



st. edward  
epiphany



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**[Notice: Parent Digital Signature Required. Please navigate to page 25 to submit your Parent/Student Handbook verification digital signature.](#)**

## MISSION STATEMENT

Rooted in Catholic tradition, our mission is to develop compassionate, faith-based leaders who will become purpose-driven problem solvers and will positively impact and inspire the world around them.

## ACCREDITATION

St. Edward-Epiphaney School is accredited by the Virginia Catholic Education Association (VCEA) and the Middle States Commission on Higher Education. The accreditation process has been approved by the Virginia Council for Private Education (VCPE), as authorized by the Virginia Board of Education.

## CATHOLIC TEACHING

The curriculum of the school is in keeping with the faith and teachings of the Catholic Church, including, but not limited to, such topics as the sanctity of life from conception to natural death, the inherent dignity of each human person, the natural ordering of marriage between man and woman, and that there are two genders, created by God, male and female. All enrolled students are to dress and comport him/herself according to his/her biological gender.

## CONTACT INFORMATION & DAILY SCHEDULE:

Website: [www.seeschool.com](http://www.seeschool.com) which is continually updated and provides important information.

**Front Office Hours:** 8:00am- 3:30pm / **Extended Care Front Office Hours:** 3:30pm - 6:00pm *(except on days listed in the school calendar)*

School Day: 7:50 am Morning Carpool Begins  
8:15 am Morning Carpool Closes  
2:55 pm Prayer/Dismissal (11:50 am Prayer/On Noon Dismissal Days)

Lunch Times: 5th - 6th Grade - 11:05am - 11:25am  
7th - 8th Grade - 11:25am - 11:45am  
3rd - 4th Grade - 12:00pm - 12:25pm  
1st - 2nd Grade - 12:25pm - 12:50pm

Extended Care: Before School Care in the Cafeteria 7:00am - 7:50am  
After School 3:00pm - 6:00pm *(except on days listed in the school calendar)*

Extended Care Phone Number: (804) 272-2881

Students enrolled in Before School Care will be permitted in the building as early as 7:00 am. **Students enter through door #6 the lower, front, cafeteria door located in the front of the school.**

## **ADMISSIONS**

Registration for students entering St. Edward-Epiphany begins after Labor Day for the following year. Parents who are interested in having their child attend St. Edward-Epiphany should contact the school office, make an enrollment request, and request an information packet.

- Children entering Preschool must be 4 years old by September 30.
- Students entering Kindergarten must be 5 years old by September 30.
- Students entering First through Sixth grades will be given an entrance exam to determine placement into the school program.
- St. Edward-Epiphany admits students of any race to all the rights, privileges, programs, and activities generally made available to students. We do not discriminate based on race in the administration of educational policies and any school-administered programs.

## **RELEASE OF STUDENT RECORDS**

Written permission from the parents or legal guardian is required before a student's records can be released to another school. All records will be sent to another school via email or fax. School records will not be released until all school financial obligations are met.

## **TUITION RATES**

Tuition rates for the St. Edward-Epiphany school year can be found online at [www.seeschool.com](http://www.seeschool.com).

Payment Plans are made through FACTS Tuition Management at <https://online.factsmtg.com>. Use this site to set up your account.

Payments are made annually, semi-annually, or monthly.

Account Changes: if you need to make changes to your payment agreement with FACTS, please contact the school Business Manager.

Financial Aid is available to any family enrolled in St. Edward-Epiphany and is in need of financial assistance.

Applications are made through FACTS Grant & Aid at <https://online.factsmtg.com>.

For further information please visit the Diocesan website at [www.richmonddiocese.org](http://www.richmonddiocese.org).

## **GRADING SCALE, TEXTBOOKS, ADVANCED MATH, & HOMEWORK**

All curriculum standards can be found on the Catholic Schools link of the Diocese of Richmond website: [Office of Catholic Schools Consensus Curriculum](#).

**STUDENT EVALUATION:** All schools in the Catholic Diocese of Richmond use a Diocesan Report Card for students in kindergarten through eighth grade every nine weeks. Our Preschool students receive a different report card every twelve weeks.

- Students in kindergarten receive E=Exceeds skill level, S=Satisfies the skill level, P=Progressing in skills, or I=Improvement needed in skills.
- Students in First through Second grades will receive 3, 2, or 1 grades.
  - 3= Meeting grade level standard; applies skills consistently and independently
  - 2 = Developing grade level standard; applies skills inconsistently with or without support
  - 1 = Below grade level standard; unable to apply skills with support.
- Students in Third through Fifth grades will receive letter grades.

- Students in Sixth through Eighth grades will receive numeric grades.

The Diocesan Grading Scale is as follows:

A:	90 – 100
B:	80 – 89
C:	70 – 79
D:	60 – 69
F:	59 & Below

### **HONOR ROLL**

Students in grades 4th - 8th are eligible for the Honor Roll and Top Honors. To earn Honor Roll status, students must have a score of 80 or higher throughout the year in all subjects. To earn Top Honors status, students must have a score of 90 or higher throughout the year. Students in 3rd – 8th grade have live grades throughout the year. An email reminder will be sent home at Interim Report time to check your child's grades. Report cards will be emailed at the end of each quarter.

