



# Epiphany Day School

2023-2024

## Parent and Student Handbook

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## **MISSION STATEMENT**

Epiphany Day School is committed to providing a loving, nurturing, Christian environment with high academic standards and expectations. We strive to build character, confidence and to teach a love of God, self, and others.

## **SCHOOL PRAYER**

O heavenly Father, who has given us thy son, Jesus Christ, to be our friend and example, help us to understand his friendship and to do such things as would please him. Bless us in our work and in our play. Make us gentle, generous, truthful, kind, and brave. Keep us in purity of heart and let the life of our school go on from strength to strength and have its place and meaning in thy kingdom. All of which we ask through Jesus Christ our Lord. Amen

## **PHILOSOPHY AND STATEMENT OF OBJECTIVES OF EPIPHANY DAY SCHOOL**

Epiphany Day School, a mission of the Episcopal Church of the Epiphany, is a co-educational Episcopal school for a diverse student body from Pre-Kindergarten through Fifth Grade. Its goal is to provide a thorough academic program to meet the needs of its students in a Judeo-Christian environment. The school is committed to fostering excellence in education by developing the students to their full potential intellectually, spiritually, physically, and morally.

The school provides a challenging academic program for students with average and above-average ability. While emphasis is concentrated on traditional academic areas, enrichment courses are provided to complete a well-rounded curriculum intended to prepare a student for a college preparatory program. We seek to foster a love of learning, teach students the skills of independent thinking as a basis for self-education, and provide a religious education rooted in the Christian faith as practiced by the Episcopal Church.

We are committed to the following purposes:

Quality educational opportunity provided to a diverse student body  
Traditional academic program for average to above-average students  
Skills of independent thinking and self-education  
Religious education rooted in the Christian faith

Given these purposes, we see these as our objectives:

- To bring together a diverse body of students and teachers so as to derive the benefits of different ideas and traditions
- To deliver a well rounded curriculum of both academic and enrichment courses necessary to prepare elementary students for a college preparatory high school
- To maintain a school community of students who can benefit from a rigorous academic program
- To develop in students self discipline, self reliance and the capacity for self education
- To foster in every student a moral and spiritual life
- To provide instruction in the Christian faith as practiced by the Episcopal Church

### **Statement of Non-Discrimination Policy**

Epiphany Day School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial assistance programs, and other school-administered programs.

### **Professional Memberships**

Epiphany Day School is a member of the following organizations:

- Southwestern Association of Episcopal Schools
- Louisiana A+ Schools
- Educational Records Bureau
- Epiphany Day School is approved by the State of Louisiana

## **A LETTER FROM THE HEAD OF SCHOOL**

Dear Parents:

Thank you for sharing your child with us. We desire to serve each child according to his own particular needs insofar as possible in the scope of the regular classroom.

We have developed the policies and procedures in this handbook with your child's best interest in mind. Please read it carefully, and if you have any questions or concerns, we hope you will call us.

Working with your child is a genuine pleasure. We appreciate your trust and your support. We look forward to another excellent year!

Sincerely,

Tina Sapienza, Head of School

### **SCHOOL HISTORY** **EPIPHANY DAY SCHOOL**

The Episcopal Church of the Epiphany began operating a half-day Pre-Kindergarten and Kindergarten in September 1961. Articles of Incorporation were filed for Epiphany Day School on February 19, 1982. Currently, Epiphany serves Pre-Kindergarten through Grade 5. Classes are limited in size. In addition to traditional academic subjects, enrichment courses include religious education, music, art, French, library, computer, piano lab, and physical education.

### **Admissions Policy**

Admission to Epiphany Day School does not depend upon the race of the applicant but upon their intellectual, moral, and personal qualifications. Epiphany Day School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, financial aid and loan programs, and athletic or other school-administered programs. Children with learning disabilities or physical handicaps are accepted on the basis of the school's resources to accommodate special needs within the regular program.

