

Student Handbook

2014-2015



st. edward
epiphany

ST. EDWARD-EPIPHANY 2014-2015 STUDENT HANDBOOK AND DIRECTORY

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PART 1:

THE HISTORY BEHIND ST. EDWARD-EPIPHANY

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 daycare.

In 1986, Dr. Hopewell left St. Edward-Epiphany to found Blessed Sacrament High School in Powhatan. Following, Ms. Georgette Richards was appointed to the position of Principal in the fall of 1986.

Beginning in the fall of 1988, the instructional program expanded to include a Transitional-First classroom to meet the needs of Kindergarten students who weren't quite ready for the challenges of traditional First Grade. This innovative program enhanced our already ten-year instructional program of Preschool through Eighth Grade.

In the winter of 1996, the Home and School Association began an After School Enrichment Program entitled "Kaleidoscope" for the purpose of enriching our school curriculum. Students enjoy classes in a variety of areas from Science, Art, Dance and Drama. The following year, the Kaleidoscope Program received the 1997 Diocesan Concilium Award for the Program of the Year.

Beginning in the fall of 1998, the school expanded its resource services to include Kindergarten through Fourth grade. This service for students continues to reinforce our school philosophy and mission to be inclusive of students with mild to manageable challenges.

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. In 2012, after twenty-five years of service, Ms. Georgette Richards retired after appointing Emily Elliott as the succeeding principal.

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.

In 2013, in order to ensure students are prepared for the digital world, St. Edward-Epiphany ran the "Race to the Future" technology drive to raise funds to expand our technology platform. As a result of the drive, interactive boards were installed in every classroom with tablets, document cameras and interactive software available as resources to our entire school community.

Also in 2013, St. Edward-Epiphany embarked on a journey to help all students become leaders with the Leader in Me program. Based on The 7 Habits of Highly Effective People, the program is aimed at helping schools develop a culture of leadership based on universal principals. The program takes these basic principles, incorporates them into the lives of students, developing critical skills and characteristics such as leadership, responsibility, accountability, creativity and communication.

The school is now home to the recently created, E3 program. E3 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. It combines our already established resource program with gifted education and other differentiated learning opportunities.

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.

PART 2:

OUR MISSION STATEMENT

The St. Edward-Epiphany mission statement is as follows:

"We are the people of God. As Catholic school educators at Saint Edward-Epiphany, we are committed to the educational ministry of the church. In response to the call, our mission at Saint Edward-Epiphany is to build up the kingdom of God, here and now."

Saint Edward-Epiphany is committed to:

EDUCATING the whole child spiritually, intellectually, emotionally, socially and physically.

DEVELOPING close personal relationships with God through worship, service and lived Gospel values.

PROVIDING a challenging, well-rounded curriculum through the collaboration of teachers, students, parents, church and community.

PART 3:

THE ST. EDWARD-EPIPHANY WELCOME

Q. As a new family, where should I go for answers to my questions?

A. You will have many sources of information available to you:

1. School mailings (detailing tuition and bus information, costs, payment arrangements, Book Day information, Orientation dates, etc.)
2. Ambassador Family Team: The Ambassador Family Team (“AFT”) is a resource made available to new families. The AFT is made up of three grade banded teams: Preschool and Kindergarten, First through Fourth grades, and Fifth through Eighth grades. The grade bands are decided each year based on enrollment. Generally by the middle of the summer, the AFT will reach out to new families with helpful information, the assigned AFT’s contact information, and information on the New Student Picnic. New families should rely on their AFT for all things related to school – the AFT is chosen based on their willingness to help and their tenure at the school. Most often it is easier and quicker than calling the school office. The AFT will be available to all new families through-out their first year.
3. School Office Staff: The staff at the school office is always available to you to take your questions and assist you in any way.
4. Orientation Sessions: These important sessions will be held in student classrooms and led by the teacher. These sessions will give an overview of the class as well as the objectives for the year. **THIS IS A VERY IMPORTANT MEETING - DON'T MISS IT!**
5. General HSA Meetings: The Home School Association (HSA) general meetings are also good sources of information for new (and old!) families. HSA meetings also offer opportunities to get together with other parents and meet the HSA representative for your grade bands.

Q. What is Book Day about?

A. Book Day is where you will meet your child’s teacher and pick up all books necessary for the year. The usual practice is parent(s) and student(s) proceed to student classrooms to pick up books. NOTE:

Typically, Preschool and Kindergarten students have orientation the day following Book Day and will pick up books at that time. (Please check the school calendar for Preschool and Kindergarten orientation dates and times to confirm the order of events each school year.)

Q. What is the New Student & Ambassador Family Picnic about?

A. St. Edward-Epiphany would like all new students and families to feel comfortable in our school community as soon as possible. To help with this transition, the school has implemented a program where current St. Edward-Epiphany families play host to new students and families. Over the summer, the Ambassador Family Team (“AFT”) will contact new families to introduce themselves and offer assistance in answering any questions that new families may have. In turn, new families are provided with contact information for their Ambassador Family Team and are encouraged to make contact with the AFT whenever they have a question or concern. The Ambassador & New Student Picnic will generally be held at some point during the two weeks prior to Book Day. It’s a perfect opportunity to meet your AFT, teachers and other new families before the school year officially starts.

Q. Does St. Edward-Epiphany offer a lunch program? How do I know what is for lunch each day?

A. St. Edward-Epiphany offers an option for students and staff to buy their lunch. Lunches may be ordered through the St. Edward-Epiphany Website (Inside SEES). If you do not have access to a computer, you may use the computers in the school Media Center. The menus change from week to week and we offer different choices daily. Online ordering and payment make it easy! Drinks are NOT included; however, the School provides milk through a separate milk program (see below). About half of the students order lunches and half bring from home.

Q. What if my child forgets their lunch?

A. Any student who has lost or forgotten their lunch should go directly into the kitchen area where an aide will provide a sandwich or cereal for the student.

Q. How do I get a milk subscription for my child?

A. St. Edward-Epiphany participates in the USDA Milk Program. Students may purchase a milk subscription for either white (regular, 2% or skim) or chocolate milk. The subscription is for one year and the cost is \$50.00. To enroll students, complete the Milk Subscription Order Forms, which will either go out in the Red/White Folders or handed out in Orientation Meetings.

CAFETERIA POLICIES: There are three lunch shifts during the school day. They are as follows:

11:15 - 11:40*: Sixth through Eighth grades

11:40 - 12:05*: Third through Fifth grades

12:05 - 12:30*: Kindergarten through Second grades

**On Wednesday’s all lunch shifts will start 15 minutes later in the day (still remaining at 25 minutes each).*

Students should proceed to the cafeteria in a single file line, escorted by the teacher. Students who are buying lunch are to line up single file by the wall. Student who brought their lunch to school are to proceed directly to their seats.

Good table manners are expected of all students. All eating is to be done while seated in the cafeteria. Glass bottles and cans of soda are not permitted during lunch.

Each student is expected to clean the area where he/she is seated from all trash. The teachers on duty will determine when each table of children is to be dismissed for recess.

Throwing food of any kind is not permissible in the cafeteria. If a child throws food, he/she will be denied the privilege of eating in the cafeteria for one week. Recess will also be denied for that week.

When the students are dismissed from the cafeteria by the teacher on duty, they are to throw all trash away in the trash cans located in the cafeteria. Students are to line up in a single file to go out to the playground. All lunch boxes/lunch bags, etc. are to be taken outside. In cold weather, students are expected to bring their coats, etc. with them to lunch since they may not be permitted to return to the classrooms to get them.

ANY STUDENT WHO IS TOO SICK TO GO OUTSIDE FOR RECESS SHOULD NOT BE IN SCHOOL. Only those students who have been given a note from their teacher may stay inside for recess.

During inclement weather students will return to their homerooms for recess. *Need assistance? Email questions to lunchlady@seeschool.com.*

PART 4:

THE GROUPS THAT MAKE IT HAPPEN

Q. What is the School Board?

A. The purpose of the 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, facilities, technology, transportation, and legislation that will ensure the successful operation of the School. Meetings are usually held the 4th Wednesday of each month.

Q. Who makes up the School Board - Committees, Chairman, etc.?

A. In the spirit of parish representation, the membership of the School Board shall consist of 13 voting members. The voting members include the Chairman of the Board, pastors of the parishes of St. Edward the Confessor and Church of the Epiphany, the Assistant Principal, the President of the Home and School Association, and committee chairs of Finance, Transportation, Technology, Leadership, Development, Facilities, and PR & Marketing and two members at large. The School Principal, an alumni representative, and the Board Secretary shall serve as ex-officio non-voting members. Selection of School Board members shall be completed by July 1st, each year.

The business of the new board shall begin each year on July 1st. The board shall meet a minimum of six times a year. Emergency or special meetings may be called at the request of the Chairman, the executive committee, the Bishop or his representative or by a simple majority of the board members upon sufficient notice to all members.

A written agenda, all committee reports, the monthly financial statement, the principal's report, and a copy of the approved minutes of the previously scheduled Board meeting will be available to all Board members at least one week prior to each regularly scheduled Board meeting.

All regular meetings of the Board shall be open to the community: however, the Board may declare an executive session or a closed session at any time with the approval of the majority of the voting members present. Non-members may address the Board with the advance approval of the executive committee and having been placed on the agenda. A quorum shall be established when a simple majority of the members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board.

Breaking the confidentiality of the Board, misrepresenting the Board in the community, or otherwise publicly detracting from the reputation of the school in the community will result in removal from the Board. All board members are to adhere to the procedures for airing differences between the Board and the administration. Failure to do so will result in removal from the Board. The voting members of the Board will be the judge of these improprieties and communicate the removal to the member.

Q. What is the HSA?

A. HSA stands for the "Home and School Association," which is our school's version of a PTA. The mission of the Home and School Association is to support and enrich the educational processes of the school, which include:

1. Planning and coordinating fund-raising activities.
2. Providing spiritual opportunities and fellowship that develop a strong and meaningful Christian community among school families, faculty and administration.
3. Providing a vehicle of communication between parents and the school.
4. Providing 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.

The Home and School Association shall follow the established school policies and practices as set forth by the school board and by the school principal (Home and School Constitution).

The Home and School Association Governing Board consists of the principal of the school, the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Fundraising Coordinator, grade band representatives, and faculty representative. These board members meet on the second Tuesday of each month.

All duties of the Home and School officers and specific information regarding nominations and election of officers may be found in the By-Laws of the Home and School Association. Executive Council meetings are usually held the second Tuesday of each month. General HSA meetings are held two to three times a year. Notices of these meetings will be sent out in the Red/White Folders.

Q. How do people get elected to the HSA?

A. A notice is sent out in the Red/White Folders requesting nominations for each HSA position, and all St. Edward-Epiphany families have the opportunity to give input on candidates for these positions. Once all nominations are tabulated, all nominees are contacted to determine their interest in the positions. Once the ballot is finalized, it's sent out in the Red/White Folders and families are asked to make their selections.

Q. Are there any other important groups or programs critical to the School's success?

A. The Parent Involvement Program and volunteers are an essential part of the School's total program. Parents, grandparents and friends of St. Edward-Epiphany are encouraged to become involved in our school. This program requires each family to spend a minimum of fifteen (15) hours per year working for Saint Edward-Epiphany. The breakdown of the fifteen hours is further explained in Part 9 of this handbook.

