



**EPIPHANY**  
**CATHOLIC SCHOOL**

**2020-2021**

**MIDDLE SCHOOL**

***STUDENT HANDBOOK***

## TABLE OF CONTENTS

ACADEMICS	4
Academic Accountability	4
Academic Probation	4
Academic Calendar for Middle School	4
Honor Roll	4
Late Assignments	5
Late or Missing Assignments due to Absence from Class or School Day	5
Grading Scale	5
GENERAL STUDENT EXPECTATIONS	7
Discipline	7
Bullying	8
Before School	8
After School	8
Tardiness to Class	8
Uniforms	8
Girls' Middle School Uniforms	9
Boys' Middle School Uniforms	9
Technology	9
Social Media and Cell Phone Policy	10
Cell Phones	10
Social Media	11
Student Council	12
National Junior Honor Society	12
8th Grade Graduation Awards	12
"What Do I Do If..."	13

## TEACHERS and STAFF

### Middle School Administrator

*Mrs. Riethmeier*

briethmeier@epiphanymn.org

### Math

*Mr. Blackhawk*

bblackhawk@epiphanymn.org

*Mrs. Marsh*

kmarsh@epiphanymn.org

### Latin

*Mr. McCaffrey*

kmccaffrey@epiphanymn.org

### Science

*Mrs. Riethmeier*

briethmeier@epiphanymn.org

*Mr. Treml*

atreml@epiphanymn.org

### Theology

*Deacon Gunderson*

egunderson@epiphanymn.org

### History

*Ms. Westrich*

mwestrich@epiphanymn.org

### Lit/Comp

*Mrs. Hanson*

ahanson@epiphanymn.org

*Ms. Chambers*

kchambers@epiphanymn.org

### Math

*Mr. Blackhawk*

bblackhawk@epiphanymn.org

### Physical Education

*Mrs. Garry*

jgarry@epiphanymn.org

### Remote Learning Coordinator

*Mr. Treml*

atreml@epiphanymn.org

### Choir

*Mrs. Grefsheim*

lgrefsheim@epiphanymn.org

*Mr. Blackhawk*

bblackhawk@epiphanymn.org

*Mrs. Mulheron*

mmulheron@epiphanymn.org

### Band

*Mr. Smithley*

phil.smithley@totino.grace.org

### Orchestra

*Mr. Saathoff*

zachary.saathoff@totino.grace.org

### Student Council

*Mr. McCaffrey*

kmccaffrey@epiphanymn.org

### Athletic Director

*Ms. Chambers*

kchambers@epiphanymn.org

### Youth Ministry

*Ms. Carly Radke*

cradke@epiphanymn.org

## **ACADEMICS**

### ***Academic Accountability***

Students are expected to fulfill all requirements as stated for every course. Consequences for not fulfilling course requirements may include, but are not limited to, a conduct slip, Academic Probation, ineligibility in extracurriculars, receiving an Incomplete, missing a class activity or field trip, and completion of work over the summer. Class expectations and student progress will be clearly communicated by the teacher.

### ***Academic Probation***

A student with a 'D' or 'F' in any core class, or who is showing a serious lack of effort, may be put on Academic Probation. A student is eligible to participate in extracurricular activities while on Academic Probation but has 10 school days to return to good academic standing. If a student is not in good academic standing after 10 school days the student is ineligible to participate in extracurricular activities.

### ***Academic Calendar for Middle School***

Students are encouraged to refer to the Middle School Academic Calendar (accessible from the Epiphany website) for upcoming exams and due dates for projects. Middle School teachers will update the calendar at least one week before an exam or a project is due.

### ***Honor Roll***

Students are recognized for their academic excellence and model behavior by being named to an Honor Roll. The three levels of Honor Roll are:

Academic Excellence Honor Roll: GPA of 4.20 - 4.33

High Honor Roll: GPA of 4.00 - 4.19

Honor Roll: GPA of 3.60 - 3.99

Students who receive a detention are ineligible for an Honor Roll; the Honor Roll status of students who receive one or two conduct slips will be at the discretion of the Middle School Administrators and the Principal.

