

# Parent/Student Handbook

2021-2022



st. edward  
epiphany

**ST. EDWARD-EPIPHANY  
2021-2022  
STUDENT HANDBOOK**

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## THE HISTORY OF ST. EDWARD-EPIPHANY SCHOOL

St. Edward's School was founded in September 1961. The school began with First and Second grades and met in the convent of the Religious of the Sacred Heart of Mary (R.S.H.M.). In December of 1961, with the dedication of St. Edward the Confessor Church, the school moved alongside the church into the new facilities.

In 1962 Third, Fourth and Fifth grades were added; Sixth grade was added in 1963; with Seventh and Eighth grades following in 1964 and 1965, respectively.

The basement and two-story addition to the school were completed and dedicated in September 1964, with the first Eighth grade graduation held in June of 1966, however, it was not until June of 1969 that St. Edward's School graduated students who attended classes from the First grade all the way through the Eighth grade.

In September of 1979, St. Edward's School became a regional school servicing St. Edward's and the newly created Church of the Epiphany parish. At that time, the school changed its name to St. Edward-Epiphany Catholic School.

In September of 1980, the Kindergarten program was expanded to a full-day program and in September 1981, the school began its Preschool program for four year olds.

In December 1983, a third parish, St. John Neumann in Powhatan, was added to those served by the regional school. When school opened in the fall of 1984, St. Edward-Epiphany added a complete before and after school program (7:00 am - 6:00 pm) for its families needing Extended Care.

In the fall of 2000, the generosity and creativity of school families and friends led to the realization of a long-held dream of St. Edward-Epiphany. The doors of the new Activity Center opened wide, giving students and the community much needed space for indoor athletics, art, music and drama.

Also in 2012, St. Edward-Epiphany was recognized by the U. S. Department of Education as a 2012 National Blue Ribbon School. St. Edward-Epiphany exceeded the Blue Ribbon School of Excellence eligibility guidelines, in part due to its students' continued high performing scores as measured by state assessments in both reading (English language arts) and mathematics.

The E3 program stands for Exceptional and Enrichment Education. The mission of this program is to provide qualified students, as well as their teachers and families, with support in the form of direct intervention, collaborative instruction, classroom accommodations, and parental education.

In the summer of 2021, the Father Herbert Hall wing of the building underwent a 1.2-million-dollar renovation to improve classroom space and build a new art and music room along with a new learning lab.

Saint Edward-Epiphany School continues to be on the forefront of Catholic Education in the Diocese of Richmond reviewing, reevaluating and planning the finest Catholic learning environment for students in the 21st century.

### **Our Mission:**

Rooted in Catholic tradition, our mission is to develop compassionate, faith-based leaders who will become purpose-driven problem solvers and will positively impact and inspire the world around them.

### **Our Vision:**

Our students will cherish their relationship with God, nurture Catholic values in their communities, become purpose-driven problem solvers and positively impact the world around them.

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### **Daily Schedule:**

8:00am - 3:30 pm	Daily School Office Hours
7:55am	Morning Drop off Begins
8:20am	Morning Prayer/ School day begins
8:25am	Students are considered late
2:45pm	Afternoon Prayer/Dismissal
3:10pm	Remaining students will be sent to extended care

### **Extended Care Hours of Operations:**

Before School	7:00 am - 8:00 am
After School	3:10 pm - 6:00pm

Extended Care Phone Number: (804) 272-2881

- Before school, extended care students should enter through the rear doors of the school each morning.
- Extended care students are dismissed from the main front office in the afternoon.

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### **ACCREDITATION**

St. Edward Epiphany Catholic School is accredited by the Virginia Catholic Education Association (VCEA) and Cognia Accreditation Commission and Board of Trustees. The accreditation process has been approved by the Virginia Council for Private Education (VCPE), as authorized by the Virginia Board of Education.

### **RELEASE OF STUDENT RECORDS**

Written permission from the parents or legal guardian is requested before a student's records can be released to another school. All records will be sent to another school via email or fax. School records will not be released until all school financial obligations are met.

### **ADMISSIONS**

St. Edward-Epiphany operates on a rolling admissions system. Parents who are interested in having their child attend St. Edward-Epiphany, should contact the school office and request a tour and enrollment packet.

- Children entering Preschool must be 4 years old by September 30.
- Students entering Kindergarten must be 5 years old by September 30.
- Students entering 1<sup>st</sup>-8<sup>th</sup> grade will be given an entrance exam to determine placement into the school program.
- St. Edward-Epiphany admits students of any race to all the rights, privileges, programs and activities generally made available to students. We do not discriminate on the basis of race in the administration of educational policies and any school administered programs.

