

EPIPHANY CATHOLIC SCHOOL

Rev. Monsignor Jude O'Doherty, Pastor
Sister Margaret Fagan, IHM, Principal

5557 SW 84th Street
Miami, FL 33143-8413
Telephone (305) 667-5251
Fax (305) 667-6828

ACADEMIC YEAR 2010-2011

(Letter from Monsignor and Sister)

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

EPIPHANY CATHOLIC SCHOOL

PARENT – STUDENT HANDBOOK

INDEX

SECTION I – GENERAL POLICIES

	<u>Page</u>
1. Mission Statement	I-1
2. Admission Policy	I-1
3. Admission to Kindergarten and First Grade	I-2
4. Attendance	I-2
5. Curriculum	I-3
6. Discipline	I-3
7. Detention Policies and Procedures	I-5
8. Dress Code	I-5
9. Fire Drills	I-7
10. Homework	I-7
11. Parental Rights in Case of Separation	I-7
12. Billing and Collection Procedures	I-8
13. School Policies and Principal’s Right to Amend	I-9

SECTION II – GENERAL INFORMATION

1. Altar Server	II-1
2. Athletics	II-1
3. Automobile Drop Off/Pick Up	II-2
4. Cafeteria	II-3
5. Clinic	II-3
6. Communication	II-3
7. Communication Envelopes	II-4
8. Emergency Cards	II-4
9. Extracurricular Activities	II-4
10. Faculty Meetings	II-5
11. Field Trips	II-5
12. Honor Roll	II-6
13. Lost and Found	II-6
14. Parent Organization	II-6
15. Report Cards	II-6
16. School Day	II-7
17. School Notices	II-7
18. School Safety	II-7
19. School Telephone	II-8
20. Student Checkouts	II-8
21. Technology	II-8

SECTION III – SPECIFIC POLICIES

1. Anti-Bulling Policy	III-1
2. Child Protective Investigations	III-2
3. Computer Use	III-2
4. Drug and Alcohol Policy	III-4
5. Fundraising	III-4
6. Harassment and Discrimination	III-5
7. Medication	III-5
8. Notification Rights under FERPA	III-6
9. Parental Cooperation	III-7
10. Public Display of Affection	III-7
11. School Sponsored Events	III-7
12. Search and Seizure Policy	III-7
13. Student Conduct	III-8
14. Testifying in Divorce or Custody Proceedings	III-8
15. Threats of Violence	III-8
16. Use of Photos	III-9
17. Weapons Policy	III-9

SECTION I – GENERAL POLICIES

1. MISSION STATEMENT

The mission of Epiphany Catholic School is to educate children to become responsible adults living out Christian Values and Catholic faith. This is achieved by emphasizing excellence in academics, personal growth, and spiritual development in Christ. The cooperation and participation of both the parish and school community are essential to this endeavor.

In accordance with our mission, there is a non-negotiable, mutual understanding that every family in Epiphany Catholic School attends mass every weekend in Epiphany Catholic Church. Any family that does not adhere to this understanding or to our mission will be asked to leave Epiphany Catholic School.

We dedicate ourselves to the teaching mission of the Church through devotion to the Blessed Virgin Mary who leads us to a deeper understanding of the Gift of the Eucharist. We commit ourselves to:

- Nurturing a spiritual environment through private and communal prayer and proclaiming in word and action the Good News of Jesus Christ to all persons as expressed in the daily lives of the members of our community which draws and welcomes people into our way of life.
- Respecting and motivating students of varying backgrounds, interests, and abilities to fulfill the potential in each of them.
- Offering an academic, social, and physical curriculum that will provide life-long learning.
- Fostering an awareness and understanding of social and global concerns that will require responsible leaders.
- Providing varied opportunities for faculty and students to serve one another and encouraging service to local, national, and world communities.
- Being Christ-like role models for our students and their families, instilling in them the desire to witness, by word and action, to the God who lives within all.

2. ADMISSION POLICY

Epiphany School is accredited by the Florida Catholic Conference and the National Council for Private Schools and is a member school of the Archdiocese of Miami and the National Catholic Education Association. No student is denied admission on the basis of race, color, or ethnic origin. Epiphany School is a parish school for the children of Epiphany parish.

