



PARENT – STUDENT HANDBOOK

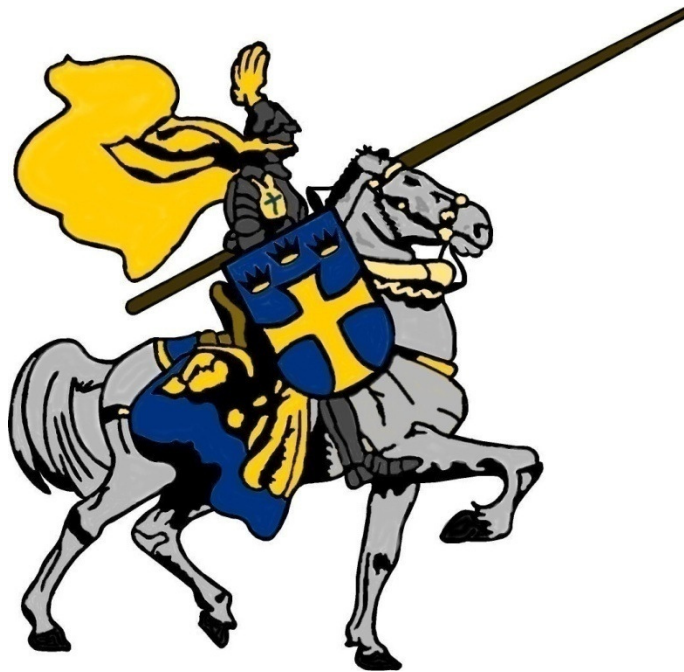
EPIPHANY CATHOLIC SCHOOL
1002 EAST COLLEGE AVENUE
NORMAL, ILLINOIS 61761
(309) 452-3268

Pre-School: 452-3152

Jr. High: 452-7040

Fax: 454-8087

www.epiphanyschools.org



KNIGHTS

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PURPOSE, PHILOSOPHY, MISSION, & FORMATION

Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he/she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every catholic school must have as its main goal to help each student develop a personal and ecclesial relationship with our Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities and culture.

Students in our Catholic schools are reminded of the dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administration, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.”

Sister Mary Angela Shaugnessy, SCN, J.D., Ph.D.

Statement of Philosophy

Epiphany Catholic School is a Catholic educational community, committed to teaching Catholic doctrine and incorporating it into all areas of daily living. We recognize that our mission is to work hand in hand with our parents who are the first teachers of their children. We strive to instill a spirit of prayer and worship and to emphasize the development of faith, values, and virtue based on Catholic teaching. From the heart of our parish, we seek to provide an atmosphere of living and learning in the light of faith. Our parish and school communities are joined to form a faith community that seeks to provide an atmosphere of living and learning. It is our belief that our school should be a place where students, faculty, staff, clergy, and parents enjoy the process of education and feel involved in the exciting experience of learning and maturing. We recognize each child’s individuality, the fact that all children can learn, and the need for differentiated instructional methods and assessments. We strive to develop and maintain an aligned educational curriculum that utilizes and leverages technology and maximizes the use of instructional time.

Statement of Mission

Epiphany Catholic School provides a student-focused, standards-driven, and secure educational environment. Our teachings are based upon the Gospel values that promote the spiritual, emotional, moral, intellectual, and physical development of all students.

Statement of Goals for Christian Formation

- To teach Christian doctrine and to relate this knowledge to everyday life situations
- To develop an awareness of God's presence and guidance in the life of Christ and to seek His love through our respect, support, and response to each other
- To learn to pray by participating in various prayer forms: Mass, reflection, spontaneous, and traditional prayer
- To encourage involvement in planning and participating in liturgies
- To deepen appreciation of our Catholic heritage
- To develop virtue formation within all curricular areas and to teach the students ways in which they can be incorporated into their daily lives

Academic Education and Formation

- To implement a coordinated curriculum that imparts knowledge and gives opportunity to express opinions and ideas
- To provide updated education through wisely chosen teaching materials and resources
- To promote and aid the student to acquire good study habits and basic skills, enabling them to achieve their own maximum levels of learning
- To identify and provide learning experiences to meet individual needs of students
- To provide a learning environment where a child develops a positive self-concept and a desire to learn.
- To instill respect for authority and develop self-control and self-reliance
- To provide opportunities for independent learning by providing opportunities for each child to develop and pursue interests of their own
- To foster parent involvement in each students education

RESPONSIBILITIES

Faculty Responsibilities

The responsibilities of the faculty include:

- Fostering Faith Community by striving to be Christian in one's attitudes and example
- Promoting openness, honesty, and unity in all school relationships as each member strives to strengthen and achieve common goals
- Accepting each child as a unique individual
- Evaluating and reporting each child's progress to parents
- Disciplining out of concern for each student's inner growth in Christian attitudes and Christian behavior.
- Performing assigned duties
- Participating and sharing responsibility for in-service planning and program
- Continuing professional growth

Student Responsibilities

The responsibilities of students include:

- Growing closer to God in prayer
- Cooperating with teachers and administration in all activities that develop a faith community
- Building a pleasant atmosphere in the classroom, on the playground, and in the cafeteria by cooperating with all faculty, staff, volunteers, and peers
- Attempting to do one's best work at all times
- Being responsible for one's own words, actions, and materials
- Showing respect for others and for their property
- Being responsible for the delivery of important information from school to home

Epiphany Catholic School encourages the practice of respectful and courteous words and actions as a means of showing care for one another and for strengthening Christian spirit. Some guidelines for students to follow are:

- Be kind and courteous toward classmates, treating each one with respect;
- Show respect and consideration for all school personnel;
- Address teachers and visitors properly: "Mrs.", "Mr.", "Miss", "Ms.", "Father", "Monsignor";
- Use the terms, "Please", "Thank you", "Excuse me", and "Pardon me" to show that you respect yourself and others;
- Use quiet, courteous tone of voice in speaking to others;
- Step aside to permit adults to pass by in the hall, etc.;

- Do not interrupt adults, but rather, wait your turn;
- Knock on doors and do not enter until asked to do so, then present the message to the teacher;
- Treat speakers with respect at assemblies. Students are to applaud, where proper, in a manner befitting young Catholic students. Loud laughter, noises, whistling, stamping of feet are out of order at any assembly.
- Be on your best Christian behavior at Mass. Remember, you are in God's House.

Always treat others as you wish to be treated. Be courteous and friendly to all. You will see what a difference it makes in how you feel about yourself and others.

Parent Responsibilities

The responsibilities of parents include:

- Exhibiting conduct and a lifestyle which is consistent with Catholic doctrine and moral standards
- Attending Sunday liturgy on a regular basis
- Contributing to the financial support of the parish
- Being a Christian example to the child in all areas of daily life, and assuming the primary responsibility for Christian education
- Developing in your child an attitude and practice of prayer and to participate in your child's sacramental preparation
- Cooperating with school personnel by supporting and participating in the educational programs of the school including extracurricular activities
- Striving to keep open the lines of communication with children and teachers to solve problems, meet needs, and share experiences
- Showing interest in and supporting organizations, their functions, and activities

FINANCIAL OBLIGATIONS & ADMISSION

Operating costs of the school and the expense of educating each child, amounts to more than the tuition fees that are charged. The actual cost per pupil for education at Epiphany Catholic School is over \$4,200 per year.

Registration

Registration for the fall takes place in February each year. Families are asked to fill out a registration packet and submit a non-refundable registration fee of \$200.00 per family to be considered for admittance.

Tuition

The school year tuition rates are:

Pre-3	\$800 per child per year for 3 year olds – 2 half days per week
Pre-4 A.M.	\$1000 per child per year for 4 year olds – 3 half days per week
Pre-K	\$1600 per child per year for 4 year olds – 5 half days per week
Full Day Pre School	Weekly rate \$200 per week for parishioners (\$220 for non-parishioners)
Grade K-8	\$3940 Single Child in school
Grade K-8	\$6440 for a family with two students in school
Grade K-8	\$7980 for a family with three or more students in school
Non-Parishioners	\$5200 per student in school

Tuition may be paid in any of these ways:

- Annually in August
 - Semi-annually in August and January
 - Through FACTS, 10 month monthly plan
- Refund of tuition payments will be handled on a pro-rated basis through the Parish Office.

Service Hours

Parents are required to support the school by volunteering a minimum of 15 hours (single parent 8 hours).

Technology and Book Fees

Technology and Book fees are included in the tuition. This does not cover the replacement cost of lost or damaged books.

Raffle Tickets

All school families are required to sell \$250 in tickets for the annual Epiphany Church & School Raffle by the end of July each year. If all tickets are not sold, the unsold ticket amount will be added to the family's tuition.

