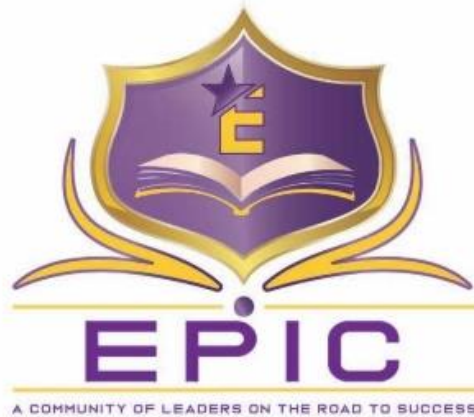


EPIC Alternative Elementary School

2019-2020

Parent Handbook



1000 10th Avenue South

Birmingham AL 35022

(205) 231-7370 - Main Office

(205) 231-7419 - Fax

Welcome to
EPIC Alternative Elementary School!

Educational Programs for the Individual Child

At **EPIC**, we focus on achieving academic excellence, maintaining a safe learning environment, and developing healthy and active students. During a typical day, our students participate in academics, fine arts, physical wellness programs, and develop an appreciation for other cultures. In addition to our comprehensive curriculum, our outstanding faculty and staff are committed to the integration of the cognitive, physical, social, and emotional development of all students supporting them in becoming people of honor. Because EPIC is a school of choice, individual student achievement and progress, attendance, and behavior are monitored carefully. **Lack of academic focus and progress, excessive absences or tardies, and excessive distractions due to inappropriate behavior in the academic setting may result in forfeiture of enrollment at EPIC.**

Our diverse student population serves to enhance student learning, tolerance, and the appreciation of cultural differences. All students are taught by a dedicated and highly qualified staff.

EPIC Alternative Elementary School is a place where everyone learns, students and staff alike. It is our goal to provide a challenging, nurturing environment where everyone learns to value themselves and their differences as well as those of others.

At **EPIC Elementary**, being a leader comes naturally!

History of EPIC School

In 1972, the Birmingham City School System became committed to the construction of a barrier free elementary school which would respond to the various talents of each individual child. After intensive research and planning, **EPIC** was created as a model school, employing a new, more efficient educational program serving both typical and atypical students.

A Birmingham architect, Pedro Costa, was commissioned in 1976 to build **EPIC** School. Mr. Costa has designed a showcase school complex, incorporating such ideas as theaterettes, satellite libraries and natural environment playground facilities. **EPIC** School is unique in that the needs of the entire student population have determined its physical form as well as its curriculum.

Today, **EPIC** is a unique learning center with a deeply held conviction that each child is special. It stands as a tribute to Birmingham's dedication to a full free education for all of the children of our city. **EPIC's** teaching philosophy includes instruction and team teaching of traditional curriculum, grades K-5.

Mission

Our mission is to provide a quality educational program for all children, regardless of their differences for the benefit of enriching the lives of our students and the community.

Vision

In a diverse population of abilities and cultures, our vision is to produce life-long practitioners of the learning process by empowering each student with tools to become academically, socially, emotionally, and technologically productive.

Beliefs

- ❖ Individual differences and diversity enrich our school.
- ❖ Children are unique; therefore, instruction should be appropriately individualized to make the most of each learner's potential.
- ❖ Children, who participate in cooperative goal setting and who take ownership of their educational plans, are motivated to achieve.
- ❖ Teamwork among teachers, parents, and community is essential to an effective educational process.
- ❖ A clean, safe, positive, and challenging atmosphere encourages academic achievement.
- ❖ Applied education is the key to development of lifelong learning, problem solving, and productivity.
- ❖ Educational programs that promotes awareness, acceptance, and respect of individual differences prepare students to become productive citizens.
- ❖ Student access to many and varied educational opportunities promotes intellectual, physical, cultural, social, and emotional growth.
- ❖ The flexibility to employ a variety of teaching styles help competent, caring educators maximize and maintain success among learners.

EPIC Alma Mater

There's a place at the end of a rainbow where a pot full of gold should be, with its arms outstretched to each and every child, standing proud for others to see.

Now this place that we speak of is EPIC. And the rainbow is dreams that come true and the pot full of gold is the children so loved. It's this love that makes all dreams come true.

