

2025/2026 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**

JULY				
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Revised 6/2025
Subject to Change



2025-2026 Preschool - Grade 8

- ♥ August 20 New Family Orientation (PreK-8)
- ♥ August 20 New Parent Social (PreK-8)
- ★ August 27 Back to School Open House (K-8)
- September 1 No School, Labor Day
- ★ September 2 First Day of School (K-8)
- ★ September 8 First Day of Preschool
- ✚ September 8 First Day of E Plus (PreK-8)
- 😊 September 16 Picture Day
- ★ September 22 State of the School
- 🌲 October 8-10 Camp Gray
- Ⓢ October 13 K-8 Conference (Evening)
- Ⓢ October 14 K-8 Conference (Evening)
- October 15 No School, Prof. Development
- October 16-17 No School, MEA
- Ⓢ October 27 PreK Conferences (No School PreK)
- 😊 November 4 Picture Retake Day
- 🇺🇸 November 7 Veteran's Day Mass & Breakfast
- 🇺🇸 November 21 Trimester 1 Ends
- November 26 No School, Prof. Development
- November 27-28 No School, Thanksgiving
- 🎵 December 19 Christmas Concert (PreK and K-8)
- December 22-January 2 No School, Christmas Break
- ✎ January 5 School Resumes
- January 10 Christ is Light Gala
- January 16 No School, Prof. Development
- January 19 No School, MLK
- ★ January 20 Open House (PreK-K)
- February 13 No School, Prof. Development
- February 16 No School, Presidents Day
- Ⓢ February 23 PreK Conferences (No School PreK)
- Ⓢ February 24 Parent/Teacher Conferences (K-8)
- Ⓢ February 26 Parent/Teacher Conferences (K-8)
- 🇺🇸 March 5 Trimester 2 Ends
- March 6 No School, Prof. Development
- March 9 No School, Prof. Development
- April 3 No School, Good Friday
- April 6-10 No School, Spring Break
- ♥ April 30 Grandparents Day
- ♥ May 1 Grandparents Day
- 🍎 May 4-8 Teacher Appreciation Week
- MS May 14-15 Middle School Performance
- 🇺🇸 May 25 No School, Memorial Day
- May 28 Last Day of Preschool and Graduation
- 🇺🇸 May 29 8th Grade Graduation, after 8 a.m. Mass
- ★ June 5 Last Day of School (K-7)
- 🎨 June 9 Kinder Camp

JANUARY				
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2025-2026 Parent and Student Handbook

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Pastor

Father Thomas Dufner

Principal

Halina Imsdahl

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

Megan Vasko

Members

Michael Comasco

Melissa Do

Phil Ervin

Sarah Gamble

Joseph Guzik

Corey Hedgers

Joshua Niefenfuor

Welcome to the 2025–2026 School Year

Thank you for choosing Epiphany Catholic School. By doing so, you affirm your commitment to a Catholic education rooted in love for the Church and enriched by the timeless beauty of classical education.

Our dedicated and faith-filled teachers and staff are devoted to placing the love of Christ at the center of all we do. Guided by a Catholic worldview, we strive to form students in both faith and intellect, ensuring that every lesson reflects our mission, values, and commitment to excellence.

OUR VISION

To form highly educated Catholic saints and citizens for this world and the next.

OUR MISSION

In a Partnership of Faith with our families, Epiphany Catholic School educates children through truth, goodness, and beauty. We provide a Catholic environment that forms students in knowledge and virtue to become saints and citizens who love Christ and His Church.

OUR GUIDING PRINCIPLES

Partnering in Faith with Parents

Our school supports parents in their primary role as educators of their children.

Growing in Holiness, Forming Saints

Our school leads students on the path to holiness by forming them in faith and virtue.

Developing Virtuous Citizens

Our school curriculum, environment, activities, and policies are thoughtfully designed to cultivate the human, intellectual, aesthetic, and moral virtues that characterize the ideal Christian citizen

OUR PHILOSOPHY

Partnering in Faith with Parents

Catholic Schools are founded on a partnership in faith between the Church and parents who fully submit their life, their hopes and dreams, their joys and sorrows, their children and possessions to Jesus Christ. Since parents are the primary educators of their children and Epiphany school participates in this overall mission, the faith participation of parents is critical for our school's success.

Growing in Holiness, Forming Saints

Jesus Christ founded the Catholic Church to bring his salvation to the whole world. Through faith and baptism into Jesus Christ, we come to the "knowledge of salvation by the forgiveness of our sins." In the Eucharist we experience God's love for us, and that we ourselves are lovable. Our response is to return love for love, to love God and our neighbor and to do what is right and just. This path of holiness begun in baptism and fostered in the home is continued in our Catholic school. In order to love rightly, it is imperative to understand who we are as human beings, images of God with human dignity, and called to greatness. At Epiphany, we equip our students with the necessary tools to correctly identify good and evil, and we help them develop virtue for right living and human fulfillment.

Developing Virtuous Citizens

By employing a liberal arts curriculum with academic rigor we share with our students the wisdom of the ages. We study the great achievements of Christian civilization, the history of religious and cultural conflicts, geography, key figures in history, and the causes of the challenges before us today. We read the classics of literature which expand the mind, develop vocabulary and open the heart. We emphasize the good, the true, and the beautiful which lift up the heart and inspire desires for greatness. Our students obtain an understanding of world affairs with the mind of Christ that every citizen needs. By incorporating fine arts and physical education into our curriculum, we develop more than purely intellectual skills but also cultivate the mental and physical disciplines of hard work, initiative, problem-solving, resilience, and craftsmanship. We equip our students with the intellectual tools necessary to become leaders and embrace a life of purpose, and we assist them in forming the powers and habits of will necessary to exercise these intellectual tools wisely.

CONDITION OF PARTNERSHIP

We believe that a positive and constructive working relationship between Epiphany Catholic School, the student, and the student's parents (or guardians) are essential to the fulfillment of the mission of Epiphany Catholic School. Epiphany Catholic School reserves the right to terminate enrollment or re-enrollment if we conclude that the actions of a student, or a parent or a guardian make a positive and constructive relationship impossible, impracticable, or interfere with Epiphany Catholic School's accomplishment of its spiritual, educational, and co-curricular purposes. The decision of Epiphany Catholic School in such matters shall be final.

Purpose of Handbook

This handbook outlines the expectations, values, and guiding principles of Epiphany Catholic School. It serves as a resource for understanding who we are as both an educational institution and a faith-filled community.

By enrolling your child in our K–Grade 8 school, families agree to support and uphold the policies and procedures described in this document. We encourage parents to review this information with their children in a way that is appropriate to their age and understanding.

Please note that the administration reserves the right to interpret, revise, or introduce new policies as needed, always with the best interests of our students and community in mind. Any updates will be communicated through our weekly E-Happenings newsletter and posted on the school website.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

Application of Policies

School policies are enforced year-round, for the duration of a student's enrollment. Epiphany Catholic School may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Accreditation

Epiphany Catholic School is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA), an organization committed to supporting schools in maintaining the highest standards of academic excellence and continuous student growth.

In addition, Epiphany is proud to hold Lumen accreditation through the Catholic University of America and actively participates in the Catholic School Study process led by the Archdiocese of Saint Paul and Minneapolis.