Records are kept and notices are sent home throughout the year to indicate the number of hours remaining to fulfill your obligation. Event and committee chairpersons are responsible for recording and turning in service hours; however, families are also responsible for keeping track of their hours. Adult family members and friends are welcome to help a family meet its required hours. Your participation in your child's education and school community is priceless; however, if parents choose not to participate, there is a mandatory \$450.00 fee for not participating in the Parent Involvement program.

PART 5:

THE BASICS: CONTACT INFORMATION & DAILY SCHEDULE

School Mailing Address:

10701 W. Huguenot Road

Richmond, VA 23235

Main Phone Number: 804.272.2881

Main Fax Number: 804.327.0788

THE SCHOOL ALSO HAS A WEBSITE at www.seeschool.com which is continually updated and provides: The school calendar, schedule of events, fundraising opportunities, tuition schedules, school supply lists, summer reading lists and the option to order lunches online!

Q. Where can I find the school calendar?

A. The school calendar is on our website at www.seeschool.com.

Q. What are the school day hours?

A. Carpool and bus drop off begins at 8:00 am. Students should ideally arrive on campus between 8:00 am and 8:10 am. Immediately upon arrival, Preschool and Kindergarten students are escorted to their classrooms by school safeties if an older sibling is not an option. The hours for Preschool are 8:15 am to 12:00 pm. Students in First through Eighth grades line-up to enter the building at 8:15 am with the first bell. The beginning of the school day commences with the second bell at 8:25 am. Students who arrive to their classroom after the second 8:25 am bell are considered tardy. Preschool dismissal is at 12:00 pm. Afternoon announcements begin at 2:50 pm with dismissal for Kindergarten through Eighth grade following at 3:00 pm.

Q. What is the earliest that my child can arrive at school?

A. Students should ideally arrive on campus between 8:00 am and 8:10 am, but no earlier than 8:00 am as there is no supervision prior to this time.

Q. What is the latest that my child can arrive at school?

A. Students who arrive to their classroom after the second 8:25 am bell are considered tardy.

Q. What if there is bad weather? Where do the students go?

A. In the event of bad weather, the morning drop-off line will detour directly to the sidewalk and rear doors of the school. Preschool and Kindergarten students will proceed to their classrooms as usual; all other students will report to the cafeteria and sit in assigned areas until they are directed to their classrooms.

Q. What do I do if I need before or after-school care for my child?

A. St. Edward-Epiphany offers a full-range of daycare options. To get a brochure or to register, please call the School Office at 804.272.2881. The St. Edward-Epiphany daycare guide is also included at the end of this handbook for your convenience and reference.

PART 6:

TRANSPORTATION

Q. What modes of transportation can I use to get my child to school?

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

1. Bus
2. Walk
3. Car Riders – Singles and Carpools

Q. Who can ride the bus? What is the cost? How does bus transportation work for younger students?

A. St. Edward-Epiphany students are very lucky to be offered the option of bus transportation to and from school. 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 see www.seeschool.com for the route and transportation fee schedules.

St. Edward-Epiphany has developed a “Guardian Angel” buddy system, where middle school students pair with younger students who may need guidance getting off and on the correct bus and getting to and from their classrooms.

Q. How do I sign up for the bus service?

A. If you did not already sign-up for the bus service when completing your St. Edward-Epiphany Contract, it’s not too late. Please contact the school office for information.

Q. What if we only need occasional bus service?

A. Occasional bus service can also be arranged. 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. Please contact the school office with additional questions about drop offs, etc.

Q. Where do the buses drop-off and pick-up at school?

A. Morning Drop-off: The buses drop off at the rear corners of the school building.

Afternoon pick-up: Bus riders in First through Third grades will exit through the front doors of Father Herbert Hall (FHH) to board the buses. Students in Fourth through Eighth grades will exit through the main front door of the school to board buses.

Q. What are the procedures for walkers?

A. Students who walk to school are asked not to come to the school playground before 8:00 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.

Q. What are the single car rider/carpool lines about? Why am I getting redirected?

A. The morning drop-off and afternoon pick-up lines...are the most exciting part of everyone's day! These lines are designed with efficiency in mind. Parents will be thoroughly versed at orientation as to how the lines should work. Please follow all drop-off and pick-up procedures, but above all, please pull all the way up and remember to stay off of your phones when going through the lines. Drop-off and pick-up maps are also posted on Inside SEES.

Q. How and when are students transported off school grounds for special events? How and when are parents notified?

A. When students are transported off-campus (usually using the St. Edward-Epiphaney school buses or chartered buses), parents will be sent a permission slip to authorize students to leave the school campus. If parents do not sign the required permission slip, the student may not participate in off-campus events.

Q: Where do school safeties get dropped off in the morning?

A. 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 main rear entrance and enter there. Parents of safeties may drive through the front entrance of the school, but should not stop in the front, but rather proceed to the safety drop off corner. We prefer that other students be dropped off in the normal carpool line; however, if needed, siblings of safeties may be dropped off along with the safety provided that siblings proceed immediately to the cafeteria to join our morning childcare students.

Note: The only students that are permitted to enter through the front doors in the morning are children of faculty and staff members and those who may be carpooling with them.

PART 7:

ST. EDWARD-EPIPHANY COMMUNICATION

Q. How will I know what is going on at the school? Is there a newsletter?

A. There may be times when you have more information than you know what to do with! St. Edward-Epiphany considers communication to be of the utmost importance. Please be reminded that the school is open daily and the staff is available to answer any questions.

Communication between school and parents is handled in many ways:

1. 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. The School Association also puts announcements into these folders, which are sent home each Wednesday.

2. School Newsletter & Calendar - Published every four to six weeks, the newsletter is either sent home with the youngest and/or only child in the Red/White Folders or mailed home. The newsletter contains information for all upcoming events...take time to review them carefully!

3. Teacher/Parent Notes - Often student's homeroom teachers will send miscellaneous communications through students, specifically in the Red/White Folders.

4. The School Website & Email Blasts – This valuable, timely tool is a helpful reference to all families. The website is updated weekly and includes up-to-the minute schedule changes and event information. “St. Edward-Epiphany Weekly Bulletins” are sent in the form of an e-mail blast every week, usually on Friday or Saturday. Please make sure to read these bulletins as they contain lots of crucial information, specifically the RED NOTES at the beginning of the blasts.

5. Inside SEES & Edline – Inside SEES is the school community website used to communicate information that is specific to the school community, rather than the broader information that is offered on the school's main webpage. Inside SEES is accessed through the main webpage. Each parent will receive an assigned user name and password, which will remain the same from year-to-year, to access Inside SEES. Class rosters, school supply lists, summer reading lists, parent involvement hours, volunteer opportunities, school committee information, Daycare and TLC updates, sports and club information, church youth activities, and much more are posted on Inside SEES. In addition, every homeroom teacher has an Edline page, which is used to communicate classroom information, weekly and quarterly assignments and projects, study overviews, and any upcoming events. The upper grades (Sixth through Eighth) also post interims and grades via Edline.

Login Instructions for First-time Users: If you are new to the school, your user name will be sent to you via email just prior to the beginning of the school year. After receiving your user name, please follow the instructions below:

- Go to <http://www.seeschool.com/> and click the Inside SEES link in the upper rightmost corner of the screen, above the Search box. This will take you to the Home Page for the Inside SEES portal.
- In the Account Login box, enter your user name and then click the Retrieve Password link.
- On the Retrieve Password page, enter your user name again and click Send Password. Your password will immediately be sent to the email address associated with your user account. Check your email account for a message with the subject line: "Inside SEES Password Reminder."
- Return to the Inside SEES login page by clicking the Home tab on the menu bar.
- Enter your user name and password in the Account Login box and click the Login button.

Changing Your Password:

- You should change your system-generated password to something easy to remember. (Please note: The password that you choose must be at least 7 characters in length.)
- Log on to Inside SEES and click your user name in the upper right corner of the screen.
- In the My Profile box, click the Edit Profile link.
- The Manage Profile module displays. Click the Manage Password link.
- Type your current password and your new password. Type your new password again in the Confirm Password field. When finished, click Change Password.
- Click Cancel to exit.


Updating Your User Profile:

- Log on to Inside SEES and click your user name in the upper right corner of the screen.
- In the My Profile box, click the Edit Profile link.
- The Manage Profile module displays. On this page, you can change your mailing address and edit/add phone numbers.
- To change your name or your email address, click the Manage User Credentials link and enter the new information.
- Click Update to save changes.
- Please remember to update your email address, street address and phone number with the SEES office as well.

6. Social Media:

Be sure to check out our Principal's Blog, which is updated on a regular basis.



And check out our Vice Principal's twitter feed:  [Tracy Hamner@seeschoolAP](https://twitter.com/TracyHamner@seeschoolAP)

Q. What are the Red/White Folders?

A. Red/White Folders go home every Wednesday with each student. All folders are to be returned to the school no later than Friday of the same week. Parents are asked to take the necessary time to go over all the contents of the folder with students weekly. If folders are lost or ruined, replacements may be purchased in the school office for \$1.00 each.

Q. What does “Y/O” mean?

A. “Y/O” means “youngest or only,” which is noted on some communications sent home in the Red/White Folders to the youngest students or single students rather than to multiple students in each family.

Q. What are skinny sheets?

A. Fourth through Eighth grades receive a “Skinny Sheet.” The “Skinny Sheet” lists students returned assignments for the week by subject. It’s a terrific guide for parents to keep up with student assignments and activities.

PARENTS ARE WELCOMED AND ENCOURAGED TO CONTACT THEIR CHILD’S TEACHER VIA EMAIL, VOICE MAIL OR BY REQUESTING A CONFERENCE. OUT OF RESPECT FOR A TEACHER’S TIME MANAGEMENT, PARENTS ARE REQUESTED TO SCHEDULE CONFERENCES WITH TEACHERS.

PART 8:

THE UNIFORM

Uniforms are a tradition at St. Edward-Epiphany that parents have voted to continue. It is the parents’ responsibility to ensure students are wearing the proper uniform each day. With that in mind, you will need to be “Uniform Savvy”!

Q. What is the “official” Uniform?

A. The “official” uniform for St. Edward-Epiphany varies depending on the student’s grade and gender. Attached at the back of this handbook is a uniform matrix along with the Uniform Transition Plan from Flynn & O’Hara to Lands End Uniforms. Uniforms must be purchased through Flynn & O’Hara and/or Lands End Uniforms per the direction given in the Uniform Transition Plan. Uniforms purchased from Target, Walmart, K-Mart, Gymboree, The Gap, etc. are not acceptable.

Q. What is the Summer Uniform?

A. The dates for wearing the optional Summer Uniform are May 1st through September 30th, which depending on the weather, are sometimes modified.

Q. What if I can’t find my child’s school shoes in the morning?

A. Once you realized after leading an all-out search that you're not going to find your child's school shoes in time for the bus, take a deep breath and jot a quick note to the student's teacher. This will let the teacher and school know that you're aware of the situation and the student has your permission to wear non-regulation footwear.

Q. What is a Tag Day?

A. A Tag Day is a day that students are allowed to pay \$1.00 in exchange for the opportunity to wear non-uniform clothing. Collections for Tag Days go to a worthwhile charity. Watch your calendar for these designated days. Free Tag Days are also earned by students and entire classes for various reasons. School-wide Tag Days and whether they are free or not will be communicated in advance. Kids may also use earned Free Tag Days at their discretion on any day other than School Mass Days or school days where the Administration specifically asks that students refrain from using Free Tag Day passes. Parents also have many opportunities to earn Free Tag Day passes for their students from time-to-time, mostly by attending meetings and volunteering.

