School of the Epiphany

Student and Family Handbook

2026-2027

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TABLE OF CONTENTS

IDENTITY STATEMENTS 1
MISSION STATEMENT
PHILOSOPHY
SCHOOLWIDE LEARNING EXPECTATIONS

GENERAL POLICIES 2
ACCREDITATION
ADMISSION POLICY
CONDITIONS OF ADMISSION
NON-DISCRIMINATION POLICY
CHILDREN WITH DISABILITIES
CODE OF CHRISTIAN CONDUCT
ACCESS TO STUDENT RECORDS
INSURANCE & INJURIES
CUSTODY ISSUES
COUNSELING SERVICES
MANDATED REPORTING
HEALTH CONDITIONS
MEDICATION
IMMUNIZATIONS
SAFETY AND EMERGENCY PROCEDURES
SAFETY PATROL
PARKING
STUDENT CONTACT DURING SCHOOL
COMMUNICATION EMAILS
COMPLAINTS AND GRIEVANCES
APPOINTMENTS
VISITORS/VOLUNTEERS
FACULTY ROOM
MONEY COLLECTIONS
PARTIES & TREATS
GIFTS
LIBRARY POLICIES

ACADEMIC POLICIES 7
ACADEMIC INTEGRITY
ACADEMIC GRADING SYSTEM
BOOKS
GRADE REPORTING ONLINE
REPORT CARDS
PARENT-TEACHER CONFERENCES
HONOR ROLL
LEARNING SKILLS RUBRIC
CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION
NATIONAL JUNIOR HONOR SOCIETY
WEIGHTED AVERAGES
HOMEWORK ASSIGNMENTS
ACADEMIC PROBATION
RETENTION
INTERNET & ELECTRONIC INFORMATION

ATTENDANCE POLICIES 12
GENERAL ATTENDANCE POLICY
CAMPUS SUPERVISION
DAILY SCHEDULE
WEEKLY EUCHARIST (MASS)
TARDY POLICY
ABSENCE POLICY
LONG-TERM ABSENCE
TRUANCY POLICY
REQUESTS FOR EARLY DISMISSAL
REQUEST FOR MISSED HOMEWORK AFTER ABSENCE

DISCIPLINE POLICIES 15
GENERAL DISCIPLINE POLICY
BEHAVIORAL EXPECTATIONS
HARASSMENT
DETENTION
SUSPENSION
DISCIPLINARY PROBATION
EXPULSION
DUE PROCESS & APPEALS
REVIEW BOARD
LOCKERS
RIGHT TO SEARCH
BACKPACKS
TOYS & GAMES
CELL PHONES AND OTHER ELECTRONIC DEVICES
LAPTOP AND IPAD POLICY

DRESS CODE 20
STUDENT APPEARANCE
BOYS' UNIFORM REGULATIONS
GIRLS' UNIFORM REGULATIONS
FREE DRESS
DRESS CODE ENFORCEMENT

EXTENDED CARE PROGRAM 23
ELIGIBILITY
HOURS OF OPERATION
FEE SCHEDULE
DISCIPLINE
POLICIES AND PROCEDURES

FINANCIAL POLICIES 24
APPLICATION FEE
REGISTRATION FEE
TUITION ASSISTANCE/FINANCIAL AID
FUNDRAISING
FAMILY/PARENT SERVICE PROGRAM
EPIPHANY PARENT ASSOCIATION
TUITION
PAST DUE

This Student and Family Handbook will be promulgated annually. All registered families of School of the Epiphany will indicate their willingness to be governed by the Student and Family Handbook by signing annually a written statement (Behavior Contract) to that effect. The Administration reserves the right to amend the Handbook at any time for just cause. School of the Epiphany families will be notified of the changes, in writing, in a timely manner.

IDENTITY STATEMENTS

MISSION STATEMENT

The School of the Epiphany is a Catholic, Parochial school serving the youth of Epiphany Parish and its surrounding areas. We challenge students to achieve educational excellence within a Catholic tradition. The School of the Epiphany operates in service to Epiphany Parish and in the spirit of the Presentation Sisters.

PHILOSOPHY

We believe that the School of the Epiphany is an active ministry within the larger Epiphany Catholic Community. We are passionate in our belief that Catholic education nurtures the whole child by promoting the spiritual, moral, intellectual, emotional, social, cultural and physical development through comprehensive curricular and co-curricular programs. We recognize the innate dignity of students as children of God.

We believe that the School of the Epiphany, in the spirit of the Presentation Sisters of the Blessed Virgin Mary, models the gospel message of Jesus Christ. We believe that teaching is a grace-filled, professional ministry of the Catholic faith. We believe that the School of the Epiphany is a model of Christian values and social justice. We believe that parents, as the primary educators of their children, join with the larger Epiphany community to supportively enhance the students' education.

SCHOOLWIDE LEARNING EXPECTATIONS

All members of the Epiphany Community will achieve academic success, build community, and demonstrate Christian character.

Achieve Academic Success – "We Do Our Best Work"

- Achieve curricular standards
- Demonstrate organizational skills
- Think analytically, creatively, and critically
- Demonstrate initiative in all learning situations
- Express a spirit of inquiry

Build Community – We Help and Respect Each Other"

- Cooperatively resolve conflicts
- Communicate effectively
- Demonstrate charity
- Celebrate together
- Recognize interdependence with other communities

Demonstrate Christian Character – "We Act Like Jesus"

- Emulate and evangelize Gospel values
- Use Christian principles in situations requiring moral courage
- Take responsibility for actions
- Demonstrate joy
- Exercise social justice

GENERAL POLICIES

ACCREDITATION
The School of the Epiphany is accredited by the Western Catholic Educational Association (WCEA). WCEA accredits Catholic elementary and secondary schools in nine western states (26 (arch) dioceses) and the US Territory of Guam. WCEA co-accredits and is in partnership with three Regional agencies (WASC, NAAS, NCA) and two private agencies (CAIS and HAIS). WCEA began in 1957 in San Francisco and has a long and successful history of assisting school improvement through the accreditation process.

ADMISSION POLICY
School of the Epiphany is a Catholic School with definite Catholic philosophy and goals. All families whose children are applying for admission to the school must be willing to accept the stated philosophy, goals and policies of the school. The programs at School of the Epiphany are set up to meet the needs of a wide range of students. The school administration makes the final determination for admission. Eligibility for admission is based upon the following:

- Satisfactory performance on the entrance exam.
- Satisfactory report card grades (including effort, conduct, etc.) from the child's previous school.
- Where applicable, a satisfactory recommendation from the previous school.

Preference will be given in the following order:

- Catholics active in the parish;
    - Registered in the parish
    - Regular participation, as defined by the parish, in liturgical worship and in the life of the parish
    - Regular contribution to the support of the parish
- Catholics active in parishes that do not have a Catholic elementary school;
- Applicants who have siblings already enrolled in the school;
- Non-Catholic applicants on a space available basis.

No student shall be admitted to any Catholic school unless there is a reasonable hope that the student will complete that school's program. In doubtful cases students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Care will be taken not to admit students with academic or other needs that cannot be met by the school. If a child is a transfer student from another Catholic school, all financial obligations to the child's previous school must be satisfied before admission to School of the Epiphany is granted.

CONDITIONS OF ADMISSION
A student is admitted to a school with the understanding that he/she will be retained in the school until he/she finishes the course, subject to school policies and procedures, unless the student withdraws voluntarily or gives cause for dismissal. Incoming students and their parents must have reasons for enrolling that are consistent with the school's Catholic nature. A deliberate choice for religious instruction and values must be part of that choice.