Admission is based on the following requirements:

1. The parents/guardians desire a Catholic education for their children.
2. The family will attend church every Sunday at the Church of the Epiphany.
3. The parents and children will cooperate with and uphold all school regulations.
4. The parents/guardian will pay the stated annual tuition and fees.

5. The parents will cooperate with the faculty in supervising the home study of the children and foster in their children a respect for all persons and property.

3. ADMISSION TO KINDERGARTEN AND FIRST GRADE

Admission to kindergarten is accomplished in the following manner:

1. Pre-registration in person and successful performance in the pre-admission test.
2. Presentation of all necessary forms which are given to the parent at the time of the initial interview with the pastor and at the registration meetings.
These forms include:
 - a. General information sheet
 - b. Recommendation by pastor
 - c. Baptismal certificate
 - d. Physical examination form
 - e. A medical report indicating that the child has been immunized against diphtheria, polio, tetanus, 2 doses of measles vaccine and German measles. All booster shots are required.
3. Florida State law requires that a child be 5 years old by September 1 for kindergarten entrance and 6 years old by September 1, for entrance into first grade.
4. If there are available spaces in grades 2-8, these will be filled by brothers and sisters of students in Epiphany, and students who qualify through pastoral approval and successful entrance examination.
5. To enter seventh grade all students will need the Hepatitis B Series (this takes 6 months to complete)

4. ATTENDANCE

Parents must call or email the office by 9:00am in order to report their child's/children's absence. When returning from an absence, **each child must bring a note to the teacher from parents explaining the absence.** This practice also informs the school that the parents were aware of their child's absence. Students are responsible for work and tests missed. No child is allowed to leave the campus or school building during school hours without permission from the principal, granted only upon presentation of a written request of the parents.

Pleasure trips or vacations while school is in session are strongly discouraged and parents and students take full responsibility for make-up work, tests, and missed assignments.

Absentee Policy

1. Students who arrive after the bell but prior to 9:00am are marked tardy.
2. Students who arrive after 9:00 but before lunch are marked as ½ day absent.
3. Students who arrive after lunch are marked as ½ day absent.
4. Students who leave after 1:30 but prior to the bell are marked as “early release.”

Perfect Attendance certificates are awarded for perfect attendance and punctuality.

Excessive Absences

Any excessive absence, as deemed by the principal, will result in Saturday make-up classes. A student who is absent from school more than 18 days in a year (or 9 days per semester) will not be promoted to the next grade unless the principal grants an exception and determines a way in which the student may receive additional instruction.

Tardies

Excessive tardies, as deemed by the principal, will result in Saturday make-up classes. Students are expected to arrive at school on time every day. When a student is tardy, the parent will bring the student to the office for a late slip. After being tardy four times the parent will be notified and given an appointment with the principal or vice principal to discuss the reason for the lateness. It is the responsibility of the parents to have the children here by 7:45 a.m. every day. Students who are consistently late may be asked to leave Epiphany School.

Perfect Attendance Certificates are awarded for perfect attendance and punctuality.

Transfers

When transferring from Epiphany, parents should:

1. Notify the teacher at least two days in advance so records can be completed.
2. Return all library books and textbooks.
3. Obtain the report card from teacher and transfer slip from the office.

5 CURRICULUM

Epiphany School adhering to the curriculum of the Archdiocese of Miami includes instruction in the following major subjects: Religion, Social Studies, Language Arts, Reading, Mathematics, and Science. The minor subjects are: Handwriting, Art, Music, Physical Education, Computer, and Spanish.

6. DISCIPLINE

Epiphany School strives to create a strong sense of community and assist students with relationships and how they interact with and treat one another. All children must work at being open to others and accepting and tolerant of others. Hopefully, the students of Epiphany will recognize the uniqueness of others, and learn that differences enrich us. Community is that sense of belonging and the living by a common set of behavioral standards.

Cooperation with Legal Authorities:

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The

school will attempt as well to have a representative present during such an interview unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

Discipline Code:

Matters involving drugs and alcohol will be considered serious and will be dealt with on an individual basis. Vandalism of property will not be tolerated. “Vandalism” is to be interpreted to mean willful or malicious destruction or defacement of any of our property and will result in automatic expulsion.