Q. What restrictions exist for the student's uniforms and personal appearance?

A. There are just a few basic no's and requirements:

1. No platform shoes of any kind for girls. Heels cannot be any higher than 1½ inch.
2. Girls' uniform jumpers and skirts should not be more than two inches above the kneecap.
3. Girls may wear earrings, which are no larger than a dime in diameter. This is a safety precaution especially in PE classes.
4. Earrings are not permissible for boys.
5. Boy's haircuts should allow for visibility of the majority of the ears and hair length in the back must be above the top of the collar of the uniform shirt.

IMPORTANT NOTE: If a student is in an incorrect uniform, parents will be contacted by the classroom teacher. Parents may also be called to bring proper attire.

PART 9:

PARENT INVOLVEMENT

Q. What expectations does St. Edward-Epiphany have of parents?

A. Parental involvement in the school program enhances your child's Catholic school education. All parents are asked to make attendance at the Home and School meetings scheduled throughout the year a high priority. In addition, volunteers are an essential part of the school's total program. St. Edward-Epiphany encourages the parents, grandparents and friends of St. Edward-Epiphany to become involved in the school. Statistics prove that a student's success is positively impacted upon by the modeling of their parents' involvement in the activities of the school community.

Q. What is the Parent Involvement Program?

A. The Parent Involvement Program (PIP) at St. Edward-Epiphany exists to assist the school in areas where it is necessary to rely on parent volunteers. Parental confidence in Catholic Schools, a quiet but eloquent witness reinforced by a great personal sacrifice, produces in others an awareness of the importance of Catholic education's ideals and values. This confidence also encourages teachers to be available and open to parents who seek to be meaningfully involved in their children's schooling. Parent-teacher conferences, home and school associations, lay boards and committees, and teacher-aid programs are making progress because many thoughtful parents participate faithfully in these cooperative efforts to enrich their children's education. The benefits of home and school partnership are so evident that all parents should be made aware of their duty to be full partners of the school. In this cooperation there is a kind of reciprocal accountability of the school to parent and the parent to school. Today's Catholic school is more than a means to safeguarding faith and virtue; it is a center in which parents and teachers, guided by the Holy Spirit, collaborate in giving children a complete Catholic education. (Teach Them, Catholic Bishops United States Catholic Conference, 1976). The St. Edward-Epiphany Parent Involvement Program ("PIP") requires each family to spend 15 PIP hours per year working for St. Edward-Epiphany in a variety of areas. The PIP Hours can be all HSA time or a combination of HSA time and Instructional time, with no more than five hours of instructional time. Opportunities for PIP hours (HSA and Instructional) are highlighted in the attached Appendix and will also be highlighted at the first General HSA Meeting of the year, which is usually held in mid-September. Opportunities for PIP hours will also be communicated throughout the year through Inside SEES, the St. Edward-Epiphany Weekly Bulletin email blast, HSA Class Representatives and Room Parents....never fear, there are always opportunities for PIP hours!

Q. How do I check how many hours I have worked?

A. It is the responsibility of each family to check the Inside SEES website and make sure they have been given credit for the hours worked. If after two weeks, your hours have not been credited to your account, please contact the event chair. The time frame for parent volunteer hours runs from June 1st through May 31st. Families may opt to defer parent involvement hours and pay \$30.00 per hour in lieu of completing their Parent Involvement requirement. At the end of the year, any hours not completed are billed at \$30.00 per hour. If this bill is not paid, students will not receive their end of the year report card.

Q. What if I choose not to work the hours?

A. You can always choose to opt out of this program and pay a \$450.00 fee but then you miss out on all of the fun you'll have by being involved in your child's education and school community.

Q. How is a Room Parent selected?

A. Teachers will usually ask for Room Parent interest on Book Day or at the Orientation Meetings. In some cases, classrooms choose to have a Room Parent team with multiple individuals. The only requirements are detailed below.

Please be advised that in order to volunteer at school in any capacity EVERYONE is required to complete the following (all forms are in the school office):

- Read a copy of the Diocesan Safe Environment Regulations Booklet and sign an acknowledgement of having received and read the booklet. Return the acknowledgement form to the school office. *
- Complete a Volunteer Application Form to authorize a nationwide background search for each volunteer. *
- Attend a 3-hour VIRTUS awareness training session offered through the parishes in the Richmond Diocese. Once you receive your certificate verifying you have completed the course the certificate must be submitted to the school office. Go to www.virtus.org to register for a training session. Click on Registrations; then select Richmond, VA (diocese) to show local sessions.
- Additionally, each volunteer is expected to register with the VIRTUS On-Line website and read monthly education bulletins to keep the volunteer aware of information that ensures the safety of all students and volunteers.

*ALL OF THE FORMS ARE AVAILABLE IN THE SCHOOL OFFICE. When you attend the VIRTUS training sessions they may also give you these forms to complete. Make sure all completed forms are returned to the school office to be filed.

There is no fee involved.

NO ONE SHOULD BE VOLUNTEERING IN THE SCHOOL UNTIL THESE REQUIREMENTS ARE COMPLETE!!

VISITORS: Parents and all other visitors are to report to the school office so as not to interrupt the educational process of the school. All parents and visitors are required to sign in and wear a nametag while in the school building. This is a security measure for our students. Forgotten lunches and other articles should be marked with student's name and left in the office. Please make every effort to avoid dropping off items after school has begun. A student who wishes to have a visitor spend a day at the school should get permission from the principal at least two days in advance.

PART 10:

ST. EDWARD-EPIPHANY RESOURCES

Q. Is there a full-time "guidance counselor" for students? What are their qualifications? Are parents notified of student meetings with counselor? Can parents request such a meeting?

A. The school contracts with Commonwealth Catholic Charities to have a school social worker on site one day a week. Our student support person is here on Tuesdays from 8:00 am to 3:30 pm and is available to assist teachers, parents and/or students with issues or problems.

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 social worker without this form.

Q. What is the E3 Program? How are resources for special needs students determined and by whom?

A. 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.

Q. What is the Speech Program? How are candidates for the program determined?

A. 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.

Q. Are there special provisions made for learning disabled students? What are they?

A. Saint Edward-Epiphany attempts to meet the needs of every individual student. Minor classroom accommodations are possible for a student with learning needs.

Q. Can regular feedback from teachers be requested in addition to the twice-yearly conferences? How is this arranged?

A. The weekly Red/White Folder is used for consistent ongoing communication between home and school. While teachers are always available for phone or in person conferences, parents are encouraged to use the Red/White Folder or email for communicating with teachers.

Each teacher has their own email and voice mail. Both e-mail and voice mail can be accessed through the school website at Inside SEES.

Q. Are curriculum expectations defined and available to parents before the start of the school year?

A. St. Edward-Epiphany follows the Diocese of Richmond Consensus Curriculum for each subject area. There are specific guidelines for each subject taught at the elementary level. The diocesan directives are broad based and are in no way to be confused with the public school SOL's.

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

During the first week of school, each grade level has a Parent Information Orientation session to assist parents with the guidelines and expectations set for each grade level. **IT IS MOST IMPORTANT THAT PARENTS ATTEND THESE INFORMATION SESSIONS.**

PART 11:

WHEN THE INEVITABLE HAPPENS

Q. How do parents learn of cancellations or delayed openings due to inclement weather?

A. Emergency closing announcements will be made on:

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

If there is no announcement for Saint Edward-Epiphany, the school WILL BE OPEN. If your students ride the bus and/or are in Daycare, please be especially attentive to any specifics regarding either of these activities.

Q. How do I tell the school that my child will be out sick? What do I do if my child has a doctor or dentist, etc. appointment during the school hours?

A. 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.

It would be ideal if all appointments were scheduled for after school hours. If a student must leave for a doctor appointment during the day, please write a note to the student's teacher informing of the doctor appointment and note the time the student will be picked up. Teachers will make every effort to have students ready for pick up.

Q. If I have to take my child out of school early, how do I arrange it?

A. 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 MAKE EVERY EFFORT TO PICK-UP YOUR CHILD NO LATER THAN 2:30 PM. This is in an effort to help with the end of the day school dismissal process, with safety being of the utmost concern.

Q. What if we need to take our child out of school for a family vacation?

A. It is required that parents desiring to take students from school for an extended time, clear their plans through the office at least one week prior to the absence. Assignments given during this time will be set-aside for students to make up when they return to school as assignments may not be available and/or prepared to give out in advance. Parents are discouraged from taking vacations during the regular school year.

Q. If I have an emergency and need for someone else to pick up my child, how do I make these arrangements?

A. Unfortunately, we all have emergencies. 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).

Q. Is there a full-time nurse at St. Edward-Epiphany? What qualifications does the nurse possess?

A. Yes, we have a full-time Registered Nurse on staff.

Q. What happens when a student is injured at St. Edward-Epiphany?

A. 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.

Q. What if my child misses a test? How long do they have to make it up?

A. If a student is absent one day, he has one day to make up missed work; two days, two days to make up missed work, etc. If a test or quiz has been preannounced, the student will take the test upon their return.

Q. What is Standardized Testing? What grades qualify to be tested?

A. The Diocese of Richmond requires all Catholic elementary schools to take standardized tests in Second through Eighth grades. Standardized testing is meant to serve as a national achievement test as well as provide our teachers and parents with areas of strength and opportunities of each student.

PART 12:

POLICIES AND PROCEDURES, ADMISSIONS & CONTRACTS, TRANSFERS, and RELEASE OF STUDENT RECORDS

POLICIES AND PROCEDURES: The curriculum at Saint Edward-Epiphany employs a structured approach to learning with ample opportunities for individuals to work independently. The effectiveness of our approach is seen in the high scores of our students in standardized tests. Subjects taught include the basics: Reading, Language Arts, Mathematics, Science, Social Studies and Religion/Human Sexuality. In addition, students have Art, Music, Media Science, Drama (Fourth grade), Spanish (4th, 5th, 6th, 7th and 8th grades) and Physical Education. Enrichment programs are offered to all students. Our Athletic Association provides a wide variety of Athletic activities for students in Third through Eighth grades. A speech-language pathologist and a full-time E3 Resource program are also part of our total school

program. Non-Catholic students who attend the school are expected to participate fully in the religion program. The total teaching time in a school day is 5.5 hours exclusive of lunch and recess.

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, make a request for enrollment and request an information packet. Once contacted for an appointment, parents are asked to bring a most recent copy of the child's report card, standardized test results and any psychological/educational testing. Children entering Preschool must be four years old by September 30, as our Preschool program is for four and five year olds. Students entering Kindergarten must be five years old by September 30. Students entering Preschool or Kindergarten will be given a readiness screening in February or March of the prior year of entering school. Students entering First through Sixth grades will be given an entrance exam to determine readiness for 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.

CONTRACTS: Each family enrolled at Saint Edward-Epiphany must have an enrollment contract on file with the school accountant at the time of re-registration; and a parent involvement contract on file in the school office. By signing the tuition contract, parents understand that the school has based its operating budget and tuition rates on the contract to send students to the school and that the parent's obligation is to pay the tuition for the full academic year is unconditional and that after June 30th, no portion of such tuition paid or outstanding will be refunded or canceled in the event of absence, withdrawal, or dismissal from St. Edward-Epiphany of any student. In the event of such separation from the school, the entire full year tuition balance becomes due and payable at that time. A Tuition Refund Plan is available as part of this contract. It is the Principal's right and sole discretion to dismiss or suspend any student for lack of progress or for conduct that is not in the best interest of student and/or of the school.

TRANSFERS: When a student transfers to Saint Edward-Epiphany, the following information is required:

1. A copy of the child's most recent report card.
2. A copy of the child's most recent standardized test scores.
3. A copy of any other testing taken by the child. (i.e. educational/psychological, neurological).