NON-DISCRIMINATION POLICY
The School of the Epiphany, mindful of our mission to be witnesses to the love of Christ for all, admits students of any race, color, religion and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the School of the Epiphany. The School of the Epiphany does not unlawfully discriminate on the basis of race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, gender, or sex in the administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

CHILDREN WITH DISABILITIES

The School of the Epiphany is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. The School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to children with disabilities, including, but not limited to, its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, etc. Any special accommodations or programs that may be made for a child may be discontinued at the discretion of the School Administration. If the parent has indicated that a child has a disability, in consideration of the child's enrollment in the school, the school may ask the parent to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of the child, including limitations on activities, or provision of special activities or supervision. The school personnel and administration may gather, use and disseminate to other school personnel information concerning the child's disability as is reasonably necessary to further the education of the child and the efficient operation of the school community.

CODE OF CHRISTIAN CONDUCT

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

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook of the school.

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

1. Families are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and families may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. Extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/ or participate in parish/ school activities, volunteer work, etc.) The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and /or without an intermediate step short of withdrawal.

ACCESS TO STUDENT RECORDS
Parents and past students (over the age of 18) have the right to access records of student performance at Epiphany School. The request to see a student's record must be made in writing to the main office with at least 24 hours of advance notice.

This school abides by the provisions of the Buckely Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

INSURANCE & INJURIES
Information is sent home in September explaining the insurance coverage for students attending schools in the Archdiocese. Injuries on which insurance claims are to be filed must be brought to the attention of the classroom teacher or school secretary on the day they occur. The school cannot be held accountable for student injuries that were not brought to the attention of the main office or the classroom teacher.

CUSTODY ISSUES
Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

COUNSELING SERVICES
Students may request to speak with the counselor at any time for a variety of reasons. The counselor may provide support for students, as needed, in situations such as student conflicts (conflict mediation), managing emotions, coping with stress and making decisions, to name a few. If it appears that a student could benefit from counseling services a teacher, school administrator, or the counselor may recommend and refer the student to the counseling program. Sometimes crisis situations arise suddenly and the counselor may need to assess the situation and, when appropriate, intervene in order to stabilize the crisis.

MANDATED REPORTING
The administrators, faculty and staff at the School of the Epiphany are committed to the health, welfare and safety of children. Keeping in line with our commitment to safety the school administrators, faculty and staff will comply with the laws and mandated reporting requirements in the California Child Abuse and Neglect Reporting Law (P.C.) Sections 11164-11174.4.

HEALTH CONDITIONS
Students with diagnosed ongoing health conditions must file a copy of a physician's report indicating necessary school accommodations with the Principal's office. The school will not be held responsible for failing to honor arrangements or medical needs that have not been made known.

MEDICATION
According to the California State Education Code, responsible personnel in school may only administer medication if the following guidelines are followed:

- All medications must be left in the main office; students are not allowed to carry medications with them. Students report to the main office to take their medication under supervision.
- The school must receive a written statement from the physician detailing the method, amount, and time at which the medication is to be taken.
- The school must receive a written request from the parent if medication is to be administered during school hours.

IMMUNIZATIONS
The state has passed legislation that makes it illegal to admit a student to a public or private school unless he/she has received the required immunizations. At the time of registration, parents must provide a copy of the child's immunization record.

SAFETY AND EMERGENCY PROCEDURES
Safety is of utmost importance at School of the Epiphany. The school has safety and emergency plans and protocols in place. The administration, faculty/staff, and students participate in regular drills throughout the school year. These include fire, earthquake, lockdown, and lockout drills.

In case of any serious threat to the safety of the children, and the building is evacuated, students will be assembled in the schoolyard. The gates will be closed, roll will be taken, and those who are injured will receive immediate attention. Adults will be allowed to enter the yard only when the gate supervisor gives permission. Entry to the schoolyard for emergency dismissal will take place on Italy Ave. Before taking the child, adults must go to the teacher and sign the Emergency Information Card. **Only authorized persons whose names are on the Emergency card may take the child off the school premises**.

All administration, faculty/staff, and students comply with health directives and protocols from the San Francisco Department of Public Health.

SAFETY PATROL
All students and adults must obey the directions of the students and adults on Safety Patrol. Safety Patrol members are to be at their assigned posts at least 15 minutes before the opening of school and at least 15 minutes after the close of school. Students who are repeatedly tardy for Safety Patrol duty or who do not follow the policies and directives of the team captains and/or the coordinator may be asked to resign their post.

PARKING
In order to facilitate the flow of traffic during peak periods (arrival and dismissal), limit the number of traffic citations given, and reduce the safety risk to the children, the following guidelines must be followed:

- Do not block crosswalks.
- Do not park in the White Loading Zone. (in front of the school's Italy Avenue door). Use this area to pull over, let off (or pick up) your child and leave. Your child should be prepared to enter or exit the vehicle when you pull over.
- Do not delay. Your child should be prepared to enter or exit the vehicle when you pull over. **DO NOT double-park or block driveways** as you may be cited for a violation.
- If there is no open space, either circle the block again or continue down to the next block. Your child can cross the intersection with the Safety Patrol.
- Never encourage children to jaywalk.
- Students should not use the church white zone as a pickup area afterschool.
- **Families and students are expected to work courteously and respectfully with all crossing guards and adults on duty.**

STUDENT CONTACT DURING SCHOOL
If it becomes necessary for you to reach your child during school hours, or if it becomes necessary for your child to reach you during school hours, all communications **must** be relayed through the main office by phone. ***ONLY EMERGENCY MESSAGES WILL BE RELAYED.*** As appropriate, the office staff and administration will determine if a message is an emergency. Please do not contact your child via text or phone call. Student use of a cell phone during school hours is prohibited and is subject to disciplinary action.

COMMUNICATION EMAILS
School of the Epiphany will communicate newsletters and information via the OneCall text and emails alert system. Paper copies of these communications are available upon request. Please allow 24 hours (during the school week, excluding weekends and holidays) for a reply after emailing the office, administration, and/or faculty and staff.

COMPLAINTS AND GRIEVANCES
If a problem arises, parents/guardians are asked to contact the teacher or other school personnel directly involved. If the problem persists or if no satisfactory solution can be reached, an appointment should be requested with the Principal.

APPOINTMENTS
If not tutoring, teachers are available for an appointment 30 minutes before school begins and/or after school until 3:30pm to meet with families regarding issues concerning their children. Families must prearrange a meeting time and date with the teacher. Parents and other family members may not go to the classrooms during the school day. In case of an emergency, go to the school office where an office staff member will help you.

VISITORS/VOLUNTEERS
Visitors/volunteers to the School of the Epiphany are welcome! All visits should be pre-arranged through the school office. So that we might better serve all visitors and for the safety of the students, all visitors/volunteers are required to check-in with the Main Office prior to proceeding into the school building. Visitors/volunteers will receive a "VISITOR" pass that should be worn at all times while in the building. All visitors and volunteers must adhere to the rules and regulations of the San Francisco Department of Public Health before being admitted into the building. When visiting, adults are not allowed to use the children's bathrooms. If bathroom use is necessary, please ask the main office for the location of adult bathrooms.

FACULTY ROOM
The Faculty Room is for the exclusive use of the faculty and staff only. Students and families are not permitted in the faculty room.

MONEY COLLECTIONS
Money collections for field trips and/or other school events/activities may occur during the year. No collections are to be taken without the consent of the Principal.

