from all sides**. **Low-waisted pants, hip-huggers and cargo pants or side zippers are NOT permitted!**

**Belts**

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

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



### Shoes

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

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

### Physical Education Uniform

**Physical Education Uniforms must be purchased from *Land's End*. Visit their website [www.LANSEND.COM](http://www.LANSEND.COM). SCHOOL #900157413.**

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

### Non-Uniform Days

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

- Tops with plunging necklines or spaghetti straps
- Tops with suggestive or vulgar language, symbols, or designs
- Clothes that are too tight
- Cut-offs and/or jeans with rips, tears, or holes
- Low-waisted pants or hip-huggers
- Skirts, shorts, skorts, etc. which are shorter than the students' normal uniform items (3" above the bend in the back of the knee)
- Sandals, flip-flops, boots, Crocs, or open-backed shoes or shoes with heels over one inch

### Dress-Up Days /Sunday BEST

On special events, students may wear their best clothes. Dresses or dress slacks and formal tops for girls and dress slacks and dress shirt for boys (ties and jackets are encouraged for boys). Students are also allowed to wear their Dress Uniform on Dress-Up Days. The following are **inappropriate and may not be worn**:

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

### Spirit Days

Periodically throughout the year, students will be invited to wear Epiphany Spiritwear or Tiger Trot shirts. These must also be kept tucked in at all times. Spiritwear may be purchased at Children's World. Middle School students may also wear their retreat day shirts "*Cool to Be Catholic*" and all ECS logoed clothing for sports, music, and academic clubs. Regular athletic sneakers (NOT neon or multi-colored) are allowed on Spirit Days or students can wear regular school uniform shoes (NO boots, sandals, or flip-flops).

### Personal Grooming & Appearance

#### Hair

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

Hats Students may **not** wear hats inside.

#### Jewelry

- Girls may wear **one small stud earring** in each ear. Hoops, dangling or oversized earrings are **not allowed**. Boys are never allowed to wear earrings.
- **One cross necklace** or saint's medal may be worn.
- A **simple watch** is allowed. **One ring** may be worn.
- **No** large chains, chokers, collars, or wrist or ankle bracelets are permitted.
- **No** visible or simulated body piercing or tattoos are allowed.

#### Make-up

Girls in **kindergarten through grade five (K – 5)** may **not** wear make-up or nail polish.

Girls in **sixth through eighth grade (6 – 8)** may wear light foundation and clear lip gloss, but **NO** eye make-up. Only clear nail polish is allowed.

#### Cold Weather

Sweatshirts with ECS logos are permissible to be worn in class, as well as outside when we have cold weather. Navy blue sweatshirts and navy blue or white button sweaters with ECS logos may also be

worn. Spirit wear, sweat suits, spirit wear running suits, ECS logo sweatpants and shirts are all permitted to be worn for Physical education classes during cold weather. **Sweatpants may not be worn in class at any time. Turtleneck and other long sleeved shirts are not to be worn under uniform shirts.**

### **Violation Policy**

During our morning school assembly, teachers will ensure that students are dressed according to our School Uniform Policy. If a student is in violation of the uniform code, (s)he will be given a Uniform Violation Notice. If the infraction requires a change of clothing, the student must call home for a change of clothing. If a student receives three (3) Uniform Violation Notices, (s)he may be required to serve a detention or be sent home (suspended). Additional violations will result in loss of privileges and further disciplinary action.

## **ACADEMIC REQUIREMENTS**

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### **Curriculum**

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

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

### **Homework Policy**

Homework assignments offer the student an opportunity to practice or apply the lessons learned in the classroom or to do additional research. Since homework is an extension of curriculum taught in the classroom and provides opportunity to develop skills, students should spend an appropriate amount of time each evening in completing written assignments and/or studying. Students in grades 3-8 are strongly encouraged to record all assignments in the 'ECS Agenda' that is issued to them. Homework can also be found on **the students homeroom teachers website for grades K- 8.**

### **Suggested Time Guidelines**

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

## Students are expected to practice math facts and read every night!

Since homework is such a vital part of the learning process, we ask parents to assist children by:

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

In the event of illness, students are expected to make up all assignments normally within two days of returning to school or at the teacher's discretion. If permitted by the teacher, families may request homework when notifying the office of a student's absence. *Assignments would then be picked up at the school office between 2:45 PM – 3:00 PM.* Homework pickup should be done by parent(s) or a designated adult or 'age-appropriate' sibling.