Once the child has been accepted into Saint Edward-Epiphany, all school records and health forms must be obtained from the child's previous school. The parent must sign a release form for the former school in order for the records to be sent to Saint Edward-Epiphany.

RELEASE OF STUDENT RECORDS: It is necessary for the school to have written permission from the parents or legal guardian before a student's records can be released to another school. All records must be sent to another school via the mail or fax. The records of a student may not be hand delivered by a parent. Records will not be released until all school financial obligations are met. Parents may request a

copy of a child's most recent standardized test scores and a copy of his/her most recent report card at any time during the school year.

PART 13:

TUITION

Q. What is the yearly tuition?

A. Tuition for the St. Edward-Epiphany school year can be found online at www.seeschool.com.

Q. Are there any financial aid/scholarship programs available at St. Edward-Epiphany?

A. Tuition assistance is available. Any family who is currently enrolled in St. Edward-Epiphany and is in need of financial assistance may apply. The school uses FACTS for tuition assistance and parents must apply to FACTS online. The Diocese also offers tuition assistance. For further information please visit the Diocesan website at www.richmonddiocese.org.

Q. What are my payment options?

A. St. Edward-Epiphany processes tuition payments through FACTS Management Company. This program will offer parents increased convenience, payment flexibility and provide efficiencies for the school.

Payment Plans are as follows:

1. Annual - Paid through FACTS or at the school. There is no charge for this option.
2. Semiannual - Paid through FACTS. There is a \$10.00 annual charge for this option.
3. Monthly - Paid through FACTS. There is a \$43.00 annual charge for this option. Families may choose to make payments over 10, 11, or 12 months. Payment dates can be scheduled on the 5th, 10th, 15th or 20th of each month.

Payment Options: Payments can be made from a checking or savings account or by MasterCard, VISA, Discover, and American Express, however, please note there is a fee for credit card transactions.

Online Account Access: You may check your personal account or make payments online from the convenience of your home or office anytime.

Peace of Mind Insurance: FACTS offers this optional benefit for \$14 per year per family. In the event of the death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school

FACTS Returned Payment Fees: In the event a payment is returned, FACTS will automatically assess a returned payment fee for each payment attempt that is returned.

Account Changes: if you should need to make changes to your payment agreement with FACTS, please contact the school office at 804.272.2881.

Please visit FACTS at <https://online.factsmtg.com/signin/3R3GD> to set up your account. Once this is done, your account will be finalized by St. Edward-Epiphany.

Please note the account must be set up approximately 14 days before the first payment is due. For example, the twelve-month plan with payments on the 5th must be set up by June 21st.

FINANCIAL ASSISTANCE: In the spring of each year, the finance committee sets aside some monies for tuition assistance for Catholics. Any parent who is a Catholic with a child in attendance at Saint Edward-Epiphany and is in need of financial assistance must complete the necessary forms. The school uses FACTS for tuition assistance. Parents must apply to FACTS directly on line. All forms must be completed by and filed with FACTS by April 1. All parents applying for financial assistance with the school automatically become eligible for additional assistance through the Diocesan McMahon Parater Foundation. Catholic families are also eligible for Increased Offertory financial assistance awarded by the Diocese.

PART 14:

GRADING SCALE, TEXTBOOKS, ADVANCED MATH, & HOMEWORK

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 report cards every nine weeks.

- Students in kindergarten receive E=Exceeds skill level, S=Satisfies the skill level, P=Progressing in skills or I=Improvement needed in skills.
- Students in First through Second grades will receive letter grades: A, B, C, D.
- Students in Fourth through Eighth grades 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

Students in Fourth through Eighth grades 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 Fourth through Eighth grades 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.

Parents are strongly encouraged to call the school and request a conference with your child's teacher anytime there is a concern regarding his/her progress.

TEXTBOOKS AND WORKBOOKS: All textbooks are provided for students on loan for the school year. Students are asked to handle these books with care. All textbooks should be covered so they can be returned in good condition at the end of the school year. If textbooks are lost or damaged, parents will be expected to pay for a replacement.

ADVANCED MATH PROGRAM: Students in Fourth through Seventh become eligible for our Advanced Math program by meeting the criteria pertaining to his grade.

Third & Fourth Grades: Students must have mastered all math facts. In addition, third and fourth graders must have an A average for the year in math class, and a 95%ile or better in Math and Total on Standardized Tests. In addition, the student has to be recommended for this program by the child's present Math teacher.

Fifth, Sixth & Seventh Grades: Students must have a 93% or better for the year in math class, and a 95 percentile or better in Math and total score on the Standardized Tests administered. In addition, the student has to be recommended for this program by the child's present Math teacher.

HOMEWORK: 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.

Students in First, Second and Third grades should be spending thirty to forty minutes per night on homework assignments.

Students in Fourth, Fifth and Sixth grades should be spending fifty to sixty minutes per night on homework assignments.

Students in Seventh and Eighth grades should be spending seventy-five to one hundred minutes per night on homework assignments.

Homework assignments do not include long-term projects or reports.

It is required that if parents are taking students from school to go out of town for an extended time, this be cleared through the office at least one week prior to the date. Assignments given during this time will be set aside for the student to make up when they returns to school. Assignments will not be given in advance. Parents are discouraged from taking vacations during the regular school year.

It is the responsibility of the student to find out what work has been missed during their absence and to make it up within one week of returning to school. Please do not call the school and ask the teacher to have homework/books ready to be picked up or sent home. You may come in after school until 3:30 PM and pick up your child's books. Any tests, quizzes or assignments not made up in a nine-week grading period will be averaged in as a zero.

PART 15:

TECHNOLOGY POLICY

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior all times when using the Internet, email and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in Sixth through Eighth grades and their parent(s) (when students are less than 18 years old) must return the signed Technology and Internet Acceptable Use Contract. Students in Kindergarten through Fifth grades will return the Computer and Internet Promises form.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinators/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

Acceptable Computer and/or Internet Use:

1. The School's technology is meant for educational purposes; classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.
2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors include but are not limited to the following:

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.
3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material.
5. Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
6. Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premises).
7. Non-School related social contacts between faculty/staff and students.
8. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
10. Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data.

11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
12. Assisting others in violating any of these policies.
13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.

Prohibited unless authorized by the Administration:

1. Access to personal email, chatting, instant messaging, or discussion boards.
2. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet

Students will only have access to Internet use after an Internet Permission form for is on file with the Technology teacher.

Part 16:

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.

Students in Fourth through Eighth grades have an established Code of Conduct for which they are held accountable at the beginning of each school year. This code of conduct is on display in each classroom and is shared with each student prior to a test in an academic subject. The code of conduct emphasizes the values of honesty, effort, accountability, respect and truth.

St. Edward-Epiphany issues merits to students for exceptional behavior and extraordinary acts of service and kindness (see a copy of a merit in the Appendix). Students receiving ten merits are awarded a week of tag days in addition to a merit pin.

St. Edward-Epiphany issues demerits to students for inappropriate actions and/or serious negative behavior (see a copy of a demerit in the Appendix). 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 (see Appendix for sample of Merit/Demerit Forms).

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.

ELECTRONIC DEVICES: Use of the telephone by students is restricted to EMERGENCY CALLS. A student must have permission from the administrative staff before using the telephone. The telephone in the clinic and day care is off limits to all students. Telephone messages will be delivered in cases of emergency only.

TO AVOID UNNECESSARY PHONE CALLS, PLEASE MAKE ALL ARRANGEMENTS BEFORE CHILDREN LEAVE HOME.

A student will be denied access to the office phone for forgotten homework, P.E. uniforms, projects, lunches, snacks and /or any other item left behind.

While it is understandable that certain after school arrangements may warrant students needing a cell phone, ALL cell phones brought to school for an emergency purpose, MUST be turned off and kept in student's backpacks. Any phone that is left on or used during school hours or on campus without the student's parent present will be confiscated.

Any electronic or media device of any kind (i.e. iPod, Nintendo DS, etc.) are not permissible on school property during school hours (this includes Daycare, the school bus, and TLC).

Unacceptable use of technology and electronic information is prohibited by members of St. Edward-Epiphany. This includes:

- Sending or accessing material containing obscene or sexually explicit language or images;
- Sending email containing inappropriate, profane, obscene, abusive, or offensive language;
- Sending email conveying a threat against any student, school personnel, or school property;
- Providing personal or confidential information about another individual or sharing or exchanging passwords for purposes not appropriate to the educational program;
- Posting harassing, inflammatory, or threatening information about a person or event.

Any student involved in such actions will be immediately suspended which may result in a recommendation for dismissal.

MIDDLE SCHOOL CHROMEBOOKS: The focus of the Chromebook program at SEES is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon high school, college and career readiness skills. The individual use of Chromebooks is a way to

empower students to maximize their full potential and to prepare them for high school, college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Students are strictly prohibited from the following actions while using their Chromebook (SEES reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services EX: MSN Messenger, ICQ, etc.
- Spamming, Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

- Plagiarism is a violation of the SEES Code of Conduct.
- Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- Students are prohibited from using their Chromebooks during lunch/recess time unless being supervised by a teacher.
- During the school day, Chromebooks are only to be used under direct instruction from a teacher or administrator.

If a student violates any part of the policies, procedures, expectations outlined here, the student handbook or the Acceptable Use Policy, he/she will be disciplined in accordance with the following Strike Policy. Strikes will be accumulated throughout the school year and are not specific to certain teachers.

Strike #1- Teacher issues formal warning. Teachers will document the offense.

Strike #2- Demerit Issued

Strike #3- Student will have to write essay on the "Importance of Digital Citizenship," +1Demerit

Strike #4- Call home from teacher, +1 Demerit, which would result in student detention

Strike #5- Meeting with Administrator, Student and Parents

Strike #6- Possible short terms suspension

Strike #7- Possible long term suspension

School issued Chromebooks should be used for educational purposes and students are to adhere to the AUP and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

WEAPONS: Dangerous objects or weapons of any kind such as guns, knives and chains 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

Definition: 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: 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. (Cyber Bulling see Electronic Devices)

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

PART 17:

EXTRA-CURRICULAR ACTIVITIES

Q. Does St. Edward-Epiphany sponsor or schedule special entertainment activities (i.e., movie night, plays, dances, etc.?)

A. The HSA sponsors Family Dinner Nights throughout the year - the entire St. Edward-Epiphany community is invited for dinner and mingling! In addition, the students are encouraged and invited to attend Youth Ministry events sponsored by their home parishes.

Q. What extra-curricular activities are offered at St. Edward-Epiphany?

A. In addition to athletics and clubs, St. Edward-Epiphany parents host organized Girl Scouts, Boy Scouts and Brownie Troops. Fifth through Eighth graders can join the Senior Choir. St. Edward-Epiphany offers a wonderful after-school program called Kaleidoscope. This program offers a variety of classes such as ocean study, drama, band, computer, art, and others.

Q. What is Kaleidoscope?

A. Kaleidoscope is an after school program held at various times throughout the school year. The program offers a wide variety of workshop options for the students to select from such as: Ocean Encounters, Chess Club and Computer --- there is something for everyone! It's a wildly successful program that the students love! An additional fee is involved. For more information, please contact the School Activities Director.