Once an admission inquiry is made, the family receives an admissions packet from the school. The family is also invited to make an appointment to tour the school. The first step toward admission to Epiphany Day School is to complete and return the student application form. Previous school records and a copy of past and current report cards must also be submitted. Once these materials have been received in our school office, arrangements will be made for a class day visit and an admission test date.

## Uniforms

The school uniform is required for all children who attend EDS. All students must be dressed in accordance with the dress code from 8:00 a.m. to 3:00 p.m.

The official carriers for the EDS school uniform are:

- *Lands End (Online)*
- *Action Specialties*
- *School Days.*

*Action Specialties will embroider the EDS logo or crest on items you purchase elsewhere.*

*To order from landsend.com, use EDS Preferred School Number: 900157660*

### **Uniform Guidelines** Pre-K 3 through 5th-grade

Item	Girl	Boys
<b>Daily Uniform</b>	<p>Girls may wear plaid jumpers, plaid shorts, plaid skorts, navy shorts, navy skorts, or navy pants with a three-button polo shirt.</p> <p>Optional polo shirt colors include kelly green, powdered blue, pale yellow, ash gray, or white.</p> <p>The polo shirt must be embroidered with the school initials/name logo or crest.</p> <p>A white Peter-pan-collared blouse (long or short sleeve) may also be worn under the jumper.</p> <p>Embroidered "EDS" initials on the collar are optional.</p> <p>All girls wearing jumpers or skirts must wear bloomers or shorts underneath.</p> <p><b>NO jeans, jogging pants/shorts, sweatpants, cargo pants, or leggings.</b></p>	<p>Boys may wear navy shorts or pants with a three-button polo shirt.</p> <p>Optional shirt colors include kelly green, powdered blue, pale yellow, ash gray, or white.</p> <p>The polo shirt must be embroidered with the school initials/name logo or crest.</p> <p>(Pre-K - Kindergarten) Boys may wear shorts or pants with an elastic waist.</p> <p><b>NO jeans, jogging pants/shorts, sweatpants, or cargo pants.</b></p>

<p align="center"><b>Formal Dress Uniform</b></p> <p>*Worn for monthly Eucharist and other special occasions (school pictures, Grandparents Day, School ceremonies, etc.).</p> <p>Parents will be notified of formal dress occasions well in advance.</p>	<p>*School plaid jumper, plaid skirt or skort.</p> <p>Short or long sleeve white blouse with a peter-pan-collar or white oxford button-down shirt with the EDS embroidered crest.</p> <p>All girls wearing jumpers or skirts must wear bloomers or shorts underneath.</p>	<p>*White oxford button-down shirt with the EDS embroidered crest with navy pants or shorts.</p> <p>Belts are required (1st -5th) on all formal dress occasions, and shirts must be tucked in pants or shorts.</p>
<p align="center"><b>Outerwear</b></p> <p>NOTE: These articles of clothing must be <b>school regulated</b> if worn in the classroom.</p> <p>*Please label all articles of clothing.</p>	<p>Sweaters or sweatshirts (navy, dark green, or grey) may be solid v-neck, crew neck, hooded, or cardigan style with the EDS logo or crest.</p> <p>Tights (navy or white) may be worn on cold weather days.</p> <p><b>Leggings are not allowed.</b> Heavy winter coats may be a parent's choice of color.</p>	<p>Sweaters or sweatshirts (navy, dark green, or grey) may be solid v-neck, crew neck, hooded, or cardigan style with the EDS logo or crest.</p> <p>Heavy winter coats may be a parent's choice of color.</p>
<p align="center"><b>Jean and Jersey Day</b> (Most Fridays, except for designated Formal Dress occasions.)</p> <p>T-shirts are purchased through the Parents' Club</p>	<p>EDS spirit wear with jeans, jean shorts of appropriate length, or uniform bottoms.</p> <p><b>NO overalls, sweatpants, athletic shorts, or pajama bottoms.</b></p>	<p>EDS spirit wear with jeans, jean shorts of appropriate length, or uniform bottoms.</p> <p><b>NO overalls, sweatpants, athletic shorts, or pajama bottoms.</b></p>
<p align="center"><b>Field Trip</b></p> <p>*All students are required to purchase a field trip shirt.</p> <p>T-shirts are purchased through the Parents' Club.</p>	<p>*Field Trip shirts with jeans, jean shorts of appropriate length, or uniform bottoms.</p>	<p>*Field Trip shirts with jeans, jean shorts of appropriate length, or uniform bottoms.</p>
<p align="center"><b>Picture Day</b></p>	<p>Formal Dress Uniform</p>	<p>Formal Dress Uniform</p>
<p align="center"><b>Hair</b></p> <p>EDS navy caps may be purchased through the Parents' Club and must only be worn when outdoors. Caps must be removed before entering all buildings.</p>	<p>Moderate hairstyles, neatly groomed. Generally, hair should not cover the eyes.</p> <p>Hair Bows: School plaid or solid navy, green, or white.</p>	<p>Moderate hairstyles, neatly groomed. Generally, hair should not cover the eyes.</p>

