



**st. edward
epiphany**

**Parent/Student Handbook
2017 - 2018**

10701 W. Huguenot Road
Richmond, VA 23235
Main Phone Number: 804.272.2881
Main Fax Number: 804.327.0788
Website: seeschool.com

ST. EDWARD-EPIPHANY CATHOLIC SCHOOL
2017-2018
PARENT/STUDENT HANDBOOK
TABLE OF CONTENTS

Accreditation	3	Policy Regarding Notice of Sex Offenders	16-17
Admissions	3	Release of Student Records	3
Attendance	6	Safeties	5
Boys Uniforms	8	School Board	3
Bullying Policy	15	School Health Information	11-12
Cheating Policy	15	School Parties and Holiday Celebrations	11
Contact Information & Daily Schedule	2	SEES Communication	6
Daily School Schedule	2	SEES Resources	10
Dismissal	6	Student Conduct	14
Drugs and Alcohol	15-16	Summer and Spring Uniforms (Optional)	8-9
Emergencies, Disaster Planning & Crisis	16	Tag Day	9
Emergency Response Plan	16	Tag Day Guidelines	9-10
Extended Care	13	Technology Acceptable Use Policy	13-14
Extra-Curricular Activities	12	Tornado Warning	16
Field Trips	13	Transportation	5
Forgotten School Items	12	Tuition Rates & FACTS	3
Girls Uniforms	8-9	Uniform Guidelines	7
Grading Scale	10	Uniform Requirements for Students	7
Home School Association (HSA)	4	Violent Behavior & Consequences	15
Honor Roll	11	Visitors and Volunteering	5
Lunch	13	Weapons	15
Mission Statement	2	Weather Information	6
Parent Involvement Program	4		
Parent Teacher Conferences	11		
Physical Education Uniforms	7		



OUR MISSION STATEMENT

Our mission is to develop compassionate, faith-based Leaders who will become purpose-driven problem solver and will positively impact and inspire the world around them.

CONTACT INFORMATION & DAILY SCHEDULE:

Website: www.seeschool.com

Daily Schedule:

Office Hours: 8:00am - 3:30 pm

7:55am Morning Drop Off Begins

8:25am Morning Prayer

2:50pm Afternoon Prayer/Dismissal (1:50 pm afternoon prayer on early dismissal days)

Lunch Times:

Middle School (M,T,Th,F) 11:15 am, and at 11:30 am on **Wednesdays**

Intermediate (M,T,Th,F) 11:40 am, and at 11:55 am on **Wednesdays**

Primary (M,T,Th,F) 12:05 pm , and at 12:20 pm on **Wednesdays**

Extended Care:

Before School 7:00 am - 8:00 am

After School 3:00 pm - 6:00pm

Extended Care Phone Number: (804) 272-2881 or (804) 298-5997

Students enrolled in Extended Care will be permitted in the building before 8:25 am. Extended care students are dismissed from the main front office in the afternoon.

Students enter through the rear doors of the school each morning.

ACCREDITATION

St. Edward Epiphany School is accredited by the Virginia Catholic Education Association (VCEA) and AdvancED 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.

ADMISSIONS

Registration for students entering St. Edward-Epiphany begins after Labor Day for the following year. 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 First through Sixth grades 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.

RELEASE OF STUDENT RECORDS

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

TUITION RATES & FACTS

- Tuition rates for the St. Edward-Epiphany school year can be found online at 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.

SCHOOL BOARD

School Board is to recommend policies consistent with Diocesan and State guidelines and directives for the operation of Saint Edward-Epiphany, so that the largest possible number of students may be effectively educated in a Catholic environment, 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. Our School Board Chairwoman this year is Kate McCauley.

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, 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. Students reap the rewards of parental commitment! The school HSA President this year is Elizabeth Whitaker.

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. Students shall be non-voting members. Associate memberships will be offered subject to the annual approval by the current HSA Governing Board to interested parents and guardians of former students. These shall be referred to as the membership.

PARENT INVOLVEMENT PROGRAM

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 spend 15 hours per year volunteering for St. Edward-Epiphany School.

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.

- 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.

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

If you have any questions about the parent involvement program this year, please feel free to contact the Parent Involvement Coordinator, at parentinvolvement@seeschool.com.

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 School Check IN process requires everyone to use their license for admittance 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.
- It is necessary to check out on the computer upon leaving the building.

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 bus coordinator at bus@seeschool.com with any questions.

Parents/students can purchase bus tickets in the school office at \$5.00 per one-way trip.

A book of 10 tickets for \$30.00 is also available.

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 Carpools (*Please Visit our Website for Maps*)

- 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.