Weapons are not permitted anywhere on school grounds. Students who bring weapons on school grounds, are in possession of weapons, or threaten others with weapons or items that may be used as weapons will be expelled.

A student will be suspended for any serious occurrence of misbehavior-fighting or any kind of physical violence, continued bullying, verbal taunts, threats, smoking, and any other misbehavior or inappropriate behavior that the administration believes is serious enough to warrant suspension. Profanity of any kind or use of bad language is not permitted. Disrespect in words or action shown to any member of the faculty, school personnel or other students will not be tolerated and this includes use of message boards. Any conduct unbecoming a Christian student is unacceptable at Epiphany. Parents will meet with the principal or vice principal regarding the matter and a written warning will be issued. If another serious incident occurs in the school year, a meeting with the parents will be scheduled and the school has the option to expel at this point.

Cheating will not be tolerated and students will be issued a failure if found cheating during a test or a quiz or copying another student’s homework. In the case of cheating during a test, the paper will be taken and the failing mark will be issued.

Plagiarism is using others’ ideas and words without clearly acknowledging the source of that information. A student found guilty of this offense will be suspended.

Balloons may not be brought into the classroom or anywhere in the school campus.

No gifts may be exchanged on the school premises. Invitations to parties may not be given out in school. This includes birthday, Christmas, or any other holiday.

Personal CD players, beepers, cellular phones (except for special circumstances), handheld video games or any other personal electronic devices are not permitted in school. The school is not responsible for lost or stolen items. The principal is the final recourse in all discipline situations and may waive any disciplinary rule for just cause at her discretion.

7. DETENTION POLICIES AND PROCEDURES

The following rules shall apply to student detentions:

1. If a student is given a detention by different persons or by one person at different times in a week then the student must serve each detention separately over a period of weeks.

2. A student who brings a note because of an emergency must have it signed by the teacher who gave the detention. The note is to be sent to the principal. The student will be excused that day, but will serve the detention the following week. **If a child has detention on the day of an afterschool activity, the student will first serve the detention and then report to the practice or game.**
3. A student who is not excused and does not report to detention or arrives late will receive a Saturday detention.
4. A record of all detentions is kept on file.
5. Detention is held every Tuesday from 2:45-3:45 p.m. **A Saturday detention will be given to a student who receives more than three Tuesday detentions.** Also, Saturday detention may be given for more serious offenses at the discretion of the principal.

8. DRESS CODE

Appearance of students contributes to an attitude toward learning and behavior that is commendable. The following dress code will be expected of all students beginning the first day of school and continuing until school closes. Students who attend Epiphany School are required to wear the complete official school uniform at all times.

Girls Pre K-8

- Uniform - plaid (PreK-4 wear a jumper or skort; 5-8 wear a skirt). Skirts are not permitted to be more than 2 inches above the knees when in a kneeling position.
- Blouse - white or navy with embroidered logo on left chest; long sleeve option **Blouses must be tucked in the skirt**
- Sweaters - navy uniform sweater (optional). Navy blue Epiphany sweatshirt may be worn.
- Shoes - brown or black loafers or any dark colored shoe. **No PUMA shoes, ballerina shoes, docksiders, moccasins, or shoes with no back. Pre K students wear sneakers**
- Socks - white ankle socks with the ECS logo
- Gym Uniform - navy blue mesh shorts with the school logo. *Epiphany athletic shirt (may not cover shorts); *Sneakers, white Epiphany Catholic School (ECS) socks, tie on sneakers only, no slip-ons permitted.
- **NO** moccasins, docksiders, nail polish, dyeing of hair or “fad” or extreme hairstyles, tattoos, or writing on body parts, or make-up may be worn. No character or colorful shoelaces may be worn.
- Watches, post earrings, and a religious medal or cross may be worn under the uniform blouse. **NO P.E. uniforms on Mass days for students in grades 1-8. In cold weather, white or blue turtlenecks are permitted, and blue tights or blue sweat pants may be worn under the skirt or jumpers.**

Boys K-8

- Trousers - navy blue (short pants in grades K-3 *optional*) Belt – black or brown only
- Shirt – light blue or white knit with embroidered logo on left chest; long sleeve option **Shirts must be tucked in the pants**

