

EPIPHANY OF OUR LORD SCHOOL

2011 ~ 2012
School Handbook



3040 Walton Road
Plymouth Meeting, PA 19462
610-825-0160

Snow Emergency # 433
www.eols.org

Dear Parents,

For your convenience, the administration prepared this handbook to provide important information about Epiphany of Our Lord School. In this handbook, you will become acquainted with the philosophy, policies and procedures of our school.

By working together in support of one another's efforts - parents, teachers and students make the school's philosophy a viable and thriving entity. We are truly partners in education.

Within these pages you will learn the daily routine of the school and how we facilitate learning in a Christian, Catholic atmosphere. If after examining the handbook, you have any questions, please contact the school office.

As we enter each new school year, we ask God to bless our efforts and yours in promoting your child's growth and development as a follower of Jesus Christ.

Sincerely yours,

A handwritten signature in cursive script that reads "Miriam Havey". The signature is written in black ink and is positioned below the "Sincerely yours," text.

Miriam Havey
Principal

MISSION STATEMENT

Our primary mission is to teach Catholic Doctrine and to impart the gospel message of love of God, self, and neighbors. We encourage each child to develop a meaningful relationship with God and others.

As Christian educators, we believe the academic and religious purposes of the school are interrelated. We strive to help our students survive in a world that is constantly changing. We enable them to acquire skills and knowledge. More importantly, we encourage attitudes, both social and moral, that emphasize Christian behavior.

Our educational program allows for flexibility in grouping which fosters opportunity for reinforcement and growth. Selection of materials, methods and evaluation is designed to provide students with opportunities to experience success. The students are encouraged to make choices to develop a sense of responsibility through critical thinking, sound reasoning and decision making. Our hope is that this will further enhance a feeling of confidence and success in acquiring skills necessary to fulfill their roles in society.

We strive to create an atmosphere in which each child grows in understanding of Catholic religious beliefs and moral principles. As a result, this foundation is the beginning of a lifetime commitment to Christian values.

SCHOOL HOURS

8:00	Morning Session	Grades K-8
8:30	Morning Session	Pre-K3 & Pre-K4
11:30	Dismissal	Pre-K3, some Pre-K4
12:00	Lunch	Grades K-8
12:40	Afternoon Session	Grades K-8
2:30	Dismissal	Pre-K4
2:45	Dismissal	Grades K-8
3:00	CARES Available	Grades K-8

FACULTY & STAFF

Principal	Miriam Havey	havey.principal@eols.org
Secretary	Dolores Strittmatter	strittmatter.secretary@eols.org
Dir. Rel. Educ.	Stephanie Quigley	epiphanyrep.webs.com
Pre-School 3	Lisa Jackson	jackson.pre3@eols.org
Pre-School 4	Joan D'Elia	delia.pre4@eols.org
Kindergarten	Donna Koneski	koneski.kindergarten@eols.org
1st Grade	MaryBeth Dunsmore	dunsmore.gr1@eols.org
2nd Grade	Antonietta Morasco	morasco.gr2@eols.org
3rd Grade	Angela Palcko	palcko.gr3@eols.org
4th Grade	Bernadette Catania	catania.gr4@eols.org
5th Grade	Helen Miller	miller.gr5@eols.org
6th Grade	Michelle Mariani	mariani.gr6@eols.org
7th Grade	Robyn O'Hagan	ohagan.gr7@eols.org
8th Grade	Jennifer Crawford	crawford.gr8@eols.org
Art/Computer	Joanne Crawford	crawford.computer@eols.org
Music	Sister Regina Dougherty	dougherty.music@eols.org
Phys Ed	Mary Ann Gilman	gilman.gym@eols.org
Science	Gabriel Antonello	antonello.science@eols.org

CALENDAR

Some dates are subject to change, and marked (tentative).

