

Epiphany Catholic School
Parent-Student Handbook
2016-2017

Epiphany Catholic School, a 2011 U.S. Department of Education Blue Ribbon School of Excellence, provides a student-focused standards-driven, and secure educational environment. Our teachings are based upon Gospel values that promote the spiritual, emotional, moral, intellectual, and physical development of all students.

Updated and Revised, September 2016



Table of Contents

Introduction 4
Right to Amend
Acknowledgment Forms
Epiphany Catholic School 4
Statement of Mission
Statement of Philosophy
Accreditation and Recognition
Diocese of Peoria..... 5
Catholic School Statement of Purpose
Right to Life Statement
Guiding Principles..... 6
Administration
Leadership Team
Parents as Partners
Professional Conduct: Faculty, Staff, and Volunteers
Admission Policy..... 6
Non-Discrimination in Admission Policies
Religious Formation
Admission Age
Registration Materials
Registration: Existing ECS Families
Registration: New Students to ECS
Admission Documents
Health Examination and Immunization Documents
Transfer Students
Tuition and Fees 9
Tuition Policy
Additional Financial Aid
Health, Safety, and Security..... 9
McLean County Health Department
Medication
Self-Administered Medication
Severe Health Issues
Accidents
Wellness Policy
Safe Environment Training
Emergency Procedures/Crisis Plans
Building Security
Possession or Use of Weapons or Look Alike Weapons in School
Technology Acceptable Use Policy
Care of School Property
Academics 14
Differentiated instruction
Academic Testing
Grading and Report Cards
Honor Roll Recognition
Promotion and Placement
Inclusion of Students with Special Needs
Homework Philosophy and Purpose
Homework Responsibilities
Grades 5th – 8th Late Homework
Academic Integrity/Plagiarism
Student Affairs 19
Educational Field Trips

Fundraising	
Student Phone Calls	
Cell Phones and Portable Electronic Devices	
School Dances	
Parties and Treats	
The School Day	20
Arrival and Dismissal	
Absences and Appointments	
Late Arrivals (Tardies)	
Before and After Care	
Lunch and Recess	
Communication between School and Home	21
Chain of Communication: Academic or Policy Concerns	
Emergency Notification System	
Parent-Teacher Conferences	
Website Information	
Texting	
Confidentiality in Communications	
Publicity	
Student Records	
Right of Non-Custodial Parents	
Uniform Dress Code	25
Dress Code Enforcement	
Uniform Policy	
Student Discipline Policy	27
Classroom Violations (including playground, cafeteria, and hallways)	
In-School Violations	
Out-of-School Violations	
Discipline Procedures	
Pastor’s Jurisdiction	
Anti-Bullying Policy	29
Forms of Bullying	
Bullying Prevention	31
The Role of School Staff	
The Role of Students	
The Role of Parents	
Special Process for Dealing with Bullying and Teasing	
Co-Curricular Activities	31
School Organizations	32
School Advisory Board	
School Club	
Technology Committee	
Booster Club	
Request for Appeal and Review	32
Appeal Letter	
Diocese of Peoria Harassment Policy	33
Diocese of Peoria Sexual Abuse Policy	33

*** Please Sign and Return ***

• Parent Verification Form: Parent Student Handbook	35
• Faculty, Staff and Volunteer Verification Form	36
• Parental Liability Waiver: Student Use of Personal E-Readers	37
• Network/Online Safety Pledge for Grades K-4th	38
• Network/Online Safety Pledge for Grades 5th-8th	39

Parent – Student Handbook

The Parent-Student Handbook reflects current school policy. The formation of local school policy is the direct responsibility of the Administration and will follow policies established by the Diocese of Peoria, the Bishop of Peoria, and the Office of Catholic Schools.

The School Advisory Board (SAB) is an advisory committee, appointed by the pastor, which promotes the participation of Epiphany Catholic School (ECS) and Parish in the educational mission of the Church. They may make recommendations to the pastor about how to fulfill this mission, including policy formulation.

The Pastor of Epiphany Parish is the final recourse in all disciplinary situations, and after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.

Parents are required to read the *Parent-Student Handbook* each school year. This handbook is posted on the school website and on the school's data management system, RenWeb. A printed copy can be given to families, if requested. Parents are required to sign the designated form at the end of the handbook after reviewing these school regulations with their children. **Sign-off forms are now due.** Parents of students in at later times during the school year will be given ample time to read the Handbook and sign the form.

Note: Parent/Guardian in this Handbook, unless otherwise designated, shall be referred to as Parent(s).

The policies and regulations presented in this Handbook were reviewed by the **School Advisory Board** accepted on **September 1, 2016**.

Right to Amend

Circumstances may arise in which ECS determines that changes are required in these guidelines and procedures. For this reason, ECS reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

Acknowledgment Forms

Please sign and return the attached Acknowledgement Forms at the back of this document. The first will attest that you have read this Handbook, that you agree to abide by all of its policies and guidelines, and that you have reviewed it with your child.

Epiphany Catholic School

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 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.

Accreditation and Recognition

Epiphany Catholic School will maintain high standards, implement an annual school improvement plan, and be evaluated by Diocese of Peoria Office of Catholic Schools on a periodic basis. The School has also obtained Full Recognition by the State of Illinois under the guidelines for Recognition of Non-Public Elementary Schools in Illinois. The School has met or exceeded the standards set by the Illinois State Board of Education (ISBE) and fulfilled application requirements. Catholic schools in the Diocese of Peoria also undergo external review by AdvancED, a national accrediting consortium, as part of the systemic accreditation for diocesan schools.

Diocese of Peoria

Catholic School Statement of Purpose

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 school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord 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 their 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, administrative, 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.

Right to Life Statement

Epiphany Catholic School shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

Guiding Principles

Administration

The Principal is the School Administrator. The Administrator is charged with *implementing* diocesan and local school policy; *guiding* day to day school operations; *supervising* staff and volunteers; and *overseeing* enrollment, recruitment and retention.

Leadership Team

At Epiphany Catholic School, a **Leadership Team** has been formed to ensure that communication is even more enhanced and on a regular basis. Currently, the Leadership Team of the School Advisory Board President, Pastor, Principal and a Faculty Member meet weekly to discuss school operations, mission effectiveness, and issues that may surface and require prompt attention. The point of the Leadership Team is not to abbreviate grievance or appeal processes, but to ensure a balanced team around the school administrator when issues reach his desk as a result of the above-mentioned processes *and* when communication around school issues at all levels and kinds surface and are time sensitive.

Parents as Partners

The Catholic Church and ECS recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school Administration reserves the right to require the withdrawal of a student if it is determined that the partnership is irretrievably broken.

Professional Conduct: Faculty, Staff, and Volunteers

As a condition of employment or participation, all ECS faculty, staff and volunteers are expected to maintain the highest standard of *professional conduct* when interacting with students, parents, colleagues and superiors. Good public relations for the school are essential and ECS employees share that responsibility. All ECS faculty and staff members are reminded that professional standards for *confidentiality* should be adhered to at all times. Employees or regular volunteers may learn confidential information about the school or a student. This confidential information shall not be shared with non-employees of the school and may only be shared with school employees on a need-to-know basis. The Principal should be consulted when questions arise about the confidential nature of information. The Administration will discuss violations with the faculty and/or staff member, document accordingly, and add to personnel files. Significant or repeat violations may result in termination.

Admission Policies

Non-Discrimination in Admission Policies

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to policy.

