

2020/2021 Grades K-8 Parent / Student Handbook



EPIPHANY

CATHOLIC SCHOOL

This handbook reflects the expectations of Epiphany Catholic School and answers important questions about who we are as a school and who we are as a family in Christ.

By enrolling your child in our K-8 School, you agree to observe the regulations set forth in this document.

“Christ is Victorious”

11001 Hanson Blvd. NW
Coon Rapids, MN 55433
763-754-1750 • www.epiphany.schoolmn.org

Revised 8/17/20
Subject to
Change



2020-2021 PreSchool - Grade 8

| JULY | | | | |
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| AUGUST | | | | |
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| JANUARY | | | | |
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| FEBRUARY | | | | |
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| JUNE | | | | |
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- ★ Aug 26 Remote Open House Preschool – Grade 8
- ★ Sep 1 First Day of School
- ☐ Sep 1-3 School in Session, No Bussing
- Sep 4-7 No School, Labor Day Weekend
- C Oct 7-8 (Remote) Preschool Conferences
- 📖 Oct 12-13 Book Fair
- C Oct 12-13 (Remote) K-8 Conferences
- Oct 14-16 No School, MEA
- 🕯 Oct 19 Grade 4-8 Mass of the Holy Spirit
- ☐ Nov 3 School in Session, No Bussing
- 📅 Nov 24 Trimester 1 Ends
- Nov 25-27 No School, Thanksgiving
- ▼ Dec 4 No School, Prof Development
- Dec 5 (Saturday) Gala and Live Auction
- ☐ Dec 7 School in Session, No Bussing
- Dec 23-Jan 01 No School, Christmas Break
- ★ Jan 4 School Resumes
- ★ Jan 14 Preschool and Kindergarten Open House
- Jan 18 No School, MLK Day
- 🇺🇸 Jan 19-22 Catholic Schools Week
- Jan 24 (Sunday) Catholic Schools Open House
- 📖 Feb 9-11 Book Fair
- C Feb 9 K-8 Conferences
- C Feb 11 K-8 Conferences
- Feb 15 No School, Presidents Day
- ▼ Feb 16 No School, Prof Development
- C Feb 24-25 Preschool Conferences
- 🧪 Feb 25 STEM Carnival
- 📅 Mar 11 Trimester 2 Ends
- ▼ Mar 12 No School, Prof Development
- Mar 15-19 No School, Spring Break
- ☐ Mar 22 School in Session, No Bussing
- Apr 2 No School, Good Friday
- Apr 5 No School, Easter Monday
- 📖 April 13 Preschool-5 Academic Showcase
- 🎭 Apr 23-24 Drama Play
- ❤ Apr 27 Grandparents Day
- 🏕 May 12-13 Kinder Kamp
- ☕ May 18 MS Coffee House Concert
- 📅 May 28 Last Day of Preschool
- May 31 No School, Memorial Day
- 📅 June 1 8th Grade Graduation
- 📅 June 4 Last Day of School
- ⊕ June 7 E+ Summer begins
- ☐ June 7-10 Teacher Workshops

2020 - 2021 Parent and Student Handbook

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Epiphany Catholic School

Pastor

Father Thomas Dufner

Principal

Ann Coone

School Advisory Council

The School Advisory Council (SAC) is appointed by the pastor and principal to advise school administration in the fostering of faith development and the advancement of our mission.

President

Laura Peichel

Members

Ami Bieurance

John Christianson

Hilary Jeon

Stephanie Neumann

Rob Scalia

Kendra Turner

Nick Vasko

Mission Statement

Epiphany Catholic School, an integral part of Epiphany Parish, is a Christ-centered faith community. Dedicated to the formation of the whole person, we are committed to providing all students with the highest quality Catholic education. We are preparing students to “Manifest Christ to All.”

Accreditation

Epiphany is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA). MNSAA exists to assist member schools in developing and maintaining the highest possible educational standards that promote student growth and school improvement. Schools accredited by MNSAA are provided the vital freedom to practice their specific philosophy of education, which at Epiphany School is to be a Roman Catholic School committed to training children in Christian virtue and intellect.

Introduction

Welcome to the 2020-2021 school year! In choosing Epiphany Catholic School you have demonstrated that you value a Catholic education steeped in love for our Church and an education founded upon the classical traditions. Our team of dedicated, faith-filled teachers and staff will work tirelessly to ensure that the love of Christ is at the center of all we do, and the Catholic world view is at the core of everything we teach.

This Handbook reflects the expectations of Epiphany Catholic School and answers important questions about who we are both as a school and as a family in Christ. By enrolling your child in our K – Grade 8 school, you agree to observe the regulations set forth in this document. Please share the information with your children according to their appropriate developmental level to assure an understanding of school policies. The administration may introduce new rules and procedures, or modify existing ones, and reserves the right to interpretation for just cause. Updates will be presented in our weekly E-Happenings and/or posted on our school website.

Administration and Frequently Used Emails/Numbers

| | |
|---|--|
| Pastor, Father Dufner | 763-755-1020 |
| Principal, Ann Coone | 763-754-1750 (ext. 352) |
| School Office | 763-754-1750 |
| Receptionist, Beth Herman | bherman@epiphanymn.org |
| Elementary Administrator, Kari Marsh | kmarsh@epiphanymn.org |
| Middle School Administrator, Becky Riethmeier | briethmeier@epiphanymn.org |
| Admissions/Communications, Ann Evans | aevans@epiphanymn.org |
| Athletic Director, Kit Chambers | kchambers@epiphanymn.org |
| Attendance Email | attendance@epiphanymn.org |
| Attendance Line | 763-862-4322 |
| Catechesis of the Good Shepherd Coordinator, Mary Minor | mminor@epiphanymn.org |
| Counselor, Elisha Schaibley | eschaibley@epiphanymn.org |
| E-Happenings Newsletter and Facebook, Ann Evans | aevans@epiphanymn.org |
| Food Services | |
| Rhonda Dillon, Director | rdillon@epiphanymn.org |
| Health Services | |
| Merry Joy Naeher-Olson, District Nurse | 763-862-4322 |
| Alison Bemis, School Nurse | healthoffice@epiphanymn.org |
| Parish Office | 763-755-1020 |
| Parish Website | www.epiphanymn.org |
| Preschool/E Plus Day Main Phone | 763-755-7341 |
| E Plus Director, Halina Lewis | hlewis@epiphanymn.org |

School Faculty and Staff

Faculty and Staff members of Epiphany School adhere to the teachings of the Roman Catholic Church, are dedicated to the principles of Catholic education, and demonstrate the highest professionalism and fidelity to the vocation of Catholic education and catechesis.

The Pastor is the spiritual leader of Epiphany School. He has the ultimate responsibility, along with the Principal, for establishing policies and rules in conformity with the Archdiocesan Office for the Ministry of Catholic Education and for maintaining the catholicity of Epiphany School according to the teachings of the Catholic Church. The Principal is the delegated administrator of Epiphany School and is responsible for the supervision and implementation of policies and the professional development of the faculty and staff.

Classroom Teachers and Support Staff

To reach classroom teachers and support staff, please call the school office, 763-754-1750, and leave a message with our receptionist. You may also email our staff at any time using the email addresses located on our website at www.epiphanychoolmn.org.

| | |
|--|---|
| <p>Preschool Director Erica Murlowski</p> <p>Preschool Teachers Rose Bryant Michelle Paulson Jenny Sauer</p> <p>Kindergarten Teachers Christine Follese Halina Lewis</p> <p>First Grade Teachers Sarah Gerlach Amanda Wisner</p> <p>Second Grade Teachers Robin Rodgers Hollyn Smith</p> <p>Third Grade Teacher Kerry Doran</p> <p>Fourth Grade Teacher Steve Shore</p> <p>Fifth Grade Teacher Kate Gambino</p> <p>Catechesis of the Good Shepherd Coordinator, Mary Minor Catechist, Mary Jo Bonin Catechist, Michelle Boyum Catechist, Dana Butler Catechist, Marie Hnilicka Catechist, Sue Lewis Catechist, Jackie Kron Catechist, Judy Cozgrove</p> | <p>Middle School Literature and Composition Amy Hanson, Grades 6-8 Kit Chambers, Grades 6-8</p> <p>Middle School Theology Deacon Eric Gunderson</p> <p>Middle School Math Kari Marsh, Grades 6-7 Teacher Ben Blackhawk, Grade 6-8</p> <p>Middle School Science Becky Riethmeier, Coordinator, Grades 6-7 Tony Treml, Grade 8 Teacher</p> <p>Middle School History Maria Westrich</p> <p>Latin Kevin McCaffrey, Grades 4-8</p> <p>K-8 Specialists Art Teacher: Mark Sanislo Library: Kelly Kriefall Physical Education: Jeanne Garry 6-8 Choir Director: Liz Grefsheim K-5 Music: Macey Mulheron 6-8 Boys Choir: Ben Blackhawk Piano: Jo Franta and Mary Levendoski Band: Phil Smithley Orchestra: Zach Saatoff Recess and Lunchroom: Jason Speltz and Carol Thelen</p> <p>E Plus Director Halina Lewis</p> <p>Athletic Director Kit Chambers</p> |
|--|---|

Admissions and Enrolling

The first step to enrolling your child at Epiphany School is to complete the Admissions Application located on our website at www.epiphany.school.mn.org under the Admissions tab. Once we receive your application, you will be contacted by our admissions coordinator who will help walk you through the “next steps” to registering your child. If you have questions specific to our K-8 admissions process, please contact our K-8 Admissions Coordinator, Ann Evans at aevans@epiphany.mn.org or at 763-862-4346. For Preschool admissions assistance, please contact Erica Murlowski, our Preschool Director, emurlowski@epiphany.mn.org or at 763-862-4341.