# Curriculum

## **Academic Program.**

The primary focus of Epiphany Day School is academics. At Epiphany Day School, we try to help your child make the most of his/her learning abilities by developing skills and knowledge in reading, language arts, written and spoken communications, mathematics, science, and social studies. Since academic standards are subject to constant change and each year demands increased intellectual prowess, the course of study must be coordinated from grade to grade and flexible enough to admit the inclusion of new texts, techniques, and subject areas. The curriculum provides a strong academic foundation in all basic subjects.

Curriculum components of our early childhood program emphasize the developmental nature of young children and consist of:

- Gross and Fine Motor Development
- Social Development
- Cognitive Development
- Language, and Emerging Literacy
- Mathematics

Core curriculum for students in grades K - 5 consists of instruction in:

- Language Arts (Reading and Writing)
- Mathematics
- Social Studies
- Science

## **Enrichment Subjects**

The school also offers many opportunities to develop additional skills and talents through enrichment classes.

### Christian Education

Chapel services are held Monday-Friday, and Holy Eucharist is celebrated once a month. Parents are welcome to join us in worship at any time. In addition to daily chapel services, Christian Education classes are provided weekly. The goal of our Christian Education program is to assist students in forming a system of personal values by teaching them a love of God, self, and others through scripture, service, and worship.

### Music and Piano Lab

Music instruction is given to PreK-3 through 5th grade weekly. Emphasis is placed on vocal music and rhythm for pre-schoolers. The program in grades Kindergarten through Fifth includes vocal music, instrumental instruction, movement, theory, and appreciation.

Additionally, piano lab instruction is provided once a week for 2nd-5th grade students. Group classes provide students with a classical piano education in a student-centered class.



## French

French instruction is offered weekly to all students to introduce them to a foreign language and conversational French. The French language is a part of the local culture in Acadiana. It is an opportunity for the students to learn about their French heritage and its Cajun culture.

## Physical Education

Physical Education is offered daily for all students. The Physical Education program for young children aims to develop large muscle coordination through running, jumping, hopping, skipping, reaching, and tossing. Basic Instruction, warm-up exercises, simple activities, and games enhance these targeted skills.

The Physical Education program for older children includes movement skills through motor development activities, physical fitness, sports skills, and organized games with an attitude of fair play and sportsmanship.

## Art

Art instruction is provided weekly for all students. The program teaches art appreciation, history, and techniques through various media.

## Library

A library period is provided weekly for all students. Younger children have story time, and older children use the library in conjunction with class projects and activities. A lost book must be paid for so a replacement may be purchased. Students who owe fines or a book will not receive report cards until the debt is paid.

Students may present books to the library in recognition of birthdays or other events. A special bookplate is placed in the book in commemoration of this event. Books may be given as memorials and will be inscribed as such. All book donations are presented in the Chapel.

## Computer

Weekly computer classes are provided for all Kindergarten through Fifth-grade students. In a rapidly growing technical society, it is important that students become proficient in various forms of technology and how to use them. Students are taught essential keyboarding skills, software applications, research, and computer-based projects.