## Late Assignments

Students are expected to complete all assignments on time. Late assignments will receive a '0' and marked with an 'M' in Educate until the assignment is turned in. Late assignments may result in a conduct slip and will receive a 10% deduction when graded, though points available are at the discretion of the teacher.

## Late or Missing Assignments due to Absence from Class or School Day

An 'absence' is when a student misses class time for any reason including, but not limited to, illness, appointments, bereavements, vacations, piano, band, orchestra, and extracurricular field trips. Assignments due or exams taken on the day of absence will be due or taken the day the student returns to class. Assignments given on the day of absence are due the day after the student returns to class. It is the student's responsibility to communicate with the teacher about late or missing assignments due to absences.

## Grading Scale

Epiphany Middle School uses the following grading scale:

### Grade Scale

GPA Values	Percentages	GPA Values	Percentages	GPA Values	Percentages	GPA Values	Percentages	Letter grade	Percentages
4.33	99.01-100.00	3.30	87.01-88.00	2.10	75.01-76.00	0.90	63.01-64.00	A	89.01-100.00
4.26	98.01-99.00	3.20	86.01-87.00	2.00	74.01-75.00	0.80	62.01-63.00	B	79.01-89.00
4.20	97.01-98.00	3.10	85.01-86.00	1.90	73.01-74.00	0.70	61.01-62.00	C	69.01-79.00
4.13	96.01-97.00	3.00	84.01-85.00	1.80	72.01-73.00	0.60	60.01-61.00	D	59.01-69.00
4.07	95.01-96.00	2.90	83.01-84.00	1.70	71.01-72.00	0.50	59.01-60.00	F	59.00 and below
4.00	94.01-95.00	2.80	82.01-83.00	1.60	70.00-71.00	0.00	0.00-59.00		
3.90	93.01-94.00	2.70	81.01-82.00	1.50	69.01-70.00	P	Pass		
3.80	92.01-93.00	2.60	80.01-81.00	1.40	68.01-69.00	F	Fail		
3.70	91.01-92.00	2.50	79.01-80.00	1.30	67.01-68.00	I	Incomplete		
3.60	90.01-91.00	2.40	78.01-79.00	1.20	66.01-67.00	NA	Not assessed at this time		
3.50	89.01-90.00	2.30	77.01-78.00	1.10	65.01-66.00				
3.40	88.01-89.99	2.20	76.01-77.00	1.00	64.01-65.00				

## DIGITAL LEARNING EXPECTATIONS

### Webinars

Webinars will be available via Google Meet. The purpose of the webinar is to allow teachers to facilitate class discussion and connect with students in real time. Webinars will be recorded and posted in the Google classroom for students who are not able to be present in person. Webinars are required for students.

## **Google Classroom and Webinar Guidelines**

- Post a class comment to the whole group if your question is about something the whole group should know (assignments, instructions, dates etc.)
- Send a private comment only to your teacher if you want to talk about something that doesn't relate to everyone.
- Keep conversations on topic in the webinar.
- If you're not sure if a word or joke is okay, then it's probably not. Refrain from posts that tease, bully, annoy, spam, or gossip about any other member.
- If you think there is something inappropriate posted in Google Classroom or a webinar, tell a teacher immediately.