### **TUITION RATES & FACTS INFORMATION**

- Tuition rates for the St. Edward-Epiphany school year can be found online at [www.seeschool.com](http://www.seeschool.com).
- Payment Plans are made through FACTS Tuition Management at <https://online.factsmgt.com> to set up your account.
- Payments are made annually, semi-annually, or monthly.
- Account Changes: if you should need to make changes to your payment agreement with FACTS, please contact the school office.
- Financial Aid is available to any family enrolled in St. Edward-Epiphany and is in need of financial assistance may apply.
- Applications are made through FACTS Grant & Aid at <https://online.factsmgt.com>
- For further information, please visit the Diocesan website at [www.richmonddiocese.org](http://www.richmonddiocese.org).

### **SCHOOL ADVISORY BOARD**

The School Advisory Board is to recommend policies consistent with Diocesan and State guidelines and directives for the operation of Saint Edward-Epiphany, while encouraged to make deep personal commitments to Jesus Christ and the Church. The Board serves in a consultative relationship to the Principal. The primary function of the School Board is to develop and recommend to the Principal policies in the areas of finance, development, long-range planning, public relations, and facilities that will ensure the successful operation of the School.

### **HOME SCHOOL ASSOCIATION (HSA)**

The school works hand-in-hand with parents to build a home/school partnership. Parents are the constant force behind many projects that enhance the school and help nurture the SEES experience. The HSA works diligently to plan and execute community events that provide family fun, while raising funds to defray the cost of tuition.

Mission:

- Provide spiritual opportunities and fellowship that develop a strong and meaningful Christian community among school families, faculty and administration.
- Provide a vehicle of communication between parents and the school.
- Plan and coordinate fund raising activities.
- Provide interesting and informative programs relevant to the needs of the school community.

The membership of the Home and School Association shall consist of each of the parents or legal guardians of the students at Saint Edward-Epiphany and the faculty of the school.

### **PARENT INVOLVEMENT PROGRAM**

***The PIP requirement will not be enforced for the 2021-2022 school year.***

The primary purpose of our Parental Involvement Program is to:

- Maximize the success of our students by parental involvement at school.
- Keep tuition to a minimum by drawing on the many talents of our families.
- Promote community.

Our Parent Involvement Program requires each family to volunteer 15 hours per school year. PIP Hours can be all HSA hours or a collective of HSA Hours and Instructional Hours, with no more than five hours of instructional time and a minimum of 10 HSA hours.

**For example:**

You may have 15 HSA Hours and 0 Instructional Hours

You may have 12 HSA Hours and 3 Instructional Hours

You may have 10 HSA Hours and 5 Instructional Hours

- Volunteer hours that are associated with helping to run any school event/function such as organizing, setting up, decorating, serving, data entry, clean-up, etc. Volunteer hours that are classroom or instructionally related.
- Uncompleted HSA hours will be billed at \$30 per hour missing.

**VISITORS AND VOLUNTEERING**

Each parent needs to be up to date on their Virtus training and volunteer consent form prior to any volunteer responsibilities at school.

*The Catholic Diocese of Richmond is committed to ensuring that diocesan institutions and ministries provide a safe and nurturing environment for children, young people and vulnerable individuals. The mission of the diocese Safe Environment Program is to create a safe environment incorporating the standards as outlined in the Charter for the Protection of Children and Young People.*

- When coming to school for a volunteering commitment or school event, every person must check in and get a badge. For safety, the Raptor Check-in system requires everyone to use their license for admittance to the school with no exceptions.
- Parents are not allowed in the classrooms unless it is for an organized instructional event or class party. This is to protect our student's instructional time and school safety.

**TRANSPORTATION**

There are three transportation options for St. Edward-Epiphany students:

1. Bus

- All students are eligible to ride the bus. Bus transportation can be round trip (to and from school) or students can just ride one way.
- Please contact our student transportation coordinator at [bus@seeschool.com](mailto:bus@seeschool.com) with any questions.

2. Walk

- Students who walk to school are asked not to come to the school playground before 7:55 a.m.
- At afternoon dismissal, walkers are to leave the school from the back doors of the building; they must leave the grounds immediately because of the procedure for car rider dismissal. Students, who are walkers, may not walk between cars waiting to pick up car rider students.