Acceptance Criteria

Priority is given to currently enrolled families and their siblings who are in good standing with Epiphany School. This includes families enrolled in our preschool program. The following priority will be used in accepting new students who are parishioners of Epiphany:

1. Siblings of alumni of Epiphany School
2. Dependents of alumni

Applications from non-parishioners will be considered with available openings.

Early Entrance to Kindergarten

Parents and guardians of children whose fifth birthday falls between September 2 and October 1 can be considered for early entrance to kindergarten with the approval of the Principal. A readiness assessment, administered by Epiphany school personnel and/or by the district, and a meeting with the Principal are also required.

School Guidelines

School and Office Hours

- School Hours: 7:40 AM - 2:45 PM
- Students eating breakfast may enter the lunchroom thru **Door 3**, 6:45 AM – 7:25 AM all school days
- Classrooms open at 7:10 AM
- Office Hours: 7:10 AM - 3:10 PM; emergency after school hours: contact E Plus at 763-755-7341, Option 3
- Preschool Hours: Half Day 7:30 AM-11:30 PM; Full Day, 7:30 AM - 2:30 PM (pick-up begins at 2:15)
- E Plus: Preschool: 2:45 PM – 5:30 PM and K – grade 8: 3:00 PM – 5:30 PM

Visitors

Due to COVID-19 requirements and preschool licensing, please refer to our Pandemic Protocols which can be found on the school website.

Emergency Closings

Parents are notified about school closings or other school emergencies via One Call Now, our emergency broadcasting system. Parents are responsible for notifying the school office if their emergency contact information changes (phone, email, or guardian). In addition, information will be posted on the school's website and local news stations.

Achievement Testing (K-GR 8)

Assessment is an essential component in education. We use assessment to measure a student's knowledge prior to teaching, their progress during teaching, and their cumulative knowledge after teaching. Diagnostic, formative, and summative assessments will be used by K- GR 8 teachers and administrators to support the educational process in all subjects. Our school utilizes the NWEA Measure of Academic Progress (MAP) test to measure individualized academic progress in math, reading and language usage. The MAP is a computer adaptive test, which means every student gets a unique set of test questions based on responses to previous questions. As the student answers correctly, questions get harder. If the student answers incorrectly, the questions get easier. This data is incredibly important for teachers to know so that instruction can be designed effectively. MAP test results are provided to parents at Fall Parent Teacher Conferences and mailed home with end of the year student report cards.

Volunteering at Epiphany School

At Epiphany, parents are always welcome and encouraged to get involved with their child's education. Being an active part of a child's education creates an essential bond between home and school. Whether you can spend a few hours a week, a few hours a month or a few hours a year, your help is always appreciated.

Volunteer Requirements

1. All volunteers at Epiphany Catholic School are required to complete a **background check**, Protecting God's Children – **Virtus training**, and agree to the **Code of Conduct** prior to working with youth.
Safe Environment Training – (Effective July 1, 2020) *VIRTUS Online Protecting God's Children 3.0 and Saint Paul-Minneapolis Reporting Suspected Child Abuse* is a 75-minute online awareness training that provides information on the protection of children and vulnerable adults. Specific training is included on how to report suspected abuse in the Archdiocese of Saint Paul and Minneapolis.
2. **You are not allowed to start volunteering until you receive the all-clear from the Volunteer Coordinator.** If you want to know your status or have questions, contact Jean Mackey at 763.864.4364 or jmackey@epiphanymn.org

Partnership in Service requirement for all registered families (full-time Preschool – grade 8.) All families are required to participate with a minimum of fifteen hours of service from our list of school opportunities. Families who choose not to participate in our Partnership in Service requirement, or who do not complete the full fifteen-hour requirement by May 14, 2021, will be assessed \$200, which will be added to their respective TADS account.

Nonpublic Pupil Aids

The State of Minnesota has authorized public school districts to loan textbooks, standardized tests, and individualized instructional materials to pupils attending Epiphany School. Additionally, our students have access to existing district Secondary Pupil Guidance and Counseling programs and Health Services.

Class Size

Historically, class size ranges from 15-28 students. We strive for smaller class sizes, particularly for younger grades.

Classroom Placements

It is school policy that we do not accept parent requests for a particular teacher. The Epiphany Staff regards the annual assignment of students to classrooms to be a very important process and task. Many hours are spent weighing and considering a number of factors to create a classroom where each student can learn and thrive. Factors considered in recommending a classroom include:

- a balance of boys and girls
- a wide range of academic abilities and learning styles
- special needs
- social and emotional development

Final approval of class lists rests with the Principal. Parents/students are informed who their child(ren)'s new teacher(s) will be during the final week of summer vacation.

Sending Money to School

Please send all cash/checks in an envelope labeled with:

- The first and last name of the child
- Grade and room number
- Amount of money contained in the envelope
- Purpose of the money

Student Books

Textbooks and workbooks are loaned to students by Epiphany School. All textbooks that travel to and from school must be covered by the student using a durable covering within the first week of the student receiving the book; contact paper and/or stretchy book covers are not acceptable. Books that are damaged need to be replaced or repaired. Fines will be assessed based on the degree of damage and the age of the book.

Lost Articles

A Lost & Found box is located near Room 135. To help reduce the number of lost items, please label uniform clothing, lunch boxes, etc.

Lockers

Lockers are available for student use. Student lockers are the property of Epiphany School and as such are subject to inspection at any time. Lockers in grades K – 5 do not have locks.

Safety/Security

We continue to update our safety and security policies. Annually, our School Crisis Plan is evaluated, and staff members are trained to respond to emergency situations. Epiphany School conducts ongoing emergency drills each year including fire, tornado, lock-down, and evacuation drills.

Birthday Invitations

Due to the sensitivity of children, passing out invitations at school to birthday parties or other individual events during the school day is not permitted. If the entire class is not invited to an event, invitations should be mailed or emailed to individual students.

Birthday/Classroom Treats

All food for group celebrations, including birthdays, must be purchased through our food services program. Our food services program offers a classroom treat purchase option in which parents can pre-order treats for their child to hand out in the classroom. The lunch crew delivers the treats to the classroom in honor of the student's special day. To pre-order treats for your child, visit our website at www.epiphany.school.mn.org and look under Parents/Students then School Forms. ****Students will no longer be able to bring in store bought treats.***

Telephone use by Students

Students may only use the school office phone for urgent or emergency calls. If there are emergency messages that need to be given to students during the school day, they should be given to the school receptionist who will provide the information to the student.

Personal Electronic Device use by Students

Personal electronic devices may not be used by students at any time during the school day without permission from the teacher in charge. Devices that are brought to school must be turned off and **stored in lockers during all times that students are in school and/or on school grounds. In rare circumstances, administration may choose to allow student access to parent communication through cell phones, but ONLY outside of school hours and while a teacher is present. Rides and social arrangements are to be made prior to the school day. When changes or unplanned circumstances arise, parents should call the school office and school staff will inform the student.**

Consequences for violating this policy are:

- First violation: Electronic device kept in the school office for the day; student may retrieve at the close of the school day
- Second violation: Parents/guardians pick up the electronic device, by appointment, from the principal.
- Third Violation: Student may not have the device on school grounds for 45 school days. Should the student still not adhere to school rules, the device will be banned for the duration of the school year.

Photography of Students

Epiphany School photographs events and students during school for the purpose of capturing important school memories. From time-to-time, these photographs are used in brochures, on our website and in other marketing measures. We will never combine an image of a minor (student) with his/her name except for in the yearbook or with written parent permission.

Parents have the option to Opt-Out of student photography if they wish to have their child's photo excluded from school communication. The Opt-Out option is provided through TADS during annual student enrollment. Parents may also send a letter to the school office indicating their preference.

Reporting of Child Abuse/Neglect

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report. Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance; abuse can be physical or sexual abuse, or emotional maltreatment.

Student Records

The school shall collect and maintain the records of students while they attend the school. Records may include the following:

- Identifying data
- Academic work completed
- Level of achievement (grades)
- Attendance
- Scores on standardized testing
- Health data (separate records kept in Health Services)
- Family background information

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. No one except appropriate school personnel, parents/guardians and former students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult former student.

Request to Transfer Records

To transfer records, parents/guardians are asked to inform the school office. The school will transfer records directly to the new school upon receipt of a record request from the new school. Parent/guardian and student understand, acknowledge, and agree that in the event tuition or other financial obligations have not been paid in full, Epiphany School has the right to withhold records, including grades and academic transcripts.

Academic Integrity Policy

As a Catholic school committed to Christian values and academic excellence, we believe that success is grounded in personal and academic integrity. Honesty, trust, fairness, respect, and responsibility are the foundations of academic and personal integrity for all members of the Epiphany community.

Our duties include modeling, encouraging and supporting academic integrity in one another by treating all individuals, ideas, environments, and property with respect, courtesy, and dignity. Thus, we do not tolerate cheating, lying, fraud, plagiarism, copying other students' work, and other dishonest behaviors. Teachers will enforce strict disciplinary procedures should any of these occur.

