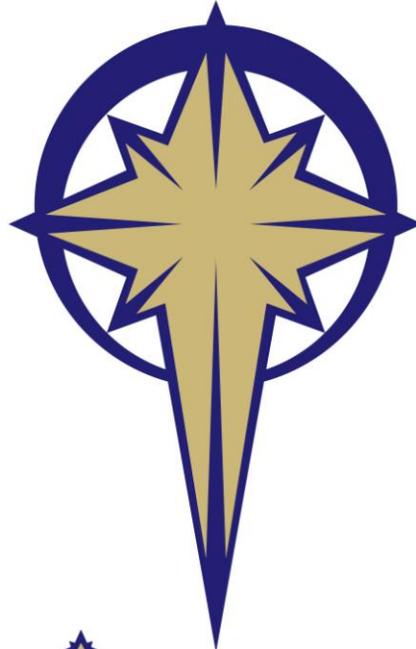


Elementary School Parent/Student Handbook
2018-2019



EPIPHANY
CATHOLIC SCHOOL

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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

*Go, therefore, and make disciples of all nations
Teaching them to carry out everything I have commanded you.*

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.¹ The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic, value-oriented manner.

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service, and integrity.

SCHOOL MISSION STATEMENT/PHILOSOPHY

MISSION STATEMENT

Epiphany Catholic School, a Christ-centered environment, is dedicated to developing the whole child through academic excellence and nourishing servant leaders in the footsteps of Jesus.

PHILOSOPHY STATEMENT

Epiphany Catholic School, of the Arlington Diocese, fosters academic excellence and emphasizes that the love and teachings of Jesus Christ are central to every child's education.

Within this environment, Epiphany strives to foster the natural curiosities and talents inherent in each child. The dedicated faculty and staff partner with parents to create an educational experience that encourages students to reach their full potential by instilling Catholic values and nourishing servant leaders in the footsteps of Jesus.

STUDENT/PARENT HANDBOOK

Each school shall utilize the Office of Catholic Schools (OCS) template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines' and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-1). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines, or regulations of the Office of Catholic Schools, the Office of Catholic Schools' policies, guidelines, or regulations shall be of controlling force and effect.

PARENTAL ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term "parent" refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Office of Catholic schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the

school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property, or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
- c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver, or preclude the school from acting in a subsequent situation of the same or similar kind.

II. ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer

Education, Library and World Languages.

The following path is outlined for those students capable of completing High School Geometry in the eighth grade.

GRADES FIVE TO SIX

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 5th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year).
- d. Favorable teacher and principal recommendation.

GRADES SIX TO SEVEN

Prior to entering Algebra I as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Pre-Algebra: 93 or above.
- c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

GRADES SEVEN TO EIGHT

Prior to entering Geometry as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through Algebra I.

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Algebra I: 93 or above.
- c. Scoring 77% on the Diocesan Algebra I exemption exam.
- d. Favorable teacher and principal recommendation.

The following path would be followed by those student identified as capable of completing High School Algebra in the 8th grade.

GRADES SIX TO SEVEN

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 7th grade math: 93 or above.
- c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year).
- d. Favorable teacher and principal recommendation.

Because the Algebra I course incorporates numerous word problems that students need to solve, a

teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

Eighth grade students must satisfy the following criteria to receive credit for Algebra I instruction and placement in the next level of high school math instruction:

- a. Pass the Algebra I course
- b. Score 77% or above on the Diocesan Algebra I exam
- c. Receive teacher recommendation for placement in the next level of high school math instruction

If a student does not score 77% or above on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form (*Appendix X*) can be forwarded to the high school. The decision of the high school will be final.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

An annual textbook fee covers the cost of consumable and permanent textbooks. Only texts approved by the Office of Catholic Schools are used. Epiphany Catholic School will research new textbook adoptions as needed. Parent input is appreciated.

Lost or damaged textbooks must be replaced at cost (including shipping charges) by the family. The classroom teacher will notify the office when a book is lost/damaged so replacement may be made in a timely manner.

TECHNOLOGY – RESPONSIBLE USE

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the school's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes, but is not limited to, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive.
 - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or

service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- h. Examples of Unacceptable Uses – Users are not permitted to:
- i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage or change to the school's hardware and/or software.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
- i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

1. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Middle School iPad Program

In September 2018, Epiphany introduced a mandatory iPad technology program for the students in Middle School. There will be a three year transition period, beginning with the current sixth grade students. Over the next two years, rising sixth grade students will join the program. Meeting the student where they are very comfortable, the digital classroom will incorporate all areas of instruction and their learning experience will be enhanced with this essential tool .

In addition to following the **Responsible Use Policy** outlined in the **Parent/Student Handbook**, students and parents are required to review and sign the iPad User Agreement, as well as sign the accompanying agreement, to protect the hardware and software inherent with this technology. Please note that teachers may set additional requirements for iPad use in their classroom.

An offer to participate in the iPad purchase program was extended to the other Middle School students. Each iPad and related components (*described below*) are school property until the assigned student no longer attends Epiphany.

Students are responsible for the general care of the iPad. It is the responsibility of the student's family to call *AppleCare*, as soon as possible, if an iPad is broken or fails to work properly. It is also the responsibility of the student's family to process an insurance claim if necessary. Please see section 9 of the *iPad User Agreement* for more information on loss or damage.

The components of the iPad system (referred to as the '**Middle School iPad Set** ') purchased through Epiphany will include:

- iPad 6th Generation
- Lightning to USB cable
- USB power adapter
- Logitech Rugged Combo Case
- Logitech Crayon

The students will provide the following required accessories:

- soft zip bag
- earbuds

Optional accessories include:

- screen protector
- portable battery

The **Middle School iPad Set** will be distributed during the first weeks of the academic year. The school will install, approve, or oversee the installation of software and apps.

At the end of the school year, all components of the **Middle School iPad Set** will be collected from each student for maintenance over the summer break. All components of the students' assigned **Middle School iPad Set** will be returned for use each school year while enrolled at Epiphany.

Any student who transfers out of Epiphany will be required to return all components of the **Middle School iPad Set** unless the cost of the set has been **paid in full**. If a student leaves after one or two years of using the iPad, they will have the option to pay the remaining balance on their **Middle School iPad Set** and keep it for their personal use.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in the revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

Testing Program

- PALS - Spring and Fall (Kindergarten and Preschool literacy assessment)
- High School Placement Testing-December
- SCANTRON Testing for Grades 3-7
 - Window 1: September
 - Window 2: January
 - Window 3: May
- ACRE Testing (Grades 5 and 8): April
- Foreign Language Testing - May

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade

levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

SUGGESTED TIME ALLOTMENTS

Kindergarten	10-20 minutes
1st and 2nd Grades	20-30 minutes
3rd Grade	30-40 minutes
4th - 5th Grade	45-60 minutes
6th - 8th Grades	60 minutes to 2 hours

Homework assignments are to be listed on the board or homework chart, allowing all students ample time to record their assignments in their homework folder/agenda given to students at the beginning of the year.