Q. What sports are offered at St. Edward-Epiphany?

A. The St. Edward-Epiphany Athletic Program is a source of pride for its students, staff, parents, coaches, and alumni. St. Edward-Epiphany expects everyone associated with our athletic program to fulfill their responsibility of good sportsmanship, high character, and respect for others. We will strive to help all our athletes reach their athletic potential as well as experience the benefits of healthy competition, teamwork and fun. Any St. Edward-Epiphany student who wishes to participate in our athletic program and makes the necessary commitment set forth by the team will be given the opportunity to participate. The goal of our athletic program is to help our young people reach their full athletic potential as well as experience the benefits of healthy competition and teamwork with proper appreciation and respect for the opportunities and abilities God has given them. We are proud to offer the following athletic programs:

Soccer: The soccer program is for Fifth through Eighth grade students. It is a competitive recreational league that focuses on the fundamentals of soccer, including teamwork and good sportsmanship. Boys play their season in the fall, while Girls compete in the spring. We compete against other area schools with home and away matches. Our soccer teams usually practice 2-3 times per week.

Basketball: The basketball program is a competitive recreational league open for boys and girls in Third through Eighth grades. The program focuses on the fundamentals: Dribbling, passing, shooting, rebounding, defending and teamwork. Our Fifth through Eighth grade teams play in leagues with other area private schools. Our Third and Fourth graders play in their own intramural league with each other. Our teams usually practice two-to-three times per week.

Volleyball: The volleyball program is a competitive recreational team that is open to middle school girls (Sixth through Eighth grades). Volleyball is played in the fall. Team concepts like basic rules, game strategy and mechanics will be introduced as well as work on individual skills like passing, setting and hitting. Our coaches focus on the importance of teamwork as well as individual player skill development.

Track and Field: The track and field program is a great way for students, as a member of a team, individually and collectively, to compete in different events including the following areas: Sprinting, Distance Running, Relays, Throwing Shot or Discus and many more. All technique areas will be taught and practiced. No experience is necessary. Track season is in the spring and it is open to boys and girls in the Fifth through Eighth grades.

Cross Country: The cross country program is designed to give novice and advanced runners the opportunity to experience, train, and compete in races. Whether you are just beginning or competing at a high level, the cross country gives you an opportunity to excel and have FUN. The team regularly trains on our campus's course and competes in area races. Our cross country team is open to boys and girls in the Fifth through Eighth grades.

Football, Baseball, Field Hockey, Lacrosse, and Softball are offered through the Benedictine and St. Gertrude's Middies programs. Many of our St. Edward-Epiphany students enjoy competing with other Catholic school students on these teams. Further information regarding team formation will be sent out through the school year.

Q. What clubs are offered at St. Edward-Epiphany?

A. In addition to sports, we also have a variety of clubs and other extra-curricular activities for student's participation. Here are some of the clubs that we have had; however, we are always looking to add new clubs and activities.

- Stock Market Club (7th & 8th Grades)
- Geography (4th & 8th Grades)
- Lego League (5th – 7th Grades)
- Lego Jr. (2nd – 4th Grades)

Additional fees may apply to sport and club activities.

Q. Is there an active Alumni Association at St. Edward-Epiphany?

A. The School's Alumni program continues to grow, as past graduates stay in touch through the School website and social media. Some Alumni classes host their own gatherings, while others reunite at larger School events. Many current St. Edward-Epiphany students boast parents as Alumni.

For more information, please visit www.seeschool.com/alumni or email alumni@seeschool.com.

Q. What are Family Dinner Nights?

A. Family Dinner Nights (a.k.a. Family Chaos Night!) are planned throughout the school year as an opportunity for St. Edward-Epiphany families to meet and eat on a casual level. HSA representatives for the various grade bands take turns hosting the dinners. The dinners are usually a lot of fun for everyone! The St. Edward-Epiphany Spirit Club often also provide desserts for sale during the event.

Q. Does St. Edward-Epiphanly offer language classes to students? If so, in what grades?

A. Spanish is part of the curriculum for Fourth through Eighth grades.

Q. Does St. Edward-Epiphanly offer computer classes to students? If so, in what grades?

A. Computer classes are offered to Kindergarten through Eighth grade students in the Media Center. The media teachers follow the Diocesan Consensus Curriculum.

Q. What are demerits and merits?

A. St. Edward-Epiphanly issues demerits to students for inappropriate actions and/or serious negative behavior (see a copy of a demerit in the Appendix). 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.

PART 18:

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:

1. DPT (DT): Four doses with one of the four administered after the fourth birthday. If any of these doses must be administered on or after the seventh birthday, ADULT Td should be used instead of DPT. A booster dose of Tdap vaccine prior to entering the sixth grade if at least five years have elapsed since the last dose of tetanus toxoid-containing vaccine.
2. OPV (Polio): A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday.
3. MEASLES, MUMPS and RUBELLA: A minimum of 2 measles, 2 mumps and 1 rubella. The first dose administered at 12 months of age or older. Second dose administered before Kindergarten entry.
4. VARICELLA (Chickenpox vaccine): One dose of chicken pox vaccine not earlier than the age of 12 months for all susceptible children born on or after January 1, 1997. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten.
5. HEPATITIS B: A complete series of 3 doses of Hepatitis B vaccine is required for all children.

6. HPV: Prior to entering sixth grade, all girls must provide proof of immunization against HPV. Parents may opt out of the immunization after reading the CDC materials regarding HPV immunization.

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

For All Prescription Drugs and Over the Counter Medications: As schools within the Richmond Diocese move toward standardization of services, we must meet the highest standard provided, rather than lower the standard currently provided by any school. In an effort to raise the standard of health office procedures, over the counter medications will require both a written doctor's order and written parental permission. Medication must be for a specific reason (i.e. headache, cramps, dental pain, stomachache, allergy, etc.) and must be age appropriate per the manufacturer's direction; adult strength medication may not be given prior to the age of 12 without a written doctor's order.

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

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.
2. Parents will be notified when a supplied medication becomes low, so that new medication may be brought to the health office. All medication must be brought to the clinic by an adult rather than sent to school with a child.

Updating Health Information: Health records must be kept up to date at all times. It is of critical importance that all clinic records have up to date and accurate telephone numbers for parents. If there are any changes made throughout the year, please notify the Clinic as soon as possible. If there is a physical problem of which the school should be aware, please indicate this on the clinic visit record.

If there is a reason why your child cannot take part in physical education for an extended period of time, a doctor's 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 your child needs the use of crutches, cast, ace bandage, splint or brace, please notify the nurse. Children with the above may not participate in PE or recess activities until device is removed and written physician clearance is received.

If a child becomes sick during the day, the school nurse will notify the parent if it is serious enough to send the child home. No student should come to the clinic without permission of the teacher. The principal and the teacher should be notified if the child is to be sent home. All parents picking up a sick child from the clinic must sign the child out in the clinic book.

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. If your child is sent home with a fever, he/she should not be back in school the next day. He/She must be without fever for 24 hours before they return. We ask that if your child is sick before coming to school that you keep him home to help promote a healthy environment for your child as well as other students.

All parents are advised to develop contingency plans to ensure that students with fever or flu-like symptoms do not come to school. You are asked to contact the Clinic if your child is diagnosed with H1N1 so parents may be made aware of the need to watch for signs/symptoms in children exposed.

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

All parents are urged to develop a contingency plan for your child's care in case of a health related emergency. If a child is not feeling well with flu-like symptoms parents are asked to keep the child home from school. If there is a need to close school for any length of time, parents will be notified by a blast email and voice recording on the school phone. Teachers will have access to emailing student lessons should a health emergency necessitate an extended school closing.

In accordance with the Diocese of Richmond, the school follows the Office of Catholic Schools policy on students with AIDS.

PART 19:

EMERGENCIES, DISASTER PLANNING & CRISIS

Q. What security measures are taken by the school in case of fire? Intruder? Etc.?

A. In 2012, a security task force was created to advise administration on upgrades and changes to school safety. The task force is working diligently to train faculty and staff, introduce a volunteer patrol program and recommend facilities upgrades to ensure safety to our students and teachers.

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.

St. Edward-Epiphany has developed a "Code Blue" and a "Code Red" program. "Code Blue" is a term to be used whenever a crisis situation exists in the school regarding a stranger in the building. An example of the reason for calling a "Code Blue" over the intercom would be if any Crisis Team member had reason to believe that a potentially dangerous person is on the school grounds or in the building. "Code Red" would be called for dangerous weather conditions (i.e. tornado or hurricane). Students practice responding to the "Code Blue" and "Code Red" throughout the school year.

Finally, during the day all 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.

CODE BLUE ANNOUNCEMENT

"Code Blue" is a term to be used whenever a crisis situation exists in school. An example of the reason for calling a "Code Blue" over the intercom could be if any Crisis Team member had reason to believe that a potentially dangerous person is on the school grounds or in the building.

A "Code Blue" would NOT be used for any kind of weather emergency. If a "Code Blue" is announced over the intercom, it will state where and when the Crisis Team is to meet.

1. If we announce a Code Blue routine drill, teachers should lock classroom doors and move students to the wall that is on the same side as the door or if there are two doors coming into your classroom, students should get between the doors.
2. During a Code Blue drill, if teachers observe students in the hall, teachers are to pull these students into their classrooms; however, teachers will not go looking for students who have left their classrooms to use the restroom, etc.
3. Teachers and students should remain in classrooms until instructed in person by recognized school personnel or by a police officer in uniform that the situation is clear.
4. Teachers and students are directed not evacuate their classrooms even if the fire alarm goes off.

CODE RED TORNADO ACTIONS

TORNADO WATCH - SIGNAL INTERCOM: "A weather watch is in effect."

This means there is a chance of dangerous weather later with damaging winds. Be on the lookout for the danger signs listed below and be ready to move quickly to safety if the warning signal is given.

WHAT TO DO: Return from the playground; continue classes unless a tornado warning is announced.

TORNADO WARNING - SIGNAL INTERCOM: "Go to your shelter area immediately." (Alternative: S.O.S., bells or bullhorn)

This means a tornado has been sighted. Go at once to the areas listed below. If you see or hear the tornado coming, do not wait for the Warning Signal - go to your shelter area if there is time, if not, curl up on the floor and protect yourself as following: Lie face down, draw your knees up under you, cover the back of your head with your hands. If a tornado comes while you are on the school bus, get away from the bus and into a nearby ditch or ravine. Lie down, hands overhead.

WHAT TO DO: On 2nd floor, students go to the cafeteria, crouch under cafeteria tables. On first floor students go into the hallway outside classrooms, sit and crouch facing the wall.

DANGER SIGNS:

SEVERE THUNDERSTORMS: Thunder, lightning, heavy rains, and strong winds.

HAIL: Pellets of ice from dark-clouded skies.

ROARING NOISE: A hundred locomotives; crashing thunderous sound.

FUNNEL: Dark, spinning “rope” or column from the sky to the ground.

EMERGENCY RESPONSE PLAN

PURPOSE: 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 to the population of people in the building. A “severe threat” is defined as weather (tornado/hurricane), sniper, terrorist attack on our area, 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 CODE RED over the public address system, and over the walkie-talkie for those in the Activity Center. All teachers are to take their students, walkie-talkie, and cell phone to their designated area. Teachers who have flashlights will also bring them.

- Students in the Activity Center are to come to the main building and go to the cafeteria.
- Students in First through Sixth grades are to go the cafeteria.
- Students in Preschool, Kindergarten, Seventh and Eighth grades are to sit in the hallway outside their classrooms with faces facing the wall.
- Students in Media Center are to stay in the Media Center, moving away from the window area.
- Medical supplies will be in the clinic.

The Principal will oversee the action of all in the building. The Assistant Principal will be responsible for students in the cafeteria. A designated teacher will be responsible for students on the first floor.