SEPTEMBER

- 7th First Day of School
Noon Dismissal
(Grades 1 through 8)
- 8th First Full Day of School
(Grades 1 through 8)
- 8th Pre-4 Boys and Parents Class
Visit
(9 to 10:30 am)
- 9th Full Day of School
(Grades 1 through 8)
- 9th K and Parents Class Visit
(9 to 10:30 am)
- 9th Pre-4 Girls and Parents Class
Visit
(9 to 10:30 am)
- 9th Pre 3 and Parents Class Visit
(10:30 to 11:30 am)
- 12th Full Day of School
(Grades 1 through 8)
- 12th Pre 4 (8:30 to 11:30 am)
- 12th Pre 3 (9 to 10:00 am)
(Parents asked to have coffee in
Parish Center)
- 13th Regular Schedules Begin
- 14th Executive Board Meeting Home
and
School, 7:00 PM
- 21st General Meeting Home &
School,
7:00 PM (all parents
recommended to attend)
- 22nd Market Day Sale
- 27th No School In-Service

OCTOBER

- 1st Oktoberfest Fundraiser, 6:30 PM
- 4th High School Information Night
- 9th – 11th Forty Hours
- 13th Penance Meeting for Parents
- 14th Blood Drive
- 20th Market Day Sale
- 25th No School/In-Service
- 31st No School/In-Service

NOVEMBER

- 1st No School/Holy Day
- 5th Father/Daughter Dance
- 10th Confirmation Meeting for
Parents
- 17th 8th Grade Visits High Schools
- 17th Market Day Sale
- 23rd Noon Dismissal
- 24th Thanksgiving Break begins
(through the 25th)

DECEMBER

- 3rd/4th Holiday Craft Fair
- 8th No School
- 9th Report Cards
- 13th No School In-Service
- 15th Market Day Sale
- 21st Christmas Play, 7:00 PM
- 26th Holiday Break begins (through
31st)

JANUARY

- 2nd No School
- 12th First Penance, 7PM
- 16th No School
- 18th Executive Board Meeting
- 19th Market Day Sale
- 25th Home and School Meeting (All
parents recommended to
attend)
- 29th Catholic Schools Week Open
House

FEBRUARY

- 3rd End of Catholic Schools week
- 20th No School
- 21st Ladies BINGO Fundraiser
- 23rd Market Day Sale
- 27th Start of Book Fair

MARCH

- 4th First Eucharist Retreat
- 14th Confirmation Retreat
- 15th Market Day Sale
- 16th Report Cards
- 19th No School Faculty Retreat
- 24th MaGerks Annual Fundraiser
- 25th Confirmation Rehearsal
- 28th Confirmation, 4:00 PM
- 31st Easter Egg Hunt

APRIL

- 5th -9th Easter Break begins
- 13th Blood Drive
- 26th Market Day Sale
- 30th Communion Rehearsal

MAY

- 2nd Executive Board Meeting
- 4th Family BINGO
- 5th First Communion
- 7th May Procession
- 9th Home and School Meeting (all parents recommended to attend)
- 17th No School
- 18th In-Service or Snow make-up day
- 19th Flea Market (tentative)
- 24th Field Day
- 24th Market Day Sale
- 28th No School
- 31st Field Day (rain date)

JUNE

- 1st Walkathon EOLS fundraiser
- 4th Precious People Picnic
- 4TH-8TH Exams begin
- 11th -14th Noon Dismissal
- 13th 8th Grade Graduation
- 15th 10:30 am dismissal

EMERGENCY SCHOOL CLOSINGS

Please listen to the radio for school closings (KYW 1060 am). Our school number is 433. There are occasions when our school is open and the school district you reside in is closed, or on a delayed schedule. If the school district is closed, bus service will NOT be provided. If school is delayed, busing will be provided. We do have a chain call system for school cancellations and unexpected early dismissals. Please listen to the radio for your school district for busing.

