

2022/2023 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.epiphanyschoolmn.org](http://www.epiphanyschoolmn.org)

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Revised 8/11/2022  
Subject to Change



## 2022-2023 Preschool - Grade 8

- ♥ August 2 ..... New Family Playdate & Breakfast
- ★ August 24 ..... New Family Orientation (PreK-8)
- ★ August 24 ..... Middle School Open House
- ★ August 30 ..... First day of School (K-8)
- ★ August 31 ..... Back to School Night (K-8)
- September 2 ..... No School (K-8)
- September 5 ..... No School, Labor Day
- ★ September 6 ..... First Day of School, Preschool
- ★ September 6 ..... First Day of EPlus
- ★ September 20 ..... State of the School
- 📅 September 28 ..... Picture Day (PreK-Grade 8)
- September 30 ..... No School, MNSAA
- 📅 October 11 ..... K-8 Conferences
- 📅 October 13 ..... K-8 Conferences
- October 19 ..... No School, Prof Development
- October 20-21 ..... No School, MEA
- October 31 ..... No School, MNSAA
- 🇺🇸 November 11 ..... Veteran's Day Mass & Breakfast
- 📅 November 22 ..... Trimester 1 Ends
- November 23-25 ..... No School, Thanksgiving
- November 28 ..... No School, MNSAA
- December 2 ..... No School, Gala Prep
- 📅 December 6 ..... Feast of St. Nicholas Breakfast
- 🎵 December 13 ..... K-8 Christmas Concert
- 🎵 December 16 ..... Preschool Christmas Concert
- December 26-January 2 ..... No School, Christmas Break
- January 3 ..... No School, Prof Development
- January 16 ..... No School, MLK
- January 27 ..... No School, MNSAA
- 📅 February 2 ..... K-8 Conferences
- February 20 ..... No School, Presidents Day
- February 21 ..... No School, MNSAA
- 📅 February 24 ..... Trimester 2 Ends
- March 10 ..... No School, MNSAA
- March 13-17 ..... No School, Spring Break
- April 7 ..... No School, Good Friday
- April 10 ..... No School, Easter Monday
- 📅 April 11-14 ..... Catholic School Week
- 🍎 April 24 ..... Teacher Appreciation Week
- ♥ May 3 ..... Grandparents Day
- 🎭 May 5 ..... Middle School Performance
- 📅 May 25 ..... Last Day of Preschool and Graduation
- 📅 May 25 ..... 8th Grade Graduation, after 8 a.m. Mass
- 📅 May 26 ..... Trimester 3 Ends (Grade 8)
- May 29 ..... No School, Memorial Day
- ★ June 1 ..... Last day of School (K-7)
- 📅 June 1 ..... Trimester 3 Ends (K-7)

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# 2022 - 2023 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.

## **Chairperson**

Laura Peichel

## **Members**

Ami Bieurance

John Christianson

Nicole Etter

Joseph Guzik

Hilary Jeon

Stephanie Neumann

Troy Thompson

Megan 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.

**Welcome to the 2022-2023 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 Thomas Dufner:** [tdufner@epiphanymn.org](mailto:tdufner@epiphanymn.org)

**Parochial Vicar, Father Paul Baker:** [pbaker@epiphanymn.org](mailto:pbaker@epiphanymn.org)

**Principal, Ann Coone:** [acoone@epiphanymn.org](mailto:acoone@epiphanymn.org)

**School Office:** 763-754-1750, [schoolinfo@epiphanymn.org](mailto:schoolinfo@epiphanymn.org)

**Receptionist, Beth Herman:** [bherman@epiphanymn.org](mailto:bherman@epiphanymn.org)

**Admissions & Office Manager, Ann Evans:** [aevans@epiphanymn.org](mailto:aevans@epiphanymn.org)

**Communications & Marketing, Brianna Picotte:** [bpicotte@epiphanymn.org](mailto:bpicotte@epiphanymn.org)

**Middle School Administrator, Becky Riethmeier:** [briethmeier@epiphanymn.org](mailto:briethmeier@epiphanymn.org)

**Middle School Dean of Students, Tony Trembl:** [atrembl@epiphanymn.org](mailto:atrembl@epiphanymn.org)

**Athletic Director, Yvonne Schreifels:** [yschreifels@epiphanymn.org](mailto:yschreifels@epiphanymn.org)

**Attendance Email:** [healthoffice@epiphanymn.org](mailto:healthoffice@epiphanymn.org)

**Attendance Line:** 763-862-4322

**Catechesis of the Good Shepherd Coordinator, Mary Minor:** [mmminor@epiphanymn.org](mailto:mmminor@epiphanymn.org)

**Food Services Director, Darcy Nelson:** [dnelson@epiphanymn.org](mailto:dnelson@epiphanymn.org)

**Health Office:** 763-862-4322, [healthoffice@epiphanymn.org](mailto:healthoffice@epiphanymn.org)

- Amy Theis, District Nurse
- Alison Bemis, Epiphany Catholic School Health Para

**Parish Office:** 763-755-1020

**Parish Website:** [www.epiphanymn.org](http://www.epiphanymn.org)

**Preschool Main Phone:** 763-755-7341

### E Plus Directors

- Heidi Johnson, [hjohnson@epiphanymn.org](mailto:hjohnson@epiphanymn.org)
- Corey Kibbel, [ckibbel@epiphanymn.org](mailto:ckibbel@epiphanymn.org)

### School Faculty and Staff

Faculty and Staff members of Epiphany Catholic 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 Catholic 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 Catholic 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. Staff email addresses can be found in the Parent/Student Handbook or on the website at [www.epiphanyschoolmn.org](http://www.epiphanyschoolmn.org).