PARTIES & TREATS
It is not our policy to have treats and parties during the school day. On birthdays, small treats may be distributed to the whole class at recess or lunchtime. Please be mindful of our students' allergies and other health concerns. Please do not bring cakes, drinks, pizza, or other food, which may be labor intensive or time consuming to serve.

GIFTS
Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for parties should be sent to the homes of students via US mail/email unless an invitation is being given to every student in the class.

LIBRARY POLICIES
Student access to the library is available during the week when visiting with a class. Classes will visit the library as scheduled. Computer use in the library is subject to the Archdiocesan and the school's *Acceptable Use Policy*, and may only be used for school related work. With regard to the *Book Loan Period*, students may borrow up to 1 book for a 1 week period. If a book is over a month late it will be considered lost and the student's tuition account will be charged the cost of the book plus processing fees. If the book is later found and returned, within a month of payment, the cost of the book will be refunded, but not the processing fees.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

As with all programs sponsored by the School of the Epiphany, a high sense of honor and integrity is expected of every student. A student may not adopt or reproduce ideas, words, work, or statements of another person without appropriate acknowledgement. A student must give due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following: 1) quotes another person's actual words, either oral written; 2) paraphrases another person's words, either oral or written; 3) uses another person's ideas, opinions, or theories; or 4) borrows facts, statistics, or any other material.

The School of the Epiphany expects our students to learn with respect and integrity, producing their best and original work. Plagiarism, cheating, and other forms of Academic Dishonesty do not reflect the academic and moral integrity of the school.

Examples of Academic Dishonesty include, but are not limited to:

- Copying assignments from other students
- Copying information from a written or online source without permission or proper citation
- Falsifying or creating information
- Use of digital devices to share information for an assignment and/or test
- Changing an answer or grade after it has been graded
- Sharing information with other students during an assessment
- Possession of unauthorized materials during an assessment
- Allowing another student to use your work
- Allowing a group member(s) to complete a group project and then taking credit for it
- Parents, guardians, or other family members completing work for a student
- Any other act deemed academically dishonest by the school administration

Consequences for Academic Dishonesty

Any act of academic dishonesty could result in any of the following:

- A zero on the assignment or assessment (cannot be made up for credit)
- Family notified of student's academic dishonesty
- Note on student cumulative record
- 3 or 4 in Conduct/Behavioral Expectations
- Academic Probation
- Suspension

ACADEMIC GRADING SYSTEM: Grades K - 2

E = Exceeds Standards
M = Meets Standard
W = Working Toward Standard
N = Not At Grade Level Standard
No Mark = Standard Not Addressed During Current Marking Period

ACADEMIC GRADING SYSTEM: Grades 3 - 8

A	=	*96 - 100*
A-	=	*93 - 95*
B+	=	*91 - 92*
B	=	*87 - 90*
B-	=	*84 - 86*
C+	=	*81 - 83*
C	=	*74 - 80*
C-	=	*70 - 73*
D+	=	*67 - 69*
D	=	*63 - 66*
D-	=	*60 - 62*
F	=	*59 - below*

CO-CURRICULAR SUBJECTS FOR ALL GRADES
P = Participates
NP = Does not participate

BEHAVIORAL EXPECTATIONS / LEARNING SKILLS CODE
1 = Exceeds expectations
2 = Meets expectations
3 = Improvement needed
4 = Unsatisfactory

ACADEMIC SUBJECTS
The following subjects in grades K through 8 are considered “Academic Subjects" for probation:

- Religion
- Mathematics
- Social Studies
- Reading
- Writing/Language Arts
- Science

BOOKS – Text and Library
Students are responsible for all books issued to them. All textbooks are to be protected with book covers, no contact (adhesive) or other permanent book covers allowed. Students will be fined for unusual wear or damage to books. Students will be charged a replacement fee for all lost books. This includes library books.

GRADE REPORTING ON-LINE
Families in grades 3-8 may view their child’s grades by signing on to the Vision grading portal and using their password. Login and password information is given at the beginning of each school year. Login and password requests should be requested from the Principal.

REPORT CARDS
Report cards are important tools for communication. Report cards will be distributed 4 times during the academic school year. No student will be given a report card if tuition fees are in arrears. If a student is absent for fifteen (15) or more days during a marking period, report card grades may be withheld for that marking period.

PARENT-TEACHER CONFERENCES
Parent-Teacher conferences will be held at the end of the first quarter. Middle school students are required to attend conferences with their family.

HONOR ROLL (Grade 6-8)
The School of the Epiphany recognizes students who have made progress and achievement in all academic areas.

- A student will have a **weighted-average between 3.75 – 4.0 in <u>all subjects</u>**.
- A student may not have any grade lower than a B in <u>any subject</u> area.
- A student will demonstrate satisfactory Behavioral Expectations and Learning Skills ("2" grade or better).
- A student may not have an NP (non-participating) in any subject.

LEARNING SKILLS RUBRIC

1	The quality of the work consistently reflects the student's potential and it often goes *beyond* teacher expectations. The work demonstrates creativity, commitment to neatness, and evidence of student pride in their work. When needed, the student seeks help in an appropriate manner. The student demonstrates the ability to work collaboratively and to participate productively in whole group or small group scenarios. The student regularly demonstrates initiative and inquiry in academic areas.
2	The quality of the work reflects the student's potential. The work regularly demonstrates creativity, a commitment to neatness, and evidences student pride in their work. When needed, the student seeks help in an appropriate manner. The student works collaboratively and participates productively in whole group or small group scenarios.
3	The quality of the work occasionally reflects the student's potential but can fall short of individual or teacher expectations. The work sometimes demonstrates neatness but lacks effort and creativity. Even when needed, the student infrequently seeks help. The student committed one act of academic dishonesty when completing work. The student occasionally works collaboratively in whole group or small group scenarios.
4	The student is consistently off task even with regular teacher correction. The quality of the work rarely reflects individual potential or teacher expectations. The work does not demonstrate neatness. Even when needed, the student infrequently seeks help or resorts to multiple incidents of academic dishonesty (e.g., cheating, plagiarism). The student has difficulty working collaboratively with others and/or detracts from the group's work.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION
The <u>CJSF</u> is a statewide organization that recognizes outstanding scholarship and citizenship for students in grades 7 and 8. Membership is based on scholarship and citizenship (conduct) only as prescribed by the <u>CJSF</u> charter.

NATIONAL JUNIOR HONOR SOCIETY
Membership is open to 7th and 8th graders who have attended the school for at least one semester and who have a minimum YEARLY **grade point average of 3.65** and a Behavioral Expectations grade of 2 or above. Students meeting the attendance and scholastic requirements must submit an application for membership. The Faculty then evaluates the applicants on the basis of leadership, service, citizenship, and character. Once selected, members must maintain these standards.

WEIGHTED AVERAGES

The "multiplier average" in order to calculate a student's average is based on the "Time Allotments" as published by the Archdiocese of San Francisco. As the minutes vary with each grade level, the following table identifies the average multiplier for each subject at each grade level.

Grade Level:	6	7	8
Religion	5.0	5.0	5.0
Mathematics	5.0	5.0	5.0
Language Arts/Writing	5.0	5.0	5.0
Reading/Literature	5.0	5.0	5.0
Spelling	1.0	1.0	1.0
Handwriting	1.0	1.0	1.0
History/Social Studies	4.0	5.0	5.0
Science	4.0	5.0	5.0
Physical Education	1.0	1.0	1.0
Art	1.0	0.0	0.0

HOMEWORK ASSIGNMENTS

Homework assignments are given to provide practice in the basic skills and to encourage independent study and research. If children are spending an unreasonable amount of time on homework, parents should contact the teacher. Time will vary because of the ability of each child. Assigned reading and study are included in the time allotments.