- Shoes - black or brown loafer or any dark colored tie shoe. No type of sneaker will be permitted.
- Socks – white or blue ankle socks with ECS logo
- Sweaters - navy uniform sweater (optional). Navy blue Epiphany sweatshirt may be worn.
- Gym Uniform - navy blue mesh gym shorts with logo *Epiphany athletic shirt (may not cover shorts), *Sneakers may have colored stripes. Tie on sneakers only, no slip-ons permitted. NO moccasins, docksiders, etc.
- **Boys' hair must be one inch above the collar. Appropriate hair-cuts expected, no "fad" or extreme hair styles allowed or hair hanging in the eyes or dyeing of hair.** No P.E. uniforms on Mass days for students in grades 1-8. **White or blue turtlenecks are permitted on cold days.**
- Boys are **not** permitted to wear earrings, or have a tattoos, or writing on body parts.
- A religious medal/cross on a thin chain may be worn under the uniform shirt.
- **No type of sneaker will** be permitted to be worn in the classroom except on P. E. days when we have Mass.

Pre School Uniform

- **Boys**-Trousers elastic (navy blue) or elastic short blue pants (no belt or zipper) AA uniforms
- Shirt- Light blue or white knit with embroidered logo on left chest; long sleeve option
- **P.E. Days Boys and Girls** –Gold Athletic shirt; blue shorts; Sneakers, no black sneakers with velcro, white socks **Pre K students wear sneakers every day. Only Epiphany sweatshirts or fleece jackets**, a navy sweater, or optional long sleeve Epiphany shirt may be worn on cold days. No other type of sweatshirt or sweater will be permitted. *PLEASE LABEL ALL ARTICLES OF CLOTHING.*

ALL UNIFORMS MAY BE PURCHASED THROUGH AA UNIFORMS CO. 8807 SW 132nd Street - Phone -305-254-0000.

9. FIRE DRILLS

Fire drills are required by law and are an important safety measure. It is essential, at the sound of the alarm, that **EVERYONE** obey the rule of promptly leaving the building as quietly and as quickly as possible. Fire drill routes are displayed in each classroom. The last person out of the room should turn off the lights, air conditioning, and close the doors. Students who are not in the classroom when the alarm is sounded will leave the building by the nearest exit. **SILENCE DURING A FIRE DRILL IS MANDATORY.**

10. HOMEWORK

Written and study homework assignments are based on matter already taught in class periods. Homework may include: written assignments, oral assignment, projects, book reports, etc. Parents should check the home study assignments and written work of the children.

Recommended times:

Grades 1 and 2: 30 to 45 minutes
Grades 3 and 4: 30 to 60 minutes
Grades 5 and 6: 45 to 90 minutes
Grades 7 and 8: 60 to 120 minutes

If a student is absent, parents may call the main office or email the teacher for homework before 9:30 a.m. Student work can be picked up in the bench in the main office at dismissal. This arrangement is to minimize classroom distraction and interruptions. Homework is posted on the school web site: www.epiphanycatholicschool.com

11. PARENTAL RIGHTS IN CASE OF SEPARATION

Epiphany School, in accordance with Florida Statute 61.13 (3) will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school.

12. BILLING AND COLLECTION PROCEDURES

This policy has been developed and adopted by the Epiphany School Advisory Council. It must be understood by all involved in Epiphany School that this is a Catholic School, one which assists the parents in teaching their children about their Faith. The School is an effort by this Community of Faith to assist the parents who are the first and primary teachers of their children. No one is excluded from Epiphany School on the basis of inability to pay tuition, but each of the families must also accept their individual and collective responsibilities to assure that Catholic Education in the Epiphany Community continues to be available for all members of this Community who desire it.

All of us share in this overall responsibility. Each of us shares in this concern for our individual families. We must assure that all families accept that responsibility so that the burden is not shifted to others to assume what we ourselves can and should provide. This is our duty as a Christian people--to be responsible members of our Faith Community; that is, to build up the Body of Christ. At the same time, we stand always vigilant to assist those among us who seek the support of the community.

With these ideas in mind, the following procedures are now in effect in order to assure acceptance of responsibility to this community by all seeking a quality Catholic education for their children:

Registration Fee

The registration fee is payable at the time of registration. Registration of the child at Epiphany School is not complete without payment of the registration fee. A child cannot be placed on any class list until registration is complete. The registration fee is non-refundable under any circumstances.

