

# Epiphany Catholic School Handbook

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## **I. Epiphany Catholic School Mission Statement**

The Mission of the Epiphany Catholic School community is to fulfill the goal of Roman Catholic Education. We strive to help all children reach their full potential academically, socially, and spiritually. We expect our students to consistently put forth their best effort and to respect themselves and one another. Our Roman Catholic faith-based teachings prepare our students to become well-rounded, productive citizens, and life-long learners who will make a difference in their parishes, communities, and in the world.

## **II. Epiphany Catholic School Philosophy**

Epiphany Catholic School is committed to placing Christ at the center of all aspects of living and learning. Acknowledging that each person is created in the image of God, the community is dedicated to the development of the whole child. It is our expectation that students will demonstrate respect and love towards one another. Through various Christian service projects and a solid academic program, we hope our students will become life-long, faith-filled learners.

The faculty and staff are united in their mission to promote a Christ-centered education with the highest moral and academic standards. We emphasize an academic program with clear goals and objectives that meet the needs of our students.

We acknowledge that parents are the primary educators of their children, and we value and encourage their active participation in the education and faith formation of their children.

We recognize that our mission to educate the “whole child” is a challenging task and we commit ourselves to the endeavor of helping all of God’s children reach their full potential academically, socially, and spiritually.

### **III. 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!***

## **IV. 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 Builder's Pledge**

I am a Peace Builder

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. Admission Procedures**

### **GUIDELINES FOR ADMISSIONS TO ELEMENTARY SCHOOLS**

- Preferences shall be given to active members of the parish
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

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

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.

New students will be placed on a one quarter probation period. At the end of this probation period, it will be determined if the student will remain at Epiphany.

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.

## **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

### **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.

## **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student’s emotional, academic and physical abilities and the resources available to the school in meeting the student’s needs.

## **VI. Faith Formation**

Our Religious 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 in second grade. The grade that is sponsoring the Mass in the Sacrament Program should be attending Mass every Sunday with their families, have proof of Baptism, and must attend 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 \$40.00.

### **Monthly Masses**

Each month the school will sponsor a Family School Mass. It will be held at the 10:15 am Mass on Sunday. The grade that sponsors the Mass 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.

## **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

**Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

## **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 teacher's 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 problem 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 feels 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 development

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%

C+ = 80 – 84%

A- = 93 – 95%

C = 75 – 79%

B+ = 90 – 92%

C- = 70 – 74%

B = 87 – 89%

D = 65 – 69%

B- = 85 – 86%

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 3.6 GPA

Academic Merit

3.5 to 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.

### **Citizenship Awards**

Students in Grades K – 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. Students must exhibit exemplary behavior, and may not be suspended or have more than three (3) detentions in a given quarter. Students may not miss any Family Masses within the given quarter in order to earn a Citizenship Award.

## **TUTORING**

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

## **COUNSELING POLICY**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may

refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.

- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools college and university catalogs and information sessions.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

## **VII. 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 K – 8. 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 charged for lost envelopes. These envelopes are to be used for the entire year and are not issued each quarter.

### **Teacher / Parent Conference**

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 of the following week. The newsletter will be sent by email or 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 \$30.00 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.

### **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

### **PUPIL RECORDS**

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent

may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **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.

### **DIRECTORY INFORMATION**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **VERBAL / WRITTEN CONFIDENCES**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **TRANSFER OF RECORDS**

### **STUDENT TRANSFERS, WITHDRAWALS, AND GRADUATION**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

### **WITHHOLDING OF RECORDS**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

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

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS**

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

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to 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 student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or 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, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

## **DISCIPLINE**

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

## **MAINTENANCE OF EFFECTIVE DISCIPLINE**

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct

- Firm but fair treatment of difficult students
- Consistent follow through

## **DISAPPROVED DISCIPLINARY MEASURES**

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping is unacceptable
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

**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 judgment 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 Christian atmosphere, the parents may be requested to withdraw the child from the 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. 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 detention
- suspensions or expulsions

### **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 wear the proper school/PE uniform
- water throwing
- not following directions
- lying or deceptive attitude
- lack of cooperation
- misuse of the computer lab

## DETENTION

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention and the exact time the period of detention will begin and end

## 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.

## Defacing or Destroying School Property

Willfully cutting, defacing, or otherwise injuring, in any way, any property belonging to the school, church, or to another student will result in detention. It may result in a suspension or expulsion depending on the extent of the damage.

\*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.