Homework assignments complement the daily schoolwork and help students develop good habits of work and study. Parents give valuable assistance to the child and the school when they insist that a definite study time in a quiet atmosphere be part of the child's evening schedule.

### **MAP-GROWTH TESTING**

The MAP-Growth assessment is given on the computer to the students three times per year in grades 2-8. Test scores are evaluated to ensure that each child is progressing appropriately. Family reports will be distributed to parents.

### **RETENTION**

It may be necessary for a student to repeat the work at a given grade level in order to understand and succeed in important skills. If retention is being considered, parents will be notified and a conference will be scheduled to discuss the situation.

### **PARENT-TEACHER CONFERENCES**

- Official conferences happen twice a year, once in the fall after the first quarter and again in February. However, reach out anytime if there is a concern.
- Classroom concerns should be addressed with the teacher prior to contacting the administration.
- Teachers are available for a conference in person, over the phone, or virtually. You can always communicate via email. Please allow teachers 24 hours to respond.

## **STUDENT TRANSPORTATION**

There are three transportation options for St. Edward-Epiphany students:

### 1. Bus

All students are eligible to ride the bus. Bus transportation can be a round trip (to and from school) or students can just ride one way. Please contact our bus coordinator at [office@seeschool.com](mailto:office@seeschool.com) with any questions. Parents/students can purchase bus tickets in the school office upon request.

### 2. Walk

Students who walk to school are asked not to come to the school playground before 7:50 a.m. At afternoon dismissal, walkers are to leave the school from the back doors of the building; they must leave the grounds immediately because of the procedure for car rider dismissal. Students, who are walkers, may not walk between cars waiting to pick up car rider students.

### 3. Car Riders – Singles and Carpool

- The morning drop-off and afternoon pick-up lines are designed with safety in mind. Please follow all drop-off and pick-up procedures.
- No cell phones while in line.
- If transportation on a given day is changed please notify the office and it will be announced in afternoon announcements.

(Please Visit our Website for Singles and Carpool Maps)

## **SAFETIES (Middle School Students)**

If your child is a school safety he or she should be dropped off at the corner of the school near back door #3. They will then proceed to the main rear entrance to enter the building through door #4 at 7:45 am.

## **ATTENDANCE POLICY**

Being on time for school is essential for success in school. Morning dropoff begins at 7:50 am. In grades K-6 students enter the building at 8:15 am and report to homeroom. Grades 7 and 8 enter the building at 8:15 and report to their first block of the day. Prayer begins at 8:20 and students will be marked tardy if not present by 8:20 am. Please make every effort to avoid being late. Administration will contact you to discuss solutions to excessive tardies.

- 5 unexcused tardies, students will receive one unexcused absence, and a meeting will be requested with the parent/guardian. Tardies reset to zero for the 2nd Semester.

- Students arriving after 8:20 AM are tardy. All students must be signed in at the main office by a parent or guardian to receive a tardy slip.
- Grades JK - 4 report all absences to your child's homeroom teacher via email. Grades 5 - 8 report all absences to mst@seeschool.com.

<b>Absences</b>	<b>Consequences</b>
7 Absences	Written notification sent to parents stating the number of absences
10 Absences	Administration will contact parent(s) and schedule a conference with parent(s)
15 Absences or more	May result in students needing to make up instructional/seat time

- Homework to be picked up should be arranged through the homeroom teacher and should be scheduled for pick up after school. Teachers will not be interrupted during instructional time.

### **CARPOOL TIMES**

Families with children in grades JK-8 are expected to participate in arrival and drop-off using the carpool system. Students must walk independently into school.

#### **Morning Drop-Off: 7:50am - 8:15am**

- Students should not be left unattended on SEES property before 7:50am. All students must remain in their vehicles until school opens.

#### **Afternoon Pick-up: 2:50pm - 3:10pm**

- Children not picked up by 3:10pm will be placed in Extended Care, and parents will incur the associated charges.

### **DISMISSAL**

- At the beginning of the school year parents are asked to complete a form listing those individuals who are authorized to pick up students. Should there be an emergency, call the school office informing them of the situation, and be prepared to advise who will pick up the student(s).
- Announcements start at 2:50pm, followed by dismissal at 2:50pm
- Should a student need to leave school early, a note should be written to the student's homeroom teacher detailing the time of departure.
- Students can be picked up at the school office. STUDENTS WILL NOT BE DISMISSED FROM THE OFFICE BETWEEN 2:30pm to 3:10pm. PLEASE PICK UP YOUR CHILD NO LATER THAN 2:30 PM FROM THE MAIN OFFICE.
- Students will ONLY be dismissed early from their classroom when a parent arrives at school to pick them up.

## **CHANGE OF TRANSPORTATION ARRANGEMENTS**

Parents must notify the main office **and** homeroom teacher in a timely manner if they want their child to be transported by someone else other than the parent.

## **ITEMS LEFT AT HOME**

If your child forgot an item at home, please label it with the student's name and the teacher's name before dropping it off at the main office. Note that classrooms will not be disrupted once instruction has started. The teacher will be notified by email to have the student come to the front office to claim any forgotten items.