Book/Supply/Instructional Fee

The book and supply fee and instructional/supply fee is due on May 15th. If these fees are not paid by the due date, the child will not receive his/her books.

Capital Maintenance Fee

The capital maintenance fee is due on May 15th. If these fees are not paid by the due date, the child will not receive his/her books.

Tuition Billing and Collection

Tuition is payable each month. The first payment is due on August 1st. Payment must be received in the Rectory Office by the 5th of the month. A late charge of 10% of the monthly payment due is assessed for each payment received in the Rectory Office after the 5th of the month. The School may disallow students from taking quarterly, semester or final examinations if the parents or legal guardians fail to meet any financial obligation to the School. In addition, the School may withhold the issuance of transcripts, report cards or any other student record, and/or disallow participation in or access to School activities. Finally, if financial obligations are not met after the above actions, the student may be expelled from the School.

Any child in preschool through 7th grade whose tuition is not paid in full will not receive his/her report card at the end of the year. Any 8th grade student whose tuition is not paid in full will not receive his/her diploma at the time of graduation.

Tuition Relief

It is recognized that in any Faith Community there are families who genuinely need assistance so that their children may have a Catholic education. Those who are unable to meet their financial obligations for the coming academic year may apply to the Financial Review Committee through the Rectory Office in order to make other arrangements. The Financial Review Committee, through established guidelines, will determine where there is real need. Any family who demonstrates blatant disregard for this policy will be asked to leave the school.

Conclusion

These procedures have been placed into effect in order to allow all families in Epiphany School to assume their appropriate responsibilities for the education of their children and to protect those also wishing a quality Catholic education from being burdened unnecessarily by others who are seeking a private education for their own advantage.

These procedures will be enforced in all cases, but no child will ever be denied a Catholic education in this Community for lack of genuine ability to pay tuition.

14. SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND

Any student action that is not in keeping with the philosophy/objective of Epiphany School is subject to the review of the administration and may lead to withdrawal from school.

Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The Principal and/or Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.

SECTION II – GENERAL INFORMATION

1. ALTAR SERVERS

The privilege of becoming an altar server is extended to male and female students in grades 7-8. After initial training sessions, the group meets periodically at which time they receive schedules. Each student is responsible to keep his/her appointments or, when necessary, to obtain his/her own substitute.

2. ATHLETICS

Once a student has gained team membership, he/she must fill out a parent/teacher permission form. Forms may be picked up in the office or in the coaches' office. The form must be signed by the parent. **Prior to tryouts, a student must submit an updated Edline printout to the Athletic director.** This printout must include all subject areas. **No student may watch a home game or practices unless accompanied by an adult.**

Procedures regarding accountability are as follows:

A. Academic

1. Any student athlete who receives an Insufficient Progress Report grade or a Progress Report or Report Card indicating a grade of "D" or "F," which amounts to an average of "76" or below in any subject will become an inactive member. **If a student is deemed ineligible, it is the student's responsibility on a bimonthly basis to show their updated Edline grades to the Athletic Director.**
2. Effective immediately, an inactive member may not participate or attend any practices, games or competitions for two full weeks, beginning Monday and ending the second Friday.
3. If at the end of the second week (Friday), the student athlete has improved his/her grade, he/she will be reinstated to active status.
4. If no improvement is shown at the end of the second week (Friday), the student athlete will remain inactive until his/her trimester average improves to a 77 or above.
5. In the event that there is a practice, game or competition over the weekend, and the student athlete didn't receive reinstatement at the end of the week (Friday), he/she will not be permitted to participate or attend that weekend activity.

All suspensions and reinstatements should channel through the Athletic Director, so that communication between the teachers and coaches is effective.

B. Personal Discipline

1. Teachers will inform the Athletic Director of a serious discipline problem.
2. A decision concerning disciplinary steps to be taken will be made jointly by the administration, teacher/s, and Athletic Director.
3. Disciplinary steps include:

- a. a student will be deprived of participation in the program for two weeks
 - b. reinstatement in the program will be at the discretion of the administration, teacher(s) and Athletic Director.
 - d. a student who exhibits a lack of self-discipline over a period of time will be permanently dismissed.
4. Inappropriate conduct during a game will result in disciplinary action.
Sportsmanship is a vital ingredient in team sports.