Recommended maximum time allotments:

Grades K – 2 –	20 – 30 minutes	Grades 5 & 6 –	45 – 60 minutes
Grades 3 & 4 –	30 – 45 minutes	Grades 7 & 8 –	60 – 90 minutes

Apart from make-up work and long-term assignments, homework should not be scheduled over weekends or school holidays. When a student returns from an absence, the student has as many days as she/he was absent to turn in missed assignments.

ACADEMIC PROBATION

A student will be placed on probation if, during a marking period (as reflected on the quarter report card), they receive 3 D's or 1 F. Academic Probation is based solely on the Academic Subjects. Once placed on probation, the teacher, parents, student, and administration will meet to discuss the progress of the student. All parties will receive a contract outlining the reasons for the probation, the conditions expected of the student in order for them to remain at the school, and the actions the school will take in order to support the student's progress.

For the duration of the probationary period, the student and family will be reminded to check student grade progress online. Students may also be required to attend office hours, tutoring, and/or afterschool homework time in order to support their academic growth. At the end of each marking period while the student remains on probation, all parties will gather to review the student's progress towards compliance with the probationary conditions.
If a student fails to meet with the conditions of the probationary contract, s/he will be retained at grade level or asked to un-enroll (either withdrawal or expulsion) from the School of the Epiphany.

RETENTION

Students who have not demonstrated grade level academic performance may be considered for retention. Any decision concerning retention will be made after considering all facts related to the child's development (emotional, physical, social, as well as academic), collected from a wide range of sources throughout the year. The following are procedures for student retention based on academic performance:

- Consultation between the teacher and the administration at first sign of concern.
- Conference held with parent(s), teacher, student, and administration no later than the beginning of the second semester (quarter 3) to advise them of the possibility of retention and to discuss possible remedial actions.
- Follow-up conferences with the parent(s), student, teacher, and administration are held to evaluate the academic progress of the student.
- Evaluations and reports to parents will indicate that the student is not performing at grade level in at least two academic subjects.
- The classroom teacher must retain written documentation of compliance with the retention procedures.

INTERNET & ELECTRONIC INFORMATION

The School of the Epiphany strongly believes in the educational role of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students sign and are expected to comply with the *Acceptable Use Policy* of the Archdiocese of San Francisco. School of the Epiphany will make every reasonable effort to protect students, teachers, and staff members from any misuses or abuses as a result of experiences with an information service accessed through the school. However, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. Unacceptable conduct and/or illegal interaction with the information service are strictly prohibited. This includes, but is not limited to, such actions as:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Use of the network for commercial activities for Profit or product advertising
- Posting anonymous messages; Placing unlawful information on the system.
- Taking or sharing photos without teacher's permission
- Using abusive or otherwise objectionable language
- Sending messages that are likely to result in the loss of recipient's work of system (viruses)
- Accessing and/or posting on social media
- Vandalizing the data of another; Wastefully using finite resources
- Viewing, Sharing, and/or Visiting pornographic or other objectionable content and websites
- Gaining unauthorized access to resources or entities
- Using the account owned by another without authorization
- Posting personal communication without the author's consent
- Sending chain letters, broadcast or chat messages to a list of others
- Downloading and/or playing games
- Downloading unauthorized or copyrighted material
- Cyberbullying
- Any other use which would violate the policies of School of the Epiphany concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.

ATTENDANCE POLICIES

GENERAL ATTENDANCE POLICY
The School of the Epiphany places great emphasis on student presence in class on a daily basis. Students should be on time and ready to work each school day. California state law mandates compulsory daily attendance at school. Optimum learning is achieved through daily attendance. There is no replacement for time well spent in class. Frequent absences and/or tardies adversely affect student progress.

CAMPUS SUPERVISION
Early student drop-offs will be accepted in the cafeteria beginning at 7:10 AM. There is supervision in the schoolyard beginning at 7:45 AM. The school assumes no responsibility for students on the premises before 7:45 AM if the students have not been brought to the cafeteria. Once in the schoolyard, students are to wait in the schoolyard in their designated area for the 8:00 AM bell to ring. No student is to be in the building before 8:00 AM unless he/she is with a teacher.

Students are to go home immediately after dismissal unless they are participating in supervised school or parish activities. Students are not allowed on school and parish property 15 minutes after dismissal. The school assumes no responsibility for students on the premises after this time unless they are under the direct supervision of a designated staff person. Any student found on or near campus 15 minutes after dismissal will be placed in the supervised Extended Care program in the cafeteria. Parents of such students will be billed accordingly.

DAILY SCHEDULE
The schedule for each school day is recorded on the annual school calendar that is distributed to all school families at the beginning of the school year.

Morning Care: 7:10 a.m.
Morning Assembly: 8:00 a.m.
Dismissal K-2: 3:00 p.m.
Dismissal 3-8: 3:15 p.m.
Minimum Day Dismissal: 12:30 p.m.
Extended Care: After School - 5:45 p.m.

Students must remain with the parent/guardian/chaperone until they leave campus.
For safety reasons, students may not play in the schoolyard and/or use the play structure during dismissal time.
Car line pick up and drop off will take place in the school white zone on Italy Ave.
Families should not use the church white zone as a pickup area afterschool.

WEEKDAY EUCHARIST (MASS)
During the school year, students in grades 3 through 8 are expected to attend the 8 o'clock Mass with their classmates and teachers once a week. The homeroom teachers announce the assigned days at the beginning of the school year.

TARDY POLICY
Students must be in line by 8:00 a.m. or they will be marked tardy.

1. Tardy: A student is considered tardy when they arrive at school after the 8:00am bell.
2. Half-day absence: A student who arrives at school after the students are dismissed to morning recess is considered absent for 1/2 of a school day.

- All tardy students will report to the main office to receive a tardy slip.
- A family member must accompany the tardy student after 8:15 a.m. to the office in order to sign them into school.

ABSENCE POLICY
If a student is going to be absent from school for any reason, parents should contact the school at (415) 337-4030 before 8:30 a.m. A student who arrives at school after the school is dismissed to morning recess is considered absent for 1/2 of a school day. Attendance will be taken each time a class resumes its work after recess or there is a change of class. If a student is absent for fifteen (15) or more days during a marking period, report card grades may be withheld for that marking period. Students are credited for attendance when time is spent in medical and dental appointments if the student returns with medical verification of the appointment signed by the physician.

In accordance with State of California law, a written excuse dated and signed by the parent, guardian, or physician is required on the day of the student's return following an absence. **Students will not be admitted to class without a written note or email.** A doctor's note is required on the day of a student's return following an absence of three or more consecutive days.

All students and families will comply with health directives and protocols from the San Francisco Department of Public Health.

LONG TERM ABSENCE
Families leaving for an extended period of time must notify the school office and homeroom teacher in writing prior to the absence.

When parents wish to take a student out of school for three or more days, it is the responsibility of the parent to see that all assignments missed are completed. The school will not provide tutoring, alternative assignments, or special testing schedules for such a period of absence. No work is given ahead of time. All tests and quizzes must be made on the day that the student returns. If a pupil is absent for fifteen (15) or more days during a marking period, report card grades may be withheld for that marking period.