## **Google Classroom and Webinar Code of Conduct for Students**

1. I will use my Google avatar for my profile picture or use one that I have appropriate legal permission to use (i.e. in the public domain).
2. I will use posts to discuss school-related content only.
3. I will use a respectful tone of voice when posting. All school rules and consequences related to harassment apply.
4. I will use appropriate grammar instead of texting language.
5. I will not use my posts to promote personal websites or chat rooms.
6. I will limit my use of sarcasm to avoid misinterpretations.
7. I will not reveal any personal information in Google Classroom or a webinar. This includes telephone numbers, addresses, emails, etc.
8. I will not post photos or videos showing myself or classmates without permission.
9. I will turn off my microphone unless I am speaking.
10. I will position myself in a public area of the house, ideally at a table or desk with a blank or neutral background.
11. I will wear clothes that meet the Epiphany School Dress Code as published in the handbook.
12. I will be mindful that everything in my camera's view will be visible to other participants.
13. I will position my camera so that my face shows on the screen.
14. I will submit only my own work on Google Classroom, unless it's clear that the assignment is a collaborative one.

# GENERAL STUDENT EXPECTATIONS

## *Discipline*

A list of several examples of minor and major offenses is available in every Middle School classroom and can be found below. A major offense may result in a detention or a consequence determined by the Middle School Administrators or Principal. A minor offense may result in a conduct slip or a consequence determined by the Middle School Administrators or Principal. A student receives a detention for his or her 3rd, 6th, and 9th conduct slip. A parent meeting will be scheduled after the 9th conduct slip, and an In-School Suspension will be issued after the 12th conduct slip. Conduct slips are cumulative during the school year.

<p><b>Minor Infractions include, but are not limited to:</b></p>	<ul style="list-style-type: none"> <li>● Chewing gum</li> <li>● Tardy to class</li> <li>● Uniform infractions</li> <li>● Not bringing materials to class</li> <li>● Disruptive behavior in classroom, hallways, etc.</li> <li>● Swearing</li> <li>● Disrespect of other students</li> <li>● Use of electronics on school property or at a school event without teacher permission</li> <li>● Loitering after school without being in the direct care of an adult (i.e. coach, teacher, E Plus)</li> </ul>
--	---

- An email is sent to parents following the issuance of a conduct slip for Minor Infractions.
- After the 3rd Minor Infraction a detention is issued. Parents are notified.

<p><b>Major Infractions include, but are not limited to:</b></p>	<ul style="list-style-type: none"> <li>● Any Minor Infraction or pattern of behavior, that repeatedly interferes with the school's ability to provide educational opportunities to other students</li> <li>● Hitting or physically assaulting another student</li> <li>● Verbal, physical, sexual intimidation, or harassment</li> <li>● Theft, lying, cheating, tampering with documents, or plagiarism</li> <li>● Willful destruction, vandalism, or defacing of school property*</li> <li>● Possession of matches, lighters, firearms, knives, or items deemed dangerous, without written permission from the principal</li> </ul>
--	---

- All Major Infractions will result in detention. Parents will be notified through Educate via email and a detention form will be sent home. It must be signed by a parent and returned to the office.
- Principal is notified after issuance of a 2nd detention. After the 3rd detention the principal may assign an In-School Suspension (ISS) if deemed necessary.

*\*Fines will be levied to parents for vandalism or theft. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.*

## ***Bullying***

Bullying is not tolerated at Epiphany Catholic School. The culture of bullying begins and ends with students: students determine the climate of the school, are their own strongest advocate, and faculty can only address bullying if they are aware it is occurring. Students are encouraged to support one another and report bullying that occurs inside or outside Epiphany School.

## ***Before School***

Students arriving before 7:10 am must report to the cafeteria. Middle School students will be picked up from the cafeteria at 7:10 am to go to their lockers and homeroom. Middle School Homeroom begins at 7:35 am; students who arrive after 7:35 am must get a tardy slip from the school office.

## ***After School***

At the end of the day students report to one of the following: Carline or snack in the cafeteria. At 3:00 pm, all students still in snack will be walked to their extracurricular activity or E Plus. If students participate in extracurricular activities, they must report to E Plus once the activity is concluded until their parent picks them up. Students who do not report to E Plus at 3:00 pm, or are found to be unsupervised after 3:00 pm, may receive a conduct slip.

## ***Tardiness to Class***

Students arriving late to class must have a pass from their previous teacher or the school office. Student may receive a conduct slip for multiple tardies.