Religious Formation

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactorily pass all the course requirements of the school's religious education classes.

Admission Age

P-3	3 years old on or before September 1 of the academic year.
P-4	3.5 years old on or before September 1 of the academic year.
PK	4 years old on or before September 1 of the academic year.
K	5 years old on or before September 1 of the academic year.
Grade 1	6 years old on or before September 1 of the academic year.

When the school's early childhood program combines preschool with extended child care, children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to

Kindergarten until the child has attained the age of five years on or before September 1 of the given academic year.

Pre-School Registration

Registration is open to current families and parish families in **good standing*** on the Monday following Christmas Break. Other families are welcome to register two weeks later. However, registration materials for the Kathryn Marie Early Learning Center (KMAELC) and ECS are *distinct*. Pre-School materials are located online at www.epiphanyschools.org, under the Admissions tab.

Grades K-8 Registration: Returning ECS Families

Registration is open to ECS families with additional or returning students on February 1 (or the following Monday if the 1st falls on a weekend), if the family is in **good standing***. Families not in good standing may be prevented from registering until good standing is restored.

Grades K-8 Registration: New ECS Families

New families to ECS may apply for admission to K-8 between March 1-15. Acceptance to ECS will be based on the following criteria: parish affiliation **good standing***, religious affiliation, and a readiness assessment administered by ECS staff (for non KMAELC prospective students). All applications will be reviewed after March 15 and admission or not will be communicated the first week of April.

**Definition of Good Standing: For our non-parishioner families, a family is in good standing if it is current with all school (including financial) obligations; this includes participation and/or support of the Annual Auction (see school principal with questions). In addition, families that are registered Epiphany parishioners and benefit from in-parish tuition discounts must be active in the life of this parish. The minimal standard for active participation is attending Sunday Mass at Epiphany faithfully, and regularly supporting the parish financially according to means (online or envelope). Returning students may lose their place in school if they are not enrolled by the time registration opens to prospective families.*

Admission Documents

As part of the Registration Process, students entering ECS *for the first time* need to furnish a copy of the following at registration:

- Birth Certificate, original document (a copy will be made at the time of registration and original will be returned)
- Baptismal Certificate (if Catholic)
- Sacramental Records (of any other Sacraments received after Baptism, if Catholic)
- Verification of Health Examinations (Dental, Vision) and Immunizations (see below)
- Academic Records: new or transfer students must provide a record of academic history prior to enrollment
- Individualized Education Plan (IEP), Service Plan, or 504 plan from previous schools attended

Health Examination and Immunization Documents

Every student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received.

These are the *minimum requirements* to be in compliance with the rules for school entry. The Department of Public Health and your doctor may recommend additional immunizations and exams for your child.

Pre-Kindergarten

- Physical exam
- Diphtheria/pertussis/tetanus (complete)

- Polio vaccine (complete)
- Measles/mumps/rubella (approved schedule)
- Lead poisoning screening assessment
- Hepatitis B (series of 3)
- Varicella immunizations or date of the chicken pox disease

Kindergarten

- Physical, eye, and dental examination
- Diphtheria/pertussis/tetanus (complete)
- Polio vaccine (complete)
- Measles/mumps/rubella (approved schedule)
- Lead poisoning screening assessment
- Hepatitis B (series of 3)
- Varicella immunizations or date of the chicken pox disease

2nd Grade

- Dental exam

6th Grade

- Physical and Dental examination
- Measles/mumps/rubella (complete)
- Hepatitis B (complete)
- Measles/mumps/rubella (complete)
- Diphtheria/pertussis/tetanus (complete)
- Meningococcal Meningitis Booster

Transfer Students

Students applying for admission in Grades 1-8 must grant permission for the sending/home school to provide a copy of the current report card, standardized test results, discipline record and the opportunity to interview the sending school Principal. An interview with the parents, new student, and Principal is part of the admission process.

Acceptance of transfer students will be evaluated on an individual basis by the school Administrator. Any student who has been previously expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools.

Tuition and Fees

Tuition Policy

School Teachers and staff are dedicated professionals who make sacrifices to teach in a Catholic School. The parish itself sacrifices for parish children at the School. In order to demonstrate full support and cooperation, parishioners agree to attend Mass at the parish regularly and support the parish financially according to their means.

All parish children receive financial aid. Non-parishioners are responsible for actual education costs. Parishioners benefit from the following Aid Discounts from Epiphany Parish and School for the 2016-2017 year. A 10% per child discount at the KMAELC (Kathryn Marie Albee Early Learning Center) is given when other children are enrolled K-8. Students enrolled K-8 are given the following discounts:

	1 Student	2 Students	3 Students	4 Students	5 Students
Total Costs	\$ 5,700	\$ 11,400	\$ 17,100	\$ 22,800	\$ 28,500
Aid from Parish	\$ 1,000	\$ 3,650	\$ 7,450	\$ 13,150	\$ 18,850
Epiphany Tuition	\$ 4,700	\$ 7,750	\$ 9,650	\$ 9,650	\$9,650

School families must be current with their tuition payment plan prior to the start of each trimester in order for their children to attend class. In addition, families with graduating eighth graders need to be current (with tuition and all fees) before graduation in order to receive a diploma. The parish may seek legal recourse to recoup unpaid tuition and fees.

Once again, the School's budget relies on parents' generous volunteer and fundraising support (cf. Service Hour Agreement), especially with the Auction for Excellence, to help defray education costs, and enhance our school's programs/technology. Participation is expected and is a measure of "good standing" in the school (cf. Registration, p. 7).

Additional Financial Aid

Only active parishioners may apply for additional financial aid. To qualify for aid, interested families must first apply for the John Lancaster Spalding Scholarship through the Diocese. All diocesan grants are based on objectively assessed financial need. ECS uses the results of this assessment to distribute local grants (a separate fund). Information about the grants and application materials may be obtained from the parish office, the school office, or from the Diocesan website, www.cdop.org. Grants are for one year only; past recipients must reapply annually. The Spalding Scholarship Deadline is *mid-March*. Contact the parish and school Business Manager for assistance in this process. Notification of grant awards is generally made by *May 1st*.

Health, Safety, and Security

McLean County Health Department

The McLean County Health Department requires weekly reports concerning influenza-like illnesses. A 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. Clearly, 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 notify the parents of any student they suspect may have acquired head lice, as well as alert the parents of the entire class.

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 or a parent must come to school to administer the medication. Written permission from the parent or guardian must be on file in the school office.

The procedure for self-medication is:

1. The student will report to the office when it is time to take the medication.

2. A staff member will retrieve the medication.
3. The student will self-administer medication, and each dose will be documented.
4. The medication is returned to the storage area.

Permission for the self-medication procedure expires at the end of the school year. It must be renewed for the following 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.

Important: Please ensure all medicine is collected at the end of the school year.

Self-Administered Medication

The Illinois School Code indicates that students with asthma are allowed to keep their inhalers with them and students with severe allergies are allowed to keep an Epinephrine auto-injector (Epi Pen). In order to allow this, the school requires all of the following to authorize:

1. A written authorization from the parents of the student.
2. A written statement from the physician, physician assistant, or advanced practice registered nurse containing the following information:
 - a. The name of the student/patient.
 - b. The name and purpose of the medication.
 - c. The prescribed dosage.
 - d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them, not to a sibling or to a relative. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by Epiphany Catholic School.