Oh, our EPIC how we love you. How you're all that we hoped you would be! Making hopes high for the future, we'll be something for the whole world to see!

We'll be upright, loyal, and honest. Set examples for others to see. And as long as we live we will thank you. You helped mold us into what we should be.

**EPIC Alternative Elementary School
Faculty and Staff
2018-2019**

| | | |
|---|---|--|
| <u>Principal</u> Dr. Petra Leonard | <u>Librarian</u> Rubie Moore | <u>Support Staff</u> Augusta Stephens Annette Powe Sherrie Stokes Jackson Gregory Dawson Juanita Chapman Marva McMullin Janice Reese Nolan McAlpine Kenya Coleman Timothy Simmons Erin Rogers |
| <u>Office Manager</u> Zondral Nunn | <u>Counselor</u> Angelia Bowen | |
| <u>Project Director</u> Mamie Lewis | <u>Music/Band</u> Melinda Pruitt Tamara Travis | |
| <u>Kindergarten</u> Greta Patterson Kristi Tunstall | <u>Technology</u> Daniel West | |
| <u>First Grade</u> Patrice Cole Sadie Walters | <u>Physical Education</u> Frances Bryan | |
| <u>Second Grade</u> JeTuan Parker Victoria Austin-Parker Dawn Wilbanks | <u>Special Education</u> Jennifer Steele-Brown Mary Ann Gray Brantley Spillman Michael Richardson | |
| <u>Third Grade</u> Chante Brown Shawndreka Johnson Marissa Vaughn | <u>Gifted Education</u> Timothy Hogan | |
| <u>Fourth Grade</u> Sylvia Watts LaRita Threats | <u>Pre-School</u> Priscilla Palmer Hannah Hutcherson | |
| <u>Fifth Grade</u> Tamil Jackson Larry Lumbard Nina Fuller | <u>Custodians</u> Reginald Jones Willie Andrews Tina Petite | |
| <u>ELL</u> Virginia Crittenden | <u>Child Nutrition</u> Donice Sanders LaFrancia Bailey-Fine Krischunda Finch | |

**EPIC PTA
2019-2020**

| | |
|---|----------------------------|
| Principal | Dr. Petra Leonard |
| President | Erica Coney |
| 1st Vice President (Program chair) | Tamil Jackson |
| 2nd Vice President (Fundraising chair) | Patricia Tate Smith |
| 3rd Vice President (Membership chair) | Megan Spears |
| 4th Vice President (EPIC Day Chair) | Tarina Mabry-Orr |
| 5th Vice President (Reflections Chair) | Shantez Carter |
| Treasurer | Defellus Dumas |
| Financial Secretary | Stephanie Millsap |
| Secretary | Nina Fuller |
| Teacher Representative | Tamil Jackson |

- 7:15 The building opens, and adult supervision is provided in the Auditorium. When entering the building at this time, students **MUST** go to the Auditorium.
- 7:30 Breakfast begins, students are escorted to the lunchroom .
- 7:45 Students report to their classrooms.
- 7:45 Breakfast is closed
- 7:55 School is in session!
- 8:01 Students who are not in their class are tardy.

Learning! Learning! Learning! Learning!

3:00 School is dismissed. All van riders are called by arrival in the front of the school.

3:15 Students that have not been picked up will go to After-School Care.

3:15 - 5:45 are the After-School Care hours

For safety reasons, children are not allowed to wait for their parents in the foyer or hallways!

Afternoon Pick-Up Procedures

- ❖ Students are involved in the instructional program until 2:55 p.m. when the departure process begins.
- ❖ There are no check-outs after 2:30
- ❖ Parents are not to go to the classroom to talk to teachers or to request dismissal before 3:00.
- ❖ Van riders will be dismissed when their after-school transportation arrives.
- ❖ Students are to stand with their teacher until their ride arrives.
- ❖ Students are not allowed to re-enter the building for any reason.

