

# Epiphany Catholic School Handbook

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## *Epiphany Catholic School Mission Statement*

The Mission of the Epiphany Catholic School community is to fulfill the goal of Catholic Education by helping all children to reach their full potential academically, socially, and spiritually; preparing them to become well-rounded, responsible citizens and life-long learners.

## *Epiphany Catholic School Philosophy*

Epiphany is a Catholic community based on Catholic faith that integrates religion with all aspects of living and learning. The teachers, parents, and students of Epiphany Catholic School work together to establish an atmosphere of mutual concern and respect. We recognize that parents are the primary educators of their children. The teachers and staff recognize the uniqueness and creativity of each child and strive to motivate all students toward their full potential as life-long faith filled learners.

# **Epiphany Catholic School's Star Plan**

## ***Student Learning Expectations***

### **A spiritually aware individual who...**

- knows Jesus and continues to nurture the relationship with Him through Mass, daily prayer and the call to Christian service.
- spreads the Good News of Jesus by showing the desire to live, teach, respect and spread Catholic values.
- integrates Catholic teachings with decision-making and works toward peace and justice.
- applies an understanding of Catholic morals and values by demonstrating respect for one's self and others.
- acknowledges and identifies the Trinity as a universal Catholic symbol.

### **An academically-enriched individual who...**

- expresses ideas through clarity and accuracy in oral and written communication.
- can read, understand and appreciate various forms of literature.
- understands, interprets and expresses scientific and mathematical concepts.
- is computer literate and is able to gather and apply information in the quest for knowledge.
- values preparedness, organization and study skills as essential to academic success.

### **A life-long learner who...**

- is self-motivated and seeks knowledge by setting goals, and evaluating progress.
- demonstrates a desire and enthusiasm to continue learning.
- learns from mistakes and accepts them as part of the learning experience.
- accepts constructive criticism in a mature fashion.
- continues to grow spiritually, academically and responsibly.

## A responsible citizen who...

- demonstrates respect and tolerance of all people regardless of culture, beliefs, gender or individual identity.
- respects authority figures and acknowledges the importance of their role.
- accepts responsibility and/or consequences for his/her own actions.
- demonstrates an awareness of social and global issues.
- is grateful for his/her education and gives back to the parish, school and/or community.

## A well-rounded individual who...

- demonstrates an appreciation of the fundamentals of art, drama, dance, music and creative expression.
- seeks the truth, exhibits honesty, and values integrity.
- is able to resolve issues without the use of verbal or physical force working towards a peaceful resolution.
- appreciates, understands and utilizes his/her own talents and those of others.
- understands and appreciates cultural uniqueness and values all of God's creation.

*An Epiphany graduate is...*

*Always reaching for the stars!*

# The Peace Builder's Pledge

At Epiphany Catholic School we strive to build character in our students. We want our students to treat others as they would wish to be treated. The following pledge will be recited by our students daily as a reminder of what it means to be a peace builder.

# PEACE BUILDERS' PLEDGE

**I am a PeaceBuilder I**

**Pledge...**

- **To praise people**
- **To give up put-downs**
- **To seek wise people as advisors and friends**
- **To notice the hurts I have caused and make amends**
- **To right wrongs**
- **To help others**

**I will build peace at home, at school, and in my community each day.**

## V. Admissions Procedures

### **General Policies and Procedures:**

Age requirements: Students must be five years old by December 1st to enter Kindergarten.

All incoming students are academically tested, and will upon satisfactory performance be admitted according to the following criteria:

1. Students are required to present birth certificates, sacrament certificates if applicable, and up-to-date immunization records.
2. All incoming students must provide the latest report card, standardized test results, and a letter of recommendation from their current school.

The administration and faculty of Epiphany Catholic School wish to remind every family that this school is not geared to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We strive to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities.

It is of utmost importance that parents understand that prompt payment of tuition is expected. Parent participation is a condition of enrollment and is expected for continuation at Epiphany Catholic School. This includes, but is not limited to fundraising requirements, service hour obligations and participation in our Scrip program.

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents. It is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might diminish the effectiveness of the school. In which case continuation of the child in the school may become impossible, and the family may be asked to leave at the discretion of the Principal.

### **Re-admissions Policy**

The school reserves the right to deny re-admission to any family who has withdrawn from the school because of dissatisfaction in any area or with any aspect of policy or delinquencies in tuition. Failure to support the philosophy, objectives, and policies of the school may also result in non-admission.

### **Non-Discrimination Policy**

Epiphany Catholic School admits students of any race, religion, color, sex, racial, or ethnic origin. They receive all the same rights, privileges, programs, and activities made available to the students at Epiphany Catholic School. The school does not discriminate on the basis of race, religion, color, sex, or ethnic origins.

Epiphany Catholic School adheres to the grievance and arbitration process and procedures of the Archdiocese of Los Angeles.

## **VI. Faith Formation**

Our religion education program is central to the development of our faith community. Daily religion classes supply academic knowledge of the truths of our faith as well as the familiarity and appreciation for the Word of God. Formal and spontaneous prayer is part of our daily life. Catholic values are integrated into all aspects of our curriculum. Children are encouraged to share the faith life they are practicing in school on as many levels as possible. This is done, not only with their parents and families, but also with all members of the parish and local community.

This is accomplished through:

- Participation in school liturgies and prayer services
- Reception of the Sacraments of Reconciliation and the Eucharist
- Sharing with others of time, talent, food, clothing, money, and service

### **Sacramental Program**

Our sacramental program is a two-year program, which begins in first grade in preparing the children for the reception of Reconciliation and Eucharist. Both of the sacraments are received during the second grade. All children in the Sacrament Program should be attending Mass every Sunday with their families, have proof of baptism, and must attend all sacramental meetings. Older students who have not yet received these sacraments will need to contact our Religion Coordinator to set up for sacrament classes. Parents of all children in the sacramental program must pay a sacrament fee of \$60.00.