<b>Preschool Director</b> Erica Murlowski	<b>Middle School Literature and Composition</b> Amy Hanson
<b>Preschool Teachers</b> Shannon Alinder Rose Bryant Amber Cummings Diane Dizon Angela Gazich Michelle Paulson Jenny Sauer Evie Schwartzbauer	<b>Middle School Theology</b> Deacon Eric Gunderson
<b>Kindergarten Teachers</b> Christine Follese Sophia Kibbel	<b>Middle School Math</b> Ben Blackhawk Ben Montedonico
<b>First Grade Teachers</b> Sarah Gerlach Magdalena Werneke	<b>Middle School Science</b> Becky Riethmeier, MS Administrator Tony Treml, MS Dean of Students
<b>Second Grade Teachers</b> Jennifer Buldoc Heidi Johnson	<b>Middle School History</b> Maria Monson
<b>Third Grade Teacher</b> Nancy McGrath Jona Winkelman	<b>Latin</b> Ross Gillespie, Grades 5-8
<b>Fourth Grade Teacher</b> Krista Rhein Steve Shore	<b>K-8 Specialists</b> Art Teacher: Mark Sanislo Library: Kelly Kriefall Physical Education, Gr. K-2: Angela Gazich Physical Education, Gr.3-8: Peter Famera 6-8 Choir Director: Liz Grefsheim K-5 Music: Macey Mulheron 6-8 Boys Choir: Ben Blackhawk Piano: Mary Levendoski Band: Amy Nelson Orchestra: Zach Saathoff Recess and Lunchroom: Jason Speltz and Carol Thelen
<b>Fifth Grade Teacher</b> Lori Clark Corey Kibbel	<b>Technology Coordinator</b> Tony Treml
<b>Catechesis of the Good Shepherd</b> Coordinator, Mary Minor Catechist, Mary Jo Bonin Catechist, Michelle Boyum Catechist, Theresa Brostrom Catechist, Sue Lewis Catechist, Cathy Kleba Catechist, Mary Ann Marshall Catechist, Elizabeth Myers Catechist, Hazel Ward	<b>E Plus Director</b> Heidi Green Corey Kibbel
	<b>Athletic Director</b> Yvonne Schreifels



### **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.schoolmn.org](http://www.epiphany.schoolmn.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-GR 8 admissions process, please contact our K-GR 8 Admissions Coordinator, Ann Evans at [aevans@epiphanymn.org](mailto:aevans@epiphanymn.org) or at 763-862-4346. For Preschool admissions assistance, please contact Erica Murlowski, our Preschool Director, [emurlowski@epiphanymn.org](mailto:emurlowski@epiphanymn.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 September 15 can be considered for early entrance to kindergarten with the approval of the Principal. Early entrance will not be considered after September 15. A readiness assessment, administered by Epiphany Catholic School personnel and/or by the district, and a meeting with the Principal are also required.

### **School Guidelines**

#### ***School and Office Hours***

- School Hours: 7:35 a.m. - 2:45 p.m.
- Students may enter school through **Door 3**, 6:45 a.m. – 7:35 a.m. all school days
- Office Hours: 7:10 a.m. - 3:10 p.m.
- Preschool Hours: Half Day 7:30 a.m.-11:45 a.m.; Full Day, 7:30 a.m. - 2:30 p.m.
- E Plus: Preschool: 2:45 p.m. – 5:00 p.m. and K – GR 8: 3:00 p.m. – 5:30 p.m.

#### ***Visitors and Volunteers during the School Day***

Visitors and volunteers must enter through Door 5 and check in at the main office. If not E3 approved, visitors (including parents) may not go beyond the school office unless they are escorted by a staff member.

#### ***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-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. **You are not allowed to start volunteering until you receive the all-clear from the Volunteer Coordinator.** If you need assistance or to learn your status, contact Jean Mackey at 763.864.4364 or [jmackey@epiphanymn.org](mailto:jmackey@epiphanymn.org)



### **Volunteer Requirements**

1. All volunteers at Epiphany Catholic School must be E3 qualified, meaning they must complete a **background check**, **Virtus training**, and agree to the **Code of Conduct** prior to volunteering..
2. **Safe Environment (Virtus) Training** – The initial online training is *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. **Retraining the Essential 3 is every 3 years, online using your existing account.**

**Partnership in Service requirement** is required for all registered Preschool – GR 8 families. All families are required to provide a minimum of fifteen hours of service from our list of school opportunities, which can be found on our Sign-Up Genius website. Full-time Preschool - GR 8 families who choose not to participate in our Partnership in Service, or who do not complete the fifteen-hour requirement by May 13, 2023 of the current school year, will be assessed a \$200 Partnership fee, which will be added to their 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.

### **Student Textbooks**

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 (billed through TADS).

### **Lost Articles**

A Lost & Found is located in the school. 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–GR 5 do not have locks.

### **School 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. School doors are locked during school hours.

### **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 sent 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 classroom treats for purchase parents/guardians can pre-order for their child to hand out in the classroom for a variety of celebrations...birthday (also half birthday if they have a summer birthday), Valentine's Day, All Saint's Day, Christmas, end-of-year, etc. For birthday celebrations, the lunchroom crew will deliver the treats to the classroom and sing happy birthday in honor of the student's special day. Payment for these treats will be done through PayPams [www.paypams.com](http://www.paypams.com). Cash or check will not be accepted. Classroom Treat form can be found [HERE](#). It can also be found by visiting our website at [www.epiphanyschoolmn.org](http://www.epiphanyschoolmn.org) and in the Lunchroom page under the Family Resources tab.

### **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.

### **Electronic Devices**

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 (see Cell Phone Policy below), 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.**

### **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 Epiphany School. Records may include:

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

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/Plagiarism 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***

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 about 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.
- Middle school teachers take attendance at 7:35 a.m. K-8 homeroom teachers take attendance at 7:40 a.m..
- 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).

#### ***Reporting Absences***

Parents are expected to call or email the school daily by 7:40 a.m. 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 [healthoffice@epiphanymn.org](mailto:healthoffice@epiphanymn.org).

#### ***Tardiness/Absences***

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

- A K-5 student is tardy if he/she arrives after 7:40 a.m.
- A Middle School student is tardy if he/she arrives after 7:35 a.m.
- 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***

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 judgment 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 affect 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 a.m. with class meetings and announcements unique to grades 6-8. Students arriving after 7:35 a.m. are late; tardy slips will be issued, however, tardy slips issued **prior** to 7:40 a.m. do not go on the student’s permanent record.
- K-5 students are marked tardy if they are not at their desks and ready for the school day at 7:40 a.m.
- Students that are tardy must enter through Door 5 to receive a tardy slip.
- When the 7:40 a.m. bell rings, K- GR 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.
- **Mandatory Makeup** will be instituted should tardiness become repetitive. Repetitive tardiness is defined as 6 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 with the teacher facilitating detention. Students in Mandatory Makeup will do homework or read.

### ***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 depending on 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 a.m. Homework may be picked up between 2:00 p.m. - 3:00 p.m. in the school office.

### ***Early Dismissal***

Parents requesting early dismissal for students (prior to 2:45 p.m.) must send a note or email to the school office by 1:00 p.m. 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 p.m. 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. Epiphany provides Anoka Hennepin District School Bus transportation in the morning only. At the end of each day, students are either picked up by parents/guardians in carline (see carline details on page) or may attend E Plus (see E Plus details on page).

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.

Epiphany does not allow student pick up from 2:15 p.m. – 3:00 p.m. This is due to the carline traffic. Students will need to be picked up before 2:15 p.m. at the school office or at door 5 beginning at 3:00 p.m.