3. Car Riders – Singles and Carpool

- The morning drop-off and afternoon pick-up line are designed with safety in mind. Please follow all drop-off and pick-up procedures.
- No cell phones while in line.
- If transportation on a given day is changed please notify the office and it will be announced at afternoon announcements.

## ATTENDANCE

- Being present and on time is an essential element of student success
- Excessive tardy/ absences will be addressed by school leadership
- Report all absences to the clinic and homeroom teacher.
- Students arriving after 8:25 AM are tardy.
- Students leaving before 11:00 am or arrive after 11:00 am are marked absent
- Homework to be picked up should be arranged through the homeroom teacher and should be scheduled for pick up after school.

## DISMISSAL

- If a student needs to leave school early, a note should be written to the student's homeroom teacher(s) detailing the time of departure. Students can be picked up at the school office. PLEASE PICK-UP YOUR CHILD NO LATER THAN 2:30 PM.
- Students will only be dismissed from their classroom when parent arrives at school to pick them up.
- Afternoon carline will begin at 2:45 pm. Children not picked up by 3:10pm, will be placed in Extended Care and will be billed accordingly.
- At the beginning of the school year parents are asked to log into Parents Renweb and add individuals who are authorized to pick up students under the **Emergency Contacts/Pickups section** of the student record. Should there be an emergency, call the school office informing them of the situation and be prepared to advise who will pick up the student(s).

## **ST. EDWARD-EPIPHANY SCHOOL COMMUNICATION**

Communication between school and parents is handled in the following ways:

- Red/White Folders - Every student receives a Red/White Folder at the beginning of the school year, which is the primary vehicle for weekly communication between school and home. General school information will go through your youngest or only child.
- ParentWeb/ Facts SIS (formerly Renweb)
- Teacher/Parent Notes or Emails
- School Website & email blasts
- Google classroom pages and/or web based communication
- Social Media

## **INCLEMENT WEATHER INFORMATION**

Inclement weather school closings and delays announcements will be sent through one or more of the following modes of communication:

- The School Website
- NBC 12 WWBT and CBS 6 WTVT
- Email via ParentWeb
- Social Media

## **UNIFORM GUIDELINES**

Uniforms must be purchased through Flynn & O'Hara and/or Lands End Uniforms only. Approved school-purchased logoed outerwear may be worn in the classroom.

## **PHYSICAL EDUCATION UNIFORMS**

All students in grades 5<sup>th</sup> - 8<sup>th</sup> are expected to wear the school physical education uniform. P.E. Uniforms may be purchased from Lands End or Flynn & O'Hara stores. PE uniforms will be worn the entire day of PE class. Students will no longer change into their PE uniforms.

Students in Pre-K - 4<sup>th</sup> grade wear their tennis shoes all day on the day of P.E. They must be white, black, navy or gray. No fluorescent colors on trim, laces or over the shoe.

## **UNIFORM REQUIREMENTS**

Students are expected to be well-groomed at all times as determined by the principal or administrator.

**The school administration reserves the right to decide what is acceptable for school dress.**

- Skirts must be no shorter than 4 inches above the knee
- Tasteful, simple earrings. No dangling or large hoop earrings
- One small religious medal or crucifix necklace only
- Students should not wear make-up or colored nail polish
- Shirts or blouses must be tucked in at all times. Shirts not too tight or too short (no low cut tops); tank top straps must be two inches wide
- Pants and skirts, not too tight or short
- No yoga or stretch pants. Leggings are only acceptable when worn under a dress or mid-thigh length tunic
- Shorts may be no shorter than four inches about the knee.



- No flip-flops, boots, platform shoes, or Toms or Crocs style shoes
- No heels higher than 1 1/2 inch
- Headbands should be school plaid, or red, black, navy blue or brown
- Hair color must be natural and hairstyles conservative in nature. Boys; hair should not cover their face or ears or extend past their collar.
- Facial hair or earring is not permitted on boys
- Shorts may be worn all year long 8<sup>th</sup> grades only.
- Appropriate t-shirts (no inappropriate words or pictures).

**IMPORTANT NOTE:** If a student is not in proper uniform, parents will be contacted and asked to bring proper attire.

## **BOYS' UNIFORM**

### ***Boys - Preschool through 5th Grade:***

- White knit polo knit shirt with school logo (short sleeve or long sleeve)
- Navy pants, plain or pleated (properly hemmed, no baggy pants allowed)
- Red v-neck, sweater with school name or Red Fleece with logo (***from Lands End only***)
- Black or Navy crew socks - brown or black leather belt or SEES belt
- Solid brown, light brown, black or navy shoes (leather, leather like) or athletic shoes that meet school requirements. Athletic shoes must be mostly one color (white, black, navy or gray). No basketball sneakers or high tops, no flowers, plaids or neon colors.