## **SCHOOL COMMUNICATION**

Communication between school and parents is handled in many ways:

- Weekly Email Blast - this communication goes out weekly on Sundays by 10: 00 am
- Teacher/Parent Notes or Emails
- Red/White Folders - Every student in grades JK-6 receives a Red/White Folder at the beginning of the school year, which is the primary vehicle for weekly communication between school and home. General school information will go through your youngest or only child.
- The School Website
- Google Classroom pages and/or web-based communication
- Social Media: Facebook

## **CHANGE IN SCHOOL SCHEDULE / INCLEMENT WEATHER INFORMATION**

Emergency closing announcements will be made on:

- School-wide Email and Parent Alert
- The School Website
- WWBT Channel 12 TV, WRIC Channel 8 & WTVR Channel

## **STUDENT CONDUCT**

**DISCIPLINE:** St. Edward-Epiphany strives to develop self-discipline resulting in respect for self and others. Sensible rules serve to safeguard individual freedom and assure every student the right to a safe and positive learning environment. A system of accountability for students in Fourth through Eighth grades has been established to assure the continuation of a Catholic learning environment.

St. Edward-Epiphany issues merits to students for exceptional behavior and extraordinary acts of service and kindness. Students receiving ten merits are awarded a week of tag days in addition to a merit award.

St. Edward-Epiphany issues demerits to students for inappropriate actions and/or serious negative behavior. Any student receiving three demerits will serve an after-school detention. Parents will be notified by email if a student is to serve detention. Any student receiving six demerits will serve a second after-school detention and a parent meeting is required. Any student receiving nine demerits will forfeit participation in the yearly



Olympics and report to the Assistant Principal for those two days of Olympics and receive a suspension. During in-school suspension, students may earn a maximum of 85% on all classwork, homework, tests, and quizzes completed that day. Any student receiving 12 or more demerits will be under review for expulsion from St. Edward-Epiphany.

### **ACADEMIC HONOR CODE**

Honesty at St. Edward-Epiphany is an expected part of our code of conduct. Students will be required to sign an Honor Code Pledge at the start of the school year. Students are aware that giving or receiving information from another student for a grade, for their own benefit, is not permissible or acceptable. If a student violates the code of conduct regarding honesty, then he/she will receive an automatic detention, and a zero on the assignment, quiz, or test.

### **UNIFORM REQUIREMENTS / DRESS CODE**

Uniforms must be purchased through Flynn & O'Hara and/or Lands End Uniforms. All students are expected to be well-groomed at all times as determined by the principal or administrator. The school administration reserves the right to decide what is acceptable for school dress.

**IMPORTANT NOTE:** If a student is in an incorrect uniform, parents will be contacted to bring proper attire.

### **BOYS UNIFORM - General**

- One small necklace only may be worn
- Students should not wear make-up
- Shirts must be tucked in at all times.
- Hair color must be natural and hairstyles conservative in nature.
- Hair should not cover their eyes or ears or extend past their collar.
- Long, shaggy hair will not be allowed.
- Facial hair or earrings are not permitted on boys
- A watch may be worn, however, smartwatches are not allowed.
- One to two bracelets may be worn.

### **Boys - Preschool through 5th Grade:** *(Please note that all of our uniform vendors have a list of uniform items by grade level)*

- ❖ Gray knit polo shirt with school logo (short sleeve or long sleeve)
- ❖ White knit polo shirt with school logo (short sleeve or long sleeve) White polo will be transitioning out by the 2026/27 school year.
- ❖ Navy pants or shorts, plain or pleated (properly hemmed, no baggy pants or shorts allowed)
- ❖ Red v-neck, sweater with school name or Red Fleece with logo
- ❖ Shoes leather or leather-like - solid brown, light brown, black or navy shoes with black or navy crew socks
- ❖ OR Athletic shoes (no high tops) - solid white, black, navy, or gray with white socks, no colorful shoes
- ❖ Brown or black leather belt or SEES belt

**Boys - 6th-8th Grade:** *(Please note that all of our uniform vendors have a list of uniform items by grade level)*

- ❖ Gray knit polo shirt with school logo (short sleeve or long sleeve)
- ❖ Gray knit polo shirt with school logo (short sleeve or long sleeve) **White polo will be transitioning out by the 2026/27 school year.**
- ❖ Navy pants or shorts, plain or pleated (properly hemmed, no baggy pants or shorts allowed)
- ❖ Gray V-neck, sweater with school name or Red Fleece with logo
- ❖ **Class sweatshirt - for eighth graders ONLY**
- ❖ Shoes leather or leather-like - solid brown, light brown, black or navy shoes with black or navy crew socks
- ❖ OR Athletic shoes (no high tops) - solid white, black, navy, or gray with white socks, no colorful shoes
- ❖ Brown or black leather belt or SEES belt

**GIRLS UNIFORM - General**

- All skirts must be of modest length and no shorter than fingertip length
- Tasteful, simple earrings. No dangling or large hoop earrings
- One small necklace only may be worn
- Students should not wear excessive make-up. (Ex. No eyeliner, eyeshadow, lipstick ..etc.)
- Shirts must be tucked in at all times
- Headbands should be school plaid, red, black, navy blue or brown
- Hair color must be natural and hairstyles conservative in nature
- No artificial/acrylic fingernails will be allowed. Length and color should be conservative and tasteful. (No neon colors or black)
- A watch may be worn, however, smartwatches are not allowed
- One to two bracelets may be worn