WE WILL COMMUNICATE BY WALKIE-TALKIE. It is imperative that all teachers have their walkie-talkies on and fully charged at all times.

The Principal and Assistant Principal both have complete sets of the Emergency Response Plan, which includes:

- Lists of all families, phone numbers, and members
- Lists of employees and cell phone numbers
- Special needs list for children

PARENT PICK-UP: If parents attempt to pick up children, they should be dismissed with either the Principal or the Assistant Principal. Students in the cafeteria will be dismissed from the main back doors

by the staircase (downstairs). Students on the first floor will be dismissed from the main back doors of the school (usual dismissal).

FIRE DRILLS

Fire drills are conducted once a week during the first month of school and once a month during the remainder of the school year. Any person in the school during a fire drill must leave the building.

Fire drills are conducted in all types of weather by order of the fire department.

Directions for leaving the building are posted in each classroom.

As soon as the fire alarm sounds, students walk single file in silence to the nearest exit and go outside to the designated place. Teachers take roll and report any absences to the principal. The short blast on the alarm will signal the return to the school building.

STRAY ANIMALS

1. Tell students to stay away from the animal.
2. Adult needs to assess situation and determine if it is a dangerous situation.
3. If it is a dangerous situation:
 - a. Calmly bring students inside.
 - b. Notify the office to contact Animal Control.
 - c. Announce to the school to stay inside until further notice.

POLICY REGARDING NOTICE OF SEX OFFENDERS LIVING WITHIN CATHOLIC SCHOOL COMMUNITIES

Parents are invited to check the Virginia State Police website as follows:

http://sex-offender.vsp.virginia.gov/sor/policy.html?original_requestUrl=http%3A%2F%2Fsex-offender.vsp.virginia.gov%2Fsor%2FzipSearch.html&original_request_method=GET&original_request_parameters=

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/sor/java/register.jsp>.

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

PART 20:

ADDITIONAL FAQS & EVERYTHING ELSE

Q. How many students attend St. Edward-Epiphaney?

A. Currently there are 481 students enrolled.

Q. What is the average number of students per class?

A. St. Edward-Epiphaney averages a approximately of 25 students per class.

Q. What are the proper steps a parent should take if they have a concern?

A. If the concern is related to the classroom or teacher, parents should either write a note, email or phone the teacher. If the concern is in reference to school policy or beyond the classroom, contact the office for next steps.

Q. What is the teacher/student ratio?

A. Classroom size in most cases is 20 students in Preschool and 25 students in Kindergarten through Eighth grades; however, the staff to student ratio is approximately 11.5:1.

Q. How is priority determined for enrollment?

A. Priority is given to the siblings of students already enrolled at St. Edward-Epiphaney. Catholics and non-Catholics are then welcome to apply.

Q. What is the Eagle's Nest?

A. The Eagle's Nest is an on-line store where St. Edward-Epiphaney spirit wear and other items can be purchased.

LOST AND FOUND: All lost items are placed in the cafeteria on a table marked LOST and FOUND. All students and parents are encouraged to visit this table on occasion when missing any personal items. Periodically, all unclaimed items are packed up and delivered to Good Will.

PARENTS ARE URGED TO LABEL ALL CLOTHING, BOOK BAGS, LUNCH BAGS, BOXES, ETC.

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. The principal must approve all field trips.

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.

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.

Overnight field trips for elementary students (PK-8) should be approved by the Superintendent of Schools and 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.

PART 21:

DAYCARE GUIDE

Thank you for your interest in the St. Edward-Epiphaney Daycare Program! The purpose of this section of the handbook is to ask – and answer – the questions that you may have about the St. Edward-Epiphaney Daycare Program.

The entire St. Edward-Epiphaney Daycare Staff is committed to providing a safe and enjoyable Christian learning environment for each student. The Staff truly enjoys what they do and strives to do this special work to the best of their ability.

Q. How do I go about enrolling my child in St. Edward-Epiphaney Daycare?

A. Parents must fill out a Daycare registration form, present a proof-of-identity (such as birth certificate) and fill out an “Emergency Form” for each student they wish to enroll. A \$25.00 registration fee per family is also required.

Q. Once my child is accepted to St. Edward-Epiphaney, what is the earliest that I may enroll my child in St. Edward-Epiphaney Daycare? What is the latest that I may enroll my child in St. Edward-Epiphaney Daycare?

A. You can register for Daycare as soon as you have enrolled your child in St. Edward-Epiphaney. Registration is based on space restrictions more than anything else. So, as with everything, the sooner you register your child the better!

Q. What are our different Daycare Options?

A. St. Edward-Epiphany provides professional care, supervision, recreation and enrichment activities for students in Preschool through Eighth grades. The younger students attend “Daycare” while students in Fourth through Eighth grades attend our “TLC” program

2. TLC – The TLC Program is for students in Fourth through Eighth grades.

Q. What are the weekly costs associated with the Daycare Options?

A. Fee schedules may be found online at www.seeschool.com

Q. Is occasional care offered? What are the costs? What does taking advantage of “occasional care” entail? If I have an appointment and need a babysitter, can I just drop my child off? If not, why not?

A. 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. However, Daycare can NOT provide babysitting or drop-in care services.

Q. Is there an additional fee involved for early dismissal or non-school days?

A. There is no additional cost for noon dismissals. However, for full days there is a \$15.00 extra fee for a single student and a \$25.00 extra fee for two or more students from one family.

Q. What happens if I am late picking up my child from Daycare?

A. Additional fees will be charged to your account based on how late you are. At least two staff people have to stay to care for students.

Q. What is the adult to student ratio?

A. The Preschool and Kindergarten group has a 1:10 ratio, the First through Third grade group has a 1:15 ratio and the Fourth through Eighth grade group has a 1:20 ratio.

Q. Is the Daycare licensed by the

State of Virginia?

A. St. Edward-Epiphany Daycare is licensed by the State of Virginia. The TLC program is not.

Q. Will I get a statement from Daycare at the end of the year to file with my taxes?

A. In early January, parents will receive a year-end statement for tax purposes.

Q. If my child doesn't attend Daycare one day, do I still pay for that day? If my child doesn't attend Daycare for a week, do I still pay for the week?

A. Yes. Parents pay a weekly rate whether students are there or not. However, each family is granted five “vacation days” that they may use at their own discretion. These are five free days. Please let the Daycare staff know when you plan to use your days.

Q. Do parents pay for holidays, i.e. Christmas break? Thanksgiving break? Spring break?

A. Parents do not pay for holidays, Christmas break, Thanksgiving break or Spring break.

Q. What do I do if I wish to take my child out of St. Edward-Epiphany Daycare?

A. All you need to do is advise the Daycare Administrator in writing that you will be withdrawing your child from the St. Edward-Epiphany Daycare. No other notice is required.

Q. Does my child need anything from home, i.e. blanket, pillow, and extra set of clothes?

A. Preschoolers need to bring a blanket or towel for their cot.

Q. What phone number do I use to call Daycare?

A. During school hours (8:00 am to 3:30 pm), the phone number for Daycare is 804.272.2881 ext 303.

After school hours (3:30 pm to 6:00 pm), the phone number for Daycare is 804.714.7671.

Q. How should payments for Daycare be made? Weekly? Monthly? Should I pay in advance or will I be billed? Can late fees be incurred?

A. Payments may be made by check payable to St. Edward-Epiphany with Daycare written on the "memo line" of the check. They may be given to any Daycare staff, sent in student's Red/White Folders (in an envelope marked "Daycare") or turned in to the school office.

Parents have the choice of paying once a week, every two weeks or once monthly. Payments are due in advance for the last two (2) weeks of school. Once you know your weekly rate, it is not necessary to wait for a statement before payment, as payments can be made in advance. Statements will be sent home approximately every four (4) weeks showing any balance due that will need to be paid upon receipt.

Q. Is a menu posted for snacks?

A. The snack menu is posted in the cafeteria and the daycare bulletin board should parents wish to review it.

Q. Can my Preschool child order from the St. Edward-Epiphany lunch menu?

A. Yes, lunch menus come out once a month. Milk menus come out at the beginning of every year.

Q. If the school is closed for the day, is the Daycare still open? If so, do parents pay extra for using the services? How much?

A. Daycare closes for all the St. Edward-Epiphany holidays, including Labor Day, Christmas, Thanksgiving, Spring Break and Memorial Day weekend. It does remain open on early closing days, minor holidays (such as Columbus Day or President's Day), school conferences, and teacher workdays and teach retreat days.

Parents need to sign students up if they intend to send them on the days when the school is closed so that the center can be properly staffed. Also, no lunch or milk is provided for noon dismissal days or non-school days, so students must provide their own lunch and drink. The Center will supply both a morning and afternoon snack. There has to be 25 students signed up for daycare to open. If daycare is open and your child does not come after signing up, the holiday fee will be charged.

Q. Is Daycare closed if there is a snow day?

A. In the case of inclement weather, the Daycare will be open only if the school is open.

Q. Do I need to call Daycare when my child is out sick for the day or will the St. Edward-Epiphany office inform Daycare?

A. The St. Edward-Epiphany office will inform Daycare if your child is not in school.

Q. What security measures are taken for the student's safety? What if my child gets sick or is hurt?

A. Preventative measures are taken whenever possible. Students are kept in sight of Daycare staff at all times, except when in the restroom. Play equipment is inspected for safety and rules are in place to encourage the students to play safely. Parents sign students in and out of Daycare. Daycare Staff must be notified in advance, in writing, if anyone other than the parent is picking up students.

Our Staff is trained in CPR and first aid and a First Aid Kit goes wherever the Staff goes. They have flashlights and a battery operated radio in the event that we lose power. The School runs fire drills and has secured the classrooms to be as safe as possible. Parents will be notified if their child is injured and the Daycare staff is trained to triage injuries and/or dial 911, if necessary, always erring on the side of caution. The school nurse is also on hand until 3:00 pm each day. Finally, the only door open to the school after 3:30 pm is the back door.

Q. If my child is in Preschool, do I need to get a milk subscription for him/her to receive milk at Daycare?

A. Yes, if your child is in Preschool you DO need to sign your child up for a lunchtime milk subscription for him/her to receive milk during Daycare.

Q. What would a typical day in Daycare look like for my child? Is my child participating in a "special activity", i.e. learning a sport, enjoying crafts, etc., while at Daycare? Are field trips offered for Daycare attendees?

A. After the Preschool morning program, the Daycare students are escorted to Daycare for lunch followed by a rest period. After rest time, students play games, color, or look at books until regular dismissal time (2:50 pm). Some students leave school at this time while others join the after-school program for Preschool to Third grade students.

The regular late afternoon activities include snack (must meet Virginia Licensing Standards), outdoor play, story time, music, arts and crafts, and homework time for students in First through Third grades, and both self-chosen and organized play activities.

Daycare staff also tries to add variety by providing guest speakers or entertainers, celebrating holidays with Daycare parties, participating in cooking activities or by watching an occasional movie.

Q. Can students attending Daycare participate in the Kaleidoscope program when it is being offered? Can students attending TLC participate in St. Edward-Epiphany athletics?

A. Yes. Our students participate in Brownies, Girl and Boy Scouts, Cub Scouts, Kaleidoscope and athletics as long as the activity takes place on the school campus.

Q. How will my child get to Daycare in the afternoon?

A. Preschoolers who stay for extended care are escorted to Daycare by the Daycare staff at noon.

Q. What do I do when someone else will be picking up my child?

A. When parents fill out the registration papers, they are asked to list other people that are authorized to pick up students; however, it is best to let the Daycare staff know ahead of time, preferably in writing. If it is someone who is not on your list, then you must send in a written permission note.