**Jr. Kindergarten - 4<sup>th</sup> grade** Students must wear athletic shoes\* on P.E. days.

### ***Boys - 6th-8th Grade:***

- White knit Polo shirt with school logo (short sleeve or long sleeve)
- Navy pants: Pleated or plain (properly hemmed, no baggy pants allowed)
- **Gray V-neck**, sweater with school name or Red Fleece with logo (***from Lands End***)
- ***Class sweatshirt – for eighth graders ONLY***
- Black or Navy crew socks - brown or black leather belt or SEES belt
- Solid brown, light brown, black or navy shoes (leather, leather like) or athletic shoes that meet school requirements. Athletic shoes must be mostly one color (white, black, navy or gray). No basketball sneakers or high tops, no flowers, plaids or neon colors.

## **GIRLS' UNIFORM**

### ***Girls: - Jr. K through 5th Grade:***

- Plaid jumper (**Jr. K through 3<sup>rd</sup>**)
- Plaid Skirt (4<sup>th</sup> grade girls may wear jumper or skirts - this is a transitional year)
- Navy Slacks
- White knit polo shirt with school logo (short sleeve or long sleeve)
- Red cardigan sweater with school name, or Red Fleece with logo (***from Lands End***)
- Navy knee socks, white crew socks or navy tights
- Solid brown, light brown, black or navy shoes (leather, leather like) or athletic shoes that meet school requirements. Athletic shoes must be mostly one color (white, black, navy or gray). No basketball sneakers or high tops, no flowers, plaids or neon colors.

### ***Girls: 6th through 8th Grades:***

- Plaid skirt
- Navy Slacks
- White knit polo shirt with school logo (short sleeve or long sleeve)
- **Gray cardigan** with school name or Red Fleece (*from Lands End only*)
- **Class sweatshirt – for eighth graders ONLY**
- Navy knee socks, white crew socks or navy tights
- Solid brown, light brown, black or navy shoes (leather, leather like) or athletic shoes that meet school requirements. Athletic shoes must be mostly one color (white, black, navy or gray). No basketball sneakers or high tops, no flowers, plaids or neon colors.

**SUMMER/SPRING UNIFORM (OPTIONAL) -- BOYS** - Date Given by Principal Each Year

- White knit polo shirt with school logo
- Navy pleated or flat front shorts
- White crew socks
- Brown or black leather belt or SEES belt

**SUMMER/SPRING UNIFORM (OPTIONAL) -- GIRLS** - Date Given by Principal Each Year

- White knit polo shirt with school logo
- Navy pleated or flat front shorts/navy skirt
- White crew socks
- Brown or black leather belt or SEES belt

**TAG DAY**

On occasion the Principal will allow a “Tag Day” day for purposes of school-wide incentive or fundraising. Tag Day is a day that students are allowed to bring \$1.00, in exchange for wearing non-uniform clothing. Students may wear clothing other than the prescribed uniform. On these days, students have the option to dress casually, including wearing jeans and t-shirts. Tag Days will be announced on the school calendar or via email blast.

**No TAG DAY ATTIRE ON MASS DAYS.**

General Uniform guidelines apply for TAG days. ***Watch the school calendar and email blasts for Tag Days.***

**TAG DAY GUIDELINES**

**GIRLS:**

- Skirts must be no shorter than 4 inches above the knee
- Shirts not too tight or too short (no low cut tops); tank top straps must be two inches wide
- Pants and skirts, not too tight or short. Leggings and other legging like pants may only be worn along with a dress or tunic top that goes to the mid-thigh. The only exception is for grades Jr. K to 2<sup>nd</sup>. They may wear leggings with any appropriate top
- No Yoga pants.
- Shorts may be no shorter than four inches above the knee and may only be worn during summer/spring uniform time. Shorts may be worn all year long for 8<sup>th</sup> grades only.
- No flip-flops

- No hair coloring

**BOYS:**

- No underwear showing
- No flip-flops
- No hair coloring
- No jewelry of any kind with the exception of a religious medal