Attendance Policy

Attendance Guidelines

Research supports that regular school attendance and punctuality are directly related to success in academic work, benefits students socially, provides opportunities for important communications, and establishes regular habits of dependability important to the future of the student. The importance of attendance is shown in the state's Compulsory Education Law, which states that every elementary-age child "must receive instruction."

The purpose of this guideline is to encourage regular school attendance and affirm that class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher, and administrators. It involves all parties in promoting regular attendance and punctuality.

- It is the responsibility of parents/guardians to ensure a student is attending school every day on time, to inform the school in the event of a student absence/tardiness, and to collaborate with teachers regarding any missing schoolwork.
- It is the student's responsibility to be on time for morning routines and prepared with materials needed for learning, and to follow class procedures for any make-up work.
- Homeroom teachers take daily attendance after the 7:40 AM bell. Teachers work cooperatively with students and parents to provide assignments and assistance when a student has been absent.

Reporting Absences

Parents are expected to call or email the school daily by 7:40 AM to report an absence, giving the reason for the absence. The attendance line is available 24 hours a day by calling 763-862-4322. Parents can also report an absence by sending an email to attendance@epiphanymn.org.

Tardiness/Absences

Students are expected to attend school for the entire school day, 7:40 AM-2:45 PM. Students arriving late, leaving for any part of the day, or leaving before 2:45 PM need to report to the school office and must have a parent/guardian sign them in or out.

- A K-GR 5 student is tardy if he/she arrives after 7:40 AM.
- A Middle School student is tardy if he/she arrives after 7:35 AM
- A student is considered absent for a half day if he/she misses more than three hours of the day.
- A student is considered absent for a full day if he/she misses four or more hours of the school day.

If your child is absent for an extended period or on a recurring basis the Principal or teacher, may contact your family to discuss the situation to improve attendance.

Excused Absences

Epiphany follows the State requirements for school attendance. The following reasons for school absences are considered excused:

1. Illness. A parent/guardian must call the attendance line each day their child is ill
2. Serious family emergency
3. Medical or dental treatment (usually a partial day)
4. Court required appearances
5. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students are required to complete make-up work
6. Prior approval (not to exceed 10 days) by the school office is required for absences due to travel

Unexcused Absences

The following are considered unexcused absences:

1. Truancy (An absence by a student which is not approved by Epiphany School)
2. Missing the bus and/or oversleeping
3. Work or babysitting at home
4. Travel not pre-approved by the school office
5. Excessive absences in the judgement of the school administration without medical verification

Consequences of Unexcused Absences

If a student is absent three days within a single school year without an excuse, that student is considered a “continuing truant,” according to state law (statute 260A.02). When a student is absent seven or more days from school within a single school year without excuse, that student is considered a “habitual truant,” according to state law (statute 260C.007).

Tardiness

Everyone is late to school sometimes, but without consistent effort, tardiness can become habitual and effect the student’s academic progress. Habitual tardiness at the start of the school day is taken very seriously at Epiphany School and can result in disciplinary action. The following guidelines have been established to help our students grow in healthy habits and virtue:

- Middle School classrooms will begin their school day at 7:35 AM with class meetings and announcements unique to grades 6-8. Students arriving after 7:35 AM are late and tardy slips will be issued, however, tardy slips issued **prior** to 7:40 AM do not go on the student’s permanent record.
- K-5 students are marked tardy if they are not in their desks and ready for the school day to begin at 7:40 AM
- When the 7:40 AM bell rings, K-8 teachers take attendance and send the electronic document to the school office. Students not in class by this time are marked “absent”.
- Once a student is marked "absent", only the nurse or receptionist can change the electronic record.
- To have an “absent” changed to a “tardy”, a parent **must** accompany a child who arrives after 7:40 AM into school and **sign them in on the office record**. This record of a parent's signature will allow the receptionist to change the "absent" to a "tardy" before it goes on the child's permanent record. Should a student be late due to a bussing situation, students will not be tardy.
- **Mandatory Makeup** will be instituted should tardiness become repetitive. Repetitive tardiness is defined as more than 5 late arrivals in one trimester. When a student is late the 6th time in one trimester, they will be issued a Mandatory Makeup, which is one hour (10 minutes for each of the 6 tardies) of after school class time.

Vacations

Vacations when school is in session are discouraged. However, if vacations are necessary during regular school days, requests for the absence should be made in writing to the office. Necessary vacations may not exceed ten days. Teachers are not required to provide work for absences due to vacations, however, work may be necessary dependent upon the time of the school year and the grade level. Work assigned must be handed in one day after the student’s return to school, or at another time assigned by the classroom teacher.

Missed Assignments

Students who are absent are required to make up work or complete alternative assignments as deemed appropriate by the teacher. Parents/guardians may request the student’s homework by calling the Health Office before 8:30 am. Homework may be picked up between 2:00 PM - 3:00 pm in the school office.

Early Dismissal

Parents requesting early dismissal for students (prior to 2:45 pm) must send a note or email to the school office by 1:00 pm on the day needed. Our school receptionist will notify classroom teachers of the early dismissal and students will meet their parents in the school office no later than 2:15 pm. Classrooms will not be interrupted to request the dismissal of individual students.

Transportation Policy

While our students are on school property, we consider their safety our number one concern; this includes during the time that they are dropped off for school and the time that they are picked up at the end of their school day. During morning drop-off and after school pick-up, Epiphany School will do everything possible to ensure that safety rules are observed by all vehicles entering and exiting our school parking lot.

Should safety rules not be observed, the privilege of using the main front/back parking lots for student pick-up and/or drop-off will be revoked. Once privileges are revoked, drivers will be required to park their vehicle in the southern remote lot by Hanson Blvd and escort their children into school for drop-off or pick them up in the school office. We are hopeful that we will not have to enforce this policy but will not hesitate should our students’ safety be at risk.

Should there be a safety issue with a student(s) on the bus, the bus driver will notify the bus company (Kottke’s) and/or Epiphany of the incident and appropriate action will be taken.

Change in Transportation Procedures

A signed parent note addressed to the homeroom teacher is required if a student is not going home in their usual manner or is staying after school.

School Drop-Off and Pick-Up Procedures

All registered families of Epiphany Catholic School will be required to know this policy and follow it effective the first day of school.

Dismissal and Carline

The ONLY entrance and exit is on 111th Avenue. The Hanson entry point is closed during the school day.

Use the Carline - Watch for Carline attendants wearing yellow vests to direct you

- Enter the school lot from 111th Avenue
- Set down your cell phone until your car is in a Parked position and the motor is off
- Follow the right curb edge furthest from the school and parallel to Hanson Blvd
- Cars line up single file along the curb awaiting the carline attendant
- Stop at the Carline Entrance Sign until an attendant arrives at approximately 2:35 PM
- Cars will be directed to enter the Carline in five rows of five cars (known as a “fleet”)
- Attendants will direct a second fleet of cars to park in a similar fashion near the back of the lot
- Carline cars will face the school, so they can see their children approaching
- Again, the Carline attendants will be there to guide you
- Shut your car off once you are in place in the Carline
- Place your Carline number on your dashboard; an attendant will use this to call your child
- Once all cars are in position and shut off, students will be called to approach vehicles
- Once all children are safely in cars, attendants will give a signal to turn motors on and lead cars out in a single file to exit onto 111th Avenue
- After 3:00 PM students will be escorted to the cafeteria where they may have a free after-school snack

After 3:00 PM, all students will be checked into E Plus. For safety reasons, students are not allowed to wait for parents unaccompanied by an adult.

- Parents enter the school through door #3
- Electronically check your child out

Dress Code

Our Uniform Policy is designed to reflect the dignity of the body and the modesty taught by our Catholic tradition. It enhances a sense of school pride and belonging, while encouraging discipline and eliminating unnecessary distractions. Additionally, it creates opportunities to share our mission in the wider community.

Students are expected to follow the Uniform Policy as written. Administration and teachers reserve the right to decide if a student is out of uniform or in violation of the dress code. If students are out of uniform or in violation of the dress code policy, they will be issued a conduct slip and provided a uniform from our used uniform stock. If replacement options are not available from our used uniforms, parents will be called to bring an acceptable uniform for the student.

Uniform Vendors:

- Lands End – landsend.com/school Preferred School Number: 900135807; 1-800-469-2222
- Donald’s Uniform – www.donaldsuniform.com. Select Epiphany School from the menu; 651-776-2723

In the following policy, please look for these icons and what they represent:

- ❖ Denotes items that must be a school approved style purchased from one of the school uniform vendors.
- Socks, tights, shoes, and belts may be purchased from the vendor of your choice
- All uniform items with logo must have the current Epiphany logo or crest.

Girls’ Uniform, Grades K-5

- ❖ Skirt/Jumper: Plaid jumper and plaid skirt.
- ❖ Tops: Plain white or red polo shirt with Epiphany logo. Short or long sleeve.
- ❖ Pants: Navy blue.
- ❖ Sweater: Navy blue cardigan.
- ❖ ¼ Zip: Navy performance ¼ zip pullover with Epiphany crest.
- ❖ Leggings: Navy blue.
- Socks: Knee-highs or anklets, solid navy blue or white.
- Tights: Opaque navy blue or white

Boys’ Uniform, Grades K-5

- ❖ Top: Plain white or red polo shirt with Epiphany logo. Short or long sleeve.
- ❖ Pants: Navy Blue.