### Progress Reports

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

### Report Cards

Report cards are distributed at the end of each quarter for grades K – 8. Students (grades 3-8) are given a letter/numerical grade/mark for achievement, effort and conduct. Kindergarten - 2<sup>nd</sup> grade students will receive report cards with a checklist of developmental milestones and standards mastered. All report cards are placed in an envelope. **The envelope is to be signed by parents and returned for each of the first three quarters.** Fourth quarter report cards & envelopes may be kept.

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

#### SCHOOL GRADING SCALE

#### Grading Key

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - below	F

O	=	outstanding
S	=	satisfactory
N	=	needs improvement
U	=	unsatisfactory

\* Numerical grade with letter equivalency

### COMMENT KEYS

1) Outstanding Student	17) Incomplete Homework/ Assignments	33) Not Working up to Potential
2) Good Work Habits	18) Low Test Scores/Quizzes	34) Inconsistent Effort
3) Contributes Well In Class		35) Struggles with on level Reading



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

### **Incompletes**

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

### **Exams**

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

### **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, or a phone call to the office. A conference may be requested at any time during the year. **Please do not text or call teachers at home.**

Formal parent-teacher and student-led conferences are normally scheduled in the fall (see the Annual School Calendar). Each teacher will verify and schedule appointments and conferences.

### **Awards and Accolades**

Each month, a student from each grade (grades 3-8) will be recognized for Christian Leadership. This award is designed to acknowledge students' efforts in demonstrating our Catholic values and behaviors we desire. This is the most prestigious award Epiphany Cathedral School will bestow upon a student.

Recognizing the academic successes of our students will occur at the end of each quarter. Students may earn one of three accolades on the Honor Roll.

**Honor Roll** levels that may be attained by students in Grades 3 – 8 include the following criteria:

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

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

### **Retention/Social Promotion**

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

**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, will not be promoted to the next grade.**

### **Testing**

Each year, Catholic Schools’ students across the province of Florida are administered the *Iowa Assessment*. The *Iowa Assessment* 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 *Iowa Assessment*, students in grade two (2) are also administered the *Cognitive Abilities Test (CogAT)* that measures students’ general abstract reasoning abilities, and students in grades five (5) and eight (8) are administered the *IFG: ACRE Test (Information for Growth: Assessment of Catechesis/Religious Education)* to measure achievement and understanding of our Catholic faith.

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

## **STUDENT ACTIVITIES**

**All student activity (Athletics and Co-Curricular Activities) participants should maintain a high level of achievement in each of their courses. No participation of any kind is allowed if a student receives a failing grade “F” or unsatisfactory (U) on their quarterly report card.**

**Athletics**

Extra-curricular athletics are available throughout the year for students in grades 5-8. **We offer our students a balanced education in all areas: academics, spiritual, character development, athletics, and the arts. We teach to the whole child!** Our sport offerings include boys' & girls' basketball, girls' volleyball, boys' and girls' soccer, boys' & girls' tennis, and co-ed golf. **A one-time annual Sports Fee (\$100) is required for each student participating in any or all sports activities.** There are tryouts for each squad, and at times, it is necessary to limit the number of participants. It is, however, the philosophy of Epiphany Cathedral Catholic School that all participants have the opportunity to compete.

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

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

Girls' Volleyball	September – October
Boys' Flag Football	September – October
Boys' & Girls' Basketball	November – January
Girls' and Boys' Soccer	February – April
Co-ed Tennis	March – April
Co-ed Golf	April – May

**Co-Curricular Activities**

Co-curricular activities at Epiphany Cathedral School include Venice Theater (VT) drama performance, Orchestra (Violin, Cello, Bass, etc.), Children's Mass Choir, Service Club, Yearbook Staff, and Christmas Musical Concert. Most activities have unlimited student participation; however, some of these activities require limited numbers which will be accomplished by either student elections or moderator selection.