Severe Health Issues

When a student with severe health issues applies for enrollment in Epiphany Catholic School (PK-8), the administration (KMAELC and ECS) and the parents will meet to discuss and define the student's special needs and the school's ability to meet those needs. Registration may not be possible due to staff or other limitations.

Accidents

All accidents should be reported promptly to the nearest staff member, who must report it 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.

Asbestos Statement

Regarding Asbestos Inspections, ECS has complied with all rules and responsibilities under Illinois 763.84. The operation and management plans that are now in effect are available for parental inspection. The plans are located in the school and can be viewed by appointment with the Principal.

Wellness Policy

ECS, like all elementary and secondary schools of the Diocese of Peoria, is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

Safe Environment Training

ECS incorporates Safe Environment Training in an ongoing effort to help create and maintain a safe environment for children and to protect all children from any form of exploitation. At least one parent in a family is strongly

encouraged to participate in the Safe Environment Program, offered through the School or at other acceptable venues (e.g. other parishes, CCHS). A parent who opts out of the Safe Environment Program will not be permitted to lead any event affiliated with ECS or to be alone with children anywhere in the school, or at a school sponsored event, at any time. The participating parent must submit a copy of the Safe Environment Program certificate of completion, the Department of Children and Family Services CANTS Form (Child Abuse Neglect Tracking System) and a completed fingerprint card to the parish office before volunteering, if they have not already done so, together with the fee (\$20). Contact the parish or school office with questions.

Emergency Procedures/Crisis Plans

ECS complies with the emergency crisis management plan of the Diocese of Peoria and the State of Illinois required health and safety drills.

Safety drills will occur at times established by the school Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school year there will be evacuation drills, severe weather drills, and law enforcement (lockdown) drills. There may be other drills at the direction of the Administration. Drills will not be preceded by a warning to the students. *However, parents will be alerted in advance for drills involving school intruders.*

Building Security

For the safety of our students, ECS has adopted a closed-building concept. All exterior doors are locked. All visitors to the building are required to check into the office/sign-in at front desk to report their purpose for being in the school. We encourage everyone to cooperate in providing a safe learning environment for the children.

Possession of Use of Weapons or Look Alike Weapons in School

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

The complete Diocesan Policy may be found on the Catholic Diocese of Peoria website.

Technology Acceptable Use Policy

Purpose

ECS 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

ECS 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.

ECS has implemented an Internet filter and anti-virus 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 ECS, 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.

ECS 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 ECS'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 at the end of 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 Use 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, Instagram, SnapChat, etc.
- Destruction, modification, or abuse of hardware and/or software.
- The use of social networks, including but not limited to: Facebook, Twitter, Instagram, etc.
- Unauthorized use of Internet or network connections to live and or pre-recorded communications, including voice and or video.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.

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, Smart phones, MP3 players, 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.
- Users are expected to treat computers and mobile devices provided by the school with extreme care and caution. They should report any loss, damage, or malfunction to the teacher or administration.

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. 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

Disclaimer

ECS shall not be held responsible for any information that may be lost, damaged, or unavailable when using its computers. ECS 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. ECS reserves the right to change the acceptable use policy at any time.

Care of School Property

Care of Textbooks

- At the beginning of the school year each child should have a book bag so that no damage to the books results. Care of books is the pupil's responsibility. Payment is required when damage results.
- Each child will have one set of books to use. If books are badly used or damaged, additional remuneration will be charged.
- Textbooks are on a loan basis. Students may be charged replacement costs for damaged or lost textbooks, workbooks, and library books.
- Students are responsible for good care of their desks, tables, lockers and chairs. Students should not sit on desks or tables. Desks and lockers should not be overfilled or desktop hinges may break. Students will be asked to remove excess items in overfilled desks.
- Students may not hang on doors, overhead pipes, and basketball rims, or in any way damage school property. Windows must be handled with care under the supervision of teachers or designated staff.
- If any school property is used in a manner beyond normal wear and tear, students will be referred to the school office. Consequences include, but are not limited to, detention, referral to the pastor, and monetary compensation.
- All students' desks and lockers are the property of ECS and school personnel reserve the right to inspect desks and lockers at any time. Students are required to lock their lockers before leaving school at the end-of-the-day dismissal and are subject to disciplinary action if they do not comply.
- There is to be no writing on or around desks or lockers. Any damage to school desks and lockers is considered vandalism.

Academics

Differentiated Instruction

ECS offers a school-wide support system to try to meet all students' academic needs. To ensure that our students succeed, a high-quality, research-based curriculum and instruction is provided through differentiated instruction that is matched to student needs. The use of research-based interventions and strategies, problem solving, ongoing progress monitoring, and evaluation of outcomes will ensure that all students will be provided the opportunity to succeed to their full potential.

Outcomes

- A common vision of teaching and learning will be evident in all classrooms.
- The curriculum will be aligned with the Common Core Standards.
- Classroom instruction will be differentiated to meet the needs of all students.
- Research based interventions, strategies, and assessment tools will be utilized and documented.
- The school culture will promote trust, collaboration, and a shared responsibility for student learning across all grade levels and stakeholders.
- The school staff will systematically evaluate the effectiveness of the core curriculum and make adjustments, as needed, based on an analysis of the data.

Academic Testing

The Iowa Assessments

The Iowa Assessments are a standardized achievement test administered to students in Grades 2 through 8, during the month of September as required by the Diocese of Peoria. Results of the tests are shared with parents when they are returned.

ACRE Test

The Assessment of Children/Youth Religious Education (ACRE Test) developed by the National Catholic Educational Association Information for Growth is administered to students in Grades 5 and 8 as required by the Diocese of Peoria. Results of the tests are shared with parents when they are returned.

Grading and Report Cards

Report Cards

Report Cards will be available online at the end of each trimester for students in Grades K-8. A printed copy of the report card will be distributed to each student at the end of the year. Student grades are posted by teachers to the RenWeb Student Management system, accessible to parents.

Grades K – 2

S+ = Exceeds basic requirements

S = Satisfactory progress; consistent with ability

S- = Having difficulty meeting basic requirements

= Does not apply this grading term (blank)

Grades 3 – 8

Letter grades will be assigned to students in grades 3 – 8. Adjustments to this grading scale must be approved by the Principal. Grade Cutoff % are as follows:

A= Excellent A+ 99.5, A 95.5, A- 93.5

B= Very Good B+ 90.5, B 87.5, B- 84.5

C= Satisfactory C+ 81.5, C 78.5, C- 75.5

D= Below Average D+ 73.5, D 71.5, D- 67.5

F = Below 67

I = Incomplete

Learning Skills and Behavior

E = Excellent – Consistently Demonstrates/Applies/Grasps with minimal prompting

S = Satisfactory – Demonstrates Understanding; meets expectations

P = Progressing – Student is progressing; displays appropriate learning behaviors most of the time

N = Needs Improvement – Student does not display learning skills and behavior that lead to success

(blank) = Does not apply this grading term

Honor Roll Recognition

Grades 6 - 8 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.

Promotion and Placement

ECS places students in grade levels for which their level of maturity and learning skills are appropriate. Retention and promotion are recommended on an individual basis with the goal to best meet the student's needs. Retentions are made only after thoughtful consideration and possible alternatives have been explored by the teacher, parent(s), and Principal. Determination of a student being promoted or retained is a function of the teacher(s) and the Principal after consultation with the parent(s). The Principal assumes final responsibility for grade placement.

There are a variety of factors and guidelines that are considered in promotion and retention. These factors include but are not limited to: academic performance (performance data, work completed, effort and purpose), chronological age, mental age, social growth, physical development, emotional status and student attendance. Chronic student absence may be cause for retention.