Financial Aid

Every effort will be made to provide financial aid for those families seeking tuition assistance. Financial aid forms through FACTS are available at the Rectory office. These forms must be completed before February 15 for consideration. Families will be notified before the start of the school year to inform them of the amount of assistance.

Admission

Children entering Kindergarten must be 5 years old by September 1st of the year for which they are seeking admittance. [Click here to view the Catholic Diocese of Peoria's policy A-10D-112 Kindergarten and First Grade Admissions](#)

Students entering Epiphany Catholic School for the first time need to furnish a copy of the following at registration time:

- Original copy of a Birth Certificate (A copy will be made at the time of registration and original will be returned)
- Baptismal Certificate
- Records of any other Sacraments received
- Kindergarten and 6th grade students, immunization records must be updated and physical examination completed by the first day of school. Students not in compliance by that date will be sent home and must stay home until the requirements are met.
- Dental exams are required by State Law of all Kindergarten, 2nd, and 6th grade students by May 15, 2008
- Vision exams are required by State Law of all Kindergarten and any student grades 1 – 8 enrolling for the first time in a parochial school by October 15 of each year.

Admission to Epiphany Catholic School will normally be at the start of a school year. Transfers at other times may be accepted if space is available.

Acceptance of transfer students will be evaluated on an individual basis by the administration and pastor.

Pre-registration is held in February of each year. Children pre-registering will be accepted for admission based on these criteria:

1. Children of families, in good standing, who have children presently enrolled in Epiphany Catholic School.
2. Children of families, in good standing, that are members of Epiphany Parish.
3. Children of families, in good standing, from other parishes.

The pastor and principal will confer and make a decision regarding any exceptions.

If a class or classes cannot accommodate all who want to enter, a waiting list shall be established, based on the date of receipt, of a completed application for admission. The priority for admittance will be based on the categories above.

Non-Discrimination Policy

Epiphany Catholic School shall not discriminate on the basis of race, color, national origin, sex, or physical handicap in the hiring of teachers and other staff members.

Teachers of other faiths may be employed if they support the teachings of the Roman Catholic Church and believe in the philosophy of the school.

[Click here to view the Catholic Diocese of Peoria's policy A-105 Non Discrimination in Employment.](#)

Commission Financial Policy

Epiphany Catholic School operates under a stringent budget. Epiphany receives financial support as follows:

- 76% Tuition
- 23% Parish Assessment
- 1% School Club

With the understanding that at times people do not meet their obligations, the Commission has established the following collection process:

1. The student's progress reports (report cards) will be withheld until such a time, as payments are concurrent.

2. In the event a student completes four consecutive quarters (nine week grading periods) without payment being made, the administration may refuse to further enroll the student.
3. Any 8th grader enrolled at Epiphany who has not fulfilled their tuition obligation or who has outstanding debts to the school may be denied the right to participate in graduation ceremonies.

Epiphany Catholic School is in compliance with all Federal and State non-discrimination and equal opportunity laws and regulations regarding admissions and employment, as stated in Education Commission Policies of the Diocese of Peoria and the Epiphany Education Commission policies.

No student shall be refused admission to Epiphany Catholic School on the basis of race, color, gender, national or ethnic origin.

The norms for acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish. When non-Catholics or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish. (Cf.E-151,AR-OCS)

Once non-parishioners or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly states that admittance is guaranteed for only one year.

SCHOOL DAY

Absences and Appointments

Parents are expected to call the school office daily before 9:00 a.m. whenever a student will not be attending school. Upon the student's return, a written note, signed by the parent explaining the absence must be submitted. These notes will be collected by the homeroom teacher and kept on file.

In the event of prolonged illness or absence, arrangements for class assignments should be made by contacting the classroom teacher. All student illnesses must be reported to the office.

Every effort should be made to avoid scheduling appointments during school hours. A note should be sent to the child's teacher explaining when, where, and why a child is leaving, and estimated time of return. Parents will pick up the child in the lobby.

Students who stay home from school for any length of time due to illness are not allowed to practice or play in co-curricular activities. If a student misses classes for more than half a school day due to previously scheduled doctor or dentist/orthodontist appointment, they may not participate without a doctor's note. Absences due to a funeral attendance or family obligations do not affect participation.

Arrival Time

School begins at 7:55 a.m. Students should be dropped off in the north parking lot between the Lyceum and the Elementary Building. Students are to go immediately into the Lyceum to await the first bell. Staff members will be available at 7:40 a.m. to 7:55 a.m. to supervise students.

Tardies

Students are expected to report to school on time, 7:55 a.m. Students will be issued a tardy slip when they arrive after the attendance is taken. Extreme situations are taken in consideration. Junior High students will be issued a tardy slip if they are late to class during the school day and they do not have a written excuse.

Parties and Treats

A birthday treat may be distributed to the children in their homerooms. Care should be taken to avoid foods that may cause an allergic reaction in other children. Please check with the teacher prior to sending in treats to avoid any problems with allergies. No gum or soda pop is allowed. Parties may be scheduled for special occasions.

Exchange of material gifts between students is not permitted during school. Private birthday party invitations may only be passed out in the classroom if all the students are invited.

Field Trips

Field trips are well planned and correlated to learning activities and approved by administration. Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Permission forms with parent signatures shall be required for students to attend any trip. The Peoria Diocese liability insurance plan does not cover vehicles of any kind. Students who are transported in a vehicle are covered under the vehicle owner's personal insurance. The Peoria Diocese policy mandates that volunteer drivers must provide proof of a valid driver's license and insurance each school year. Additional information regarding this policy can be found at the Catholic Diocese of Peoria website: www.cdop.org. A driver or a chaperone must have completed a Safe Environment class and completion certificates must be on file at the Parish office.

Money

Students are not permitted to collect money or sponsor money-making projects without the permission of the administration. Money contributed to the missions should be free-will offerings on the part of the student. Students are encouraged to carry only the necessary amount of money needed for a specific school activity and must assume responsibility for its safe keeping.

Phone Calls

There is a telephone in the school lobby available to students. Permission must be granted by office or staff prior to using the phone.

We encourage all students to be responsible. Consistent phone usage may result in denial of privilege.

Cell Phones and Portable Electronic Devices

Unauthorized use of personal electronic devices by students during the school day, including lunch and recess, is strictly prohibited. Personal electronic devices include, but are not limited to: cell phones, MP3 players, PDAs, video cameras, digital cameras, and handheld game systems. Failure to adhere to this policy will result in confiscation of the electronic device. This electronic device must be retrieved by a parent or guardian.

Visitors

All visitors must sign the visitor book and wear a visitor badge while in the school building.

LUNCH AND RECESS

Cafeteria Guidelines

Please note that the student services such as athletics/non-athletics and the cafeteria are designed to "break even".

Each teacher accompanies their class to the serving line. Quiet, mannerly conduct is expected of all students in the line and at the tables.

Students who misbehave in the lunch line will be asked to go to the end of the line and will be served last. Students who act in an inappropriate manner or use poor table manners will eat alone for a specific number of days. Students should give polite attention to the servers. After lunch, trays, plates and silverware should be quietly placed in their proper places

Hot Lunch Program

Our Hot Lunch Program is provided by a third party vendor, Redbird Catering. NO FAST FOOD OR POP will be allowed to be brought in for students to eat at lunch time.

A hot lunch with milk is available to all students. The prices are:

- Hot Lunch - including milk or bottled water - \$3 a meal
- Milk only - \$.35 a carton.

Epiphany participates in the Federal Free and Reduced Lunch Program. Applications are available at any time.

Our lunch program is pay in advance. Families have one account for all students in the household. All families are asked to use Orderlunches.com to order school lunches and milk. Instructions are sent out at the beginning of the school year to register for this program.

Parents Taking Students Out to Lunch

Parents will be permitted to take only their own children out to lunch.

Playground Guidelines

During scheduled recesses, students are to report to their assigned areas. Students are to remain in their playground areas until the bell rings. They are not allowed to return to the building except for a good reason and with the permission of the supervisor. In wet weather the grass section is not to be used. Students should report injuries immediately to the nearest supervisor. Touch football and soccer may be played only on grass areas.

Inappropriate language, disrespect to supervisors or classmates, tackling, wrestling, tripping, rough games; throwing rocks or sticks and fighting are not allowed at school. Playground balls that land on the school roof are to be reported to the supervisor.

At the first bell all students stop talking and playing and are to line up immediately.

Recess – Staying Inside

Requests are sometimes made to have the children indoors during recess periods. This should not be requested unless absolutely necessary. A note should be sent with the child to the homeroom teacher.