### ***Change in Transportation/Rides to or from School***

A signed parent note, or email addressed to the homeroom teacher/school receptionist is required if a student is not going home in their usual manner or is staying after school. There will be no exceptions for this.

### ***School Drop-Off and Pick-Up Procedures***

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

#### ***Morning Drop-off***

- Available 6:45 a.m. - 7:40 a.m. daily
- K-5 students arriving at 7:40 a.m. (**7:35 a.m. for middle school**) are tardy and must enter through Door 5 to receive a tardy slip.
- Please enter and exit the school lot from 111th Ave. The Hanson Blvd. entry is closed on school days. Parents are welcome to park their car and walk their student(s) to Door 3 where staff will be waiting to help them get to their classroom. Parents dropping off students will drop off in a single file line in front of Door 3 where staff will be waiting to assist them.

#### ***Afternoon Carline - Watch for Carline attendants wearing yellow vests to direct you***

- Please have your Carline number on your dashboard prior to arrival
- Enter and exit the school lot from 111th Ave. The Hanson Blvd. entry is closed on school days.
- Follow the right curb edge furthest from the school and parallel to Hanson Blvd
- Line up single file along the curb: An attendant will arrive around 2:30 p.m.
- Cars will be directed to park in in five rows of five cars facing the school
- Shut your car off once you are in place in the Carline
- 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

**At 3:00 p.m., all students not picked up will be checked into E Plus. For safety reasons, students are not allowed to wait for parents unaccompanied by an adult.**

### **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](https://landsend.com/school) Preferred School Number: 900135807; 1-800-469-2222
- Donald's Uniform – [www.donaldsuniform.com](https://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 the 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 or crest. 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 or crest. Short or long sleeve.
- ❖ Pants: Navy Blue.
- ❖ Shorts: Navy blue. ***\* Shorts may be worn August through October 15 and May 1 through the end of the year. 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.
- ❖ Jumper: Navy blue with Epiphany crest.
- ❖ Tops: Light blue polo in short or long sleeve OR long sleeve light blue oxford with the Epiphany logo or crest.
- ❖ 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 in short or long sleeve OR long sleeve light blue oxford with the Epiphany logo or crest.
- ❖ Pants: Navy blue.
- ❖ Shorts: Navy blue. ***\* Shorts may be worn August 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 or crest.
- ❖ 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 is a long-sleeve white oxford shirt with Epiphany logo or crest and navy tie with navy pants.
- ❖ Girls' Mass Attire is a white blouse with Epiphany logo or crest and plaid jumper, plaid skirt, or navy pants

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

***\*Mass Attire is required for Mass days.***

- ❖ Boys Mass Attire is a long-sleeve light blue oxford 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 or jumper, 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 that are not under a jumper must have the Epiphany School Crest, this includes shirts, ¼ zip pullover, vest, and performance jacket.
- All tops purchased after 9/1/22 should have the Epiphany School Crest. The Epiphany "E" logo is acceptable on all previously worn, hand-me-down, and used uniform tops.
- 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. No show or low cut socks are allowed.
- 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 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 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 the belt is visible.
- Shorts may be worn September - October 1 and May 1 through the end of the year. No shorts on Mass days.
- Hair should be trimmed so that it is 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 \$8,500 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 contributes 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 we move to Remote Learning, tuition will not be reduced or negated.**

#### ***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.

#### ***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, 2022 – June 30, 2023, at The Church of the Epiphany. You must attend a minimum of 30 Saturday evening or Sunday Masses (July 1, 2022 – June 30, 2023), 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 blue 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 at the beginning of the following month. 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 allow six weeks for processing. Please continue to submit your participation cards even when your family exceeds the 30-card minimum.

#### Annual Tuition Rebate Per Student – School Year 2022-23

Preschool – Grade 1	\$400.00
Grades 2 – 8	\$1,400.00

#### ***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, earbuds 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 will be added to the tuition agreement and billed through TADS (i.e., extracurricular participation, activity fee, sacraments, 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.

#### ***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 the number of school days in session while the student is attending. 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 the number of school days in session while the student was enrolled. 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 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 there are any financial obligations.

#### **E Plus After School Care**

E Plus after school care is available for Preschool (2:30 p.m. – 5:00 p.m.) and Kindergarten – GR 8 students (3:00 p.m. – 5:30 p.m.) 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 Kindergarten - GR 8 students who are not picked up from school by the end of the carline (at 3:00 p.m.) will be escorted to the E Plus classrooms. Billing for E Plus will begin at 3:00 p.m.

If parents or guardians miss carline, at 3:00 p.m., they should go to Door 5 and wait for an attendant who will assist them in picking up their children.

The schedule for each E Plus classroom is as follows:

	<b>Kindergarten – GR 3</b>	<b>GR 4-8</b>
<b>3:00-3:30</b>	Snack and silent homework time <i>*Students who do not have homework, or finish in a timely manner, are permitted to do a quiet activity such as reading, drawing, or a quiet game.</i>	Snack and silent homework time <i>*Students who do not have homework, or finish in a timely manner, are permitted to do a quiet activity such as reading, drawing, or a quiet game.</i>
<b>3:30-4:15</b>	Playground time	Indoor activities/ continued homework time if needed
<b>4:15-5:00</b>	Indoor activities	Playground time
<b>5:00-5:30</b>	Indoor activities	Indoor activities

### ***E Plus Snack***

Please send your child with a snack every day for E Plus. Snacks must be non-refrigerated, nut-free, and make as little mess as possible. If a child comes to E Plus without a snack, they will be offered a snack upon arrival in the classroom at no cost. Snack time will be from 3:00 – 3:30 p.m.

### ***Retrieving Students from E Plus***

Preschool E Plus students will be picked up at Door 4. Parents or guardians must sign their child out of Preschool E Plus. Parents or guardians picking up Kindergarten – GR 8 students must go to Door 5. Before entering the building, all parents must press the silver call button. A staff member will answer the call button by asking who you are picking up and will unlock Door 5 for you to enter the foyer. Staff will request the student(s) be dismissed from E Plus and the student(s) will be escorted to the foyer where their parent or guardian is waiting. \*Please note: If a parent or guardian does not press the silver call button and speak directly to a staff member, that staff member will not know you have entered the building to pick up your student, and your student will not be called for dismissal. For the safety of everyone, parents will not be allowed into the school for E Plus pick up. Students may not sign themselves out of E Plus. An E Plus attendant will sign the child(ren) out of E Plus upon parent or guardian's arrival. Accounts are billed monthly on the 20th for the previous month's activity. Students who are in these activities will not be charged for E Plus until after their activity. Students will be checked into E Plus 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. Cell phones and electronic devices are not permitted in E Plus.