- ❖ Shorts: Navy blue. * Shorts may be worn September through October 15 and May 1 through the end of the year. Shorts are not allowed on Mass days.
- ❖ Sweater Vest/Sweatshirt: Navy blue sweater vest.
- ❖ ¼ zip: Navy performance ¼ zip pullover with Epiphany crest.
- Socks: Solid navy blue, black, or white.

Girls' Uniform, Grades 6-8

- ❖ Skirt: Navy blue.
- ❖ Tops: Light blue polo, short or long sleeve OR light blue oxford, long sleeve. Both with the Epiphany logo.
- ❖ Pants: Navy blue.
- ❖ Jacket: Navy performance jacket with Epiphany crest.
- ❖ Leggings: Solid navy blue.
- Socks: Knee-highs or anklets, solid navy blue or white.
- Tights: Opaque navy blue or white.

Boys' Uniform, Grades 6-8

- ❖ Tops: Light blue polo, short or long sleeve OR light blue oxford, long sleeve. Both with the Epiphany logo.
- ❖ Pants: Navy blue.
- ❖ Shorts: Navy blue. * 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.
- ❖ Tie: Navy blue
- Socks: Solid navy blue, black, or white.

Mass Attire, Grades K-5

*Mass Attire is strongly encouraged, but not required.

- ❖ Boys Mass Attire includes long-sleeve white oxford shirt with Epiphany logo and navy tie with navy pants.
- ❖ Girls Mass Attire includes a white blouse with Epiphany logo and plaid jumper, plaid skirt, or navy pants.

Mass Attire, Grades 6-8

**Mass Attire is required for Mass days*

- ❖ Boys Mass Attire includes long-sleeve light blue oxford shirt with Epiphany logo and navy tie with navy pants.
- ❖ Girls Mass Attire includes a long-sleeve light blue oxford shirt with Epiphany logo with navy skirt, light blue polo with Epiphany logo and navy skirt, or long-sleeve light blue oxford shirt with navy pants.

Uniform and Shoe Guidelines for all K-8 Students

- All K-8 uniform tops must have Epiphany logo: including shirts, ¼ zip pullover, sweaters, vests, and performance jacket.
- Shirts must be buttoned always, only the top button for boys and girls may remain unbuttoned (polo or oxford).
- Shirts must be tucked in always. The only exception is the feminine fit oxford for girls.
- Socks must be worn with shoes.
- Dress and athletic shoes must be primarily black, brown, gray, or navy.
- Shoes should not be distracting in any way. Lights, wheels, etc. are not permitted.
- No clogs, flip flops, sandals, Uggs, fashion boots, or platform/wedge shoes. Shoes with heels should be no more than 1 ½ inches.
- Winter boots may only be worn to and from school and during recess

Girls' Regulations, Grades K-8

- Skirt/jumper length is mid-knee. If full kneecap is exposed while standing straight, the skirt is too short.
- Modesty shorts are recommended (but not required). Modesty shorts should not extend below the skirt or jumper.
- Middle school students are required to wear a belt when wearing pants. Belts are encouraged, but not required for K-5. Belts should be brown or black and must not have any lettering or designs and must have plain belt buckles. Shirt must be tucked in so that belt is visible.
- Knee Highs must reach knee.

- Hairstyles and hair accessories should complement school colors and not draw undue attention. No headbands with athletic logos or bandana headbands are allowed.
- Hair color should be natural. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- Makeup for K-5 is not allowed.
- Natural looking lip gloss and mascara are permitted for middle school girls.
- Nail polish is allowed but should be natural or pink hues.
- No gaudy jewelry will be permitted. Stud earrings may be worn. No facial, cartilage, or body piercings. Religious necklaces or medals may be worn, but not to exceed 1 ½ inches.
- No tattoos (temporary or permanent) may be visible while at school and while representing the school in school-sponsored events. Writing and/or coloring on person is not allowed.

Boys' Regulations, Grades K-8

- Middle school students are required to wear a belt when wearing pants or shorts. Belts are encouraged, but not required for K-5. Belts should be brown or black and must not have any lettering or designs and must have plain belt buckles. Shirt must be tucked in so that belt is visible.
- Shorts may be worn September - October 1 and May 1 through the end of the year. Shorts are not allowed on Mass days.
- Hair should be trimmed so off the ear, off the eyebrows, and off the collar. Boys should be clean shaven with no sideburns past the bottom of the ear.
- No hairstyles that draw undue attention will be permitted.
- Hair color should be natural hues. No streaks of unnatural colors (red, pinks, greens, etc.)
- No earrings are allowed. No facial, cartilage, or body piercings. Simple chains or medals must be worn inside uniform shirts. Religious necklaces or medals may be worn, but not to exceed 1 ½ inches.
- No tattoos (temporary or permanent) may be visible while at school and while representing the school in school-sponsored events. Writing and/or coloring on person is not allowed.

School Tuition and Fees

Financial Obligation

The actual cost to educate a student at Epiphany Catholic School is \$7,000 per year. The Church of the Epiphany subsidizes 30% - 40% of that cost annually to ensure your child receives a strong Catholic education. It is critical for the future of the school that every school family contribute financially to the parish. A tax-deductible contribution statement will be provided at year end detailing contributions received throughout the calendar year.

In the event that we go to Remote Learning, tuition will not be reduced or negated.

Saints and Citizens Rebate Program

Together with parents, Epiphany Catholic School forms highly educated Saints and Citizens who will be salt and light to the world. We do this by working as a team to:

- Form Saints by integrating the truths of the Catholic faith into the entire curriculum
- Form Citizens who are culturally literate with a sense of wonder and a desire for greatness
- Renew the Partnership in Faith between the Church and parents
- Adhere to a funding model that includes both Standard and Parish Partnership tuition

Epiphany families are provided an opportunity to participate in the Saints and Citizens Tuition Rebate Program, which qualifies them for a tuition rebate once requirements have been met. Each family receives 52 Mass Participation Cards to be used between July 1, 2020 – June 30, 2021 at The Church of the Epiphany. You must attend a minimum of 30 Saturday evening or Sunday Masses (July 1, 2020 – June 30, 2021), register in the parish (if not already a member), and become involved in the parish community. Each weekend your family attends Mass at Epiphany, please place one red participation card in the collection. Only one card may be submitted per week. Once the 30 weekend Mass minimum is met, the rebate will be applied to your TADS tuition balance. If your tuition balance for the remainder of the school year is zero, the rebate will be applied directly to the bank account you have on file with TADS. Please continue to submit your participation cards even when your family exceeds the 30-card minimum.

Annual Tuition Rebate Per Student – School Year 2020-21

| | |
|-------------------------------|------------|
| Full Time Preschool – grade 1 | \$300.00 |
| Grades 2 – 8 | \$1,200.00 |

Enrollment Fee

At the time of enrollment, a non-refundable registration fee of \$100.00 per family is collected. Parents(s) or legal guardians annually agree to terms of a tuition agreement.

Student Activity Fee

Each family pays a non-refundable \$75.00 activity fee for each student enrolled at Epiphany Catholic School. Funds are used for miscellaneous student needs such as field trip fees, classroom project fees, weekly newspapers, Kleenex, paper towels, assignment notebooks, academic fair boards, recorder for music class, ear buds for technology class, etc. The student activity fee is not utilized for fundraisers.

Additional Obligations

Any financial obligations incurred by students during the academic year may be added to the tuition agreement and billed through TADS (i.e. extracurricular participation, activity fee, volunteer fee, E Plus, meal account, lost textbooks, etc.).

Financial Assistance

The Church of the Epiphany is committed to providing a Catholic education to parish school families. Epiphany Catholic School utilizes TADS to assist the Financial Aid Committee with analysis of financial need. Please contact 763.862.4349 with questions or if you are in need of assistance.

Transfer during the School Year

Upon notification of a student transferring to Epiphany Catholic School during the school year, Accounting will calculate tuition for the family. Calculation will be determined by full months attending and additional days in the first month.

A payment schedule must be established in TADS before the student's first day.

Transfer students will be placed on an 8-week probationary period after which time school administration will either confirm or deny enrollment. If enrollment is denied after probation, 50% of the tuition paid for days in attendance will be refunded.

Student Withdrawal

Upon notification of a student withdrawing from Epiphany Catholic School during the school year, Accounting will calculate tuition for the family. Calculation will be determined by full months attended with additional days in the final month added.

If a family has paid more tuition than the amount due, funds will be returned once all fees, fines, lunch accounts, etc. are paid. Accounting will communicate with the family regarding their refund, which will occur within 30 days of the student withdrawal. If a family owes more than what they have paid, the family is expected to pay in full before the withdrawal.

No Outstanding Financial Obligations

In the event that a student has outstanding financial obligations at the close of the school year, Epiphany Catholic School reserves the right to deny enrollment for the new school year or participation in school events. Students may not be allowed to receive academic or school records if any financial obligations from the previous year, or obligations billed for the current year which are due and owing to Epiphany Catholic School, have not been paid in full.

E Plus After School Care

E Plus after school care is available for Preschool (2:00 pm – 5:30 pm) and Kindergarten – GR 8 students (3:00 pm – 5:30 pm) on all school days. E Plus provides a safe place for our Preschool – GR 8 students to wait for a ride home or for their after-school activities to begin. No pre-registration is required.