Homework is given to supplement and reinforce the various subjects taught in class. Research indicates homework given in an amount that can be reviewed the following day is the most beneficial to student learning. Work is assigned at the discretion of the teacher. Assignments may be in the form of short and long-range projects. In general, homework should not be given on holidays and evenings when a school performance is scheduled.

Students in Grades 4-8 who do not complete homework will be given a 0% in the grade book. The student will have one class day to make up the assignment and have the homework signed by a parent. The 0% will be changed to a 70%.

Teachers will provide a homework folder containing make-up work for students who are absent. Students who are absent get two school make-up days for every one missed school day. Saturday and Sunday do not count as the two make-up days.

If a student misses tests due to illness, they can be expected to make up testing when they return to school. Teachers may delay testing if necessary.

PARENT-TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Annual Parent/Teacher conferences will be held in November. Parents are asked to schedule time with the teacher to discuss their child's progress.

Parent-Teacher conferences during the school year may be scheduled upon the request of the parent or teacher. Teachers should be available to parents, and parents likewise available, throughout the school year to keep the lines of communication open in the best interest of the student.

Parents are asked to respect the teacher's arrival time between 7:30am – 8:00 a.m., as their attention is to be focused on preparing for the school day and managing the students within the classroom. **Teachers will not be available to meet at these times unless scheduled.** Please schedule a meeting with the classroom teacher either through the agenda, a written note, or by leaving a message for the teacher in the school office.

GRADING/REPORT CARDS

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment).

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

GRADING SYSTEM

Grades 1-2

- M Meets Grade Level Standards – Child consistently meets skills
- P Progressing Towards Grade Level Standards - Child is in process of developing skill
- NI Needs Improvement – Child is not demonstrating skill

ACADEMIC PROGRESS SCALE

The letter M, P or NI is indicated in the appropriate box for each subject area.

* (asterisk) indicates modified curriculum

Grades 3-8 use numeric (percentage) grades. Below 70 is designated by an F.

INDICATORS FOR EFFORT, SPECIALS AND PERSONAL DEVELOPMENT:

- 3 Very Good
- 2 Satisfactory/Good
- 1 Needs Improvement
- X Unsatisfactory

Parent access to student grades is made possible online through the Parent Portal. Parents will create an account to allow them to view their student's progress at any time, eliminating the need for quarterly progress reports. Parents are asked to keep this account information from year to year. By regularly using the Parent Portal, parents will be able to address concerns with their child/ren and teacher as necessary.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- a. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- b. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

SCHOOL COUNSELORS

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration, or other authorities.

Epiphany does have a part time school counselors on site in addition to local resources who are available within our community to address counseling needs.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, siblings may receive special consideration.

AGE FOR ADMISSION TO KINDERGARTEN

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

REQUIREMENTS FOR SCHOOL ADMISSION: PRE-SCHOOL – GRADE 5

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable

- f. Completed Diocesan Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form (*Appendix F-2*) or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of immunization as required by the Code of Virginia
 - ii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of exact dates of immunization
- d. Records from previous school, including standardized test scores
- e. Proof of custody where applicable
- f. Completed Diocesan Elementary or High School Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

GENERAL CONDITIONS OF ADMISSION

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school, may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

INTERNATIONAL STUDENTS

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent or guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

- c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent or guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
- a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
 - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.
 - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

Any student applicant whose passport, United Nations travel document or other United States

Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

- a. Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- b. Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

- a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

ABSENCES FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. **However, the school is under no obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.**

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Parents must notify the school office when their child is absent. Students who have been absent are to be readmitted to school with a note from their parent or guardian explaining the reason for their absence. If the student was ill, parents are asked to be specific with the symptoms and/or diagnosis of the illness. This helps to make the school aware of contagious illness. If the child fails to bring a note, the school will contact the family.

Teachers will provide a homework folder containing make-up work for students who are absent due to illness. Students who are absent have two school make-up days to complete work missed due to illness. For example, if a student is absent on Monday, make-up work for that day is due Thursday. Saturday and Sunday do not count as the two make-up days.

Please note that a student will be counted ABSENT if they have not been at school for a minimum of 3 hours & 15 minutes.

TARDINESS

As a form of self-discipline and responsibility, students are expected to report to the classroom by 8:00 a.m. each day. Instructional time is a precious resource and tardy arrivals disrupt the flow of daily classroom routines. K-8 students arriving after 8:10 a.m. are to be accompanied by a parent to the school office and signed in by the parent. This ensures handing off students adult to adult. Tardy arrivals will be monitored for each child and families will be contacted by the school.

Excessive tardy arrivals have a direct impact on student performance and may impact academic evaluation and promotion. Students need time before school to unpack and get ready for the start of their school day. Chronic tardiness is a serious problem, with the following consequences:

- Tardy #5 - A letter will be mailed to notify parents of excessive tardy arrivals.
- Tardy #8 - Parents will meet with Mr. Poole.
Continued tardy arrivals will be addressed by Mr. Poole.

MEDICAL EXCUSES

- Students absent due to doctor's appointments will bring an excuse from the doctor's office upon returning to school.
- Students absent with communicable diseases are to present a doctor's note upon returning to school. Parents are to notify the school office with the specific symptoms/diagnosis for the student absence.
- Students who sit out of any regular school activity or class, especially PE, are required to bring written instructions from the doctor noting restrictions and the anticipated return to regular activities.

ANTICIPATED ABSENCE

A school calendar is available to families prior to the beginning of the school year in order that vacation plans, trips, etc. may be scheduled according to school start and end dates, as well as breaks and holidays. Respecting the school calendar teaches children the priority placed on education.

Parents are to contact the Principal and the student's teacher well in advance if a child must be taken out of school for scheduled medical procedures, trips, vacations, etc. Recommendations will be made by the teacher(s) for keeping a student current in his/her work. **However, teachers are under no obligation to provide special testing schedules, assignments, tutoring or review of work missed. Students should expect to take tests that they have missed due to absence as soon as they return to school, unless prior arrangements have made with the teacher.**

RELEASE OF STUDENTS

Only students with written or verbal parental permission will be released from school during the school day. Parents must sign students out in the school office.

PERFECT ATTENDANCE

Each family should strive for Perfect Attendance. Arriving at school on time and to attend **all day, every day**, is an integral part of Epiphany Catholic School's standard of excellence.