### **Monthly Masses**

Each month the school will sponsor a Family School Mass. It will be held at the 10:15 am Mass on Sunday. All students must wear their Mass uniform to these special Masses. Please refer to the school calendar for exact dates of the Masses. Failure to attend monthly Family School Masses will result in your child losing **FREE DRESS** for the entire quarter.

### **The Christian Family Life Program**

The Family Life Program is taught throughout the school. This is a joint program in which home and school work together to help children understand pertinent topics, such as; self-esteem, family life, substance abuse, child abuse prevention, sex education, and other related topics. Each program is formulated and constructed of issues and topics that are developmentally appropriate for each grade level.

## VII. Curricular Program

The following subjects are taught at Epiphany Catholic School: Religion, Math, Reading, English, Spelling, Handwriting, Social Studies, Science, Computers, Music, Art, and Physical Education.

### **Homework Policy**

Homework is assigned daily, which may include some Fridays and long term projects may be assigned over the holidays at the teachers discretion. Assignments are geared to the average child's ability. We ask that parents be mindful of the fact that not all homework assignments are written. Research and reading should be done with as much diligence as written assignments. Many long-term projects are assigned in advance and are considered homework. If your child repeatedly comes home and says that he/she does not have any homework, please contact the teacher as soon as possible. Careful supervision will provide valuable insight into your child's work, ability, and progress.

Homework should be considered a part of daily life. When parents are interested, enthusiastic, and cooperative with regards to education and homework, the child learns those skills. Please help your child/ren learn the value of education through your support and example.

All homework should be checked by the parent each evening before sending it into the teacher. Referring to the student's assignment book will call the child to task and keep the parents abreast of all assignments and due dates.

Homework will vary from night to night, but homework should always be at least 30 minutes and no more than 2 hours.

Children are encouraged to read each evening in addition to other homework assigned by the teacher.

**Please remember, children work at their own pace. Any problems concerning homework should be immediately discussed with the teacher.**

### **Promotion**

According to Archdiocesan Policy, "Fundamental skills are acquired in the primary grades. Retention, when necessary, should occur in those grades." Promotion in the primary grades will be based largely on readiness ability. Promotion in grades 4-8 will depend on scholastic achievement and will be evaluated on an individual basis.

### **Testing**

The school strives to attain the highest student achievement possible. With that in mind, it is important that when the teacher and administration feel that a child needs to be tested for hearing, sight, or a learning disability, the parents are required to obtain the necessary testing in a timely manner. This will ensure that the student is performing at his or her optimum capacity.

## **Junior High Academic and Graduation Requirements**

Each student must have a cumulative grade of no less than a D average in each major subject (Math, Reading, Social Studies, English, Spelling, Science, and Religion). The overall GPA must be a 1.0 in order to graduate or participate in graduation activities (Graduation ceremony, Graduation Mass, luncheon, class trip, retreat, etc.). No diploma will be issued to any student that does not receive a GPA of 1.0. The child must have an accumulative GPA of 2.0 to participate in eighth grade privileges, which include the graduation breakfast, school social, Disneyland trip and other school activities.

### **Grade Scale**

Epiphany follows the following grade scales:

#### **Grade K**

M = Demonstrates expected development

X = Demonstrates emergent skill

T = Needs more time to develop

No Mark = Not expected at this time

#### **Grade 1 – 3**

O = Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

#### **Grades 4 – 8**

A = 96 – 100%

A- = 93 – 95%

B+ = 90 – 92%

B = 87 – 89%

B- = 85 - 86%

C + = 80 – 84%

C = 75 – 79%

C- = 70 – 74%

D = 65 = 69%

F = 64% and below

### **Honor Roll**

Students in grades 4-8 may earn honor roll status in the following categories:

Academic Excellence- 4.0 to 3.8 GPA

Academic Achievement- 3.7-3.5 GPA

Academic Merit- 3.4- 3.0 GPA

The children who receive honor roll status will be recognized at an honor roll assembly at the end of each quarter.

### **4.0 Club**

Students who receive solid “A’s” across all seven subject areas earn a GPA of 4.0 which entitles them to become members of the 4.0 Club. “A-’s” are not considered solid “A’s”. Special recognition is given at an honor roll assembly at the end of each quarter. These students are taken out to lunch with the Principal.

### **Citizenship Awards**

Students in grades 1 – 8 are awarded Citizenship Awards if they receive an “A” or “B” or an “O” or a “G” in effort and behavior across the 7 subject areas and have no more than 3 tardies in a given quarter. Kindergarten students must not have a “T” on any part of their report card and have no more than 6 tardies in a given semester. Students must exhibit exemplary behavior, and may not be suspended or have more than three (3) detention in a given quarter. Students may not miss any Family Masses within the given quarter in order to earn a Citizenship award.

## **VIII. Communications**

In providing the most effective program possible for your child, we believe that communication between home and school is extremely important. We plan to communicate with you in the following ways:

### **Progress Reports**

All parents will receive a formal progress report on their child/ren in the middle of each quarter. It will be sent home in an envelope. All progress reports need to be signed and returned to the teacher within a week or the child will receive a detention for every day that it is not returned. Please check the school calendar for the dates that you will be receiving the progress reports.

### **Report Cards**

A report card is issued quarterly in grades 1 - 8. Kindergarten receives 2 report cards a year at the end of each semester. Please check the school calendar for the dates you will be receiving the report cards. It will be sent home in an envelope that needs to be returned with your signature on it. A replacement fee of \$5.00 per envelope will be issued for lost envelopes. These envelopes are to be used for the entire year and are not issued out every quarter.