CLOSINGS, EARLY DISMISSALS, & EMERGENCIES

School Closings and Early Dismissals

Listen to radio and television stations to find out if Epiphany Catholic School will be closed or have early dismissal. The school website will also be updated. Epiphany has enlisted a program that will send a broadcast message via AlertNow to all families via email and/or telephone. This broadcast from the school will reach all families within a matter of minutes and alert families of any closings or early dismissals. We will confer with Central Catholic High School to coordinate the dismissal times and closing of school due to inclement weather.

Emergency Evacuation or Bomb Threat

This crisis requires students and staff to exit the building. In the event of a crisis, students and staff will proceed to the church or a safe area indicated by the principal. Students and staff will only return to the school building when authorities feel it is safe to do so.

Tornado, Earthquake, and Fire Drills

Drills are practiced routinely throughout the school year. Students will remain in school during weather warnings, unless a parental request has been granted.

Lockdown

Drills are practiced routinely throughout the school year. In the event of a Lockdown crisis, the entire school will remain on Lockdown until law enforcement officials give the all clear.

GRADING AND REPORT CARDS

Report cards are distributed at the end of each quarter. The report card may be kept at home. The envelope should be signed by parents and returned on the following school day.

A progress report is sent to parents/guardians of students in grade 4 after the fourth week of each quarter. This report will be written and should be returned to the classroom teacher with a parent/guardian signature. Parents of students in grades 5th – 8th have online access to grades and do not receive mid-term progress reports. Report cards go home at the end of each quarter for all students.

Grading System

Grades 1 - 3

- S+ = Exceeds basic requirements
- S = Satisfactory progress; consistent with ability
- S- = Having difficulty meeting basic requirements
- U = Unsatisfactory
- P = Makes sufficient progress for student's aptitude, but below grade level

Grades 4 - 8

Letter grades will be assigned to students in grades 4 – 8.

- A = Excellent
- B = Very Good
- C = Satisfactory
- D = Below Average
- E = Effort shown, but below grade level
- F = Below 68
- I = Incomplete

Grade	Cutoff %	4.0 GPA Value	2.0 GPA Value
A+	99.5	4.0	2.0
A	95.5	4.0	2.0
A-	93.5	3.7	1.85
B+	90.5	3.3	1.65
B	87.5	3	1.5
B-	84.5	2.7	1.35
C+	81.5	2.3	1.15
C	78.5	2.0	1.0
C-	75.5	1.7	0.85
D+	73.5	1.3	0.65
D	71.5	1.0	0.5
D-	67.5	0.7	0.35
F	0	0.3	0.15
I	0	n/a	n/a

Adjustments to this grading scale must be approved by the principal.

Personal Development Code

- + = Exceeds expectations
- S = Meets expectations
- ^ = Showing improvement
- = Below expectations
- (blank) = Does not apply this quarter

Honor Roll Recognition

Grades 4 – 5 use an “A” and “A-B” Honor Roll system. “A” Honor Roll students must receive all A's in all graded subjects. “A-B” Honor Roll includes students with A's and B's in all graded subjects.

Grades 6 – 8 use a “High Honors” and “Honors” system. “High Honors” students must have a Grade Point Average (GPA) of 3.7 through 4.0. “Honors” includes students with a GPA of 3.0 through 3.69. The GPA values assigned to each letter grade are shown in the school scale above. Classes that meet 5 days /week use the 4.0 values and classes that meet less than 5 days/week use the 2.0 values. GPA results are not rounded up. Students who have received a D or F in any subject are not eligible for honor roll recognition.

Promotion, Placement, or Retention of Students

The emotional, social, physical, and academic development of the child will be taken into consideration for promotion, placement, or retention. The final recommendation regarding these areas will be made by the administration in collaboration with the faculty. Students who fail two or more subjects in the core curriculum of math, science, language, social studies,

religion, reading, and spelling may not be promoted to the next grade. The student may be asked to complete summer school on a conditional placement.

ACADEMICS AND COMMUNICATION

Curriculum

Epiphany is in its fifth year of a partnership with Modern Red School House. One focus of this effort is evaluating and documenting our curriculum at all grade levels to meet or exceed Illinois State Standards. As this documentation becomes available, it will be published and made available to all families.

Homework

Homework will be assigned as an extension of a school day and will be used to supplement and reinforce skills being taught.

We believe that students need to be developing a sense of responsibility. Therefore, it is extremely important for them to turn in homework on the day it is due. In order for a student's homework assignment to be given full credit, it must be turned into the teacher by the due date. If a student is absent on the day an assignment is due, they will have one extra day to turn the assignment in for each day they are absent. Assignments not turned in on the day they are due are subject to the late homework policy.

Grades 5th – 8th Late Homework

Junior High students must have their homework with them when they arrive at school in order to receive full credit on the assignment. Homework may be turned in on the following school day and the student will receive a late grade on the assignment. A late grade is figured on a point value that is one letter grade down from the original point value. Therefore, the highest grade a late assignment may receive is a "B+". In order to be fair to everyone, students may not call for someone to bring homework to school for them. If homework is brought to school during school hours it will be given to the student but will still receive a late grade. Homework turned in 2 or more days late will receive a "0".

Special Services

Inclusion of Students with Special Needs

All elementary and secondary schools of the Diocese of Peoria shall admit students with special needs whenever possible. The guidelines for inclusion of students with special needs may be found in the Policy Book of the Catholic Diocese of Peoria. [Click here to view the Catholic Diocese of Peoria's policy D-105: Inclusion of Students with Special Needs](#)

If the administration determines that a referral to the local public school for evaluation is appropriate, Illinois State Statutes require that public school districts must test and evaluate those students. Epiphany Catholic School uses the local public schools to conduct various parts of our student assessment program. The parent(s)/guardian must sign the consent for evaluation form(s) within ten (10) calendar days of the administration's notification. Guardian/parent cooperation is necessary if the student is to remain enrolled in Epiphany Catholic School.

The Epiphany Learning Specialist and Unit 5 team collaborate to meet the needs of students regarding educational concerns in the areas of Academic Evaluations, Speech and Language, Attention, Behavior, Motor Skills, Health Impairment, Vision and Hearing, or Social Emotional concerns.

Counseling

Epiphany Catholic School has access to counseling through Chestnut Health Care. A counselor is assigned to Epiphany Catholic School weekly and is available on other days if needed. The counselor is available for individual and/or group counseling and assists the staff in any counseling needs deemed necessary by the administration.

Testing

- Iowa Tests of Basic Skills are administered to grades 3 – 8 in September.
- Tests of Cognitive Ability are administered to grades 3, 5, and 7 in September.
- The National Catholic Education Association's Assessment of Catechesis Religious Education (ACRE) tests are administered to students in Grades 5 and 8 in January.
- The MetraTech Writing Exam is administered to Grades 4 and 7 in February.
- All 8th grade students must pass the Constitution exam in order for transcripts to be sent to high schools.

Parent/Teacher Conferences

Conferences may be initiated by either the parents or the teacher at any time. All parents in K-5 are scheduled for a conference at the end of the 1st quarter. Jr. High will schedule conferences upon request.

Communication

Persons with concerns should first attempt to address the concern with the classroom teacher. Only after such attempts have failed should the principal be contacted. The Pastor may be contacted if all concerns have not been satisfied through the classroom teacher and school principal. If a parent wishes to communicate with a teacher, he/she is encouraged to make an appointment. Spontaneous visits to classrooms are discouraged. All faculty members may be contacted through school e-mail or by a message left with the school office.

STUDENT INFORMATION

Custody

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, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Confidentiality

Faculty/staff will keep confidential information entrusted to them so long as no one's life, health, or safety is compromised. Parents will be notified of teacher concerns if the above conditions exist.

Use of Student Information/Pictures

For the purpose of this policy, "staff" also includes coaches, scout leaders, parent volunteers and other individuals who lead student activities at Epiphany School.

During the school year, Epiphany School faculty and staff take photographs or make recordings of children and/or adults involved in school and parish activities. Such photographs or audio/video recordings may be used in school and parish publications or websites. Project work produced by the students may also be displayed on the Internet, or in school and parish publications. In addition, local news organizations may be invited or allowed to photograph or record such events for their own use.

Epiphany School strives to insure the privacy and safety of our children. To that end, we make every attempt to follow the points below:

- When a student's name is used on the Internet, they will be identified by first name only unless more than one student shares the same name. In those cases, we may include the first letter(s) of the last name of each student. This includes publishing information such as the honor roll, recognition for special accomplishments, and team/club lists and accomplishments.
- When we include names with student photographs, audio/video recordings, or work on the Internet, we will do it in a manner that does not single out or identify a child without written consent from a parent or guardian. We will include the full name of a child with his or her photograph, audio/video recording, or work only with written consent from a parent or guardian. Emails from a parent or guardian can be accepted as written consent.