These accreditations reflect our unwavering dedication to providing exceptional, faith-based education rooted in academic rigor, spiritual formation, and ongoing improvement.

Administration and Frequently Used Emails/Numbers

Pastor, Father Thomas Dufner: tdufner@epiphanymn.org

Parochial Vicar, Father Paul Hedman: phedman@epiphanymn.org

Principal, Halina Imsdahl: himsdahl@epiphanymn.org

School Office: 763-754-1750, office@epiphanymn.org

School Website: www.epiphanychoolmn.org

Office Administrator Yvonne Schreifels: yschreifels@epiphanymn.org

Manager of Admissions & Events, Ann Evans: aevans@epiphanymn.org

Communications & Website Coordinator, Theresa Gustafson: tgustafson@epiphanymn.org

Middle School Administrator, Peter Famera: pfamera@epiphanymn.org

Dean of Students, Technology Coordinator, Tony Tremel: atreml@epiphanymn.org

Groves Reading Coach & Interventionist Grades K-3, SPED Liaison, Nicole Posteuca: nposteuca@epiphanymn.org

Attendance Email: healthoffice@epiphanymn.org

Attendance Line: 763-862-4322

Catechesis of the Good Shepherd Coordinator, Cathy Kleba: ckleba@epiphanymn.org

Food Services Director, Darcy Nelson: dnelson@epiphanymn.org

Health Office: 763-862-4322, healthoffice@epiphanymn.org

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

Parish Office: 763-755-1020

Parish Website: www.epiphanymn.org

Preschool Main Phone: 763-755-7341

E Plus Phone Number: 763-862-4320

E Plus Director: Maria Monson: mmonson@epiphanymn.org

School Faculty and Staff

The faculty and staff of Epiphany Catholic School are committed to the teachings of the Roman Catholic Church and the mission of Catholic education. They exemplify professionalism, integrity, and a deep sense of vocation in their roles as educators and catechists.

The Pastor serves as the spiritual leader of the school and, together with the Principal, holds ultimate responsibility for establishing policies and procedures in alignment with the Archdiocesan Office for the Ministry of Catholic Education. Both the Pastor and principal ensures the Catholic identity of the school is upheld and oversees the implementation of policies, as well as the ongoing professional development of 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. You may also email our staff at any time. Staff email addresses can be found on the school website at www.epiphany.schoolmn.org.

<p>Preschool Director Erica Murlowski</p> <p>Preschool Teachers Mimi Hapka Cara Holtz Sue Kowalsky Janice Stoner Jill Weir</p> <p>Kindergarten Teachers Christine Follese Krista Rhein Angela Westbury, Teacher Assistant</p> <p>First Grade Teachers Sarah Gerlach Magdalena Werneke</p> <p>Second Grade Teachers Jennifer Buldoc</p> <p>Third Grade Teacher Kate Michaelis Lauren Koezly</p> <p>Fourth Grade Teacher Steve Shore</p> <p>Fifth Grade Teacher Lori Clark Anna Plankers</p> <p>Catechesis of the Good Shepherd Coordinator, Cathy Kleba Catechist, Michelle Boyum Catechist, Theresa Brostrom Catechist, Lila Kapoor Catechist, MaryAnn Marshall Catechist, Alba Misner Catechist, Rhonda Singer</p> <p>E Plus Director Maria Monson</p>	<p>Middle School Literature and Composition Amy Hanson Kat Fritz</p> <p>Middle School Theology Deacon Eric Gunderson</p> <p>Middle School Math Ben Blackhawk Peter Famera</p> <p>Middle School Science Becky Riethmeier Peter Famera, MS Administrator Tony Treml, MS Dean of Students</p> <p>Middle School History Maria Monson Fr. Hedman</p> <p>Latin Ross Gillespie, Grades 5-8</p> <p>K-8 Specialists Art Teacher, Gr. K-3: Evie Schwartzbauer Art Teacher, Gr. 4-8: Mark Sanislo Library: Kelly Kriefall & Kirsten Oftedahl Physical Education, Gr. K-5: Angela Westbury Physical Education, Gr. 6-8: Peter Famera 6-8 Choir Director: Liz Grefsheim K-8 Music: Macey Mulheron Performing Arts: Kat Fritz Piano: Mary Levendoski Student Services: Jason Speltz & Carol Thelen</p> <p>Lower Elementary Interventionist/SPED Liaison Nicole Posteuca</p> <p>Math Interventionist/Coach Nancy McGrath</p> <p>Technology Coordinator Tony Treml</p> <p>Athletics Director Yvonne Schreifels</p>
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General School Information

School and Office Hours

- School Hours: 7:35 a.m. - 2:45 p.m.
- Students may enter school through **Door 3**, 7:00 a.m. – 7:35 a.m. all school days
- Office Hours: 7:10 a.m. - 3:10 p.m.
- Preschool Hours: 7:30 a.m. - 2:30 p.m.
- E Plus: Preschool: 2:45 p.m. – 4:30 p.m. **Registration requested.* and K – GR 8: 3:00 p.m. – 5:30 p.m.

Visitors and Volunteers During the School Day

All visitors and volunteers must enter through Door 5 and check in at the main office. For safety reasons, individuals who are not E3 approved—including parents—may not go beyond the school office unless escorted by a staff member.

Emergency Closings

Parents will be notified of school closings or emergencies through *One Call Now*, our emergency broadcasting system. It is the responsibility of parents to inform the school office of any changes to their emergency contact information, including phone numbers, email addresses, or guardianship. Updates will also be shared on the school's website, social media platforms, and local news stations.

Achievement Testing (Grades K–8)

Epiphany Catholic School uses the NWEA Measure of Academic Progress (MAP) test to monitor individual student growth in math, reading, and language usage for grades K–3. Students in grades 3–8 participate in the Classical Learning Testing each Fall and Spring. Additionally, second-grade students join the Spring Assessment of Religious Knowledge (ARK) testing alongside these grades.

All of these assessments provide valuable data that teachers use to tailor instruction to meet each student's unique needs.

Volunteering at Epiphany School

At Epiphany, we warmly welcome and encourage parents to get involved in their child's education. Whether you can volunteer a few hours a week, month, or year, your time and support are always appreciated and help strengthen the essential bond between home and school.

Please note: You may not begin volunteering until you receive clearance from the Volunteer Coordinator. To check your status or get assistance, contact Jean Mackey at 763.864.4364 or jmackey@epiphanymn.org.

Volunteer Requirements

- All volunteers must be E3 qualified before beginning any service. This includes completing a **background check**, **Virtus Safe Environment training**, and agreeing to the **Code of Conduct**.
- The initial training, *VIRTUS Online: Protecting God's Children 3.0 and Saint Paul-Minneapolis Reporting Suspected Child Abuse*, is a 75-minute online course focused on protecting children and vulnerable adults. It also includes specific guidance on reporting suspected abuse within the Archdiocese of Saint Paul and Minneapolis.
- **Volunteers must retrain every three years using their existing Virtus account to maintain E3 status.**

Partnership in Service Requirement

All registered Preschool–Grade 8 families at Epiphany Catholic School are required to complete a minimum of 15 service hours during the school year. Opportunities for service can be found on our Sign-Up Genius website.

Families who do not fulfill this requirement by May 10, 2025, or who choose not to participate, will be assessed a \$525 Partnership fee, which will be added to their TADS account.