### ***E Plus Fees***

Each student in E Plus from 3:00 p.m. – 5:30 p.m. will be charged a fee of \$0.13 per minute (based on a rate of \$7.80/hour per student). Exceptions are made for students who are in after school activities that start later than 3:00 p.m. Students picked up late after 5:30 p.m. 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 on the 20<sup>th</sup> of each month. Please budget accordingly if you have multiple students in the E Plus Program.

### **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.epiphanyschoolmn.org](http://www.epiphanyschoolmn.org)

### ***Religion/Theology***

We believe that Christ is always present here and we believe that the Eucharist is the source and summit of our lives. Our K- GR 8 students receive daily religious 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***

Core subjects include Religion, Math, Language Arts, History/Geography, Latin, and Science. Students see specialists for Art, Music, and Physical Education.

### ***Title I***

Title I is a federally funded program that provides supplemental math and reading instruction to qualifying K-5 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, individual academic need, and Anoka Hennepin School District boundary guidelines. Family financial status is not a factor in determining Title I.

### ***Special Education Services***

District #11 provides special services for qualifying students. Eligibility is determined by the school district..

### ***Report Cards***

Report cards are issued at the close of each trimester.

### ***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 Latin 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.

### ***Homework***

Homework and practice are ways of extending learning that, when used effectively, result in student achievement gains. Teachers work to ensure that homework assigned has learning value that can be seen by both students and parents. Depending on individual students, homework may vary from time to time. If a parent sees significant irregularities (too much/too little), please communicate this with your child's teacher.

### ***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/Theology, Math, ELA, Science, History, Latin) **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 extracurricular 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, conduct records, demographic information, and any significant health information. Parents and their 5<sup>th</sup> – 8<sup>th</sup> 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: [www.epiphanyschoolmn.org](http://www.epiphanyschoolmn.org)

## ***Yearbook***

A school yearbook is created and published annually featuring each of our classrooms, Preschool through Grade 8. This keepsake includes photos portraying the many activities and events students participated in throughout the school year, while also capturing the candid moments in between.

## **Lunchroom**

Epiphany School participates in the U.S. Department of Agriculture Child Nutrition Programs and offers nutritional meals daily. Meals meet federal and state guidelines for meal quality, components, and preparation.

**Breakfast:** Served from 6:45 a.m. – 7:25 a.m. and include hot and cold selections (changes daily), fruit, and choice of milk. Students not eating hot breakfast in the cafeteria can grab from a variety of cold options in the cafeteria to eat in the classroom. Bags are no longer handed out in the hallway because we need to capture the students' PIN. Kindergarten students are required to have breakfast. If they do not have a hot breakfast, a cart will be delivered to the classroom with the same cold options as the cafeteria offered.

**Lunch:** Students have a choice of three lunch order options: hot lunch, salad bar, or sandwich bar. All options offer protein, fruits, vegetables, grains, and milk. Students are required to take at least one serving of fruit or vegetable. Regardless of the lunch order option, students are always allowed to visit the salad bar to choose from a wide assortment of fruits and vegetables. Students may also have seconds of fruits and vegetables. Students who bring lunch from home have the option to purchase milk. Ala carte items that follow the USDA Smart Snack guidelines are also available at an additional cost for middle school students only.

### ***Lunchroom Expectations***

- Students are expected to use good manners - please, thank you, conversation voices, and hats off.
- Students are expected to treat others with respect, kindness, and polite conversation.
- Students should clean their space when finished eating and leave no garbage behind.
- Pop, energy drinks, and glass containers are not allowed.

Students in grades 3-8 are assigned clean-up duties weekly that include sweeping and table washing.

### ***Dietary Needs***

If your child has dietary restrictions (i.e., lactose intolerance, allergies, intolerances), please contact Food Services. A written copy of the restrictions from a medical professional must be on file with the Health Office.

### ***Student Lunch Accounts***

Epiphany School uses computerized software to track payment and charges. Each student is given a Person Identification Number (PIN) which is used throughout their enrollment. PINs are kept confidential and should not be shared with others.

### ***Lunch Account Payments***

Epiphany uses a pre-payment system for lunches. Students and parents will be notified when their account balance is close to, at, or below zero. Lunch account balances can be obtained by contacting Food Services at [foodservices@epiphanymn.org](mailto:foodservices@epiphanymn.org) or on PayPams at [www.paypams.com](http://www.paypams.com) if you have an online account set up.

- **Cash/Check:** No longer accepted
- **PayPams:** Available to make online payments, view student's account balance, and review student charges. Accounts can be set up at [www.paypams.com](http://www.paypams.com) or clicking the link from the lunchroom page on the school website. PayPams does charge a fee for each online transaction.

### ***Negative Lunch Accounts***

If a student's account is negative or late in payment, the parent/guardian will be notified by email/letter/phone call as their child (ren) has charged a meal. Collection/Negotiations will be worked out with families for unpaid accounts. Students are not allowed a negative lunch account balance at the end of the school year. Money can continue to be added to their account until the last day of school. If a student leaves enrollment at Epiphany, at any time, lunch account balances of \$10 or more will be refunded. Balances under \$10 will be donated to an account fund for students in need.

### ***Applying for Educational Benefits (Free/Reduced Lunch Application)***

Each fall every family receives a letter, along with an Application for Educational Benefits, which explains the availability of free and reduced-price meals to families who meet eligibility requirements. You are asked to complete the [Application for Educational Benefits](#) following the instructions. Return your completed application in a sealed envelope address to Food Services, Attn. Director.



### ***Wellness Policy***

Epiphany Catholic School is committed to promoting and protecting students' health, well-being and ability to learn. The school supports healthy eating habits and healthy physical activity and strives 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 [HERE](#) or on our school website [www.epiphanyschoolmn.org](http://www.epiphanyschoolmn.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 Standards for All Foods Sold in Schools (Smart Snack) rule.

*Epiphany Catholic School is an equal opportunity provider*

### **Health Services**

#### ***Health Services Staff***

Epiphany School has a full-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 Medical Information***

Emergency medical information for each student is requested to be reviewed and updated via TADS and maintained in the Health Service office. Please notify the Health office of changes to medical history, phone, and address.

#### ***Determining if a Child Should Stay Home due to Illness***

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 dietary supplements, herbal products, or products not regulated by FDA.

#### ***Medication Administration***

Only the nurse or health paraprofessional 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. The 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.

### **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 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 encouraged to leave a voicemail or email to the teacher if they have 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.

### ***Student Information System: EDUCATE***

EDUCATE is the web-based program we use to give parents access to student information including family demographics (address, phone numbers, emails, emergency contacts). Parents are provided with a User ID and password. Grades 5-8 have access to student assignments and grades.