#305 Colonial	#302 Lower Merion
#303 North Penn	#314 Wissahickon
#304 Norristown	#317 Perkiomen

Our children, depending on the location of their homes, use a variety of busing services. If you have any questions regarding bus transportation, please contact the following:

Colonial	610-834-1670	ext. 2142
North Penn	215-853-1139	
Norristown	610-630-5020	
Lower Merion	610-645-1940	
Wissahickon	215-619-8114	ext. 203
Perkiomen	610-489-9110	
First Student	215-853-1139	

The children are expected to respect the property of the busing company and vandalism will not be tolerated. They should report damage to the bus driver when they board the bus, so that they will not be held responsible. Those children who have difficulty in this area will receive a conduct report from the bus driver and their parents will be notified. If their conduct does not improve, school bus service could be denied to them. The children must ride assigned buses. Generally, bus companies will only transport children in the same school district. If there is a change in busing arrangements for a particular day, please send a note to the school office.

LATENESS

Any child who arrives late (after prayers have started 8:05) will be marked late. This does not include late busses or doctor's appointment or extreme weather conditions.

REQUESTS FOR EARLY DISMISSAL

When an emergency makes it necessary to have a student dismissed early, a parent or guardian is asked to write a note with the reason included. The note should be given to the homeroom teacher to be forwarded to the school office. Please indicate if someone other than the parent or guardian will be picking the child up. If a situation arises during the course of the day where plans change, please call the office instead of e-mailing so as to guarantee a timely response.

VISITORS TO SCHOOL BUILDING DURING SCHOOL HOURS

Teachers are not permitted to leave their classes while in session to answer the phone or confer with parents. Accordingly, no one is permitted to go to a class without the permission of the principal.

All visitors must report to the office before going through the school. Visitors must get a badge and return it before leaving. Requests to visit the classroom must be made with the teacher by note. Forgotten lunches, books, glasses, etc. should be left at the office so as not to disturb class. All visitors must report to the office. If you are cleared by the principal or secretary, you must sign in and you must wear a badge.

Since all school doors are locked, visitors must use the main entrance on Walton Road which has an intercom and buzzer system. You must leave the school building by the same door to insure that all doors are locked and not left ajar. Please return the visitor's badge before leaving the building.

SCHOOL EMERGENCY

There is a school-lock down and crisis management policy in effect. Each teacher has a copy of this policy in her possession.

Fire Drill

Routes posted. Follow routes in silence. Close door. Bring Roll Book. Check attendance. If everyone is not present, notify office personnel. This situation would involve fire, smoke or something similar. Fire, Emergency and other drills are conducted during the school year to insure safety for the students in evacuating the children in case of fire or other emergencies

Code Blue

Close locked doors. Stand behind chalkboard; this is so no one is visible through glass. Remain seated or standing until hostile person leaves building. Office personnel would contact police, Mr. Mashaintonio and rectory. This situation would be announced over PA system. This situation would include a hostile parent, hostile visitor or a person with a weapon. If a class is in a room other than their homeroom, follow the directions of the area. Do not attempt to go to your classroom. The only area that is different is the gym, please proceed to Cares or to the Pre 3 Classroom.

Evacuate Building

Follow procedures for fire drill but go to church. Remain in church until notified. Office personnel will follow notification procedure. This procedure would be followed if the building was deemed unsafe. This would be announced over the PA system.

Evacuate Grounds

Follow procedures for fire drill. Proceed to TD Bank parking lot. Office personnel will follow notification procedure and return to grounds when deemed safe.

Evacuate Area

Follow procedures for fire drill. Proceed to Plymouth Meeting Mall in an orderly fashion. Walk behind mall to AMC Theater. Meet

there. Office personnel will start notification procedure but will also start phone chain call to notify parents. This situation would be used in extreme situations, i.e. bomb threat or terroristic threat.

Lockdown

The children and faculty would follow normal routine. The only difference is that we couldn't leave the building until police have deemed that we are safe. Parents would be notified by chain call but would be advised not to come to the school. This usually involves a person with a weapon in the area, i.e. a bank robber or a person of interest that the police are pursuing. Many schools have food and drink for such an emergency. We have frozen pretzels and food from the Hot Lunch Program that could be cooked. We would use the water fountain.