In accordance with State of California law, a written excuse dated and signed by the parent, guardian, or physician is required on the day of the pupil's return following an absence. **Students will not be admitted to class without a written note.**

All students and families will comply with health directives and protocols from the San Francisco Department of Public Health.

TRUANCY POLICY
Any student who is absent from school without a valid excuse (medical note signed by a physician) more than three days or who is tardy in excess of 30 minutes on each of four days or more in one school year is a truant and can be reported to the attendance office of the local public school district. The school will request a conference with the parents to discuss a solution to the student's truancy.

A student who has been reported once as a truant and who is absent again from school without valid excuse one or more days, or tardy on one or more days can be reported again as truant to the attendance officer of the local public school district.

A student is considered a habitual truant who has been reported to the attendance office as truant three or more times. The student is then subject to disciplinary action that may include suspension or expulsion.

The parents of a habitual truant are subject to penalties under both the Education Code and Penal Code.

REQUESTS FOR EARLY DISMISSAL

A note or email requesting early dismissal must be given/sent to the homeroom teacher and school office at the beginning of the school day or the day prior. Parents should then report to the main office in order to summon the student for dismissal. Students will not be released from class until the parent has arrived at the office. NOTE: The school will not release the student to anyone other than the custodial parent unless so indicated on the Student Emergency Contact Card.

REQUEST FOR MISSED HOMEWORK DUE TO ABSENCE

If a student is absent and/or tardy and the parent wishes to be aware of the assignments for the classes missed, it is the student's responsibility to check each teacher's classroom website or contact the teacher for their assignments. The main office does not handle requests for homework. As a general policy, students have the same number of days to complete missed assignments as they were absent – for example, if a student missed 2 days of school, they have 2 days upon return to class to turn in late work.

DISCIPLINE POLICIES

GENERAL DISCIPLINE POLICY

Discipline at the School of the Epiphany is considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is to promote genuine student development; to increase respect for self, for peers, and for authority; to assist the growth of self-discipline; to provide a classroom environment conducive to learning; and to promote a classroom atmosphere where Christian living can flourish. The following list of behavioral expectations codifies the intents and actions expected of all students at the School of the Epiphany. Student compliance with the letter and the spirit of the code is expected.

Behavior Code

- Student speech, action, and writing will be courteous, friendly, and respectful of others.
- Students will behave in a safe and orderly manner on campus.
- Students will respect the property of the school and of others.
- Students will be honest at all times.
- Students will take responsibility for all communications obtaining signatures as needed.
- Students will understand and follow the Code of Christian Conduct.

Behavioral Expectations

- Students will obtain valid permission before leaving a supervised area.
- All games, phones, rolling devices (bicycles, scooters, skateboards, sneakers with wheels, etc.) trading cards, and other forms of "toys" must be left at home or will be subject to confiscation.
- Students will be on time to school and prepared to work.
- Students will only run on campus when directed by a teacher.
- Students will maintain a clean and neat school environment.
- Students will exhibit appropriate voice levels when inside the school building.
- Students must wear the complete school uniform every day.
- Games and recess activities will be approved only if the safety of others is respected.
- Games and recess activities will take place only in designated areas.
- Consumption of food and drink is only allowed in the cafeteria and schoolyard.
- Chewing gum is prohibited and will result in disciplinary action and/or a monetary fine.
- All medications are to be kept in the main office.
- The following items are NEVER permitted on campus: knives, firearms, (real or toy) and paraphernalia, fireworks, matches, lighters, tobacco, smoking materials, drugs, or alcohol.
- The schoolyard play structure is reserved for the use of kindergarten and 1st grade students.

Behavioral Expectations

1	The student demonstrates Christian character by going above and beyond the school's behavior expectations. The student regularly follows school, classroom, and playground rules without receiving any conduct referrals. The student's behavior is consistently courteous. The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for their actions. The student readily respects authority, others, and property. The student takes the initiative to cooperatively resolve conflicts and often acts as a peacemaker. The student helps maintain a faith-filled, respectful, inclusive school environment.
2	The student regularly follows school, classroom, and playground rules without receiving any conduct referrals. The student's behavior is courteous. The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for actions. The student respects authority, others, and property. The student takes the initiative to cooperatively resolve conflicts and often acts as a peacemaker.
3	The student inconsistently follows school, classroom, and playground rules and receives infrequent conduct referrals and/or disciplinary referrals. The student inconsistently displays a cooperative attitude, has difficulty demonstrating self-control, and/or does not readily take responsibility for their actions. The student's respect for authority, others, and property is somewhat inconsistent.
4	The student often disregards school, classroom, and playground rules and receives regular conduct referrals and/or several disciplinary referrals. The student exhibits discourteous behavior and/or disrespects authority, others, and property. The student lacks self-control and is resistant to assume responsibility for their actions. The student regularly contributes to classroom and schoolyard conflict.

HARASSMENT

This document is designed to serve as a policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did. As indicated below, student harassment can take many forms. To the extent it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

Harassment in General

Students have the right to be free from harassment. Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, gender, sex, and sexual identity.. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

Written Harassment: Suggestive or obscene letters, notes, or invitations.

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

Disciplinary Action

This policy prohibits student to student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During, or while going to, or coming from, a school-sponsored activity
- While on the internet or any mobile device

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion. *Note:* Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

DISCIPLINARY PROCESS

All students at the School of the Epiphany are subject to disciplinary action by faculty, staff, and/or administration. Below are steps taken for student discipline. However, stricter disciplinary measures, including detention, suspension, and/or expulsion, may be taken for more severe student actions.

1. Verbal Warning and/or Written Warning
2. Email to Family and Referral
3. Student meets with Faculty/Staff Member and Principal, Email to Family
4. Student and Family meets with Faculty/Staff Member and Principal

Student's Responsibility

It is the student's responsibility to conduct himself or herself in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

Administration's Responsibility

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service and/or student instruction and counseling. Teachers shall discuss this policy with their students in age appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

Complaint Procedure

Students who feel aggrieved because of conduct that may constitute harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. Then, the student must directly contact an adult, such as those listed below.

If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaints to their parents or to the school administration. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.

The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and addressed in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

DETENTION

Classroom Detention

Teachers may assign their own detention as merited by student action. The student must remain in the classroom THE DAY OF THE INFRACTION at recess time, at lunchtime, or up to fifteen minutes immediately following dismissal. If more time is needed for detention, parents will be notified on THE DAY OF THE INFRACTION by written note and the student will be expected to serve the detention on the next school day. Failure to serve a classroom detention will result in a conduct referral.

SUSPENSION

The student is not allowed to attend school, and is expected to remain at home. The student will receive a "zero" grade for class work and/or homework that is missed during this time. A student's suspension will result in the conduct grade being lowered for that report card period in which the suspension occurred.

DISCIPLINARY PROBATION

A student will be placed on probation if, during a marking period (as reflected on the quarter report card), they: (1) receive a "4" in conduct, (2) are suspended from school (either in-school or out-of-school), or (3) commit a one-time serious infraction.

Once placed on probation, the teacher, family, student, and administration will meet to discuss the progress of the student. All parties will receive a contract outlining the reasons for the probation, the conditions expected of the student in order for them to remain at school, and the actions the school will take in order to support the student's progress.

For the duration of the probationary period, the student will receive regular behavioral reports from the teacher. At the end of each marking period while the student remains on probation, all parties will gather to review the student's progress towards compliance with the probationary conditions. If a student fails to meet with the conditions of the probationary contract, they will be required to either withdraw or be expelled from the School of the Epiphany.