Nonpublic Pupil Aids

The State of Minnesota authorizes public school districts to loan textbooks, standardized tests, and individualized instructional materials to students attending Epiphany Catholic School. In addition, our students have access to district-provided services such as Secondary Pupil Guidance and Health Services.

Class Size

Class sizes at Epiphany Catholic School typically range from 15 to 28 students. We prioritize smaller class sizes, especially in the younger grades.

Classroom Placement & Teacher Requests

Classroom placement is a thoughtful and collaborative process led by staff who consider a range of factors to ensure each child is placed in an environment where they can learn and thrive. These factors include gender balance, academic abilities, learning styles, special needs, and social-emotional development. Final approval of class lists rests with the Principal.

Because of the care taken in this process, we do not accept parent requests for specific teachers. If you have concerns about placement, please contact your child's current teacher or school administration. Families will be notified of classroom assignments prior to the start of the school year.

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

The school maintains a lost and found for misplaced items. It is located near the school office. Please check the lost and found if you are missing an item. Epiphany Catholic School is not responsible for lost items, and the lost and found is periodically cleaned out. Items that remain in the lost and found for more than one month may be discarded. Please label uniforms, lunch boxes, water bottles, outerwear, 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 4 do not have locks.

Toys, Trading Cards, and Fidgets

To support a focused and respectful learning environment, students should not bring toys, trading cards, or trinkets—including items like squishy balls, fidgets, or action figures—to school. Exceptions are made only when a teacher explicitly permits them for a classroom activity or when approved by administration as part of a student's IEP. These items are not allowed at E Plus under any circumstances.

School Security

Epiphany Catholic School is committed to maintaining a safe and secure environment for all students and staff. Our School Crisis Plan is reviewed annually, and staff receive training to respond effectively to emergency situations. Throughout the year, we conduct regular emergency drills, including fire, tornado, lockdown, and evacuation procedures. All school doors remain locked during school hours.

Birthday Invitations

To help uphold the virtues of kindness and respect, we ask that birthday or personal event invitations be distributed outside of school, unless the entire class or all boys/girls in the class are invited.

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 or by sending cash or check. Classroom Treat form can be found [HERE](#). It can also be found by visiting our website at www.epiphanychoolmn.org and in the Lunchroom page under the Family Resources tab.

School Office Telephone Use by Students

Students may use the school office phone for urgent or emergency calls only. If you need to relay an important message to your child during the school day, please contact the school office. Staff will ensure the message is delivered promptly. Whenever possible, messages regarding the end of the day should be called in at least one hour before the school day ends.

Electronic Devices

Personal electronic devices, including smartphones, smartwatches, tablets, and portable gaming systems, are not permitted at school without prior approval from the School Administration. Devices that are brought to school must be turned off

and stored in lockers during all times that students are on school grounds, unless permission is granted by School Administration

In rare cases (see Cell Phone Policy), administration may allow limited access to cell phones for parent communication, but ONLY outside of school hours and under teacher supervision.

All rides and social arrangements should be made before the school day begins. If plans change, parents should contact the school office, and staff will relay the message to the student.

Photography of Students

Epiphany Catholic School regularly photographs students and school events to celebrate our community and capture meaningful moments. These images may be used in school publications, on our website, or in promotional materials. We are committed to protecting student privacy. A student's full name will never be published alongside their photo, except in the yearbook.

Families who prefer not to have their child's image used may opt out during annual enrollment via TADS or by notifying the school office directly.

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.*

Admissions and Enrollment Policies

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.epiphanychoolmn.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 aevens@epiphanymn.org or at 763-862-4346. For Preschool admissions assistance, please contact Erica Murlowski, our Preschool Director, emurlowski@epiphanymn.org or at 763-862-4341.

Epiphany Catholic School may admit students who are not Catholic, provided they understand that participation in Catholic religious instruction and school religious activities is required, and that our faith is a part of everything we do at the school.

Enrollment for Current Students

Current students should enroll for the next school year by no later than March 1. Enrollments received after this date will not receive priority and will be considered alongside applications for new students.

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.

Note: Acceptance is pending the receipt of appropriate transcripts, completion of all admissions documents, including signatures in support of the Catholic mission of the school.

Entrance to Kindergarten Upon Enrollment

All incoming kindergarten students will take part in a readiness screening, typically held in the spring. This process helps assess early academic skills like counting, writing, and letter recognition, as well as fine motor abilities, self-care, and listening. Just as important, it considers each child's social, emotional, and behavioral readiness. The goal is to provide a

helpful baseline for families and educators, and to highlight areas students can work on over the summer to ensure a smooth start to kindergarten.

Early Entrance to Kindergarten

Children whose fifth birthday falls between September 2 and September 15 may be considered for early entrance to kindergarten. The process includes a readiness assessment conducted by the Epiphany Catholic School kindergarten teachers, along with a meeting with the Principal. Requests will not be accepted for students whose fifth birthday is after September 15.

Entrance to First Grade Without Kindergarten

Students may enter first grade without attending kindergarten if the following conditions are met:

- The child is six years old by September 1 of the enrollment year.
- The child successfully completes a literacy and math fluency assessment administered by Epiphany Catholic School.
- The child participates in a full-day kindergarten shadow experience to evaluate social and emotional readiness.
- Parents sign a formal request stating their child meets the age requirement (6 years old by September 1 of first grade), has completed the shadow day, and is socially and emotionally prepared for first grade.

This form will also be signed by the Principal, the kindergarten teacher who hosted the shadow day, and the teacher who administered the assessments.

Probationary Period

All new and transfer students will be accepted on a probationary period of 8 weeks. This period is intended to allow both the family and the school the opportunity to determine whether the school is a good fit for the student. During this time, the student should maintain passing grades, display good behavior, have no disciplinary concerns, and no attendance issues. If there are academic or behavior concerns, the student may be asked to unenroll.

Financial Policies

School Tuition and Fees

Financial Obligation

The actual cost to educate a student at Epiphany Catholic School is about \$10,000 per year. The Church of the Epiphany subsidizes 30-40% of that cost annually to ensure your child receives a strong Catholic education. It is critical for the future of the school that every school family 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

Epiphany Catholic School partners with parents to form highly educated Saints and Citizens. As part of this partnership, parents are asked to help their children attend Mass regularly. Families receive 52 Mass Participation Cards to be used between July 1, 2025 – June 30, 2026. Families who attend a minimum of 30 Saturday evening or Sunday Masses at Epiphany and are registered Epiphany parish members will receive a refund on their 2025-2026 student enrollment fee. These families will also receive priority consideration for parish tuition assistance, if needed.

Student Activity Fee

Each family is responsible for a non-refundable activity fee of \$100.00 per student enrolled at Epiphany Catholic School. These funds are used to support various student needs throughout the school year, including field trips, classroom projects, facial tissue, paper towels, assignment notebooks, academic fair boards, music recorders, earbuds, and other miscellaneous supplies.

Please note that the student activity fee is not used as a fundraiser

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. Assistance is available to families who are registered members of Epiphany Church. Epiphany Catholic School utilizes TADS to assist the Financial Aid Committee with analysis of financial need.

Transfer During the School Year

When a student transfers to Epiphany Catholic School during the academic year, tuition will be prorated based on the number of school days the student is enrolled. A payment schedule for the adjusted tuition must be established in TADS prior to the student's first day of attendance.