### **Teacher/Parent Conferences**

Formal conferences are scheduled at the end of the first quarter. Please check the school calendar for dates. Teachers will also seek conferences if they have any concerns or problems. Students in grades four through eight are required to be present at the yearly conference.

If a problem arises involving your child, contact the classroom teacher first to set up an appointment. If a follow-up conference is necessary, the Principal is also available by appointment. **Please do not go directly to the classroom. Schedule an appointment to meet with the teacher.** Never interrupt class to discuss an issue with a teacher. When a teacher or assistant is on supervision his/her full attention needs to be on the children. Please do not confer with teachers while they are on duty.

### **Weekly Newsletter**

A weekly newsletter will be issued each week containing the events for the following week. The newsletter will be sent home in a family envelope every Friday with the oldest child in the school. The envelope must be returned to school on Monday signed by the parent. Lost envelopes will be replaced at the school office for a \$2.00 replacement fee. Children need to learn responsibility and this is exhibited by returning the mail envelope every Monday.

### **Mandatory Parent Meetings**

There are three mandatory parent meetings. Please check the school calendar for specific dates. All the meetings will be held in the Michael Hunt Room unless otherwise stated. They will start at 6:30 PM. Parents must attend the entire meeting. **There will be a fee of \$25.00 for each mandatory meeting that is missed.** The meetings are imperative and it is our way of getting information to you, so please be on time.

### **Student Records**

Under the Family Educational Rights and Privacy Act of 1974, parents have the right to inspect all portions of their child's records upon a two day written request.

### **Non-Custodial Parent**

Epiphany Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Epiphany will provide the non-custodial parent with access to the academic records and other related information regarding the child. If there is a certified court order specifying that no information should be given out, it is the responsibility of the custodial parent to provide the school with an official copy of a certified court order. Duplicate newsletters, progress reports and report cards may be obtained by the request of both parents in advance.

## **IX. Expected Code of Conduct**

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS (4180A)**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion.

It shall be an express condition of enrollment that parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in any parent/student handbook of the school.

In order to facilitate this growth in the relationship between parents and the school, these principles **must** be followed:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the students in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening or hostile.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored events and programs (e.g. extended day care, athletic events, field trips, fundraisers, etc.)
4. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles may result in a verbal or written warning to the students and/or parents/guardians and will normally result in a disciplinary action that falls short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent's privilege to come on to campus grounds and/or participate in school activities, volunteer work, etc.).

The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

### **Discipline**

Discipline in Catholic schools is considered to be an essential aspect of Christian development. The purpose of discipline is:

1. To provide a classroom environment that is conducive to learning.
2. To educate students through developing Christian values, responsibility, and self-control.
3. To help build a sense of community with regards to respecting one's self, others and personal property.

**When it becomes necessary for the teacher or Principal to take disciplinary measures, they will be effective only to the extent that we have the whole-hearted cooperation of the parents.** Your attitude of respect for authority and for good judgement on the part of the teacher, as well as your appreciation of the efforts of the school, is reflected in the attitude of your child.

All students are entitled to the best education and environment possible. Therefore, if any student is lacking in self-control and is disturbing others, meetings with the student and parents will be conducted, and every effort will be made to help the child. If the

student continues to disrupt the educational process or the Christian atmosphere, the parents may be requested to withdraw the child from school in order to provide justice for the other students. This decision is the prerogative of the school administration in accordance with the Archdiocesan policy as stated in the Administrative Handbook.

### **Classroom Discipline**

Teachers use individual class systems to reward students for positive behavior and to discourage negative behavior. These are explained at Back-to-School Night in August. Back to School Night gives parents the opportunity to get acquainted with the teachers' rules and class expectations.

When unacceptable behavior occurs, the teacher or the Principal will enforce the school's disciplinary policy by:

- ◆ Verbal reprimands or reminders
- ◆ Referral slips sent home
- ◆ Parent-school conferences
- ◆ After-school detentions
- ◆ Suspensions or expulsions
- ◆ Recess and lunch detentions

### **School-Wide Discipline**

APPROPRIATE BEHAVIOR IS EXPECTED OF ALL STUDENTS OF EPIPHANY CATHOLIC SCHOOL AT ALL TIMES.

The following behaviors are not acceptable and may result in a referral sent home, a detention or a suspension.

- ◆ Behaviors or actions not reflecting Christian values
- ◆ Defacing of school building/property
- ◆ Lack of reverence in Church or at assemblies
- ◆ Use of vulgarity (written or verbal)
- ◆ Obscene gestures
- ◆ Gum chewing
- ◆ Riding bikes/skateboards/Heeley's on school grounds
- ◆ Bullying or teasing fellow students
- ◆ Rudeness, poor manners, defiance, or disrespect to any adult
- ◆ Argumentative with adults
- ◆ Cheating (see specific guidelines)
- ◆ Excessive loudness/talking in the classroom
- ◆ Not staying in seat during independent work time
- ◆ Eating in the classroom
- ◆ Being in unauthorized/unsupervised areas
- ◆ Failure to return completed work or meeting deadlines of information that should be returned to school at the discretion of the teacher
- ◆ Failure to wear the proper school/PE uniform
- ◆ Water throwing

- ◆ Not following directions
- ◆ Lying or deceptive attitude
- ◆ Lack of cooperation
- ◆ Misuse of the computer lab

### **Detention**

Detention will be supervised by a teacher. The parents will be notified at least one day in advance of the detention. Detentions are not rescheduled around practices or games. Detentions are generally for 30 minutes, but the length is determined by the individual teacher giving the detention. Detentions are given at the discretion of the teacher. Students who receive 4 detentions in one quarter will be given a written notice warning parents of the consequences that may result with a 5<sup>th</sup> detention. All 5<sup>th</sup> detentions will be served on Saturday mornings from 8:00 a.m. to 10:00 a.m. The fine for a Saturday detention is \$10.00. Parents will be given one week's notice of an upcoming Saturday detention that must be served. Dates for Saturday detentions are listed on the calendar.