It is the teacher's responsibility to keep parents informed of student progress throughout the year. The teacher will inform the Principal and parents of the possible need for retention prior to the beginning of the second trimester, providing both parents and Principal with student data indicating a need for retention. To support the struggling student, the teacher will offer a variety of remedial work including diagnostic testing. Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration, or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the Principal meets in joint conference with them. The Pastor is kept fully informed during this process. The Principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher.

Academic performance indicators guide decisions. However, because each student is looked at individually, a student could fail to meet the academic guidelines for promotion yet not be retained if the teacher(s) and Principal, after consulting with the parents, feel that retention would not be in the best interest of the student. Conversely, a student could meet the guidelines for promotion but if the teacher(s) and Principal, after consulting with the parents, feel that promotion would not be in the best interest of the student, promotion could be waived.

Inclusion of Students with Special Needs

Students enrolled in local private schools and parochial schools are included in local public school district efforts for *Child Find* through a consultation and collaboration model. When a student is suspected of having deficits in the areas of learning, social/emotional, or speech and language, assistance is offered through the local school district where the private-parochial school is located. ECS works directly with McLean County Unit 5 School District for these services. The private-parochial school administrators, teachers, and counselors are able to communicate with designated Unit 5 staff on the degree and type of assistance being sought on behalf of the students.

When parents have concerns about their child in any of these areas they should communicate with the classroom teacher to address these concerns. The teacher will work with the ECS Principal and the appropriate Epiphany staff members to address the needs and when needed begin the CARES process (Collaboration, Analysis and Response for Educational Services) with Unit 5 staff. If parents desire to have their child evaluated for special education during or prior to the CARES process, they should submit their request for a special education evaluation in writing to the ECS Principal.

The school will make every effort to provide reasonable accommodation within the confines of its limited staffing resources. If a child with a disability persistently disrupts the educational setting, requires an extraordinary amount of individualized time, or places risks on the education of others, then ECS reserves the right to terminate enrollment of the child. Additionally, if something happens to a child while enrolled in ECS, such as a serious accident and more than reasonable accommodations are necessary for the education of the child, ECS reserves the right to review and discuss the continued enrollment of the child. If a child is found to be a danger to him/herself or to others, the school reserves the right to terminate enrollment of the child.

Homework Philosophy and Purpose

Homework is a crucial aspect of the learning process for ECS students, as it is a natural extension of the curricular program. It will be posted on each teacher's website, which can be accessed through RenWeb, or on Edmodo.

Homework is given in order to:

- Practise newly taught skills
- Review previously mastered skills
- Develop independent study habits
- Extend and enrich the curriculum

Homework Responsibilities

The following defines the responsibilities of students, parents, teachers and the Administration concerning homework at Epiphany Catholic School.

Students' Responsibilities

- Get the assignment and ask for help if the assignment is not clear.
- Copy all assignments into planner (grades 3-8) carefully recording due dates and important information. Junior high students will utilize Edmodo site in addition to their planner.
- Set a time each day to do homework.
- Make use of time provided to do homework during the school day.
- Check work and, if possible, explain it to an adult.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources, such as packets, textbooks, notes and study guides.
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments when absent from school.
- Be responsible for taking care of, and returning, any borrowed resource materials.

Parents' Responsibilities

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a site and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Understand the amount of assistance appropriate for homework assignments.
- Communicate first with your student's teacher, giving feedback to the teacher when there is a homework concern. It is requested that this correspondence be via e-mail with the school principal copied.

Teachers' Responsibilities

- Identify the purpose of homework assignments for students.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Communicate expectations to students.
- Post all assignment (Grades 6-8 – Edmodo) and provide time for the students to record them in their planners.
- Model homework strategies and provide models as appropriate throughout the school year.
- Review, return and record homework in a timely manner.
- Ensure that resources and material required for the homework are easily obtained by the students.
- Communicate with parents when concerns are expressed.
- Communicate with parents regarding homework problems and/or missing assignments.
- Discuss homework practices with other teachers and post homework on staff Edmodo site.

Administration Responsibilities

- Ensure that homework is consistent with school goals.

- Facilitate communication between classroom teachers and the Learning Specialist concerning homework.
- Encourage teachers to use homework as a tool to reinforce learning.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework.

Parents support their child with their homework when they:

- Check each day to see if your child has homework and if they understand how to complete it.
- Set aside a particular time for doing homework and provide them with a quiet place to study.
- Let your child do his/her own work.
- Ask your child what they are learning about and studying.

Parents hinder their children when they:

- Do their child's homework for them.
- Leave homework for the last minute at the end of the day when children are tired and less likely to be able to focus on academics.
- Disagree with or criticize their child's teacher in front of their child.

Basic Homework Guidelines: students should allot this much time for homework each day, keeping in mind that it may take some students more or less time to complete particular assignments:

- Grades 1-3: 20-30 minutes
- Grades 4-5: 30-50 minutes
- Grades 6-8: 60-90 minutes

If a student consistently takes longer than the above noted time allotments for homework, parents need to discuss homework difficulties and strategies with the teacher. In addition, nightly reading is always encouraged at all grade levels.

In order to facilitate their transition to junior high school, 6th graders will not be given homework the first five Wednesdays of the school year.

Grades 5th – 8th Late Homework

Junior High

Homework is due at the beginning of the period for which it was assigned. If homework is not complete or not available when due, the homework may be turned in by 3:15 pm the NEXT school day for a late grade. A late grade includes a 20% deduction of the amount earned. In order to build responsibility, any homework brought to the student after the school day has begun will be considered as a late assignment. Students are not allowed to call for someone to bring forgotten work. Homework turned in two (2) or more days late will receive a "0".

5th Grade

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 grades 6 through 8 the late work will be reduced 20% of the points earned.

Academic Integrity/Plagiarism

It is the policy of ECS that cheating by students in any form will not be tolerated and that work submitted for grading must be the independent work of the student (or the students in a collaborative learning situation).

Plagiarism, or the copying and use of someone else's work without proper acknowledgment, is not permitted nor is it permissible for any student to allow another student to copy their work.

Assignments or projects found to be plagiarized will earn a grade of zero (0). At the discretion of the teacher, these assignments might be made up and accepted for partial credit. Students are reminded that if they allow another student to copy their work, they will receive the same penalty.

Student Affairs

Educational 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. Also, the diocese requires drivers on field trips to complete the Catholic Mutual, *Drive Safe, Drive Smart* program. 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.

Fundraising

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.

Student Phone Calls

There are telephones available for student use in the school lobbies. 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, Smart phones, MP3 players, video cameras, digital cameras, and handheld game systems. *Cell phones will remain off and will be in student lockers until dismissal.* 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.

In recognizing that e-readers are growing in popularity and are increasingly being used to support literacy instruction and personal reading, an exception to the policy above will be made for bringing and using ereaders, for the sole purpose of reading. Parents must complete Parental Liability Waiver for Student Use of Personal E-Reader form. (See Appendix)

School Dances

School dances for Junior High students at ECS are permitted as a positive social experience. They are held under the following circumstances and ground rules:

1. The School Club sponsors a dance in the fall and CCHS sponsors one in the spring.
2. Only students in ECS JH School are participants at its dance.
3. ECS dances must be well-monitored with at least eight (8) to ten (10) parent chaperones under the direction of the School Club. Failure to have volunteers will result in cancellation of the dance.
4. ECS dances will be held from 7 pm – 9 pm in the Lyceum gym.
5. Dress for all dances should reflect modesty. Strapless dresses or dresses with spaghetti straps are prohibited.