**Girls: - Preschool through 4th Grade:** *(Please note that all of our uniform vendors have a list of uniform items by grade level)*

- ❖ Plaid jumper and navy skirt (Preschool through 3rd)
- ❖ Plaid Skirt **(4th grade girls may wear jumpers or skirts - this is a transitional year)**
- ❖ Navy Slacks
- ❖ Gray knit polo shirt with school logo (short sleeve or long sleeve)
- ❖ White knit polo shirt with school logo (short sleeve or long sleeve) **White polo will be transitioning out by the 2026/27 school year**
- ❖ Red cardigan sweater with school name, or Red Fleece with logo
- ❖ Shoes leather or leather-like - solid brown, light brown, black, or navy shoes with navy knee socks, white crew socks, or navy tights
- ❖ OR Athletic shoes **(no high tops)** - solid white, black, navy, or gray with white socks, no colorful shoes

**Girls: 5th through 8th Grades:** *(Please note that all of our uniform vendors have a list of uniform items by grade level)*

- ❖ Plaid skirt must be of modest length and no shorter than fingertip length. If the skirt length is too short, parents will be notified
- ❖ Navy Slacks
- ❖ Gray knit polo shirt with school logo (short sleeve or long sleeve)
- ❖ White knit polo shirt with school logo (short sleeve or long sleeve) **White polo will be transitioning out by the 2026/27 school year**
- ❖ Gray cardigan with school name or Red Fleece
- ❖ **Class sweatshirt – for eighth graders ONLY**
- ❖ Shoes leather or leather-like - solid brown, light brown, black, or navy shoes with navy knee socks, white crew socks, or navy tights
- ❖ OR Athletic shoes (**no high tops**) - solid white, black, navy, or gray with white socks, no colorful shoes

**PHYSICAL EDUCATION UNIFORMS** *(Please note that all of our uniform vendors have a list of uniform items by grade level)*

All students in grades JK - 8th are expected to wear the school physical education uniform. P.E. Uniforms may be purchased from Lands End or Flynn & O'Hara stores. PE uniforms will be worn the entire day of PE class.

- Gray SEES PE t-shirt
- Red PE shorts
- Athletic shoes (**no high tops**) - solid white, black, navy, or gray with white socks, no colorful shoes
- On cold days, students may wear solid navy or gray sweatpants and a SEES spirit wear sweatshirt or SEES fleece

**TAG DAYS**

On Tag Days the Student is allowed to wear non-uniform clothing. Often these days are fundraisers and require a small donation of \$1. Individual students and entire classes can also earn Free Tag Days for various reasons. These days will be announced on the school calendar and/or through email blasts.

**TAG DAY GUIDELINES - No TAG DAY ATTIRE ON MASS DAYS.**

The following guidelines have been established. It is important to note that the administration has the authority to regulate all Tag Day outfits regardless of the guidelines below. If we believe that your child's outfit is inappropriate, you will be contacted to bring alternative clothing. Please adhere to the following dress code rules:

- All skirts must be of modest length and no shorter than fingertip length.
- Shirts may not be too tight or too short (no low cut or crop tops); tank top straps must be two inches wide.
- Pants and skirts may not be too tight or short.
- Leggings are only acceptable when worn with a top that covers the backside.
- Shorts may be no shorter than a four-inch inseam and must cover the backside completely.
- Jeans may have tears or holes, but nothing showing skin above the mid-thigh

- Closed-toe shoes. NO flip-flops, platform shoes, or Crocs-style shoes. This is for safety purposes.
- No heels higher than 1 1/2 inch
- Appropriate t-shirts (no inappropriate words or social/political slogans or pictures).

## **ST. EDWARD-EPIPHANY RESOURCES**

1. **School Counselor:** Our school counselor is available to assist students, parents, and teachers with issues that affect any component of school life.
2. **Exceptional Ed:** The Exception Education portion of our E3 Program is a resource program available for students who have been formally diagnosed with learning needs. Students eligible for resource services are determined by the Academic Resources Team. The mission of this program is to provide qualified students, as well as their teachers and families, with support in the form of direct intervention, collaborative instruction, classroom accommodations, and parental education. It combines our already established resource program with gifted education and other differentiated learning opportunities.
3. **Speech Therapist:** The Speech & Language Therapist screens all new Preschool, Kindergarten, and Primary students to determine those individuals who may need speech therapy. Once screened, the therapist assesses individual needs using a variety of age-appropriate devices. The Speech Therapist is available to perform auditory scans designed to detect more serious auditory deficiencies. If speech tutoring or resource assistance is needed, the therapist schedules this with the classroom teacher.
4. **School Nurse:** Our school RN will immediately assess injuries. If the injury is minor, like a scrape or cut, it is treated and the student returns to class. If there is a serious injury, parents are immediately contacted. In the event immediate serious medical attention is necessary, the rescue squad is contacted. All injuries are thoroughly documented by the school RN.