- Any Epiphany student may appear anonymously in group photographs and audio/video recordings or in the background of photographs and audio/video recordings of other children.

In the event a mistake is made, please notify the appropriate staff member and the problem will be rectified as soon as possible.

HEALTH AND SAFETY

The McLean County Health Department requires weekly reports concerning influenza like illnesses. Your child should be symptom free for 24 hours in cases of diarrhea, fever, and vomiting before returning to school. Infections such as pink eye and strep throat require your child to be on medication for 24 hours before returning to school.

Many childhood diseases are communicable. It is essential that parents use good judgment in determining if their child is well enough to attend school. If a communicable disease is reported, the parents will be notified.

If there is an indication that a child has head lice, parents should call the school and notify the office. The school will call the parents of any student they suspect may have acquired head lice.

Medication

Medications, prescription and non-prescription, must be kept in the school office at all times. It must be kept in the **original** container with clear directions for administration. If a student requires medication during school hours, it will be self administered. Written permission from the parent or guardian must be on the appropriate form available in the school office. Asthma students are not required to keep their inhaler in the school office and are allowed to carry it with them at school.

The procedure for self-medication is:

1. The student will report to the office when it is time to take the medication.
2. The principal, or the office staff, will go with the student to the area where the medication is stored.
3. The student should self administer medication. Each dose taken is documented under the supervision of the office staff.
4. The medication is kept in the storage area.

All orders for daily prescribed medication expire at the end of the school year, unless ordered for a short term. It must be renewed at the beginning of the next school year. Permission for non-prescription medication must also be renewed yearly. Any medication for which a written request is not on file will not be allowed in school. The school cannot and will not be responsible for providing any medication.

Accidents

All accidents should be reported promptly to the principal. In the event of an emergency involving a child, the parents will be called immediately. If the parents are not available, persons listed on the Emergency card will be notified. An accident report will be filed by faculty or staff supervising such student.

EPIPHANY UNIFORM DRESS CODE

The revised Uniform Dress Code Policy is provisional and will be under review the 2010 – 2011 school year. Please keep that in mind when purchasing new clothing.

Students are to dress and groom themselves in a manner that is modest, clean, and appropriate to a Catholic school academic environment. While parents and students have the primary responsibility for personal appearance, the administration is responsible for interpreting dress code standards. Students must adhere to the following dress code while in the building during school hours by arriving in dress code and remaining in code throughout the day.

The principal reserves the right to change the dress code. If an item is not listed in the dress code, it is not a part of our dress code and cannot be worn at school.

Uniform

Regulation plaid jumper/skirt/skort (Girls only)

- must be no shorter than 3 inches above knee
- navy or black shorts worn under jumper/skirt must be shorter than the length of the jumper/skirt

Shirts

- short or long sleeve
- solid white, navy or light blue
- oxford or polo style with plain collar
- only Epiphany logos
- must be tucked in at all times
- undershirt or camisole must be solid white

Pants

- solid navy or khaki
- dress pants with waistband and zipper
- no cargo styles

Shorts/Capris

- solid navy or khaki walking shorts with waistband and zipper
- must be no shorter than 3 inches above knee
- no cargo styles
- Girls Only: Capris - solid navy or khaki; no cargo styles
- **Shorts and Capris may be worn the months of August through October and April and May. The principal reserves the right to make changes.**

Socks

- solid white or navy
- must be worn at all times
- tights are acceptable
- no leggings

Shoes

- closed toe and closed heel
- **Girls Only: Flat boots may be worn from November through March. When worn with a skirt or jumper, the boots must be accompanied by white or navy tights.**

Belts

- solid black, brown or navy
- required for Junior High students only

Sweaters

- solid navy or white
- vests, cardigans, v-necks, and crew necks

Sweatshirts

- approved solid navy Epiphany Catholic School logo sweatshirt

Fleeces

- approved navy Epiphany Catholic School Fleece
- solid navy blue fleece

Jewelry

- one non-dangling post earring in each ear
- boys may not wear earrings
- one religious necklace
- watches permitted

Hair

- clean, well groomed, and conservative hair style
- no distracting hair color
- simple hair bows
- Boys Only: hair is not to touch the shirt collar, hang over ears, or touch eyebrows

Make-up

- acne/blemish cover-up allowed
- clear fingernail polish only

Tattoos/Body Piercing

- no body art or piercing of any kind

Dress Code Enforcement:

- Minor violations will be addressed immediately.
- Continual violations of the dress code will be referred to the principal and a Dress Code Violation form will be sent home.
- For more serious violations and continued minor violations, demerits and detentions will be issued.

Physical Education Uniform

Boys

- **GRADES K-4:** school uniform, athletic shoes with non-marking soles
- **GRADES 5-8:** navy Epiphany shorts, “Property of Epiphany” T-shirt with last name on back, non-marking soled athletic shoes.

Girls

- **GRADES K-4:** navy Epiphany shorts, uniform shirt, non marking soled athletic shoes.
- **GRADES 5-8:** navy Epiphany shorts, “Property of Epiphany” T-shirt with last name on back, non-marking soled athletic shoes.

P.E. uniforms may be purchased through the elementary school office.

If it is necessary for a child to be excused from wearing the uniform, please call the school or write a note to the physical education teacher.

All final decisions about uniform wear and or physical appearance will be left to the discretion of the principal.

TRANSPORTATION

Bus Riders and Walkers

Parents please instruct your children on the safety procedures.

Car Riders

Parents please see information distributed at Open House regarding the drop-off and pick-up procedures.

Transportation Reimbursement

When appropriate funds are made available by the state legislator, reimbursement for transportation may be available for those students who live 1 ½ miles from school or who have received a verified serious hazard. Forms for this reimbursement are to be filled out in the school office during late spring. Families who live in Unit 5 busing zones are not eligible for reimbursement.

STUDENT BEHAVIOR AND DISCIPLINE

All students are entitled to the right of an environment conducive to learning. Therefore, it is the duty of the teachers, principal, students, and parents to see to it that this atmosphere is present in this school. Pupils at Epiphany are expected to conduct themselves as ladies and gentlemen during the day, while traveling to and from school, and at school sponsored events. Disruptive behavior will not be tolerated!

Jesus is the Center of our lives and His teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness.

Guiding principles:

1. Courtesy and respect are due all teachers, adults, and students at all times.
2. Truth is expected from all persons in every situation.
3. Respect for what belongs to others is a way of respecting others as well as oneself.
4. Cooperation, self-control, and cheerfulness are qualities that help one grow.
5. Each student must accept responsibility for his/her own actions. School and home discipline needs to be kind, firm, and consistent.

Respect Policy

“RESPECT IS THE CORNERSTONE OF ALL OUR INTERACTIONS AND BEHAVIORS. WE ACKNOWLEDGE THE DIGNITY AND WORTH OF ONE ANOTHER, AND STRIVE NEVER TO DIMINISH ANOTHER BY OUR CONDUCT OR OUR ATTITUDES”. RESPECT FOR SCHOOL PROPERTY; BOOKS, DESKS, LOCKERS, ETC.; IS ALSO AN IMPORTANT ASPECT OF THE SCHOOL ENVIRONMENT.

Bullying

Warning signs your child might* be getting bullied:

- Worried, sensitive, anxious, sad or other fearful behavior
- Having trouble sleeping or sleeping too much
- Changes in behavior (moody, irritable)
- Lower marks in school
- Bruising, scratches, cuts or other signs of injury
- Stress-related illnesses (unexplained headaches, pains or stomach aches)
- Loss or increase in appetite (lunch or lunch money may be taken from bully)
- Having few friends; rarely being invited to parties
- Refusal to say what is wrong

*There are other possible reasons for many of the symptoms listed. Therefore, a doctor's examination could check for other causes.

Warning signs your child might be bullying:

- Aggressive behavior – seeks power
- Impulsive and intolerant
- Lacks remorse – thinks the victim deserves it
- Abusive to small animals or siblings
- Has new possessions

References:

www.linkup-parents.com

Biddulph, Steve. *Raising Boys*, Celestial Arts, 1997.

[Click here to view the Catholic Diocese of Peoria's administrative regulation D147: Bullying](#)

Disciplinary Procedure

Discipline/Student Expectations

Students enrolled in Epiphany Catholic School shall conduct themselves properly, in accordance with local and diocesan policies. Good self-discipline is positive and enables students to reach their full potential.