6. In the event there is any discipline problem during the dances (including, but not limited to, disrespectful behavior, the possession and/or use of lighters, tobacco, or alcohol), the student(s) will be separated and put under adult control. Parents will be called and asked to come and take their son/daughter home. Activities of this nature will also be handled under the school's disciplinary policies.

Parties and Treats

A *peanut free* 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 or all students of the same gender.

The School Day

Arrival and Dismissal

7:55 a.m. School Begins at Opening Bell

3:15 p.m. Dismissal for all K-8 Students

Drop off and Pick Up Procedures

For drop-off, parents should use the *Rectory Drive* for entering ECS premises and proceed to the rear of the Grade School. This prevents confusion on the parking lot and hazardous conditions. 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 7:35 a.m. to 7:55 a.m. to supervise students. Drivers will then proceed forward and exit the church lot at the KMAELC drive.

For pick-up, parents should again use the Rectory drive. Junior High students will be dismissed to their designated pick-up person. Parents can park in the north parking lot between the lyceum and the elementary building. K-5 students will be dismissed from class cones in the front of the building if weather is permitting, if it is too cold or raining, students will be dismissed from the Small Gym.

Absences and Appointments

Parents are expected to contact the school offices daily *before 9:00 a.m.* whenever a student will not be attending school.

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

Every effort should be made to avoid scheduling appointments during school hours, particularly during times of school Mass. 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 of the K-5 building.

Students who stay home from school past 10 a.m. due to illness are not allowed to practice or compete that day in co-curricular activities. If a student misses classes due to a previously scheduled medical appointment, he/she may practice or compete. Absences due to funeral attendance or family obligations do not affect participation in co-curricular activities.

Late Arrivals (Tardies)

Students are expected to report to school on time, 7:55 a.m. Students will be issued a tardy when they arrive after attendance is taken. Extreme situations are taken into consideration. Junior High students will be issued a

tardy if they are late to class during the school day and they do not have a written excuse. Tardies are tracked and reported through RebWeb.

Important: As a reminder, students who arrive at school after 10 AM will not be allowed to participate in any school extra-curricular activities that day.

Before and After Care

The Before Care program of ECS is available to students in grades Pre-K-5 during the following session time periods: 6:30 a.m. – 7:55 a.m.; 3:15 p.m. – 5:30 p.m. The programs operate on days when school is in session, and on a few days (determined by Care staff) when school is not in session. When half-day sessions of school are scheduled, the program operates from dismissal time until 5:30 p.m.

Lunch and Recess

Cafeteria Guidelines

Please note that the student services such as athletics/non-athletics and the cafeteria are designed as nonprofit services. Each teacher accompanies their class to the serving line. Quiet, mannerly conduct is expected of all students in the line and at the tables.

Hot Lunch Program

The ECS hot lunch program is provided by a third party vendor. A hot lunch with milk is available to all students. The prices are:

- Hot Lunch - including milk or bottled water - \$3.50 a meal.
- Milk (White or Chocolate) only - \$.35 a carton.
- Bottled water only - \$.50 a bottle.

ECS participates in the Federal Free and Reduced Lunch Program. Applications are available at any time at the school office. The ECS lunch program is pay-in-advance. Families have one account for all students in the household. All families are asked to use www.orderlunches.com to order school lunches and milk. Instructions are sent out at the beginning of the school year to register for this program. There is a \$10 one-time annual registration fee per family and a small service fee for each online order.

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 whistle signals that recess is over. They are not allowed to return to the building except with the permission of the supervisor. Students should report injuries immediately to the nearest staff member.

Inappropriate language, disrespect to supervisors or classmates, tackling, wrestling, tripping, rough games; throwing rocks or sticks and fighting are subject to school disciplinary action.

During the winter months, students should bring hats, gloves, and scarves to school as they will go outside for recess if it is above freezing. All outerwear should have the child's name on it.

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.

Communication between School and Home

Chain of Communication: Academic or Policy Concerns

A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. All faculty members may be contacted through school e-mail or by a message left with the school office.

Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties. The chain of communication regarding concerns begins with the classroom teacher, followed by the Principal and, finally, the School Leadership Team.

Emergency Notification System

A voice/phone notification system, operating through our RenWeb student management system, communicates important messages to families. All parents listed in the RenWeb system will receive general information calls. The default setting for general information calls is the cell phone. To change that setting to home phone, log into RenWeb/Family/Preference. *In case of emergency all numbers will be called.* The text of all phone messages sent from the office can be read on RenWeb. It is extremely important to keep telephone numbers current.

Parent-Teacher Conferences

Parent-teacher conferences are an important step in building the bridge between home and school to ensure the highest quality of education for children. Parent-teacher conferences supplement the information conveyed by report cards focusing on students' specific strengths and weaknesses in individual subjects and generalizing the level of inter-curricular skills and competences.

All parents have an opportunity to schedule a conference with their child's teacher in November. Only parent or teacher requested conferences will be held in March.

Website Information

The ECS Website is found on-line at epiphanyschools.org. There, parents can find out information about school-related matters; it is a one-stop information resource. This includes the Academic Calendar, School Events information, TV Commercials produced by our students and much more!

RenWeb

ECS uses a web-based school Administration system called RenWeb to enhance communication among teachers, parents, and students. RenWeb is a fully integrated information system, and can be accessed 24/7 from work, home, school or on the road. RenWeb is the *ordinary* source for school information, and must be checked by all school families on a regular basis. Parents and students utilize a component of RenWeb which is called ParentsWeb. The ParentsWeb component of RenWeb provides parents and students password-secure access to ECS student information such as the following: Attendance, Daily Grades, Progress Reports, Report Cards, Lesson Plans, Medical Info, Homework, Missing Assignments, Discipline, Teacher Websites.

RenWeb will be used to send a broadcast message to all families via email and/or telephone in the event of an emergency situation or in the event of any school closings or early dismissals. ECS will confer with Central Catholic High School and our other Partner Schools to coordinate the dismissal times and closing of school due to inclement weather. Please also refer to the school website and local radio stations for information about school closings and early dismissals.

Accessing RenWeb

The best way to access RenWeb is through the ECS web site at epiphanyschools.org. Then click on the 'RenWeb Parent Login' link under the "Quick Link" menu. If you are new to RenWeb, you can view a brief tutorial at www.RenWeb.com, then click on the ParentWeb Demo button.

Edmodo

Edmodo is a website that takes ideas of communication, collaboration, and interaction from social media, refines them, and makes them appropriate for a classroom. Using Edmodo, students and teachers can reach out to one another and connect by sharing ideas, problems, homework, and helpful tips in a safe environment with the appropriate levels of security and privacy. In addition, parents also have access to read and be part of the conversation completing the student-teacher-parent triangle.

Accessing Edmodo

The best way to access Edmodo is through the ECS web site at epiphanyschools.org. Then click on the 'Edmodo' link under the "Quick Links" menu.

Faculty Websites

Many teachers have their own websites where they post additional information about class projects, fieldtrips, and photos. These websites can be located through the Faculty section of the ECS website, or RenWeb.

Parish Website

The parish website is found at epiphanyparish.com. This resource contains Parish related information including the weekly bulletin, event announcements, missions and more.