4. St. Edward the Confessor Youth Center – Parent permission is required for attending the Youth Center. Students will be escorted to the Youth Center.

SAFETIES (Middle Students)

If your child is a school safety he or she should be dropped off at the corner of the school near the back door of Father Herbert Hall. They will then proceed to the rear entrance to enter the school building.

ATTENDANCE

- Being on time for school is essential. Please make every effort to avoid being late. Admissions will contact you to discuss solutions to excessive tardies.
 - **Five** tardies, students will receive **one** unexcused absence and after school detention. All unexcused tardies after **five** will result in a detention. Tardies reset to zero 2nd Semester. (grades 6-8)
 - **Ten** tardies for grades Pre-K - 5, will result in **one** unexcused absence.
- Report all absences to the Clinic, call the office and they will transfer you to the nurse or email the nurse.
- Students arriving after 8:25 AM are tardy. Students will go to the clinic to receive a tardy slip.
- Students that arrive late on Mass Days (Tuesdays) are to be taken by parents to the church.
- Students leaving before 11AM are marked absent and students arriving after 11AM are absent.
- Homework to be picked up should be arranged through the homeroom teacher and should be scheduled for pick up after school. Teachers will not be interrupted in their classrooms.

DISMISSAL

- Should a student need to leave school early, a note should be written to the student's home room 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.
- Children not picked up by 3:15 PM will be placed in Extended Care and will be billed accordingly.
- At the beginning of the school year parents are asked to complete a form listing those individuals who are authorized to pick up students. 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 many 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.
- Parent RenWeb
- School Newsletter & Calendar
- Teacher/Parent Notes or Emails
- The School Website & Email Blasts via School Messenger
- Google classroom pages and/or web based communication
- Social Media: Facebook, Instagram, and twitter feed

WEATHER INFORMATION

Emergency closing announcements will be made on:

- The School Website
- The School Phone System Recording
- WWBT Channel 12 TV
- Email Blasts
- Occasional Robo-Calls and Text

UNIFORM GUIDELINES

Uniforms must be purchased through Flynn & O'Hara and/or Lands End Uniforms only. **Old logo** is no longer allowed.

PHYSICAL EDUCATION UNIFORMS

All students in grades 5th - 8th are expected to wear the school physical education uniform. P.E. Uniforms may be purchased from Lands End or Flynn & O'Hara stores. 5th - 8th Grade students may wear any athletic shoes of choice **during P.E. only** and change into their uniform shoes for the remainder of the day.

Students in Pre-K - 4th grade wear their tennis shoes on the day of P.E. they must be white, black, navy or gray. No fluorescent colors on trim, laces or over the shoe. Pre-K - 4th grade may wear their P.E. shoes all day on **P.E. days only**.

UNIFORM REQUIREMENTS FOR ALL STUDENTS

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 8th grades only (**No athletic shorts**)
- Appropriate t-shirts (no inappropriate words or pictures).

IMPORTANT NOTE: If a student is in an incorrect uniform, parents will be contacted 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)

Preschool - 4th grade Students may wear athletic shoes* on P.E. days.

*Athletic shoes must be white, black, navy or gray. No basketball sneakers or high tops, no flowers, plaids or neon colors.

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 only***)

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 or leather like)

GIRLS UNIFORM

Girls: - Preschool through 5th Grade:

Plaid jumper (***Preschool through 3rd***)

Plaid Skirt (4th 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 only***)

Navy knee socks, white crew socks or navy tights

Solid brown, black or navy shoes (leather or leather like)

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, black or navy shoes (leather or leather like)

SUMMER/SPRING UNIFORM -- BOYS (OPTIONAL) - 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

Shoes: Solid brown, black or navy

*Athletic shoes may be worn **ONLY** with this uniform up until end of summer/spring uniform.

Upon summer/spring uniform start date, *students may wear athletic shoes with both uniforms. 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 -- GIRLS (OPTIONAL) -Date Given by Principal Each Year)

Preschool through 8th Grade Girls

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

Shoes: Solid brown, black or navy

*Athletic shoes may be worn **ONLY** with this uniform up until end of summer/spring uniform.

Upon summer/spring uniform start date, *students may wear athletic shoes with both uniforms. Athletic shoes must be mostly one color (white, black, navy or gray).* No basketball sneakers or high tops, no flowers, plaids or neon colors.

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 to wear 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.

No athletic wear and general Uniform guidelines apply. ***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 Pre-K to two. They may wear leggings with any appropriate top.
- No athletic/Yoga pants for grades 3-8. Athletic pants may be worn through 2nd grade.
- 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 8th grades only (NO athletic shorts)
- No flip-flops
- No hair coloring

BOYS:

- Shorts may be worn all year long for 8th grades only (***NO athletic shorts***)
- No athletic pants for grades 3-8. Athletic pants may be worn through 2nd grade.
- 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.