All transfer students are placed on an eight-week probationary period. At the conclusion of this period, the administration will determine whether enrollment will be confirmed or discontinued.

If enrollment is discontinued, 50% of the tuition paid for days attended will be refunded.

Student Withdrawal

If a student withdraws from Epiphany Catholic School during the academic year, tuition will be prorated based on the number of school days the student was enrolled. If a family has paid more than the amount due, a refund will be issued once all fees, fines, lunch accounts, etc. are paid. The Accounting Office will communicate with the family, and any refund will be processed within 30 days of 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

Epiphany Catholic School reserves the right to deny enrollment for the upcoming school year or restrict participation in school events if a student has outstanding financial obligations at the close of the academic year. Additionally, academic records and other official school documents may be withheld until all financial responsibilities have been fulfilled.

Academic Policies

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.epiphanychoolmn.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.

Virtues in Practice

Virtues in Practice is a program for children in grades pre-kindergarten through eight to grow closer to Jesus by imitating His life and virtues. It is set up in such a way that a whole school studies the same virtue each month, to provide a whole-school (and at home, whole-family) focus. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues.

Ruah Woods Institute Theology of the Body

This K-12 foundational curriculum assists in forming boys and girls in their God-given identity. Through this curriculum, our students gain an understanding of who God is, who they are as image-bearers of God, male or female, and how they fit into this world, while also teaching our children to become people filled with mercy, grace, and love for themselves and others.

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, Literature/Composition, History/Geography, Latin, and Science. Students see specialists for Art, Music, and Physical Education.

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 through EDUCATE, our student information system.

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 term grade point averages (GPA) are assigned to the three levels of Honor Roll:

- Academic Excellence Honor Roll: 4.20-4.33
- High Honor Roll: 4.00-4.19
- Honor Roll: 3.60-3.99

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.

Homework for children in the primary grades (K, 1, and 2) is limited. Students in the intermediate grades (3, 4 and 5) generally have homework three to five days per week. Students in Middle School (6, 7 and 8) will have both long and short term assignments on a daily basis.

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 two successive weeks in any core class (Religion/Theology, Math, ELA or Lit/Comp, 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. 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 in subsequent school years.

Academic Services for Students with Special Needs

Epiphany Catholic School is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a student is identified as potentially having special educational needs, [SCHOOL] follows a collaborative process involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the student's unique needs within the scope of the school's available resources.

The plan may encompass accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When deemed necessary and beneficial, Epiphany Catholic School may also collaborate with the local public school district to access additional supports that enhance the student's academic progress.

Eighth Grade Graduation

Eighth grade graduation marks the culmination of a student's journey at Epiphany Catholic School.

Students are eligible for graduation when: A student has received passing grades in each core subject area AND 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 5th – 8th grade students have access to Educate via a unique username and password provided by Educate. User IDs and passwords are emailed to new parents at the beginning of the school year. Students receive Educate logins in 5th grade. The link to EDUCATE is located on our school website: www.epiphanychoolmn.org.

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 initiate a student record transfer, parents or guardians should notify the school office. Records will be sent directly to the new school upon receipt of an official request from that institution.

Please note: If tuition or other financial obligations remain unpaid, Epiphany School reserves the right to withhold student records, including grades and academic transcripts, until the balance is resolved.

Academic Integrity & Plagiarism Policy

Epiphany Catholic School is committed to fostering a culture of honesty, respect, and responsibility in all academic work. Students are expected to uphold these values by completing their work with integrity and respecting the ideas and efforts of others.

Academic dishonesty, including cheating, plagiarism, copying another student's work, having someone else complete assignments, or misusing AI tools, is not tolerated, as it undermines both personal growth and the learning environment. Violations will result in disciplinary action determined by the teacher and administration.

Yearbook

Each year, Epiphany Catholic School publishes a yearbook that highlights every classroom from Preschool through Grade 8. This cherished keepsake features photographs of student activities and events throughout the school year, along with candid moments that capture the spirit and daily life of our school community.

Daily Operations & Student Life

Attendance Policy

Attendance Guidelines

When students are tardy or absent, this causes interruptions and hinders learning for both the individual student and the classroom. The purpose of this policy is to encourage punctuality and regular school attendance.

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..
- If a student will be attending Mass with their family, they must be checked-in beforehand.
- 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/guardians should report student absences by 7:40 a.m. each day, including the reason for the absence.

Absences may be reported by calling the 24-hour attendance line at 763-862-4322 or by emailing 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 in/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.

In cases of extended or repeated absences, the Principal or a teacher may contact the family to address the matter and explore measures to support regular attendance.

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.
- 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.

At the discretion of administration, students who are habitually tardy at the beginning of the school day may be assigned Mandatory Makeup, which is one hour of after-school class time with the teacher facilitating detention. Students in Mandatory Makeup will do homework or read.

Excused Absences

The following reasons for school absences are considered excused:

- Illness. A parent/guardian must call the attendance line each day their child is ill
- Serious family emergency
- Medical or dental treatment (usually a partial day)
- Court required appearances
- 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
- Prior approval (not to exceed 10 days) by the school office is required for absences due to travel

While absences due to the above circumstances are excused, excessive absences of any kind can affect a student's academic success and may necessitate a meeting with administration.

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 Excessive 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). Once a student has accrued more than (9) absences during a trimester, a meeting will be required with the Principal to develop a plan for the remainder of that marking period. If deemed serious enough by the administration, excessive absences may prevent a student from being promoted to the next grade level.

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. Teachers are not expected to prepare assignments in advance to accommodate vacation plans. When the student returns to school after a vacation, the assignments will be given out together with a deadline for their completion.

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 office 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 unless it is an emergency.

Transportation Policy

The safety of our students is our highest priority while they are on school property, including during drop-off and pick-up times. 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 pages 13-14) or may attend E Plus (see E Plus details on pages 18-19).

Should safety rules not be observed, the privilege of using the main parking lot 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. For pick-up, they will be required to use 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 to the homeroom teacher and school office is required if a student is not going home in their usual manner or is staying after school. Whenever possible, messages regarding the end of the day should be called in at least one hour before the school day ends.

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.

K-8 Morning Drop-off

- Drop off is from 7:00 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 limit your speed to no more than 15 miles per hour when driving in the church and school lots.
- Please enter and exit the school lot from 111th Ave. The Hanson Blvd. entry is closed on school days.
- Parents dropping off student(s) will drop off in a single file line in front of Door 3 where staff will be waiting to assist them.
- Parents are also 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.

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 in a single file along the curb: An attendant will arrive around 2:20 p.m.
- Vehicles will be directed to park in five rows of five facing the school
- Shut your car off once you are in place in the Carline
- Once all vehicles are in position, students will be called to approach vehicles
- Once all children are safely in vehicles, attendants will give a signal to turn motors on and lead vehicles 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.

Lunchroom

Epiphany School participates in the U.S. Department of Agriculture Child Nutrition Programs, providing students with nutritious meals each day. All meals are prepared in accordance with federal and state guidelines, ensuring quality, balanced components, and proper preparation standards.

Breakfast

Breakfast is served daily from 7:00 a.m. to 7:25 a.m. and includes a rotating selection of hot and cold items, fresh fruit, and a choice of milk. Students who do not choose a hot breakfast in the cafeteria may select from a variety of cold options to take to the classroom. Breakfast is required for all Kindergarten students.