Texting

Policy: ECS allows texting between faculty/staff and students *only* through the use of the school-approved texting method. "Faculty/staff" includes coaches, employees, and other volunteers providing services to the ECS community.

Parents and students have the *option* to participate in the text messaging service. If parents opt to use this service, they can choose to have texts sent to the parent only, to the student only, or to both the parent and the student.

Confidentiality in Communications

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.

Publicity

Policy: For the purpose of this policy, "staff" also includes coaches, scout leaders, parent volunteers and other individuals who lead student activities at ECS. The school policy regarding publicity is stated below.

On occasion, ECS takes photographs or makes an audio or video recording of children and/or adults involved in school or parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in school or parish publications or advertising materials to let others know about the school or parish. Also, local news organizations may learn about the school's activities or events, and the school or parish may invite or allow them to photograph or record such events to be used, distributed, or displayed as the agents of the school or parish see fit.

Unless parents submit a signed *Publicity Opt Out Form*, they expressly grant to ECS, its affiliated parish(es), and/or the Diocese of Peoria the right, privilege and license to use the picture or likeness of their child/children in any photograph, movie, video production or any other forms of media publication and to use the verbal or written statements or declarations of their child/children for the purpose of publicizing, fostering and promoting the school and its programs, or for any other purpose in furtherance of the mission of ECS, its affiliated parish(es), and/or the Diocese of Peoria. *A copy of the Publicity Opt Out form can be obtained by contacting the school office.*

Use of Student Information/Pictures

ECS 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.

Student Records

Examination of Records

A parent who requests to examine records of their child(ren) may do so by contacting the Principal. The Principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and Principal sign a form indicating that such a review has taken place. This form is then placed on file.

Transfer of Student Records

School records are transferred between schools. Elementary schools use the student transfer form when transferring student records. Parents sign a release form and records ordinarily are mailed to the new school immediately. Official records may be retained until outstanding fees have been paid to the school/church. Transfer of records cannot be completed if the previous parish/school is withholding records.

Rights of Non-Custodial Parents

Our 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 the academic records* and other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. *Any changes made in custody agreements should be promptly reported in writing to the Principal.* The school reserves the right to request that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

Uniform Dress Code

The importance of proper dress for ECS students and the demonstrated commitment to it by parents and school cannot be over-emphasized. The uniforms and the traditions they convey demonstrate our commitment to

quality in Catholic education. It is an expression of unity that eliminates materialistic competition and strengthens our academic focus and discipline. It assists students in feeling they belong and are accepted by others. 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 may change the dress code within the school day (for specific celebrations, etc.). 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.

Dress Code Enforcement

1. The teacher fills out the reminder form and sends it home
2. Dress code violations are tracked through RenWeb.
3. If necessary, parents will be called to come and take the student home to remedy the situation – particularly if the violation is considered grave or repetitive in nature.
4. Consequences for multiple violations will be at the discretion of the Principal and may include a detention.

Uniform Policy

Jumper/Skirt/Skort (Regulation plaid Girls only)

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

Shirts

- short or long sleeve
- solid white or navy
- polo style with plain collar
- only ECS or CCHS logo
- 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
- no extra low rise waist styles
- They should fit at the regular waist line and be of hem length. Pants that are not permitted include: knit or sweatpants, corduroy's, jeans and denim, cargo or pants with flapped pockets, pants with elastic at the ankles, pants with extreme flared legs or slit bottoms. Also, pants must be plain with no studs, and no pockets or zippers on the pant legs.

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

Shoes

- closed toe and closed heel
- no lights, sequins, or other sparkly items
- Girls only: Flat boots may be worn from November through March. When worn with a skirt or jumper, the boots must be accompanied by solid white or solid navy tights. Boots must be plain in style, in black, brown, gray, or navy blue.

Belts

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

Sweaters

- solid navy or solid white, no insignias, no hoods
- vests, cardigans, v-necks, and crew necks

Sweatshirts and Fleece

- approved solid navy ECS or CCHS logo
- 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, conservative hair style
- no distracting hair color
- simple hair accessories are to be simple and plain in solid colors only: blue, white, gold, or black.
- 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

Student Discipline Policy

The ECS Discipline Policy is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property. Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

The parent is expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. It should also be understood that since we view the education of a student as a partnership between the school and the parents, the school has the right just as the parents have the right to require withdrawal of a student if the Administration determines that the partnership is irretrievably broken. *Violation of school regulations are divided into three categories:*

Classroom Violations (including playground, cafeteria, and hallways)

Classroom violations are *less serious* infractions that will be handled by faculty or staff as the incident(s) occurs. The teacher will correct the situation, which may require a punitive action. The teacher/supervisor will furnish rules and consequences at the beginning of the school year. Examples of classroom violations include, but are not limited to: annoying others, disrespect, failure to follow classroom, cafeteria, and playground rules, misconduct in halls, cheating, lying, chewing gum, missing assignments, and dress code violations. Consequences for Classroom Violations could be but are not limited to: "time out" in the classroom, denial of privileges, after school detention, (see Detention), conference with parents, and referral to the Principal for disciplinary action. Recurring infractions of any type may result in referral to the Principal for disciplinary action.

- **Special for Junior High:** Demerits are issued to Junior High students in Grades 6-8, as warnings of unacceptable behavior. Any Junior High student who receives three demerits in a trimester will be issued a detention. A Junior High student who receives three detentions in a trimester 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.

In-School Violations

School violations are *serious rule violations* or serious patterns of behavior that must be corrected for the benefit of the student and the benefit of ECS. Such offenses may occur in the school building, or on school or parish property. Parents will be responsible for paying any repair or replacement of school property made necessary due to the actions of their children. These rules will be handled by the Principal's Office where a disciplinary file will be kept. School violations include, but are not limited to: damaging school property, bullying (see below), fighting, insubordination and gross misconduct, offensive language, stealing, subversions, and truancy. Any illegal activity or illegal substance abuse (including drugs, look-alike drugs, alcohol and tobacco), weapons, toy weapons and any gang-related dress, behavior or activity will be considered a major offense. Any student found in violation may be suspended or expelled in accordance with the school's Discipline Procedures (see below).

Out-of-School Violations

Students will be accountable for their action both on and off school property. For any public act or police involvement that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion. This will include degrading remarks about ECS students or staff on internet pages, blogs or other websites.

Discipline Procedures

The usual discipline procedure for *In-School* and *Out-of-School* violations is:

First Offense

- Phone call to parents from Principal.
- Optional conference including Principal, parents, students and teacher(s).
- Detention(s) and Suspension from all extra-curricular activities, as warranted.

Second Offense

- Phone call to parents from Principal for conference.
- Detention(s) or In-School Suspension, and Suspension from all extra-curricular activities, as warranted.
- Establish a Behavior Modification Contract and Conflict Resolution Procedure, as warranted.

Third Offense

- Phone call to parents from Principal for conference.
- In-School Suspension or Out of School Suspension and Suspension from all extra-curricular activities, as warranted.
- Evaluate Behavior Modification Contract

Fourth Offense

- Phone call to parents from Principal for conference to discuss the future of the student at ECS.
- Out of School Suspension or Expulsion. A fifth offense will be met with automatic expulsion.

Note: The Administration reserves the right to abridge, supplement or by-pass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student's attitude and conduct cannot reconcile with ECS philosophy, the administrator reserves the right to remove the student from ECS after having consulted the pastor.

Corporal Punishment

Corporal punishment is not permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment includes, but it is not limited to, slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm. ECS complies with diocesan policy and forbids the use of corporal punishment. Faculty and staff may use reasonable force, as needed, to prevent injury to a student, another staff member, or oneself.