### **Fighting**

Fighting is defined as being: assault-caused, attempting to cause, or threatening to cause physical injury with willful force to another person. It is taken very seriously when it occurs at Epiphany. All students involved in a fighting incident will be suspended automatically. A conference must be set up with the principal before the child may return to school.

\*The administration reserves the right to modify the above policy and procedures as deemed necessary per individual incident.

### **Cheating**

Students will receive an "F" or "no credit" for the assignment. In addition, the teacher or Principal may decide that further disciplinary action is necessary. Allowing another student to copy existing work or having access to answers is considered a form of cheating. Plagiarism is another form of cheating. Copying someone else's work from the internet, or other resources, is considered copyright infringement and will be punished.

### **Suspension**

#### **In-school Suspensions**

The student is excluded from the classroom and regular participation in school life, but continues schoolwork elsewhere in the school. A suspended child may not take part in any school related events or activities (e.g. sporting events, field trips, etc.) and must keep up with assignments. The length of the suspension is at the discretion of the school.

#### **At Home Suspensions**

The student is temporarily removed from school for a period of time. A suspended child may not participate in any school related activity (which includes after-school activities), must keep up with regular school assignments, and may not be permitted on the school grounds unless accompanied by a parent to and from the office only. If a suspended student misses an assigned test, making it up is at the discretion of the teacher. The length of the suspension is at the discretion of the school.

## **Expulsion**

Expulsion is the permanent withdrawal from the school with the approval of the Principal and the Pastor.

In cases of severe disruptions, parents will be notified immediately and students may be sent home at that time. The Principal will notify the parents. It is important that parents and students realize that the following offenses are grounds for IMMEDIATE SUSPENSION OR EXPULSION:

(These are stated in the State of California Education Code)

- ◆ Continued willful disobedience
- ◆ Open, persistent defiance of the authority of school personnel
- ◆ Use of habitual profanity or vulgarity
- ◆ Possession of pornographic material, commercial or original
- ◆ Smoking or having any tobacco product
- ◆ Use or sale of any narcotics
- ◆ Willfully cutting, defacing, or otherwise injuring, in any way, any property belonging to the school or to another student
- ◆ Stealing
- ◆ Use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises
- ◆ Assault or battery, or any threat of force or violence, either physical or verbal, directed toward any school personnel, student, or volunteer.
- ◆ Bullying any student, whether verbal or physical
- ◆ Misappropriate use of the internet that demeans another student/teacher: degrades the school or is not exemplary of Christian like conduct

**When in doubt about a disciplinary action or corrective action of the school, a parent should contact the teacher first, and then, if necessary, the Principal.**

## **X. Athletics**

### **After School Sports**

The purpose of our sports program is to:

- ◆ Teach sportsmanship
- ◆ Overcome tendencies toward excessive competition
- ◆ Acquire ability, skill, and physical coordination
- ◆ Learn how to keep rules
- ◆ Practice self-control

Epiphany Catholic School participates in various after school sports. Fourth through eighth grade students may participate in football, volleyball, basketball, and softball. Students must be accompanied by a coach or supervising parent to and from sporting events. To participate in the sports program, students must maintain a “C” Average

including conduct and effort. There will be a \$40 per sport fee for all sports participants. Parents must participate in the Sports Booster Club and follow the guidelines outlined by the Sports Boosters. A uniform deposit may also be warranted by each coach. Eligibility to play sports will be evaluated at each report card period.

### **After School Games**

Students who remain to watch after school games need to be with their parents. Students are required to abide by the uniform policy while attending after school sports games. The purpose of attending the game is to support and observe the team. Students may not leave the school grounds and then return without supervision. Spectators, as well as players, are required to remain in the field or court specified by the coach. All students are expected to pick up after themselves during and after athletic events.

Parents and students must display good sportsmanship at all times. Coaches and school staff have the right to ask anyone to leave the game or premises for any reason.

## **XI. Parental Commitment**

### **Registration Fee**

A non-refundable registration fee is payable during the designated registration period beginning in February. This once-yearly charge covers: registration costs, consumable materials, insurance, standardized testing, and various supplies. Tuition must be current at the time of registration in order to have the registration accepted for the next school year. Failure to re-register by the scheduled time may result in the loss of a student's place for the next school year and an additional penalty fee will incur.

### **Fundraising**

The difference between the published tuition and the actual educational cost per child is met through the annual fundraisers sponsored by the school. Each family must meet a \$400.00 fundraising requirement by: purchasing \$100.00 of Blue & Gold raffle tickets, purchasing four tickets to a state-line trip, sell 5 books of Mother/Daughter Tea raffle tickets, purchasing \$50.00 in bingo bucks and purchasing \$100.00 in gift wrap, cookie dough or chocolate candy. All families are required to give their whole-hearted support to these fundraisers. We will send out a statement at the semester and again in April indicating the amount sold and the balance owed. Should you have any concerns regarding fundraising please call Mrs. Theresa Carrillo.