Dropping off and Picking up Safety Regulations

- ❖ The circle driveway is for dropping off, picking up and moving on. It is not for parking.
- ❖ Parents, always be on time.
- ❖ Children must exit the car on the school side, not the traffic side.
- ❖ When the car is stopped, have everything ready to exit the car quickly and cautiously.
- ❖ Park in a space designated for parking. DO NOT block other cars. Parents are asked to park near the fence. DO NOT park in the driving circle. DO NOT leave your car unattended.
- ❖ The center parking lot is for school faculty and staff.
- ❖ Drive slowly with caution, not more than 15 mph.
- ❖ Handicap Parking is marked in blue. You must clearly display a handicap permit on your car to use these spaces.
- ❖ If your child is not picked up by 3:15, they must attend aftercare. No student is allowed to sit in the hallway after this time. A fee will be collected on the same day aftercare is utilized.
- ❖ There are no car pick-ups or drop-offs in the lower level until 3:20.

Student Dress Code

The Birmingham Board of Education policy states all students sha within the parameters set forth below, follow the dress code policy. Students are required to dress in proper dress code attire. It will be the parents' responsibility to ensure compliance with the dress code policy. All students will wear the

designated school system attire. The clothing may not be altered by slits, cuts, holes, shredded hems, slashes, etc.

- ❖ Any shoe can be worn except shoes with open toes, boots with chains, steel toes, or metal reinforcement or decorations, shoes with wheels or lights, or any other shoes the principal deems unsafe.
- ❖ Socks and a belt must be worn at all times.
- ❖ Gloves, coats and hooded jackets worn to school must be stored in lockers or other designated locations during the normal school day.
- ❖ Students sensitive to cold temperatures may include a sweater or sweatshirt as part of the uniform as described above.
- ❖ Students are only allowed to bring clear or mesh backpacks. Rolling backpacks are NOT allowed.
- ❖ Hoods are not allowed to be worn in school.
- ❖ Click [here](#) to view the entire dress policy.

Electronic Device Policy

Employees of Birmingham City Schools are not in any way responsible for the repair, replacement of any electronic device a student may bring to school. A student's, possession, use, transfer of any electronic device during the school day or any other school event, it is at their own risk. Unless an electronic device is used as part of the instructional process, these devices must not be visible or audible during the instructional day.

- ❖ Students are allowed to possess electronic devices on campus. However, all electronic devices must be turned off during the school day.
- ❖ Electronic devices must not be visible and or audible during the school day. .
- ❖ At all times, possession of electronic devices is strictly forbidden in private areas, restrooms, classrooms, and offices.
- ❖ Electronic device policy violations will be treated as Class II or Class III offenses. Such use may also be in violation of state and federal law.
- ❖ Students participating in field trips, extracurricular activities, and athletic events must get permission from their teacher and/or coach, before using electronic devices during such events.
- ❖ Any phone communication during the instructional day will take place on school telephones as authorized by administrative personnel with the exception of emergency situations deemed by the principal.
- ❖ Parents should continue to call the school for any emergency situation.
- ❖ Click [here](#) to view the entire policy regarding electronic devices..

STUDENT ATTENDANCE PLAN

We appreciate your diligence in making sure your child/children are on time for school. As you know it is an Alabama state law for students to be in attendance and on time for school. EPIC's parents and students understand that "quality learning time" is the key to academic success.

It is essential that your child is in school each day. All students are expected to be seated in their classrooms by 7:45. The school day begins at 8:00 a.m. Your child will be considered tardy at 8:01 A.M. Please synchronize your watches with the school's time, as a 1-2-minute difference may impact whether or not your child receives perfect attendance.

Arriving late or checking out early disrupts learning for each and every child in the classroom and is unacceptable unless in and emergency. We know you want to positively affect your child's school career; therefore, your attitude towards school attendance affects your child's attitude towards their academic achievement. Please make every effort to schedule appointments after school hours. A parent/guardian signature is required for both a late arrival and an early check out. Should your child be unable to be in his/her classroom by 8:00 am, a parent/guardian **must** accompany the child to the office to sign the child into school.

ATTENDANCE POLICY

Alabama State Law 16-28-3, Code of Alabama, 1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state. Parents or guardians having control over school age children are responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint in the Jefferson County Family Court.

Responsibility of Parents

Any time that a student is absent, the parent or guardian must provide a written note to school satisfactorily explaining the absence.

