2026/2027 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

Revised 6/2026
Subject to Change

EPIPHANY CATHOLIC SCHOOL

JULY

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- August 21 ..... Coffee and Conversation
- August 25 ..... New Family Orientation (PreK-8)
- August 26 ..... Back to School Open House (K-8)
- September 1 ..... First Day of School (K-8)
- September 7 ..... No School, Labor day
- September 8 ..... First Day of Preschool
- September 8 ..... First Day of E Plus (K-8)
- September 10 ..... First Day of E Plus (PreK)
- September 14-16 ..... Trinity Woods (7-8)
- September 22 ..... State of the School
- September 22 ..... Picture Day
- October 14 ..... No School, Prof. Dev.
- October 15-16 ..... No School, MEA
- C October 26 ..... PreK-8 Conferences-Daytime
- October 26 ..... No School
- November 3 ..... Picture Retake Day
- November 11 ..... Veterans Mass & Breakfast
- November 20 ..... Trimester 1 Ends
- November 25 ..... No School, Prof. Dev.
- November 26-27 ... No School, Thanksgiving Break
- December 18 .... Christmas Concert (PreK) 10am
- December 18 ..... Christmas Concert (K-8) 3pm
- December 21-January 3 ..... Christmas Break
- January 4 ..... School Resumes (PreK-8)
- January 9 ..... Christ is Light Gala
- January 15 ..... No School, Prof. Dev.
- January 18 ..... No School, MLK
- January 31-February 6 ... Catholic Schools Week
- February 15 ..... No School, Presidents Day
- C February 16 ..... PreK-8 Conferences-Daytime
- February 16 ..... No School
- March 4 ..... Trimester 2 Ends
- March 5 ..... No School, Prof. Dev.
- March 26 ..... No School Good Friday
- March 29-April 2 ..... Spring Break
- April 12-16 ..... Teacher Appreciation Week
- April 20 ..... State of the School
- April 30 ..... Grandparents Day
- May 14 ..... Middle School Performance
- May 27 .... Last Day of Preschool and Graduation
- May 28 ..... 8th Grade Mass & Graduation
- May 31 ..... No School, Memorial Day
- June 3 ..... Last Day of School (K-7), Half Day
- June 3 ..... Field Day (K-7)
- June 8 ..... Kinder Kamp

JANUARY

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2026-2027 Parent and Student Handbook
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Foundations of Epiphany Catholic School

Welcome to the 2026–2027 School Year!

Thank you for choosing Epiphany Catholic School. We are grateful for the opportunity to partner with families in the education and formation of their children. Guided by the teachings of the Catholic Church and the classical tradition, our school is committed to nurturing academic excellence, virtue, and a love of learning in every student.

Our Guiding Philosophy

At Epiphany Catholic School, our mission is rooted in three foundational principles that shape every aspect of school life: partnering with parents in faith, forming students in holiness and virtue, and developing responsible and virtuous citizens.

Partnering in Faith with Parents

Catholic schools are founded on a partnership in faith between the Church and parents. Because parents are the primary educators of their children, their active participation in the faith life of the family and school is essential. Epiphany Catholic School supports parents in this responsibility and works alongside them in the education and formation of their children.

Growing in Holiness and Forming Saints

Jesus Christ founded the Catholic Church to bring His salvation to the world. Through faith, prayer, the sacraments, and the life of the Church, students are invited to grow in holiness and virtue. At Epiphany, we help students understand their dignity as children of God, recognize right from wrong, and develop the habits necessary for faithful and virtuous living.

Developing Virtuous Citizens

Through a classical liberal arts education, students encounter the wisdom of the ages and develop the knowledge, character, and habits necessary for responsible citizenship. By studying history, literature, science, mathematics, theology, fine arts, and physical education, students grow intellectually, morally, and socially. Our curriculum fosters critical thinking, resilience, craftsmanship, and a commitment to pursuing what is good, true, and beautiful.

Purpose of Handbook

This handbook outlines the policies, procedures, expectations, and guiding principles of Epiphany Catholic School. It serves as a resource for students and families throughout the school year and is intended to promote a clear understanding of school expectations and practices.

By enrolling a child at Epiphany Catholic School, parents/guardians agree to support the school's mission and to abide by the policies and procedures described in this handbook. Families are encouraged to review this information with their children in an age-appropriate manner.