## **SCHOOL BOARD**

The School Board is to recommend policies consistent with Diocesan and State guidelines and directives for the operation of St. Edward-Epiphany, so that the largest possible number of students may be effectively educated in a Catholic environment, while encouraged to make deep personal commitments to Jesus Christ and the Church. The Board serves in a consultative relationship with the Principal.

The primary function of the School Board is to develop and recommend to the Principal policies in the areas of finance, development, long-range planning, public relations, and facilities that will ensure the successful operation of the School.

## **HOME SCHOOL ASSOCIATION (HSA)**

The school works hand-in-hand with parents to build a home/school partnership. Parents are the constant force behind many projects that enhance the school and help nurture the SEES experience. The HSA works diligently to plan and execute community events that provide family fun while raising funds to defray the cost of tuition. Students reap the rewards of parental commitment!

### ***Mission:***

- Provide spiritual opportunities and fellowship that develop a strong and meaningful Christian community among school families, faculty, and administration
- Provide a vehicle of communication between parents and the school
- Plan and coordinate fundraising activities

The membership of the Home School Association shall consist of each of the parents or legal guardians of the students at St. Edward-Epiphany and the faculty of the school. Students shall be non-voting members. Associate memberships will be offered subject to the annual approval by the current HSA Governing Board to interested parents and guardians of former students.

## **VOLUNTEER PARENT INVOLVEMENT PROGRAM**

“Parental effort is consistently associated with higher levels of achievement, and the magnitude of the effect of parental effort is substantial. We found that schools would need to increase per-pupil spending by more than \$1,000 in order to achieve the same results that are gained with parental involvement.” This research is reported in the “Parental Effort, School Resources, and Student Achievement” Journal of Human Resources (Spring 2008).

The primary purpose of our Volunteer Parental Involvement Program is to:

- Maximize the success of our students by parental involvement at school
- Keep tuition to a minimum by drawing on the many talents of our families
- Promote community

We expect each family to volunteer 10 hours per school year to support the school and the HSA.

- For ways to volunteer, please click [HERE](#) for additional information. Please note volunteering opportunities, will be posted on our weekly blast throughout the school year. Additional volunteer opportunities will be sent through your homeroom teacher and class representative.

## VIRTUS TRAINING FOR VOLUNTEERS

All parents must ensure their Virtus Training is current before taking on any volunteer responsibilities at school. Click [HERE](#) to register for an upcoming VIRTUS training program. The Catholic Diocese of Richmond is committed to ensuring that diocesan institutions and ministries provide a safe and nurturing environment for children, young people, and vulnerable individuals. The mission of the Diocese Safe Environment Program is to create a safe environment incorporating the standards as outlined in the Charter for the Protection of Children and Young People.

- When coming to school for volunteer commitment or school event EVERY person must check in and get a badge. For safety, The School check-in process requires everyone to use their license for admittance with no exceptions.
- Parents are not allowed in the classrooms unless it is for an organized instructional event or class party. This is to protect our student's instructional time and school safety.
- It is necessary to check out with the front office upon leaving the building.

## SCHOOL PARTIES AND HOLIDAY CELEBRATIONS

The room parents for grades PK-8 will organize all holiday celebrations. Birthday treats for students to share with his/her homeroom are to be shared at lunchtime unless pre-approved by the teacher.

## SCHOOL HEALTH INFORMATION - Please Click [HERE](#) to view our Permission to Treat

All students must meet the requirements of a state law enacted by the General Assembly of Virginia to cover the following conditions:

**Basic Immunizations:** A certificate from a licensed physician must be presented to the school prior to admission, confirming that the child has completed their immunizations against communicable diseases and listing the dates of each immunization.

**Physical Examinations:** All children entering school for the first time must present evidence of a physical examination within the past twelve months.

**Medication:** The following will be the procedure to follow if your child needs to receive medication while at school: including OTC medication. Parents must submit to the clinic written parental permission and a written physician's order including the name of medication, time, and dosages required. Medication must be in its original container and clearly labeled. Medications must be brought in by an adult.

**Updating Health Information:** Health records must be kept up to date at all times. If there is a physical problem of which the school should be aware, please contact the nurse. If there is a reason why your child cannot take part in physical education for an extended period of time, a doctor's or parent's excuse is necessary.

**Illness:** If a student is sick and unable to attend school, the parent or guardian MUST call the school nurse. This message can be left 24/7. A note of explanation for the absence must be sent to the homeroom teacher on the day that the student returns to school.

Children will be sent home if any of the following conditions exist:

- Diarrhea or vomiting
- Severe or unusual cough
- Red eyes with discharge
- Difficulty or rapid labored breathing
- Abnormal body temperature of 100 or above
- Green or brown nasal discharge

If your child is sick before coming to school you must keep them home to help promote a healthy environment for your child as well as other students.

It is the school policy that no child is to attend school with a temperature of 100 or above. **The child is to be without fever for 24 hours without the use of Tylenol, Motrin, Advil, etc before they may return.**

If a child has a contagious condition, a note from the doctor must accompany the child returning to school.

In accordance with the Diocese of Richmond, the school follows the Office of Catholic Schools policy on students with AIDS.