EXPULSION

Expulsion means that the student is asked to leave the school. Expulsion may result from a one-time offense if that offense is of a sufficiently serious nature (see following section). Expulsion may result from a failure to satisfy the terms and conditions of a probation contract, or from extraordinary violations of school rules and policies.

IMMEDIATE SUSPENSION/EXPULSION

The Principal, at their discretion, has the authority to place any student on suspension or refer for expulsion from the school for any reason listed below:

- A student is in possession of drugs, alcohol, weapons, matches, lighters, or tobacco
- Violation of the Code of Christian Conduct (by either the student, the parent(s), or a family member)
- Disrespect or violence towards any student and/or school staff member.
- A serious infraction of the school rules

DUE PROCESS & APPEALS

Students will be afforded due process in all disciplinary situations including, but not limited to, a student-teacher conference, a Principal-student conference, a parent-teacher conference, a Principal-parent conference, and an appeal to the Review Board. Ample opportunities will be given to students to explain their version of the situation. The Principal may alter or waive any disciplinary policy for cause.

REVIEW BOARD

Should a student fail to meet the conditions of probation (albeit Academic or Disciplinary) or be held accountable for a serious disciplinary offense, the Principal, in consultation with the Department of Catholic Schools

administration, will determine the student's continued enrollment at the School of the Epiphany. Should a parent want to appeal their decision, the student may request to appear at a formal hearing before the school's Review Board. The Review Board is composed of the school administration, three faculty representatives, and the student's homeroom teacher. At the hearing, students must be represented by the parents/guardians. During the hearing, the student and the parents will be given the opportunity to discuss the concerns at hand and to show cause. At the conclusion of the hearing and after the student and parents have left, the Review Board will discuss its findings with the Principal and recommend a course of action. The Principal will then inform the student(s) and the parents/guardians of the final outcome of the official review.

LOCKERS
Middle school students are allowed the use of one locker. It is the responsibility of the student to maintain the cleanliness and the order of their locker during the school year. Lockers are subject to search by school administration (see below).

RIGHT TO SEARCH
Acting in *loco parentis*, the administration and faculty have the right to search and inspect outerwear, purses, desks, book-bags, etc., if such an action is deemed necessary. Students may be asked to "turn out" their pockets. All consideration will be given to protect the dignity of the students in question. A student assigned a locker has exclusive use but not proprietary rights to the locker. The school maintains the right of inspection and reserves the right to search any locker when deemed necessary by the administration.

BACKPACKS
No backpacks with wheels are allowed. Backpacks must not display any objectionable or inappropriate content.

TOYS & GAMES
Students are not allowed to bring any games, toys, trading cards to school for use during the school day (including recesses and lunch). Students found with such items are subject to having them taken away. They will be returned only to a parent. Repeated offenses will result in items being taken away and not returned until the end of the school year. No exceptions will be made.

CELL PHONES AND OTHER ELECTRONIC DEVICES
Cell phones, laser pointers, music devices, non-school use headphones/earbuds/AirPods, smartwatches, fitness trackers, and other varied electronic devices are not to be used by students during the school day and/or on school campus. If parents feel it is necessary for a student to have any of these items for after school hours, then the item is to be turned off and left in the backpack during the school day. Any electronic device found to be visible or in use during school hours and/or on campus will be confiscated. The item(s) will be returned only to a parent. Repeat offenses will result in a student receiving a 3 in conduct on their report card. **Cell phones can be used after school off campus (outside the schoolyard).**

LAPTOP AND IPAD POLICY
Students in Grades K-3 use iPads for educational purposes during the school day. Students in Grades 4-8 will be assigned a laptop strictly for school use during the school day and at home. Unauthorized use of the device is subject to disciplinary action. Please see technology contract/agreement for more information.

DRESS CODE

The School of the Epiphany Administration reserves the right to make changes and amendments to this dress code policy during the school year. Changes to the policy will be communicated directly to the school community.

The School of the Epiphany Administration reserves the right to determine inappropriate dress code and decisions made by the school administration in regards to the dress code are final.

STUDENT APPEARANCE

Students attending the School of the Epiphany must wear uniforms purchased only through Dennis Uniforms. Students who are out of uniform will receive a citation. An accrual of uniform citations will result in a conduct referral – students in continual violation of the uniform code will be suspended from school until the correct, complete uniform is secured. ***All uniforms should be marked with the student name.*** Uniforms (including shoes) are to be clean, maintained, appropriately sized, and worn as they are designed to be worn. SHIRTS (except girls' out-blouses) ARE TO BE WORN TUCKED IN. The uniform reflects a positive pride in self and school.

Students who are scheduled for PE are asked to wear their PE uniforms (polo shirt with Epiphany logo, sweat pants with Epiphany logo or non logoed sweatpants that are the correct color, athletic shoes, and Epiphany sweat-shirt) for the entirety of the school day. Anyone interested in securing used uniforms (or parts of uniforms) should contact the Uniform Exchange through the school office. The following general guidelines should be used:

- All students should tuck in the school shirt and ***wear a belt.***
- Students are required to have their school sweater every day.
- Pants are to be worn about the waist – students wearing sagging pants are subject to correction and/or disciplinary action.
- During school-sponsored field trips, students should be in school uniform as determined by the teacher (e.g., either school uniform or PE uniform).
- No bracelets allowed except for medical bracelets. Necklaces should be modest, not distracting to others and should be worn under the shirt or blouse. No chokers allowed. Necklaces should be only those of religious articles (crosses or medals).
- Students are not allowed to use any coloring process (hair dye, highlights, nail polish, make-up, etc).
- Students should not wear any makeup. This includes eye makeup, mascara, and fake lashes. If there is a question about a student's makeup, a determination will be made by the administration.
- Colognes, perfumes, body sprays, and scented lotions are forbidden.
- For safety reasons, girls may wear only one (1) small post, non-dangle earring in each lobe. Boys may not wear earrings.
- Visible, real, or imitation body art is not permitted, including writing and drawing on the body.
- Nails must be kept short and clean, with no nail polish, acrylic, or artificial nails.

BOYS' UNIFORM REGULATIONS

SLACKS	Grades K-5: ONLY Dennis-brand solid navy twill pants. Black or brown belts required. Grades 6-8: ONLY Dennis-brand solid khaki twill pants. Black or brown belts required. **If a Kinder of 1st grade student is wearing elastic waist pants, they do not have to wear a belt.** **Must be clean and presentable without tears, holes or stains.
SHIRTS	Grades K-8: ONLY Dennis-brand white polo shirt **with Epiphany logo.** Solid white turtlenecks are acceptable if worn under the uniform shirt. All shirts are to be tucked in. All T-shirts worn under the polo shirt must be **solid white** in color. **Must be clean and presentable without tears, holes or stains.
OUTERWEAR, HATS	Grades K-5: ONLY Dennis-brand maroon sweatshirt with **Epiphany logo**. Grades 6-8: ONLY Dennis-brand navy sweatshirt with **Epiphany logo**. **Must be clean and presentable without tears, holes or stains.