## Technology and Internet Access:

Students may have access to electronic mail (e-mail) and the Internet through a network of computers located in the computer lab. This access is vital to the educational experience and an integral part of instruction. While we intend to make Internet access available to further educational goals and objectives, students may find ways to access other material. The benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. A teacher monitors the computer lab at all times when accessed by children. Access is a privilege - not a right.

## **Report Cards and Conferences**

Students in grades Pre-k through 5th grade receive a report card every nine weeks containing detailed information on their academic progress. In addition, progress reports are provided at the mid-point of every nine weeks for 1st through fifth-grade students.

Grading Scale:

A =	93 - 100
B =	85 - 92
C =	77 - 84
D =	70 - 76
F =	0 - 69

Enrichment Subject Grading Scale:

S	Cooperation and participation in class activities
N	Needs to improve class cooperation and participation
U	Unacceptable behavior and unwilling to cooperate and participate in class activities.

In addition to a regularly scheduled parent-teacher conference in the Fall, teachers will be pleased to discuss your child by appointment. Parents should talk with the teacher first about a school situation concerning their child. The Head of School will meet with the teacher and parent to resolve the problem if necessary.

## **Honor Roll/Headmistress' List**

Honor Roll List:

A student will receive Honor Roll recognition at the end of the year, provided that they have maintained all "A" and "B" grades with satisfactory enrichment grades.

Headmistress List:

A student will receive Headmistress recognition at the end of the year provided that they have maintained all "A" grades with satisfactory enrichment grades.

## **Academic Deficiencies**

A nine weeks grade of "F" in one or more subjects must be brought up to a "D" or better by the end of the following nine weeks. Failure in a subject for any two (2) nine-week grading periods constitutes failure for the year in that subject.

Failure for the year in one subject may prevent promotion to the next grade.

Failure for the year in any two subjects will prevent promotion to the next grade.

A grade of "F" in a subject for the final nine weeks results in an "F" in that subject for the year.

Communication and possible conference requests can be expected any time a teacher observes a student having academic difficulties or achieving below their potential.

## **ERB Testing Program**

Achievement tests are administered to 1st through 5th-grade students in the Spring.

## **Homework Guidelines**

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing skills and extending and developing concepts introduced in the classroom. Time spent on written homework will vary according to grade level, individual student, and classroom teacher. In general, daily written homework time should be approximately 10 minutes times the grade level. So, a first grader would have up to 10 minutes per night; and a fifth grader would have up to 50 minutes of written homework a night. This does not account for studying or daily independent reading time.

Help your child set a regular homework time each day and remain with that commitment. Provide your child with a quiet place to work, free from distractions.

## **Summer Reading**

All children entering 1st through 5th grades will be assigned summer reading.

## **Parent Orientation**

Early in the year, each teacher will meet with the parents of the children in the class. Teachers will briefly describe their class program, policies, and procedures.

## **Parent-Teacher Conference,**

A Parent-Teacher conference is scheduled in the Fall following the first quarter. This conference is planned to give the parent(s) an accurate appraisal of the student's activities and progress. Epiphany feels that parents should be well informed of their child's progress.

## **GENERAL INFORMATION**

### **Hours**

Arrival:

Students may be dropped off at school beginning at 7:30 a.m.

- Pre-K students' parents should park in the Methodist Church parking lot on the corner of St. Peter and Jefferson to walk their child down the sidewalk along St. Peter Street to the front door of the Pre-K building, where teachers will be waiting to receive them.
- Students in grades Kindergarten - Fifth can be dropped off at the end of the covered walkway between the church and school on Jefferson Street. Students should remain in the car until school personnel opens the door.

\*Please do not drop your child off in the church/school parking lot for safety reasons.

Dismissal:

- Dismissal for Pre-K students begins at **2:45** p.m. Pre-K students are to be picked up at the front door of the Pre-K building and escorted to their cars by their parents/caregivers.
- Students in grades K-5 may be picked up at 3:00 p.m. at the end of the covered walkway on Jefferson Street. Teachers will escort students to their cars but cannot buckle children into car seats or seat belts. **Do not exit your vehicle in the car line.** If your child needs assistance in buckling, you may pull forward in front of the school office or into the Methodist Church parking lot.