C. Participation Rules

- 1. Students with excessive tardies and/or absences as deemed by the principal will not be allowed to participate in the sports program for a specific amount of time.
- 2. Any student who arrives after 9:00am will not be permitted to participate in that day's practice or game.

Regulations regarding preparation for games are as follows:

(The observation of these regulations is a matter of self-discipline).

- 1. Practice for primary teams begins at 2:45 p.m. and practice for JV and Varsity teams begins at 3:00.
- 2. Home games are always scheduled for 3:30 p.m.
- 3. Away games which necessitate traveling a distance require permission from the principal for an early dismissal. In these very rare cases, time for dismissal will be announced over the P.A.
- 4. Sports practice is over at 4:30 p.m. Coaches will not remain after 4:30 p.m. to take care of students. Please be here before 4:30 p.m.
- 5. If it is impossible for you to make arrangements to pick up your children by 4:30 on practice days and 5:30 on game days, then it would be in the child's best interest if you did not enroll him/her in the Athletic Programs.

Team members will change into uniforms as follows:

Girls - change in the girls' 7th and 8th grade bathroom. Boys - change in the locker room in the Old Convent. All students involved in game activities will be dismissed with their classes and then to go to the field. Car pool area is off limits to students who are involved in game activities.

After 2:30 p.m. students will use lavatory and drinking fountains located on the first floor only.

3. AUTOMOBILE DROP-OFF/PICK-UP

- 1. All students arriving at or leaving school by automobile must use the car port.
- 2. Students will wait for parent pick-up at the assigned stations in the car port and singles area.
- 3. No drop off or pick up of students on 84th street or the teacher parking lot (old church parking lot) is permitted.
- 4. No student is permitted to go to a parking lot area to meet his/her ride.
- 5. Please do not leave the car unattended in this area at school during arrival or dismissal time. Pull into the parking area if your child is not out at dismissal time.
- 6. Cars for second dismissal should arrive on campus at 2:40 PM.

7. All families are asked to have their name and station attached to the passenger side window or visor
8. No limousine or buses are allowed on campus during dismissal.
9. Students must be picked up at carpool stations by 3:10 p.m. In the interest of safety, any students still at carpool at 3:10 PM. will be taken to the front of the office to wait.
10. Siblings and other “carpool buddies” of students involved in afterschool activities must be picked up at their regular dismissal time.

4. CAFETERIA

All students in K-8 eat lunch in the cafeteria. They may buy their lunches or bring a packed lunch. Children may pay for their lunches in cash on a daily basis or parents are invited to open an individual student debit account for each of their children. To do so, simply send a lunch prepayment of at least \$10.00 with your child. The prepayment can be done either by writing a check to "Epiphany School Cafeteria" for at least \$10.00, or using cash, again at least \$10.00. The student's lunch the day the account is opened with a prepayment will be deducted from the initial check or cash prepayment. The remainder will be deposited in his/her account to be used for future lunch expenses. Once the account is opened, he/she will simply have to remember his/her personalized enclosed PIN number, enter it using the special POS terminals at the cashier's station, and the amount of his/her lunch will be deducted from the account balance.

Students who forget their lunch or lunch money will be given a bagel and cream cheese. Lunches are not charged in the cafeteria. Cafeteria account of the students must be kept up to date.

Good manners are expected at all times in the cafeteria. Proper eating habits, moderate voice level and courtesy are part of the cafeteria environment.

5. CLINIC

1. A school clinic is maintained with an attendant trained in first aid procedures and CPR. It is located on the second floor of the north wing.
2. Parents will be contacted to pick up students who are sick and must sign the early dismissal register in the clinic.
3. It is important that each student have an up-to-date emergency card on file in the clinic office and the main office.