## **SPORTS / EXTRACURRICULAR ACTIVITIES**

- **Sports:**

- Soccer: JK - 4th grade Coed
- 5-8th grade boys (fall) and girls (spring)
- Basketball: JK- 2nd grade Coed
- 5-8th grade boys and girls (winter)
- Volleyball: 5th-8th grade girls (fall)
- Track and Field: 5-8th grade Coed (spring)
- Cross Country: 5-8th grade Coed (fall)

- **Kaleidoscope:** an after-school program held at various times throughout the school year. Additional information will be provided for Kaleidoscope offerings.

Football, Baseball, Field Hockey, Lacrosse, Softball, and Wrestling are offered through the Benedictine and St. Gertrude's Middies programs. Check their websites for more information.

## **FIELD TRIPS**

- Per the Diocesan Field Trip Policy (approved May 2006), field trips are to be educational in nature and the objective should be related to the Diocesan curriculum.
- A permission form signed by a student's parent(s) must be obtained prior to a student participating in a trip. Schools must use the field trip permission slip found in the Diocesan policy manual.
- Each field trip must be adequately chaperoned and must be in compliance with Diocesan safe environment policy guidelines.

Trips to major U.S. cities and abroad are permitted, as long as proper supervision, safeguards, and permissions are in place. Restraint in scheduling such trips should be based on State Department and Department of Homeland Security guidance and alerts. Overseas trips should be approved by the Superintendent of Schools and the Diocesan Risk Manager.

Class visits to places of cultural or educational significance give enrichment to the lessons in the classroom.

All students must return a written Field Trip Permission Form signed by his/her parent (guardian) before leaving the school property. Verbal permission over the phone may not substitute for written consent.

**LUNCH**

- Lunches can be brought in by students or pre-ordered through **FACTS online at seeschool.com**.
- Lunch ordering period for the month ahead opens on the **10th of each month and will close on the 25th of every month. Due to the way the system is set up, once the lunch ordering period closes, it can not be reopened.**
- Click [HERE](#) for instructions on how to place a lunch order through FACTS SIS.
- Students are still asked to bring a water bottle each day to school, and they can fill it up in the cafeteria if necessary.

**LUNCH SCHEDULE**

Times	Grades	
11:05 am - 11:25 am	7th - 8th Grade	Recess
11:25 am - 11:45 am	7th - 8th Grade	<b>Lunch</b>
11:05 am - 11:25 am	5th - 6th Grade	<b>Lunch</b>
11:25 am - 11:45 am	5th - 6th Grade	Recess
12:00 pm - 12:25 pm	3rd - 4th Grade	<b>Lunch</b>
12:25 pm - 12:50 pm	3rd - 4th Grade	Recess
12:00 pm - 12:25 pm	1st - 2nd Grade	Recess
12:25 pm - 12:50 pm	1st - 2nd Grade	<b>Lunch</b>
Jr. Kindergarten - Kindergarten	Homeroom Teacher will post lunch and recess times based on their schedule	

**FOOD DELIVERY SERVICES**

- Parents are prohibited from sending food to school through DoorDash, Grubhub, etc. This is a security concern and will not be allowed.

**EXTENDED CARE**

The Extended Care program is state-licensed and religious-exempt. It provides Before & After School professional care, supervision, recreation, and enrichment activities for students in grades Pre-K through 8. Students have ample opportunities for physical activity, educational games, movies, arts and crafts, cooking activities, social skill development, and daily homework time.

Parents must complete an extended care registration form prior to a child attending extended care. Registration forms can be acquired from the main office. Full-time and Occasional care is offered. Occasional care is as space permits and is a slightly higher cost. The extended care fee is paid through FACTs SIS Management System.

**TECHNOLOGY AND ELECTRONIC DEVICES**



The use of cell phones by students is restricted to EMERGENCY CALLS. A student must have permission from the administrative staff before using their cell phone. The telephone in the clinic and daycare is off-limits to all students. Telephone messages will be delivered in cases of emergency only.

While it is understandable that certain after-school arrangements may warrant students needing a cell phone, ALL cell phones brought to school for an emergency purpose MUST be turned off and kept in student's backpacks. Any cell phone that is left on or used during school hours or on campus without the student's parent present will be confiscated.

Any electronic or media device of any kind (i.e. Smart Watches, iPod, iPad, gaming systems, etc.) is not permissible on school property during school hours (this includes Extended Care and the School Bus). **Smartwatches of any kind are not permitted at school.**

Unacceptable use of technology and electronic information is prohibited by members of St. Edward-Epiphany. This includes:

- Sending or accessing material containing obscene or sexually explicit language or images;
- Sending emails containing inappropriate, profane, obscene, abusive, or offensive language;
- Sending email conveying a threat against any student, school personnel, or school property;
- Providing personal or confidential information about another individual or sharing or exchanging passwords for purposes not appropriate to the educational program;
- Posting harassing, inflammatory, or threatening information about a person or event.

Any student involved in such actions will be immediately suspended which may result in a recommendation for dismissal.

