

Appendices
STUDENT and FAMILY HANDBOOK
2022-2023

EPIC Academy
“COLLEGE BOUND”



Office Hours: 8:00 AM – 4:30 PM

Executive Director
Brenda L. Scholl

Principal
Brenda L. Scholl

Assistant Principal
Amanda Damm

Assistant Principal
Summer Simon

Appendix A

Staff Roster

Last Name	First Name	Position	E-mail
Crew	Melissa	Transitional Kindergarten	mcrew@riacademies.net
Morton	Tara	Kindergarten	tmorton@riacademies.net
Soto	Raquel	Kindergarten	rsoto@riacademies.net
Craddock	Mercedes	Kindergarten	mcraddock@riacademies.net
Williams	Cierra	First	cwilliams@riacademies.net
Kalaj	Illyria	First	ikalaj@riacademies.net
English	Madison	First	menglish@riacademies.net
Adams	Maddie	Second	madams@riacademies.net
Arias	Nellie	Second	narias@riacademies.net
Soto	Nathalie	Second	nsoto@riacademies.net
Heisler	Sydney	Third	sheisler@riacademies.net
Kruenegel	Chelsey	Third	ckruenegel@riacademies.net
Mando	Macie	Third	mmando@riacademies.net
Locke	Katelynn	Fourth	klocke@riacademies.net
Lopez	McKenzie	Fourth	mlopez@riacademies.net
Joachim	Bailey	Fifth	bjoachim@riacademies.net
Pallotto	Marissa	Fifth	mpallotto@riacademies.net
Kuczma	Sarah	Sixth	skuczma@riacademies.net
Pangburn	Michaela	Sixth	mpangburn@riacademies.net
Hardenbrook	Nick	Seventh	nhardenbrook@riacademies.net
DeFreitas	Hailey	Seventh	hdefreitas@riacademies.net
Fiorio	Phillip	Music	pfiorio@riacademies.net
Orndoff	Kelly	Education Specialist	korndoff@riacademies.net
Steves	Robby	Education Specialist (EPIC and RIHS)	rsteves@riacademies.net
Scholl	Brenda	Executive Director/Principal	bscholl@riacademies.net
Crippen	Michelle	Assistant Director of Academic Programs	mcrippen@riacademies.net

Damm	Amanda	Assistant Principal	adammm@riacademies.net
Simon	Summer	Assistant Principal	ssimon@riacademies.net
Condit	Kristen	Assistant Director of Human Resources and Compliance	kwcondit@riacademies.net
Kreiger	Jessica	Compliance Coordinator	jkreiger@riacademies.net
Donaldson	Dawn	Business and Operations Manager	ddonaldson@riacademies.net
Johnson	Krista	IT/Data Support Specialist	kjohnson@riacademies.net
Alvarado	Angela	Office Technician	Aalvarado@riacademies.net
Avila	Raquel	Office Technician	ravila@riacademies.net
Muro	Georgina	Office Technician	gmuro@riacademies.net
Simpson	Tammy	Office Technician	tsimpson@riacademies.net
Isler	Amy	Nurse	aisler@riacademies.net

Appendix B

Bell Schedule

Appendix C

Uniform Policy

Uniforms



EPIC Academy is a school of **choice** and requires that all students must comply with the school's uniform policy. Students who are not in uniform may be excluded from recess and parents will be notified. The staff does not want to spend time monitoring uniforms.

- Pullover jackets and sweatshirts are not allowed, except on Friday
- Jackets with writing over 2 inches example, Abercrombie, Old Navy, Nike are not allowed
- Uniform colors consist of Light Blue, Gray, and White ONLY. Black bottoms and jackets are approved. Please consult the EPIC Academy website for details.
- All uniforms (including shoes, sock, shoelaces, hats, and jackets) are to be school colors, clean, maintained, and appropriately sized. Uniforms are required Monday-Thursday
- Leggings must be in school color and worn under a uniform skirt. Leggings are not approved uniform pants.
- Uniforms must be purchased through a school-approved vendor, and the specific clothing must be school approved as well
- If an item of clothing, hair, or accessory becomes a safety issue or a distraction from learning, the student may be asked to remove the article or substitute with something more appropriate
- All shorts, skirts, dresses, and pants may not sag and need to be an appropriate size so as to not expose a student's undergarments.
- Administration reserves the right to determine which clothing is inappropriate and update the dress code as needed at any time
- Rolling backpacks are NOT allowed without medical documentation
- Please put your child's name on backpacks, coats, sweaters, etc...