### ***Parent Concern Communication Procedure***

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

- 1st: If the parent/guardian has questions, or concerns regarding instruction, class activities, or the school, please make an appointment with the 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, 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 proactive 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, prosocial 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
- 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***

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- The school encourages the target or other reporting party to report in writing – oral or electronic.
- 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 Cell Phone Policy

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

### ***Cell Phone Policy***

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 phone be confiscated on school grounds, 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 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.

### ***Social Media Policy***

- 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 names, phone numbers, addresses, birth dates and photos may 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:
  - o Students may have to turn over the electronic devices in question and relinquish all passwords to the school administration for a search.
  - o Students may be suspended.
  - o If found guilty of allegations, the student may be 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.

### ***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 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 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 or pinching, and other forms of unwelcome touching
- Otherwise creating a hostile, intimidating or offensive environment
- Any electronic messages, imagery, or language related to the above regardless if 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 and thoroughly. Should an Epiphany Catholic School 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.

### **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 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. Please refer to the parish website for more information: [www.epiphanymn.org](http://www.epiphanymn.org).

### ***Student Activities***

For information on each of these programs, visit Epiphany's website at [www.epiphanychoolmn.org](http://www.epiphanychoolmn.org) and weekly E Happenings.

## **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.

### ***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 must maintain 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 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 rules.

### ***Athletic Fees***

- The athletic fee is \$95.00 per sport for each individual participating (billed through TADS).
- The fee for a uniform that is not returned, or returned damaged, is \$50.00 (billed through TADS).

### ***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***

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. Epiphany School will 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.

### ***Acceptable Use/Regulations of the Internet & Related Technology***

Computers and the Internet may be used to support student formation in intellect and virtue and to enhance instruction and other activities consistent with the mission of Epiphany Catholic School.

### ***Educational Purpose***

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 resend 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, vulgar, inflammatory, defamatory, disrespectful, or other inappropriate material.
- Use of technology for commercial, political, or profit-making enterprises.
- Making, distributing, or downloading unauthorized or illegal (pirated) copies of licensed software.
- Transmitting or copying copyrighted material without permission of the author is a 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 Epiphany administration
- Any other unacceptable use as determined by the administration.

### ***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.



## Appendix A

### Human Sexuality Policies for Epiphany Catholic School Produced by the Cardinal Newman Society and used with gratitude

#### Part One Mission Statement for Epiphany Catholic School

##### A General Belief Statement

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit; Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the World” (MT 28: 19-20).

With this statement, Christ sent forth His apostles on a mission of evangelization. Catholic education promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the *Catechism of the Catholic Church*.<sup>1</sup> Catholic schools, through their educational efforts, provide an essential ecclesiastical ministry, the primary purpose of which is evangelization through a critical transmission of culture in the light of faith and the integral formation of the human person, mind, body, and spirit, to fulfill God’s calling for all to a fullness of Christian living in this world and the next.

**Evangelization.** Our school assists in the salvific mission of the Catholic Church by preparing all students to seek and proclaim the Good News through education and formation in the Catholic faith.<sup>2</sup>

**Encounter with Christ.** Through daily interaction, prayer, liturgies, and participation in the sacraments,<sup>3</sup> all members of the school community encounter Christ and His transforming love and truth and in so doing are drawn to proclaim and fulfill His calling for them and for the Christian community.<sup>4</sup> Through this encounter, students are moved toward the fullness of their humanity, becoming more aware of the gift of Faith given them at Baptism,<sup>5</sup> to mature into adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God.<sup>6</sup>

<sup>1</sup> *Catechism of the Catholic Church*, 1993.

<sup>2</sup> *The Catholic School*, 1977, #5.

<sup>3</sup> *The Catholic School*, 1977, #54, 55.

<sup>4</sup> Pope St. John Paul II, *Catechesi Tradendae*, 1979, #23.

<sup>5</sup> *The Religious Dimension of Education in a Catholic School*, #98.

<sup>6</sup> *The Religious Dimension of Education in a Catholic School*, #95; *The Catholic School*, #7

**Community of faith.** As members of a Catholic educational community, we are all called to model confident and joyful public witness in both word and deed and to live by the moral demands of the Gospel<sup>7</sup> in order to model for students the integration of faith and life and to assist in the development of virtues characteristic of the Catholic Christian.<sup>8</sup> We do this by living in communion with the Church and its teachings.

Believing in the mercy and forgiveness of Christ, we acknowledge our sinful and fallen nature and look to Christ and to the Sacraments He has given us as sources of grace and strength, particularly when striving to live according to the Ten Commandments given to us in the Old Testament and the Beatitudes given to us by Christ in the New.

**Authority for teaching.** We profess that all authority for our moral and spiritual teaching is based on the Gospels of Jesus Christ<sup>9</sup> and the traditions of the Catholic Church as taught by its ordinary and extraordinary Magisterium, and especially as contained within the *Catechism of the Catholic Church*.

**Transmission of culture.** Permeated by an evangelical spirit of authentic freedom and charity,<sup>10</sup> our school provides a unique setting where everyone is aware of the living presence of Jesus Christ as evidenced throughout the daily rituals of prayer and Sacraments, harmonious and friendly relationships,<sup>11</sup> and curricular selections where faith and culture are intertwined in all areas of school life.<sup>12</sup> Cultivating within students their intellectual, creative, and aesthetic faculties in order to develop the right use of reason, promote a sense of values, and encouraging just attitudes and prudent behavior,<sup>13</sup> our school environment strives to hand down the cultural patrimony of previous generations, in particular a Christian anthropology which teaches that man was made in the image and likeness of God.

<sup>7</sup> Sacred Congregation for Catholic Education, *Lay Catholics in Schools: Witnesses to Faith*, 1982, #6. <sup>8</sup> Congregation for Catholic Education, *Educating Together in Catholic Schools: A Shared Mission Between Consecrated Persons and the Lay Faithful*, 2007, #24.

<sup>9</sup> *The Catholic School*, #34.

<sup>10</sup> Pope Paul VI, *Gravissimum Educationis*, 1965, #8.

<sup>11</sup> *The Religious Dimension of Education in a Catholic School*, #26, 27.

<sup>12</sup> United States Conference of Catholic Bishops, *Renewing our Commitment to Catholic Elementary*

*and Secondary Schools in the Third Millennium*, 2005.

<sup>13</sup> *Gravissimum Educationis*, #5; *Lay Catholics in Schools: Witnesses to Faith*, #8.