A student's medical or dental appointment during the school day will not affect Perfect Attendance as long as the student is at school for at least 3 hours and 15 minutes.

the parent must present a written excuse for the student from the doctor's office in order for the partial absence to be excused and to not affect Perfect Attendance.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" from the new school. **All fees and tuition MUST BE PAID prior to the release of the student's records.**

If a transfer takes place once the school year has begun, student tuition will be prorated for the time attending. In addition, a monetary penalty of 2/10 of the annual tuition will be assessed, unless the family is transferring out of the commute area. A refund will be processed if monies are due.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Epiphany Catholic School does not participate in the Federal Milk Program. Milk is provided through the school milk program and Merchants Grocery Company, Inc. Parents are to sign up their student for the year and pay in full by September 1, or they may choose to add payment to their FACTS tuition payment account. See School Milk Program Order Form. Options include 1% white or 1% chocolate milk. Milk is only ordered for those that have signed up and will not be available for purchase on an as needed basis.

Students are to have a nutritious lunch. Students are not allowed to share or swap lunch or snack items with other students for many reasons, including risk of allergic reaction, parent knowledge of food consumed by their child, as well as respect for others.

If a student does not have their lunch, the parent will be called to bring lunch to school. Epiphany will not have lunch items available for students. If a parent is unable to bring lunch in a timely manner to their student, we ask that they have an alternate plan in place to respond in a timely manner to bring lunch to school.

ARRIVAL AND DISMISSAL

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents. Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

Arrival

Morning Extended Day Students

The morning Extended Day program begins at 7:00 a.m. for students in preschool through eighth grade. No child will be dropped off prior to this time. Parents will bring students in to the Pavilion (located behind the gym) and sign them in. During extreme weather conditions morning care will be in the gym. At 7:50 a.m. all students will be escorted to the main building and released to their classrooms.

Preschool-Grade 8 Students

Drop-off time for students begins at 7:50am. Students will be dropped off at the main building. The Principal and four safety patrols will help unload cars in the drop-off line. Students will proceed to their classroom where classroom teacher will greet them. Parents are asked to refrain from walking their children to class.

Families arriving after 8:00 will park and escort their children to the main office, where they will be signed in by their parent. Students will proceed to class. Students are never to be dropped off at the doors and left. The policy at Epiphany is that students will be handed over adult to adult.

Preschool

Preschoolers in morning Extended Day will be brought to the main building and signed in by Extended Day personnel at 7:50 a.m. Preschoolers brought to the classroom by parents arrive between 7:50 a.m. and 8:00 a.m. and are signed in by their parent.

Dismissal

Preschool 3 Year

Preschooler 3's are signed out between 12:00-12:10 pm by their parent or parent authorized adult at the preschool classroom. Children in the classroom after 12:10 are signed in to Extended Day. The parent or authorized adult will then sign them out at the Extended Day room location: 12:10-3:00 at the preschool classroom; 3:15-6:00 at the Pavilion.

Preschool 4's-Grade 8 Students

All students in grades kindergarten through eighth grade will gather at 3:10 p.m. for announcements and prayer. Students will be dismissed in silence as they are called by the teacher on duty and assisted to their car by a safety patrol. Any remaining children at 3:15 will be signed in to Extended Day.

If someone other than the student's regular pick-up person is to take the child into their care, the parent must send a note or call the school office to give permission. The receiving parent must also be aware that they will be picking the student up from school. Epiphany will not honor requests from parents to ask or make arrangements for another parent to take a child. Instead, the student will be signed in to Extended Day until parents are able to finalize these plans.

Extended Day Students

Extended Day Care will be located at the Pavilion after 3:15. Parents will drive there to sign their children out in the Extended Day Student Log when picking up their child.

Extended Day will end at 6:00pm. There will be a late fee for any student that is not picked up by that time.

Excusing Students from the Classroom

Early dismissal notices from home should be forwarded to the school office in the classroom mail envelope. The school office will call for students who are being dismissed early, or those with scheduled appointments. All students must be signed out in the office prior to being released.

Keeping Students after School

Written permission must be presented to the teacher for children staying after school for clubs, tutoring, make-up tests, etc. Teachers are responsible for the child until the agreed upon pick up time. The teacher will bring student(s) to the communicated pick up spot (Main Entrance, side door, gym, etc.) Student that are not picked up at the designated time will be signed in to afternoon care at the Pavilion. Parents will be charged for the time the students time spent there.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal, and those to whom they extend access within a given year.)

The School administration may elect to provide, at cost, photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records is received, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

CONFIDENTIAL ACADEMIC RECORDS

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record, and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Assistance Team minutes

The following student records are to be retained for 7 years, or when the students reaches the age of 25, whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in, and wear an identification tag when visiting the school.

Parents are to be respectful of teacher instructional and preparation time. Parents that have reported to the school office are not to interrupt instruction time for any reason. Please call the school office to leave a message for the teacher to request a meeting time that is mutually agreeable to both parties.

SCHOOL COMMUNICATIONS

Epiphany Catholic School uses SchoolMessenger® to communicate important school information via phone, email, and text. Families are asked to provide phone numbers and email addresses to receive emergency communications and important school information and notices. Any changes to contact information must be communicated to the school office immediately to ensure effective communication.

Important information may be found on the school website. A school directory, full year school calendar, monthly calendar and weekly reminders will communicate important information and dates for families. All families are asked to read all SchoolMessenger® communications.

A monthly newsletter will be distributed on the fourth Friday of each month highlighting school events. Each teacher has a teacher website that will keep parents updated on classroom happenings, upcoming classroom events and homework and project assignments. Student agendas are used to record homework, important project due dates, reminders and daily student behavior. Teachers may require a parent signature.

Parents are expected to monitor their student's academic progress by using the Parent Portal using the following link:

<https://arlingtondiocese.powerschool.com/public/>

Parents are provided Parent Portal account information when their student is registered, or when they enter kindergarten. The information package explains how to set up the account and how to navigate through the Parent Portal. Parents are asked to communicate with teachers if there are any concerns.

PRINCIPAL'S COMMUNICATION

The Principal's door is always open to parents for sharing ideas, asking questions, or discussing concerns. However, parents will always discuss classroom concerns with the teacher prior to bringing a concern to the principal. Two-way communication is most important for the success of our school and our students.

TAKE-HOME COMMUNICATION

All materials prepared by parents for release to the parish or school community must be approved by the Principal or his/her designee.

Important information may be found on the school website. A school directory, full year school calendar, monthly calendar and occasional flyers. Weekly reminders will again communicate important information and dates for families. All families are expected to read all SchoolMessenger email communications.

A monthly newsletter will be distributed on the fourth Friday of each month highlighting school events. Each teacher has a teacher website that will keep parents updated on classroom happenings, upcoming classroom events and homework and project assignments.

Student agendas are important means of parent-teacher communication. Students in grades 1-8 have an agenda notebook that is to be reviewed by parents nightly. Any note, sign-up for extended day, etc. is to be included in the agenda. Teachers use the agenda to relay messages home.