### **Scrip Program**

The Scrip requirement for the 2008-2009 school year is \$2,500.00 or approximately \$250.00 per month. Scrip order forms will be sent home every Friday, and must be returned for ordering on Mondays. The delivery of all scrip orders will be on Fridays. Parents may opt to buy out of the scrip requirements with a fee of \$250.00. This fee is payable in two (2) payments of \$125.00 due at the time of registration and at the end of January. A statement will be sent home at the end of the semester indicating the total amount sold and the additional amount needed to be purchased in order to meet the

required quota. In May, 10% of the unpaid quota must be paid. The purchasing of script for the upcoming school year may begin on June 15<sup>th</sup>. The family that purchases the most scrip will be entitled to one free registration for the following year. Any concerns or questions may be directed to Ms. Maria Galvan.

**Tuition Payments**

Tuition is established annually and is published in the Spring. Parents must assume responsibility for the published tuition rate. We do offer family plans for tuition. Should you have a concern regarding tuition, please call Ms. Diane Carreon at (866) 827-6600. The tuition is based on a full school year (180 days). Yearly tuition payments are paid in ten or eleven equal installments. The collection of tuition will be done directly through “For the Kids” Company. You will send them your check or money order by the due date. The tuition is due the first of each month. If the payment does not reach them by the 5<sup>th</sup>, your account will be charged a \$50 late fee. Students who are graduating from 8<sup>th</sup> grade must have full tuition paid in **CASH** by **May 15th**. Kindergarteners must have tuition paid in full in order to participate in the graduation ceremony. This is necessary for bookkeeping records.

**Tuition Rates**

Regular Mass attendance at Epiphany Church is established between August and June. This is recorded through the use of Sunday envelopes registered at Epiphany Church. A minimum donation to the church of \$250.00 is required to be placed on option A. Tuition plans may be switched at the end of the year based on attendance and your required donation amount. If your child is entering the eighth grade, you will need to have the 10 month option.

**OPTION A**

<b>1 child</b>	\$3,330
<b>2 children</b>	\$6,160
<b>3 children</b>	\$8,660

**OPTION B**

<b>1 child</b>	\$3,990
<b>2 children</b>	\$7,380
<b>3 children</b>	\$10,380

**OPTION C**

<b>each child</b>	\$4,990

**Bounced Checks**

If your check bounces, you will be required to make all future payments by a certified check, money order or cash. All bounced checks will be charged a \$50 non-sufficient fund fee, regardless of the check amount.

### **Service Hours**

All parents are required to fulfill their obligation of school service hours. Every family is informed of areas where help is needed through the weekly newsletter. It is up to each individual to record their own service hours and have them signed by the Chairperson or Principal. You may not sign for your own service hours. Hours are not transferable. Each family is required to complete 40 service hours. Thirty hours of service are given to the school. Service hour coupons must be turned in within 2 weeks of the event or the hour(s) will not be counted. **15 hours must be completed by January 31<sup>st</sup>. Parents will be billed for every hour under the 15 hour requirement for the first semester. The remaining 15 hours must be completed by May 15, 2009.** Failure to complete these hours will result in a \$15.00 fine per hour not completed. Ten hours must be completed at the Parish festival. If Fiesta is not worked, a \$50 per hour charge will apply. Should you have any concerns regarding your service hours, please contact Mrs. Theresa Carrillo. **All service hours, except the Fiesta Hours, need to be completed by May 15<sup>th</sup>.**

### **Raffle Tickets**

To show our support to the Parish, all families are required to sell 3 books of raffle tickets at a cost of \$20.00 per book. The amount of \$60.00 is to be paid up front. Raffle Tickets should be turned in one week prior to the Fiesta.

### **Registration Day**

Parents must attend the Registration Day scheduled for June 25<sup>th</sup> from 3:00 – 7:00 p.m. At this time parents are given the opportunity to purchase PE clothes, pay tuition, sign up for events, etc. Parents must receive a clearance slip for their child(ren) to attend class on the first day of school. A make-up registration day will take place on August 13<sup>th</sup> from 5:00 – 7:00 p.m.

## **XII. Local Policies**

### **School Hours**

Students may be dropped off between 7:00 a.m. and 7:30 a.m. The charge for supervision is \$1.00 per day. Regular drop-off time is 7:30 a.m. The students should not be dropped off or picked up at the Church. They should be picked up and dropped off at the school. All students remain in the cafeteria from 7:30 – 7:50. The first bell rings at 7:50 a.m. The children should then line up at assembly area. The second bell rings at 8:00 a.m. If your child is not in class and ready to work at 8:00 a.m., they are considered tardy. All classes start at 8:00 a.m. and end at 3:00 p.m.

***If your child is not picked up by 3:15, they will be sent to our After School Daycare and they will be charged an administrative fee of \$25.00 for child care services.*** Students are never permitted to leave school grounds to go to the store, a friend's house, or the Church without their parents with them. If they will be walking home, they will need to have a walking home slip on file at the beginning of the year. **If we do not have the walking slip on file, they do not get to walk home!**

### **Faculty Meetings and Staff Development**

Faculty meetings are held every **Monday at 2:00 p.m.** The children must be picked up no later than 2:15 p.m. There will be no supervision after 2:15 p.m. as the teachers are all expected to be at the faculty meetings. Remaining children will be sent to Daycare with a charge of \$25.00 for the day.

### **Absences**

*If your child is absent, YOU, the parent or guardian should call the school office before 8:30 a.m. to state the reason for the absence.* Upon returning to school after an absence, a written excuse must be presented to the classroom teacher. A three-day or longer absence requires a doctor's medical report. If the child has been diagnosed with a contagious disease, notify the school at once so that precautions can be taken and exposure notifications can be sent home. Absences in excess of 14 days per quarter may jeopardize the child's moving on to the next grade level, and will result in the child not receiving grades for that particular quarter.

### **Excused Absences**

Excused absences are granted for medical and dental appointments when the official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit. Frequent absences of this type impede the student's class work and should be kept to a minimum. These types of absences should not be scheduled during Iowa Testing dates. If possible all appointments should be made after 3:00 p.m.