**ST. EDWARD-EPIPHANY RESOURCES**

1. School Counselor: Our school counselor is available to assist teachers, parents and/or students with issues that affect any component of school life. In order to see the counselor, a parent permission form must be completed. Forms will go home in the red and white folder.
2. Exceptional Ed: The Exception Education portion of our E3 Program is a resource program available for students who have specific learning needs. Students eligible for resource services are determined by the Academic Resource Team. The mission of this program is to provide qualified students, as well as their teachers and families, with support in the form of direct intervention, collaborative instruction, classroom accommodations, and parental education.
3. Speech Therapist: The SEES Speech & Language Therapist screens all new Preschool, Kindergarten and Primary students to determine those individuals who may need speech therapy. Once screened, the therapist assesses individual needs using a variety of age appropriate devices. The Speech Therapist is available to perform auditory scans designed to detect more serious auditory deficiencies. If speech tutoring or resource assistance is needed, the therapist schedules this with the classroom teacher.
4. School Nurse: Our school RN will immediately assess injuries. If the injury is of a small nature, like a scrape or cut, it is treated and the student returns to class. If there is a serious injury, parents are immediately contacted. In the event immediate serious medical attention is necessary, EMS is contacted. All injuries are documented by the school RN following Diocesan policy.

**GRADING SCALE**

All curriculum standards can be found on the Catholic Schools of the Diocese of Richmond website.

**STUDENT EVALUATION:** All schools in the Catholic Diocese of Richmond use a Diocesan Report Card for students in Jr. Kindergarten through eighth grade via Facts SIS every nine weeks.

- Students in Jr. K-2<sup>nd</sup> grade will receive a numerical coded grade.
- Students in 3<sup>rd</sup>-5<sup>th</sup> grade will receive letter grades: A, B, C, D, F.
- Students in 6<sup>th</sup>-8<sup>th</sup> grade will receive numerical grades.

The Diocesan Grading Scale is as follows:

A:	90 – 100
B:	80 – 89
C:	70 – 79
D:	60 – 69
F:	59 & Below

A student in Fourth through Eighth grades fails a specific grade for the entire year if they receive a final average of 59 or less in Math, Reading and English. If a student receives a final average of 59 or less in a major subject he is required to attend summer school to proceed to the next grade in the fall. Failure to attend summer school will result in non-promotion to the next grade.

### **HONOR ROLL**

Students in grades 4<sup>th</sup> - 8<sup>th</sup> are eligible for the Honor Roll and Top Honors. To earn Honor Roll status, students must have all A's and B's on their report card. To earn Top Honors status, students must have all A's on their report card.

Students in 4<sup>th</sup>-8<sup>th</sup> grade are eligible for Honor Roll if the following criteria are achieved:

1. All academic subjects have a number grade of 80 or higher.
2. All resource subjects have a grade of B or higher (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades).
3. All resource subjects have a grade of E, S, I (4<sup>th</sup> and 5<sup>th</sup> grades).

### **HOMEWORK**

Homework is given to reinforce learning that has taken place and to foster independent study habits. Teachers establish homework expectations and communicate them to the students and parents at the beginning of the year. Parents at all grade levels are asked to check on assignments as well as the quality of work that is completed by students each evening. Parents are asked to help their child accept this responsibility.

### **Service**

One of our responsibilities as a Catholic school is to assist our children in understanding the importance of helping others. Throughout the school year we will have various service projects and charity fund raisers the students will support.

### **COMMUNICATION**

It is imperative that effective communication takes place in order for our students to grow. In this regard, parents/guardians should communicate directly to the teacher or staff member first with any issues concerning their child. If the issues are not resolved with the teacher/staff member, then the parents/guardians should contact administration. If there is a concern regarding a financial situation, the parents/guardians should contact the business manager to resolve the issue.

Conferences with the principal may be requested at any time. Please call the school office to schedule ahead of time. The principal is not available for conferences from 8:00 to 9:00am and 2:30 to 3:30pm. These times are needed for opening and closing announcements and prayers.

### **Email**

The faculty, staff and principal can be contacted directly through email from our school web page.

### **Parent/Teacher Conferences**

Formal conferences happen twice a year, in the Fall after the first quarter and in January. If you are concerned about your child's academic progress, please contact the teacher involved. Regular updates also allow parents/guardians the opportunity to review each child's progress daily. Parents/guardians are encouraged to communicate regularly with their child's teacher(s) regarding the success of their child. Parents/guardians should make appointments to see the teacher by email or written note. Please do not try to have a conference with a teacher during drop-off or pick-up, on the playground, or during class time. Teachers are responsible for supervising students and cannot give parents/guardians their full attention during these times.