A weekly folder will also go home every Friday.

TELEPHONE USE/MESSAGES FOR STUDENTS

The school office phone may be used by students to phone home provided that the teacher has approved the reason for the phone call and office staff is aware that the phone is being used. Parents may call the school office to leave a message for a student that will be delivered at the end of the day (exceptions for time sensitive messages if possible.)

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1038 hours of instructional time (as defined by the Commonwealth of Virginia).

If, during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

Epiphany will follow the decision of Culpeper County Schools to close for the first three (3) calendar days of an inclement weather event. The Principal will make the decision, if necessary, on the fourth (4th) calendar day. Faculty, staff, and families will be notified by phone, email, and text (if requested) through SchoolMessenger®.

Opening Delay

Epiphany will follow the decision of Culpeper County Schools to delay the opening of school for the first three (3) calendar days of an inclement weather event. The Principal will make the decision, if necessary, on the fourth (4th) calendar day. Faculty, staff, and families will be notified by phone, email, and text (if requested) through SchoolMessenger®.

-One Hour Delay:

- Morning Care will begin at 8:00am
- Arrival will begin at 8:50am
- School Day will begin at 9:00am

-Two Hour Delay:

- Morning Care will begin at 9:00am
- Arrival will begin at 9:50am
- School Day will begin at 10:00am
- Preschool 3's will end, as usual, at 12:00pm

Early Closing while at School

Epiphany will follow the decision of Culpeper County Schools for an early closing of the school day. Families will be notified by phone, email, and text through SchoolMessenger®. Parents will need to respond immediately or have alternative (and local) plans in place in case they are not able to arrive at the time school is closed.

Parents are encouraged to pick up their children as soon as possible if they are concerned about driving conditions.

If school is closed for inclement weather, or has closed during the school day, all afternoon and evening activities are also cancelled.

PHOTOS AND OTHER MEDIA

Parents may opt their children out of participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

LIBRARY

All books chosen for classroom reading in Diocesan schools must be appropriate for students, not only in age level and reading ability, but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (Appendix R).

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 20 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Youth weighing less than 100 pounds may not be seated in the front seat.

Cell calls and texting are not permitted while driving.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.

Teachers and other school employees should not drive students in their personal vehicles.

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, that it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

School-sponsored ski trips are not permitted.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian, or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

Students that 'opt out' of a field trip will not attend school that day and will be marked absent. Students that do not meet academic or behavioral standards may be precluded from field trips.

Field trip participation is limited to enrolled students, teachers, staff, and parent volunteers of Epiphany Catholic School. Parents who volunteer as a driver or chaperone must be *VIRTUS* compliant and OCPYC approved. Packets for child protection clearance are available from the school office. *VIRTUS* workshop sessions will be offered throughout the Diocese during the year. Information for training sessions may be found with *VIRTUS* required paperwork.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration's decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

A celebration of the Eucharist should be held for the graduates close to the date of graduation.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the head of school/principal regarding advancement of the school's mission and legislative issues concerning the school, as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

FUNDRAISING

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, head of school). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in, and cooperate with, worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, head of school).

Epiphany Catholic School has a very active and supportive PTO who sponsors several school fundraisers each year. All faculty and families are asked to help with and participate in these events. Fundraising is an integral part of the financial stability of the school. By providing one's time and talents to these events, parents may be assured that student are provided the environment and activities that enhance their learning experience on many levels.

Our school community is built on parent involvement and their commitment to our success. Each family is asked to provide a minimum of 20 hours of service to our school. Parents are encouraged to volunteer in as many events as their schedules allow. A PTO binder is located in the school office to record volunteer hours. The PTO will notify families of volunteer opportunities and apprise them of their volunteer hours throughout the school year.

TRANSPORTATION/PARKING

Older students in the school may serve as traffic/pedestrian safety patrols at the discretion of and upon designation by the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

Grades 5-8 are responsible for safety patrol. This is a service project for the school, so all students are expected to participate. Safety patrols are to arrive by 7:45 a.m. Siblings of safety patrols will not be charged extended day for the five minutes before the start of school. Afternoon duty will end at 3:15 p.m. and those students must be picked up at that time.

Arrival and Dismissal - Grades K-8

Car drop-off lines form by entering East Grandview Avenue from Main Street or Old Rixeyville Road and, proceeding to the top end of the loop, turn left to circle around to the front entrance of the main school building. Parents proceed to the cone as directed to drop off/pick up their student. Student must be loaded/unloaded from the passenger side of vehicle for safety purposes.

Parents that wish to use the Extended Day Program will drop off and pick up their children from the Pavilion. Proceed through the upper parking lot to the access road to the Pavilion parking lot.

Drop-Off/Pick-Up Instructions

Arrival

7:00-7:50 a.m.

Instructions

Morning Care: Parent will park at the Pavilion & walk child inside to sign them in.

7:50-8:00 a.m.

Drop off at the building main entrance following the traffic plan below

At 8:00 a.m.

Student is tardy-Adult must park and walk their child/ren to the school office and sign them in. Children are not permitted to enter or exit the school building without an adult.

Dismissal

3:00-3:15 p.m.

(11:30-11:45

a.m. for Early

Dismissal)

Students will be dismissed when called through the Main Door as vehicles arrive following the traffic plan. Families will have a card with their name that they will be display on their right dashboard. Names will be called and students will be **loaded in the passenger side** of the vehicle by supervised Safety Patrols, ****OR****

Parents may park across the street and use the sidewalk to the front door for dismissal. We ask parents not to interfere with the flow of traffic.

**DO NOT cut in the drop off line, pass vehicles in the drop off line,
or park anywhere in the loop during arrival or pick up.**