Education proceeds effectively with appropriate and consistent discipline. Staff (administration, teachers and other employees) shall maintain discipline within the schools and at school-related events. In all matters relating to student conduct and discipline, staff members stand “in loco parentis” (“in the place of parents and guardians”) and therefore merit respect and obedience, and the ready collaboration of actual parents and guardians.

Removal From Classroom

A student engaging in disruptive behavior may be removed from the classroom by staff.

Suspension From School (see Corrective Steps below)

If a student is suspended from school for a serious violation, he/she will be sent home for a specified period of time and will not be readmitted until after a parent/guardian conference. During the period of suspension, the student may neither be on school grounds nor attend or participate in any school activities. Credit will be given for classroom work if the suspended student submits completed assignments within a period of time not to exceed the length of the suspension, up to a maximum of five days. Note that suspension may lead to further exclusion from school activities at the discretion of administration (e.g. additional practices, games).

Gross Misconduct in General

Students will be held accountable for their behavior at school and school-related events. Parents are required to support the discipline given by staff. The following is a partial list of offenses for which corrective steps are given. The list of offenses is not exhaustive.

Examples of Gross Misconduct: Any physical, spoken or written act involving or threatening major violations of the rules; or gross disobedience, harmful or offensive threatening or touching of another, cruelty to animals, sexual misconduct, harassment, intimidation, bullying, extortion, theft, harm, damage or destruction of property, insult, vulgarity, breaking the law, disrespect to elders, sacrilege, or blasphemy, perpetrated on school property or during a school-sponsored event. Misconduct applies to deliberate acts (e.g. misconduct, or retaliation that becomes misconduct) and non-deliberate irresponsible acts (e.g. careless behavior that results in harm/damage).

Special Cases

1. Vandalism/Damage to Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. The student and family will be responsible for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration.

2. Fighting

Fighting is a threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as “two or more individuals involved in mutual, aggressive physical contact with one another.” Students involved in fighting will face consequences decided by staff and administration as appropriate, including but not limited to suspension or expulsion from school.

3. Actions or Threats against Staff

Students responsible for threatening teachers or school volunteers (their persons or their property) will be subject to detention, suspension, or possible expulsion from school.

4. Actions or Threats against Students

Students responsible for causing emotional or bodily harm (intentional or unintentional) will be subject to detention or possible suspension (e.g. tripping, pushing, slapping, hitting, knocking into a locker, bumping will be considered in this category). An excuse such as “this is my friend,” or “I was only kidding” is not acceptable.

5. Bullying

Bullying is a threat to both personal safety and reasonable order within the school. Bullying includes repeated aggressive, violent, angry, intimidating, and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, and gestures. When such behaviors or characteristics are demonstrated, staff will notify parents. At the school’s request, a student may be required to participate in an intervention organization appropriate to that student’s needs (e.g. Chestnut).

6. Insubordination

Students of Epiphany Catholic School must follow verbal and written instructions from staff and identify themselves upon request. Willful and deliberate refusal to do so is insubordination and may result in consequences including but not limited to detention, suspension, or expulsion.

7. Language and Gestures

Students are responsible at all times for their language and gestures. Profane or obscene language is always unacceptable. Students directing improper language and gestures toward any staff, school volunteers or other students are to be reported to the principal immediately for appropriate disciplinary action. Students will be subject to consequences including, but not limited to, detention, suspension, or expulsion.

Corrective Levels for Misconduct

Students will be held accountable for their behavior at school and school-related events. Parents are required to support the discipline given by staff. The following steps will be taken for student misconduct. In Level 1, the teacher or principal will address the misconduct with involved parties and impose a suitable punishment. In Levels 2-4, the principal will address the misconduct with involved parties and impose a suitable punishment. In all levels, the misconduct will be documented.

At the start of the second semester, the corrective levels are reset by 1 (e.g. in the second semester, a child who has had three citations in the first semester, will start at corrective level 2). Each year, corrective levels 1-3 are reset, such that a child begins fresh. However, the table may be tailored, abbreviated, or set aside entirely at the discretion of the pastor or principal.

Level 1 Measures

- a. A citation will be issued by the principal and signed/returned by a parent before the child may return to school.
- b. In-school punishment, with possibility of being sent home
- c. Corrective actions at home

Level 2 Measures

- a. A citation will be issued by the principal and signed/returned by a parent before the child may return to school.
- b. In-school punishment, including exclusion from contact team sports or activities in PE or recess for three days, with possibility of being sent home
- c. Principal-parent meeting
- d. Corrective actions at home

Level 3 Measures

- a. A citation will be issued by the principal and signed/returned by both parents before the child may return to school
- b. Staffing with parents, principal and teachers, and counselor
- c. Three day at home suspension
- d. In-school punishment, including exclusion from team sports, PE, recess, or activities sponsored by the school for twenty days, with possibility of being sent home
- e. Verification of professional counseling program
- f. Corrective actions at home

Level 4 Measures

The custodial parent will be phoned and notified that the child may not return to school. A written notification of expulsion will be issued for the child. Appeal may be made to the Parish Trustees.

Playground and Cafeteria Rules

Playground Rules

1. Throwing rocks, snowballs, or ice balls, etc. is not allowed.
2. Use playground equipment properly.
3. Contact sports are not allowed on the playground.
4. Fighting or threatening behavior is not allowed.
5. Keep hands and feet to yourself.
6. Use appropriate language at all times.

Playground Consequences

Warning: Loss of recess time.

- 1st time: Lunch/recess detention. Citation sent home for parent signature.
2nd time: Lunch/recess detention. Meet with principal. Citation sent home for parent signature.
3rd time: Lunch/recess detention for determined set of days. Principal-parent conference scheduled.

Cafeteria Rules

1. Walk quietly in line and remain seated while eating.
2. Raise your hand to ask for help.
3. Use good manners, polite language, and indoor voices.
4. Do not take someone else's food.
5. Keep hands and feet to yourself.
6. Clean up after yourself.

Cafeteria Consequences

Warning

- 1st time: Silence imposed.
2nd time: Seat reassigned.
3rd time: Conference with the principal.

A citation will be sent home for steps 2-3. It must be signed by the parent and returned to his/her teacher the next school day. If he/she does not comply, the student will need to contact the parent regarding the citation prior to having recess.

Demerits and Detentions

Demerits are issued to Junior High students, grades 6 – 8, as warnings of unacceptable behavior. Any Junior High student who receives 3 demerits will be issued a detention. A Junior High student who receives 3 detentions will serve an in-school suspension with an Administrator. For both demerits and detentions, a form is sent home that is to be signed by a parent or guardian and returned the next school day. If the form is not returned on the next school day, a detention will be issued. The counting of demerits towards detentions and detentions towards suspensions is reset at the start of second semester.

Suspension

Suspension, the temporary termination of a student's enrollment, is a serious matter and should be invoked rarely. The principal determines suspension and students may be given either an in-school suspension or an out-of-school-suspension. Prior to suspension, the teacher and the principal will have pursued other alternatives of discipline and will have notified the parents of the child's problems. A letter to notify parents will be sent home. When a serious incident occurs, there will not be time to pursue alternative disciplinary measures. If suspension is determined, the principal shall immediately notify the parents or guardians of the reason. The principal shall also clearly indicate the length of the suspension, stating the date the suspension begins and the day it ends

The teacher and principal will address each situation at their discretion. Parents will be involved in this process. Together they will remedy each situation with the best interests of all concerned.

Expulsion

Expulsion, the permanent termination of a student's enrollment, is a most serious matter and should be invoked only as a last resort. Expulsion may occur when a student's behavior cannot be altered through other forms of discipline or when an extremely serious incident occurs.

An expulsion should be preceded by at least one suspension. Prior to expulsion, the student and his parents or guardian must be granted a hearing by the principal and teacher involved. If, thereafter, expulsion is still contemplated, the principal shall

inform the Education Commission Chairman who, in turn, will call the Education Commission Members to meet in executive session to discuss the seriousness of the matter and the course of action to be pursued. The parents or guardians shall be requested by the Chairman by registered or certified mail to be present at this executive session. This notice shall state the time, place, and purpose of the meeting.

Based on the evidence heard at the meeting, the Commission shall take appropriate action. In judging the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy the problem, to the legality of the reason for dismissal, and to the maintenance of the school's philosophy and goals.

In order to protect the reputation of the persons involved, all matters discussed during such an executive session must be held in strict confidence. If expulsion is determined, the parents or guardian shall be notified in writing of the expulsion.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

LIBRARY RULES AND PROCEDURES

Permission Cards

Every student is welcome to use the library. Students **MUST** have a signed permission card to check out books. By signing this permission card, parents accept responsibility for all late, damaged, or lost books. This permission card will be on file in the library while the student attends Epiphany.