School Spirit Day - Friday



Fridays will be the day EPIC Academy shows their school spirit.

On Friday students may wear:

- 1) Uniform
- 2) Spirit wear T-Shirt and EPIC Academy sweatshirts
- 3) College shirts and College sweatshirts
- 4) Jeans at the waist, no holes. Acceptable jean colors are: blue, white, black, and gray.
- 5) Pullover hoodie EPIC Academy/College sweatshirts are only allowed on Fridays – **No other pull-over hoodies are allowed**

- 6) Shorts must be of the longer length, similar to the length of the uniform shorts
- 7) Shoes must have a heel strap and be appropriate for a daily school activity. Shoe color is optional as long as it does not distract from the educational environment.

Note: No logos, Nike, Abercrombie, etc. larger than 2 inches.

The administration reserves the right to update the dress code as needed at any time.

Appendix D

Site Specific Procedures

School Office



The school office is open Monday through Friday, 8:00 AM to 4:30 PM.

Shark Splash



The Shark Splash is a digital newsletter and is one of the most important tools of communication between school and home. Our newsletter is sent home every month and includes general information of importance to our school as well as a calendar of upcoming events. The newsletter is also posted on our website (www.riacademies.net) and the RiAcademies App (available on your phone's app store).

School Colors and Mascot



Our school colors are Light Blue, Gray, and White. The school mascot is the Sharks!

Parent Booster Club



Our Parent Booster Club sponsors many worthwhile activities throughout the year. We will be sending additional information to gather parents that are interested.

Student Volunteers



High school and college students are encouraged to volunteer at EPIC. Students can volunteer for community service hours in many different ways. Please contact the school office for areas of need. When volunteering, please remember to follow school dress codes and cell phone policies. All students must be approved by the administration prior to volunteering.

Lost and Found



Lost and found items are kept in the Harbor Cafe. Intermittent announcements are made throughout the trimester for lost and found "student pick up." We will make announcements to remind students and families to look through the lost and found items. At the end of the school year, any unclaimed items will be donated to charity.

Library Books



All children are encouraged to check out and take home books from the EPIC Academy Library. We ask for your cooperation in seeing that your child takes care of these books and returns them by the due date.

1. Remind your child to have clean hands when reading books, to use a bookmark, and to turn the page from the upper right-hand corner.
2. Send damaged books to the school for repair. **Please do not mend library books at home.**
3. Help your child find a safe place for his/her library book that is out of reach of pets or younger siblings. Keep books away from all food and beverages.
4. **Remind your child to return books on time.** If books are not brought back the following week, your child will not be able to check out a book until all checked out books are returned or renewed.
5. In order to **renew a book**, your child **MUST** bring the book to the library to renew. Books will not be renewed if they are not in your child's possession on their library day.
6. **If books are damaged (beyond repair) or lost, you will be asked to pay for the book.** Books are expensive and with our newer collection, lost books will cost more to replace.
7. If a book is not returned or renewed after **two weeks**, your child will receive an **OVERDUE NOTIFICATION LETTER**. After the 4th week of a book not being returned or renewed, your child will receive a **BILL AND FINE** and will be asked to pay for the book replacement.
8. All bills must be settled by the last day of school in order to receive a Report Card.

Breakfast



EPIC Academy will be providing breakfast for students beginning at 8:00am - 8:15 am, Monday-Friday from Banta Food Services.

Accelerated Reader 1st – 5th Grade



Accelerated Reader is a program designed to motivate students to read while allowing them to move at their own pace and level of ability. Students read books from a list of 150,000 Accelerated Reader titles and take a computerized test to check their comprehension. Incentives are based on points and students are recognized for reaching different levels of achievement in the program.

Students who reach their trimester goal are able to participate in an AR Party and are awarded a brag tag for their accomplishments.