### **Unexcused Absences**

Unauthorized absences from school, such as trips, vacations, etc. during the regular school year are strongly discouraged, since they cause a definite disruption in the planned educational program that is being provided for our students. It is usually impossible for special work to be given beforehand, and the actual classroom instruction presented during the absence cannot be fully duplicated. Arrangements with the teacher should be made one week in advance. It is the student's responsibility to see what school work was missed because of an unauthorized absence. Tests that have been missed during unexcused absences will be made up at the discretion of the teacher.

### **Tardiness**

A student is tardy if he/she arrives after the 8:00 bell. Only medical or dental appointments are an excused tardy. Epiphany Catholic School believes that tardiness is disruptive to the class and the morning activities. Students should be on time for school as part of displaying responsible behavior and an attitude of conscientiousness. Therefore, they will be held accountable for their tardiest. Beginning with the fifth tardy of the year, each student will be charged \$5.00 for every tardy after the fifth tardy. The school recognizes excessive tardiest as ten per year.

### **Epiphany's Extended Day Care**

The After School Day Care Program is planned to provide a safe, professionally - supervised program for children after school hours. Students attending Epiphany from grades K-8 are eligible to attend the program.

The After School Day Care Program will operate on all days that school is in session from the time of dismissal until 6 p.m.

The cost for the program:

For One child the fee is \$130.00 per month.

For Two children the fee is \$160.00 per month.

For Three children the fee is \$190.00 per month

**An annual registration of \$25 per student is due on the day of registration**

To reach the Daycare number, please dial (213) 944-4213.

### **Emergency Cards**

Each student must have an emergency form on file. Please help us keep them up to date by immediately informing us when vital information changes (e.g. phone numbers, addresses, work or cell numbers). The emergency contact on the card must be within 30 minutes travel time to the school. Please list more than one emergency contact for emergency purposes.

### **Emergency/Disaster**

1. Parents will be notified immediately if a serious injury or illness occurs during school hours. For this reason you **MUST** notify the school office when there is a change in phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at Epiphany Catholic School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parent and that no liability shall be attached to such a decision in the event that the parents can not be reached.
2. In the event of a disaster, the children will be kept at school until a parent or an authorized person can pick them up.
3. In the case of a disastrous earthquake, the children will be kept at school until a parent or an authorized person can pick them up. If any parents are near the school and can help, that would be appreciated.
4. **When a disaster occurs, you MUST SIGN YOUR CHILD OUT OR A DESIGNATED PERSON LISTED ON YOUR CHILD'S EMERGENCY CARD!**

### **Child Abuse Reporting Obligations**

In accordance with Los Angeles Archdiocesan Policy and California Law, section 11166 of the Penal Code, school staff are obligated under penalty of fine and jail time to report reasonable suspicion of physical abuse, emotional abuse, verbal abuse, physical deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes above, is to mandate a report of reasonable suspicion of abuse made. School staff will make such reports in the best interest of the affected child.

### **Bicycles, In-line Skates. And Skateboards**

Children may not ride bikes, in-line skates, or skateboards on campus at any time.

### **Lunches/Snacks**

Students may bring their lunches from home or purchase the school lunch. . The school cafeteria provides a nutritional, well-balanced lunch at the cost of \$3.00 per day. **Thursday's lunch requires a separate payment from the monthly lunch ticket.** NO IOU's will be granted. Thursday lunches may be paid monthly at a cost of \$12.00 per student or at the cost of \$108.00 per student for the year. The children are not allowed to leave the campus for recess or lunch. If a child forgets his lunch, parents must bring it to the office. Failure to provide lunch for your child is a sign of neglect and can be reported to Social Services. **THE DELIVERY OF FAST FOOD LUNCHES SHOULD BE DISCOURAGED. ALL LUNCHES SHOULD BE BROUGHT TO THE OFFICE, NOT TO THE CLASSROOM OR COVERED AREA. STUDENTS MAY NOT BE TAKEN OFF CAMPUS FOR LUNCH FOR ANY REASON.**

Snacks are allowed at morning recess. We strongly suggest and encourage that the snacks be nutritious - fruits, vegetables, nuts, cheese, etc. No lollipops are allowed as a child can easily choke on the stick or hard candy.

### **School Property and Books**

Although school textbooks are rented, it is important that each child be trained to respect and take care of books, as well as other school property.

To help protect the books, all books must be covered with a book cover. **Plastic adhesive book covers are not allowed.**

Any books or other school property lost or damaged must be paid for. A "fine form" will be completed by the classroom teacher and distributed to the student or parent for payment. The student will not receive their last report card until fines are paid. Replacement of softbound or workbooks will be \$50.00 and hardbound books will be replaced at \$75.00 each.

### **Health Room**

Students who become ill at school will report to the health room. If there is a necessity to go home, we will inform the parent. The child will be released only after he/she has been checked out in the office. Please come for your child promptly if you are called.

**NO ONE AT THE SCHOOL IS ALLOWED TO ADMINISTER ANY MEDICATION TO ANY CHILD.** Aspirin may not be given even with phone permission. A student must be free of fever for at least 24 hours before returning to school.

A letter of authorization from a parent and doctor is required for the health room files, giving permission for the school nurse or volunteer to supervise a child taking medication. The medication should be in a marked prescription bottle with the dosage and directions clearly given. At the prescribed time, the child will come to the health room and take the medication. The school, however, cannot guarantee that your child will have the prescribed medication at exactly the time it should be administered. It is the responsibility of the child to come into the health room for his/her medication at the proper time.

No child should have medications on his/her possession (including aspirin or cough drops) during class time. All medications need to be brought to the office.