### **SCHOOL PARTIES AND HOLIDAY CELEBRATIONS-**

The room parents for grades Jr. K-8 will organize all holiday celebrations. Birthday treats for students to share with his/her homeroom are to be shared at lunch time. ***Please be mindful of student allergies when bringing snacks. Please contact your homeroom teacher before bringing any snacks or food.*** Invitations to personal parties or gifts may only be given out at school if all students in the class are included.

### **SCHOOL HEALTH INFORMATION**

State law requires all students meet the following health requirements:

Basic Immunizations: A certificate from a licensed physician must be presented to the school prior to admission stating that the child has completed his/her immunizations against communicable diseases and listing immunization dates.

Physical Examinations: All children entering school for the first time must present evidence of a physical examination within the past twelve months.

The following will be the procedure to follow if your child needs to receive medication while at school including over the counter medication:

Parents must submit to the clinic written parental permission and a written physician's order including name of medication, time and dosages required. Medication must be in its original container and clearly labeled. Medications must be brought in by an adult.

### **Updating Health Information**

Health records must be kept up to date at all times. If there is a physical problem of which the school should be aware, please contact the nurse. If there is a reason why your child cannot take part in physical education for an extended period of time, a doctor's or parent excuse is necessary.

If a student is sick and unable to attend school, the parent or guardian contacts the school nurse. A note of explanation for the absence must be sent to the homeroom teacher on the day that the student returns to school.

Children will be sent home if any of the following conditions exist:

- Diarrhea or vomiting
- Severe or unusual cough
- Red eyes with discharge
- Difficulty or rapid labored breathing
- Abnormal body temperature 100 or above
- Green or brown nasal discharge

No child is to attend school with a temperature of 100 or above. The child is to be without fever for 24 hours without the use of Tylenol, Motrin, Advil, etc before they may return. Children should not attend school if they have vomiting and/or diarrhea. Please keep your child home until 24 hours after the last time they vomited and/or had diarrhea. If your child is sick before coming to school you must keep them home to help promote a healthy environment for your child as well as other students.

If a child has a contagious condition, a note from the doctor must accompany the child returning to school.

## **EXTRA-CURRICULAR ACTIVITIES**

St. Edward-Epiphany School is proud to offer a wide variety of extra-curricular activities. These activities include sports, art, music and theater. Please check our website, Facebook page and your Red/White folder for updates and information about the variety of programs we offer throughout the year.

## **FIELD TRIPS**

- Per the Diocesan Field Trip Policy, field trips are to be educational in nature and the objective should be related to Diocesan curriculum.
- A permission form signed by a student's parent(s) must be obtained prior to a student participating in a trip. Schools must use the field trip permission slip found in the Diocesan policy manual.
- Each field trip must be adequately chaperoned and must be in compliance with Diocesan safe environment policy guidelines.

## **LUNCH ORDERING AND ICE CREAM**

- For the 20212022 school year, we will offer lunch ordering for Monday, Wednesday and Friday. We will also be offering milk purchase for all days.
- Lunches can be brought in by student or pre-ordered through **boonli.com**. To set up an account, please use the following password:**sees355**
- Lunch ordering periods for the month ahead, opens the 10<sup>th</sup> of each month and will close on the 25<sup>th</sup> of each month.
- Thursdays is Ice Cream Day. Ice Cream can be purchased for \$.50 or use an Ice Cream Coupon which will be sent home in your child's folder.

## **EXTENDED CARE**

The Extended Care program is state-licensed and religious-exempt. It provides Before & After School professional care, supervision, recreation, and enrichment activities for students in grades Pre-K through 8. Students have ample opportunities for physical activity, educational games, movies, arts and crafts, social skill development, and daily homework time.

The fee structure is based on a weekly rate and may be paid weekly, every 2 weeks, or monthly. Occasional care is offered as space permits at a slightly higher cost for those parents who need a more flexible work schedule. Parents must fill out all the required paperwork ahead of time and pay the registration fee. Registration form can be found on SEES website.

## **TECHNOLOGY ACCEPTABLE USE POLICY (CATHOLIC DIOCESE OF RICHMOND)**

Part I: The school, parents/guardians, and students agree to:

- Use school based technology for instructional purposes only.
- Adhere to copyright laws.
- Model appropriate use of technology including social media accounts.
- Online communication positively represents the school.
- Share concerns of inappropriate technology use with parents or administration.
- Acknowledge the fact that the school cannot control all parts of the internet or incoming email.
- Respect the authority of the administration and the finality of decisions by the administration regarding what is inappropriate use and its consequences.
- Demerits will be issued for inappropriate use of technology.