## SCHOOL SEARCHES

A student’s legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student’s person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **SUSPENSION**

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension especially the means by which the parents or guardians and the school can cooperatively encourage the

student to improve behavior. The suspended student may be present at the conference

- In no case will a teacher on his or her own authority suspend a student

### **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**

### **REASONS FOR EXPULSION**

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy

- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

**PROCEDURE FOR EXPULSION**

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

**WRITTEN RECORD**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

Name of Student:  
 Offense or situation:  
 Date:  
 Parents notified by: \_\_\_\_\_ Date  
 Remarks:

First Meeting:  
 Place:  
 Time:  
 Persons present:  
 Remarks:

Signature(s):

Second Meeting:

Place:

Time:

Persons present:

Remarks:

Outcome:

Signature(s):

## **CASES INVOLVING GRAVE OFFENSES**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

## **TIME OF EXPULSION**

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

## **REPORTING OF EXPULSIONS**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

## **RIGHT TO MAKE EXCEPTIONS**

The principal, in consultation with the pastor if a parish school, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

## **HOME STUDY**

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

## **HARASSMENT , BULLYING, AND HAZING POLICY**

Epiphany Catholic School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**HARASSMENT** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**BULLYING** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

**HAZING** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.

- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

## **STUDENT THREATS**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

## **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 \$40.00 per sport fee for all sports participants. Parents must participate in the Sports Booster Club and follow the guidelines outlined by the Athletic Director and the Sports Boosters. A uniform is issued to each athlete once the sports fee has been paid. ECS socks are to be worn for fall and

winter sports. No other socks may be worn. 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 \$600.00 fundraising requirement by: purchasing \$100.00 of Blue & Gold raffle tickets, selling \$50.00 in raffle tickets for the Tardeada or securing a booth sponsor, purchasing \$50.00 in BINGO Bucks, selling \$50.00 in raffle tickets for the Mother/Daughter Tea, participating in the class sponsored event at a cost of \$125.00, purchasing \$225.00 in cookie dough, chocolate, fall or spring catalog. All families are required to give their whole-hearted support to these fundraisers. We will send out a statement at the end of each quarter 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 2010-2011 school year is \$2500.00 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 for 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 each quarter 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. Any concerns or questions may be directed to Mrs. Theresa Carrillo.

**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. 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 FACTS. Your monthly tuition will be automatically deducted from your banking or savings account on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. If the funds are not in your account, you will be charged a \$50.00 late fee from Epiphany, a \$25.00 FACTS Returned Payment Fee, and possibly a late charge from your bank. There is \$41.00 annual family fee to start your FACTS account. You will be credited two service hours to compensate for this fee. Students who are graduating from 8<sup>th</sup> grade must have full tuition paid in **CASH by May 15<sup>th</sup>**. Kindergarteners must have tuition paid in full in order to participate in the promotion 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>Supporting Parish Member</b>		
1 child	\$3635	Registered and REGULARLY attending mass at Epiphany Church with an annual donation of \$250 per year. Attendance and donations are based on the envelopes turned in each Sunday
2 children	\$6730	
3 children	\$9460	

**OPTION B**

<b>Non-Supporting Parish Member</b>		
1 child	\$4360	Either Attending Mass at another Parish or registered at Epiphany Church but not attending.
2 children	\$8070	

## **Bounced Checks**

If your check bounces, you will be required to make all future payments by a certified check, money order, or cash. You will be charged a \$50.00 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. If you are receiving any type of financial aid, you are required to complete 50 service hours. Forty 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 half of the school year. The remaining 15 hours must be completed by May 15, 2011.** 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 \$50.00 per hour charge will apply. You are required to enter a cake for the Cake Walk at the Fiesta. You may not buy out of Fiesta requirements. You will receive 1 REGULAR service hour – NOT Fiesta hour – for your cake. 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>.**

## **Fiesta Requirements (YOU MAY NOT BUY OUT OF FIESTA REQUIREMENTS)**

1. Ten service hours must be completed at the Parish Fiesta. If Fiesta hours are not worked, a \$50.00 per hour charge will apply. Should you have any concerns regarding your service hours, please contact Mrs. Theresa Carrillo.
2. 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 1 week prior to the Fiesta. You must meet this requirement even if you have bought out of fundraising.
3. You are required to enter a cake for the Cake Walk. You will receive 1 regular service hour NOT Fiesta hour for your cake.

## **Registration Day**

Parents must attend the Registration Day scheduled for August 26, 2010 from 4:00 – 7:00 pm. 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.

## **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 gate is closed at 7:50. 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. They must go directly to the school office **NOT** their classroom. All classes start at 8:00 a.m. and end at 3:00 p.m. Do not park in the Rectory Staff parking spaces.

***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 students will be sent to Daycare with a charge of \$25.00 for the day.

### **Absences and Tardies**

***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.

Your child is considered tardy if they arrive after the 8:00 bell but before 8:30. It is considered a morning absence if they arrive after 8:30. They will also be marked a half day absent if they leave after lunch but before the last 30 minutes of the school day. If they leave in the last 30 minutes of the school day it is marked as an afternoon tardy.

**THERE ARE NO MORE EXCUSED ABSENCES OR TARDIES.**

## **Epiphany's Extended Daycare**

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 Daycare Program will operate on all days that school is in session from the time of dismissal until 6:00 p.m.