Hopefully, none of these situations will occur but it is better to be prepared. I will update or change as new situations occur.

CONFERENCES

Teachers or parents may request a conference, if they feel that it is necessary. Conferences may be arranged by note or by phone to set up a mutually agreeable time. Please give the teacher at least one day's notice to enable her to confirm the appointment. In fairness to everyone's schedule, please do not drop in for a conference that has not been pre-arranged. Questions and/or problems should be discussed with the classroom teacher first, and if necessary, then with the principal. Please do not expect the teachers to have conferences during their lunch break or at dismissal.

HEALTH INFORMATION

Proof of Immunization means a written record showing the dates (month, date, year) your child was immunized.

The following immunizations are required by the Commonwealth of Pennsylvania for school attendance:

- Diphtheria, Tetanus: 4 doses, 1 dose after the 4th birthday
- Oral Polio: 3
- Rubella: 1 after 12 months
- Measles: 2 doses after 12 months
- Mumps: 1 dose after 12 months
- Hepatitis B: 3 doses
- Varicella (chicken pox): 2 doses (or documentation of disease)

Children entering Grade 7 need the following:

- Tetanus, Diphtheria, Acellular, Pertussis (Tdap) (if five years has lapsed since last tetanus immunization)
- Meningococcal Conjugate Vaccine (MCV)

The following examinations are required by the state of Pennsylvania for attendance at school:

- Physical Examination: Grades K, 6
- Dental Examination: Grades K, 3, 7

A registered nurse is provided by the school district according to school enrollment. She/He is responsible for checking vision, height, and weight of every child and for making referrals to parents if health problems are found. Hearing is checked for each child K-3 and 7. If the child has a specific health problem, please advise the homeroom teacher and nurse in writing. Medic-Alert bracelets are strongly recommended for any child with a health problem. There are allergy reports kept on each child. The school nurse provides each teacher with a list of confidential health problems. The nurse keeps updated medical plans for each child.

Emergency cards are kept on file for each child. Please be sure that we have an emergency number on file in case of emergency during school time. Please send in a note if the emergency contact changes during the year, or a special situation like vacation/work arises.

Health care in school is limited to first aid in case of accident or illness until a parent can be notified. An ambulance will be called in the event of an extreme situation.

Most staff members have been instructed with American Red Cross First Aid Instruction and CPR training. There is also an Automatic Defibrillator on the premises for which the faculty received instruction.

No medicine will be dispensed. All medicine must be sent to the school office with specific instructions. Please indicate whether refrigeration is necessary. It is the student's responsibility to remember to take the medicine.

HOMEWORK

The value of homework to a child depends upon his/her interest in continuing his/her learning experience. He/She gains value from homework when he/she understands the facts: It has a definite function in enriching and extending what was learned in class.

It has a definite purpose. It is preparation to share with others something she/he has read, created or discovered. It is practice to improve basic skills.

The following is the recommended time allotment presented to teachers for daily assignments

Grades 1-2	30 minutes
Grades 3-4	60 minutes
Grades 5-6	90 minutes
Grades 7-8	120 minutes

The objective is not time, but the extension of learning beyond class time.

The above times are for both written and study.

The children are expected to set aside the appropriate time each day. Parents are asked to provide a place of quiet that is conducive to study and to exhibit a real interest in the accomplishment of their assignments. Parents of students grades 1-4 are asked to sign or initial the homework each night to indicate that it has been checked.

Homework is listed on our website (www.eols.org) by all the teachers. This is for you to double check what your child has for that day, or if your child is absent. Please do not let your child do the next day's homework before the teacher assigns it in class. This is only a guideline; sometimes teachers will accomplish more than what is expected in class and sometimes less. Homework will be assigned in class verbally.

REPORT CARDS

Report cards will be distributed three times each year in December, March, and June. Parent conferences will be available upon request.