Lunch

Students at Epiphany School may choose from three lunch options each day: hot lunch, salad bar, or sandwich bar. All meals include protein, fruits, vegetables, grains, and milk, and students are required to take at least one serving of fruit or vegetable. Regardless of their selected meal option, students are always welcome to visit the salad bar to choose from a wide variety of fruits and vegetables, and may return for seconds of these items.

Students who bring lunch from home have the option to purchase milk.

Middle school students may purchase à la carte items that meet USDA Smart Snack guidelines for an additional cost.

Lunchroom Expectations

- Students are expected to follow the directions of all lunchroom supervisors and kitchen staff.
- Students should not reserve seats and are encouraged to welcome anyone who joins their table.
- Students are expected to use polite manners, including saying 'please' and 'thank you,' and speaking in conversational voices.
- Students should clean up their area after eating and ensure no trash is left behind.
- Soda/pop, energy drinks, and glass containers are not allowed.

Students 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 or on PayPams at www.paypams.com if you have an online account set up.

- To submit a cash or check payment, please place it in an envelope clearly marked with the student's name. Drop the envelope off at either the school office or the lunchroom. Checks payable to Epiphany Catholic School.
- PayPAMS is available for making online payments, viewing your student's account balance, and reviewing charges. You can set up an account by visiting www.paypams.com or by clicking the link on the lunchroom page of the school website.

Please note: PayPAMS charges a small fee for each online transaction (account(s) replenishment)

Negative Lunch Accounts

If a student's lunch account balance becomes negative, the parent or guardian will be notified. We will work with families to arrange payment. Students must not have a negative balance at the end of the school year. Funds can be added 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. Families who meet these requirements are asked to complete the [Application for Educational Benefits](#) and return the completed application in a sealed envelope addressed to Food Services, Attn. Director.

Wellness Policy

Epiphany Catholic School is dedicated to supporting students' health, well-being, and learning by promoting healthy eating, physical activity, and a positive nutrition environment. These efforts reflect our belief in honoring our bodies as gifts from God.

You can view the full Wellness Policy [HERE](#) or on our website: 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

Please review and update your student's emergency medical information through TADS. This information is kept on file in the Health Services Office. Be sure to notify the office of any changes to your child's medical history or emergency contact details.

Determining if a Child Should Stay Home Due to Illness

Use the following guidelines to decide if your child should remain at home:

- Fever: If your child has a temperature of 100°F or higher, keep them home until they are fever-free for 24 hours without the use of medication.
- Vomiting/Diarrhea: Keep your child home for at least 24 hours after the last episode.
- Rash: If your child has a rash that may be illness-related or of unknown cause, consult a physician before sending them to school.

Immunizations

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 <https://www.health.state.mn.us/people/immunize/basics/kids.html>

For details on the required vaccines and exemption options, visit the [Minnesota Department of Health Immunization Requirements page](#).

Health Screenings

Health Services conducts routine screenings to support student well-being:

- Vision screenings are provided for students in grades 1, 3, 5, and 7.
- Hearing screenings are conducted for kindergarteners and students in grades 1, 3, and 5.
- Parents will be notified if any concerns are identified during these screenings.

Dietary Supplements

Health Services does not administer dietary supplements, herbal products, or products not regulated by FDA.

Medication Administration

Only the school nurse, health paraprofessional, or authorized staff may administer medication to students.

Non-prescription medications require a completed parent or guardian permission form. All over-the-counter medications must be in their original containers, be current (not expired), and be stored in the Health Services office.

Field Trip Medication Procedures

Health Services staff and classroom teachers work together to ensure that students receive their regular daily medications, as well as any necessary emergency medications while on field trips.

Allergies

At Epiphany, we prioritize student safety, well-being, and learning. We understand that some students have life-threatening allergies and take proactive steps to protect them. Staff are trained to recognize signs of allergic reactions, and we work closely with families to create plans that minimize exposure to allergens. We strive to keep classrooms allergen-free and limit exposure in the lunchroom.

For specific concerns or questions about allergy procedures, please contact our Health Office.

Medications / Over-the-Counter Medications

When a student requires medication during the school day, the following procedures must be followed:

- Parents/guardians must bring all prescription medications directly to the Health Services office. If this is not possible, the medication must be sent with the student using one of the following methods:
 - Count the pills in the prescription-labeled bottle, seal the bottle with tape, and write the pill count on the tape; or
 - Place the labeled bottle in a sealed envelope and write the pill count on the envelope.
 - For liquid medications, mark the liquid level on the bottle before sending.
 - Students must bring the medication to Health Services immediately upon arrival at school. The health paraprofessional will verify the medication upon receipt. If there are any discrepancies, the parent/guardian will be contacted.
- All discontinued medications must be picked up by a parent; otherwise, they will be properly disposed of.

Prescription medications must be stored in the Health Office in their original, labeled containers and include the student's name, medication name, dosage instructions, prescribing doctor's name, and pharmacy contact information. A completed Request to Administer Medication form, signed by both a physician and parent/guardian, must accompany all prescriptions. Forms are available through Health Services.

School Culture Policies

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. Because of this, all students are expected to dress in a neat, clean, respectful, and modest manner. 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 uniform stock at the expense of the parent. If replacement options are not available, parents will be called to bring an acceptable uniform for the student.

E Logo: Starting with the 2025-2026 school year, the required logo will be the Epiphany crest. The “E” logo on uniform shirts, sweaters and sweatshirts will no longer be allowed.

Uniform Vendors:

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

Girls’ Uniform, Grades K-5

- ❖ Skirt/Jumper: Plaid skirt/plaid jumper.
- ❖ Tops: Plain white or red polo shirt, short or long sleeve with Epiphany crest OR white blouse with Epiphany crest.
- ❖ Pants: Navy blue.
- ❖ Sweater: Navy blue cardigan with Epiphany crest.
- ❖ Performance Jacket: Navy performance jacket with Epiphany crest.
- ❖ Leggings: Navy blue.
- Socks: Knee-highs, crew socks or anklets (at least 2” above ankle), solid navy blue or white.
- Tights: Opaque navy blue or white.

Boys’ Uniform, Grades K-5

- ❖ Top: Plain white or red polo shirt, short or long sleeve with Epiphany crest OR white, long sleeve, button-down shirt with Epiphany crest.
- ❖ Pants: Navy blue.
- ❖ Shorts: Navy blue. **Not allowed on Mass days.**
****Shorts may be worn August through October 15 and May 1 through the end of the year.***
- ❖ Sweater Vest/Sweater: Navy blue sweater/sweater vest with Epiphany crest.
- ❖ Performance Pullover: Navy ¼ zip performance pullover with Epiphany crest.
- ❖ Performance Jacket: Navy performance jacket with Epiphany crest.
- ❖ Tie: Navy blue.
- Socks: Crew or ankle 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, short or long sleeve with the Epiphany crest **OR** light blue, long sleeve, button-down shirt with the Epiphany crest.
- ❖ Performance Jacket: Navy performance jacket with Epiphany crest.
- ❖ Sweater: Navy blue cardigan with Epiphany crest.
- ❖ Leggings: Solid navy blue.
- Socks: Knee-highs or crew socks, solid navy blue or white.
- Tights: Opaque navy blue or white.