### **Uniform Regulations**

All uniforms must be purchased through either;

School Uniformity  
3516 West Beverly Blvd.  
Montebello, CA 90640  
PHONE: (323) 726-0882  
FAX (323) 726-0933

or

Red Dot  
10932 Valley Mall 91731  
El Monte, Ca  
PHONE: (626) 401 – 2923  
FAX: (626) 401-2756

We are proud of our Epiphany Students! Our uniform dress should reflect our attitude of pride, reverence, and self-respect. We are ambassadors of our school and witnesses of our faith. Our uniform dress should be worn with pride as a visible sign to our community of who we are.

### **Dress Code, Grooming and Uniform Policies**

The primary purpose of our uniform policy is to assure that each and every student at Epiphany Catholic School is neat, clean, and well-groomed. Complete uniforms will be required for the entire year. **IT IS THE PARENT'S RESPONSIBILITY TO SEE THAT YOUR CHILD IS NEAT, CLEAN, WELL-GROOMED AND DRESSED IN ACCORDANCE WITH THIS CODE FROM SEPTEMBER THROUGH JUNE.** Students who are not dressed in the correct uniform will be in violation of the school dress code. If a student is not in correct uniform, he/she will receive a uniform violation notice, which will result in a detention.

### **Mass Uniform**

Girls must wear a jumper or skort and **white** blouse (grades K-5) or skirt or skort and a **white** blouse (grades 6-8). The shirt and skort must be at appropriate lengths. **Skirts and shorts must touch the top of the knee.**

Boys (grades K-8) must wear long blue school uniform pants and a **white** shirt. Students must be in Mass attire at all school Masses. They will receive a uniform violation if they are not in the correct uniform.

### **Girl's Uniform**

Grades K-8

- skirts or skorts, **Skirts or skorts must touch the top of the knee.**
- white, light blue or navy blue knit shirts or white collar blouses
- school uniform pants (navy blue)
- walking shorts (navy blue)
- cardigan sweaters (navy blue)
- vest pull-overs (navy blue) and
- flannel (navy blue), pile, or zipper hood jackets
- white or navy socks. **Socks must be knee-hi length or crew socks.**

The shirt and skort must be at appropriate lengths and socks must be worn at all times. **NO ANKLE SOCKS ARE TO BE WORN. CREW SOCKS OR HIGHER MUST BE WORN.**

Grades K-4

Jumper

Grades 5-8

Four pleat skirt

Accessories

Bows, scrunchies, headbands, stretch-bands, stretch belts, leather belts.  
**Belts must be worn at all times.**

### **Shoes**

Grades K-4

Athletic or tennis shoes must be solid black or white. No lights, velcro, or slip-ons are allowed. Shoelaces must also be black or white. The shoes must be tied properly at the top.

Grades 5 – 8

Black Mary Jane or saddle shoes/oxford shoes (NO heels or slip on type)

### **Boy's Uniform**

Grades K-8

- school uniform pants (navy blue) (NO DICKIE PANTS OR DOCKERS) will be allowed
- white, light blue, or navy blue knit shirts
- walking shorts (navy blue)
- pull-over sweaters or vests, or school jackets may be worn
- white or navy tube or crew socks must be worn

**NO ANKLE SOCKS ARE TO BE WORN. CREW SOCKS OR HIGHER MUST BE WORN.**

**Shoes**

Grades K-4

Athletic or tennis shoes must be solid black or white. No lights, velcro, or slippers are allowed. Shoelaces must also be black or white. The shoes must be tied properly at the top..

Grades 5 – 8

Black dress shoes

**PE Uniform**

Boys and girls PE uniforms are purchased directly in the school office. Orders are taken on Registration Day and will be delivered the first week of school. It is advisable to order PE uniforms ahead of time as not all sizes are readily available. The PE uniform consist of:

- School logo sweats or shorts (shorts must not be shorter than 3 inches above the knee or should not sag below the waist.
- School logo t-shirt or sweatshirt
- School logo PE socks
- Solid black or white athletic shoes with solid black or white shoelaces

Please note that only school logo PE attire is accepted.

**Boys and Girls**

When it is cold, you must wear a **UNIFORM SCHOOL JACKET**. No other jackets are to be worn on campus.

**All shirts and blouses are to be tucked in at all times.**

**Restrictions**

The following are restricted: no torn or ripped pants (including the bottom of the pants), no baggie pants, no color-treated or dyed hair (including highlights), no hanging belts, no logos on belts, no platform shoes, no light-up shoes, no oversized shoes, no hats, no non-uniform jackets, undershirts must be all white with no writing. ***No long sleeves shirts are to be worn under shirts.*** School sweatshirts and school jackets should be purchased prior to the cold weather months. All shoes must be tied properly at the top.

**Free Dress**

Free dress will be allowed only on designated days. Parents are asked to see that the students are dressed appropriately when free dress is permitted. Modesty and good taste should be the guideline. Not allowed on free dress days are sweats, crop tops, sleeveless tops, mini-skirts, short skirts, thin straps (NOT EVEN WITH A SWEATER OVER IT), biker or tight-fitting shorts or pants, bare shoulders, clothing with violent or inappropriate words or illustrations, and body suits. Students must wear fully enclosed shoes (no sandals). Socks are to be worn at all times. Coming to school in inappropriate “FREE” dress will result in no FREE dress for the remainder of the quarter as FREE dress is a privilege that should not be abused.

### **Jewelry**

One small ring per hand, a simple watch (with no alarm), and a small religious medal or cross on a simple chain may be worn. Fad jewelry is not allowed. Girls may only wear one set of small stud earrings. Absolutely no dangling earrings are permitted. Body piercing is not permitted. Boys are not allowed to wear earrings.