\*\*If a child is not to leave the school in the usual manner, the parent must send a note or call the office stating How, When, and with Whom the child will leave. Without a note or phone call, the child will go home the usual way.

### **Before-School Care**

For safety reasons, please do not drop off your child before 7:00 a.m. Parents must sign their child in upon arrival in the Main Building. No prior arrangements need to be made. The \$2 per day per child charge will be added to parents' monthly statements.

### **After-School Care**

After-School Care is provided for EDS students from 3:00 to 5:30 p.m. most days. This is an extra program that parents may elect for their children. Arrangements can be made on a regular, recurring basis or day-by-day. Parents need only call or email the office to have their children moved to After-Care that afternoon. Children not picked up in the carline by 3:15 will be escorted to After Care for pick up. When picking up your child, parents must sign them out with the After-Care Assistants. If students are picked up by 4:00, the fee is \$4.00 per day per child. If students are picked up between 4:00 - 5:30 p.m., the charge is \$8.00 per day per child. After 5:30 p.m., a late fee of \$1.00 per minute will be imposed. After-Care charges are added to monthly statements.

When picking up your child(ren), please do not park on the Church side of the parking lot, as these parking spots are for church parishioners.

### **Field Trips**

The purchase of a field trip at any grade level should be enrichment. Time spent away from the school should provide insights, information, and understanding unattainable in the classroom. These trips are planned by the teachers with the approval of the Head of School. "Blanket" permission slips are returned at registration each year. No student can participate in field trip activities without a signed permission slip. All students must be placed in the vehicle's back seat when being transported by parents and must be seatbelted at all times.

Students are not allowed to leave with their parents for a field trip. Students must return to campus and be signed out by their parents.

If you volunteer to supervise a group of students, it is clearly understood that your group must be within your immediate supervision and accounted for at all times. Therefore, when chaperoning students, siblings are not allowed.

Volunteers on field trips are required to complete the online Safe Church, Safe Communities course. Course requirement information can be found on the EDS website.

### **Bus Service**

EDS does not have a bus of its own. However, depending on where a family lives, arrangements may be made for EDS students to ride either Iberia Parish or Episcopal School of Acadiana buses. Contact the office for additional information.

### **Tardiness**

Tardiness should be discouraged at all levels. State mandates empower the school to consider five or more tardy days equivalent to one day of absence.

### **Student Attendance**

We ask that you call the school to report your child's absence as soon as you know he/she will not be present. This facilitates the teachers' planning process for helping the child catch up upon his/her return. If a student has missed more than one-half of the school day, it will be recorded as a full-day absence. Eleven-thirty (11:30 a.m.) constitutes the half-day mark.

Attendance guidelines from the State of Louisiana state students who miss more than 15 days per calendar year, either excused or unexcused, may be ineligible to earn credit for that school year. We ask for your cooperation in keeping absences to a minimum to allow your child the best opportunity to learn what is offered daily.

Cases of absences in excess of 15 days will be reviewed on a case-by-case basis by the Head of School in consultation with a child's teacher and parents.

### **Excused Absences**

Examples of absences that may be considered excused are:

- Illness
- Medical or dental treatment
- School-approved events
- Family emergencies.

An excused absence means that a student is allowed to make up for the missed work. Missed class work must be made up in a timely fashion.

## **Health Policies**

- A health card with records of immunizations **MUST** be presented on or before the first day of school for a child to be admitted to class. Late registrants will be allowed two weeks to return the health card.
- All children **MUST** be immunized against whooping cough, diphtheria, tetanus, polio, smallpox, and chicken pox
- It is the practice of the school to inform parents of outbreaks of contagious disease in the school. Parents are asked to keep children at home if they show any symptoms of childhood disease.

## **Cell Phones**

Student use of cell phones is prohibited during the school day.