Boys’ Uniform, Grades 6-8

- ❖ Tops: Light blue polo, short or long sleeve **OR** long sleeve light blue button-down with the Epiphany crest.
- ❖ Pants: Navy blue.
- ❖ Shorts: Navy blue. **Not allowed on Mass days.**
****Shorts may be worn August through October 15 and May 1 through the end of the year.***
- ❖ Performance Jacket: Navy performance jacket with Epiphany crest.
- ❖ Tie: Navy blue.
- Socks: Crew or ankle socks, solid navy blue, black, or white.

Mass Attire, Grades K-5

*Mass Attire is strongly encouraged, but not required.

- ❖ Boys’ Mass Attire: long-sleeve, white button-down shirt with Epiphany crest, navy blue pants and navy blue tie.
- ❖ Girls’ Mass Attire: white blouse with Epiphany logo or crest and plaid jumper or skirt.

Mass Attire, Grades 6-8

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

- ❖ MS Boys Mass Attire: light blue, long-sleeve, button-down shirt with Epiphany crest, navy blue pants and navy blue tie.
- ❖ MS Girls Mass Attire: light blue, long-sleeve, button-down shirt with Epiphany crest with navy blue skirt or jumper **OR** light blue polo, long or short sleeve with Epiphany crest and navy skirt or jumper.

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 pullovers, sweaters, sweater vests, and performance jackets.
- All tops should have the Epiphany School Crest. Starting in 2025-2026, the Epiphany “E” logo will no longer be allowed.
- Only the top shirt button (polo or button-down) for boys and girls may remain unbuttoned.
- Shirts must be tucked in at all times.
- Any shirt worn underneath the uniform shirt must be white and not extend past the uniform sleeve.
- Socks must be worn with shoes. Socks with brands/logos are discouraged.
- Dress and athletic shoes must be primarily black, brown, gray, navy blue or white.
- Shoes should not be distracting in any way. Lights, wheels, etc. are not permitted.
- No clogs, flip flops, sandals, Crocs, 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 outdoor recess.
- Smart Watches or any wearable device capable of connecting to a phone, WiFi or the internet are not allowed.

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 required when wearing a skirt or jumper and should not extend below the hem of the skirt or jumper.
- Leggings are only to be worn underneath the skirt or jumper.
- Belts are 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. Anklets should be 2” above the ankle.
- Hairstyles and hair accessories should compliment 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 hues. Artificial nails are not allowed.
- No gaudy jewelry will be permitted. Stud earrings may be worn. No facial, cartilage, or body piercings. Religious necklaces or medals may be worn, but not to exceed 1 ½ inches.
- No tattoos (temporary or permanent) may be visible while at school and while representing the school in school-sponsored events. Writing and/or coloring on the person is not allowed.

Boys’ Regulations, Grades K-8

- Middle school boys 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.
- Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Hair should be well groomed.
- Hairstyles that draw undue attention are not permitted.
- Hair color should be natural hues. No streaks of unnatural colors (red, pinks, greens, etc.)
- Earrings are not allowed for boys. 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 the body is not allowed.

“Out of Uniform Day” Policy

- Appropriate casual dress is clothing in good taste, including collared shirts or t-shirts, and loose-fitting casual pants, jeans or athletic pants.
- Clothing must be modest and fit appropriately; skin tight attire is not acceptable.
- No shorts or pajamas (unless explicitly authorized for the purpose of a specific out-of-uniform day.)
- Shirts must cover the shoulders and have a modest neckline. No spaghetti straps, shirts with cut-outs or crop-tops are permitted. If the student’s navel is exposed when their arms are lifted over their head, the shirt is too short and is not permitted.
- Clothing must be without rips, tears or holes.
- Any printing or embellishments must be of an appropriate nature and in an appropriate location.
- No hats may be worn.
- No slippers, sandals, flip flops or crocs are permitted.
- Girls: dress or skirt hemlines must be at mid-knee. If the entire kneecap is exposed while standing straight, the dress/skirt is too short.
- Girls: Only Grades K-4 may wear leggings with long shirts or sweatshirts that completely cover the entire backside.
- Policy may be adjusted as needed for specific events (i.e. Field Day).

Note: Future out of uniform days are dependent on students following the set guidelines for them.

Spirit Wear Policy

The school has regularly scheduled “Spirit Wear Days”. Students are invited to participate in Spirit Wear days by wearing a “Spirit Wear” top with uniform bottom. All other uniform policies remain in place on Spirit Wear Days. Participation in Spirit Wear days is NOT mandatory. It will be communicated when Spirit Days are coming up. They are usually the third Thursday of every month. Additional Spirit Days may be scheduled.

Spirit Wear Tops

Spirit Wear Tops refers to any school approved top (t-shirt, sweatshirt, etc.) containing the Epiphany School name or crest. This includes Epiphany sports, clubs and activities apparel (ie: chess club, intramurals, drama, etc.)

Uniform Bottoms

- K-5 Boys: Navy blue pants (or navy blue shorts September – October 1 and May – end of year.)
- K-5 Girls: Plaid skirt, plaid jumper or navy blue pants.
- MS Boys: Navy blue pants (or navy blue shorts September – October 1 and May – end of year.)
- MS Girls: Navy blue skirt or navy blue jumper.

Dress Code Infraction Policy

- Students who are out of uniform will receive a conduct slip.
- The student will also receive the appropriate uniform item from the school’s uniform closet.
- The expectation is that the uniform item will be returned clean and in good condition to the school within three days. If the item is not returned within three days, parents will be charged for the item. (Socks do not need to be returned to the school office. However, parents will be charged immediately for their use.)
- If replacement options are not available from the school’s uniform closet, parents will be called to bring the acceptable uniform item to the student.

Our uniform is designed to reflect the dignity of the body and the modesty taught by our Catholic tradition, while encouraging discipline and eliminating unnecessary distractions.

Social Media and Cell Phone Policy

NOTE: Epiphany Catholic School does not support student use of cell phones, smartwatches, social media, or screen-based games/video games at home. Social technologies are detrimental to a child’s emotional and social growth while screen based & video games are highly addictive and have an adverse effect on brain development. These positions are backed by research. For more information, we encourage families to explore Screen Strong or similar informational resources. Families are expected to ensure that all home internet access is properly filtered and actively supervised.

Student Cell Phone Policy

Student cell phones, Smart watches, and any device capable of connecting to a phone or internet are not permitted on school grounds except for unusual situations involving serious health and/or safety needs. In such instances, a written request by a parent must be approved by the principal and will be kept on file in the school office.

Social Media Policy

- Students are prohibited from accessing social media on a school or personal technology device while on school grounds.
- 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.
- 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 social media sites to publish disparaging or harassing remarks about Epiphany community members, athletic or academic contest rivals, or any individual or group.
- Failure to comply with the Social Media or Cell Phone Policy will result in the following consequences:
 - Students may have to turn over the electronic devices in question and relinquish all passwords to the school administration for a search.
 - Students may be suspended.
 - If found guilty of allegations, the student may be expelled.