Part II: St Edward-Epiphany School agrees to:

- Teach students about being successful and responsible digital citizens.
- Create student learning opportunities that empower students to be effective life-long users of technology.
- Take reasonable precautions to protect students and the integrity of its computer network from misuse by using filtering software. This may include conducting searches of school or personal devices with or without warning. Parents will be notified of searches.
- Report activity that may be illegal to the appropriate authority in addition to parents.
- Empower students to use technology to reach authentic audiences in meaningful ways.

Part III: St. Edward-Epiphany School students agree to:

- Model Christ-like behavior and exhibit Christian virtue in the use of technology. (This includes moderation of time spent online, refusing to view or accept pages or files of an inappropriate sexual or violent nature, and not defacing or damaging technology loaned to a student)
- Treat all people and property with respect.
- Understand that their actions reflect directly on the entire school community and on each student.
- Login with his/her own credentials and maintain the privacy of those credentials, only sharing username and password for school accounts with parents and school staff.

Part IV: St. Edward- Epiphany School parents/ guardians agree to:

- Monitor student technology use.
- Model appropriate use of technology.
- Recognize that they may be responsible for the cost of any repairs caused by inappropriate behavior

Based upon the policies outlined in this document, as well as any technological innovations available after the printing of this document, the school's administration will deem what is inappropriate use. In addition, the cost of any repairs caused by inappropriate behavior may be the responsibility of the student and his/her family. Violation of technology agreement may result in a demerit, suspension or dismissal from the school.

## **STUDENT CONDUCT**

**DISCIPLINE:** St. Edward-Epiphany strives to develop self-discipline resulting in respect for self and others. Sensible rules serve to safeguard individual freedom and assure every student the right to a safe and positive learning environment. A system of accountability for students in Fourth through Eighth grades has been established to assure the continuation of a Catholic learning environment.

St. Edward-Epiphany issues merits to students for exceptional behavior and extraordinary acts of service and kindness. Students receiving ten merits are awarded a week of tag days in addition to recognition at our end-of-year awards ceremony.

St. Edward-Epiphany issues demerits to students for inappropriate actions and/or serious negative behavior. Any student receiving three demerits will serve an after school detention. Parents will be notified if a student is to serve detention. If a student continues to receive demerits following detention, this student will be referred to the Principal.



### **Out-of-School Suspension**

Suspension, except in very rare circumstances is not recommended. Alternative methods to correct disruptive behavior such as conferences with parents, in-school suspension, extra work, etc., are preferable to temporary removal from school. For undesirable behavior or infractions of school regulations, with sufficient written documentation, out-of-school suspension may be used. The principal may impose suspension only after consultation with the teacher, the student and the parent. The suspension period will last for not more than five school days. During the suspension period, the student is marked absent and make-up work will be assigned at the discretion of the principal.

### **Expulsion**

The expulsion of a student from school is permitted only when all other means of discipline have failed and/or when the student is a moral and/or physical threat to the physical, spiritual and/or academic welfare and progress of him/herself or other students or staff. No teacher may dismiss or expel a student from school. Expulsion is reserved for the principal, and the principal will only impose expulsion upon a child after consulting with the Diocesan office.

The principal having the final say in all disciplinary matters may choose at his or her discretion to waive any disciplinary action for just cause. Should the parent/guardian fail to respect the teacher's/administration's authority to discipline the student in accordance with the policy evident in this handbook, the school reserves the right to terminate its relationship with the family.

### **MISREPRESENTATION (Cheating)**

Honesty at St. Edward-Epiphany is an expected part of our code of conduct. Students are aware that giving or receiving information from another student for a grade, for their own benefit, is not permissible or acceptable. If a student violates the code of conduct regarding honesty, then he/she will receive an automatic detention, **(1) demerit** and a zero on the assignment, quiz or test. Repeated and continue offenders will be managed accordingly by the Administration.

### **WEAPONS**

Dangerous objects or weapons of any kind such as guns, knives etc. may not be brought to school. If a student has such an object, operable or inoperable, in his/her possession, it will be confiscated. Violation of this will result in out-of-school suspension and may result in a recommendation for dismissal.

### **VIOLENT BEHAVIOR**

Violent behavior is the use of physical force that causes damage or injury to the individual, others, or property.