**ST. EDWARD-EPIPHANY
2014-2015
ADMINISTRATION & STAFF**

Position	Name	Ext.	Email Address
Principal	Mrs. Emily Elliott	311	eelliott@seeschool.com
Assistant Principal	Mr. Tracy Hamner	312	thamner@seeschool.com
Administrative Assistant	Mrs. Cinthya Duke	301	cduke@seeschool.com
Accountant	Ms. Mindy Gerloff	314	mgerloff@seeschool.com
Receptionist	Mrs. Allison Zabel	336	azabel@seeschool.com
Daycare Administrator	Mrs. Michele Campo	303	mcampo@seeschool.com
Asst. Daycare Administrator	Ms. Katy Laning	253	klaning@seeschool.com
Development Assistant	Mrs. Joan Kremzir	263	jkremzir@seeschool.com
Wellness and Facilities	Mr. Brian Campo	323	bcampo@seeschool.com
Activities Director	Mr. Chris Hamner	333	chamner@seeschool.com
Pre-Kindergarten	Mrs. Stephanie Hoag	337	shoag@seeschool.com
Pre-Kindergarten	Mrs. Danielle Morgan	331	dmorgan@seeschool.com
PK Aide	Mrs. Pati Dolfi	264	pdolfi@seeschool.com
PK Aide	Mrs. Leslie Winder	258	lwinder@seeschool.com
Kindergarten	Mrs. Christine Gregory	338	cgregory@seeschool.com
Kindergarten	Mrs. Ashley Myers	330	amyers@seeschool.com
Kindergarten	Ms. Melissa Rock	316	mrock@seeschool.com
K/Aide	Mrs. Susie Coffey	265	scoffey@seeschool.com
K/Aide	Mrs. Teresa Kane	259	tkane@seeschool.com
K/Aide	Miss. Nicole Goodman	260	ngoodman@seeschool.com
First Grade	Mrs. Phyllis Adams	329	padams@seeschool.com
First Grade	Mrs. Debbie Young	328	dyoung@seeschool.com
Second Grade	Mrs. Catherine Asher	317	casher@seeschool.com
Second Grade	Mrs. Sara Faherty	318	sfaherty@seeschool.com
Third Grade	Mrs. Faith Cranston	335	fcranston@seeschool.com
Third Grade	Mrs. Lynn Faugot	324	lfaugot@seeschool.com
Primary Aide	Mrs. Rosemeire Tahara	257	rtahara@seeschool.com
Fourth Grade	Mrs. Jerry Callahan	322	jcallahan@seeschool.com
Fourth Grade	Mrs. Vicki Long	321	vlong@seeschool.com
Fifth Grade	Mr. Chris Maher	310	cmaher@seeschool.com
Fifth Grade	Mrs. Krista Stackow	334	kstackow@seeschool.com
Intermediate Aide	Mrs. Rebecca McKelvey	261	rmckelvey@seeschool.com
Instructional Aide	Mrs. Constance Heller	262	cheller@seeschool.com

Position	Name	Ext.	Email Address
Sixth Grade/MS Spanish	Ms. Tonya Cooper	339	tcooper@seeschool.com
Sixth Grade	Mrs. Margaret Quay	305	mquay@seeschool.com
MS English	Mrs. Shannon Eanes	307	seanes@seeschool.com
MS Science	Mrs. Tabatha Post	308	tpost@seeschool.com
MS Social Studies/ Religion	Mrs. Peggy Donaldson	306	pdonaldson@seeschool.com
MS Math	Mrs. Colleen Robinson	309	crobinson@seeschool.com
Librarian	Dr. Jane Chalkley	315	jchalkley@seeschool.com
Physical Education	Mrs. Kathi Robinson	254	krobinson@seeschool.com
Art	Mrs. Cheryl Regan	256	cregan@seeschool.com
Music	Mrs. Sarah Kelley	255	skelley@seeschool.com
Speech	Mrs. Marie Marant	325	mmarant@seeschool.com
Computer	Mrs. Cindy Winfile	313	cwinfile@seeschool.com
Exceptional Ed K-2	Mrs. Kathy Consuegra	327	kconsuegra@seeschool.com
Exceptional Ed 3-5	Mrs. Michele Campo	252	mcampo@seeschool.com
Exceptional Ed Aide/Rel. Coord	Mrs. Jill Morley	266	jmorley@seeschool.com
Clinic Nurse	Mrs. Karen Krack	304	kkrack@seeschool.com
Social Worker	Ms. Cindy Capriles	251	ccapriles@seeschool.com
Kitchen	Mrs. Robin Vitale	343	rvitale@seeschool.com
Teachers Workroom		344	
Day Care	Mrs. Jane Mather		jmather@seeschool.com
Day Care	Mrs. Marty Hardy		mhardy@seeschool.com
Day Care	Mrs. Connie Salmeri		csalmeri@seeschool.com
Resource Room - A	Extra Extension	340	
Resource Room - B	Extra Extension	341	
Resource Room - C	Extra Extension	342	

**ST. EDWARD-EPIPHANY
2014-2015
SCHOOL BOARD MEMBERS**

Position	Name	Email
Principal	Emily Elliott	eelliott@seeschool.com
Assistant Principal	Tracy Hamner	thamner@seeschool.com
Chairperson	Sheryl Black	sherylblack@comcast.net
Governance Chairperson	Virginia Marchetti	vamarch@aol.com
Secretary and Leadership	Amy Ripley	amy.ripley@gmail.com
Finance	Scott Zide	SZide@outdoorlivingbrands.com
HSA President	Erin Thompson	erin.thompson@capitalone.com
PR & Marketing	Corinne Rusher	Corinne.Geller@vsp.virginia.gov
Technology	Alan Ott	alan.ott@dom.com
Development	Chad Friedlein	Chad.friedlein@ruffalocody.com
Facilities	Chris Edsall	edsallmc@yahoo.com
School Chaplain	Fr. Christopher Hess	sacredheart1906@verion.net
Associate Superintendent Of Catholic Schools	Frankie Conway	fconway@richmonddiocese.org
Pastor, St. Edward the Confessor Church	Fr. Don LeMay	fr.don.lemay@stedwardch.org

**ST. EDWARD-EPIPHANY
2014-2015
HOME & SCHOOL ASSOCIATION (HSA) BOARD MEMBERS**

Position	Name	Email
President	Erin Thompson	erin.thompson@capitalone.com
Vice President	Christina Jeffries	cleejeffries@gmail.com
Treasurer	Jesse Stacy	jestacy@verizon.net
Communications Secretary	Bridget Murphy	bridgesmurph@yahoo.com
Teacher Rep	Chris Hamner	chamner@seeschool.com
Lunch Program	Tracey Stemmler	tstemmler@verizon.net
Primary Grade Rep	Darlene Moehling	demoehling@yahoo.com
Primary Grade Rep	Kelly Fibich	kfibich@gmail.com
Intermediate Grade Rep	Kerry Patterson	o2bkerry@verizon.net
Intermediate Grade Rep	Sheila Adair	sheila.adair@icloud.com
Middle School Grade Rep	Lorraine McQueen	LMcQueen01@verizon.net
Middle School Grade Rep	Kim Hubbard	kvhubbard@verizon.net
Fundraising Committee	Sheila Adair	sheila.adair@icloud.com
Fundraising Committee	Darlene Moehling	demoehling@yahoo.com
Community Committee	Jen Spiegel	spiegeljh@gmail.com
Community Committee	Martha Keith	martha.keith@suntrust.com
Communications and Education	Clare Lotspeich	Clare.Lotspeich@ICL-Ltd.com
Communications and Education	Meg Cogswell	Mel2f@yahoo.com
Engagement Committee	Christy Polster	christy.polster@gmail.com
Engagement Committee	Susanne Sullivan	sully.5050@verizon.net
Engagement Committee	Mary Howell	mbradleyhowell@gmail.com

**ST. EDWARD-EPIPHANY
2014-2015
ANNUAL TUITION & FEES**

Tuition and Bus fees for Preschool through Eighth grades for the 2014-2015 School Year are as follows:

# Children	TUITION		BUS FEES	
	Catholic	Non-Catholic	One Way	Two Way
1	\$5,010.00	\$8,780.00	\$572.00	\$929.00
2	\$9,000.00	\$15,520.00	\$728.00	\$1,118.00
3	\$12,160.00	\$20,760.00	\$767.00	\$1,160.00
4	\$14,090.00	\$24,350.00	\$785.00	\$1,188.00

At the time of initial registration to Saint Edward-Epiphany Catholic School, a \$50.00 non-refundable registration fee is due with each registration form.

Re-registration takes place in April of each year. At this time, each family is required to complete a tuition contract and a parent involvement contract.



Parental Involvement Program - “PIP” Program

"Parental effort is consistently associated with higher levels of achievement, and the magnitude of the effect of parental effort is substantial. We found that schools would need to increase per-pupil spending by more than \$1,000 in order to achieve the same results that are gained with parental involvement." This research is reported in "Parental Effort, School Resources, and Student Achievement," which appears in the spring 2008 issue of the *Journal of Human Resources*.

The primary purpose of our PIP Program is to maximize the success of our students by parental involvement at school, as demonstrated by studies such as the one cited above. The secondary goal is to keep tuition to a minimum by drawing on the many talents of our families. The time and services donated to the school by our generous parents provide benefits and improvements that would otherwise incur expenses to the school. The third goal is to promote community. Many friendships have roots in working together as parent volunteers.

Most parochial schools require the parent to volunteer in some capacity, and many require from 40 to 60 hours of service per year. Fifteen PIP Hours are required per year per family (not per student). 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. A list of PIP Hour opportunities is detailed below.

Our goal is to gain participation of all parents as volunteers; however, if a family is unable to work the required PIP Hours, in lieu of service, SEES provides a parent involvement opt-out option for a fee of \$450.00. Your PARENT INVOLVEMENT CONTRACT is a part of your school contract. If you decide to opt out of the PIP Program, please indicate your intention on the contract and attach your check for \$450.00.

In that same vein, a bill equal to \$30.00 per unworked PIP hour will be sent at the beginning of June to those families who have not completed their PIP Hour requirements. Each family is responsible for recording their service hours and providing them to the appropriate representative. Adult family members (parents, grandparents, aunts, uncles, etc.) are welcome to help a family meet its required hours. **THE YEAR RUNS FROM MAY 16TH OF THE PREVIOUS SCHOOL YEAR THROUGH MAY 15TH OF THE CURRENT SCHOOL YEAR – ALL HOURS SUBMITTED AND/OR WORKED AFTER MAY 15TH WILL BE COUNTED TOWARD THE FOLLOWING SCHOOL YEAR.**

If you have any questions about the parent involvement program this year, please feel free to contact the Parent Involvement Coordinator, Christy Polster at:
PARENTINVOLVEMENT@SEESCHOOL.COM.

Submitting Hours

ALL HOURS MUST BE SUBMITTED ELECTRONICALLY, USING THE ATTACHED LOG (WHICH IS AVAILABLE ON INSIDE SEES) TO THE PARENT INVOLVEMENT COORDINATOR TEAM AT THE FOLLOWING EMAIL ADDRESS: PARENTINVOLVEMENT@SEESCHOOL.COM. Hours will only be accepted by electronic submission to the aforementioned email. This change is in an effort to avoid missing log sheets. If you have any questions, please do not hesitate to reach out to Christy Polster at PARENTINVOLVEMENT@SEESCHOOL.COM.