## ***Uniforms***

Students are expected to follow all uniform guidelines. Uniform infractions may result in a conduct slip. Uniform policies apply to **all** school days including Spirit Days, Out of Uniform Days and during field trips. Mass attire is required on all Mass Days. A summary of our policy follows; the full uniform policy is located on our website or in a brochure, which you can obtain in the school office.

## ***Girls' Middle School Uniforms***

- **Skirt:** Navy blue (school approved vendor). Navy or black bike-shorts may be worn under skirts; length same as, or shorter than, skirt.
- **Tops:** Light blue polo, short or long sleeve OR light blue oxford, long sleeve. Both with the Epiphany logo (school approved vendor).
- **Pants:** Navy blue (school approved vendor).
- **Jacket:** Navy performance jacket with Epiphany logo (school approved vendor).
- **Leggings:** Solid navy blue (school approved vendor).
- **Socks:** Knee-highs or anklets, solid navy blue or white. “No show” socks not permitted.
- **Tights:** Opaque navy blue or white.
- **Shoes:** Dress or athletic, primarily black, brown, navy, or gray.
- **Belt:** Black or brown belts are required with pants; they may not have any lettering or designs and must have plain belt buckles.
- **Mass Attire:** Light blue oxford shirt with logo and navy skirt or pants; or light blue polo with the navy skirt.

## ***Boys' Middle School Uniforms***

- **Tops:** Light blue polo, short or long sleeve OR light blue oxford, long sleeve. Both with the Epiphany logo (school approved vendor). Shirt must be tucked in so that belt is visible.
- **Pants:** Navy blue (school approved vendor).
- **Shorts:** Navy blue (school approved vendor). Shorts may be worn September through October 15 and May 1 through the end of the year. Shorts are not allowed on Mass days.
- **Jacket:** Navy performance jacket with Epiphany logo (school approved vendor).
- **Tie:** Navy blue (school approved vendor). Optional.
- **Socks:** Solid navy blue, black, or white. “No show” socks not permitted.
- **Belt:** Black or brown belts are required with pants and shorts; they may not have any lettering or designs and must have plain belt buckles.
- **Shoes:** Dress or athletic, primarily black, brown, navy, or gray.
- **Mass Attire:** Light blue oxford shirt with Epiphany logo and tie with navy pants and belt.

## ***Technology***

Technology is an integral part of education but must be used responsibly. Students are expected to follow all school rules and policies when using technology and are not to do anything on a device that does not directly pertain

to the lesson or learning objective. Students will be held accountable to the Go Guardian standards set by their classroom teacher.

### ***Social Media and Cell Phone Policy***

Students are responsible for knowing the Social Media and Cell Phone Policy. Failure to follow the policy will result in disciplinary actions which may include conduct slips, detention, suspension, or expulsion.

### ***Cell Phones***

- Cell phone use of any kind is not permitted during the school day or after school events that occur on school grounds unless permission is granted for a one-time situation by the adult in charge.
- Cell phones must be stored in lockers until packing to leave school grounds. If there is an emergency, or significant reason for a student to use their cell phone after school hours, students may do so with the direct permission of the adult in charge. With permission, students are to use school land lines during the school day.
- Cell phones that come on school property are not considered private while on school grounds and may be confiscated and searched if there is reason to believe that the Social Media and Student Cell Phone Policy has been broken.
- Should a cell phone be confiscated on school grounds out of concern that the student has been involved in cyberbullying or the harassment of another student or staff member, students will be required to provide administration access to accounts for a search.
- Use of cell phones for social media purposes, whether on or off school grounds, that creates a hostile environment interfering with education will be investigated and the appropriate action taken by administration.
- Should a social media message that occurred outside of school hours affect the ability of teachers to teach, or affect the ability of students to learn, the cell phone in question will be confiscated and searched.
- Should a student decide to use their cell phone during the school day, it will be confiscated and given to administration until the close of the school day. The first offense is a conduct slip, the second offense will require that a parent come to the school office to retrieve the phone and the student will receive detention. Additional offenses will follow the school discipline policy and may result in suspension and/or expulsion.