6. COMMUNICATION

If any parent wishes to speak with a teacher, please send a note or email to the teacher or call the office and the secretary will get a message to the teacher to contact you. If there is a problem involving a teacher, we ask that you speak to the teacher directly before asking to meet with the principal or vice-principal. **At no time should a parent come into the classroom before or after school without an appointment.**

7. COMMUNICATION ENVELOPE

Epiphany School communicates with the home through the family communication envelope and the Epiphany Web Site. When the communication envelope is sent home, parents are asked to initial the envelope and return it to the homeroom teacher on the following day. Flyers that do not relate directly to school activities or business may not be sent home. If the communication envelope is lost, the cost of new one is \$1.00.

8. EMERGENCY CARDS

Emergency cards are kept on file in the school at all times. Parents will be called immediately in the event of accidents, fever, or serious illness. Parents should be sure emergency telephone numbers and other information are kept current. It is important that a change of address/phone number be presented to the teacher and the office when a change takes place.

9. EXTRACURRICULAR ACTIVITIES

All activities involving students of Epiphany School are offered to enhance the religious, academic, social and physical growth of students, recognizing their special heritage as children of God.

All participants are expected to accept responsibility for their actions so that they will learn the value of accountability as an aid in their personal development. Students who do not exhibit a responsible attitude may be deprived of involvement in activities.

Various school activities include:

- A. Service
 - 1. Altar Servers
 - 2. Choir and Chorale
 - 3. Safety Patrol
- B. Student Council
- C. Yearbook
- D. Clubs
 - 1. Computer Club
 - 2. Spanish Club
 - 3. Art Club
- E. Epiphany Times
- F. Athletic Program
 - 1. Soccer
 - 2. Basketball
 - 3. Volleyball
 - 4. Track and Field
 - 5. Cross Country
 - 6. Softball

7. Baseball
8. Cheerleading
9. Tennis
10. Flag Football

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

10. FACULTY MEETINGS

Faculty Meetings are held on the first Friday of each month. Early dismissal times are as follows:

Grades PreK-4	12:35 PM
Grades 5-8	12:55 PM.

11. FIELD TRIPS

Field trips which are educational in nature supplement instruction, and are, therefore, desirable and worthwhile.

Requirements:

1. Signed parental permission slip.
2. Transportation to and from field trip will only be allowed on approved school buses.
3. School uniform should be worn unless the nature of the trip requires other appropriate attire. Attire will be decided by the teacher.
4. Good personal behavior (students who do not exhibit appropriate classroom behavior will not be permitted on field trips).
5. No siblings allowed.

Since a field trip is a learning experience, the time spent is considered a normal school day. Students who do not participate must report to school.

12. HONOR ROLL

First Honors

All A's /O's in major subject areas: Religion, Language Arts, Mathematics, Social Studies, Reading and Science.

All B's/G's (or above) in minor subject areas: Art, Music, Physical Education, Computer and Spanish.

All B's /G's (or above) in Conduct and Effort.

Second Honors

All B's/G's (or above) in all subjects.

All B's/G's (or above) in Conduct and Effort.

13. LOST AND FOUND

Parents are requested to mark articles of clothing and lunch boxes with students' names. Articles found are placed in the Lost and Found. Articles not claimed after 30 days will be given to a charitable organization.

14. PARENT ORGANIZATION

The ESAC (Epiphany School Advisory Council) is to inform parents about school programs and concerns. It also serves to advise the pastor and principal and to act as a forum for parents to raise questions and voice opinions.

Home and School general meetings will be held twice a year.

15. REPORT CARDS

Report Cards are issued three times a year. The purpose of the report card is to encourage students to continue their progress or to make an earnest effort to do better. Parents are requested to sign the report card and return it to the school as soon as possible.

Testing - is an on-going process at every grade level. Parents are asked to sign test papers periodically.

Evaluation Key

A (93-100)

B (85-92)

C (77-84)

D (70-76)

F (60-69)

X Not evaluated during this grading period

P/F Pass Fail

Conduct/Effort/Subheadings

O - Outstanding	S - Satisfactory	U - Unsatisfactory
G - Good	I - Improvement Needed	RR- Resource Room
		M- Modified

Insufficient progress reports will be sent home in enough time for improvement to occur before the report card is issued. Any student in grade 6-7 who has a failure as a final grade must attend summer school for the subject(s). A written report from the summer school teacher must be submitted to the principal prior to the first day of class. Failure to do this will warrant dismissal from school. If a child has 2 or more failures in major subjects on the final grade of the report card, he/she will not be readmitted as a student in Epiphany Catholic School. An 8th grader with 2 or more failures in major subject areas must successfully complete an approved summer school program before receiving a diploma.