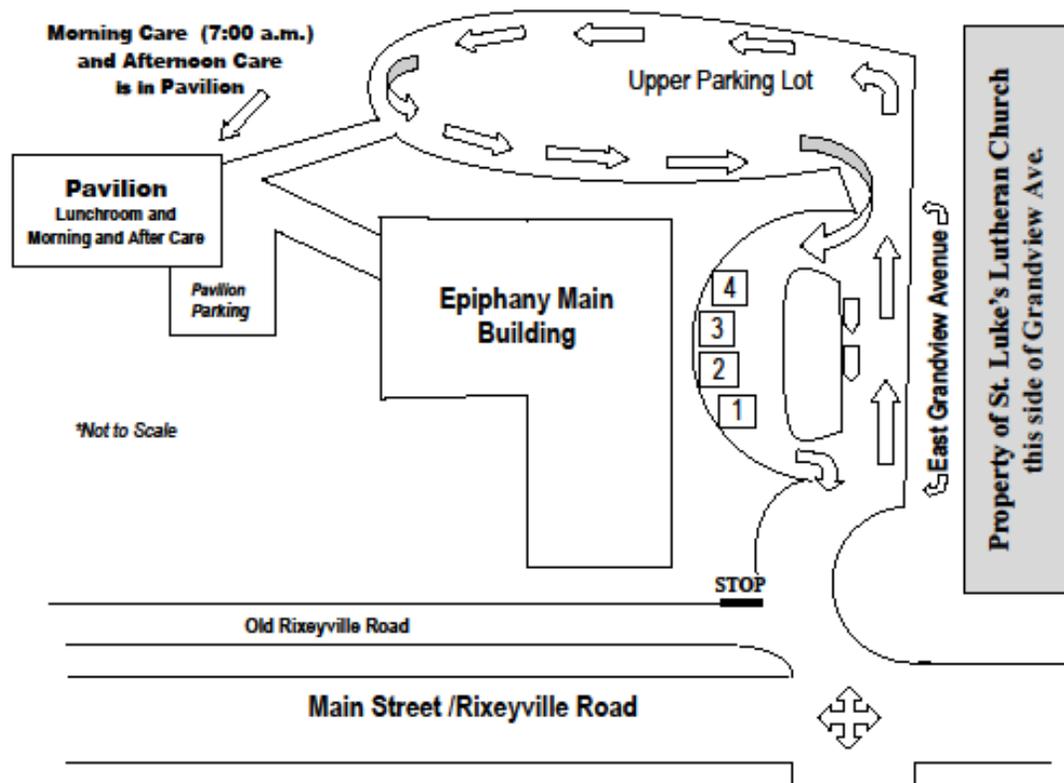
After 3:15 p.m.

Dismissal is over at 3:15. Students remaining in the building at 3:15 will be signed in to Extended Day. Parents must park and sign their child/ren out of Extended Day Care. Bills are sent home weekly.

If Safety Patrols are not in the loop loading/unloading vehicles, arrival/dismissal is over.

You must go into the building to drop off/pick up your child/ren.

All students MUST be handed over adult to adult.



V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a processing fee payable to the private vendor.

To be eligible to receive funds from this program, students must satisfy all of the criteria described below:

- a. A baptized Catholic or convert officially received into the Church
- b. Family resides within the boundaries of the Diocese of Arlington
- c. Family is registered and an active member of the parish
- d. Student attends, or is accepted by, a Catholic school in the Diocese of Arlington

The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

Tuition and fees may be paid in full or in installments. Epiphany Catholic School utilizes the services of FACTS Tuition Management for those families who choose to make payments. FACTS provides a direct debit plan. There is a one-time fee for using the payment plan. Families choose their method of payment at the time of student registration and, if necessary, will register with FACTS and create an account. Parents have the option of the date their payment is drawn and how many payments they wish to make. There is a convenience fee charged by FACTS. Families that do not indicate otherwise at the time of registration will make 12 payments, June through May.

TUITION AND OTHER FEE SCHEDULES

PRESCHOOL FOR 3 & 4 YEAR <i>(age as of 9/30/2018)</i>			
PRESCHOOL TUITION RATES:			
PRESCHOOL CLASSES DAYS/TIMES	3 Year Olds Tues/Thurs 8:00-12:00	4 Year Olds Tues/Wed/Thurs 8:00-3:15	4 Year Olds Monday-Friday 8:00-3:15
PARISHIONER RATE:	\$ 1,500.00	\$ 3,000.00	\$ 4,200.00
NON-PARISHIONER RATE:	\$ 1,850.00	\$ 3,550.00	\$ 5,000.00
Supply Fee	\$ 100.00	\$ 125.00	\$ 150.00
KINDERGARTEN – GR. 8			
TUITION RATES		BOOK FEES	
PARISHIONER RATES:	KGN-GRADE 8	KGN.- GR. 5	GR. 6 - 8
FIRST CHILD	\$5,700.00	\$ 250.00	\$ 300.00
SECOND CHILD	\$4,600.00	↓	↓
THIRD + CHILD (EACH)	\$3,700.00	↓	↓
NON-PARISHIONER RATES:			
FIRST CHILD	\$6,350.00	\$ 250.00	\$ 300.00
SECOND CHILD	\$5,775.00	↓	↓
THIRD + CHILD (EACH)	\$4,750.00	↓	↓
OTHER FEES:			
SPORTS FEE: \$50.00 per Student / per Sport			
MIDDLE SCHOOL IPAD PROGRAM: \$187/year for 3 years (Total \$560.00)*			
*IPAD Program required in 2018 for Grade 6 (2019 for Gr. 6 & 7, 2020 for all MS)			

- The Registration Fee is due at the time an application is submitted.
- Book/Supply Fees are due June 1.
- Late fees of \$10.00 per child will be added beginning June 11 to outstanding Book/Supply Fees and Tuition.

Once registered, if the decision is made not to attend Epiphany, the office must receive notification writing prior to May 15th. If notification is made after May 15, the family will remain responsible for all fees due (Book/Supply Fees) PLUS a cancellation penalty equal to 1/10 of the annual tuition. The cancellation penalty after July 1 is equal to 2/10 of the annual tuition. Once school is in session, families leaving will be responsible for a minimum of 2/10 tuition penalty plus a pro-rated tuition for days enrolled.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes, and fans display respect, civility, and responsibility in words and actions before, during, and after all athletic contests and/or practices. These policies are developed to assist the four diocesan high schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary- and middle school-based athletic program participation is required, excluding parish CYO.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right of possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

Epiphany has two vehicles for school use. These may be used to transport students on game day. In some instances, the capacity of the vehicles may not accommodate the size of the team(s). In these exceptional cases, parents may need to provide additional transportation. Parent drivers must meet the Parent Driver requirements unless driving their child/ren only.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in an extended day/after care program, or participating in a school-sponsored activity (such as athletics or theater).

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends parents, faculty, and students work together to create a Catholic school environment. These basic components include:

- a. Teachers have a right to teach. No student will stop the teacher from teaching.
- b. Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.

- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff, and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance, or marijuana or (b) used, possessed, or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615. 1) or on school property (e.g., lockers – Policy 615. 2). Any student who violates this provision will be subject to disciplinary action up, to and including, expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments

[which may sometimes be known as nunchucks or fighting chains], sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to, and including, expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to, and including, suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges
- d. Detention
- e. Probation
- f. Suspension
- g. Dismissal
- h. Expulsion

SPECIFIC DISCIPLINARY POLICIES

Teachers will provide a thorough explanation of expectations for their class at Back to School Night. General information applicable to all grades is listed here.

All grades will utilize a clipboard system that moves from class to class with the students and allows all teachers to indicate any discipline or pertinent student information to the homeroom teacher on a daily basis, so that information may be communicated to parents. Any student who is absent will be highlighted.