Circulation

Each class will be assigned a regular time slot during the week to visit the library. During this time, students may return and check out books. The number of books checked out will be left up to the discretion of the librarian. Books will be checked out for **one** week with the option to renew.

Lost or Damaged Books

Any student who loses or damages a book will be assessed the **replacement** cost of the book.

CO-CURRICULAR ACTIVITIES

Mission Statement of Epiphany's Co-curricular Activities Program:

The mission of the co-curricular activities program at Epiphany Catholic School is to serve as an extension of the academic learning process within our classrooms. Co-curricular activities teach the attributes of Christian attitudes, teamwork, sportsmanship, diligence, and accepting loss and winning graciously, while building self-esteem, school pride, and respect for others. Our program offers all interested students the opportunity to participate. Co-curricular activities teach the fundamental skills as well as strategy.

Team Spirituality:

As stated in the participation agreements, the first responsibility of all students, parents, coaches, and activity leaders at Epiphany Catholic School is to remember that Jesus Christ is the foundation of our school and that Jesus is the model of our lives. The following are some suggestions for building students' spirituality:

- Begin and/or end each practice and game with a team prayer.
- Meet for a weekend mass at least once during the season.
- Encourage students to attend sacrament of reconciliation.
- Discuss model saintly athletes.
- Review with the student the homily from the previous weekend Mass.
- Make sure students attend Mass (even when on the road).
- Gather for a recitation of the rosary.

List of Co-curricular Activities:

The following is a list of sponsored activities at Epiphany Catholic Grade School:

- Band (5th - 8th grade boys and girls)
- Baseball (6th - 8th grade boys)
- Basketball (5th - 8th grade boys and girls)
- Cheerleading (7th and 8th grade girls)
- Chess Club (Kindergarten - 8th grade boys and girls)
- Choir (6th - 8th grade boys and girls)
- Cross Country (5th - 8th grade boys and girls)
- Scholastic Bowl (6th - 8th grade boys and girls)
- Softball (6th - 8th grade girls)
- Speech Team (5th - 8th grade boys and girls)
- Student Council (4th - 8th grade boys and girls)
- Track (5th - 8th grade boys and girls)
- Volleyball (5th - 8th grade girls)

The following are Parish-sponsored activities:

- Cub Scouts (1st - 5th grade boys)
- Girl Scouts (Kindergarten - 8th grade girls)

Participation Agreement:

When participating in a school-sponsored activity, all parents, students and coaches/leaders must sign and follow the Participation Agreement for each activity. A copy of this Agreement may be found in the forms section at the end of this handbook.

Roles and Responsibilities:

Athletic Coaches:

Overall Purpose: To provide leadership for a team in the assigned sport that meets the objectives of the Mission Statements of the school community and complies with IESA by-laws and regulations.

Responsibilities:

Facilities, Equipment, and Uniform Management:

- To obtain approval for the use of facilities and sports equipment.
- Return of all sports equipment, first aid kits, scorebooks, water bottles, etc., to the proper storage place at the completion of every practice or event.
- Early arrival at the practice/game site in order to help set up equipment for home sporting events.
- Turn off of all lights after every practice or event if you are the last one using the facility.
- Securing of the equipment room, locker rooms, and gymnasium after every practice or event.
- Non-participating teams must vacate the gym floor and locker rooms one hour before any home sporting event.
- Checking of all gym shoes for dirt, water, and rocks prior to walking on the gym floor.
- Reporting of damaged or lost equipment, uniforms, or facilities to the Athletic Director.
- Return of any school or gymnasium key and equipment room key issued at the beginning of their season by the head coach at the end of the season.

Scheduling:

- The Athletic Director must approve the scheduling of any sport practice, tryouts, or game.
- There will be no practices on Wednesdays or Sundays.
- The Athletic Director will distribute a master schedule for practices and game dates and times. Coaches must adhere to the schedule. Any schedule changes must be approved by the Athletic Director.
- Practices will be cancelled if the principal announces early dismissal due to inclement weather or any other event that causes the facilities to be inaccessible.

Team Management:

- Head Coaches must maintain the Diocese “Student Activity Permit” for each athlete. These forms must be in the possession of the coach at every practice and event for emergency contact if needed.
- Coaches are responsible for the conduct of their athletes at every practice and event. Notify parents as needed when disciplinary action is taken.

- Athletes should be supervised at all times.
- Athletes are not allowed in the building without a coach present.
- Coaches will not leave any athlete unsupervised.
- Athletes are restricted from classrooms and hallways unless accompanied by a Coach.
- Coaches and athletes shall dress in appropriate attire for all practices and events.
- Athletes will provide for their own transportation to and from practices and events. Coaches are not to be expected to provide transportation.
- Any questions, concerns, or needs regarding sports should be directed to the Athletic Director.

Parent Meetings:

- Coaches must have a **mandatory** parent meeting prior to the start of their season. This is an opportunity to discuss the philosophies, rules, and expectations of the program. Coaches and activity leaders are to discuss how they will manage playing time. Coaches and activity leaders will also discuss the fundamental skills and strategies that each athlete will learn in the course of the season. Unexcused absences by the parent(s) from this meeting or athlete will result in a one game penalty for the athlete.
- All coaches, assistants, and activity leaders will conduct themselves in a manner consistent with the mission and philosophy of Epiphany Catholic School and the IESA standard of conduct.
- Coaches and activity leaders represent Epiphany Catholic School at all practices, meetings, and events. Christian attitudes, proper conduct, and good sportsmanship are imperative to a successful program. Coaches should review and adhere to conduct guidelines set forth in Epiphany Catholic School's Handbook and the IESA Handbook. Improper conduct will be closely scrutinized.

Sport and Activity Instruction:

Coaches and activity leaders are expected to teach the fundamental skills and strategies of their sport or activity.

Selection of Athletic Coaches:

Each team shall have one head coach and may have assistant coaches. Each team must have at least one coach or mentor of the same gender as the team. The Athletic Directors and principal must approve all assistants and mentors.

Activity Leaders:

Overall Purpose: To provide leadership for a team in the assigned co-curricular activity that meets the objectives of the Mission statements of the school community.

Responsibilities:

- Be a positive role model.
- Respect other coaches and leaders, students, parents, officials, judges and spectators.
- Recognize and encourage the efforts of all students regardless of results.
- Know and apply the policies set forth in the Epiphany Catholic School Handbook and the Co-curricular Activity Handbook.
- Know and apply the rules and regulations of the activity.
- Keep competition in the proper perspective.
- Obtain approval for the use of facilities.
- Have a **mandatory** parent meeting prior to the start of their season. This is an opportunity to discuss the philosophies, rules, and expectations of the program. Unexcused absences by the parent(s) from this meeting or student will result in a one-game/match penalty for the student.

Principal:

Overall Purpose: *The principal of a member school shall be responsible for matter pertaining to all athletic as well as non-athletics of his/her school. In addition, he/she shall be responsible to ensure that his/her school is properly represented at all interscholastic events and be responsible for the conduct of the contestants and other persons from his/her school (IESA guideline # 2.020).*

Responsibilities:

- Arrange for gym supervision of all events at Epiphany Catholic School.
- Develop an annual operating budget with the Athletic Director and Booster Club and submit it to the Pastor and Finance Council for approval.
- Work with the Parish Accountant to manage all expenses.

- Submit all forms required by the IESA such as financial, eligibility, certification lists, registration, etc.
- Assist the Athletic Director and Director of Co-curricular Activities with interviewing and assigning coaches.

Athletic Director:

Overall Purpose: To provide overall administration for the school sports and extra-curricular activities defined below:

- Baseball
- Softball
- Cross Country
- Basketball (5-8 grade teams, boys and girls)
- Volleyball (5-8 grade teams)
- Track
- Scholastic Bowl (coaches schedule events)
- Speech (coaches schedule events)

Responsibilities:

- Assist the principal with submitting IESA paperwork.
- Monitor IESA rules as they pertain to school sports programs.
- Schedule games, tournaments, and practices.
- Maintain the master gym schedule and distribute it to principal, coaches, and Booster Club.
- Distribute scorebooks, uniforms, and IESA materials to coaches.
- Inventory equipment including uniforms, with the assistance of Booster Club.
- Order new equipment and uniforms as necessary.
- Maintain first aid supplies.
- Purchase sport awards and trophies.
- Assist the Principal and Director of Co-curricular Activities with interviewing and assigning coaches.
- Schedule coaches' meetings.
- Maintain a list of all coaches that includes their name, address, phone number, email address, and the sport/activity they are coaching.
- Liaison between parents, coaches, and school administration.
- Administer the Co-curricular Activities Participation Agreement and address any violations.
- Hire officials for home games.
- Recognize coaches for service, payment.
- Attend Sangamon Valley Conference meetings.
- Attend Booster Club meetings.