A parent permission form must be completed at the beginning of each school year for every student in the school. A student may not be seen by the school counselor without this form. 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 been formally diagnosed with learning needs. Students eligible for resource services are determined by the Academic Resources 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. It combines our already established resource program with gifted education and other differentiated learning opportunities.
3. Speech Therapist: The 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, the rescue squad is contacted. All injuries are thoroughly documented by the school RN.

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 kindergarten through eighth grade. Our Preschool students receive a different report card every twelve weeks. All other students receive an electronic report card via Renweb every nine weeks.

- Students in Kindergarten through Second grades will receive a numerical grade.
- Students in Third through Fifth grades will receive letter grades: A, B, C, D.
- Students in Middle School 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

HONOR ROLL

Students in grades 4th - 8th 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 4th-8th 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 (6th, 7th and 8th grades).
3. All resource subjects have a grade of E, S, I (4th and 5th grades).

Students in 4th – 8th grade will receive an Interim Report between each nine-week report card. 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.

Homework assignments should complement the daily schoolwork and help students develop good habits of work and study. Parents give valuable assistance to the child and the school when they insist that a definite study time in a quiet atmosphere be part of the child's evening schedule.

PARENT TEACHER AND/OR STUDENT LEAD CONFERENCES

- Conferences happen twice a year. Fall after First Quarter and again in January
- Classroom concerns should be addressed first with the teacher.
- Teachers are available for a conference in person or by telephone. You can always communicate via email. Please allow teachers 24 hours to respond.

SCHOOL PARTIES AND HOLIDAY CELEBRATIONS

The room parents for grades PK-8 will organize all holiday celebrations.

Birthday treats for students to share with his/her homeroom are to be shared at lunch time.

SCHOOL HEALTH INFORMATION

All students must meet requirements of state law as enacted by the General Assembly of Virginia to cover the following conditions:

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 OTC medication

1. 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 child is to be excused from P.E. for a day, A NOTE MUST BE SENT TO THE TEACHER AND THE NURSE.

If a student is sick and unable to attend school, the parent or guardian **MUST** call the school nurse. This message can be left 24/7. 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

It is the school policy here at St. Edward-Epiphany that 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.** 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. In accordance with the Diocese of Richmond, the school follows the Office of Catholic Schools policy on students with AIDS.

FORGOTTEN SCHOOL ITEMS

We partner with parents and teachers to help students become accountable for their school items.

- Homework brought to school by parent will be put in teacher's mailbox for grades 4 and 5. Middle School Homework will be placed in the "Homework Box" inside the glass doors for students to check. Classrooms will not be interrupted to let students know.
- Forgotten Lunches- If bringing a forgotten lunch for student, it will go in the grade designated box located outside the office. The box will be taken to the cafeteria. Students will not be called regarding the drop off of their lunch. Drop off for lunches is by 11:10am. Children with no lunches will be served cereal.
- PE uniforms are to be taken outside the gym. There is a "PE Box" outside the gym door for students to check. Students will not be called and informed.
- Students will not be allowed to call home regarding forgotten homework, lunch, or uniform, unless it has been approved by their teacher.

EXTRA-CURRICULAR ACTIVITIES

- Kaleidoscope: An after-school program held at various times throughout the school year.
- Sports:

Soccer:	3 rd and 4 th grade coed 5 th -8 th grade boys (fall) and girls (spring)
Basketball:	3 rd and 4 th grade coed 5 th -8 th grade boys and girls
Flag Football:	3 rd and 4 th grade coed (spring) 5 th -8 th grade coed (fall)
Volleyball:	5 th -8 th grade girls (fall)
Track and Field:	5 th -8 th grade Coed (spring)
Cross Country:	5 th -8 th grade Coed (fall)

Football, Baseball, Field Hockey, Lacrosse, Softball, and Wrestling are offered through the Benedictine and St. Gertrude's Middies programs. Check their websites for more information.

FIELD TRIPS

- Per the Diocesan Field Trip Policy (approved May 2006), 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

- 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 10th of each month and will close on the 25th 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, cooking activities, 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)

Technology has become an increasingly critical tool to advance learning within the Catholic Diocese of Richmond. We see great potential for its use in the learning process as we seek to meet the mission of Catholic Schools:

To develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.

In a world where technology and our society are always changing, God and His Word remain the same. Our values and priorities are based on Biblical principles that transcend the latest technological trend. We want our schools to be a place where students can learn how to use technology as a positive tool to "make disciples of all nations." Matthew 28:19

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.
- Engage in online communication that 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.