E Plus Schedule

All K- GR 8 students who are not picked up from school by the end of the carline (about 3:00 pm) will be escorted to the cafeteria to enjoy a delicious after school snack at no charge. At 3:00 pm, parents are able to access Door 3 to pick up their child from snack in the cafeteria. Students who are not picked up from snack in the cafeteria by 3:00 pm will be escorted to E Plus and checked in.

Retrieving Students from E Plus

Parents or guardians must enter the school through Door #3 then proceed to the check in table directly ahead. Staff will request the students be dismissed from E Plus and the student(s) will report to the table where the parent is waiting. Students may not sign themselves out of E Plus.

Parents or guardians will electronically sign out their children in the TADS module. A unique five-digit identification number, assigned by TADS, is connected to your TADS account. Accounts are billed monthly on the 20th for the previous months' activity. Students who are in these activities will be electronically checked-out by staff and then checked- back in if not picked up by a parent

or guardian. Reminder: Students are not permitted to wander in the hallways or wait outside of the school. Students are either in E Plus or with an adult.

E Plus Fees

Each student in E Plus from 3:00 pm – 5:30 pm will be charged a fee of \$0.11 per minute (based on a rate of \$6.60/hour per student). Students picked up late after 5:30 pm will be assessed a charge of \$2.00 per minute/per student. Based on the actual minutes logged in E Plus from the sign in/sign out system, a monthly bill will be added to each family's TADS account of the 20th of each month. Please budget accordingly if you have multiple students in the E Plus Program.

Should there be an emergency in need to contact a student in E Plus, please call 763.755-7341, Option 3. This will connect you to an E Plus staff member. Cell phones and electronic devices are not permitted in E Plus.

Curriculum and Assessment

Epiphany Catholic School educates students in the fullest sense by grounding them in the Catholic tradition of love for what is good, true, and beautiful. We equip our students with the necessary skills to learn while cultivating virtue, fostering wonder, and developing personal initiative. We emphasize a Classical/Liberal Arts Curriculum because we want to share with our students the wisdom of the ages. We want our students to be able to engage in world affairs as truly free citizens according to the mind of Christ. We want to equip our students with the intellectual skills necessary to embrace a life of purpose and become leaders in the world. To see a list of our textbooks and subjects taught, please visit our website at www.epiphany-school-mn.org

Religion/Theology

We believe that Christ is present here at all times and we believe that the Eucharist is the source and summit of our lives. Our K-8 students receive daily religion instruction, actively participate in daily prayer, attend weekly Mass, receive God's mercy in the Sacrament of Reconciliation, attend Eucharistic Adoration, and make frequent visits to our Lord in the Epiphany School Fatima Chapel. We are forming saints and citizens that are salt and light to the world.

Elementary Curriculum

Core subjects are taught in the classroom and include Religion, Math, Language Arts, History/Geography and Science. Students see specialists for Art, Library, Music, and Physical Education.

Middle School Curriculum

Middle school students have an eight period day classes. Daily instruction includes Theology, History/Geography, Language Arts, Latin, Science, Math, and Physical Education.

Title I

Title I is a federally funded program that provides supplemental math and reading instruction to qualifying students. Epiphany School is eligible for Title I based on the number of students who receive free or reduced lunches. Title I services are provided to students based on teacher recommendation, assessment tests, and individual academic need. Family financial status is not a factor in determining Title I services.

Special Education Services and Counseling

District #11 provides special services for qualifying students. Assessments to receive services are made through the child study process. If you have questions or think your child might qualify, please contact our Special Education Teacher.

Report Cards

Our school flows on a trimester system. At the close of each trimester, K-8 students are issued a report card. In trimester 1 and 2, report cards are available electronically on EDUCATE, our electronic Information System (SIS). At the close of the school year, report cards are mailed home with final MAP scores.

Middle School Honor Roll

The Honor Roll is published each trimester to recognize students in grades 6-8 for their academic achievements. Membership on the Honor Roll is a sign of high academic integrity and perseverance. Theology, Math, Literature/Composition, Science, History, and Spanish are averaged in the computation of Honor Roll. The following grading percentages are assigned to the three levels of Honor Roll:

- Academic Excellence Honor Roll: 97-100%
- High Honor Roll: 94 - 96.99%
- Honor Roll: 90 – 93.99%

To be eligible for Honor Roll, students must have a passing grade in all classes, including those not represented in Honor Roll, and may not have received a detention during the trimester. Membership on the Honor Roll will be recognized in the E-Happenings, parish bulletin, and on report cards.

Homework

Homework and practice are ways of extending learning that, when used effectively, result in student achievement gains. Epiphany assigns homework at all grade levels Monday through Thursday, and occasionally on weekends. Teachers work to see that homework being assigned has learning value that can be seen by both students and parents. Generally, the average amount of homework time allocated daily by grade level are as follows:

- Grades K - 2 15 - 30 minutes
- Grades 3 - 5 30 - 45 minutes
- Grades 6 - 8 60 minutes

Depending on individual students, homework may vary slightly from time to time. If a parent sees significant irregularities in this guideline (too much/too little), please communicate this with your child's teacher. If homework is confusing, it is important to communicate immediately with your child's teacher by phone or email.

Academic Probation

Academic Probation is an alert to both parents and students that teachers and administration have a serious concern about a child's academic performance.

Students in grades 4-8 may be placed on academic probation if they: Obtain a failing grade for more than three successive weeks in any core class (Religion, Math, ELA, Science, History, World Languages) **and/or** show a serious lack of academic effort and/or responsibility, as proven by numerous missing homework assignments and/or a lack of preparation in any school course without written approval of the teacher. While on Academic Probation, student achievement is consistently reviewed for improvement by school administration and teachers. A meeting will be held with the student at the beginning of Probation, two weeks into Probation, and at the end of four weeks. If during this time there is not significant evidence of a change in student effort and/or grades, privileges and involvement in extra-curricular activities may be revoked, and the student may be removed from good standing with the school. Once this occurs, a student's relationship with Epiphany School is in serious jeopardy and enrollment may be terminated, or a student may not be permitted to re-enroll subsequent school years.

Eighth Grade Graduation

Eighth grade graduation is a culmination of the strong academic and religious program at Epiphany School. Students are eligible for graduation when:

- A student has received passing grades in each core subject area
- All tuition and fees are paid in full.

Student Information System - EDUCATE

EDUCATE is our electronic Student Information System (SIS). Educate maintains students' attendance, schedule, homework, report cards, classroom records, discipline records, demographic information and any significant health information. Parents and their 5th – 8th grade students have access to Educate via a unique username and password provided by Educate. User IDs and passwords are established upon logging into the system the first time. The link to EDUCATE is located on our school website:

<http://www.epiphanychoolmn.org>

Yearbook

A school yearbook is published annually featuring individual and classroom pictures, as well as other photographs portraying the many activities and events students participate in.

Breakfast/Lunch Program

Epiphany School participates in the National School Breakfast/ Lunch Program and offers nutritional meals daily. Meals meet federal and state guidelines for meal preparation. For current breakfast and lunch rates, visit our website at www.epiphanychoolmn.org.

We offer a Breakfast Program that serves hot and cold selections (changes daily). Breakfast is served from 7:00 AM-7:25 AM in the cafeteria. Epiphany's hot lunch program offers healthy choices that meet federal nutrition standards, including strict limits on saturated fats, age-appropriate calorie limits, and portion size. Students are offered fruits and vegetables, proteins and grains, and milk. They are required to take at least one serving of fruits or vegetables. The menu is posted on the school website. Ala carte items are available at additional cost and follow the USDA Smart Snack guidelines.

If your child has dietary restrictions (i.e. lactose intolerance, allergies, intolerances), please contact the Hot Lunch Director. A written copy of the restriction from a medical professional must be on file with the health office.

Epiphany School uses computerized software to track lunches. Each student is given a Personal Identification Number at the beginning of the school year to track payment and use of the account. PINs are kept confidential and are not to be shared with others; they remain the same throughout the student's enrollment.

Epiphany uses a pre-payment system for lunches. Students will be notified when their account balance is close to zero. Lunch account balances can also be obtained by contacting Rhonda Dillon, Hot Lunch Director at rdillon@epiphanymn.org or www.paypams.com.

If checks are sent to school for lunch payments, they should be sent in an envelope clearly marked with your child's name, grade, teacher, amount and purpose (Hot Lunch Program). Checks are made payable to Epiphany School or www.paypams.com to set up an account to pay online and check your child's balance.

If a student's account is behind or late in payment, the parent/guardian will be contacted by either email/letter/phone call as their child(ren) has charged a meal. Students may charge up to two lunches. After that, the child will receive a peanut butter/jelly or cheese sandwich until their account is no longer in rears. Collection/Negotiations will be worked out with families for unpaid accounts.

As of May 15, students are not allowed a negative balance in their lunch account. Money can continue to be added to their account until the end of the school year. If a child has a negative balance they will be offered a peanut butter/jelly sandwich or cheese sandwich until their lunch account reflects a positive balance. Soup, ala carte, "extra" items will no longer be offered remainder of the year.

Applying for Free/Reduced Lunch Plan

Each fall every family receives a letter, along with an Application for Educational Benefits, explaining the availability of free and reduced-price meals to families who meet eligibility requirements. Please return all applications in a sealed envelope addressed to Rhonda Dillon, Hot Lunch Director at rdillon@epiphanymn.org. Additional milk, soup or a la carte items are not part of the free and reduced lunch plan but maybe purchased at additional charge.