Parents:

Responsibilities:

- Be a positive role model.
- Respect coaches, leaders, students, other parents, officials, judges, and spectators.
- Make good faith efforts to have your child on time for practices and events.
- Know and apply the policies set forth in the Epiphany Catholic School Handbook and the Co-curricular Activity Handbook.
- Support and participate in any disciplinary action that may be needed.
- Communicate with coaches and activity leaders in a proper manner by being open and honest, avoiding immediate criticism and discussing concerns at a time and place that allows for a private conversation.
- Understand that the chain of communication regarding concerns begins with the coach or activity leader. Any unresolved concerns should then be communicated to the following, in the order indicated: Athletic Director (for sports), Junior High Administrator, Director of Co-curricular Activities, School Principal, and Education Commission.
- Support Booster Club activities by volunteering additional hours in order to satisfy the policy stated in the Co-curricular Activity Handbook.
- Attend any pre-season meetings. Unexcused absences from pre-season meetings will result in a one-game/match penalty.

Booster Club:

Overall Purpose: To provide financial support and volunteer assistance to the extra-curricular programs.

Responsibilities:

- Coordinate volunteer assignments for regular season activities, tournaments, and special events sponsored by Booster Club.
- Track and report parent volunteer hours.
- Assist the Athletic Director with the purchase and inventory of uniforms.
- Collect and return deposits for uniforms as needed.
- Inventory and sell Epiphany team and school apparel.
- Manage income from sports camps, programs, sponsors, donation, entry fees, and 50/50 proceeds.
- Develop an annual operating budget with the Athletic Director and Booster Club and submit it to the Pastor and Finance Council for approval.

Co-Curricular Activity Policies

Playing time:

All sports and activities other than 5th and 6th grade basketball and volleyball: All players/participants will get as much playing time as possible; however, no amount of playing time is guaranteed.

5th and 6th grade basketball and volleyball: Participants who dress will play in every basketball game or volleyball match, including tournaments. Over the course of the season, equal playing time will be given to all team members.

Team Size:

All sports and activities other than 5th and 6th grade basketball and volleyball: Team size shall be limited to the IESA guidelines. In the event the number of interested students exceeds IESA guidelines, the Coach, Athletic Director, Director of Co-curricular Activities, and the Junior High Administrator will decide how to address the situation. In this case, all interested students may not be allowed to participate.

5th and 6th grade basketball and volleyball: All interested students will be allowed to be members of the team. In the event the number of interested students exceeds a manageable level, the Coach, Athletic Director, Director of Co-curricular Activities, and the Junior High Administrator will decide how to address the situation in a way that affords equal playing time to all interested team members.

Team Composition:

For activities in which a team and competition is available by grade (basketball and volleyball), no student will be allowed to compete at a grade level other than their present grade level unless it can be established as necessary to fill the minimum roster.

For activities in which multiple grades form a single team at the junior high level (cross country, baseball, softball, scholastic bowl, speech, and any other Epiphany sponsored activities), students will be equal team members with no distinction by grade.

For track, priority in all events will be given to 7th and 8th grade students with remaining events filled by 5th and 6th grade students. Selection for participation in post-season events will be based upon times/distances and not grade level.

For Student Council, the school will determine the size of the council.

Booster Club Volunteer Hour Policy

The number of volunteer hours required for each activity supported by the Booster Club varies widely. For this reason, a standard hour requirement cannot be mandated for all activities. Instead, the number of volunteer hours for each activity will be calculated and published at the start of that activity's season.

The total hours required for the family of each participant will include the following:

- Hours during the regular season
- Hours during tournaments at all grade levels. For example, volunteers for the 7th and 8th grade boys' basketball tournaments will also come from parents of the 5th and 6th grade players.
- Hours during major events supported by the Booster Club. Examples of major events include, but are not limited to, the Golf Tournament and Girls State Basketball Tournament.

A schedule assigning all families will be published or distributed when the names of the participants are available. If a family is unable to work their assigned shift, it is their responsibility to arrange a substitute. On the night of each activity, volunteers must sign a log to verify hours worked. Families that do not volunteer all required hours will be charged \$20 for each hour not worked.

Eligibility

Junior High School teachers will be given lists of all “in sports” athletes, cheerleaders and members of the Speech and Scholastic Bowl teams. Each Friday (or last day of the school week) teachers will inform the principal in writing which team members are failing in their class. The principal, in turn, will inform the students, parents, and coaches. Affected students will be declared ineligible from Monday through the following Saturday.

Attendance/Team Commitment

Students who stay home from school for any length of time due to illness are not allowed to practice or play in co-curricular activities. If a student misses classes for more than half a school day due to previously scheduled doctor or dentist/orthodontist appointment, they may not participate without a doctor’s note. Absences due to a funeral attendance or family obligations do not affect participation.

Awards/Post-Season Recognition

Students involved in athletics receive awards.

5th -6th grade athletes will receive medallions

7th grade athletes will receive a letter or any athlete that participated as a varsity member. If a 7th grade athlete has received a letter in an early grade level for participation as a varsity member, that athlete will then receive a pin.

8th grade athletes will receive pins.

Coaches hold individual ceremonies for their athletes.

Open Gym

Epiphany Catholic School follows the IESA rule 3.145 regarding Open Gym. It is as follows:

Schools may open their facilities to students during the school year under the following conditions:

- a. *A variety of recreational activities are available during the course of the year.*
- b. *There is no coaching or instruction in the skills and techniques in any sport at any time.*
- c. *Participation is voluntary and is not required directly or indirectly for membership on a school squad.*
- d. *Comparable opportunities are afforded to all participants.*

In addition to the IESA guidelines, all guidelines regarding Facility Usage at Epiphany Parish must be followed.

Summer Participation

Epiphany Catholic School follows the IESA rule 3.146 regarding summer participation. It is as follows:

Students may participate either as an individual or as a member of a team in any type of athletic activity during the summer months. Students from the same school may participate on the same team. Summer months are defined as the time that the school closes in the spring until classes begin in the fall. A coach of a member school may coach students from the school during the summer.

Facility Usage for Epiphany Parish

In accordance to the Diocese of Peoria’s policy regarding the use of facilities, all of the appropriate forms must be completed and returned to the rectory at least fifteen (15) days prior to the event. The rectory or school office should be contacted to request the appropriate forms. The organization must show proof of insurance with a minimum of \$1 million of coverage. In addition, Epiphany Parish and the Diocese of Peoria must be listed as additional insureds on the policy.

In order to participate in an event at Epiphany Parish, each participant (adult or student) must complete and return the appropriate waiver forms to the rectory at least fifteen (15) days prior to the event.

Safe Environment

Any adult volunteer who will work with children at Epiphany Catholic School (in any capacity) will need to complete the *Safe Environment program*.

Safe Environment requirements include:

- Being fingerprinted through the Illinois State Police
- Completing the CANTS check (Child Abuse Neglect Tracking System) through the Department of Children and Family Services
- Attending a Safe Environment workshop program offered by the Catholic Diocese of Peoria. These workshops are offered at various locations within the Diocese on various dates throughout the year.

A full listing of the offerings is available on the Diocesan website under the heading Safe Environment. Full policy is available in the school office or online at www.cdop.org (Peoria Diocesan Office)

POLICIES

Right to Amend

The principal and/or the pastor of Epiphany Catholic School reserve the right to amend this handbook at any time during the school year. Notification of changes and additions to the handbook will be published on the school website.

Appeal & Review

[Click here to view the Catholic Diocese of Peoria's policy G-111 Appeal and Review](#)

Possession or Use of Weapons or Look Alike Weapons in School

[Click here to view the Catholic Diocese of Peoria's policy D150 Possession or Use of Weapons or Look Alikes in Schools](#)

Harassment

[Click here to view the Catholic Diocese of Peoria's policy C401 Harrassment](#)

Sexual Abuse Allegation Policies and Procedures

[Click here to view the Catholic Diocese of Peoria's policy C402Sexual Abuse Allegation Policies and Procedures](#)

Epiphany Catholic School Acceptable Use Policy

Purpose

Epiphany Catholic School supports the use of computers, the Internet, and other technological devices in its instructional programs in order to facilitate access to information, research, collaboration, and interpersonal communications.

The use of computer hardware and software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs and learning styles of our students.

Responsibility

Epiphany Catholic School shall make every effort to ensure that students and staff use this educational resource responsibly. Teachers have a professional obligation to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, to identify appropriate information, and to evaluate and use information to meet their educational needs.