Social Media Parent Expectations

1. Parents are encouraged to take part in the **Screen Strong** Social Media/Cell Phone/Internet course provided by the school: ScreenStrong empowers families to prevent screen addiction and reclaim their kids from problematic screen use (social media, video games, and pornography).
2. Parents are urged to discuss this Social Media Policy with their children.
3. 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.
4. Parents have the right to request any personal information on the Internet about their child be removed.
5. Failure to comply with a request or demand from Epiphany Catholic School Administrators may, depending on the circumstances, require law enforcement intervention.

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 and Parents 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.

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 and may result in the student being removed from the team
- The coach will determine the playing time of a student returning to the team from a suspension.
- A Student who receives more than 2 conduct slips during a season, will result in the suspension of 1 game.

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/missing assignments) in a core class (a class that meets daily), the student is immediately ineligible for play or practice until all missing assignments have been turned in and verified by the teacher(s) involved. The student will be on an Action Plan with the subject area teacher(s) and will be monitored weekly by the Athletic Director for the remainder of the season. If, after ten school days, the grade does not improve to a C- or better, or missing assignments are not turned in, 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 be issued to students who have a current IEP or ISP if the parents of the student and the teachers/Athletic Director come to a mutual understanding

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 \$125.00 per sport for each individual participating (billed through TADS).
- The fee for a uniform that is not returned, or returned damaged, is \$75.00 (billed through TADS).
- A Volunteer Fee of \$50 will be charged through TADS should the parent(s) not volunteer for 2 Athletic Events hosted at the school. Volunteering does NOT need to be for the sport your child is participating in.
- Athletic fee reimbursements will NOT be issued should the student be removed from the team
- For any parent(s) that volunteer to coach, 1 Athletic Fee will be waived (for 1 student for 1 sport)
- Volunteering for sporting events hosted by the school does NOT waive the Athletic Fee
- Should you need Financial Aid for the Athletic Fee, please reach out to the Athletic Director

Transportation

Transportation to athletic events is the responsibility of the parents. Even for home games, parents are responsible for getting their students to the game. Students are NOT allowed to dismiss themselves from E+ to go to their game on their own. Organizing carpools, coordinating with other parents, needs to be done without the involvement of Epiphany. For Liability purposes, no coaches are allowed to give rides to children other than their own.

Practices

Students participating in sports are allowed to attend E Plus free of charge prior to their practice. Once practice is done, parents are to pick up their student(s) from door 5. The coach will walk the players to door 5 and wait for 10 minutes. If parents are not there within 10 minutes of the practice end time, any players not picked up by parents will be sent to E Plus and normal charges will apply.

E Plus After School Care

E Plus after school care is available for Preschool (2:30 p.m. – 4:30 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 for K-8 is required. Pre-registration for PreK is requested. All students still at school after 3:00 PM who are *not* attending tutoring or a supervised after school activity will be sent to E Plus. For the safety of all, students are not allowed to wait in the halls, the lobby, or outside the school. Per school policy, cell phones, smart watches and other electronic devices are not allowed in E Plus. Absolutely no toys, trading cards, or trinkets are allowed at E Plus. Students needing to call home may use the office phone.

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:

	Kindergarten – GR 3	GR 4-8
3:00-3:30	Snack and quiet social and play time.	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>
3:30-4:15	Playground time, weather permitting.	Indoor activities/ continued homework time if needed
4:15-5:00	Indoor activities	Playground time, weather permitting.
5:00-5:30	Indoor activities	Indoor activities

E Plus Snack

Please send your child 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: Please go to Door 4. Parents or guardians must sign their child out of Preschool E Plus.

K-8 E Plus:

- Go to Door 5, press silver button
- E Plus staff member will ask who you are picking up, then let you into the foyer
 - An E Plus staff member will sign your child out of E Plus upon your arrival
 - For safety reasons, parents will not be allowed beyond the foyer for E Plus pickup
- Students cannot leave the school unaccompanied. Parents *must* be present in the foyer for the student to be released.

E Plus Discipline Procedures

Students are expected to follow all school rules while attending E Plus. Infractions are addressed with the same consequences as during the regular school day.

E Plus is a privilege offered by Epiphany Catholic School. Serious infractions will result in the student being removed from the group and supervised by the E Plus Director for the remainder of the day. Repeated misconduct—defined as three similar infractions or three E Plus-related detentions—will result in dismissal from the program. In such cases, families will be required to arrange alternative after-school care.

E Plus Fees and Billing

Each student in E Plus from 3:00 p.m. – 5:30 p.m. will be charged a fee of \$0.20 per minute (based on a rate of \$12.00/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 20th of each month. Please budget accordingly if you have multiple students in the E Plus Program.

Behavior Policies

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 grace and courtesy (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 includes, but is not limited to:

- 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, plagiarism, 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, explicit statements or phrases suggesting harm, self-harm, or suicidal intent whether it occurs in person, in writing, or through any electronic means
- Theft of or damage to property
- Leaving the premises without parent and school staff permission
- Smoking, vaping, and/or possession of drugs or alcohol
- Possession of weapons or look-alike weapons
- Use of cell phones, or other unauthorized electronic devices, during the school day, without permission from school staff

Behavior On & Off Campus

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Consequences of Disruptive Behavior

At Epiphany Catholic School, each student is responsible for maintaining respectful and responsible behavior that creates a safe, welcoming, and joyful learning environment. Respect for oneself, others, authority, and property is expected at all times, and students are encouraged to act in ways that bring honor to themselves, their families, and the school community.

Epiphany provides every student the opportunity to pursue excellence in line with the school's mission and the teachings of the Roman Catholic Church. Through faculty example, instruction, and clear policies, the school promotes true freedom rooted in virtue, cultivating confidence, strength, and success in academics, athletics, relationships, and faith.

Special emphasis is placed on the theological virtues of faith, hope, and love, as well as the cardinal virtues of prudence, temperance, justice, and fortitude. The school also encourages human virtues such as punctuality, diligence, and self-control, fostering an environment where students do what is right simply because it is right.

Behaviors that violate the rules are documented within EDUCATE and categorized as minor and major conduct reports, referred to as “conduct slips”. A list of several examples of minor and major offenses can be found below. Conduct slips are cumulative during the school year; the record does not “reset” at the end of a trimester. The disruptive behaviors listed above are considered Major Infractions.

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

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

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

- All Major Infractions will result in a detention, to be served on the same day as the infraction at the discretion of administration. The principal and parents will be notified via Educate. A detention form must be signed by a parent and returned to the office.
- After the 3rd detention, or before if administration deems appropriate, an In-School Suspension (ISS) will be issued and parents will be notified.
- If deemed egregious enough by the administration, a Major Infraction may result in a suspension from school up to an expulsion.
- Should the administration determine an infraction to be dangerous physically, socially, or spiritually to the common good of the student body, the student will be expelled.

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

Bullying Policy

Epiphany Catholic School is committed to providing a safe, supportive, and Christ-centered learning environment, free from intimidation, harassment, and bullying. Guided by the example of Jesus, we strive to foster respect and kindness in all interactions.

This policy applies to incidents occurring on school property, buses, or at school functions, as well as off-campus behavior—including cyberbullying—that poses a risk to students or the school environment.

The school will take proactive steps to prevent bullying and will investigate all reports thoroughly. Consequences for confirmed bullying may include behavioral interventions, suspension, or expulsion, as deemed appropriate by administration.

All staff are expected to intervene and report any observed bullying. Follow-up support will be provided for both the target and the offender to promote healing and accountability.

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.