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/administration to dismiss a student at the close of the school year.

Students who are dismissed may apply for readmission to any Diocesan school after one full year.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

- a. a serious infraction of school rules occurs;
- b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed at the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

INTERROGATION OF STUDENTS

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- a. The principal, the assistant principal, or the principal's designee shall be alerted.
- b. The police officers shall report to the principal's office.

- c. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to questioning.
- d. The principal or a school representative shall be present.
- e. The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned, has *vis-a-vis* other students, exclusive use of the locker or desk but has no proprietary rights versus the school.

Cell Phones and Electronic Devices

- Cell phones and other electronics use will not be allowed during school hours.
- Students with cell phones or other electronics in their possession will keep these devices in their locker for the entire school day, and they will be turned off.
- A cell phone or electronic device found on a student will result in:
 - ▶ that device being taken from the student and delivered to the school office where it will be picked up in person after school by the student's parent/legal guardian. If the school office is closed, the phone may be picked up the next school day.
 - ▶ disciplinary consequences, including demerits, detention or Saturday school.
 - ▶ consistent disregard of the school guidelines for cell phone use may result in suspension.
- In addition, any student found using an electronic device during a test will receive a 0% on that test.
 - ▶ Please note process above for other consequences and for returning the device to the parent/legal guardian.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not

returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Flynn & O'Hara is our uniform supplier. Our school code is VA223. They offer five ways to purchase uniform items:

- Online orders- go to www.flynnohara.com and follow directions to the Epiphany online store
- Flynn and O'Hara Store: Fair City Mall, 9650 Main St., Fairfax, VA
Phone: (703) 503-5966.
- Order by fax: complete order form and fax to 215/637-6392
- Order by phone: Toll Free 800/441-4122 Monday-Friday 9:00 a.m. - 5:00 p.m.
- Order by mail: complete order form and mail to:
Flynn & O'Hara School Uniforms
10905 Dutton Place
Philadelphia, PA 19154

Each student in grades K-8 attending Epiphany School is required to have the Full Dress Uniform. The Full Dress Uniform may be worn every day, but **MUST** be worn on Fridays, Holy Days, and special events of which you will be notified.

Uniforms must be ***clean, fit properly and be in good repair***. Jumpers, skirts and shorts must fall to the knee. Students attending school wearing uniform items that do not fit within this dress code will receive a Uniform Notice to be signed by a parent and returned to school. Multiple infractions will reflect on the student's report card.

BOY'S FULL DRESS UNIFORM

GRADES K-5

F&O Navy Epiphany School Logo Cardigan
F&O Navy Poly/Cotton Twill Pants
White Oxford Button Collar Shirt
Navy Tie
Navy Socks
Belt & Dress Shoes

GRADES 6-8

F&O Epiphany Logo Navy
V-Neck Pullover Sweater
F&O Gray Wool/Poly Pants
White Oxford Button Collar Shirt
Navy Tie
Navy or Black Socks
Belt & Dress Shoes

Optional Items K-8 (may be worn Monday-Thursday)

F&O Navy Poly/Cotton Twill Shorts (April-October only)
F&O Navy Poly/Cotton Twill Pants
F&O Navy Sweater Vest
F&O Short Sleeved Pique Polo
F&O Long Sleeved Pique Polo
White Turtleneck

GIRL'S FULL DRESS UNIFORM

GRADES K-5

F&O Navy Epiphany School Cardigan
F&O Plaid Drop Waist Jumper
F&O Peter Pan Blouse (plain collar!)
⇒ **Navy Knee Socks or Navy Tights** ⇐
Dress Shoes
(closed back, flat heel)

Grades 6-8

F&O Navy V-Neck Pullover Sweater
F&O Gray Kilt
White Oxford Button Collar Shirt
& **Navy Cross Tie**
⇒ **Navy Knee Socks or Tights** ⇐
Dress Shoes
(closed back, less than 1" heel)

Optional Items K-8 (may be worn on days when the Full Dress Uniform is no required)

F&O Navy Walking Shorts (April-October)
F&O Navy Skort (may be worn in winter with tights or knee socks)
F&O Navy Poly/Cotton Twill pants
F&O Navy Sweater Vest
F&O Short Sleeved Pique Polo
F&O Long Sleeved Pique Polo
White Turtleneck
Navy or White **Crew** socks

P.E. Uniform K-8

(Must be worn on days when students are scheduled for P.E.)

F&O Navy Epiphany Logo **T-Shirt & Shorts**
F&O Navy Epiphany Logo **Sweatshirt & Sweatpants (November-March)**

Jewelry

Girls having pierced ears may wear one pair of small post or stud earrings. A cross or religious medal necklaces, as well as one pin on the school cardigan, may also be worn. No other jewelry may be worn.

Hair and Make-up

Fads, wigs, dyed or unusual hairstyles are not permitted. Boys hair length is not to exceed the eyebrows and must be off the shirt collar. Headbands, bows, and barrettes must be small, plain, and coordinate with the uniform. No make-up or nail polish of any kind may be worn. Fingernails are to be kept reasonably short.

Other information:

- **Mark ALL clothing items!**
Uniform items cannot be returned to you if they do not have your child's name.
- Belts are required when wearing **any item with belt loops**. Black, brown or navy is preferred.
- **Athletic shoes MUST be worn for P.E.** and on days when students are not in dress shoes. Fashion shoes (Etnies, Vans, Sketchers, skater shoes, light up shoes, etc.) **are not athletic shoes** and are not permitted.
- Footies, logo, ruffled, boys' socks to the knees and colored socks (other than navy blue) are not a uniform option.
- Students staying after school in Extended Day are welcome to bring a change of clothes (age/school appropriate).

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

- Weapons, including toy weapons
- Drugs
- Alcohol
- Laser pointers
- Medications (medication must be brought to School Office)
- Matches
- Fireworks
- Inappropriate reading material

PLAYGROUND REGULATIONS

All children on Epiphany Catholic School property must be supervised by an adult.

Playground

- Small play set if for students age 3-6, large play set for students age 6-12
- **Children on Epiphany property must be under adult supervision at all times**
- No throwing any object

- One student at a time on ladder and on slide
- No running up or down slide
- Go across monkey bars on person at a time
- No pets allowed

Other outside areas of the school building:

- Play within defined areas
- No running on the sidewalks
- Do not run after balls that have gone outside the play area (adult must retrieve them)
- Demonstrate good sportsmanship
- Do not climb trees or fences
- Student may use items designated for playground use.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited. Student meals provided by parents **must not be heated in microwave ovens by school personnel and/or school volunteers.**

- Students will bring a packed lunch daily. Parents are asked to pack a thermos to keep food warm and a cold pack to keep food cold. The refrigerator and microwave oven is not available for student lunches.
- If a student forgets their lunch or does not have a lunch, the parent will be contacted to bring a lunch. Extra lunch items are not kept on hand.
- Families are offered the opportunity to order lunches from local vendors once or two times per week. Families will receive order forms to complete with payment to the PTO on an average of once per month and returned by the date due. Late orders will not be accepted.
- Student lunches from outside vendors are discouraged on other days.

