



Parent/Student Handbook

2016 - 2017

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**PARENT / STUDENT AGREEMENT FORM
2016-2017**

After you have read the St. Edward Epiphany School Parent/Student Handbook, please sign and return this sheet to the school office by September 5, 2016.

If St. Edward Epiphany School's Academic and/or Behavioral standards are not complied with, or if the parent/guardian interferes or impedes the educational Mission of the school, administration, or the teaching staff, and cannot follow the school policies, the student(s) will be asked to leave.

I have seen and read the St. Edward Epiphany School Parent/Student Handbook in its entirety and have discussed it with my child/children.
My signature below indicates that I agree to abide by said policies.

Last Name (Please PRINT): _____

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

**ST. EDWARD-EPIPHANY
2016-2017
STUDENT HANDBOOK AND DIRECTORY
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OUR MISSION STATEMENT

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

ACCREDITATION

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

CONTACT INFORMATION & DAILY SCHEDULE:

Website: www.seeschool.com which is continually updated and provides important information.

School Day: 7:55 am Morning Drop Off Begins Office Hours: 8:00am- 3:30 pm
8:25 am Morning Prayer
(11:50 am Prayer/On Early Dismissal Days)
2:50 pm Prayer/Dismissal

Lunch Times: Middle School (M,T,Th,F) 11:15 am, and at 11:30 am on **Wednesdays**
Intermediate (M,T,Th,F) 11:40 am, and at 11:55 am on **Wednesdays**
Primary (M,T,Th,F) 12:05 pm , and at 12:20 pm on **Wednesdays**

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

Extended Care Phone Number: (804) 298-5997

Students enrolled in Extended Care will be permitted in the building before 8:25 am.

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

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.

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

RELEASE OF STUDENT RECORDS

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

TUITION RATES

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

Payment Plans are made through FACTS Tuition Management at <https://online.factsmgt.com> to set up your account.

Payments are made annually, semi-annually, or monthly.

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

Financial Aid is available to any family enrolled in St. Edward-Epiphany and is in need of financial assistance may apply.

Applications are made through FACTS Grant & Aid at <https://online.factsmgt.com>

For further information please visit the Diocesan website at www.richmonddioocese.org.

SCHOOL BOARD

School Board is to recommend policies consistent with Diocesan and State guidelines and directives for the operation of Saint Edward-Epiphany, so that the largest possible number of students may be effectively educated in a Catholic environment, while encouraged to make deep personal commitments to Jesus Christ and the Church. The Board serves in a consultative relationship to the Principal.

The primary function of the School Board is to develop and recommend to the Principal policies in the areas of finance, development, long-range planning, public relations, and facilities that will ensure the successful operation of the School. Our School Board Chairwoman this year is Amy Ripley-Baker.

HOME SCHOOL ASSOCIATION (HSA)

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

Mission:

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

The membership of the Home and School Association shall consist of each of the parents or legal guardians of the students at Saint Edward-Epiphany and the faculty of the school. Students shall be non-voting members. Associate memberships will be offered subject to the annual approval by the current HSA Governing Board to interested parents and guardians of former students. These shall be referred to as the membership.

PARENT INVOLVEMENT PROGRAM

“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” *Journal of Human Resources (Spring 2008)*.

The primary purpose of our Parental Involvement Program is to:

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

Our Parent Involvement Program requires each family to spend 15 hours per year working for St. Edward-Epiphany School.

PIP Hours can be all HSA hours or a collective of HSA Hours and Instructional Hours, with no more than five hours of instructional time and a minimum of 10 HSA hours.

- Volunteer hours that are associated with helping to run any school event/function such as organizing, setting up, decorating, serving, data entry, clean-up, etc. Volunteer hours that are classroom or instructionally related.
- Non completed HSA hours will result in a bill of \$30 per hour missing.

For example:

You may have 15 HSA Hours and 0 Instructional Hours

You may have 12 HSA Hours and 3 Instructional Hours

You may have 10 HSA Hours and 5 Instructional Hours

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

VISITORS AND VOLUNTEERING

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

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

- When coming to school for volunteer commitment or school event EVERY person must check in and get a badge. For safety The School Check IN process requires everyone to use their license for admittance with **no exceptions**.
- Parents are not allowed in the classrooms unless it is for an organized instructional event or class party. This is to protect our student's instructional time and school safety.
- It is necessary to check out on the computer upon leaving the building.