Awards



Awards are given to students each trimester at Trimester Awards Assemblies. There are a variety of awards that can be earned by students:

- PRIDE Awards are determined by the classroom teacher and are given to students for citizenship, academics, improvement, etc.
- Honor Roll Awards are presented to students in grades 3rd-8th:
 - Bronze Honor Roll 3.0-3.5 GPA
 - Silver Honor Roll 3.6-3.9 GPA
 - Gold Honor Roll 4.0 GPA
- Academic Team Awards are given to students who participated in EPIC Academic Competitions including; Pentathlon, Science Olympiad, Math Tournament, Spelling Bee
- Sports Awards- Given to players of afterschool sports programs
- State Testing- Awards are given out each year for perfect scores on state testing
- Brag Tags are earned for a variety of things, i.e. Playing on a team, participating in school events, classroom activities, etc.
- Pins are presented to students for Pride Awards and Cumulative Awards. Pins may be saved and worn on graduation gowns during the 8th Grade Promotion Ceremony.

Technology



Responsible Use Agreements to be signed at the start of each school year:

I understand that the use of this electronic information resource is for educational purposes. I recognize EPIC Academy has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that EPIC Academy has taken steps to filter and monitor student access while on the EPIC Academy network, it is impossible to filter all controversial materials. I further recognize that if my child does not abide by the terms and conditions of appropriate use that consequences will be instituted.

*The parent/guardian shall agree to not hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. **When a device leaves EPIC Academy, the device is filtered using a third-party program called GoGuardian. Parents must understand that not all content can be filtered, and some content deemed inappropriate may come through while not on campus.** This then becomes the responsibility of the parent/guardian to monitor the internet usage.*

I realize that by signing on the signature line, my child will be using Google Apps for Education and will be given an Educational Google Applications account and that the information being stored by this web tool, as well as others, might not reside on local servers. I grant permission for my child to use web tools and the Internet appropriate for education purposes, and am responsible for the safekeeping of the device, ie: replace lost or damaged devices.

Play Equipment Guidelines



Play Structures

Play with SAFETY in mind at all times. Students are always to walk in the playground equipment area. Those running will be removed from the area.

Parallel Bars:

- Only one student can swing across the bars at a time
- Students may not sit or stand on top of the bars
- Students on the ground are not to interfere with students on the bars

Slide:

- Students may only go down the slides seated on their bottom and facing forward
- They may not climb up the slides and may only use the slide one at a time

Tetherball Rules:

- Tetherball is a game for two opposing players
- The two players stand on opposite sides of the pole
- Do not crossover into your components designated area or you are OUT!
- Each player tries to hit the ball one way; one clockwise and one counterclockwise. Hitting with the fist or an open hand ONLY!
- The game ends when one player manages to wind the ball all the way around the pole so that it is stopped by the rope
- Winner must switch with another player after winning 2 rounds
- No throwing the ball
- No ropesies or boppies

Wall-Ball Rules

How to Play:

- 2 players at a time
- The game begins when one player serves the ball by hitting/throwing the ball against the wall
- The receiving player must let the ball hit the wall and bounce once before returning it
- The player can then return the ball by hitting it and reaching the wall in one bounce off the ground
- Play continues until the ball:
 - Bounces on a line or outside the boundaries
 - Hits the wall without bouncing off the ground
 - Bounces twice before it is returned

- When a player stops the play, s/he goes to the end of the line and a new player comes into the game
- The remaining player is the server and begins the next game
- If you want to play you need to line up on the white outside line. The student closest to the wall is the next player to enter the game

Variations (for younger students):

- For lower skilled players, allow them to catch and return the ball

Four-Square Rules

Play: One player starts the game standing inside the server's square (1) by bouncing the ball once and hitting it into the square. The ball must be hit with both hands at the same time. The ball must bounce only once, in a square before it is returned. A player, who misses the ball or fouls, must move to the end of the waiting line and allow another student to take their place. All other players move up in rotation CLOCKWISE. If there are no students waiting, the person may stay in play. The object of the game is to get another player out and move up to the server's square.

Fouls:

- Hitting the ball more than once prior to its return
- Failing to hit the ball with both hands at the same time
- Failing to hit the ball with open hands
- Catching or blocking the ball
- Bouncing the ball on a line or out of the court
- Failing to return the ball to another square
- Being hit by the ball

Penalty:

A player who commits any foul moves out of the square to the end of the waiting line.

Other Rules:

The first person waiting is the judge and decides on close plays.

Maximum - 2 games in a row; no exceptions.

Basketball Rules

Everyone playing basketball should be considerate of others. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. No score is kept.

Half-court: Only 10 students, divided evenly, can play at one time. If at any time more than 10 students wish to play basketball, the teams will need to divide and play half-court. If 10 or less are playing, then you may play full court.