16. SCHOOL DAY

Epiphany School begins at 7:45 AM. Students who come to school after 7:45 are considered late. Grades PreK-4 are dismissed at 2:20 PM and grades 5-8 at 2:45 PM On the First Friday of the month students will be dismissed at 12:35 and 12:55 PM. Lunch is served on First Fridays.

17. SCHOOL NOTICES

The school publishes a monthly newspaper called FOCUS which attempts to keep parents informed of all news concerning Epiphany School. Appended to the FOCUS is the monthly calendar. This communication may be found on the Epiphany Web Site. Parents are asked to read this important communication and print a copy for further reference.

18. SCHOOL SAFETY

Teachers and staff members accept the responsibility for the safety of each child as a sacred trust. Cooperation of parents with the safety program is mandatory. As part of the Epiphany Safety Plan, students are not permitted to open external doors of cafeteria for visitors or parents. Anyone coming to help at lunch time must enter by the main door near the old Church. Students are supervised by teachers at all times during the school day from 7:30 a.m.-3:05 p.m. (Please think twice before you leave your child out of your car before 7:30 a.m.) Students who leave the classroom to go on a message, visit the nurse, or for personal reasons, are accompanied by a "buddy." They have been instructed never to walk alone.

Safety Patrol

- Students apply to become Safety Patrols and are selected by the Safety Patrol Sponsor in the fall of their fourth grade year. Each applicant must:

- a. Be a responsible citizen
- b. Be capable of helping and guiding other students
- c. Have a recommendation from their teacher and parent.
- Safety Patrols are expected to be courteous to others at all times.
- Safety Patrols help guide the students and cars. Inappropriate behavior is reported to the Safety Patrol Sponsor.
- Safety Patrols set good examples of safety procedures at all times.
- Safety Patrols report to their assigned post fifteen (15) minutes before school in the morning and five (5) minutes before school is dismissed in the afternoon. Morning patrols report to homerooms at 7:40 AM.

19. SCHOOL TELEPHONE

Please limit calls to school office. The office staff will take only emergency messages. Messages to and transportation arrangements for students should be give to students before school. **Students will not be permitted to use the telephone except in emergencies.**

20. SCHOOL CHECKOUTS

- Students are not permitted to leave school without permission from the principal's office.
- **Any parent needing to take their child from school before the end of the day must send a note to the teacher in the morning requesting the time needed for early dismissal.**
- Students are expected to be in school on all school days. We discourage leaving early for trips.

For the protection of our students, we will request identification from any adult checking out a student. Only the persons listed on the emergency card will be allowed to check-out a student unless we receive a written authorization granting permission otherwise.

21. TECHNOLOGY

Epiphany School has an advanced technology program. Our curriculum guides our technology decisions. With the addition of this advanced technology, legal issues arise. For the protection of the students and the school, an acceptable use policy (AUP) will be given to every student and his/her parents/guardians to be signed at the beginning of each school year and kept on file in the office. This policy explains the school's philosophy on technology and the guidelines for acceptable use and the consequences of misuse of the technology.

22. VISITORS AND PARENTS

- All visitors and parents are required to report to the school office upon entering the building, to sign in and obtain a Visitor's Pass.
- Parents/teacher conferences may be arranged either directly contacting the teacher or by requesting an appointment through the school office.
- Parents will not be granted impromptu conferences.

- A parent delivering an item to a child should bring the item to the school office.
- It is extremely important that classroom activities be interrupted as seldom as possible.
- At no time, should a parent disrupt a classroom during the school day.

SECTION III – SPECIFIC POLICIES

1. ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

I. Definition

- a. **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

2. CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

3. COMPUTER USE

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;

- d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all

materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

4. DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider random testing an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

5. FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

6. HARASSMENT AND DISCRIMINATION

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

7. MEDICATIONS

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

8. NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

9. PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

10. PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

11. SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

12. SEARCH AND SEIZURE POLICY

The Principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

13. STUDENT CONDUCT

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

14. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

15. THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

16. USE OF PHOTOS

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

17. WEAPONS POLICY

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.