TRANSPORTATION

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

1. Bus

All students are eligible to ride the bus. Bus transportation can be round trip (to and from school) or students can just ride one way.

Please contact our bus coordinator at bus@seeschool.com with any questions.

Parents/students can purchase bus tickets in the school office at \$5.00 per one-way trip. A book of 10 tickets for \$30.00 is also available.

2. Walk

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

Students, who are walkers, may not walk between cars waiting to pick up car rider students.

3. Car Riders – Singles and Carpools

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

4. St. Edward the Confessor Youth Center – All Students **must** check-in with Extended Care before going to the Youth Center.

(Please Visit our Website for Maps)

SAFETIES (Middle Students)

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

ATTENDANCE

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

DISMISSAL

- Should a student need to leave school early, a note should be written to the student's home room teacher(s) detailing the time of departure. Students can be picked up at the school office. PLEASE PICK-UP YOUR CHILD NO LATER THAN 2:30 PM.
- Students will **ONLY** be dismissed from their classroom when parent arrives at school to pick them up.
- Children not picked up by 3:15 PM will be placed in Extended Care and will be billed accordingly.
- At the beginning of the school year parents are asked to complete a form listing those individuals who are authorized to pick up students. Should there be an emergency, call the school office informing them of the situation and be prepared to advise who will pick up the student(s).

ST. EDWARD-EPIPHANY SCHOOL COMMUNICATION

Communication between school and parents is handled in many ways:

- Red/White Folders - Every student receives a Red/White Folder at the beginning of the school year, which is the primary vehicle for weekly communication between school and home. General school information will go through your youngest or only child.
- School Newsletter & Calendar
- Teacher/Parent Notes or Emails
- The School Website & Email Blasts via School Messenger
- Google classroom pages and/or web based communication
- Social Media: Facebook, Instagram, and twitter feed

WEATHER INFORMATION

Emergency closing announcements will be made on:

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

UNIFORM GUIDELINES

Uniforms must be purchased through Flynn & O'Hara and/or Lands End Uniforms only. No **old logo** will be allowed starting this fall.

PHYSICAL EDUCATION UNIFORMS

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

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

UNIFORM REQUIREMENTS FOR ALL STUDENTS

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

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

- Skirts must be no shorter than 4 inches above the knee
- Tasteful, simple earrings. No dangling or large hoop earrings
- One small religious medal or crucifix necklace only
- Students should not wear make-up or colored nail polish
- Shirts or blouses must be tucked in at all times. Shirts not too tight or too short (no low cut tops); tank top straps must be two inches wide
- Pants and skirts, not too tight or short
- No yoga or stretch pants. Leggings are only acceptable when worn under a dress or mid-thigh length tunic
- Shorts may be no shorter than four inches about the knee.
- NO flip-flops, boots, platform shoes, or Toms or Crocs style shoes
- No heels higher than 1 1/2 inch
- Headbands should be school plaid, or red, black, navy blue or brown
- Hair color must be natural and hairstyles conservative in nature. Boys; hair should not cover their face or ears or extend past their collar.
- Facial hair or earring is not permitted on boys
- Shorts may be worn all year long 8th grades only (**NO athletic shorts**)
- Appropriate t-shirts (no inappropriate words or pictures).

IMPORTANT NOTE: If a student is in an incorrect uniform, parents will be contacted to bring proper attire.

BOYS UNIFORM

Boys - Preschool through 5th Grade:

White knit polo knit shirt with school logo (short sleeve or long sleeve)

Navy pants, plain or pleated (properly hemmed, no baggy pants allowed)

Red v-neck, sweater with school name or Red Fleece with logo (***from Lands End only***)

Black or Navy crew socks - brown or black leather belt or SEES belt

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

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

*Athletic shoes must be white, black, navy or gray. No fluorescent colors on trim, laces or over the shoe

Boys - 6th-8th Grade:

White knit Polo shirt with school logo (short sleeve or long sleeve)

Navy pants: Pleated or plain (properly hemmed, no baggy pants allowed)

Gray V-neck, sweater with school name or Red Fleece with logo (**from Lands End only**)

Class sweatshirt – for eighth graders ONLY

Black or Navy crew socks - brown or black leather belt or SEES belt

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

GIRLS UNIFORM

Girls: - Preschool through 5th Grade:

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

Plaid Skirt (4th grade girls may wear jumper or skirts - this is a transitional year)

Navy Slacks

White knit polo shirt with school logo (short sleeve or long sleeve)

Red cardigan sweater with school name, or Red Fleece with logo (**from Lands End only**)