## **School Visitation**

Parents are welcome (encouraged) to visit the school campus during the school day. To ensure the safety of our children, every visitor (parents included) needs to sign in at the office and receive a visitor's pass. Parents are encouraged to attend a chapel service or eat lunch with their child(ren). Chapel services are held each morning at 8:00 a.m. Lunchtime for Pre-K is 11:30 a.m. and noon for Kindergarten through Fifth-grade students.

When visiting campus, please do not park on the church side of the parking lot, as these parking spots are for church parishioners.

## **Severe Weather**

In the event of severe weather, special announcements will be made concerning school opening/closing through our Alma alert system via text and email. Local television stations (KATC and KLFY) may also post school closure notifications. The Head of School may decide about school closure independently of other local schools based on student safety and school plant operability. If Iberia Parish Public Schools close, Epiphany Day School will also close.

## **Discipline**

EDS is a school community committed to building character and teaching students what it means to love God, self, and others. Disciplinary rules have been established to provide a safe environment where all students can work efficiently and play freely. Students are expected to display behavior in keeping with this mission in the classroom, on the playground, and during off-campus school activities.

EDS expects that all students will:

- appreciate the rights and personal belongings of others
- display courteous and respectful behavior
- use appropriate language at all times
- exhibit personal honor by neither lying, cheating, nor stealing
- practice self-control
- express feelings in a constructive manner
- accept responsibility for their actions
- recognize inappropriate behavior and identify constructive alternatives

### **Behavior Infractions**

Behavioral infractions that will not be tolerated include:

- Misbehavior in Class/Repeated Disruptive Actions
- Disrespectful Behavior toward adults
- Displays a Negative Attitude to others or self
- Willful Disobedience/Ignores Correction
- Physical Confrontation (pushing, shoving, hitting, fighting)
- Profanity, obscene language (written or spoken) and gestures
- Destruction of school property
- Lying, stealing, cheating
- Misuse of Multimedia and Internet privileges
- Leaving school property without permission
- Misbehavior on the school bus
- Teasing and bullying

Infractions in the classroom that represent violation of established classroom rules and procedures are best handled by the classroom teacher. Teachers may use a variety of strategies that are age-appropriate and appropriate for the situation. If unwarranted behavior continues, the child will meet with the Head of School. Appropriate consequences will be assigned, and the Head of School will notify parents.

Behavioral infractions will be dealt with immediately and result in one or more of the following: conference with the student and/or parent(s) and/or teacher(s), and Head of School. The Head of School will determine the consequences.

### **Bullying - Harassment - Cyberbullying**

Bullying/harassment/cyberbullying is characterized as intentionally aggressive behavior (not accidental or in jest) and usually involves an imbalance of power. Bullying/harassment can exist in many forms, such as hitting, derogatory remarks, intimidating through gestures, emails, social media, social exclusion, or teasing.

Epiphany Day School believes that the well-being of all persons is best fostered in an environment that promotes kindness, acceptance and embraces differences among individuals. EDS recognizes the seriousness of these issues and the need to address incident reports immediately and decisively. Students are encouraged to report incidents to a teacher or Head of School. Each incident will be investigated and subject to disciplinary action.

## **Teacher-Parents Relations**

Parent requests for a conference with the teacher will be honored at the teacher's earliest convenience. Involvement of the Head of School in the meeting will be at the teacher's discretion, however; adequate time should be allowed for the teacher and Head of School to meet to assess the situation, formulate ideas and gather facts before meeting with the parents. The central focus of this meeting will be to clearly identify the problem and work collaboratively with the parents to outline possible solutions.

## **Parents' Club**

The Parents' Club members are parents of EDS students whose mission is to help families get to know each other, promote parental involvement, and raise funds to enhance the school environment.

## **Communication Between School and Parents**

Good communication is essential in fostering a positive working relationship between the school and parents. Epiphany Day School offers the following information to help forge that vital communication link.