Report Cards are to be signed by parents and returned to school. Grades 4-8 use the numerical grade system (99-60). Below the grade of a 60 will appear on the report card as an “**F**”.

Grades 1-3 use the letter grade system.

- O** Consistently produces work of high quality and applies learned skills.

- VG** Regularly produces work of high quality and applies learned skills.

- G** Frequently produces quality work and applies learned skills.

- S** Produces work of satisfactory quality and usually applies learned skill.

- I** Produces work of inconsistent quality and needs frequent re-teaching.

- U** Produces work of unsatisfactory quality.

The number grade system will be used for all grade levels for: Art, Computers, Conduct, Effort, Gym, Music, and Penmanship.

Marks are determined by test marks, class work, homework, class participation and independent projects.

Tests will be kept in a test folder that will be sent home on a weekly basis. Parents are asked to sign or initial tests. These tests will be sent home on the same day each week. The day will be determined by the class teacher. Please send the test folder back the following day.

Our goal is that each child succeed in each subject area. If a teacher is concerned about test or quiz grades that indicates more study or effort is necessary, a Progress Report will be mailed home half-way through the marking period (seven weeks). This should be enough time for the student to make necessary adjustments.

Progress Reports should be signed and returned to school promptly.

HONORS SYSTEM

The following applies to Grades 4 through 8.

First Honors

A child who receives 90 or above for all subject areas and a 3 or above in Personal Growth and Effort and Study Skills.

Second Honors

A child who receives 85 or above for all subject areas and a 3, or above in Personal Growth and Effort and Study Skills.

Honorable Mention

A child who misses the established grade criteria by one or two points and a 3, or above in Personal Growth and Effort and Study Skills or a child who is working to his/her full potential and a 3 or above in Personal Growth and Effort and Study Skills.

DRESS CODE

Girls: Grades 1-5

- White or yellow blouses, white or maroon golf shirts (long or short sleeved), or white, maroon, or yellow turtlenecks (tucked in)
- Maroon plaid jumper (two styles available)
 - Skirts: no higher than three inches above the knee
- Plain or logo maroon sweater or vest
- Logo or plain gray sweatshirt on gym day (optional)
- Required shoes may be purchased at Flocco's
 - NO HIGH HEELS OR CLOGS
- Maroon or white crew socks , maroon tights, or maroon knee socks
- Religious medal or pin
- Small pierced earrings (only 1 set)
- No necklaces (rope, light bulb chain) or bracelets
- Clear or pale nail polish

Girls: Grades 6-8

- White, maroon, or yellow blouses, white golf shirts (long or short sleeved), white, maroon, or yellow turtlenecks (tucked in)
- Maroon plaid skirt/kilt
 - Skirts : no higher than three inches above the knee
- Plain or logo maroon sweater or vest
- Logo gray sweatshirt on Gym Day (optional)
- Required shoes may be purchased at Flocco's
 - NO HIGH HEELS OR CLOGS
- Maroon or white crew socks, maroon tights or knee sockstights
- Small pierced earrings (only 1 set)
- No make-up
- No necklaces (rope, light bulb chain) or bracelets
- Religious medal or pin
- Clear or pale nail polish

DRESS CODE

Boys: Grades 1-8

- White or maroon golf shirt (short or long sleeved) (tucked in)
- White or maroon turtle neck (tucked in)
- Belts
- Belted Gray/Khaki dress pants
 - No cords, multi-seamed, baggy, parachute pants, jeans, casual dockers, snap downs, cargo pants
- Logo or plain maroon sweater or vest
- Logo or plain gray sweatshirt on gym day (optional)
- Dress socks
- Required shoes may be purchased at Flocco's
- Hair should be above the collar
- No pierced earring/earrings, necklaces (rope, light bulb chain), or bracelets

GYM UNIFORMS

Grades: 1-8, Boys and Girls

- Plain white or maroon golf shirt (tucked in)
- Logo white golf shirt (tucked in)
- Plain gray fleece shorts or plain maroon/gray mesh shorts
 - No short shorts are permitted
- Plain gray sweatpants
- Plain gray or logo sweatshirt
- Sneakers
- White crew socks

SUMMER UNIFORMS

The summer dress uniform is a white or maroon logo golf shirt with khaki belted shorts with school dress shoes and socks.