Hours should be submitted by the end of every month. Please do not wait until the end of the year to submit hours. THE YEAR RUNS FROM MAY 16TH OF THE PREVIOUS SCHOOL YEAR THROUGH MAY 15TH OF THE CURRENT SCHOOL YEAR – ALL HOURS SUBMITTED AND/OR WORKED AFTER MAY 15TH WILL BE COUNTED TOWARD THE FOLLOWING SCHOOL YEAR.

HSA Hours: Hours for HSA are kept by the event chair and/or the event lead and turned into our Parent Involvement Coordinator who, along with a team of parent volunteers, tracks and enters the information on the website. While the event chairs/leads are responsible for turning hours in to the Parent Involvement Coordinator, it is each family's responsibility to make sure their hours are recorded. If you do not receive confirmation of entered hours from an event chair, please check your recorded PIP Hours within a month of the worked event.

Instructional Hours: Each teacher has a form in the classroom by the door for recording hours that are completed for classroom activities. The Room Parent for each classroom will collect these upon completion and forward them to our Parent Involvement Coordinator who, along with a team of parent volunteers, tracks and enters the information on the website. If you are involved in an activity that does not bring you into the classroom/media center/art room, please track these hours and send an email to the room parent volunteer

Tracking and Recording Hours

Remember, it is the responsibility of the family to periodically check the website and monitor their hours throughout the school year. **Please be conscious that hours are entered by fellow parent volunteers. After an event, please allow 30 days for hours to post to your account. Keep in mind that Instructional Hours are only submitted once a month.**

Please note that the sign-in at the front office is for security purposes. **It IS NOT used for tracking parent involvement.**

When you are signing an event hour tracking sheet, please write clearly - as you would like to see your name on a paycheck or a winning lottery check! We understand that your last name might be different than your child's last name. **Please use the last name that is listed for your family account/directory.** This will help to insure that the hours are credited to the correct family.

If you have questions regarding the posting of hours please send an email to PARENTINVOLVEMENT@SEESCHOOL.COM. Additional questions should be directed to your Room Parent or Event Chair/Lead.

Checking Hours Online

From the SEESCHOOL.COM home page, select Inside SEES and log on with your user name and password. The PI Dashboard at the bottom right of the screen provides a quick snapshot of your hours to date by category. For detailed information select "Volunteering" from the menu at the top of the screen, then select "Parent Involvement," and "Your Parent Involvement Statement."

The information is provided by category of hours, the number of hours earned, and the number of hours required. There is an automated calculation showing any outstanding balance that will be due if hours are not completed before May 16.

Fifteen PIP Hours are required per year per family (not per student). 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, to avoid an end of the year bill:

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

You may NOT have 8 HSA Hours and 7 Instructional Hours...this will result in an end of the year bill for 2 HSA hours - \$60.00.

Volunteer Hour Guidelines

Hours that count...

- 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.

Hours that do NOT count...

- With the exception of Bake Sales, homemade food items such as casseroles, cakes, cookies, etc. will NOT count toward volunteer hours. Hours earned for Bake Sales will be handled on a case-by-case basis.
- Donating store bought items to any HSA/Classroom Event/Party, such as paper plates, napkins, and store bought food/drink items, etc.
- Donating Gift Cards – Exceptions made be offered from the HSA President from time-to-time.

PIP Hour Opportunities

HSA ACTIVITIES

Maximum of Fifteen PIP* Hour Credits Required

Activity Spirit Nights: We need up to three families to coordinate, promote and staff when needed our SEES Activity Spirit Nights, which typically include two spirit nights, a Cold Stone Creamery event, and a Flying Squirrels event!

Contact: Fundraising Coordinator

Ambassador Family Team: Families are invited to join the AFT to co-sponsor families that are new to SEES. Additionally, volunteers are needed to set-up, arrange refreshments, and clean-up for two social events that are held for the New Student Ambassador Family picnic in August. Additionally, the AFT members are asked to help new families become acquainted to the school by serving as a resource for questions, proactively providing information about events, activities, and processes, meeting up at events, and ensuring each new family has the resources they need to understand the school while feeling welcomed into the St. Edward-Epiphany community.

Contact: Community Coordinator

Annual Auction: Volunteers are needed to plan, organize, promote and solicit the community prior to the event. The day before and day of the event, volunteers are needed to help with set up, staffing of various activities, and clean up. Opportunities are also available for event follow up activities. This event is scheduled for spring. Specific details about this event will be available in fall.

Contact: Fundraising Coordinator

Book Fair: An annual event that supports our library. Pre-event activities include planning, organizing and setting up. Volunteers are needed for several days to take orders and help students with their selections. Post event activities involve clean up and packing up unsold books. This event is scheduled for January and is typically run in tandem with Catholic Schools Week.

Contact: School Librarian

Box Tops: We need up to three families to coordinate, gather, cut, sort and count box tops throughout the year.

Contact: Fundraising Coordinator

Catholic Schools Week: Work with the HSA Community Chair to plan, coordinate, promote and execute this fun filled week for the students, faculty, staff and administration. Includes fun wacky days for the students: Silly sock day, spirit wear day, funniest hair day, etc. along with a meaningful message woven throughout the week: Giving thanks, being humble, outreach efforts, etc. This event is centered on promoting Catholic Schools and as such, students are also coordinated to speak at masses held at our cooperating parishes.

Contact: Community Coordinator

Chick-Fil-A Spirit Nights: Three families are needed each month to coordinate, promote and staff SEES Spirit Nights at Chick-Fil-A. One night and your HSA commitment is half-done!

Contact: Fundraising Coordinator

Christmas Vendor Shop: Volunteers are needed to plan, organize, promote and solicit the community, prior to the event. Volunteers are also need to set-up, run and break down the event. The Christmas Vendor Shop is run in tandem with the Santa Breakfast and Secret Santa Shop for the kids. These events provide a great community event for both kids and adults and are long standing traditions at St. Edward-Epiphany.

Contact: Fundraising Coordinator

Eagle5K: Annual race that promotes fun and fitness. Volunteers needed to help plan, organize, promote, and solicit the community prior to the event. Volunteers are needed the day of the event to set up, staff registration, hand out water to the runners and assist at the finish line. Volunteers are also needed to help with the Kids Fun Run, clean up and post-race data entry.

Contact: Fundraising Coordinator

EagleTail Gate & Spirit Weekend: Assist the HSA representative in organizing, planning, promoting, setting up, cleaning up, and working the day of the event. This event is held in October.

Contact: Community Coordinator

Eighth Grade Graduation Luncheon & Dance: Help the Middle School HSA representatives and seventh grade parents to organize, plan, and staff these events to be held in the month of June.

Contact: Middle School Grade Band Reps

End of Year Picnic: Work on a committee to plan and advertise the picnic, including volunteers, food and events. The Family Picnic follows Olympics. This is a school wide event.

Contact: Community Coordinator

Family Dinner Night in January: Work in conjunction with the Catholic Schools Week Chair to plan a Family Dinner Night to include organization for volunteers, meal and supply preparation, serving, entertainment coordination, set-up, and clean-up. This is a school wide event.

Contact: Community Coordinator

First Eucharist Celebration: Help the Intermediate School HSA representatives and fourth grade parents prepare mini-brunch for SEES First Eucharist participants and their parents to celebrate receiving First Eucharist in May.

Contact: Intermediate Grade Band Reps

Grandparent Luncheon: Be a part of this special day for students and their grandparents by volunteering to help organize, set up, serve, and clean-up for this unique event. Event held in November.

Contact: Community Coordinator

Lunch Program: Volunteer one day a month to help distribute lunches to students from 11:00 AM - 1:00 PM. Limited opportunities are available for reminder phone calls and at home computer work.

Contact: Fundraising Coordinator

Middle School Dances: Help the Middle School HSA representatives to organize, plan, and staff these events to be held in the September, October and February.

Contact: Middle School Grade Band Reps

New Student Ambassador Family Event: Assist the HSA representative in organizing, planning, promoting, setting up, cleaning up, and working the day of the event to welcome new students to SEES and to facilitate interaction between the new student families and the Ambassador Family Teams. Event held in August.

Contact: Community Coordinator

Parent Involvement Program: Assist the Engagement representatives to communication PIP Hour opportunities, help event chairs to arrange for volunteers, and track and enter PIP hours into our website. Plan an end of the year event to recognize and celebrate outstanding parent achievement.

Contact: Engagement Coordinator

School Board Subcommittee Member: Serve as a member of one of the standing committees of the School Board. The committees are: Finance, Development, Public Relations and Marketing, Transportation, Facilities and Technology.

Contact: Chairman of the committee that you have an interest in.

Secret Santa Shop & Breakfast with Santa: Work with the committee to shop, plan, organize, set up and clean up for the annual December event which allows SEES children of all ages to shop for affordable holiday gifts.

Contact: Community Coordinator

Student Involvement Program: Assist the Engagement representatives to plan, coordinate, advertise and track student hours as well as plan an end of the year event to recognize and celebrate outstanding student achievement.

Contact: Engagement Coordinator

Teacher Appreciation Week: Assist the HSA representative with planning and implementation of daily appreciation activities and events during teacher appreciation week in May.

Contact: Communications & Education Coordinators

Teacher Luncheons: Twice a year, teachers are provided with special luncheons. Assist an HSA representative in setting up a menu, preparing the food and serving special luncheons provided by the HSA. These luncheons are held in November and February.

Contact: Communications & Education Coordinators

Landscaping & Grounds: Work on a committee in Spring/Summer/Fall to update front and rear landscaping. Usually includes weeding, pruning, watering, and floral additions.

Contact: Wellness & Facilities Director

Web Page Admins: Volunteers are needed to maintain selected pages on the SEES website. Training is provided.

Contact: Website Coordinator: Diane Marsiglia at signora1@hotmail.com

INSTRUCTIONAL ACTIVITIES

Maximum of Five PIP* Hour Credits

Art and Music Festival: Help the art and music teachers prepare for this annual program held in May.

Contact: Art & Music Teachers

Athletic Association Coaching: Act as a coach or assistant coach for the St. Edward's Athletic Association Teams for students in Third through Eighth grades.

Contact: Activities Director

Classroom Parent: Coordinate volunteers to assist with parties and communicate with parents about upcoming activities.

Contact: Class Teacher

Classroom Volunteer: Help in the classroom with projects the teacher and room mother coordinate. This does NOT include baking at home for the classroom.

Contact: Class Teacher/Room Parent

Field Trips: Chaperone students while on field trips with their classes.

Contact: Class Teacher

Kaleidoscope: Periodically throughout the school year, SEES offers six week after-school enrichment programs with a variety of classes. Assist by teaching a class, helping with registration, distributing snacks, or supervising carpool after the afternoon activities.

Contact: Activities Director

Media Center (Library) Aide: Once a month, for an hour and a half, help the librarian by shelving books and checking items in and out of the media center.

Contact: School Librarian

Olympics: Assist the P.E. teacher by timing and refereeing during this two day event in May for Fifth through Eighth grades.

Contact: PE Teacher

Scouting/Girl/Boy: Den Leaders in Boy Scouts/Cub Scouts and Troop Leaders in Girl Scouts.

Contact: SEES Troop Leaders

THE YEAR RUNS FROM MAY 16TH OF THE PREVIOUS SCHOOL YEAR THROUGH MAY 15TH OF THE CURRENT SCHOOL YEAR – ALL HOURS SUBMITTED AND/OR WORKED AFTER MAY 15TH WILL BE COUNTED TOWARD THE FOLLOWING SCHOOL YEAR.