	No hats, caps, headcoverings, jackets, or coats are to be worn during class time or in any of the buildings. Epiphany uniform jackets may be worn at school.
HOSIERY	Solid gray, black, navy, or white socks **must cover ankles** and be visible above the top of the shoe. Socks should not have **ANY LOGOS** or designs. **Socks should not be above the knee or "thigh high" **Socks must be above ankles.
SHOES	Black, white, or a combination of black and white tied or slip-on, closed-toed shoes. **No other colors except black and white are allowed on the shoe. This includes colored logos.** No boots or high heels allowed. No high tops. No platform shoes. No light up shoes.Laces must match the color of the shoe. Kindergarten and 1st Grade students are the only students who may wear shoes with Velcro.
PE UNIFORM	Grades K-5: Solid navy sweatpants **with Epiphany logo**. Grades 6-8: Solid grey sweatpants **with Epiphany logo**. Grade K-8: ONLY Dennis-brand white polo shirt **with Epiphany logo.** Grade specific sweatshirt **with Epiphany logo**. Athletic shoes of any color allowed. No light up shoes. **Must be clean and presentable without tears, holes or stains.
HAIRSTYLES, MISC.	Hair should be clean, neatly combed, and styled in a moderate manner. Hair should not fall below the eyebrows. No extreme or faddish hairstyles are permitted (shaved hairstyles, two-tone, bowl cuts, shaved cuts, tails, etc.) are unacceptable. Cultural and/or religious hairstyles are permitted upon approval by the administration.. Students must maintain their natural hair color. No extreme or faddish hairstyles are permitted (shaved hairstyles, two-tone, bowl cuts, shaved cuts, tails, etc.) are unacceptable. Cultural and/or religious hairstyles are permitted upon approval by the administration.. No hair extensions. Facial hair is forbidden, boys must be clean shaven. No exceptions. Razor cut eyebrows are not allowed **School administration reserves the right to determine inappropriate hairstyles.**

GIRLS' UNIFORM REGULATIONS

JUMPERS & SKIRTS	Grades K-3: ONLY Dennis-brand Windsor blue-plaid jumper or navy skort. Grades 4-5: ONLY Dennis-brand Windsor blue-plaid skirt or navy skort. Grades 6-8: ONLY Dennis-brand khaki "skort". **Skirt/skorts should be at or around the knee.** **Must be clean and presentable without tears, holes or stains.
SLACKS	Grades K-5: ONLY Dennis-brand solid navy twill pants. Black or brown belts required. Grades 6-8: ONLY Dennis-brand solid khaki twill pants. Black or brown belts required. If a Kinder of 1st grade student is wearing elastic waist pants, they do not have to wear a belt. **Must be clean and presentable without tears, holes or stains.
BLOUSE	Grades K-8: ONLY Dennis-brand white polo shirt **with Epiphany logo.** Solid white turtlenecks are acceptable if worn under a uniform blouse. All T-shirts worn under the polo shirt must be **solid white** in color. **Must be clean and presentable without tears, holes or stains.
OUTERWEAR, HATS	Grades K-5: ONLY Dennis-brand maroon sweatshirt with **Epiphany logo**. Grades 6-8: ONLY Dennis-brand navy sweatshirt with **Epiphany logo**. No hats, caps, headcoverings, jackets, or coats are to be worn during class time or in any of the buildings. Epiphany uniform jackets may be worn at school. Headbands should be black, navy, maroon, or of uniform material. *No extra adornments are permitted. (e.g. no cat ears or large bows).* **Must be clean and presentable without tears, holes or stains.

HOSIERY	Solid white or navy tights are acceptable under skirts and/or jumpers. Solid gray, black, navy, or white crew socks or knee-highs. **Socks must cover ankles and be visible above the top of the shoe**. Socks should not have **ANY LOGOS** or designs. **Thigh high socks/hosiery are not allowed.**
SHOES	Black, white, or a combination of black and white tied or slip-on, closed-toed shoes. No other colors except black and white are allowed on the shoe. This includes colored logos. No boots or high heels allowed. No high tops. No platform shoes. No light up shoes. Kindergarten and 1st Grade students are the only students who may wear shoes with Velcro.
PE UNIFORM	Grades K-5: Solid navy sweatpants **withor without Epiphany logo**. Grades 6-8: Solid gray sweatpants **with or without Epiphany logo**. Grade K-8: ONLY Dennis-brand white polo shirt **with Epiphany logo.** Grade specific sweatshirt **with Epiphany logo**. Athletic shoes. **Must be clean and presentable without tears, holes or stains.
HAIRSTYLES, MISC.	Hair should be clean, neatly combed, and styled in a moderate manner. Students must maintain their natural hair color. no dyed hair or highlights No hair extensions. School administration reserves the right to determine inappropriate hairstyles. Black, navy, maroon, or of uniform material scrunchies/hair ties are allowed. Cultural and/or religious hairstyles are permitted upon approval by the administration. **School administration reserves the right to determine inappropriate hairstyles.**

DRESS CODE ENFORCEMENT and DISCIPLINARY CONSEQUENCES

Failure to follow the dress code policies will result in disciplinary action. A student in violation of these policies may be sent home and not be allowed to return to school until the dress code infraction is corrected. Clothing items that do not meet dress code guidelines may be confiscated. A student who comes to school without the complete uniform and/or appropriate hairstyle will be asked to wear the item(s) the next day or be sent home.

MODIFIED DRESS DAYS

Dress may be casual, but not sloppy and it should reflect personal and school pride. Clothing should be neat, clean, un-torn, and appropriate for school. Excessively tight, or excessively baggy clothes are unacceptable. No ripped jeans are allowed and no skin tight leggings. Any student in free dress must ensure that the choice of dress covers at least as much of the body as would the uniform. ***Shorts are not allowed unless specified by the school administration*.** Students in inappropriate clothing will be sent home to change. T-shirts or sweatshirts that have printed material on them should be in keeping with a Christian environment. Hoods are not to be worn in the classroom. Students wishing to remain in uniform on non-uniform days may do so. The administration reserves the right to determine whether clothing is inappropriate.

EXTENDED CARE PROGRAM

ELIGIBILITY
Any child who is currently enrolled at School of the Epiphany is eligible for the after-school Extended Care Program.

HOURS OF OPERATION
The Extended Care Program is in the school cafeteria after the close of the school day until 5:45 p.m. On all minimum days, students need to bring lunch and snacks with them, as the program does not provide lunch.

Minimum Day 12:35 - 5:45 p.m.
Regular Day 3:00 - 5:45 p.m.

It is the responsibility of the student's family to see that their child is picked up by 5:45 p.m. A late charge of $ 3.00 per minute will be billed per child to the tuition account if the child is picked up after 5:45 p.m.

Extended Care services are not available on the last day of school or the last day before Thanksgiving, Christmas, and Easter vacation.

FEE SCHEDULE
The cost of the Extended Care Program is in addition to regular school tuition. The fee schedule is published annually on the Extended Care contract. For a schedule of the Extended Care fees, please contact the school office.

All monthly fees are paid on a monthly basis and are due whether or not the child is absent on any given day (just as is the case for school tuition). Fees will be billed to the tuition account.

DISCIPLINE
Children are expected to follow the rules regarding behavior that are stated in the Student and Family Handbook. All rules and regulations for discipline are in effect for the Extended Care. Any child with disciplinary issues will be referred to the Principal and if necessary, will not be allowed to return to the program.

POLICIES AND PROCEDURES

- Children must be signed into Extended Care by staff within 15 minutes of the close of the school day. Children may not leave the campus and return for Extended Care.
- Parent/Guardian must pick up their child at Italy Ave. door by ringing the doorbell. If there is a note stating that Extended Care is in the playground area, please pick up the child at Vienna Ave. gate by the church.
- When the child is picked up, an authorized adult must sign them out. If a child is picked up and not signed out, it will be assumed that the child stayed until 5:45p.m. and the family will be charged accordingly.
- The Extended Care Program provides time for children to do their homework. However, the program does not provide tutorial services or correction of homework. Please make sure children have the necessary supplies to do homework.