### **Make-up**

Students may not wear any make-up/body art. This includes lip coloring or coating, blush, rouge, foundation, powder, eyelash color or liner. Nail polish is not permitted. Acrylic nails are not permitted. No temporary tattoos or writing on the skin should be visible at any time.

### **Supplies**

The children are sent home with a supply list for each grade during the summer. All children are required to have ALL of their supplies on a daily basis. Please have all of the supplies by the first week of school. When these school supplies are depleted, they need to be replaced on a regular basis. Furthermore, other supplies may be requested by the teacher in August or when the need occurs.

### **Field Trip Guidelines**

With the permission of the Principal, occasional field trips will be scheduled by the respective teachers to serve as a follow-up learning experience. Parents will be required to sign a written permission slip allowing their child to participate. If the school does not receive the permission slip, that child is not allowed to attend the field trip. Children must return to school and may not be picked up at the field trip location. Room parents may be called upon to help assist in the arrangements.

1. **Only parents who are contacted and confirmed drivers/chaperones are allowed to accompany the class on the trip.** Two hours of service are awarded for chaperoning a fieldtrip. Please do not meet at the trip location unless you are requested by the teacher to do so. The purpose of a field trip is to have both an educational and enjoyable experience in a curricular area outside of the classroom. Meeting at the location, although well-intended, causes a disruption to the organized program and the planned supervision and assignments, and increases the liability of the school. Therefore, only those parents who are assigned to a field trip may attend.
2. Siblings are not allowed to attend field trips. If you are assigned to a field trip, please make arrangements for your other children. We appreciate your presence and **NEED YOUR UNDIVIDED ATTENTION TO SUPERVISE.**
3. When you are supervising, please be aware of every student assigned to you. Accidents happen fast...even when you are standing right there.
4. When driving for a trip, the Archdiocese requires that you transport students to and from the destination without stopping. You may not drive through fast food places, run errands, etc.
5. You must carry the permission slips with you at all times! It authorizes you to not only transport the student, but also authorizes for necessary medical treatment.
6. A copy of your current driver's license and current auto insurance must be on file in the school office before you may drive on a school-sponsored trip. This includes

coaches. These need to be updated in the office according to the expiration dates. These documents must be in the office the day before you drive on the trip.

### **Birthdays**

No balloons, confetti, or flowers are to be sent to the school for a child's birthday. This is a distraction to the educational program.

If a parent wishes to give out treats for a child's birthday, they must be brought in individual servings 15 minutes before recess or at the end of school. The treats can be dropped off earlier. All treats must be brought to the office, not to the classroom. A Teacher's approval is needed before the specified day.

### **Telephone Calls/Cell Phones**

The office has four (4) operating telephones and Day Care has an emergency cell phone. There really is no need for your child to have a cell phone in his/her possession. Parents will fill out a cell phone permission slip on registration day that indicates that all cell phones must be kept in the Principal's office for the entire school day. **NO EXCEPTIONS!!!** If a cell phone is taken from a student's backpack or possession, then it will not be returned until the parent comes to the office to pick it up. After picking up cell phones at the end of the day, they must be stored in your child's backpack until 3:30 p.m. Use of the office telephone for forgotten homework, lunches, etc... will incur a charge of \$.50 per call.

### **Identification of Personal Items:**

All personal items, supplies, and clothes are to be clearly labeled with the child's name and grade. This is the only way owners can be easily found if items are lost.

### **Toys/Electronics**

No toys or electronic items are to be brought on the campus. The school will not be liable for these stolen or lost items. This includes, but is not limited to, CD's, walkmans, Gameboys, and iPods. All toys and games will be confiscated.

### **Forgotten Books and Homework**

Our children must learn responsibility. For this reason, we ask that if a child forgets his/her homework at home, please do not deliver it to school later in the day. Furthermore, no child will be let back into his/her classroom to retrieve forgotten materials within the classroom. Please help us support this policy.

If a child has forgotten a lunch or snack, you are not allowed to disturb the classroom. The lunch or snack must be brought to the office. The child will be called to collect it at lunch or recess, thus not disturbing the learning environment during class time.

**All people coming on campus, must first sign in at the office and receive a visitor's pass. You are not allowed on campus unless you have the pass (even if you come everyday, you still need a pass). You must sign in and out of the office.**

**No person (parents and grandparents included) may enter any classroom at anytime for any reason during school hours unless requested by the teacher.**

### **Zero Tolerance**

Epiphany Catholic School has a zero tolerance policy for any forms of weapons on the campus or toy guns. If any weapon is brought on campus, parents will be notified to come to the school and pick up their child. Depending on the type of weapon and its handling, the Temple City Sheriff's Department will be notified.

Any weapon, real or otherwise, may be cause for dismissal from the school.

## **XIII. Parent Grievance Procedures**

Misunderstandings and differences sometimes occur between administration/staff and parents. Open and honest discussion between the parties at the onset can eliminate problems.

The recommended process for parents in regard to expressing a grievance is as follows:

1. In all cases, parents need to call and make an appointment to meet with the teacher first in order to settle any controversy. A summary of the conference should be written and signed by both parties.
2. If no resolution is agreed upon at the first or second conference, a conference may be held with the purpose of bringing about a solution with the Principal and the teacher. A summary of the conference will be put in writing with both parties signing the document.
3. If no solution is agreed upon at Step 2, the Pastor will be notified and a meeting time set up. The Pastor will receive all written documents/or information before the meeting.
4. If Step 3 does not resolve the issue, the Pastor may require another conference. If the issue is not then resolved, the parent may submit all written documents with a cover letter to the Regional Supervisor at the Department of Catholic Schools. The Regional Supervisor will review the documentation and decide on a course of action after consultation with the Pastor and the Principal.