## **Part Two**

### **Statement Declaring a Catholic Foundation for Human Sexuality Policies**

All members of the school community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in all aspects of their lives. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. The school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

At the heart of a Catholic school's unique educational charism is integral formation of the whole human person. The Church instructs us,

*Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.<sup>14</sup>*

Because our efforts at integral formation include the integrity of body, spirit, and moral development, our school has a proper concern for each student's behavior and development in the complex area of human sexuality. As a Catholic institution, we believe that human bodies are gifts from God and temples of the Holy Spirit.<sup>15</sup> All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being".<sup>16</sup>

The Church also teaches that "sexuality, in which man's belonging to the bodily and biological world is expressed, becomes personal and truly human when it is integrated into the relationship of one person to another, in the complete and lifelong mutual gift of a man and a woman".<sup>17</sup> We believe that human sexual behavior is only properly oriented to the ends of love and life in the context of Holy Matrimony.<sup>18</sup>

The proper understanding of human sexuality requires personal integrity and full integration of body and soul as created by God. According to the Church, "the chaste person maintains the integrity of the powers of life and love placed in him. This

<sup>14</sup> Libreria Editrice Vaticana, [Code of Canon Law](#), Canon 795.

<sup>15</sup> [1 Cor 6:19](#).

<sup>16</sup> [Catechism of the Catholic Church](#), #2337.

<sup>17</sup> [Ibid.](#)

<sup>18</sup> [Catechism of the Catholic Church](#), #2360.

integrity ensures the unity of the person; it is opposed to any behavior that would impair it. It tolerates neither a double life nor duplicity in speech.”<sup>19</sup>

We believe that the body and soul are intimately united: the body does not contain the soul like water in a glass, but the two are intimately dependent upon each other to express man as the highest order of creation.<sup>20</sup> We believe that the sexes are complementary and that as “male and female he made them”.<sup>21</sup> Our given biological sex is part of the divine plan.<sup>22</sup> The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,”<sup>23</sup> it constitutes but is more than one’s biological identity,<sup>24</sup> and a person “should acknowledge and accept his sexual identity”.<sup>25</sup> One’s biological sex and gender expression are not to be disaggregated,<sup>26</sup> but should be seen in harmony, according to God’s plan.

As a Catholic educational institution, we understand truth to be the correspondence of mind to reality:<sup>27</sup> a reality which is created by and held in existence by God and which entails the fullness of God’s creation and divine plan. We also affirm that reality is knowable through the use of properly functioning senses and reason, as well as through the aid of divine revelation and the teaching of the Church.<sup>28</sup>

We believe that man and woman share the same humanity<sup>29</sup> and “inalienable dignity which comes to them immediately from God their Creator.”<sup>30</sup> We believe “they are equal as persons (“bone of my bones...”) and complementary as masculine and feminine.” Therefore they are deserving of respect, and no harassment, violence, or discrimination because of one’s sex will be tolerated.

Offenses against chastity and marriage, including those described in the *Catechism of the Catholic Church*, will not be tolerated. Members of the school community may not advocate for such behaviors, share conversations or publications of a prurient nature, or otherwise impede chastity in the context of our Catholic school classes, activities, or events.

<sup>19</sup> Ibid.

<sup>20</sup> *Catechism of the Catholic Church*, #358, 365; *Catechism of the Catholic Church*, #2332.

<sup>21</sup> *Catechism of the Catholic Church*, #369-373; *Gen 1:27*.

<sup>22</sup> *Gen. 1:27*; *Matthew 19:4*; *Mark 10:6*.

<sup>23</sup> Congregation for the Doctrine of Faith, *Letter to Bishops of the Catholic Church on the Collaboration of Men and Woman in the Church and the World*, 2004, #8.

<sup>24</sup> *Catechism of the Catholic Church*, #2332-2333; *Catechism of the Catholic Church*, #2361; Pontifical Council for the Family, *Fa mily. Ma rria ge a nd ‘ De Fa ct o’ U nio ns*, 2000, #8.

<sup>25</sup> *Catechism of the Catholic Church*, #2393.

<sup>26</sup> *Fa mily. Ma rria ge a nd ‘ De Fa ct o’ U nio ns*, #8.

<sup>27</sup> St. Thomas Aquinas, *Summa Theologica*, First Part, Question 16.

<sup>28</sup> Pope St. John Paul II, *Fides et Ratio*, 1998, #22.

<sup>29</sup> *Catechism of the Catholic Church*, #371.

<sup>30</sup> *Catechism of the Catholic Church*, #369.

Behaviors that are contrary to Catholic morality and the expectations of this school include but are not limited to: vulgar language and gestures of a sexual nature, immodest dress or deportment, expressions of lust, masturbation, pornography, fornication, homosexual activity, expressing a gender that is discordant with one's biological sex, adultery, cohabitating in a sexual relationship outside of marriage, voluntary sterilization, artificial contraception, in vitro fertilization, procuring an abortion, and sexual harassment or abuse.

### **Part Three**

#### **Specific Policies Related to Human Sexuality**

##### **Definition of Terms**

“Sex” means the biological condition of being male or female as based upon physical differences at birth.<sup>31</sup>

“Gender” is a person's identity as male or female, harmonious with one's biological sex upon birth.<sup>32</sup>

“Chastity” is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.<sup>33</sup> “Marriage” is the Sacrament of Holy Matrimony, by which one man and one woman unite in a lifelong partnership for the good of the spouses and the procreation and education of children.<sup>34</sup>

##### **Athletic Policy**

Students are only eligible to participate on our school's sport teams consistent with their biological sex. In order to maintain dignity, modesty, and respect for forms of physical contact between members of the opposite sex, at no time will members of the opposite sex wrestle each other in intra-school or inter-school activities.

##### **Bullying Policy**

he common good and Christian justice and charity demand a school environment that is safe and affirming of the dignity of all persons. Bullying of any kind will not be tolerated.

<sup>31</sup> Physical differences at birth include chromosomal levels. In the unlikely event that a biological sex determination made at birth is uncertain or inaccurate (a situation affecting less than .1% of the human population) chromosomal levels may need be taken into consideration.

<sup>32</sup> *Catechism of the Catholic Church*, #2333.

<sup>33</sup> *Catechism of the Catholic Church*, #2337.

<sup>34</sup> *Catechism of the Catholic Church*, #1601.



## **Chastity**

All members of this Catholic school community are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. This requires modesty in language, appearance, and behavior.

## **Dance Policy**

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Because the Church teaches that same-sex attractions are disordered,<sup>35</sup> advocating for or expressing same-sex attractions, including same-sex couples at dances, is not permitted.

## **Dress Code/Uniform Code**

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

## **Facilities Use Policy**

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

## **Formal Titles and Names**

Students will address all adults by their proper titles as based on school employment documents (Mr., Mrs., Miss, Dr., Sr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered (or its common derivative) and correlating pronouns.