After school meal program is provided in the cafeteria from 2:15 pm – 2:30 pm and is FREE for all students.

Wellness Policy

Epiphany Catholic School is committed to promoting and protecting students' health, well-being and ability to learn. Thus, Epiphany School supports healthy eating habits and healthy physical activity. We strive to provide a healthy school nutrition environment which is conducive to good learning. These efforts contribute positively to honoring our bodies as a gift from God. You may review the wellness policy on our school website www.epiphanymn.org

Food and Beverage Marketing

Epiphany will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standard's for All Foods Sold in Schools (Smart Snack) rule.

This institution is an equal opportunity provider

Health Services

Health Services Staff

Epiphany School has a part-time nurse and/or a certified medical assistant available during the school day.

Illness or Accidents

Students who become ill during school hours are sent to the Health Services office. Parents/guardians or designated contact person(s) are notified when a child needs to leave school or may require medical attention.

Emergency Information

Emergency information for each student is requested annually when enrolling via TADS and maintained in the Health Service office. Please notify the Health office of changes to medical history and of phone or address.

Determining if a Child Should Stay Home

The following guidelines can help you decide if your child should stay home:

- If a child has a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal without the aid of fever-reducing medication.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.

- If a child has had any rash that may be disease-related or the cause is unknown, check with a physician before sending the child to school.

Immunizations

Students must comply with state law with regards to immunizations. Students who do not show evidence of receiving required immunizations or who do not provide proof of conscientious objection may be excluded from school. For information regarding the immunization schedule go to <http://www.health.state.mn.us/divs/idepc/immunize/schedules.html>

Health Screenings

Health Services screens for vision acuity of 1st, 3rd, 5th, and 7th grade students. Hearing screenings of kindergarten 1st, 3rd, and 5th graders are conducted. Parents are notified of any abnormal findings.

Dietary Supplements

Health Services does not administer any “dietary supplements,” herbal products or any products not regulated by the Food and Drug Administration.

Medication Administration

Only the nurse or health para-professional and authorized personnel will administer medicine to a student. School personnel are not allowed to give non-prescription medications to students without a completed parent/guardian permission form. Over the counter medications must be in original containers, current (not expired) and stored in Health Services.

Fieldtrip Medication Procedures

Health Service personnel and classroom teachers work together to ensure that students receive regular daily, as well as emergency medication if needed while on field trips.

Allergies

At Epiphany, we believe that learning, safety, and the well-being of all students go hand-in-hand. We recognize that some students have life-threatening allergies to certain foods and other materials and take precautions to ensure that all children are safe. We train our staff to be familiar with signs of allergic reactions and work with students and their families to develop plans to minimize exposure to allergens. We strive to eliminate the presence of allergens in the classrooms and limit exposure to allergens in the lunchroom. Specific concerns regarding allergens and procedures can be addressed by contacting our health office.

Medications/Over the Counter Medications

When students need medication during the school day, the following procedures must be followed:

1. The parent/guardian must bring all prescription medicines to the school’s Health Services office.
2. If this is not possible, the following procedure must be followed:
 - a. Parent must count the number of pills in the prescription labeled bottle.
 - b. The parent must seal the medicine bottle with tape and write the number of pills on the tape, or
 - c. After counting the pills, the parents must place the prescription labeled bottle of medicine in an envelope, seal it, and write the number of pills on the envelope.
 - d. If the medication is in liquid form, the parent must draw a line indicating the level of liquid in the bottle.
 - e. Parent will send the medicine to school with the student, instructing him/her to take the medicine to Health Services upon entering school.
 - f. The health paraprofessional will count the medicine upon its arrival in Health Services. If there is a question, the parent/guardian will be contacted.
3. All discontinued medication must be picked up by the parent from Health Services or it will be disposed of.

Prescription medication must be kept in Health Services in a prescription bottle/original bottle with the student’s name, the medication name, directions for use and dosage, doctor’s name, and phone number of the pharmacy. A physician/parent/guardian Request to Administer Medication must accompany the prescription. Forms are available through Health Services and on the school website.

Communication with Parents/Guardians

Epiphany School communicates regularly with parents/guardians to increase understanding of the school's mission, programs, and goals. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren):

- Each Thursday the school sends home an envelope containing school communications.
- Each Thursday an email communication (E-Happenings) is sent to all school families.
- Intercom announcements are made twice daily to keep students informed of current events.

- Parents are also encouraged to leave a voice mail or send an email to the teacher if they have any questions or concerns.

Parent Teacher Conferences

Parent-Teacher Conferences are held in the Fall and Spring. Parents, however, are encouraged to confer with teachers at any time. Conference dates can be found on the school calendar page of the handbook.

Online Student Information System: EDUCATE

EDUCATE is the program we use to give parents access to student information. Also, family demographic information (i.e. address, phone numbers, emails, emergency contacts) is the school's resource for this information. Kindergarten through 4th grade parents can view report cards and attendance for their student(s) as well as looking at their profiles; 5th-8th grade parents can view grades, report cards and attendance for their student(s), as well as look at their profiles, schedule, and course information. Internet access is needed to login to EDUCATE. Parents are provided with a User ID and password.

Parent Concern Communication Procedure

To assist with communication and resolution of issues, the following actions should be taken when there are suggestions, questions, or concerns. The following steps generally resolve issues and keep communication avenues open and respectful.

- 1st If the parent/guardian has suggestions, questions, or concerns regarding instruction, class activities, or the school, please make an appointment with the teacher or person most directly involved with the suggestion, question, or concern.
- 2nd If you have met with the teacher/staff member and are not satisfied, please make an appointment with the Principal. At that time, a meeting with the teacher, student, Principal, and parents/guardians may be called.
- 3rd If you are still not satisfied with the results of the meeting with the Principal, then make an appointment with the Parish Administrator.
- 4th If still not satisfied; make an appointment with the Pastor to resolve the matter.

Behavior Expectations

The climate of Epiphany Catholic School is one where religious formation and human development are fostered and intricately connected. Students are empowered to gain confidence in social interactions, thus learning to respect themselves and others, solve problems, accept responsibility, and make choices that serve the common good. Student self-discipline is the desired goal. Parent communication is an important part of achieving this goal.

In partnership with parents, we believe that teaching and learning time can be maximized when a plan for developing responsible behavior is in place. Early intervention to improve student behavior is strongly encouraged. Good behavior leads to good learning. The faculty and staff work to use strategies that reinforce positive behavior. They include pro-active teaching and practicing of social skills (e.g., greeting others, following instructions, accepting feedback, getting a teacher's attention, making a request, disagreeing appropriately, giving criticism, making an apology, giving and receiving compliments, volunteering, accepting no for an answer, introducing yourself, resisting peer pressure, and engaging in a conversation); proactive teaching of expectations, routines, rules, and procedures; and positive reinforcement of social and educational goals. Behavior that meets or exceeds expectations and contributes to the formation of a positive educational environment will be acknowledged and reinforced.

Disruptive Behavior

- Repeated tardiness to class or truancy
- Bus violations (See District 11's policies)
- Serious or continued disregard for classroom rules and school policies
- Disrespect of and/or defiance toward any staff member
- Acts of lying, cheating, or stealing
- Use of profane/vulgar language (written or verbal) and/or gestures
- Fighting, verbal abuse, or any kind of harassment of students
- Bullying (cyber bullying) defined as the repeated, deliberate, unwanted, passive, or aggressive behavior that results in physical, emotional, or psychological harm towards another
- Threats of violence
- Theft of or damage to property
- Leaving the premises without parent and school staff permission
- Smoking and/or possession of drugs or alcohol
- Possession of weapons or look-alike weapons
- Use of cell phones during the school day, without permission from school staff

Consequences of Disruptive Behavior

Behaviors that violate rules and expectations are counter-productive to fostering a positive educational environment, will be addressed by focusing on respectfully teaching the student an alternative, pro-social behavior. Any student who is determined to have violated our philosophy will be subject to disciplinary action, including but not limited to a warning, detention, missing recess, suspension, or what is deemed appropriate by administration. Whether on or off campus and/or during summer months and school vacations, any behavior detrimental to the values and reputation of Epiphany may be subject to disciplinary review and action. Epiphany School is an integral part of the neighborhood. Students are expected to follow the same rules in the neighborhood as they do on campus. This also includes electronic forms of communication such as email communications, including but not limited to Facebook, etc.

Bullying Policy

Epiphany Catholic School strives to provide our students with a safe and supportive learning environment free from intimidation, taunting, harassment, and bullying. This policy addresses any incident which may occur on school property, on a school bus, or at a school function, as well as harassment that occurs off of school property which creates a risk or a perceived risk for harm or bullying on school property or “cyberbullying” that results in bullying or harassment in the school. Epiphany Catholic School looks to Jesus as the model for our thoughts, words, and actions. Our school strives to create and maintain a safe environment and an atmosphere absent of threat in interactions with peers or adults.

Epiphany School will take steps to prevent bullying and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Appropriate administrative and staff follow-up will be provided for targets and offenders of bullying.

No school employee shall permit, condone, or tolerate bullying. Any school employee who observes an act of bullying shall intervene in an attempt to stop the act and shall report it to the appropriate administration. Likewise, any person who receives a report of an act of bullying shall report it to the appropriate administration.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school will act to investigate all complaints of bullying and will take appropriate action against any student who violates this policy.