FINANCIAL POLICIES

APPLICATION FEE
This non-refundable fee covers the expenses of testing new students and processing applications.

REGISTRATION FEE
This fee is charged to cover the cost of books, supplies, insurance, standardized testing, etc. It is due and payable with the re-registration form for returning students or upon notification of acceptance for new students.

- All tuition and fees for the current year must be current before re-registration is accepted or the new student is enrolled.
- If the registration fee has been paid and the student does not attend School of the Epiphany for any reason, one-half of the annual fee will be refunded if the school is notified in writing before July 1st.
- Families registering new students to the School of the Epiphany are not eligible for any refund of the annual registration fee.

SCHOOL OF THE EPIPHANY TUITION
I understand that the Epiphany School Tuition Policy stated both here and in the Student and Family Handbook, requires the following:

FACTS Tuition:
All families pay tuition through FACTS tuition collection company. It is the responsibility of the family to register in the FACTS portal (*including a $43 FACTS administrative fee*) and maintain their account with current banking information throughout the school year. Payments may be made by mail, web, or telephone. All payments begin in July regardless of payment schedule.

- The Principal will consider dropping from the enrollment list the following:
  - Families who have made no payment toward their delinquent account, or
  - Families who have made no effort to discuss the problem with the Principal.

- Families with unpaid tuition or fees will not be permitted to re-register for the following school year.
- The person responsible for payment of the account will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due.

Financial Aid Note:
Families are responsible for the full monthly tuition payment until all financial aid and scholarships have been processed by the School of the Epiphany. Once the financial aid/scholarship has been applied the discount will be applied to the renaming payments on the account.

TUITION ASSISTANCE/FINANCIAL AID
Tuition Assistance and other forms of Financial Aid are available to School of the Epiphany students from a variety of sources: the BASIC Fund, the SMART Fund, the Archdiocesan Tuition Assistance Program, and from the school.

- BASIC and SMART Funds: For information regarding money and applications, contact the school office. Fliers and other announcements will be made through the Wednesday Envelope.
- Archdiocesan Tuition Assistance Program: Assistance is available from the Archdiocesan Family Grants Program to Epiphany families with financial need. Availability of applications (TADS) is publicized through the Wednesday Envelope during the second semester. Determination of assistance is made at the Archdiocesan level. Notification of the outcome is sent directly to families from the Archdiocesan Office of Catholic Schools.
- School Assistance: Tuition assistance is available to families with financial need. Tuition assistance is available only to those who have also applied for the Archdiocesan assistance program (TADS). The Principal makes a determination of assistance at the school level.

FUNDRAISING

To keep tuition affordable, Epiphany is heavily dependent upon the success of the various fundraising efforts. All families, regardless of tuition plan, are required to contribute **$250.00** in fundraising profits. Fundraising for non-school hosted events is prohibited.

FAMILY/PARENT SERVICE PROGRAM

The formation of Christian Community is at the heart of Catholic education – not simply as a concept to be taught, but as a reality to be lived. Through the experiences at the School of the Epiphany, families are encouraged to build community in all aspects of their lives. The experience of community leads naturally to service. Christ gives His people different gifts, not only for themselves, but also for the building up of the community in which they are found. Each member is asked to provide service for the benefit of all.

In order to qualify for Plan B (the participating tuition rate), the following four (4) conditions must be met:

- 40 service hours
- 2 games at Centerplate (if the program is available)
- Attendance of 4 of 5 EPA meetings

The School of the Epiphany's Parent Service Program requires **a minimum of** 40 volunteer hours per two-parent family. Single-parent families are required to complete **a minimum of** 20 volunteer service hours. **To be considered for single-parent status, the parent must request the reduction in volunteer service hours, in writing to the school Principal, no later than September 15 of that school year.** Single-parent families not submitting a request to reduce their service hours by the specified date will be held accountable for the full 20 volunteer hours per semester [40 hours per year].

Family members (immediate or extended) may contribute toward fulfillment of your requirement. Hours served by Epiphany students or individuals under the age of 18 are appreciated, but they cannot be counted toward the family requirement.

A minimum of thirty (20) required volunteer hours, annually per two-parent family, (10) per single-parent family, must be in the Centerplate fundraising activities (working at AT&T). The remainder of the service hours may be spent in any activity that directly or indirectly benefits the school or parish (please see the partial list below). This is dependent upon the availability of the program to School of the Epiphany.

Families must submit a Parent Service Form to the office in order to receive credit for hours served. Forms are available in the school office. The service hour sheets are available in the main office and are to be completed by the event manager (who accounts for the correct number of hours). The form should be submitted to the main office. The office staff, to ensure the accuracy of the record, must endorse each form. Parents are required to retain a copy of their service record. All service forms are to be submitted within 15 days of the actual service – forms submitted after 15 days of completing the service will not be accepted. Any service performed after the close of school will be accrued for the subsequent school year.

ALL families who have not completed their annual allotment of volunteer service hours (40/20 hours) by **the end of**

May will be charged the full per pupil cost for each student (Plan A) for the following school year – these families are ineligible for any parish tuition assistance and/or sibling discount – such rate changes are not eligible for appeal. Families with a graduating 8th grader must complete their full volunteer hour allotment **no later than the second week of May** in order to have their student participate in any of the graduation activities.

Families are given the opportunity to choose the areas in which they would like to serve the balance or their required hours. Some programs requesting volunteers:

- Athletics: Sports are a strong tradition at Epiphany. Coaches are needed for girls and boys teams.
- Classroom Service: Volunteers are needed to help with the work in the classroom in such capacities as a room parent, a classroom aide, a chaperone, volunteer, or to help with correcting papers, working with struggling students, etc. Classroom volunteers must be coordinated by the classroom teacher and often require an ongoing commitment. Please, no drop-ins! Many of such tasks require training and advance notice.
- Donation of Office Supplies: Donations are accepted in like for required participation. Hours are awarded at the rate of 1 service hour for every $15 of materials donated at one time. All donations must be coordinated with the school office and school administration prior to donating items.
- EPA Events: The EPA sponsors various fundraising activities (e.g., Breakfast with Santa, Halloween Carnival, etc). All these events depend on parent volunteers to staff these events.
- Yard Duty: Parents may volunteer to monitor recess and/or lunch times. Please contact the office if interested.

Please remember all volunteers must sign in to the school office.

EPIPHANY PARENTS ASSOCIATION

All parents, regardless of participating status, are expected to participate in the Epiphany Parent Association (EPA). The standard of participation is determined to be at least four meetings per school year. Compliance with this requirement is a factor in re-registration priority and in the determination of "Participating Status." A sign-in process at each of the meetings will determine attendance at the meetings. Attendance at EPA meetings is not considered service to the school.

PAST DUE

Families who are more than 60 days past due at that time will be informed that their child will not be admitted to School of the Epiphany the following school day if the account remains overdue.

It is the policy of the School of the Epiphany to pursue severely past due accounts through legal efforts, and the School has retained the services of a collections agency for that purpose. Any account remaining overdue after the final report card is distributed in June will be turned over to the collection agency for collection unless arrangements have been made with the Principal. At the time of registration/re-registration, tuition payment options and policies are published. Please read this information carefully, as it describes the procedures and requirements regarding tuition. Please note: families in arrears at the time of re-registration for the upcoming school year will not be allowed to complete the registration process until the account is brought current. Students whose families do not register at the appropriate time face the possibility of not having space available for them once they decide to complete registration.