<sup>35</sup> *Catechism of the Catholic Church*, #2357

## **Gender Identity**

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the “reality deeply inscribed”<sup>36</sup> within. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

The school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society.<sup>37</sup> Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God’s plan. The school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God’s natural plan. The school’s pastoral and counseling services are available to all members of the school community.

## **Mission Integrity**

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church*.

Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school’s primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

## **Public Displays of Affection**

In order to maintain a professional atmosphere of learning, romantic displays of affection, such as romantic hugging, kissing, hand-holding, sitting on laps, etc., are not permitted at school or at school-sponsored events.

<sup>36</sup> *Letter to Bishops of the Catholic Church on the Collaboration of Men and Woman in the Church and the World*, #8.

<sup>37</sup> Pontifical Council for the Family, *Family, Marriage and 'De Facto' Unions*, 2000, #8.

## Same-Sex Attraction

Because the Catholic Church teaches that same-sex attraction is inherently disordered<sup>38</sup> and that sexual activity is only appropriate for the purposes of love and life within Holy Matrimony<sup>39</sup>, individuals experiencing this disordered inclination may not advocate, celebrate, or express it in the context of our Catholic school classes, activities, or events. The use of the term “same-sex attraction” in discussing homosexual inclinations is preferred, since there is only one proper sexual orientation: that which orients a man to a woman in the bonds of matrimony.

Because labels can falsely promote a lasting identification or enduring notion of self, the school avoids labeling individuals with such terms as “gay,” “lesbian,” “bisexual,” or “queer,” even when the individual might desire such identification.

The Church encourages individuals experiencing same-sex attraction to pursue the virtues of chastity, self-mastery, and friendship instead of acting upon those inclinations romantically or sexually.<sup>40</sup> The school offers its pastoral and counseling services as sources of comfort and direction for any member of the school community.

## APPENDIX A Select Church Teachings on Sexuality

### Bodily Integrity

“The human body shares in the dignity of “the image of God”: it is a human body precisely because it is animated by a spiritual soul, and it is the whole human person that is intended to become, in the body of Christ, a temple of the Spirit:

Man, though made of body and soul, is a unity. Through his very bodily condition he sums up in himself the elements of the material world. Through him they are thus brought to their highest perfection and can raise their voice in praise freely given to the Creator. For this reason man may not despise his bodily life. Rather he is obliged to regard his body as good and to hold it in honor since God has created it and will raise it up on the last day.”<sup>41</sup>

“Sexuality affects all aspect of the human person in the unity of his body and soul. It especially concern affectivity, the capacity to love and to procreate, and in a more general way the aptitude for forming bonds of communion with others.”<sup>42</sup>

<sup>38</sup> *Catechism of the Catholic Church*, #2357.

<sup>39</sup> *Catechism of the Catholic Church*, #2360.

<sup>40</sup> Sacred Congregation for the Doctrine of the Faith, *Persona Humana*, 1975, #8; Synod of Bishops, *The Pastoral Challenges of the Family in the Context of Evangelization: Instrumentum Laboris*, 2014, #110-112.

<sup>41</sup> *Catechism of the Catholic Church*, #364

<sup>42</sup> *Catechism of the Catholic Church*, #2332

“By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.”<sup>43</sup>

“In [St.] Paul’s eyes, it is not only the human spirit...that decides the dignity of the human body. But even more so it is the supernatural reality [of] the indwelling and continual presence of the Holy Spirit in man—in his soul and in his body—as the fruit of the redemption carried out by Christ. It follows that man’s body is no longer just his own. It deserves that respect whose manifestation in the mutual conduct of man, male and female, constitutes the virtue of purity.”<sup>44</sup>

“The profound falsehood of this theory and the anthropological revolution contained within are obvious. People dispute the idea that they have a nature, given by their bodily identity that serves as a defining element of the human being. They deny their nature and decide that it is not something previously given to them, but that they make it for themselves. According to the Biblical creation account, being created by God as male and female pertains to the essence of the human creature. This duality is an essential aspect of what being human is all about, as ordained by God. This very duality as something given is now disputed. The words ‘male and female he created them’ (Gen 1:27) no longer apply. No, what now applies is this: it was not God who created them male and female—hitherto society did this, now we decide for ourselves.”<sup>45</sup>

“Yet the contemporary way of exalting the body is deceptive. Eros, reduced to pure ‘sex’, has become a commodity, a mere ‘thing’ to be bought and sold, or rather, man himself becomes a commodity. This is hardly man’s great ‘yes’ to the body. On the contrary, he now considers his body and his sexuality as the purely material part of himself, to be used and exploited at will.”<sup>46</sup>

“...human sexuality [is] being regarded more as an area for manipulation and exploitation than as the basis of the primordial wonder which led Adam on the morning of creation to exclaim before Eve: ‘This at last is bone of my bones and flesh of my flesh’ (Gen 2:23).”<sup>47</sup>

### **Sexual Complementarity**

“Man and woman have been created, which is to say, willed by God: on the one hand, in perfect equality as human persons; on the other, in their respective beings as man and woman. ‘Being man’ and ‘being woman’ is a reality which is good and willed by

<sup>43</sup> *Catechism of the Catholic Church*, #2393

<sup>44</sup> Pope St. John Paul II, General Audience, *The Virtue of Purity is the Expression and Fruit of Life According to the Spirit*, February 11, 1981, #3.

<sup>45</sup> Pope Benedict XVI, *Address on the Occasion of Christmas Greetings to the Roman Curia*, December 21, 2012.

<sup>46</sup> Pope Benedict XVI, *Deus Caritas Est*, 2005, #5.

<sup>47</sup> Pope St. John Paul II, *Letter to the Families*, 1994, #19.