The note or doctor's excuse must be sent to school within three (3) days of the student's return to school to be counted as an excused absence. A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding ten (10) absences during the school year. Further absences will require a written excuse from a medical doctor or court official. Parents or guardians of any student having a chronic ailment that may cause the student to miss school during the year are required:

- ❖ To provide the school with a clinical or doctor's statement verifying the child's condition at the beginning of each year;
- ❖ To provide the school with a clinical or doctor's statement verifying the child's condition at any time the student enrolls in any school in the district during the beginning, middle, or end of the school year.

The statement shall reflect the nature of the child's illness, and state that the student may have to miss school from time to time due to this illness. Failure of parent/guardian to provide the school with a chronic ailment statement can result in unexcused absence accumulation, and referral to Juvenile Court.

THE BASIC PLAN: REMEMBER, EXCESSIVE TARDIES CREATE A PROBLEM.

NOTICE 1: warning letter sent home when during the school year there are totals of **3 tardies and/or 3 unexcused early check-outs;**

NOTICE 2: warning letter sent when during the school year there are totals of **6 tardies, 6 unexcused early checkouts, and/or 2 unexcused absences.** This is an indication of an attendance problem.

NOTICE 3: warning letter sent home when during the school year there are totals of **8 tardies, 8 unexcused early checkouts, and/or 4 unexcused absences.** At this time the parent/guardian will meet with the principal and teacher to address the problem.

NOTICE 4: warning letter sent home when during the school year there are totals of **10 tardies, 10 unexcused early checkouts, and/or 6 unexcused absences.** At this time the parent/guardian will meet with the attendance team, including the Attendance Officer, to devise a plan and contract to address the problem. If attendance problem persists, the parent will be notified by the Birmingham City School's Attendance Officer.

The BCS Attendance Officer will work with the parent from that point. Click [here](#) to view the entire attendance policy.

RECOMMENDATION: Synchronize your time with the school's clock near the main office.

****NO CHECK-OUTS AFTER 2:30 P.M**

Student Illness

Although school attendance is important, please do not send your child to school if he/she is too ill to attend and participate comfortably. Children should NEVER be sent to school with a fever or

unexplained rash. We must not only protect YOUR child, but also prevent the spread of infection to other students. If your child has a fever or becomes ill during the school day, you will be notified.

How sick is too sick to attend school?

- ❖ **Fever** - Temperature above 100.4 degrees Fahrenheit = a student should stay home until fever-free for 24 hours.
- ❖ **Vomiting** - Student should remain home until there is no vomiting for 24 hrs.
- ❖ **Diarrhea** - Student should remain home until there is no diarrhea for 24 hrs.
- ❖ **Undiagnosed rash** - student should not attend school until a rash has been diagnosed and treated due to the possibility of contagiousness.
- ❖ **Pink eye** - students should remain home until treated for 24 hrs.
- ❖ **Strep Throat** - student should remain home until treated with antibiotics for 24 hrs.
- ❖ There may be times when your child may appear and/or feel too ill to focus on schoolwork and you might consider keeping him/her home. Students must be able to participate in class work and activities while at school.

Medication at School

- ❖ School personnel may not administer medication to students without written permission from the parent and a physician's statement.
- ❖ The written permission must include the exact dosage and time to be given.
- ❖ All medication must be in a properly labeled drug store prescription container.
- ❖ Medication must be kept and administered in the nurse's office.
- ❖ Parents may not send ANY over-the-counter medication such as aspirin, cough drops, cough syrup, or medicated lip balm.

Instructional Program

Instructional content at EPIC is governed by requirements of the Alabama State Department of Education. The Alabama Course of Study is provided for each grade level. This document outlines the areas of mastery, learning procedures, assessment, grading, and reporting procedures. Progress reports are sent home the fifth week of the grading period, and report cards are sent home every nine weeks.

Special Education: The Special Education Program at EPIC provides individualized instruction for students identified with special needs. EPIC supports students who are Gifted/Talented as well as students with Specific Learning Disabilities, Speech and Language difficulties, Hearing Impairments, Autism, and other disabilities. Programs are decided upon based on extensive diagnostic testing and parent consent.

Textbooks: Parents are required to sign documents accepting responsibility for textbooks that are assigned to students at registration. The Alabama State Department of Education requires that lost books from previous and present years must be paid for by the parent before new textbooks can be issued. Students are asked to notify the teacher when a book is lost or damaged.

