



**EPIPHANY**  
**CATHOLIC SCHOOL**

**2022-2023**

**MIDDLE SCHOOL**

***STUDENT HANDBOOK***

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## **ACADEMICS**

### ***Academic Accountability***

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

### ***Academic Probation***

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

### ***Honor Roll***

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

**Academic Excellence Honor Roll:** GPA of 4.20 - 4.33

**High Honor Roll:** GPA of 4.00 - 4.19

**Honor Roll:** GPA of 3.60 - 3.99

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

### ***Late Assignments***

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

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

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

***Grading Scale***

Epiphany Middle School uses the following grading scale:

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

Percent-ages	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

## DIGITAL LEARNING EXPECTATIONS

### Google Classroom Code of Conduct

*\*Failure to follow these guidelines will result in a minor or major infraction.*

1. I will only use posts to discuss school-related content.
2. I will use a respectful tone of voice when posting. All school rules and consequences related to harassment apply.
3. I will use appropriate grammar instead of texting language.
4. I will not use my posts to promote personal websites or chat rooms.
5. I will not use sarcasm when addressing others.
6. I will not reveal any personal information in Google Classroom. This includes telephone numbers, addresses, emails, etc.
7. I will not post photos or videos of myself or classmates without permission.
8. I will submit only my own work on Google Classroom, unless it's clear that the assignment is a collaborative one.

## GENERAL STUDENT EXPECTATIONS

### *Discipline*

A list of several examples of minor and major offenses is available in every Middle School classroom and can be found below. Conduct slips are cumulative during the school year; the record does not “reset” at the end of a trimester.

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

- Conduct slip issued and parents notified via Educate
- After the 3<sup>rd</sup> Minor Infraction, a detention is issued. Parents are notified.

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

- All Major Infractions will result in detention and the principal and parents being notified via Educate. A detention form must be signed by a parent and returned to the office.
- After the 3<sup>rd</sup> detention, or before if administration deems appropriate, an In-School Suspension (ISS) will be issued and parents will be notified.
- Should the administration determine an infraction to be dangerous physically, socially, or spiritually to the common good of the student body, the student will be expelled.

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

***Bullying***

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

***Before School***

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

## *After School*

Once school dismisses, students not picked up in carline must report to E Plus or the adult in charge of their after school activity. Students who are unsupervised in the school will receive a minor or major infraction.

## *Tardiness to Class*

Students arriving late to class must have a pass from their previous teacher or the school office. A student may receive a conduct slip or a Mandatory Make Up\* for multiple tardies.

\*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.

## *Uniforms*

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

## *Girls' Middle School Uniforms*

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



## **Boys' Middle School Uniforms**

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

## **Mass Attire, Grades 6-8**

### ***\*Mass Attire is required for all Mass days***

- Boys Mass Attire includes long-sleeve light blue oxford shirt with Epiphany logo or crest and navy tie with navy pants.
- Girls Mass Attire includes a long-sleeve light blue oxford shirt with Epiphany logo or crest with navy skirt, light blue polo with Epiphany logo or crest and navy skirt or jumper, 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 an Epiphany logo or crest: 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' Uniform Regulations, Grades K-8**

- Skirt/jumper length is mid-knee. If a 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 the belt is visible.

- Knee Highs must reach the knee.
- Hairstyles and hair accessories should complement school colors and not draw undue attention. No headbands with athletic logos or bandanas 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 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 the body is not allowed.

### **Boys' Uniform 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, be void of lettering or designs, and must have plain belt buckles. Shirt must be tucked in so that the 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.
- 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.

### ***Technology***

Technology is an integral part of education but must be used responsibly. Students are expected to follow all school rules and policies when using technology and are not to do anything on a device that does not directly pertain to the lesson or learning objective. Students will be held accountable to the Go Guardian standards set by their classroom teacher.

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

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

## Cell Phones

Cell phones and media devices are not permitted on school grounds from 6:45 am – 5:30 pm all school days, except for unusual situations involving serious health and/or safety needs. In the event that a cell phone must be brought to school for reasons involving serious health and/or safety needs, a written request by a parent must be approved by the principal and will be kept on file in the school office. *Rules that apply for those who have written administration approval to carry a cell phone due to serious health or safety concerns:*

- It must be stored in the student's locker.
- If used without explicit teacher permission, it will be confiscated and held at school for three school days, or until a parent can pick it up.
- If a student brings a cell phone to school and uses it to text anyone, including a parent, from 6:45 am – 5:30 pm, it will be confiscated for three days, or until a parent can come into school and pick it up.
- Cell phones that come on school property are not considered private and may be confiscated and searched if there is reason to believe that the Social Media or Student Cell Phone Policy have been broken. Should a cell phone be confiscated on school grounds for this reason, students will be required to provide access to accounts for a search.
- Use of a cell phone for social media purposes, whether on or off school grounds, that creates a hostile environment interfering with education will be investigated and 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 situation will be investigated and appropriate action taken by administration.

## Student Expectations

- 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 a school or personal technology device; this includes while at school or while at home learning.
- **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 in the school discipline policy.**
- Students who participate in social media phenomena 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.
- 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, 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 may have to turn over the electronic devices in question and relinquish all passwords to the school administration for a search.
  - Students may be suspended.
  - If found guilty of allegations, the student may be expelled.

### **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 detrimental to the integrity of the 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 the Social Media Policy may, depending on the circumstances, require law enforcement intervention.

### **Posting Images and Personal Information Policy**

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

- Post phone numbers, email addresses, or other confidential information of students, employees, parents, volunteers, or any other person.
- 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 Policy**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, posting imagery or language that is sexually offensive, or other verbal or physical conduct or communication of a sexual nature which interferes with an individual's education, or creates a hostile, intimidating, or offensive 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, pinching, or other unwelcome touching
- Otherwise creating a hostile, intimidating or offensive environment
- Any electronic messages, imagery, or language 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 report the situation immediately to the administration. All complaints of harassment will be handled promptly.

Should a student be found guilty of sexual harassment on or off school grounds, in person, on a cell phone or computer, or through a communication portal such as a gaming device, there will be swift consequences that may include suspension, expulsion, and/or a report to the authorities.

### ***Student Council***

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

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

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

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

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

Altar Servers  
Art Award  
Band Award  
Orchestra Award  
Choir Award  
Math Award (Euclid)  
Literature Award  
Science Award  
Latin Award  
History Award  
Physical Education Award

Presidential Award for Educational  
Excellence (GPA)  
Presidential Award for Achievement  
L.M. and G.W.B. Scholarships  
(Students attending Cardinal Newman  
Society Catholic HS)  
Justin Kaufenberg Scholarship  
Christian Leadership Honor Team  
Christian Leadership Scholarship

## **“WHAT DO I DO IF...”**

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

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

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

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

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

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

*Other Things I Need to Know:*

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



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