DEFINITION

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. In order to be considered bullying, the behavior must be aggressive and include:

1. An imbalance of power: Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once.
3. Behavior that harms another student. The actions affect the social, emotional, or physical well-being of the target.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. There are four types of bullying:

1. **Verbal bullying** is saying or writing mean things. Verbal bullying includes but is not limited to: teasing, name-calling, taunting, or threatening to cause harm.
2. **Social bullying**, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes but is not limited to: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public.
3. **Physical bullying** involves hurting a person’s body or possessions. Physical bullying includes but is not limited to hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone’s things, and making mean or rude hand gestures.
4. **Cyber bullying** includes but is not limited to: using the Internet, phone, gaming sites or any type of electronic communication to post inappropriate or hurtful messages to harm another and/or impact a student’s ability to learn or feel safe in his/her school environment. Examples include:
 - Harassment: sending offensive, rude or nasty messages or pictures to an individual or a group to single someone out and make them feel bad about themselves.
 - Flaming: an online fight that takes place through a phone or another digital device.
 - Exclusion: intentionally leaving a person out of an online group so that they can be teased/harassed without knowing.
 - Outing: sharing personal or private information, pictures or videos about someone else publicly.
 - Masquerading: creating another identity so that they can harass someone without their true identity being easily discovered.

What “counts” as cyberbullying? Any mean, aggressive, or rude texts, tweets, posts, or messages count as cyberbullying. So does posting personal information, pictures, or videos which hurt or embarrass someone else, even if it is done just to be funny. In the words of Saint John Paul II, “Life, especially human life, belongs to God; whoever attacks human life attacks God’s very self.” We as Catholics are called to respect life; bullying and intimidation are actions that are contrary to that belief. Jesus calls us to “Love thy neighbor as thyself”; ignoring these words of Christ undermines the Catholic Christian atmosphere that Epiphany School works to uphold.

REPORTING POLICIES

All students and staff are to report incidents of bullying to a teacher (students) or administration (staff).

- All staff who witness bullying must take immediate steps to intervene when safe to do so.
- All complaints of bullying will be promptly investigated.
- This policy's application includes, but is not limited to the following circumstances:
 - Occurrences on school grounds
 - While traveling to and from school or a school-sponsored activity
 - During a school-sponsored activity (athletics, E Plus, extra-curricular activities, family or social events, fundraisers, etc.)
- Students are expected to immediately report incidents of bullying to the nearest adult.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner (meaning that not everyone will be made aware of the consequences, results, etc.)
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

REPORTING PROCEDURE

- A. Upon receipt of a complaint or report of bullying, the school shall undertake or authorize an investigation by administration, or a third party designated by the school.
- B. The school shall take immediate steps to protect the target, reporter, students, or others as necessary pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school will take appropriate action pursuant to the School Discipline Policy. Such action may include, but is not limited to, warning, suspension, exclusion, loss of privilege, expulsion, or remediation. The school may also contact law enforcement if the behavior is criminal in nature. Appropriate administrative and staff follow-up will be provided for targets and offenders of bullying including counseling services and monitoring by staff.
- D. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.
- E. Any person who believes he or she has been the target of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an administrator, staff member, or student services advocate. A student may report bullying anonymously. However, our ability to take action against an alleged offender based solely on an anonymous report is limited.
- F. A report (verbal or written) should be made immediately, or as soon after the incident as possible; delays between the date of the alleged incident and the reporting date may make investigations more difficult.
- G. The school encourages the target or other reporting party to report in writing – oral or electronic.
- H. School employees shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the principal or designee immediately.

Social Media and Student Cell Phone Policy

The world of digital communication makes us appreciate all the more Saint Paul's exclamation, "Woe to me if I do not preach the Gospel" (1 Cor 9:16) – Pope Benedict XVI, 2010 World Communication Day. Because we recognize the influence of technology in our students' lives, we cannot ignore it, but must ensure, to the best of our ability, that it is used in a manner in line with Catholic social teaching.

Parents and students must become well versed in our Social Media and Student Cell Phone Policy so that there is clarity of expectations, limitations, and boundaries. In the event that the policy is not respected, and trust is broken, disciplinary actions will occur according to school policy and the severity of the situation. Disciplinary actions may include the following consequences:

- Students will have to turn over the electronic devices in question and relinquish all passwords to the school administration for a search.
- Students may be suspended during the time of the investigation until its completion.
- If found guilty of allegations, the student may be suspended or expelled.

Cell Phone Policy for Students

Cell phone use of any kind is not permitted during the school day or after school events that occur on school grounds unless express permission is granted for a one-time situation by the adult in charge.

If a student must bring a cell phone to school:

- It is to be stored in their locker until they pack to leave school grounds. In the event that there is an emergency, or significant reason for a student to use their cell phone after school hours, they may do so with the direct permission of the adult in charge. With permission, students are to use school landlines 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 cyber-bullying 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 the principal 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 Policy for Students

- Epiphany School considers social media bullying (cyber-bullying) to be a serious matter that can cause great harm. Cyber-bullying that involves Epiphany students should be reported to the principal who will proceed with the investigation and if necessary, report the incident to officials.
- 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.**
- Students who participate in social media phenomenon that can be harmful spiritually, socially, or emotionally to younger or more vulnerable children are subject to the same behavioral standards set forth in this 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 for all to see. Students 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.
- Failure to comply with the Social Media or Cell Phone Policy will result in the following consequences:
 - Students will have to turn over the electronic devices in question and relinquish all passwords to the school administration for a search.
 - Students may be suspended during the time of the investigation until its completion.
 - If found guilty of allegations, the student may be suspended or expelled.

Social Media Parent Expectations:

1. Parents are urged to discuss this Social Media Policy with their children, emphasizing that cyber-bullying to any member of the Epiphany community, on or off school property, will have serious consequences as noted above.
2. Parents must respect directives initiated by the administration to remove photos, documents, comments, data, or links that are determined to be detrimental to the integrity of Epiphany Catholic School or community.
3. Parents have the right to request any personal information on the Internet about their child be removed.
4. Failure to comply with a request or demand from Epiphany Catholic School Administrators may, depending on the circumstances, require law enforcement intervention.

If posting material about Epiphany School, participants agree not to:

- Post phone numbers, email addresses or other confidential information of students, employees, parents, volunteers, or any other person other than yourself.
- Post material that Epiphany administration determines threatening, harassing, obscene, defamatory, or hostile towards any Epiphany individual or entity.
- Post disparaging comments about Epiphany under multiple names or aliases.

Sexual Harassment/Harassment

Epiphany will provide a working and learning environment that is free from harassment. It applies whenever and wherever a school program takes place. Anyone who violates this is subject to appropriate disciplinary action, which may include separation from the school program.

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment.

Sexual harassment may be directed to members of the same or opposite sex.

Sexual Harassment includes but is not limited to:

- Teasing or joking of a sexual nature, sexual name-calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks
- Subtle pressure for sexual activity
- Intentional brushing against a person's body
- Display of offensive pictures, posters or other graphics
- Leering, inappropriate patting or pinching, and other forms of unwelcome touching
- Otherwise creating a hostile, intimidating or offensive environment
- Any electronic messages related to any of the above; regardless of whether it occurs in or outside of school.

Any member of the school community that experiences or witnesses sexual harassment is encouraged to deal with the situation immediately. Options include firmly advising those involved that the behavior is inappropriate and should stop and reporting the incident to an appropriate official (e.g., teacher, administrator or in the case of a complaint against the Principal, to the Pastor). All complaints of harassment will be handled promptly and completely. The facts shall determine the response to each complaint. Each situation will be handled with discretion and sensitivity.

Extracurricular Policy

The purpose of extracurricular activities at Epiphany School is to develop Christian character, promote self-confidence, foster school spirit, and develop the gifts and talents of students. Students involved in after school activities need to take all their belongings with them to that event. Custodians do not open classrooms for forgotten materials. Students must be supervised at all times.

Conduct

Participants are always expected to represent Epiphany School and display good conduct. Students will adhere to the Behavior Expectations Policy for both on- and off-campus events.

Absences from School

A student absent from school is not allowed to participate in extracurricular activities the day of the absence. A student needs to be present in school for four hours to participate in after school activities (unless the absence is excused, and the athletic director is notified).

Middle School Dances/Socials

Middle School Dances and Socials are sponsored during the year by the Athletic Department. All students are required to have a signed permission form to attend. Students attending dances at Epiphany agree to abide by the following guidelines:

- Dances start at 7:00 p.m. and end promptly at 10:00 p.m. Parents/guardians are responsible for making transportation arrangements for their child at the end of the dance
- Students may not leave the dance early without a parent escort
- Dances are for Epiphany student's only or home-schooled students who participated in Epiphany athletics or activities
- Students will not be admitted to the dance if they are not dressed appropriately
- Students are not allowed to dance in a suggestive or profane manner. If inappropriate dancing occurs, the student will be removed from the dance and supervised until they can secure a ride home.
- Epiphany reserves the right to censor any music that is deemed inappropriate, profane, or promoting illegal activity
- A violation of any of the above may result in other school consequences

Middle School Youth Group

Students in sixth through eighth grade can participate in the Youth Ministry activities. Throughout the year, the Middle School Youth Program provides an array of social and religious experiences to increase the knowledge and understanding of God in our lives through teaching, prayer, and community.