This would include:

- Unprovoked acts of aggression
- Bringing a weapon to school, such as knives, guns (operable or inoperable), matches, or any item that is not a regular school supply.
- Threats made to a student or other school personnel.
- Consequences: The student will be immediately removed from the classroom and sent to the principal. The child's parents will be contacted to come and remove the child from the school. In severe cases where the student cannot be controlled or there is imminent danger to others, the police may be contacted to assist the principal. In addition to receiving (3) demerits, the child will be suspended from the school for two days. The student is also responsible for making up all missed classes and homework.

The parents will be referred to the school social worker or to a psychologist. In consultation with the social worker or psychologist, the principal will determine whether or not the child may return to school. If a second incident occurs, the child will be expelled.

### **BULLYING POLICY**

Every child at St. Edward Epiphany has the right to enjoy our school equally. Each child should feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying which can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone is not acceptable at St. Edward-Epiphany. If a child is responsible for bullying another child, he/she will be removed from the classroom and sent to the principal's office. The principal will discuss the bullying incident with the child and contact the child's parents regarding the bullying incident. The student may be suspended from school. If a child repeats a bullying action the student will be dismissed from St. Edward-Epiphany permanently.

**DRUGS AND ALCOHOL:** While it is our hope that it will not be necessary to enforce a policy with regard to possession or use of drugs or alcohol, the policy is as follows:

### **ALCOHOL**

1. The possession or use of any alcoholic beverage on school property will result in automatic suspension from school and an immediate conference with parents.
2. Repeated offenses with regard to use or possession of alcoholic beverages will result in expulsion from school.

### **DRUGS**

1. The possession or use of any drug substance (controlled, prescription or non-prescription) on school property will result in automatic suspension from school and an immediate conference with parents. Depending on the nature of the drug, the police could be contacted.
2. A repeated offense with regard to the possession or use of any drug (controlled, prescription or non-prescription) on school property will result in expulsion.

### **EMERGENCIES, DISASTER PLANNING & CRISIS**

Fire drills are conducted once a week during the first month of school and once a month thereafter. In the event of a major disaster or situation related to other traumatic events, a crisis intervention team is available through Catholic Charities. St. Edward-Epiphany has a school Social Worker as part of their staff from this agency, so the Crisis team is available at a moment's notice.

All School entrances are locked to the general public. St. Edward-Epiphany has implemented a system where anyone who wishes to gain entry to the school must do so through the front doors and enter by the school office. All visitors and volunteers must sign-in and wear a "Volunteer Parent" badge while on school premises.

### **TORNADO WARNING**

All students will go into the hallway outside their classrooms. Students in the cafeteria or media center will use the closest stairwell and go to their appropriate hallway. Children in the activity center will go in to the center hallway.

## **EMERGENCY RESPONSE PLAN**

The purpose of the ERP is for the safety and security of all students, teachers, staff and any other child or adult who may be at St. Edward-Epiphany during a severe threat. A "severe threat" is defined as weather (tornado/hurricane), or any other potential act that could cause irreversible harm or injury to our students and adults.

## **CHAIN OF AUTHORITY**

When a severe threat occurs in this area, the Principal (or in their absence, the Assistant Principal) will call a TORNADO DRILL over the public address system and over the walkie-talkies for those in the Activity Center. All teachers are to take their students, walkie-talkie, and cell phone to their designated area.

## **ACTIVE SHOOTER**

In the event of an active shooter, CODE BLUE will be called out over the radios and the PA system. All students will be immediately locked down in place and remain there until the Chesterfield County Police deem the school All clear. In the event of an Active shooter, DO NOT come to the school. The parking lot in front of Candelas is the assembly point for families of students and staff members. Candelas is located at 2021 Huguenot Rd. behind the Great Big green house. A representative of the school will be present at this location to give out necessary information to families. The school must remain clear for emergency vehicles.

## **POLICY REGARDING NOTICE OF SEX OFFENDERS**

Parents are invited to check the Virginia State Police website to learn of any sex offenders located within the same or contiguous zip code area as the school. Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by requesting this information from the State Police at: <http://sexoffender.vsp.virginia.gov>

## **Cell Phones**

Students using or having cell phones or telecommunication devices visible or audible during normal school hours inside of the school building or on the school grounds shall have their cell phones or communication device confiscated. A parent may pick the device up from the front office. Students found to be in violation of this policy may be subject to additional disciplinary action at the discretion of the principal or designee. Any exceptions to this policy must be approved by the principal. School personnel are not responsible for the loss or damage of any cell phone or telecommunication device brought onto school property. Cell phone rules apply during