Library: EPIC is proud of its library and the excellent work being done by our Media Specialist. Students in grades K - 5 may check out books for one week at a time and renew as necessary. Parents are responsible for library books and should make sure that books are returned on time. Agreement to abide by the state and local regulations for library books will be signed at registration.

Music: Music is offered to all K - 5 students on a weekly basis.

Technology: Technology class is offered to students on a weekly basis.

Band: Band is available for students at EPIC each day. Group instruction in band is offered to students in grades 3 - 5. Special instruments for students in grades 1 - 2 are purchased by the parent. There is no fee for band instruction. Only a limited number of instruments are available at school. More information can be obtained from the band instructor.

Field Trips: Field trips are scheduled to provide educational experiences that are pertinent and appropriate for each grade level. Field trips are correlated with the Alabama Course of Study and teachers develop specific learning targets for each field trip. All field trips will be planned and executed with the principal's approval. Permission slips will be sent home with each student and **must** be signed by the parent/guardian. Written permission must be returned before any student will be allowed to

leave the school grounds on a field trip. Parents are responsible for paying for the cost of field trips. Only cash in the exact amount will be accepted. NO CHECKS will be accepted. Money for field trips should be sent in an envelope with student name and labeled "Field Trip".

Field Trip Rules:

- ❖ All students must leave the school with the group. Only teacher, chaperones and students from the class will be allowed to participate in field trips. For everyone's safety and protection, no one will be allowed to join a group at the site of a field trip unless previously authorized.
- ❖ All money and permission slips must be turned in during the designated time, as arrangements are made in advance. **No late money can be taken after due dates.**
- ❖ All chaperones must arrive at the time designated by their child's teacher.
- ❖ All chaperones must pay unless other notified.
- ❖ Students not attending field trips will stay in another classroom at school designated by the principal. The absence of a student due to non-participation in a field trip will be unexcused.

Field Trip Chaperone Guidelines:

- ❖ Chaperones are depended upon to assist during the entire field trip.
- ❖ Siblings are not allowed on the field trip.
- ❖ Report to the office upon arrival and sign in with the office.
- ❖ Contact the teacher at least two (2) days before the trip if you will not be able to fulfill your chaperone duties.

State Testing: All students in grades K-5 will participate in benchmark assessments three times per year. Grades 3-5 will also participate in final assessments each spring.

Home/School Communication

We encourage open, frequent communication between school and home. Consistent contact between home and school enables our children to see parents and teachers working as a team.

Homework Folders/Student Planners: Students will be given a homework folder daily to document daily assignments, conduct reports, holidays, events, and other pertinent communication. Parents are expected to review the homework folder/ student planner daily. It is the responsibility of the student to ensure the folder is carried home, homework is completed, securing needed signatures, and bringing the folder back to school. Student planners can be purchased in the office.

Parent Communication: Communication can be made through email, Remind 101, notes to the teacher, or phone calls. Parents may call the office to reach a teacher but will have to leave a message.

Parent/Teacher Conferences: Parents are our partners. Consistent, frequent, and open communication between parents and teachers is essential to the effectiveness of our work with your children. Ongoing communication is expected and strongly encouraged. Conferences may be requested either by the teacher or the parent. Requests should be made in writing, either via note, email, or Remind 101. Teachers will schedule their own times for conferences. They will confer with parents by telephone or face to face. Conferences will not be held during class time; therefore, drop-in visits to confer with teachers are not allowed. Parents are encouraged to attend Open House, Title I meetings, and report card conferences as scheduled.

Parties

Birthday: Birthday parties are **NOT** allowed. Parents are not allowed to bring outside food into the lunchroom, this includes cupcakes and ice cream. Ice cream can be purchased for each student from the lunchroom to celebrate during lunch time. This must be arranged with the lunchroom manager. Neither flowers, balloons or presents may be taken to the classroom or delivered to the school. Invitations for private parties may not be distributed at school, as hurt feelings can occur when students are not invited.

Classroom Parties:

The Birmingham Board of Education limits classroom parties for purely entertainment purposes. Only Winter/Christmas parties and End of the Year parties are allowed. These are scheduled during the final two hours of school.