Student Activities

For more information on each of these programs, visit Epiphany's website at www.epiphany.schoolmn.org. Activities may include:

- Drama Arts (Grade K-8)
The Drama Arts program empowers students to perform, create a work of art, and gain teamwork skills. Instructional classes are offered after school prior to a spring production.
- Student Council (Grades 6-8)
The purpose of our Student Council is to promote school spirit, provide opportunities to gain leadership skills and to be of service.
- NJHS (Grade 8)
The Epiphany National Junior Honor Society is an organization that promotes recognition for students who reflect outstanding accomplishments in the areas of academics, leadership, character, service, and citizenship. Membership is both an honor and a responsibility. Selected students demonstrate the qualities of scholarship, service, leadership, character, and citizenship in and outside of the classroom. Students also demonstrate the necessary scholarship requirements by obtaining a cumulative trimester grade point average of 3.50 or above.

Athletic Policy

Mission

We believe that every child in our sports program will receive opportunities to develop athletic skills, build Christian character, self-esteem, sportsmanship, teamwork, and a positive school spirit.

Physical Examination

Students who participate in athletic extracurricular activities must provide documentation that they have had a physical examination. One physical examination is required for elementary and one for middle school.

Team Selection for 5th - 8th Grade

The Varsity team is based on skill level and is competitive. Junior Varsity and "B" teams are formed to ensure that all participants have an opportunity to represent Epiphany School on the court or field.

Behavior Eligibility

Students qualify to participate in athletics by displaying behaviors that meet Epiphany's behavior expectations.

- A student who is suspended from school may not attend athletic events that occur during the suspension. This includes an athletic event on the day of an ISS.
- Inappropriate conduct at competitions, home or away, will result in disciplinary action including a consequence that is given at the discretion of Athletic Director or Administration.
- The coach will determine the playing time of a student returning to the team from a suspension.

Attendance

- A student with an unexcused absence from school may not attend a practice or competition that day.
- In the case of an excused absence from practice, the coach will determine the eligibility of the athlete.
- Players in good standing are expected to attend all practices and games.

Academic Eligibility

Students in extracurricular athletics qualify to participate by maintaining a minimum of a "C-" in every subject.

If a student receives a grade below a "70" or an "I" (incomplete) in a core class (a class that meets daily) at the end of trimester the student is immediately ineligible for play or practice for a ten-school day period. The student needs to create a Plan of Action with the subject area teacher in an effort to become eligible to participate. If, after ten school days, the grade does not improve to a C- or better the student becomes ineligible for the remainder of the season.

A student who is placed on Academic Probation at any point during the trimester is ineligible to participate in athletic events until the student has been removed from Academic Probation. A student may be placed on Academic Probation if:

- The student obtains a failing grade for more than three successive weeks in any core class
- The student shows a serious lack of academic effort and/or responsibility as proven by numerous missing homework assignments and/or a lack of preparation in any school course.
- Academic Probation will not be issued to students who have a current IEP or ISP.

The Athletic Director, on their academic eligibility, will notify students being placed on probation or suspension in writing. This notification will include the dates for their probation or suspension. The Principal and Athletic Director evaluate students on probation and suspension to determine if special circumstances warrant an exception to the above rules.

Athletic Fees

- The athletic fee is \$80.00 per sport for each individual participating in a competitive sport (billed through TADS).
- The fee for a uniform that is not returned, or returned damaged, is \$50.00 (billed through TADS).
- The athletic fee is \$20.00 per sport for each individual participating in an intramural sport (billed through TADS).

Participation at Area Middle Schools and High Schools

Students may participate in athletic activities at area middle schools provided the activity is not offered at Epiphany School or the activity is offered during a season in which the activity is not available at Epiphany School. Students may participate in athletic activities at area high schools at any time. Transportation to area middle schools and high schools is provided by the participant. Participants are required to abide by all the Minnesota State High School League guidelines.

Transportation

Transportation to athletic events is the responsibility of the parents. Any parent transporting athletes other than his/her own child must have completed the Epiphany volunteer required paperwork and have a copy of the Archdiocese driving form on file. Forms are available from the Athletic Director.

Alcohol and/or Other Drug Use Policy

Due to a high level of concern for the wellbeing of our students, for their protection from the harmful effects of alcohol and other drugs, and out of concern for the safety and reputation of Epiphany, the following policy and procedures have been adopted for violations of use on or off campus. Possession, use, or being under the influence of alcohol and/or other drugs by students is not permitted on campus before, during or after school, or at school-sponsored activities. Any student who consumes, possesses, sells, supplies, gives away, distributes or is under the influence of alcohol and/or other drugs will be immediately released to the care of their parents/guardians and disciplinary action will be taken. In the event of a violation of this policy, Administration will determine the appropriate loss of eligibility. The decision of the Administration is final.

Technology

Acceptable Use/Regulations of the Internet & Related Technology

The Internet represents a powerful educational resource. From school, students/staff can browse the Internet to gather information. They can connect to other schools, to major universities, and national libraries. Access to such vast information presents opportunities and potential problems. Users enjoy access to information, which can add depth, and richness to education. Users may, however, be exposed to information, which is illegal, defamatory, inaccurate, or inconsistent with our Catholic values, ethics or legal principles. This information may be harmful to the user or others and may result in unwanted financial obligation. Epiphany Catholic School does not condone or permit the use of such materials, nor can the Internet be used for commercial services or profit. It is important that students, staff, and parents understand the many consequences of the technology before using it. The use of this powerful educational tool is a privilege, not a right. The intent of Epiphany School is to use the Internet for purposes consistent with our mission and curriculum.

Privilege

Students/staff are expected to use the network (i.e., computer hardware, software or other related technology) to pursue appropriate intellectual activities and resources. Because Epiphany's Internet access will be used as part of a school activity, Epiphany's Behavior Expectations Policy applies to network activities as well. Therefore, the Acceptable Use Policy is an extension of our school's behavior policy. These rules also apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with computer hardware or software.

Student Internet Access

Under teacher supervision, all students will have access to the Internet through Epiphany's classrooms, media center, and/or school computer labs.

Acceptable Use/Regulations of the Internet & Related Technology

Epiphany recognizes that computers and the Internet are used to support learning and to enhance instruction and other activities consistent with the mission of Epiphany Catholic School. It is Epiphany School's general policy that all technology is to be used in a responsible, efficient, ethical, and legal manner.

Educational Purpose

The Internet access has been established for a limited educational purpose. The term “educational purpose” includes classroom activities and career development. Epiphany has the right to place restrictions on the material students/staff access or post through the Internet. Students/Staff may not use the Internet for commercial purposes. This means students/staff may not offer, provide, or purchase products or services through the Internet without administration’s written approval. Students/Staff may not use the Internet for political activity.

Privacy

Students/Staff should not have any expectation of privacy regarding information in computers or communications. Epiphany Catholic School reserves the right to:

- Monitor all technology resources.
- Inspect and review all files and messages.
- Use all gathered information in conjunction with disciplinary matters, as part of an investigation of inappropriate or illegal activities or use not in compliance with Epiphany Catholic school policies.

Respect for Privacy

- Student/Staff may not re-send a message that was sent privately without permission of the person who sent the message and Epiphany School Administration.
- No one will post private/personal information about another person.

Unacceptable Use

The following are strictly prohibited:

- Providing or accessing unauthorized systems, data or information.
- Use of another’s password, account, or information.
- Use, distribution or collection of fraudulent, harassing, obscene, threatening, private, discriminatory, violent, profane, lewd, vulgar, inflammatory, defamatory, disrespectful, or other inappropriate material.
- Use of technology for commercial, political, or profit-making enterprise.
- Making, distributing or downloading unauthorized or illegal (pirated) copies of licensed software.
- Transmitting or copying copyrighted material without permission of the author or in violation of Fair Use Policy.
- Installing software on computers of Epiphany Catholic School without consent.
- Creating your own personal web page without permission.
- Using technology to violate the laws of any city, state or policies of Epiphany Catholic School.
- Using the technology to propagate any virus, worm, Trojan Horse or other destructive programs.
- Encouraging or helping others to violate any of the above and/or not reporting knowledge of actions of others, which violate any of the foregoing rules. Any user who discovers information concerning the violation of any rule, law or policy, must report it to the appropriate Epiphany Catholic School officials.
- Sending of unwanted mail.
- Any other unacceptable use as determined by the Administration.

Respecting Resource Limits

Overuse or misuse of the Internet and other computer related technologies might result in preventing others from accessing important resources. As such, it is important that both students/staff respect the limitations of computer related resources provided at Epiphany Catholic School. Activities such as the following should be limited to prevent overuse of these resources:

- Downloading files is prohibited unless authorized.
- Posting chain letters and “spamming” (sending annoying or unnecessary messages to a large number of people) are prohibited.

Monitoring

Routine maintenance and monitoring of Internet usage may lead to discovery that a student/staff has violated the law and/or Epiphany Catholic School’s “Acceptable Use Policy of the Internet and Related Technology.”

Sanctions

Unacceptable use will result in one or more of the following:

- Suspension or cancellation of use or access privileges.
- Discipline including suspension, expulsion from school, exclusion or termination of employment.
- Payment of loss, damage, or injury.
- Civil liability.
- Criminal prosecution.