Detention

Detention is a form of discipline that is a consequence of unusual, repeated, excessive or extreme misbehavior. The student issued a detention will be given a form that must be filled out by the end of the school day. The student will fully identify his/her misbehavior and have the form signed by the teacher giving the detention. The form will also be sent home electronically to parents by the teacher. The student's parents will sign the form and return it the next day. This signature affirms that the parents are aware that their child will be detained on the next detention day. Detentions will be served Monday thru Thursday with parents having a 24-hour notice to arrange for transportation. Grades 6 – 8 will serve 45 minutes.

In-School Suspension

After the third school violation, *or at the discretion of the school administrator*, a student may be placed on In-School Suspension. The parents or guardian will be notified. In-School suspension will be spent in isolation from peers under the supervision of an adult. While in In-School suspension the student will work on their classroom work and receive full credit for work completed. Since In-School Suspension requires constant supervision the parent(s) of the student(s) involved will be expected to pay the \$80 salary fee of the supervisor or the parent may choose to supervise the In-School Suspension him/herself.

Suspension/Expulsion

Conduct by a student that consistently disrupts the learning of others, involves constant belligerence to a teacher, impairs the safety of others, or recognition that the school's program is not suitable for a student, may result in Out

of School Suspension or permanent dismissal. Students who are suspended out of school will receive zeros in all subjects during their suspension. Procedures are as follows:

1. Other means should first be used to correct the situation, including a parent-teacher conference, at which the Principal will preside. (Professional assistance and support may be retained for this meeting.)
2. A record should be kept of a child's behavior showing at least some instances when problems developed.
3. A probationary period may be awarded to allow for improvement.
4. The Principal has the final decision.

Pastor's Jurisdiction

The pastor is the final local recourse in all disciplinary situations, and may waive any disciplinary rule or step for just cause at his discretion. The pastor reserves the right to request the withdrawal of a student:

- For failure of the family to meet financial obligations, or to be in **good standing** with the parish.
- Following a determination by the Principal that a student's education needs can no longer be met by school personnel and by available school resources.
- Due to a failure of a family or student to participate in required activities or to support the mission of the school.
- Or due to disciplinary infractions.

Anti-Bullying Policy

Bullying is gross misconduct by definition. This special section develops the issue and ECS's procedures for handling it. All school community members are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. As a school community, we will not allow cases of bullying or teasing to go unreported to the parents of the aggressive child. Bullying is an act of aggression causing embarrassment, pain, or discomfort to another. Any student who engages in bullying inside or outside of school may be subject to disciplinary action including suspension or expulsion.

ECS will address the following forms of bullying:

Physical

Physical bullying is causing or threatening deliberate physical harm to an individual or property of an individual.

Verbal

Verbal bullying refers to another individual or the characteristics of an individual in a way that is demeaning, embarrassing, hurtful, or harmful to another person's feelings, character, or reputation. Such comments may include, but are not limited to, suggesting, implying or promoting violence, reference to a person's physical appearance, abilities, disabilities, medical conditions, characteristics of other family members, taste in clothing or music, likes or dislikes, sexual orientation, etc. This also includes unwelcome joking or teasing that is directed toward another individual or group. The following words and phrases, while not automatically a form of bullying (depending on the context of usage), will nonetheless be expressly prohibited and considered cause for action by the school because of their explicit or implicit meanings and connotations:

1. Blasphemy: use of the Lord's name (or other morally loaded words) in a derogatory or angry context (*e.g.*, "damn," "hell," etc.)
2. Obscenity: traditionally acknowledged "four-letter" obscenities
3. Sexual or crude: *e.g.*, "gay," "fag," "ass," "homo," etc.

4. Intelligence/ability: e.g., “stupid,” “idiot,” “moron,” “retard,” “sucks,” etc.
5. Appearance: weight-related terms (e.g., “fat,” “porky,” etc.)
6. Other: any words or phrases that the Administration or staff determines carries too many negative meanings, connotations, or implications, such as drug or racial remarks.

Relational/Emotional

Relational/Emotional bullying is the deliberate or casual manipulation of relationships or “friendships” in a way that causes emotional and psychological stress. For example, this can occur when a student claims to be a friend in one moment, and then conditionally withdraws that friendship unless certain actions are taken by the excluded individual. It also includes situations in which students participate in an activity, belong on certain teams, or are allowed to sit in certain positions when a choice of seating is offered. This can also include malicious gossip (speaking poorly about another person or person’s reputation, especially in an individual’s absence), note passing in class, harassment, or unsanctioned groups of students that take on a real or imagined aura of exclusivity during school hours or on school grounds.

The faculty and Administration distinguish the preceding types of deliberate or self-interested social manipulation from normal conflicts, negotiation, and growing pains that will arise in the course of friendships, competitive events, and other social situations. Open and nonthreatening forms of conflict and discussion shall be permitted as a part of healthy moral and social development, but carefully monitored by teachers and staff for signs of hostility. *The difference is fairly clear between students who are willing to work out differences and those who are acting manipulatively.* What will cause greater concern are situations where particular students attempt to use a strong social position to intentionally (or by deliberately ignoring others) allow students to feel less at ease or outright excluded from a sense of welcome participation or autonomous decision-making in their choice of participation in an activity. Concerns about an individual’s actions will carry more weight as independent sources report similar patterns of behavior or such allegations accumulate independently over time.

Sexual

Sexual bullying refers to any conversation about sexual topics (in a non-curricular context) as well as direct reference to the physical characteristics, developmental stage, or activities/orientation of another individual, whether actual or alleged. This will include a general prohibition on physical actions or gestures that convey sexual tones and even actions that may appear innocent but carry the potential for misinterpretation. Students are strongly discouraged from physical displays of affection such as hugging or holding hands, especially with members of the opposite sex. Students older than primary grades will be subjected to greater scrutiny in their physical interactions. Generally speaking, the older the student, the more deference to personal boundaries he or she is expected to display. In addition to these considerations, students will be accountable to any policies concerning the use of technology and any form of sexually themed data or media.

Cyberbullying

Cyberbullying involves the use of technology in any means or medium to perpetuate the harm or harassment of other students or staff members. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students, and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

The school does not actively monitor students’ internet activities, but it will respond to physical evidence (such as screenshots or printed copies of email correspondence) that some form of cyberbullying or inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such evidence, including a verifiable reference to the source of the information (web access, type of electronic device, etc.) and the suspected identity of its sender. The recipient of such attacks may be asked to complete a written harassment report in conjunction with any actions taken by the school.

Bullying Prevention

The Role of School Staff

The ECS Bullying Policy requires Paid and Volunteer STAFF to:

- Be role models in word and action at all times.
- Be observant of signs of distress or suspected incidents of bullying.
- Make efforts to remove occasions for bullying by actively patrolling during supervision duty.
- Arrive at class on time and move promptly between lessons.
- Take steps to help victims and remove sources of distress without placing the victim at further risk.
- Report suspected incidents to the appropriate administrative staff.
- Keep a written record (who, what, when, where, why, and how).
- Be visible in the hallways during passing times.

The Role of Students

As guided by teachers and Administration, the anti-bullying policy requires STUDENTS to:

- Refuse to be involved in any bullying situation.
- Take some form of preventive action.
- Report the incident or suspected incident and help break down the code of secrecy.