School Safety Procedures

EPIC's faculty and staff are committed to assuring your child's safety and security throughout the school day. Teachers supervise children at all times (in the classroom, in the hallways, in the Cafeteria, on the playground, during extra-curricular activities, and during dismissal). During the school day, all exterior doors are locked. Entry into the school is through a controlled access door. All visitors must stop at the front desk, sign in, present a photo ID and be on a child's check-out list or have a verified appointment with school personnel. Cameras are located throughout the school to adding even more security.

Building Security: To ensure the safety of our students, the entrance to the school is locked and closely monitored. All visitors are asked to report to the office immediately, sign in, and obtain a visitor's pass.

Visitors: To ensure the safety of our students and staff, **all visitors are required to report to the office and present a photo ID in order to secure a visitor's badge** before visiting any part of the facility. Visits must be done by appointment only. Teachers will not interrupt instruction to talk with parents. For the safety and security of all students, anyone on school property without a visitor's pass will be sent to the office to sign in. While visiting classrooms, observing, having conferences and eating lunch with your child are encouraged, these activities must be scheduled **IN ADVANCE**. "Pop-in" visits are disruptive to the instructional program and are not allowed. When guests leave the building, they should sign out the front office. Guests should only enter and exit through the main entrance.

Student Safety Rules:

- ❖ Upon arrival at school, students must report to assigned areas.
- ❖ Students must not run in the parking lot at any time.
- ❖ Students must not run in the school building.
- ❖ Climbing on ramp walls, restroom equipment, or other areas of the school is not permitted.

Property: In the event of theft of any item, teachers are directed to report this to the school office. An investigation will be conducted as appropriate and reports made.

- ❖ Students are not allowed to bring toys to school unless requested to do so by a teacher. Such items will be collected and returned at the end of the day.
- ❖ Valuables, keepsake items, or large amounts of money should not be brought to school.

Emergency Drills (Fire/Tornado/Active Shooter): Emergency/safety drills are held on a regular basis so our students will know that to do and where to go in case of an emergency. If parents/visitors are in the building during a drill, they are expected to participate in the drill.

Emergency School Closings: School closings due to inclement weather will be determined by the BCS Superintendent. Decisions will be announced on local television stations. If inclement weather or emergencies occur during the school day, please attend to major radio and television stations for updates.

Discipline

At EPIC, our philosophy of discipline is management and not punishment. Our school supports and enforces the rules and guidelines outlined by the Birmingham Board of Education in the Code of Conduct. The goal for each individual to be self-managed or disciplined. EPIC supports the age-appropriate management techniques used by the classroom teacher. When an exception arises, the teacher is encouraged to contact the parents and/or the administration for collaboration and assistance. It is our hope that parental involvement will ensure that the learning atmosphere can be maintained at school. We believe that consistent open communication between parents/guardians and the teacher helps diminish any problems that may occur, whether academic or behavioral. We urge parents and teachers to take a proactive approach in developing and maintaining open communication. Having high expectations is a characteristic of effective schools. Compliance with school rules is expected. Because EPIC is a school of choice, individual student achievement and progress, attendance, and behavior are monitored carefully. **Lack of academic focus and progress, excessive absences or tardies, and**

excessive distractions due to inappropriate behavior in the academic setting may result in forfeiture of enrollment at EPIC.

Teachers will implement their individual classroom discipline plans that include both rewards and consequences. When classroom discipline issues occur that do not warrant administrative involvement, teachers will contact parents as soon as possible. If a discipline note is sent home, parents should sign and return the notice the following school day. Click [here](#) to view the entire Birmingham Board of Education disciplinary policy.

Enrollment/Application Process

All residents of Birmingham City are eligible to apply for admission. Parents/legal guardians and student(s) are not required to live within the city limits of Birmingham. If an accepted student lives outside the Birmingham School District, the parents will be required to pay an out of zone" fee per student. For more information, please contact the Attendance Department at (205)231-7942 and obtain a release from the district in which the student(s) reside.

Application Process:

When the Specialty Schools Portal is open:

- ❖ Visit the [main BCS website](#)
- ❖ Go to the **SCHOOLS** tab
- ❖ Choose **SPECIALTY SCHOOLS**
- ❖ Scroll to the bottom of the page and click **SPECIALTY SCHOOLS APPLICATION PORTAL**
- ❖ Press the link to start (please remember your username and password)
- ❖ Students will be assigned a date & time for assessment.
- ❖ Please remember that this is the application process ONLY!!!
- ❖ If your child is accepted into EPIC, registration is still required to begin school in the fall.