God: man and woman possess an inalienable dignity which comes to them immediately from God their Creator. Man and woman are both with one and the same dignity 'in the image of God'. In their 'being-man' and 'being-woman', they reflect the Creator's wisdom and goodness."<sup>48</sup>

"Sexuality, by means of which man and woman give themselves to one another through the acts which are proper and exclusive to spouses, is not something simply biological, but concerns the innermost being of the human person as such. It is realized in a truly human way only if it is an integral part of the love by which a man and woman commit themselves totally to one another until death."<sup>49</sup>

"Sexuality is ordered to the conjugal love of man and woman. In marriage the physical intimacy of the spouses becomes a sign and pledge of spiritual communion. Marriage bonds between baptized persons are sanctified by the sacrament."<sup>50</sup>

"Everyone, man and woman, should acknowledge and accept his sexual identity. Physical, moral, and spiritual difference and complementarity are oriented toward the goods of marriage and the flourishing of family life. The harmony of the couple and of society depends in part on the way in which the complementarity, needs, and mutual support between the sexes are lived out."<sup>51</sup>

"Homosexuality refers to relations between men or women who experience an exclusive or predominant sexual attraction toward persons of the same sex. It has taken a great variety of forms through the centuries and in different cultures. Its psychological genesis remains largely unexplained. Basing itself on Sacred Scripture, which presents homosexual acts as acts of grave depravity, tradition has always declared that 'homosexual acts are intrinsically disordered.' They are contrary to the natural law. They close the sexual act to the gift of life. They do not proceed from a genuine affective and sexual complementarity. Under no circumstances can they be approved."<sup>52</sup>

"Connected with de facto unions is the particular problem concerning demands for the legal recognition of unions between homosexual persons, which is increasingly the topic of public debate. Only an anthropology corresponding to the full truth of the human person can give an appropriate response to this problem with its different aspects on both the societal and ecclesial levels. The light of such anthropology reveals 'how incongruous is the demand to accord 'marital' status to unions between persons of the same sex. It is opposed, first of all, by the objective impossibility of making the partnership fruitful through the transmission of life according to the plan inscribed by God in the very structure of the human being.

<sup>48</sup> *Catechism of the Catholic Church*, #369

<sup>49</sup> *Catechism of the Catholic Church*, #2361.

<sup>50</sup> *Catechism of the Catholic Church*, #2360.

<sup>51</sup> *Catechism of the Catholic Church*, #2333

<sup>52</sup> *Catechism of the Catholic Church*, #2357.

Another obstacle is the absence of the conditions for that interpersonal complementarity between male and female willed by the Creator at both the physical-biological and the eminently psychological levels. It is only in the union of two sexually different persons that the individual can achieve perfection in a synthesis of unity and mutual psychophysical completion'. Homosexual persons are to be fully respected in their human dignity and encouraged to follow God's plan with particular attention in the exercise of chastity. This duty calling for respect does not justify the legitimization of behavior that is not consistent with moral law, even less does it justify the recognition of a right to marriage between persons of the same sex and its being considered equivalent to the family.”<sup>53</sup>

“The complementarity of man and woman, the pinnacle of divine creation, is being questioned by the so-called gender ideology, in the name of a more free and just society. The differences between man and woman are not for opposition or subordination, but for communion and generation, always in the ‘image and likeness’ of God.” <sup>54</sup>

“The Christian vision of man is, in fact, a great ‘yes’ to the dignity of persons called to an intimate filial communion of humility and faithfulness. The human being is not a self-sufficient individual nor an anonymous element in the group. Rather he is a unique and unrepeatable person, intrinsically ordered to relationships and sociability. Thus the Church reaffirms her great ‘yes’ to the dignity and beauty of marriage as an expression of the faithful and generous bond between man and woman, and her no to ‘gender’ philosophies, because the reciprocity between male and female is an expression of the beauty of nature willed by the Creator.” <sup>55</sup>

“Femininity in some way finds itself before masculinity, while masculinity confirms itself through femininity. Precisely the function of sex [that is, being male or female], which in some way is ‘constitutive for the person’ (not only ‘an attribute of the person’), shows how deeply man, with all his spiritual solitude, with the uniqueness and unrepeatability proper to the person, is constituted by the body as ‘he’ or ‘she’.” <sup>56</sup>

### **Social Ideology**

“These words lay the foundation for what is put forward today under the term ‘gender’ as a new philosophy of sexuality. According to this philosophy, sex is no longer a given element of nature that man has to accept and personally make sense of: it is a social role that we choose for ourselves, while in the past it was chosen for us by society. The profound falsehood of this theory and of the anthropological

<sup>53</sup> Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church*, 2004,

#228.

<sup>54</sup> Pope Francis, *Address to the Bishops of Puerto Rico*, June 8, 2015.

<sup>55</sup> Pope Benedict XVI, *Address to the Pontifical Council “Cor Unum”*, January 19, 2013.

<sup>56</sup> Waldstein, M. *Man and Woman He Created Them: A Theology of the Body*, trans. Boston, MA: Pauline Books & Media, No. 10:1)



revolution contained within it is obvious. People dispute the idea that they have a nature, given by their bodily identity that serves as a defining element of the human being. They deny their nature and decide that it is not something previously given to them, but that they make it for themselves.”<sup>57</sup>

“In this perspective [i.e., that of gender ideology], physical difference, termed sex, is minimized, while the purely cultural element, termed gender, is emphasized to the maximum and held to be primary. The obscuring of the difference or duality of the sexes has enormous consequences on a variety of levels. This theory of the human person, intended to promote prospects for equality of women through liberation from biological determinism, has in reality inspired ideologies which, for example, call into question the family, in its natural two-parent structure of mother and father, and make homosexuality and heterosexuality virtually equivalent, in a new model of polymorphous sexuality.”<sup>58</sup>

“The crisis of the family is a societal fact. There are also ideological colonializations of the family, different paths and proposals in Europe and also coming from overseas. Then, there is the mistake of the human mind – gender theory – creating so much confusion.”<sup>59</sup>

“Faced with theories that consider gender identity as merely the cultural and social product of the interaction between the community and the individual, independent of personal sexual identity without any reference to the true meaning of sexuality, the Church does not tire of repeating her teaching: ‘Everyone, man and woman, should acknowledge and accept his sexual identity. Physical, moral and spiritual difference and complementarities are oriented towards the goods of marriage and the flourishing of family life....’ According to this perspective, it is obligatory that positive law be conformed to the natural law, according to which sexual identity is indispensable, because it is the objective condition for forming a couple in marriage” (emphasis in original and internal citation omitted).<sup>60</sup>

“In the process that could be described as the gradual cultural and human de- structuring of the institution of marriage, the spread of a certain ideology of ‘gender’ should not be underestimated. According to this ideology, being a man or a woman is not determined fundamentally by sex but by culture. Therefore, the bases of the

family and inter-personal relationships are attacked.”<sup>61</sup>

<sup>57</sup> Pope Benedict XVI, *Address to the Roman Curia*, December 21, 2012.

<sup>58</sup> Congregation for the Doctrine of the Faith, *Letter on the Collaboration of Men and Women in the Church and in the World*, 2004, #2.

<sup>59</sup> Pope Francis, *Pastoral Visit of His Holiness Pope Francis to Pompeii and Naples*, March 21, 2015.

<sup>60</sup> Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church*, #224

<sup>61</sup> Pontifical Council for the Family, *Fa mi ly. Ma rri a ge an d “De Fa ct o” Un io ns*, 2000, #8.

## APPENDIX B

### Select Resources

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