### **MIDDLE SCHOOL CHROMEBOOKS - All Middle School Students 5th - 8th are required to purchase a Chromebook**

The focus of the Chromebook program at SEES is to provide tools and resources for the 21st-century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon high school, college, and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for high school, college, and the workplace. Student Chromebooks will be managed by SEES.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Students are strictly prohibited from the following actions while using their Chromebook (SEES reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms
- Sites selling term papers, book reports, and other forms of student work

- Messaging services EX: MSN Messenger, Google Chat, etc.
- Spamming, Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Plagiarism or the use of any A.I. platform is a violation of the SEES Code of Conduct.
- Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- Students are prohibited from using their Chromebooks during lunch/recess time unless being supervised by a teacher.
- During the school day, Chromebooks are only to be used under direct instruction from a teacher or administrator.

If a student violates any part of the policies, procedures, or expectations outlined here, the student handbook or the Acceptable Use Policy, he/she will be disciplined in accordance with the following Strike Policy. Strikes will be accumulated throughout the school year and are not specific to certain teachers.

Strike #1- The teacher issues a formal warning. Teachers will document the offense.

Strike #2- Demerit Issued

Strike #3- Student will have to write an essay on the "Importance of Digital Citizenship," +1 Demerit

Strike #4- Call home from teacher, +1 Demerit, which would result in student detention

Strike #5- Meeting with Administrator, Student and Parents

Strike #6- Possible short-term suspension

Strike #7- Possible long-term suspension

Prohibited unless authorized by the Administration:

1. Access to personal email, chatting, instant messaging, or discussion boards.
2. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet

Students will only have access to Internet use after an Internet Permission form is on file with the teacher.

School-monitored Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Appendix A: Technology and Internet Acceptable Use Policy**  
**For All School Employees and**  
**Students and Grades 6-8 Diocese of Richmond**  
**St. Edward Epiphany Catholic School**

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior at all times when using the Internet, email, and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in the cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty, and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades six through twelve and their parent(s) (when a student is under the age of 18), must return the signed Technology and Internet Acceptable Use Contract. Students in grades K-5 will return the Computer and Internet Promises form. These agreements will be completed every year.

System users at the School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and emails and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

## **Acceptable Computer and/or Internet Use**

1. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.
2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing, and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

## **Unacceptable Behaviors must be promptly reported to the Principal or his/her designee including but not limited to the following:**

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work, or files.
3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information, or promotion of illegal or immoral behavior.
4. Sending and receiving of any material in violation of any national, state, or local regulation. This includes but is not limited to, copyrighted, threatening, or obscene material.
5. Using the School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure websites.
6. Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premises).
7. Non-school related social contacts between faculty/staff and students.
8. Any access to inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing,
9. threatening, and/or illegal content, or downloading/installing unapproved software.
10. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks, or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
11. Using the network in any way that will limit or disrupt network use or attempting to alter School system settings or data.
12. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
13. Assisting others in violating any of these policies.
14. Abuse or fraudulent use of the computer system, network, or Internet not specifically mentioned

Prohibited unless authorized by the Administration:

Access to personal email, chatting, instant messaging, or discussion boards. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

**Computer and Internet Promises  
For Grades 1 - 5  
Diocese of Richmond  
St. Edward Epiphany Catholic School**

**Introduction**

The use of computers and the Internet at the School must be for learning. We believe that using technology to learn is an important tool as long as students act responsibly.

Computer use is a privilege, not a right, and improper use will result in losing those privileges. The Principal will decide if improper behavior has happened and whether computer privileges are to be taken away. His/her decision is final.

When you use the School's computers, the Principal and other adults have the right and ability to look at your files and activities. Make sure that what you put in the computer system is courteous, legal, and acceptable.

Security on our computer system is important. If you see anyone trying to use other people's work or trying to go to areas that are not allowed, it is your responsibility to notify the teacher.

Just like parents monitor what you watch on television, see at the movies, listen to on the radio, or talk to on the telephone, the School will provide guidance on what is proper and teach you how to use the computers and Internet in a responsible way.

**Your Promises**

Using the computer and Internet correctly and responsibly is very important. I promise to follow these rules.

I PROMISE to use all equipment carefully and not intentionally damage or destroy it.

I PROMISE not to tamper with the software or network.

I PROMISE to use the computers and the Internet for School work only and use only the programs and websites that my teacher has approved.

I PROMISE to keep my password to myself and not to share it with others.

I PROMISE not to use someone else's password.

I PROMISE to be polite and not to use any language or pictures that are hurtful to others.

I PROMISE to give credit to others when I use their words or ideas.

I PROMISE to obey copyright rules.

I PROMISE to use only my own files and/or folders and never to trespass into someone else's.

I PROMISE to tell my teacher if I see something on the computer that is inappropriate.

I PROMISE to ask for help when I don't know what to do and to print only when my teacher tells me to.

I PROMISE not to reveal my address, phone number, or any personal information about me on the Internet.

I understand that if I do not use the computers or Internet responsibly or if I break my promises there will be consequences. I will sign my name to show that I will follow the rules and keep my promises.

## **WEAPONS**

Dangerous objects or weapons of any kind such as guns, knives etc. may not be brought to school. If a student has such an object, operable or inoperable, in his/her possession, it will be confiscated and the students will receive out of school suspension or will be expelled.