Enrollment Requirements

- ❖ The child must be five (5) years old on/or before September 1st to apply for Kindergarten.
- ❖ The child must be six (6) years old on/or before September 1st to apply for the First Grade.

Documents Required for Scheduling/Enrolling EACH Applicant:

- ❖ Original Birth Certificate AND Original Social Security Card
- ❖ Parent/Guardian Driver's License or Photo ID
- ❖ Proof of Custody (if applicable)
- ❖ Valid Immunization Form
- ❖ Original Proof of Residence in the form of:
 - ★ Lease, Deed or Rental Agreement in the Parent/Guardian's name
 - ★ Two (2) current utility bills: Power, gas, or water showing parent name and address
- ❖ Copy of the student's latest Report Card (Required for grades 1-5 only)
- ❖ Copy of the student's most current ACT Aspire or other Standardized Test Scores (Required for 5th grade only)
- ❖ Two (2) teachers' letters of recommendation for 1st – 5th Grade applicants (one recommendation must be from a current teacher).

Application Dates typically ranges from December to January. Please visit the BCS website prior to December for more information.

Test Scheduling Procedures:

- ❖ Applicants for grades Kindergarten, First, Second, Third and Fourth will be administered a Grade Level Readiness Test.
- ❖ Kindergarten applicants will be ranked based on test results and available slots.
- ❖ 1st – 4th grade applicants will be ranked based on test results, most current report card, two (2) Teachers' Recommendations, and available slots.

Transfer/Withdrawal Policy

When withdrawing a child from EPIC, we request that the parent/guardian come to the school to make arrangements to transfer records to the future school, in order to assure the return of textbooks and to

clear any school charges. This must be done before a withdrawal form will be completed. Please provide at least a 24-hour notice to the registrar prior to withdrawal. The date of the last day of attendance at EPIC should be declared at the time of notification. Upon request from the new school, we will forward your child's records.

Parental Involvement

Volunteers: We encourage parent volunteers. Volunteers are critical to helping us provide the EPIC experience that we want for our students. You will have the opportunity to sign up for a variety of volunteer opportunities at Open House and with your classroom teachers. Our PTA will also have opportunities for you to volunteer. Volunteers are needed on a regular basis. All volunteers sign in at the front office.

Room Parents: Please volunteer to assist your child's teacher. There are many valuable roles parents can take. Each classroom will need a parent who can serve as a communicator and organizer. The Room Parent will work closely with the classroom teacher and recruit other parents to assist in special activities. Parents who cannot afford the time for this role can feel free to serve as chaperones on field trips, helping with morning routines, helping motivate student achievement and behavior, etc. Ideally, we would like for each parent to volunteer two hours during each nine-week grading period. It helps when children see their parents supporting programs at the school.

Lost and Found: Parents are encouraged to label all clothing, specifically coats, sweaters, lunch boxes, etc. with your child's name. The lost and found box can be found in the office. Periodically, the lost and found box is emptied and the contents are sent to a charitable organization. Ask your child to check the lost and found box immediately if an item is lost. Parents may also check the lost and found box for lost items.

Money/Check Guidelines: We are only allowed to accept cash payments. Please make every effort to send exact amounts when sending cash to school. All money must be sent in a separate envelope for each item. We recommend that any money brought to school be sealed in an envelope with the student's name and the teacher's name clearly written on it. Please specify what the money is for.

School Donations: The donation of \$50.00 we request for each child is necessary to meet basic needs not covered under Title I. Your donation will be used to purchase your child's field trip t-shirt, incentives or rewards, food for instructional purposes, etc. It may also be used for the general operation of the school.

Teacher Request Guidelines: To ensure equity for all students, we do not encourage request from students, parents, or guardians for specific teachers. Students will be randomly placed in heterogeneous groups with teachers.

- ❖ If parents feel that their child has special needs which they would like the school to consider when placing him/her in classes for the following school year, they may express this in writing to the principal.
- ❖ Requests for specific teachers may not be considered.
- ❖ Requests to be placed with friends will not be considered.
- ❖ Requests to be placed with relatives will not be considered.
- ❖ Requests written by students will not be considered.