**ACADEMIC STUDENT SERVICES AND SUPPORT****Guidance Counselor**

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

**Learning Support Accommodations**

Epiphany Cathedral Catholic School works to meet the needs of all students. Some students have special needs and require some modification or accommodation in the learning environment. Students who require additional services are encouraged to attend Dreams Are Free School, 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.

Specific learning strategies and accommodations will be agreed upon by the parent, teacher and administrator. In an effort to accommodate those students who are advanced, enrichment activities

and differentiated instruction are also offered.

### **Library**

Epiphany Cathedral Catholic School has a fully operational library which is open throughout the school day. The librarian assistant is available to assist both classes and individual students in library skills and use of the facility. Books and other materials can be checked out and used at home by students. Students are responsible for turning in materials and paying fines for overdue or lost books.

### **Class/Field Trips**

Throughout the course of the academic year, teachers may plan field trips that extend the learning objectives of the curriculum. Typically, transportation is provided by the Home & School Association and parents may be asked to provide nominal fees for admission to a facility, event or activity. Permission slips are required for each trip. They must be signed and returned to the homeroom teacher and then submitted to the principal for final approval. These slips will include the place to be visited, the method of transport, a list of supervisors, and the time and place of departure and return. Also included will be the objectives of the field trip, a list of specific materials needed and any other special instructions.

While field trips are an extension of the classroom educational experience, they are a privilege which can be eliminated if a student's behavior so warrants and the school so enforces. On field trips, students must utilize school transportation to and from the designated activity.

### **Scholars' Academy**

Students in grades 3 – 5 may be eligible to participate in the Scholars' Academy. Students who attain a Standard Age Score (SAS) on the Cognitive Abilities Test (administered at Grade 2 or at admission to ECS) of 120 or higher is invited to attend the program. This program is designed to offer students opportunities to extend their learning. Each week, students will attend sessions that promote acceleration and enrichment.

### **National Junior Honor Society**

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

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

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

## **SACRAMENTAL POLICY & RELIGIOUS FORMATION**

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

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

***Baptism:*** A program for expectant parents is held to remind parents of the opportunity and obligation they have as first and primary educators of their children in presenting them for baptism. Parents will share an adult dimension of their faith, which is renewed in the Sacrament of Baptism for their children and lived out in the Christian community of Epiphany Cathedral Parish.

***Eucharist/Penance:*** Continuous preparation takes place throughout the years in our Religious Education programs with special emphasis in grade 2. Preparation also includes a mandatory meeting for parents who provide necessary information. First Communion is typically held in May.

### **Religious Formation**

Religious formation is a vital part of the entire faith development program. Students receive religion instruction daily in the classroom; however, faith development cannot be left only to classroom activities. Some of the main areas used to help make sure that all facets of a student's faith have a chance to grow are: Liturgy, Reconciliation, Retreats, Prayer, Sacramental Preparation, and Community Service. Students celebrate Mass weekly. They take an active role in planning and participating – serving as readers, musicians, gift bearers, singers, and servers. Parents are invited and encouraged to attend our Friday Liturgies. Our students also attend individual and/or communal reconciliation services during Advent and Lent. Morning Prayer and classroom prayer occurs daily. Also, special prayer services are held in conjunction with the seasons of the year, including Advent wreath services, Stations of the Cross, the Living Rosary and May Crowning. Community service includes service projects, mission activities, justice and peace activities and community building programs.

### Communication

Many different methods of communication are currently used at Epiphany Cathedral Catholic School. Information is provided through several methods: monthly newsletter, office memos, teacher websites & notes, graded assignments, weekly class newsletters, **REDIKER Student Portals** (updated on the 5<sup>th</sup>, 15<sup>th</sup> & 25<sup>th</sup>) and the school website - [www.ecstigers.com](http://www.ecstigers.com), ECS app with push notifications, telephone calls, special mailings, conferences, open houses, and parent surveys.