Summer gym uniform is a white or maroon logo or plain golf shirt with gym shorts with sneakers.

Summer Dress Uniform may be worn from the first day of school till the third Monday in October and then beginning in May until the end of school.

Sweat pants are to be worn with the gym uniform after the third Monday in October and until the end of May. It is permissible to wear shorts under sweat pants or bring sweat shorts to be worn during gym class but students are expected to wear sweat pants for the remainder of the day in their regular classroom. Please remember that gym is both outside and inside depending on the activity the gym teacher has chosen for the students. Children not wearing gym uniform will sit out the gym period.

KINDERGARTEN STUDENTS

Kindergarten children have the option of wearing either the regular school uniform or the gym uniform throughout the year. This is to facilitate bathroom trips and for the ease of cleaning with all the arts and crafts the children do. Please label all clothing with your child's name and grade. It is very difficult to determine ownership when most children are the same size and there are 10 gray sweatshirts in your classroom. It is often a good idea to label all belongings in all grades for identification purposes.

UNIFORM EXCHANGE

The Uniform Exchange is located on the second floor (room 19 closet). All are welcome to take advantage of these donated items. Most items are in very good condition. All clean, outgrown uniforms are accepted.

There are occasions when a student may wear a uniform from the Uniform Exchange home because of a juice spill, a mud slide or a personal accident. Please wash and return the clothing to school as the next spill is waiting to happen. If there is a reason that your child is not in the regular uniform, please send a note to the teacher to be forwarded to the school office.

ABSENCE

Children should be neither late nor absent from school without a good reason. Regular attendance has marked influence on scholastic achievement. Doctors and dentist appointments should be avoided during school time, if possible. Children who have appointments may come to school, leave for the appointment, and return to school.

Student absence should be reported to the school office by 8:30 am by a parent or guardian's phone call. If a child will be absent for a prolonged period, a daily telephone call is not necessary. Please notify the school office of his/her expected return when you first call.

An excuse note, written and signed by the parent, stating the reason for the absence and the dates involved should be presented to the teacher upon the return to class. This is required for student records.

When an absence has occurred, the student has the responsibility to go to the teachers for the missed classwork and homework assignments. It should be completed in a timely fashion. The student may request teacher assistance at the teacher's convenience. Children who arrive after 8:05 A.M. are marked late. Lateness affects perfect attendance. It also disrupts the class in session. If a doctor's appointment is scheduled for early in the morning, please let the office know that your child will be late. (This is an excused lateness).

It is not recommended that students vacation during the school year. If a trip is unavoidable, try to schedule it so that as little school time as possible is missed. It is once again the student's responsibility to go to the teachers for the missed classwork and homework assignments. Attendance at family funerals is considered an excused absence.

Eight grade students are permitted to visit High Schools on High School Visitation day and one other day of their choice. These are considered excused absences.

FIELD TRIPS

Field trips are at the discretion of the teacher and are designed to contribute to the child's educational, cultural and social growth. Each class trip should not exceed the school day. The 8th grade class trip is the exception to the rule. Each child is expected to go with his/her class. We realize that some trips are expensive. If a child cannot afford a trip please let your homeroom teacher know so that arrangements can be made so that the child may go.

If a parent chooses not to allow the child to participate, the student will attend school or be marked absent. The nature of the trip will determine whether the students wear their gym uniform or their regulation uniform, and the number of chaperones needed.

Previous misconduct may prevent a child from accompanying his/her class on a trip. The child deprived of this privilege must report to class.

PERSONAL INVITATIONS

To avoid hurting the feelings of a child who might be excluded, parents are asked to avoid the distribution of invitations to parties or similar outside social functions on the school premises, unless the entire class or all children of the same gender are invited. Please remember this when distributing cards for Christmas or Valentine's Day.