## *Social Media*

Social media bullying (cyberbullying) is a serious matter that can cause great harm. Cyberbullying that involves Epiphany students should be reported to administration who will proceed with the investigation and if necessary, report the incident to the proper authorities.

- Students who participate in social media that can be harmful spiritually, socially, or emotionally are subject to the same behavioral standards set forth in this policy.
- Students are prohibited from accessing social media on Epiphany technology or assets.
- While away from Epiphany school, students who participate in online interactions must remember that their social media conduct and posts reflect on, and may affect, the entire Epiphany community and, as such, are subject to the same behavioral standards as set forth in the school discipline policy.
- To protect the privacy of Epiphany students and employees, students may not create digital photos, video, or audio recordings of Epiphany community members either on-campus or off-campus for online publications or distribution without the knowledge and consent of those being recorded or photographed.
- Students must be aware that social media leaves a digital footprint and should not post anything they do not want fellow students, friends, parents, teachers or future employers to see.
- Students must be safe online. Personal information, including last names, phone numbers, addresses, birth dates and pictures should not be provided.
- Students may not use, copy, or share other people's ideas, thoughts, property, or work online without the author's permission. This is a violation of copyright law.
- Students may not misrepresent themselves by using someone else's name or picture.
- Students may not use another student's password or access their accounts.
- Students may not use social media sites to publish disparaging or harassing remarks about Epiphany community members, athletic or academic contest rivals, or any individual or group.

### ***Student Council***

Epiphany Student Council provides an opportunity for students to lead their peers by organizing events, listening to their concerns, and presenting new ideas. The student council will be open to grades 6-8 and will be elected by a majority vote by their peers in the fall of each school year. Candidates for Student Council can not have any major behavior infractions.

### ***National Junior Honor Society***

Epiphany National Junior Honor Society provides an opportunity for students to lead their peers through service to their school and community. Students may apply at the conclusion of any trimester in 7th or 8th grade. To be eligible, a student must maintain a Middle School cumulative GPA of at least 3.80, not have served a detention, write an essay, and provide a letter of recommendation. Students are accepted based on these items and Middle School faculty approval.

### ***8th Grade Graduation Awards***

Graduation is a time to recognize students who have consistently given their best effort and striven toward virtuous living. Graduates may receive the following awards and/or scholarships:

Altar Servers	Presidential Award for Educational Excellence (GPA)
Art Award	
Band Award	Presidential Award for Achievement
Orchestra Award	Drama Scholarship
Choir Award	Athletic Scholarship
Math Award (Euclid)	L.M. and G.W.B. Scholarships (Students attending Catholic HS)
Literature Award	Justin Kaufenberg Scholarship
Science Award	Christian Leadership Honor Team
Latin Award	Christian Leadership Scholarship
History Award	
Physical Education Award	

## **“WHAT DO I DO IF...”**

**I have trouble with my locker?** Ask a teacher for assistance or go to the school office.

**I want a double entree at lunch?** Ask your homeroom teacher for a double entree ticket when lunch count is taken.

**I forget something at home?** Ask your teacher if you can go to the school office to call a parent.

**I am riding home with somebody else or want to ride a bus home with a friend?** You will need a note from your parent explaining the situation. If you are riding a bus you don't normally ride you will need a bus pass from the school office.

**I have an academic, social, or other issue that I need to talk to someone about?** Talk to any teacher you are comfortable with, but know that your advisor is always a resource for you.

**I want to know what my grades are, or what assignment I'm missing in a specific class?** Check in Educate. If you are still confused, talk to the teacher of that class.

***Other Things I Need to Know:***

***Other Things I Need to Know:***

***Other Things I Need to Know:***