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

**Please avoid talking with teachers about your concerns during times when they are supervising children – Morning Gathering, Car Line/Dismissal, etc.** If your concerns still linger, you may then contact the principal to discuss the situation. **Bringing any issue to the attention of the Principal should only occur AFTER you have met with the classroom teacher.**

### School Newsletter & Calendar

The school newsletter is published monthly and posted on the school website on the last day of each month. The newsletter covers activities at school and offers suggestions, ideas and reminders about events. The calendar of events is posted on the school website and our school app. A copy of the Annual School calendar is also posted on the website.

### School Website

<http://www.ecstigers.com>

## **SAFETY PROCEDURES**

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### Critical Response Plan

Epiphany Cathedral School, in consultation with the Diocese of Venice, the Venice Police Department and the Sarasota County Sheriff's Department, has developed a Critical Response Plan that is designed to minimize danger to anyone occupying our school campus should an emergency occur. Our main objective is to attend to the health and welfare of your child in the event of a crisis situation. In most emergencies, your child will remain and be cared for at the school (s) he attends. In the rare event of an emergency prohibiting the re-entry into the school building, students may be transferred to the nearest and most appropriate public building.

### General Procedures for Families

The following is a general procedure to all school families to comply with if you hear of any type of school emergency. Turn on your television or radio as the media will be kept informed of any emergency. Do **not** telephone the school because there are limited phone lines and these must be available to respond to the emergency. Do **not** come to school unless instructed to pick up your child via the media or the school itself. Coming to the school will only complicate the emergency response. For efficient operations, it is imperative that you do not come to the school unless advised to do so by an appropriate agency.

All schools, whether public, private or parochial, use the same signals and codes for earmarked emergency situations. The sheriff's office, the police and fire departments, and all of the different designated emergency response agencies recognize these signals and codes uniformly. A "Code Red" is a school lock down situation and a "Code Yellow" is an evacuation circumstance. 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 the media.

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

### **Fire Drills/Evacuations/False Alarms and Fire Extinguishers**

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

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

### **Inclement Weather**

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

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

## **MISCELLANEOUS**

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### **Property Accountability**

Students may be held responsible for the loss and/or damage of school property and equipment. Textbooks, classroom supplies, and library books 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, with legal ramifications. **Child Abuse** The Diocese of Venice and Epiphany Cathedral Catholic School 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 Epiphany Cathedral Catholic School require all employees and those volunteers who work with children and/or vulnerable adults to be fingerprinted and trained in Safe Environment. **If you suspect abuse, please contact the Florida Department of Children and Families at (800) 962-2873. To report abuse by Diocesan personnel or volunteers, call the Diocesan Victims Assistance Coordinator at (941) 416-6114.**

Typically, the Florida Department of Children and Families initiates contact with the child's school requesting information. The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

### **Personal Property**

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

### **Phone Calls**

Students are **not** permitted to use the school office telephone except for emergency and/or unusual circumstances. 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. Students are not permitted to receive phone calls at any time during the school day. Personal messages are also not delivered to students. Exceptions are made for parent messages with unforeseen change of plans and in emergency situations.

### **Cell Phones**

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



**Lost and Found**

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

**Class Parties**

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

**TECHNOLOGY – ACCEPTABLE USE POLICY**

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Technology is a valuable and real world educational tool. Epiphany Cathedral School 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.

**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.

**Goal**

The school's goal is to prepare its members for life in a digital global community. To this end, Epiphany Cathedral Catholic School 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 ECS's expectations.

Grades 6-7-8 will be provided with iPad agreements upon the receipt of the iPad.

### **Policy Violations**

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

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

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

## **CLOSING NOTE**

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A policy handbook is for the most part a set of policy guidelines for students, parents, teachers and staff to ensure smooth day-to-day operations. These policies, along with common sense, lead to sound decision-making for staff, balanced parental backing and prudent student responsibility. It is by no means meant to be an all-inclusive document. ***Situations not mentioned in the handbook will be handled at the discretion and best judgment of the Pastor and/or Principal.***

### **Parents' Role in Education**

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

## **PARENTS AS PARTNERS**

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

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

### **Compliance Statement**

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

REVISED 10/2016