Epiphany Catholic School has implemented an Internet filter and antivirus software to assist in preventing users from accessing objectionable sites. However, no filtering software is entirely effective and we cannot guarantee that your child will not gain access to inappropriate material. Teachers and staff will make every effort to monitor usage. Ultimately, parent(s) are responsible for setting and conveying the standards that their child should follow.

The electronic information available to students and staff does not imply endorsement of the content by Epiphany Catholic School, nor do we guarantee the accuracy of information received on the Internet. We believe the advantages of Internet resources outweigh the risks associated with such use.

Epiphany Catholic School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. We reserve the right to log network use and to monitor files saved on the school network and computers. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Computer Access

Students are allowed to use the school computers after both of the following criteria are met:

- A parent or guardian acknowledges that they have read the Acceptable Use Policy in the handbook on the school web site and gives permission for their student(s) to use Epiphany Catholic School's computers. A parent or guardian signature indicates parental permission for students to use Epiphany's school computers.
- The student signs a copy of the Network/Online Safety Pledge. This form is handed out and discussed at school. A parent signature is not required but a copy of the pledge is available in the handbook for review.

Guidelines

All network accounts shall be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network shall be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Unacceptable Uses of School Technology

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. Specifically, the following uses of computer hardware and software, the Internet, e-mail, and/or the network are strictly prohibited:

- To facilitate illegal activity.
- To retrieve or send material likely to be offensive or objectionable to recipients, including but not limited to: obscene or pornographic material, hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Inappropriate language or profanity.
- To intentionally obtain, modify, or tamper with files, passwords, and data belonging to other users.
- For commercial purposes, product advertisement, political lobbying, including lobbying for student council, or other non-school related work.
- Unauthorized or illegal modification, reproduction, distribution, or use of copyrighted materials.
- Quoting personal communications in a public forum without the author's prior consent.
- To plagiarize. All sources must be cited.
- To load or use unauthorized games, programs, files, or other electronic media.
- To share, publish, or e-mail content created at school or for school purposes without consent from a teacher. This includes but is not limited to: uploading audio, video, and pictures to sites such as You Tube, Facebook, and MySpace.
- Destruction, modification, or abuse of hardware and/or software.
- The use of social networks, including but not limited to: Facebook, MySpace, Twitter, etc.
- Unauthorized use of Internet or network connections to live and or pre-recorded communications, including voice and or video.

Unacceptable Uses of Personal Devices

Unauthorized use of personal electronic devices by students during the school day, including lunch and recess, is strictly prohibited. Personal electronic devices include, but are not limited to: cell phones, MP3 players, PDAs, video cameras, digital cameras, and handheld game systems. Failure to adhere to this policy will result in confiscation of the electronic device. This electronic device must be retrieved by a parent or guardian.

Safety and Security

The safety of our users and the security of our network are of utmost importance. To ensure that our users and network are protected, the following guidelines must be followed:

- Users shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged on by another user. Each user is responsible for any activity that occurs under his/her account.
- Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.
- Users who receive a message that is inappropriate or makes them feel uncomfortable shall immediately notify a teacher or administrator.
- Users shall not reveal personal contact information about themselves or others. This includes their full name, address, telephone number, and e-mail address.

Consequences for Unacceptable Use

All users shall be held responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Anything not explicitly covered in this document will be left to the discretion of school administration. Their decision is final.

Consequences for violating the guidelines provided in the acceptable use policy may be subject to any or all of the following:

- Loss or restricted use of computer and/or network privileges
- Monetary reimbursement for damages
- Detention
- Suspension from school

- Expulsion from school
- Police notification

As noted in the 'Unacceptable Uses of Personal Devices' Section, unauthorized use of personal devices will result in confiscation.

Disclaimer

Epiphany Catholic School shall not be held responsible for any information that may be lost, damaged, or unavailable when using its computers. Epiphany Catholic School and its employees shall be held harmless from any cause of action relating to a student obtaining access to materials or software which is inappropriate. Epiphany Catholic School reserves the right to change the acceptable use policy at any time.

Diocesan Computer Software Policy

[Click here to view the Catholic Diocese of Peoria's policy C404Computer Software Use and the Federal Copyright Law](#)

FORMS

Network/Online Safety Pledge for Grades 5th – 8th

This form will be distributed to the students during the first week of school.

I want to use the computer and the Internet. I have read the Epiphany Catholic School Acceptable Use Policy and I understand that there are certain rules about what I should do. I agree to follow these rules:

- I will only use my own login name and password to access the network and programs that I use.
- I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers to anyone while on the Internet.
- I will not give out my e-mail password to anyone (even my best friends) other than my teachers or parents.
- I will not send a picture of myself or others over the Internet or through e-mail without my teachers' AND my parents' permission.
- I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers or parents.
- I will not buy or order anything online without adult supervision.
- I will tell my teachers or parents if I see any inappropriate language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
- I will use e-mail at school only with my teacher's permission.
- I will never contact by phone or in person someone I "meet" online.
- I will not plagiarize or use any articles, stories, or other works I find online and pretend they are my own. I will give proper credit for articles or works I use in my research.
- I will not use inappropriate language online or in any document I may create.
- I will practice safe computing skills and allow the network to check for viruses whenever I use a flash drive, download something from the Internet, or receive an attachment.
- I will not intentionally damage or alter school computers and other school property.
- I will not participate in any activity that hurts others or is against the law or my school's policy.
- I will not use unauthorized games, programs, files, or other electronic media.
- I will not upload, share, publish, or e-mail content created at school or for school purposes to a website without permission from my teacher.

Student's Signature

Date

Network/Online Safety Pledge for Grades K - 4th

This form will be distributed to the students during the first week of school.

I want to use the computer and the Internet. I have read the Acceptable Use Policy and I understand that there are certain rules about what I should do. I agree to follow these rules:

- I will not give out my name, address, phone number, e-mail, password, or school name. If someone online asks for this information, I will tell a trusted adult immediately.
- I will not send a picture of myself to someone I don't know or trust. I will never respond to people I don't know online.
- I will not open e-mails, files, or web pages from people I don't know or trust, and I will check with a trusted adult before downloading anything.
- I will tell a trusted adult immediately if someone makes me feel uncomfortable, scared, or confused.
- I will tell a trusted adult immediately if anyone online asks to meet me in person.
- I will not share details about my life online or tell strangers where I will be at a specific time.
- I will use e-mail at school only with my teacher's permission.
- I will not use mean or rude language online.
- I will not buy or order anything online without adult supervision.

Student's Signature

Date

Epiphany Catholic Grade School

Co-curricular Activity Participation Agreement

As students, parents, coaches and activity leaders in the Epiphany Catholic Grade School Co-curricular Activity Program, we agree to the following.

As a student I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect coaches, leaders, teammates, opponents, parents, officials, judges and spectators.
4. Put my studies first by devoting as much time as necessary to schoolwork.
5. Show up on time for all practices and events.
6. Respect my school by keeping equipment and other property in good condition, returning it on time and keeping activity areas in order.
7. Understand that discipline may be necessary if my actions are unacceptable at practices, games or events.
8. Play fair and have fun.

As a parent I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect coaches, leaders, students, other parents, officials, judges and spectators.
4. Make good faith efforts to have my child on time for practices and events.
5. Know and apply the policies set forth in the Epiphany Catholic School Handbook.
6. Support and participate in any disciplinary action that may be needed.
7. Attend the pre-season meeting and agree that an unexcused absence will result in a one game/match penalty for my child.
8. Support Booster Club activities by volunteering enough additional hours to satisfy the policy stated in the Co-curricular Activity Handbook.
9. Communicate with coaches and leaders in a proper manner by being open and honest, avoiding criticism immediately after a situation that triggers a concern and discussing the situation at a time and place that allows for a private conversation.
10. Understand that the chain of communication regarding concerns begins with the coach or activity leader. Any unresolved concerns should then be communicated to the following, in the order indicated: Athletic Director, Junior High Administrator, Director of Co-curricular Activities, School Principal, and Education Commission.

As a coach or activity leader I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect other coaches and leaders, students, parents, officials, judges and spectators.
4. Recognize and encourage the efforts of all students regardless of results.
5. Know and apply the policies set forth in the Epiphany Catholic School Handbook.
6. Know and apply the rules and regulations of the activity.
7. Keep competition in the proper perspective.
8. Be interviewed and evaluated every year by the Principal, Athletic Director and/or Director of Co-curricular Activities.

Student

Date

Coach or Activity Leader

Date

Parent

Date

Parent

Date