Lunchroom etiquette/behavior

- Begin with prayer/blessing
- Follow directions of lunchroom monitor
- Good table manners are expected of all students
- Use quiet speaking voices
- Remain seated while eating
- Raise hand and ask to be excused to throw away trash or to leave table
- One light out = whisper voices
- All lights out = no talking

The lunchroom monitor will note any violations of lunchroom etiquette on the class clipboard. Students will receive consequences as noted in the discipline plan

VIII. HEALTH, SAFETY & WELFARE

STUDENT HEALTH, SAFETY & WELFARE

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activity under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee, or volunteer.

Any clergy, employee, or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
- b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in *loco parentis* or school personnel.”

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

Parents are required to keep emergency contact information up to date in the school office. If a parent is not able to respond to a call to pick their child up from school, they will need to have a local emergency contact that is able to respond in a reasonable timeframe.

MEDICATION ADMINISTRATION OVERVIEW

All school clinic, administrators, and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.
- k. When the medication is epinephrine, trained school employees are permitted to administer Epi-pen injections when:
 - a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
 - b. parents of students requiring such injections provide a doctor's letter attesting to the life threatening allergy;
 - c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (Appendix F-6).

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (Appendix F-6). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

SPECIALIZED STUDENT CARE NEEDS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify, in writing, the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures, or behavior at school.

USE OF CRUTCHES

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

USE OF MICROWAVE OVEN

For preschool and elementary schools only; given the risk of potential harm, students' access and use of microwave ovens is prohibited.

LIFE THREATENING ALLERGY

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

All schools must provide an annual in-service educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to, teacher(s), food service, bus drivers, and janitorial staff.

INFECTIOUS/COMMUNICABLE DISEASES

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance the protection of students:

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

If a child has head lice, parents must do the following:

- Notify the school office and child's teacher.
- Treat the child with appropriate shampoo (Rid, etc.) and comb through hair thoroughly to remove nits.
- Wash all bedding (sheets, pillowcases, etc) in hot water, dry in a hot dryer.
- Bag up all stuffed animals or other possibly contaminated items for 2 weeks in a plastic bag.
- Vacuum thoroughly and dispose of bags right away.
- Recheck child **daily** for nits or lice.

Head lice are not selective! Any child/adult may become infected if exposed to lice. In order to eliminate or reduce outbreaks, we do not allow children to share hats, combs, or bedding. A child may be readmitted to school after treatment.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

Teachers and pupils must be familiar with fire bell signals and the fire drill routes posted in the classroom and hallways.

An orderly evacuation of a building under the supervision of each teacher is imperative. Teachers must take the class roll book with them if at all possible without jeopardizing their own safety or that of their classes, and once outside, call class roll to account for each student.

During the fire drill everyone must vacate the building. All fire doors shall be kept closed at all times.

Fire drills will be conducted monthly. Drills will be scheduled at different times and using different means of egress. Teachers will be given the order to re-enter the building. Student emergency forms are to be kept in a sealed envelope and stored in the compartment of the clipboard. Class teacher is to bring the clipboard to the fire drill.

SEXUAL HARASSMENT – STUDENTS

Sexuality affects all aspects of the person including, in a general way, the aptitude for forming bonds of communion with others. The Office of Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to, and including, expulsion.

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

Parents should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement, if appropriate.

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contains some asbestos. Intact and undisturbed,

asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every _____ years, _____ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The _____ School Asbestos Management Plan has several on-going requirements.

It is the intention of _____ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. _____, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at _____.

Epiphany School has been thoroughly inspected by the Office of Construction Management at the Diocese of Arlington. Our school buildings are all asbestos free.

VIDEO SURVEILLANCE CAMERAS

School leadership at each individual school may elect to install video surveillance cameras in order to maintain a safe and secure environment.

- a. At the discretion of the principal/head of school or his/her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed appropriate to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention, and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

IX. STUDENTS WITH SPECIAL NEEDS

The Office of Catholic Schools recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Students with disabilities are expected to follow the school's policies and honor code.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section IV, *General School Policies*, regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II, *Academics*, but including the section on *Technology*), apply to the Extended Day Program.

Epiphany Catholic School offers care for students on an extended day basis; meaning that, on the days when school is in session, families have the option of supervised care outside of our regular school hours. The Epiphany Catholic School Extended Day program allows parents to leave their child in a quality child care environment that compliments the formal learning programs. The goal is to plan activities to develop growth through the physical activities, recreation, service activities, and exploration. Quiet time for reading, drawing, working on homework is also included in the daily plan. Christian attitudes towards self and others are emphasized in all activities. The Epiphany Catholic School Extended Day program allows children to experience a diversity of growth activities in a Catholic environment. See Extended Day Care Program 2018/2019).

Eligible Participants

Epiphany Catholic School Extended Day program is a service offered to parents and open to all students currently enrolled in Epiphany Catholic School. All students are eligible to attend the Extended Day program. Please note that only students that are signed in to the Extended Day program are to be in the Extended Day location. The area is not intended to be used by children in the care of someone other than extended day personnel.

Fees

Registration Fee

A \$15.00 Registration Fee is charged per family for the use of the program and will be billed if the program is used more than three times within the school year (including emergency drop-ins). Money collected through this fee will go towards art supplies, new games, and activity materials for the Extended Day participants.

Late Pick-Up Fee

The Extended Day program ends at 6:00 p.m. Parents that have not picked up their child/ren by that time will be charged a Late Pick-Up Fee that is equal to \$1.00 per child per minute. This fee will be added to the regular hourly charges. Parents are strongly

urged to have a local contact that may be able to pick students up from school should the need arise.

Rates

Current fee schedules may be found in the Extended Day Overview, available from the school office and included with paperwork included in family Orientation Folders.