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
- 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.
- The school shall take immediate steps to protect the target, reporter, students, of an investigation of bullying.
- 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.
- School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken.

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 of 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.

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.

Parent Involvement, Roles, and Responsibilities

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.
- Epiphany social media pages are updated consistently.
- 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

It is important for members of the Epiphany community to contact the person most directly able to answer and/or resolve a concern when it arises. 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, typically the teacher. Multiple conversations may be necessary to adequately address the concern.

2nd: If you have met with the teacher/staff member multiple times 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

Technology Policies

Technology

Acceptable Use/Regulations of the Internet & Related Technology

The Internet represents a powerful educational resource. From school, students can browse the Internet to gather information. They can connect to other schools, to major universities, and to 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. 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.

Privilege

Students 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.

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 may not use the Internet for commercial purposes. This means students may not offer, provide, or purchase products or services through the Internet without administration's written approval. Students may not use the Internet for political activity.

Privacy

Students 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.

Monitoring

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

Respect for Privacy

- Students 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.

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.



**ADDENDUM to the Epiphany Catholic School 2025-2026
Grades K-8 Parent/Student Handbook**

Middle School Advisory Snack To ensure the safety and well-being of all Middle School students during advisory snack time, students sign up to bring treats that must be store-bought and pre-packaged. This policy is in place due to severe allergies, including peanut and tree nuts, and to help parents prepare appropriate snacks confidently. All snacks brought must clearly display ingredient labels and be free of these allergens. Because these are middle school students, we have the expectation that if they have a severe allergy, they should ALWAYS be aware of what they are eating. Following this policy helps create a safe environment for all students to enjoy snack time.

Epiphany Catholic School 11001 Hanson Blvd. NW • Coon Rapids, MN 55433

Phone: (763)754-1750 • www.epiphany.schoolmn.org



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*.¹ 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.²

Encounter with Christ. Through daily interaction, prayer, liturgies, and participation in the sacraments,³ 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.⁴ Through this encounter, students are moved toward the fullness of their humanity, becoming more aware of the gift of Faith given them at Baptism,⁵ 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.⁶

¹ *Catechism of the Catholic Church*, 1993.

² *The Catholic School*, 1977, #5.

³ *The Catholic School*, 1977, #54, 55.

⁴ Pope St. John Paul II, *Catechesi Tradendae*, 1979, #23.

⁵ *The Religious Dimension of Education in a Catholic School*, #98.

⁶ *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 Gospel⁷ 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.⁸ 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 Christ⁹ 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,¹⁰ 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,¹¹ and curricular selections where faith and culture are intertwined in all areas of school life.¹² 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,¹³ 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.

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

⁹ *The Catholic School*, #34.

¹⁰ Pope Paul VI, *Gravissimum Educationis*, 1965, #8.

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

¹² United States Conference of Catholic Bishops, *Renewing our Commitment to Catholic Elementary*

and Secondary Schools in the Third Millennium, 2005.

¹³ *Gravissimum Educationis*, #5; *Lay Catholics in Schools: Witnesses to Faith*, #

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.¹⁴

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.¹⁵ 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".¹⁶

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".¹⁷ We believe that human sexual behavior is only properly oriented to the ends of love and life in the context of Holy Matrimony.¹⁸

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

¹⁴ Libreria Editrice Vaticana, *Code of Canon Law*, Canon 795.

¹⁵ 1 Cor 6:19.

¹⁶ *Catechism of the Catholic Church*, #2337.

¹⁷ Ibid.

¹⁸ *Catechism of the Catholic Church*, #236

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.”¹⁹

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.²⁰ We believe that the sexes are complementary and that as “male and female he made them”.²¹ Our given biological sex is part of the divine plan.²² The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,”²³ it constitutes but is more than one’s biological identity,²⁴ and a person “should acknowledge and accept his sexual identity”.²⁵ One’s biological sex and gender expression are not to be disaggregated,²⁶ 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:²⁷ 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.²⁸

We believe that man and woman share the same humanity²⁹ and “inalienable dignity which comes to them immediately from God their Creator.”³⁰ 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.

¹⁹ *Ibid.*

²⁰ *Catechism of the Catholic Church*, #358, 365; *Catechism of the Catholic Church*, #2332.

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

²² *Gen. 1:27*; *Matthew 19:4*; *Mark 10:6*.

²³ 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.

²⁴ *Catechism of the Catholic Church*, #2332-2333; *Catechism of the Catholic Church*, #2361; Pontifical Council for the Family, *F a m i l y, M a r r i a g e a n d ‘ D e F a c t o ’ U n i o n s*, 2000, #8.

²⁵ *Catechism of the Catholic Church*, #2393.

²⁶ *F a m i l y, M a r r i a g e a n d ‘ D e F a c t o ’ U n i o n s*, #8.

²⁷ St. Thomas Aquinas, *Summa Theologica*, First Part, Question 16.

²⁸ Pope St. John Paul II, *Fides et Ratio*, 1998, #22.

²⁹ *Catechism of the Catholic Church*, #371.

³⁰ *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.³¹

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

“Chastity” is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.³³ “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.³⁴

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

The 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.

³¹ 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 to be taken into consideration.

³² *Catechism of the Catholic Church*, #2333.

³³ *Catechism of the Catholic Church*, #2337.

³⁴ *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,³⁵ 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.

³⁵ *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”³⁶ 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.³⁷ 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.

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

³⁷ 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 disordered³⁸ and that sexual activity is only appropriate for the purposes of love and life within Holy Matrimony³⁹, 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.⁴⁰ 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.”⁴¹

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

³⁸ *Catechism of the Catholic Church*, #2357.

³⁹ *Catechism of the Catholic Church*, #2360.

⁴⁰ 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.

⁴¹ *Catechism of the Catholic Church*, #364

⁴² *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.”⁴³

“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.”⁴⁴

“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.”⁴⁵

“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.”⁴⁶

“...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).”⁴⁷

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

⁴³ *Catechism of the Catholic Church*, #2393

⁴⁴ 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.

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

⁴⁶ Pope Benedict XVI, *Deus Caritas Est*, 2005, #5.

⁴⁷ 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."⁴⁸

"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."⁴⁹

"Sexuality is ordered by 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."⁵⁰

"Everyone, man and woman, should acknowledge and accept his sexual identity. Physical, moral, and spiritual differences 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."⁵¹

"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. It's psychological genesis remains largely unexplained. Basing itself on Sacred Scripture, which present 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."⁵²

"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.

⁴⁸ *Catechism of the Catholic Church*, #369

⁴⁹ *Catechism of the Catholic Church*, #2361.

⁵⁰ *Catechism of the Catholic Church*, #2360.

⁵¹ *Catechism of the Catholic Church*, #2333

⁵² *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.”⁵³

“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.”⁵⁴

“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.”⁵⁵

“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’.”⁵⁶

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

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

#228.

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

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

⁵⁶ 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.”⁵⁷

“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.”⁵⁸

“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.”⁵⁹

“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 differences 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).⁶⁰

“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 interpersonal relationships are attacked.”⁶¹

⁵⁷ Pope Benedict XVI, *Address to the Roman Curia*, December 21, 2012.

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

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

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

⁶¹ Pontifical Council for the Family, *Family, Marriage and “De Facto” Unions*, 2000, #8

APPENDIX B

Select Resources

Policy Development

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