- eScoop  
EDS publishes a weekly "Scoop" via Constant Contact with updates and weekly reminders. It is sent out electronically on Mondays.
- EDS School Website  
The school website contains information regarding our school calendar, Hot Lunch menu, Parent Club, etc.
- School News and Announcements  
School news and announcements are posted on our school's Facebook and Instagram pages.
- Severe Weather  
In the event of severe weather, special announcements will be made concerning school opening/closing through our Alma alert system via text and email. Local television stations (KATC and KLFY) may also post school closure notifications. The Head of School may decide about closure independently of other local schools based on student safety and school plant operability. If Iberia Parish Public Schools close, Epiphany Day School will also close.

## **Tuition**

Monthly tuition, consolidated fees, and other charges are billed on the 15th of each month (August-May) if you selected the monthly payment plan or by the semester (August and January) if that is the plan you selected. Bank drafts occur on the 20th of each month. All payments are due by the 30th of each month.

Credit card payments are accepted. There is a 3.5% convenience fee per transaction.



If your child's account is 30 days past due, you cannot charge hot lunch, spirit wear, or other extra charges.

In the event of transfer to another school, all report cards and transcripts will be withheld by EDS until tuition is current.

For any delinquent account equal to or above \$2000 before the end of each quarter, the school reserves the right to cancel the student's enrollment and proceed with collection efforts on all past-due amounts.

If any account is not paid in full by the end of the school year, EDS will not release grades or academic transcripts until the delinquent account is current.

### **Financial Assistance Program**

A Scholarship Fund is available to provide need-based tuition grants for students in all grades. Grants will be awarded solely on need, without regard to sex, color, national or ethnic origin, upon recommendation of the School Scholarship Service.

### **Birthdays/Holiday Celebrations**

Parents may bring treats for their child's class on his/her birthday or holidays, but they must check with the teacher first to determine the best time for distribution. Please check with your child's teacher to determine if there are potentially dangerous food allergies within the class.

Party invitations may be distributed at school only if every child in the classroom is invited.

### **Accelerated Reader Program.**

The Accelerated Reader Program is intended to foster a love of reading through guided or self-guided discovery of fiction and non-fiction books. Students can test either in a classroom or in the computer lab.

### **Lunch**

Students may bring lunch or participate in a hot lunch program provided by Captain's Galley.

- Lunches from home:  
Students cannot access microwaves for heating lunches, so cold lunches, thermoses, and bottled water are required.

**Due to SAES guidelines, no FAST FOOD lunches or carbonated beverages will not be allowed. EXCEPTIONS will be made for birthdays and special events.**

- If a student forgets a lunch, lunch will be provided for a charge of \$5.00.
- Snacks:  
Students may bring their "healthy" snacks for morning and afternoon recesses.  
No carbonated beverages or energy drinks, please.

## **Service Learning**

One way to live out our faith is to help others. In addition to school-wide service projects throughout the year, every class has a special service project to create community involvement and awareness.

## **Head Lice**

Head Lice checks will be done periodically. A student with lice shall be excluded from school until they have been treated with a medication that kills lice and until all nits have been removed from the hair. Any student who is excluded from school because of lice infestation must be accompanied by an adult or parent when returning. School personnel will be responsible for checking the student(s) to be sure there are no nits before the child may return to class. If a student still has nits and lice, they may not return to school until all nits and lice are eliminated.

If you suspect your child has lice, please notify the school.

## **SPECIAL PROGRAMS AND SERVICES**

### **Christmas**

The Christmas Service is the traditional Festival of Lessons and Carols conducted by the student body.

### **Grandparent's Day**

Grandparents Day is dedicated to acknowledging and celebrating the important contribution of Grandparents to the well-being and education of children within their families.

### **Awards Day and Closing Exercises**

Pre-K - Kindergarten Ceremony

1st - 4th Closing and Awards

5th-grade Graduation

Parents and guests are cordially invited and encouraged to attend the above programs.

## Student-Parent Handbook Acknowledgement

Please sign and return this form to the office by **Tuesday, August 15th**. By doing so, I acknowledge that I have read and understand the policies and practices that EDS upholds.

I (we), \_\_\_\_\_

Parent(s) of \_\_\_\_\_

have reviewed the 2023-2024 Student-Parent Handbook.

Date: \_\_\_\_\_

**Thank you for your support and commitment to EDS!**