Parents may choose from three options for payment of Extended Day fees:

- Option 1: Scheduled – Hourly
 - This is the standard fee. Notify the school 24 hours in advance of need for Extended Day care. Charges are calculated by quarter-hour increments. Bills will be sent out weekly.
- Option 2: Pre-paid Afternoons
 - This option is discounted as it allows staff to plan in advance. The pre-paid afternoon option provides a discount for elementary and preschool students. Sign up in advance for afternoons that you will need Extended Day care each month. Scheduling forms are sent home prior to month of service. The bill will be calculated according to the number of afternoons requested each month and will be sent home prior to month of service. Pre-paid afternoon arrangements may be changed or cancelled with a month's prior notice
 - Please note that fees for Early Dismissal days for K-8 students is greater due to increased hours.
- Option 3: Full Afternoon Care for Elementary Students
 - Pre-paid full afternoon care provides the greatest discount for elementary school students. This option offers unlimited afternoon care. Payments are due by the first day of the month. Option 3 will be billed in nine monthly payments, September 1 through May 1. Parents are urged to carefully consider Extended Day options to determine which will be the most affordable for their needs.
- Unscheduled Emergency use of the Extended Day Program will be charged at the following rate (parents must notify the School Office by 5:00 p.m. on the previous day):
 - K-8 afternoon care: \$6.00/hour
 - Preschool afternoon care, 12:00pm – 6:00pm: \$6.25/hour

Billing

Extended Day is billed weekly unless other arrangements are made. The amount charged is an hourly rate in 1/4 hour increments (i.e., K-8 pick up by 4:00 p.m., billed 3/4 hour; pick up at 3:45pm, billed 1/2 hour; pick up at 4:05pm, billed 1 hour), unless Option 2 or Option 3 is selected.

Also Note:

A \$5.00 Late Payment Fee will be assessed for any bill not paid within 3 weeks of bill date. This is a recurring fee and will be added every week thereafter. Families with unpaid Extended Day charges in excess of four consecutive may lose the option of program availability.

See Extended Day Registration and Overview Forms 2018/2019

Staff

The staff is hired by the Principal. Staff is expected to meet and maintain high standards of care. The number of students attending each session will determine the number of staff required to meet the staff ratio. Staff ratio must be maintained at:

- 1:10 ratio for three to five year old children
- 1:18 ratio for five to eight year old children
- 1:20 ratio for nine to twelve year old children

Staff is expected to be of good moral character, enthusiastic, and displaying a caring sensitivity to the children entrusted to their care.

Staff members have experience directly related to child care and child development. They receive training in child care, recognition of child abuse and neglect, first aid, and other health related topics. A minimum of ten hours of training in working with school age children is required each year.

Snack/Change of Clothes

Students staying after school are to bring a healthy afternoon snack to hold them over to dinner time. Suggestions include fruit, veggie sticks, whole wheat crackers. Please do not send yogurt, cheese or any other perishable item as it may be spoiled due to lack of refrigeration.

Parents may wish to send in a change of clothes for their children. Please, no sandals or other footwear that is not reasonable for playground use. Lost or missing uniform items are the sole responsibility of the owner.

Hours of Operation and Schedule

Morning Schedule

Morning extended day begins at 7:00 a.m. Parents are to drop students off at the Pavilion, located behind the gym. During weather extremes morning care will be in the gym. All students must be escorted into the building and signed in at the time of arrival.

At 7:50 a.m., all students are escorted to the main building. Preschool students are signed in to their classrooms.

Afternoon Schedule

Preschool

Preschool three year students remaining for the afternoon, and those students that have not been picked up by 12:10 pm, will remain in the preschool classroom area. A staff member will sign them in to extended day. They will wash, have lunch, rest, have outdoor play (if possible), and indoor activities until pick-up. Parents will come to the classroom to sign out their child prior to 3:00 p.m. unless they have made other arrangements for them to join their grade school aged siblings at 3:00 dismissal.

At 3:15 preschool students will join other students at the Pavilion. Adult/student staffing will be determined by the ratio noted above, and additional extended day staff will be assigned if necessary. Extended Day ends at 6:00 p.m. for preschool children. Parents will sign out students as they pick them up.

K-8 Students

K-8 students who remain at school at 3:15, and are not scheduled for a particular activity, will be signed in to extended day care. Extended day runs until 6:00pm. Parents will sign out students as they pick them up. Parents arriving after 6:00 p.m. will be charged a late fee of \$1.00 per child per minute.

The above schedule may be altered due to weather conditions, special programs, early dismissal days, etc.

During the school year, the following days afternoon care is not available:

1. The afternoon before Christmas break
2. Holy Thursday
3. The last day of school for
 - Preschool
 - Grade School

Inclement Weather

Inclement weather poses a challenge for all of our families. Because Epiphany has an *extended day* program, care is not available when school is not in session.

When the opening of school is delayed, morning care is also delayed by the same amount of time. Care will be available at 8:00 a.m. for a one hour delay and at 9:00 a.m. for a two hour delay. Parents should be aware that, on occasion, a delayed opening is announced to provide time to further assess a weather situation. Frequently, a decision to close schools is decided. Therefore, we ask parents to be aware that alternate plans may be needed for their children. Families will be notified by our emergency notification system should a change be necessary.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked, but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen, if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030
(703) 934-1505

Verona Licensing Office
Post Office Box 350
Verona, Virginia 24482-0350
(540) 248-9345

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-549

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496
(757) 491-3990

INSURANCE

The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PARENTAL INVOLVEMENT

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

APPENDICES

Diocesan Forms:

Permission for Emergency Care Form (*Appendix F-1*)
Confidential Health History Update (*Appendix F-1A*)
Virginia School Entrance Health Form (*Appendix F-2*)
Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
Inhaler Authorization Form (*Appendix F-3*)
Asthma Action Plan (*Appendix F-3A*)
Epipen/Twinject Authorization Form (*Appendix F-4*)
Allergy Action Plan (*Appendix F-4A*)
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
Diabetes Medical Management Plan (*Appendix F-5A*)
Medication Authorization Form (*Appendix F-6*)
Waiver Information/Right to Object Form (*Appendix N*)
Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
Academic Intervention Plan (*Appendix AA*)
Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

School Forms:

Application for Admission
Registration Process
FACTS Flyer - Tuition Management and Grant/Aid Application
Tuition Payment Option
Drop Off-Pick Up Instructions
Directory Release
Acceptable Use Policy K-8
Acceptable Use Policy 6-8
Right to Object-Waiver-Media Release
Pick-Up Authorization
Milk Order Form
Extended Day Overview
Extended Day Sign Up
Uniform Policy
VHSL Sports Physical
Student Make-Up Work Matrix

Parent/Student Handbook Agreement Form

Handbooks will be available online on Sept 1, 2018 at
epiphanycatholicsschool.org

Return this Agreement no later than Monday, September 10, 2018

PARENT/GUARDIAN

I have read the current **Parent/Student Handbook and/or the Preschool Parent Handbook**. In doing so, I have explained the content of this document to my child/ren. I acknowledge and agree to the policies contained therein, and will require my child/ren to comply with the policies which apply to children.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or the Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

(Parent Signature)

(Printed Name)

(Date)

FOR MIDDLE SCHOOL STUDENTS (GRADES 6-8 ONLY)

***I have read the Parent/Student Handbook
and agree to observe all school regulations.***

(Student Signature)

(Student Signature)

(Printed Name)

(Printed Name)

Date