All money sent to school should be placed in an labeled envelope. No child should leave money in a school bag or desk. S/H e should keep juice/ pretzel money with him/her.

TELEPHONES

Students may use the telephone with a teacher's permission and only for emergency matters. Students are not permitted to receive telephone calls except in emergency situations. All messages should be given to the school office. Students should assume

responsibility for homework and necessary supplies. Students may bring cell phones to school. They must be kept in their school bag until the end of the day. Children may not text or IM their friends during school hours. Teachers will take cell phones for 24 hours if a student uses it during the day. If this becomes a repeated offense, parents will be instructed to pick cell phone up in the front office.

TESTING

Each teacher tests students periodically in various subjects to measure the individual's understanding of content area that has been taught. These tests are sent home so that parents are aware of their child's progress. Most of the younger children have test folders that are sent home on a weekly basis. Parents are asked to go over the material and then sign or initial the homework. Older students usually bring home their tests as the teacher grades them. They are asked to return them promptly once the parents have signed or initialed them.

STANDARDIZED TESTING

The Terra Nova Test is administered to the students in Grades K through 7. The results are communicated to parents and are utilized by the school for curriculum planning. Results are also conveyed to the Archdiocesan Math Committee to be used for Honors/Grade Level Math placement.

DISCIPLINE

The essence of Christian discipline is self-discipline. Students need to realize that the observance of the rules bring happiness to themselves and others. We must work to convince the children that the rules of school as well as those of home, aim to safeguard their freedom, rather than restrict it.

Infractions, however, do occur and so for this reason, we hold lunch detention each day from 12:20 to 12:40 pm. The students will come to the detention room and will sit in the class. Children

who warrant after school detention will serve detention on Wednesdays from 3:00 to 4:00 pm. Transportation after the detention must be provided by the parent. The parent will be notified at least one day prior to the detention by note.

Disciplinary Procedure for Pre-K, Kindergarten, and Grade 1, to 3 usually will be handled individually by the classroom teacher.

Disciplinary Procedure for Grades 4 to 8 is the demerit system.

The procedure leading to a general detention will be as follows:

1. A student will receive a verbal warning for failure to observe policy. The second time there is a failure to observe policy, the student will receive a demerit, which the child will sign. The third time there is a failure to observe policy, the child will receive a demerit, which parents will sign. The child will then serve lunch detention on that same day. If a child fails to observe school policy again, the child will serve an after school detention on the Wednesday following the issue of the demerit. The procedure will then begin anew.
2. Three detentions during the quarterly marking period will earn an In School Suspension (ISS). Parents will be notified in writing of ISS.
3. Three ISS's will result in an Out of School Suspension (OSS) for a minimum of three school days. OSS will not be considered complete until parents or guardians have met with the Principal.
4. An OSS will result in the cancellation of all CYO privileges, including dances for the marking period.
5. Two OSS's will necessitate a conference between the Parents/Guardians, the Pastor and the Principal to discuss expulsion.
6. A parent's signature on a demerit indicates knowledge of the infraction and awareness that conduct and effort marks will reflect behavior problems.
7. Detentions/demerits will influence conduct grade.

REASONS FOR DEMERITS

1. Failure to observe uniform policy
2. Chewing gum
3. Disruptive behavior in class, corridors, library, Science lab, Computer lab, church etc....
4. “OFF LIMITS” location (in the wrong place at the wrong time)
5. Discourteous language or behavior to all adults, and classmates
6. Intimidation, harassment, bullying
7. Engaging in activities maliciously directed toward or potentially harmful to another student
8. Failure to comply with policies regarding cell phones or other electronic devices
9. Threats of any kind
10. Possession of or distribution of material that is offensive in nature
11. Eating in the classroom (not at a designated break time)
12. Exchanging or talking during tests or quizzes
13. Loitering in the halls
14. Leaving the class without permission
15. Plagiarism from other students, the internet, books etc...
16. Invading the privacy of another’s desk, computer network file or property
17. Profane/obscene language or gesture
18. Destruction of school property
19. Repeated failure to do written homework
20. Repeated failure to return signed tests
21. Failure to observe established classroom rules

There is a signed “Student Internet Access Policy” on file.
All violations will be dealt with accordingly.