The cost for the program:

1 child - \$140.00 per month

2 children - \$170.00 per month

3 children - \$200.00 per month

**An annual registration fee of \$25.00 per student id 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 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 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 OR A DESIGNATED PERSON LISTED ON YOUR CHILD'S EMERGENCY CARD MUST SIGN YOUR CHILD OUT!**

## **Child Abuse Reporting Obligation**

In accordance with Los Angeles Archdiocesan Policy and California Law, section 11166 of the Penal Code, school staff is 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.

**Monday's lunch requires a separate payment from the monthly lunch ticket. NO IOU'S will be granted.** Monday 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 WILL NOT BE ALLOWED. 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 a 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 books, all books must be covered with a book cover at all times.

**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 fees 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 in his/her possession (including aspirin or cough drops) during class time. All medications need to be brought to the office.

## **STUDENT ACCIDENT INSURANCE**

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

## **Uniform Regulations**

All uniforms must be purchased through either

School Uniformity

2109 W. Whittier Blvd.

Montebello, CA 90640

Phone (323) 726-0882

Red Dot

10932 Valley Mall

El Monte, CA 91731

Phone (626) 401-2923

or

We are proud of our Epiphany Students! Our uniform dress code 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 Policy**

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, AND WELL-GROOMED AND DRESSED IN ACCORDANCE WITH THIS CODE FROM SEPTEMBER THROUGH JUNE.** Students who are not dressed in a proper complete uniform will be in violation of the school dress code. If a student is not in correct uniform, he/she will be issued a detention and be fined.

### **Tuesday Weekly 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 skorts must touch the middle of the knee or lower.**

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 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 middle of the knee or lower**
- 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)
- pull-over vests, or school jackets may be worn
- white or navy socks, **socks must be knee-hi length or ECS socks**

Grades K-4

Jumper

Grades 5-8

Four pleat skirt

Accessories

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

### **Shoes**

Grades K-8

Athletic, Vans, or tennis shoes must be solid black or white. No lights, Velcro, or slip-ons are allowed. **NO CONVERSE OR IMITATION CONVERSE** style shoes are allowed. Shoelaces must also be black or white. The shoes must be tied properly at the top.

### **Boy's Uniform**

Grades K-8

- navy blue school uniform pants (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 ECS crew socks must be worn
- stretch belts or solid black leather belts (**belts must be worn at all times**)

### **Shoes**

Grades K-8

Athletic, Vans, or tennis shoes must be solid black or white. No lights, Velcro, or slip-ons are allowed. **NO CONVERSE OR IMITATION CONVERSE** style shoes are allowed. Shoelaces must also be black or white. The shoes must be tied properly at the top.

### **Hair**

**Hair must be out of child's face.** No dyed or bleached hair is allowed. Length and style should be appropriate for school. **Boy's hair should be no longer than 2 inches and no shorter than a number 2.**

## **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 consists of:

- school logo sweats or shorts (shorts must be no 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. **No long sleeve shirts are to be worn under school uniform shirts.**

**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. School sweatshirts and school jackets should be purchased prior to cold weather months.

## **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 at all times (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. **No bracelets are allowed unless it is a medical alert bracelet.** 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. Students who do not come to class prepared will be subject to fines.

## **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 field trip. 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 a 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 field 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 \$1.00 per call.

### **Communication During Class Time**

No student shall be released from class to answer a parent phone call. Messages may be taken in the office and delivered at a convenient time.

### **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 POLICY”**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the “Zero Tolerance Policy” of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any “ministry” in the Archdiocese, and**
- **May not volunteer in any “non-ministerial” activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our “Zero Tolerance Policy.”

### **XIII. Parent Grievance Procedure**

#### **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

#### **SCHOOL LEVEL**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

#### **DEPARTMENT OF CATHOLIC SCHOOLS LEVEL**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## IXX. Miscellaneous

### WORK PERMITS

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see  
<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

### GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.

- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation

is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

## **BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

### **CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location

- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternalize with minors over the internet or through other forms of communication

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the

student is working or ministering, and that he/she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and Title of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

### **CONSULTATIVE SCHOOL COUNCIL AND PARENT ORGANIZATIONS**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Council. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

#### **Parent Organizations**

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws.

#### **Consultative School Council**

The general responsibilities of the Consultative School Council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the Council's goals and activities.

The membership of the Consultative School Council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the

members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Council.

**PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

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Archdiocese/School/Parish: Epiphany Catholic School

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

***This section to be completed by Parent/Legal Guardian:***

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**1. Please initial the applicable boxes**

Image/visual likeness:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Voice:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Name:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Work:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:	Date:
Print Name:	Relationship to Child:
Address:	Telephone:
Name of Child:	Age:



# Epiphany Catholic School

## Parent/Student Policies Agreement Form

*(Please print except where signatures are required)*

### ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the \_\_\_\_\_ School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files