Navy knee socks, white crew socks or navy tights

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

Girls: 6th through 8th Grades:

Plaid skirt

Navy Slacks

White knit polo shirt with school logo (short sleeve or long sleeve)

Gray cardigan with school name or Red Fleece (**from Lands End only**)

Class sweatshirt – for eighth graders ONLY

Navy knee socks, white crew socks or navy tights

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

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

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

Shoes: Solid brown, black or navy

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

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

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

Preschool through 8th Grade Girls

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

Shoes: Solid brown, black or navy

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

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

TAG DAY

Tag Day is a day that students are allowed to pay \$1.00 in exchange to wear non-uniform clothing. Collections for Tag Days go to a charity. Free Tag Days are also earned by students and entire classes for various reasons.

NO TAG DAY ATTIRE ON MASS DAYS.

No athletic wear and general Uniform guidelines apply. ***Watch the school calendar and email blasts for Tag Days.***

TAG DAY GUIDELINES

On occasion the Principal will allow a "Tag Day" day for purposes of school-wide incentive or fundraising. On "Tag Days" students may wear clothing other than the prescribed uniform. On these days, students have the option to dress casually, including wearing jeans and T-shirts. Tag Days will be announced on the school calendar or via email blast.

The following guidelines have been established. It is important to note that administration has the authority to regulate all Tag Day outfits regardless of guidelines below. If we believe that your child's outfit is inappropriate, you will be contacted to bring alternative clothing. Please adhere to the following dress code rules:

GIRLS:

- Skirts must be no shorter than 4 inches above the knee
- Shirts not too tight or too short (no low cut tops); tank top straps must be two inches wide
- Pants and skirts, not too tight or short. Leggings and other legging like pants may only be worn along with a dress or tunic top that goes to the mid-thigh. The only exception is for grades Pre-K to two. They may wear leggings with any appropriate top.
- NO athletic/Yoga pants for grades 3-8. Athletic pants may be worn through 2nd grade.
- Shorts may be no shorter than four inches above the knee and may only be worn during summer/spring uniform time. Shorts may be worn all year long for 8th grades only (NO athletic shorts)
- NO flip-flops
- NO hair coloring

BOYS:

- Shorts may be worn all year long for 8th grades only (NO athletic shorts)
- NO athletic pants for grades 3-8. Athletic pants may be worn through 2nd grade.
- No underwear showing
- NO flip-flops
- NO hair coloring
- No jewelry of any kind with the exception of a religious medal

ST. EDWARD-EPIPHANY RESOURCES

1. School Counselor: Our school counselor is available to assist teachers, parents and or students with issues that affect any component of school life.

A parent permission form must be completed at the beginning of each school year for every student in the school. A student may not be seen by the school counselor without this form. Forms will go home in the red and white folder.

2. Exceptional Ed: The Exception Education portion of our E3 Program is a resource program available for students who have been formally diagnosed with learning needs. Students eligible for resource services are determined by the Academic Resources Team. The mission of this program is to provide qualified students, as well as their teachers and families, with support in the form of direct intervention, collaborative instruction, classroom accommodations, and parental education. It combines our already established resource program with gifted education and other differentiated learning opportunities.
3. Speech Therapist: The Speech & Language Therapist screens all new Preschool, Kindergarten and Primary students to determine those individuals who may need speech therapy. Once screened, the therapist assesses individual needs using a variety of age appropriate devices. The Speech Therapist is available to perform auditory scans designed to detect more serious auditory deficiencies. If speech tutoring or resource assistance is needed, the therapist schedules this with the classroom teacher.
4. School Nurse: Our school RN will immediately assess injuries. If the injury is of a small nature, like a scrape or cut, it is treated and the student returns to class. If there is a serious injury, parents are immediately contacted. In the event immediate serious medical attention is necessary, the rescue squad is contacted. All injuries are thoroughly documented by the school RN.

GRADING SCALE, TEXTBOOKS, ADVANCED MATH, & HOMEWORK

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

STUDENT EVALUATION: All schools in the Catholic Diocese of Richmond use a Diocesan Report Card for students in kindergarten through eighth grade. Our Preschool students receive a different report card every twelve weeks. All other students receive 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 |

HONOR ROLL

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

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

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

Students in 4th – 8th grade will receive an Interim Report between each nine-week report card. A student in Fourth through Eighth grades fails a specific grade for the entire year if they receive a final average of 59 or less in Math, Reading and English. If a student receives a final average of 59 or less in a major subject he is required to attend summer school to proceed to the next grade in the fall. Failure to attend summer school will result in non-promotion to the next grade.