You may not say, "You can't play." If you don't wish to play ball with a person who chooses to play, then you must find something else to do, even if he/she was there first. It's not a private court.

Man to Man Defense ONLY

5-second throw-in

Not Permitted:

- Double-teaming
- Zone defense

- Jewelry or open-toe shoes on the court
- Unsportsmanlike conduct
- Taunting
- Throwing elbows
- Fighting
- Swearing
- Arguing with the yard supervisor or teacher on duty
- Pushing

When the bell rings, the game ENDS.

Kickball Rules

Kickball is played with a rubber ball on a field with 4 bases arranged on the corners of a diamond-shaped "infield". The rules and player positions for kickball are closely related to those of baseball/softball. There is an "infield" and an "outfield". The infield contains the positions that involve the bases, while the outfield is mainly designated to catching or retrieving the ball when it is kicked out of the infield.

Actual playing positions vary depending on the number of children that are actually playing. If there are only a few children playing, the positions are usually spread out. If there are a good number of players, ideally children position themselves to cover the infield and the remaining students play the outfield.

The pitcher rolls a kickable ball (maximum of four times including foul balls) **(foul ball is kicked outside of the line through the home plate and either first or third base)** towards their catcher, the "kicker" kicks the ball with their foot, then runs to first base, becoming a runner.

A runner is out if any of the following conditions are met:

- The ball is caught on the fly from the kick, without hitting the ground first, the kicker is out (a fly out)
- In the case of a flyout, any runner already on base who attempts to advance before the ball is caught may themselves be counted out if the ball is returned to the base they were on before the ball was kicked
- A fielding player with the ball touches the base ahead of a runner who is forced to go to that base, because of an advancing runner behind him (a force out)
- A fielding player touches the runner directly with the ball while holding it (a tag out).
- "NO THROWING the BALL AT RUNNER"

Jump Rope Rules

- Jumping is allowed only in designated areas
- Jump ropes are to be used for jumping only – no playing horse or tug of war
- If anyone is abusing the jump rope rules, their rope can be taken by a yard supervisor

Football is not permitted during recess

Tag is not permitted during recess

Dismissal Procedures



Please inform the teacher of any changes to your student's dismissal location.



EPIC Academy **2022-2023 Dismissal Procedure**

Student Name: _____

Teacher: _____ **Grade:** _____

Please choose **ONE** of the appropriate sections for your family and pick **ONE GATE** dismissal option for your child/children. All of your EPIC children must be picked up from the same gate.

Gate #1: Drive-Thru on Garden Farms
Gate #2: TK / All Bikers & Walkers
Gate #3: Kindergarten Walk up

Gate #4: Drive-Thru in front of school
Gate #5: Walk-up in front of school
Gate #6: Walk Home

NO SIBLING	Circle <u>one</u> below			
	Drive-Thru	Walk up to Gate	Walk Home	Bike Home
TK		Gate #2		
Kinder	Gate #4	Gate #3	Gate #2/Gate#6	Gate #2
1 st	Gate #4	Gate #5	Gate #2/Gate #6	Gate #2
2 nd	Gate #1	Gate #5	Gate #2/Gate#6	Gate #2
3 rd	Gate #1	Gate #5	Gate #2/Gate #6	Gate #2
4 th	Gate #1	Gate #5	Gate #2/Gate#6	Gate #2
5 th	Gate #1	Gate #5	Gate #2/Gate #6	Gate #2
6 th – 7 th	Gate #4	Gate #5	Gate #2/Gate#6	Gate #2

WITH SIBLING	Circle <u>one</u> below			
	Drive- Thru	Walk up to Gate	Walk Home	Bike Home
K w/ OLDEST in 1 st	Gate #4	Gate #5	Gate #6	Gate #2
K-1 w/ OLDEST sibling in 2-3	Gate #1	Gate #5	Gate #6	Gate #2
K-3 w/ OLDEST sibling in 4-5	Gate #1	Gate #5	Gate #6	Gate #2
K-5 w/ OLDEST sibling in 6-7	Gate #4	Gate #5	Gate #6	Gate #2

OTHER	Circle below		
After School Programs	GECAC		

*Siblings with a 9th grader must be picked up at their dismissal time - they will not be allowed to wait for 9th grader to be released.