The Role of Parents

As partners in education, the school recommends that PARENTS:

- Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing school items, damaged clothing, or bruising).
- Take an active interest in your children's social life and acquaintances.
- Advise your child to tell a staff member about the incident; if possible, allow him/her to report and deal with the problem himself/herself – "empower your child".
- Inform the school if bullying is suspected.
- Do not encourage your child to retaliate.
- Be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected.

Special Process for Dealing with Bullying and Teasing

The Administration, teachers, and staff will communicate freely with students who have been reported as having been involved in teasing and bullying. The Administration will employ the following process. This corresponds to "First Offense" in the above Discipline Procedures:

- An individual meeting with the victim.
- An individual meeting with the bully(ies).
- A call to the parents of both the victim and the bully(ies).
- Assignment of detention(s) and Suspension from extra-curricular activities, as warranted.
- Joint meeting with the victim and the bully(ies), and conflict resolution procedures, at the discretion of the Principal.

This school-wide discipline policy upholds and promotes the school's values in all school activities which include: Rules which are fairly enforced; the requirement for students to take responsibility for improving their behavior; no tolerance for bullying; encouragement for students to participate in problem solving and conflict resolutions; and will use school assemblies to foster school unity and community building.

Co-Curricular Activities

There are a variety of co-curricular activities available for students. The mission of the co-curricular activities program at ECS 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. The *Co-Curricular Handbook* is located on the school's website. For each activity, the Activity Participation Agreement must be signed by each custodial parent and student.

School Organizations

School Advisory Board

The "School Advisory Board" supports the Pastor and Principal or Preschool Director and promotes the mission of the school. Meeting dates and minutes can be found on the school website. School Advisory Board members, who are Catholic, must be active and practicing. It is the responsibility of parents, teachers, the School Advisory Board, and Administration to recognize parents as the primary educators of their children. The School Advisory Board assists the school in achieving its goals to provide quality Catholic education. It shall be the goal of parents, teachers, the School Advisory Board, and administration, through Gospel teaching and an excellent program of academics, to direct students toward a conscious choice of living a responsible Catholic life. A list of Board members, meeting minutes, and the Board statutes are available on the school's webpage.

School Club

All parents are considered members of Epiphany's School Club. Meetings are held on the First Thursday of each month at 6:30 p.m. in the Elementary School Library. Parents are always welcome to attend meetings and are encouraged to help with any School Club activities. Interested parties are encouraged to contact the president for more specific options to help, or sign up to volunteer for activities on the website. School Club programs and contact information are available on the school's webpage.

Technology Committee

Technology support is provided by parent volunteers, the school's Technology Coordinator, and professional services. In addition, committee members come in as needed during the week and weekends to install system updates and fix problems that arise. During the summer, the group's time is spent replacing older computers and installing new hardware and software. Technology Committee initiatives and contact information is available on the school's webpage.

Booster Club

The Booster Club provides financial support and volunteer assistance to the co-curricular programs.

Request for Appeal and Review

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

1. The decision violates or is in conflict with the teachings of the Roman Catholic Church; or
2. The decision violates or is in conflict with an applicable diocesan policy;
3. The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or,
4. The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Appeal Letter

The individual or group desiring the appeal or the review must make that known to the governing pastor or pastors' board responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local Vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it;
2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above, and,
3. The proposed resolution.

The pastor, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

Diocese of Peoria Harassment Policy

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

The complete Diocesan Policy may be found on the Catholic Diocese of Peoria website.

Diocese of Peoria Sexual Abuse Policy

In accord with the "Charter for the Protection of Children and Young People", the United States Conference of Catholic Bishops promulgated "Essential Norms for Diocesan/Eparchial Policies Dealing with the Allegations of Sexual Abuse of Minors by Priests or Deacons" as approved by the Apostolic See. The Charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers).

The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families. In addition, the Bishops will work with civil authorities, parents, educators, and various organizations in the community to make and maintain the safest possible environment for minors. In the same way, the Bishops have pledged to evaluate the background of seminary applicants as well as all Church personnel who have responsibility for the care and supervision of children and young people.

The Diocese of Peoria will implement these Norms diligently, compassionately, and fairly. This Policy and the procedures set forth herein will be reviewed on a regular basis, at least annually, by competent Diocesan authorities and Diocesan legal counsel. The following policies and procedures are intended to implement these goals.

The complete Diocesan Policy may be found on the Catholic Diocese of Peoria website.



EPIPHANY CATHOLIC SCHOOL

Let the Children come to Me - Luke 18

2016-2017

Parent Verification Form: Parent Student Handbook

Now Due

We have read and will abide by the Parent-Student Handbook and, if applicable, the Co-Curricular Handbook of Epiphany Catholic School.

We have also reviewed and discussed the contents with our student(s).

On behalf of our family: Parent/Guardian Signature: _____

Printed Name: _____

Date: _____



EPIPHANY CATHOLIC SCHOOL

Let the Children come to Me - Luke 18

2016-2017

Faculty, Staff and Volunteer Verification Form

Due Now or before the Start Activity

To be kept in Personnel File

As a condition of employment/participation, I have read and will abide by the applicable portions of the Staff Handbook, Parent-Student Handbook and the Co-Curricular Handbook. I will be particularly mindful and observant of the School's "Statement of Purpose" and my role in upholding and fostering it, on and off campus, in speech and in action:

"From the first moment that students, families, and visitors enters Epiphany Catholic School, they should have the experience of entering an environment permeated by the Catholic faith and be treated with love and the deepest respect. It is the responsibility of School personnel (faculty, staff and volunteers) to foster this unique spiritual environment."

Signature Faculty/Staff/Volunteer: _____

Printed Name: _____

Date: _____



2016-2017

Parental Liability Waiver: Student Use of Personal E-Readers

Due Now

2016 Parental Liability Waiver: Student Use of Personal E-Readers

In recognizing that e-readers are growing in popularity and are increasingly being used to support literacy instruction and personal reading, an exception to the handbook policy concerning electronic devices will be made for bringing and using e-readers, for the sole purpose of reading.

Name of Student(s): _____ Grade: _____

As parent, I acknowledge with my signature below that I have read and discussed the following conditions for bringing a personal e-reader* to Epiphany Catholic School by my child(ren). He/she/they:

- will comply with the Acceptable Use Policy and will not use the e-reader for any purpose other than for reading age-appropriate content already downloaded on the device.
- will assume total and full responsibility for the e-reader while on school property and agree not to loan the e-reader to another student in school.
- will agree that the e-reader will not be left at school overnight.
- will accept financial responsibility for any loss or damage that may occur while the reader is on school property or at a school-sponsored event.

* *Kindle, Nook, or other device designed for the sole purpose of reading e-books.*

Students found to be violating the policy will surrender the device to the Principal who will then notify the parents to pick it up. Subsequent violations will result in the inability of the student to use an e-reader at Epiphany Catholic School.

I verify that the content of this e-reader is age appropriate. _____ (Parent Initials)

E-reader Make/Model: _____, _____, _____

Parent/Guardian Signature: _____

Printed Name: _____ Date: _____



2016-2017

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.
- I will respect all technology devices and equipment that belongs to the school.

Student's Signature

Date



2016-2017

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 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 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 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 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 treat all computer and mobile devices that belong to the school with extreme care and caution and report any loss, damage or malfunction to the teacher or administration.
- 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.
- I will not engage in cyberbullying, harassment or disrespectful conduct toward others.
- I will not attempt to hack or access sites, servers, or content that isn't intended for my use.

Student's Signature

Date