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

PARENT TEACHER AND/OR STUDENT LEAD CONFERENCES

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

SCHOOL PARTIES AND HOLIDAY CELEBRATIONS

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

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

SCHOOL HEALTH INFORMATION

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

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

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

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

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

Updating Health Information: Health records must be kept up to date at all times. If there is a physical problem of which the school should be aware, please contact the nurse. If there is a reason why your child cannot take part in physical education for an extended period of time, a doctor's or parent excuse is necessary. If a child is to be excused from P.E. for a day, **A NOTE MUST BE SENT TO THE TEACHER AND THE NURSE.**

If a student is sick and unable to attend school, the parent or guardian **MUST** call the school nurse. This message can be left 24/7. A note of explanation for the absence must be sent to the homeroom teacher on the day that the student returns to school.

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

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

It is the school policy here at St. Edward-Epiphany that no child is to attend school with a temperature of 100 or above. **The child is to be without fever for 24 hours without the use of Tylenol, Motrin, Advil, etc before they may return.** If your child is sick before coming to school you must keep them home to help promote a healthy environment for your child as well as other students.

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

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

FORGOTTEN SCHOOL ITEMS

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

EXTRA-CURRICULAR ACTIVITIES

- Kaleidoscope: an after-school program held at various times throughout the school year. For more information, contact the School Activities Director.

- Sports:
 Soccer: 3rd and 4th grade Coed
 5-8th grade boys (fall) and girls (spring)
 Basketball: 3rd and 4th grade Coed
 5-8th grade boys and girls
 Volleyball: 5th-8th grade girls (Fall)
 Track and Field: 5-8th grade Coed (Spring)
 Cross Country: 5-8th grade Coed (Fall)
 Football, Baseball, Field Hockey, Lacrosse, Softball, and Wrestling are offered through the Benedictine and St. Gertrude's Middies programs.
 Check their websites for more information.

FIELD TRIPS

- Per the Diocesan Field Trip Policy (approved May 2006), field trips are to be educational in nature and the objective should be related to Diocesan curriculum.
- A permission form signed by a student's parent(s) must be obtained prior to a student participating in a trip. Schools must use the field trip permission slip found in the Diocesan policy manual.
- Each field trip must be adequately chaperoned and must be in compliance with Diocesan safe environment policy guidelines.

LUNCH

- Lunches can be brought in by student or pre-ordered through **orderlunches.com**. To set up an account, please use the following password: **sees355**
- Lunch ordering periods for the month ahead, opens the 10th of each month and will close on the 25th of each month.
- Thursdays is Ice Cream Day. Ice Cream can be purchased for \$.50 or use an Ice Cream Coupon which will be sent home in your child's folder.

EXTENDED CARE

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

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

TECHNOLOGY 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.

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.

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 is on file with the teacher.

STUDENT CONDUCT

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

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

CHEATING POLICY

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

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.

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 Extended Care, 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 password 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 Chrome books should be used for educational purposes and students are to adhere to the Acceptable Use Policy 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 etc. may not be brought to school. If a student has such an object, operable or inoperable, in his/her possession, it will be confiscated. Violation of this will result in out-of-school suspension and may result in a recommendation for dismissal.

VIOLENT BEHAVIOR

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

This would include:

- Unprovoked acts of aggression
- Bringing a weapon to school, such as knives, guns (operable or inoperable), matches, or any item that is not a regular school supply.
- Threats made to a student or other school personnel.

CONSEQUENCES

The student will be immediately removed from the classroom and sent to the principal. The child's parents will be contacted to come and remove the child from the school. In severe cases where the student cannot be controlled or there is imminent danger to others, the police may be contacted to assist the principal. The child will be suspended from the school for two days and will make up all missed class and homework.

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

BULLYING

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.

EMERGENCIES, DISASTER PLANNING & CRISIS

Fire drills are conducted once a week during the first month of school and once a month thereafter.

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

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

TORNADO WARNING

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

EMERGENCY RESPONSE PLAN

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

CHAIN OF AUTHORITY

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

ACTIVE SHOOTER

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

POLICY REGARDING NOTICE OF SEX OFFENDERS

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

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

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

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip.

All students must return a written Field Trip Permission Form signed by his/her parent (guardian) prior to leaving the school property. Verbal permission over the phone may not substitute for the written consent.