## **VIOLENT BEHAVIOR**

Violent behavior is the use of physical force that causes damage or injury to the individual, others, or property.

This would include:

- Acts of aggression
- Bringing a weapon to school, such as knives, guns (operable or inoperable), matches, or any item that is not a regular school supply.
- Threats made to a student or other school personnel.

## **CONSEQUENCES**

The student will be immediately removed from the classroom and sent to the principal. The child's parents will be contacted to come and remove the child from the school. In severe cases where the student cannot be controlled or there is imminent danger to others, the police may be contacted to assist the principal. The child will be suspended from the school for two days or will be expelled from school. The student is responsible for making up all missed class and homework.

The parents will be referred to the school counselor. In consultation with the school counselor, the principal will determine whether or not the child may return to school. If a second incident occurs, the child will be expelled.

## **BULLYING**

Every child at St. Edward Epiphany has the right to enjoy our school equally. Each child should feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

Bullying which can be pushing, shoving, hitting, and spitting, as well as name-calling, picking on, making fun of, laughing at, and excluding someone is not acceptable at St. Edward-Epiphany. If a child is responsible for bullying another child, he/she will be removed from the classroom and sent to the principal's office. The principal will discuss the bullying incident with the child and contact the child's parents regarding the bullying incident. The student may be suspended from school. If a child repeats a bullying action the student will be dismissed from St. Edward-Epiphany permanently. (Cyber Bullying see Electronic Devices)

**ALCOHOL, DRUGS, AND TOBACCO:** While it is our hope that it will not be necessary to enforce a policy with regard to the possession or use of drugs or alcohol, the policy is as follows:

### **ALCOHOL and TOBACCO**

1. The possession or use of any alcoholic beverage or tobacco products such as vapes on school property will result in automatic suspension from school and an immediate conference with parents.
2. Repeated offenses with regard to the use or possession of alcoholic beverages or tobacco products will result in expulsion from school.



## **DRUGS**

1. The possession or use of any drug substance (controlled, prescription, or non-prescription) on school property will result in automatic suspension from school and an immediate conference with parents. Depending on the nature of the drug, the police could be contacted.
2. A repeated offense with regard to the possession or use of any drug (controlled, prescription or non-prescription) on school property will result in expulsion.

## **EMERGENCIES, DISASTER PLANNING & CRISIS**

Fire drills are conducted once a week during the first month of school and once a month thereafter.

In the event of a major disaster or situation related to other traumatic events, a crisis intervention team is available through Catholic Charities. St. Edward-Epiphany has a school Social Worker as part of their staff from this agency, so the Crisis team is available at a moment's notice.

All School entrances are locked to the general public. St. Edward-Epiphany has implemented a system where anyone who wishes to gain entry to the school must do so through the front doors and enter by the school office. All visitors and volunteers must sign-in and wear a "Volunteer Parent" badge while on school premises.

## **TORNADO WARNING**

All students will go into the hallway outside their classrooms. Students on the second floor will make their way to the cafeteria. Students in the cafeteria or media center will shelter in the cafeteria. Children in the gym and church classrooms will go into the center hallway.

## **CRISIS MANAGEMENT PLAN**

The purpose of the CMP is for the safety and security of all students, teachers, staff, and any other child or adult who may be at St. Edward-Epiphany during a severe threat. A "severe threat" is defined as weather (tornado/hurricane), or any other potential act that could cause irreversible harm or injury to our students and adults.

## **ACTIVE SHOOTER**

In the event of an active shooter, HOLD will be called out over the radios and the PA system. All students will be immediately locked down in place and remain there until the Chesterfield County Police deem the school All clear. In the event of an Active shooter, DO NOT come to the school. The parking lot in front of The Great Big Greenhouse is the assembly point for families of students and staff members. The Great Big Greenhouse is located at 2051 Huguenot Rd., next to the Publix. A representative of the school will be present at this location to give out the necessary information to families. The school must remain clear for emergency vehicles.

## **POLICY REGARDING NOTICE OF SEX OFFENDERS**

Parents are invited to check the Virginia State Police website to learn of any sex offenders located within the same or contiguous zip code area as the school. Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by requesting this information from the State Police at: <http://sexoffender.vsp.virginia.gov>

THE INFORMATION PROVIDED BY THE VIRGINIA STATE POLICE FROM THE SEX OFFENDER REGISTRY SHALL NOT BE USED FOR INTIMIDATION OR HARASSMENT PURPOSES.

## PARENT/STUDENT HANDBOOK VERIFICATION FORM

The SEES Parent/Student Handbook provides information regarding district and school-wide expectations, procedures, and policies. While we review this information with our students here at school, we ask our parents and students to read and become familiar with these expectations, procedures, and policies ensuring awareness of them for a greater opportunity for success.

We have reviewed and understand the contents of the SEES Parent/Student Handbook and agree to be governed by the philosophy, policies, and procedures set forth therein. Likewise, we will acquaint our child with the information contained in it. We acknowledge that the [insert title of handbook] is not a contract and is subject to change at the discretion of St. Edward Epiphany Catholic School and Office of Catholic Schools.

All families must have a digital signature on file.

[Parent/Guardian Digital Signature](#)





**st. edward  
epiphany**