Part II: All schools within the Catholic Diocese of Richmond agree to:

- Teach students about being successful digital citizens.
- Create student learning opportunities that empower students to be effective life-long users of technology.
- Will 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: All students within the Catholic Diocese of Richmond 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. Use the school-provided internet connection and filter while at school.
- 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: Parents/Guardians of students within the Catholic Diocese of Richmond 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.

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 by mail if a student is to serve detention. Any student receiving six demerits will serve a second after school detention. Any student receiving nine demerits will forfeit participation in yearly Olympics and report to the Assistant Principal for those two days of Olympics. Any student receiving twelve demerits will serve an in-school suspension with the Assistant Principal. During the in-school suspension, students may earn a maximum of 85% on all class work, homework, tests and quizzes completed that day. Any student receiving 13 demerits will be asked to leave St. Edward-Epiphany.

CHEATING POLICY

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, and a zero on the assignment, quiz or test.

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. The child will be suspended from the school for two days and will make up all missed class 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-Epiphanly 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-Epiphanly 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-Epiphanly 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

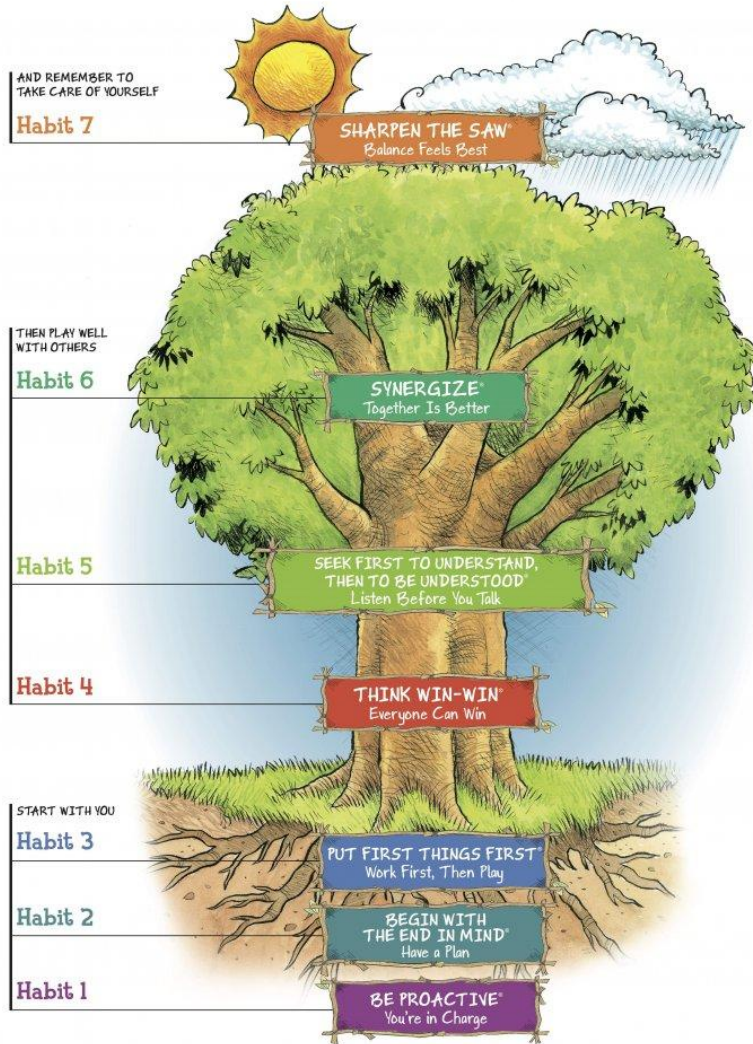
Parents are invited to check the Virginia State Police website to learn of any sex offenders located within the same or contiguous zip code area as the school. Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous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

THE INFORMATION PROVIDED BY THE VIRGINIA STATE POLICE FROM THE SEX OFFENDER REGISTRY SHALL NOT BE USED FOR INTIMIDATION OR HARASSMENT PURPOSES.

Trips to major U.S. cities and abroad are permitted, as long as proper supervision, safeguards and permissions are in place. Restraint in scheduling such trips should be based on State Department and Department of Homeland Security guidance and alerts. Overseas trips should be approved by the Superintendent of Schools and the Diocesan Risk Manager.

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. All students must return a written Field Trip Permission Form signed by his/her parent (guardian) prior to leaving the school property. Verbal permission over the phone may not substitute for the written consent.

The 7 Habits[®] Tree



NOTES