REASONS FOR AUTOMATIC DETENTION

1. Destruction of school property(restitution is expected)
2. Fighting (both parties)
3. Unprovoked violence(guilty party)
4. Intimidation, harassment

REASONS FOR AUTOMATIC EXPULSION

1. Smoking in school or on school grounds during the school day or at a school related function
2. Leaving school grounds at inappropriate time without permission
3. Serious destruction of school property
4. Use of alcohol
5. Use of drugs
6. Use of weapons
7. Bomb scares
8. Triggering false alarms
9. Intimidation, harassment (both sexual and physical)
 - a. depending on circumstances of student or staff member, including oral, written or electronic
 - b. student may also be required to have psychological or psychiatric clearance to return to school.

There are times when students do things that are not listed in this handbook. If behavior is questionable, appropriate action will follow suit.

HOME AND SCHOOL ASSOCIATION

In accordance with Diocesan Guidelines, the Home and School Association is an organization that provides parents and teachers and other parishioners an opportunity to be more effective teachers of the children of the parish.

The objectives of Our Home and School Association are as follows:

- To advance Catholic Education and the welfare of all the children of the parish.
- To promote parent-school activities and to develop and increase interest in education and civic affairs.
- To enhance the parents' and teachers' roles in the education of the child by increasing their mutual understanding of the children and also by providing an opportunity for parents and teachers to work together for the good of the child.

Since this is a mutual organization of parents and teachers, it is strongly recommended and encouraged that every family in our school be an active member of the Association and help to fulfill its purpose.

There are usually three general meetings. The officers of the board are voted upon by the members of the Association. Chairpersons of different committees serve as volunteers. Membership Dues are collected once a year.

HOME & SCHOOL EXECUTIVE BOARD

Pastor	Father Joseph Quindlen
Principal	Miss Miriam Havey
Business Manager	Mr. Paris DiPietro
President	Mr. Joseph Maguire
Vice President	Mrs. Stacy O'Malley
Secretary	Mrs. Jennifer Fuchs
Treasurer	Mr. Steven Lampe
Marketing	Ms. Rachel Yoka

PLEASE NOTE

Students are not permitted to use any of the following during class:

- **Laser lights**
- **Gameboys**
- **Gameboy software cards**
- **Playstations**
- **Playstation software**
- **CD players**
- **Walkman**
- **Cellular telephones**
- **Nintendo DS**
- **Computer Software**
- **I-pods, MP3 players,**
- **Other electronic devices**

There are occasions that children are permitted to bring these electronic devices to school to be used after school or during snowy weather. Because the electronics available to students vary and change often, the school administration and teachers will determine appropriate permissible electronic devices for school each year.

If a teacher or administrator takes them, these items will be returned to parents. The school will not be responsible if these items are broken or ruined. These items may remain in school bags for use after school.

ASBESTOS INSPECTION PROGRAM

Epiphany of Our Lord School maintains a regular Asbestos Inspection Program. Additionally, there is an Asbestos Management Plan in place as required by Asbestos Emergency Response Act of 1986.

Copies of the Management Plan and Inspection Reports are available in the School Administration Office and the Maintenance Office.

All requests to review this information should be directed to the Parish Business Manager and scheduled during normal office hours.

Any questions concerning this issue should be directed to the Parish Business Manager at the Rectory Business Office.

SAFE ENVIRONMENT PROGRAM

All Epiphany of Our Lord faculty, staff, and volunteers have participated in “Protecting God’s Children For Adults Awareness Session”.

All volunteers have been cleared for criminal activities and child abuse.