The administration reserves the right to interpret, revise, and implement policies as necessary to support the mission and effective operation of the school. Policy updates will be communicated through official school communications and posted on the school website.
As a ministry of the Roman Catholic Church, Epiphany Catholic School conducts all programs and activities in a manner consistent with Catholic teaching. Nothing in this handbook limits the school's ability to act in accordance with its religious mission, beliefs, and identity, including responding to conduct by students, parents/guardians, or volunteers that is inconsistent with Catholic teaching or that interferes with the mission, ministry, or operations of the school.

Parent-School Partnership

A positive and constructive partnership among the school, parents/guardians, and students is essential to the mission of Epiphany Catholic School. We believe that students thrive when families and the school work together in a spirit of mutual respect, trust, and shared commitment to student growth and success.
Because this partnership is fundamental to fulfilling our mission, the school reserves the right to deny enrollment, terminate enrollment, or deny reenrollment when the conduct of a student or parent/guardian substantially interferes with the school's spiritual, educational, or co-curricular mission, or when a productive partnership between the school and family cannot be maintained. Decisions regarding enrollment and reenrollment are made at the discretion of the school and are final.

Application of Policies

School policies apply throughout the year for the duration of a student's enrollment at Epiphany Catholic School. The school may impose disciplinary action for misconduct occurring on school property, during school-sponsored activities, while participating in school programs, or while using school transportation.
The school may also address conduct occurring outside of school when such conduct materially disrupts the school environment; interferes with the mission or operations of the school; affects the safety, welfare, or educational experience of students; or adversely impacts school activities, programs, or the broader school community.

Accreditation

Epiphany Catholic School holds Lumen accreditation through The Catholic University of America and participates in the Catholic School Study process of the Archdiocese of Saint Paul and Minneapolis.
These processes help ensure ongoing evaluation and improvement of the school's academic and faith formation programs.

School Leadership & Governance

Pastor
Father Thomas Dufner

Principal
Halina Imsdahl

School Advisory Council
The School Advisory Council (SAC) is a volunteer group of nominated parent parishioners who serve in an advisory role to the principal. SAC provides parent perspective, gathers feedback from the school community, and supports the mission and long-term vitality of the school and parish.

Chairperson
Megan Vasko

Members
Tim Dizon
Melissa Do
Phil Ervin

Sarah Gamble
Joseph Guzik
Emily Hapka
Corey Hedgers

Key Contacts & School Information

Pastor, Father Thomas Dufner: tdufner@epiphanymn.org
Parochial Vicar, Father Peter Romens: promens@epiphanymn.org
Principal, Halina Imsdahl: himsdahl@epiphanymn.org
School Office: 763-754-1750, office@epiphanymn.org
School Website: www.epiphanyschoolmn.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
Dean of Students & Technology Coordinator, Tony Treml: atreml@epiphanymn.org
Groves Reading Coach & Interventionist Grades K-3, SPED Liaison, Nicole Posteuca: nposteuca@epiphanymn.org
Math Interventionist Grade K-5, Kate Michaelis: kmichaelis@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

General School Information

School and Office Hours

- **School Hours:** 7:40am to 2:45pm
- **Student Entry (Door 3):** 7:00am to 7:35am on all school days
- **Office Hours:** 7:10am to 3:10pm
- **Preschool Hours:** 7:30am to 2:30pm
- **E Plus Preschool:** 2:45pm to 4:30pm *Registration requested
- **E Plus (K-Grade 8):** 3:00pm to 5:30pm

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. As educators and catechists, they strive to model faith, integrity, professionalism, and service in all they do.
The Pastor serves as the spiritual leader of the school and, together with the Principal, provides leadership in accordance with the guidance of the Archdiocese of Saint Paul and Minneapolis and the Office for the Mission of Catholic Education. Working collaboratively, the Pastor and Principal support the Catholic identity of the school, ensure the faithful implementation of school policies, and foster the professional and spiritual growth of faculty and staff.

Preschool Director
Erica Murlowski

Preschool
Mimi Hapka
Sue Kowalsky
Grace Marshall
Janice Stoner
Jill Weir

Kindergarten
Christine Follese
Krista Rhein
Angela Westbury, Teacher Assistant

First Grade
Ellen Silgen
Elizabeth Franker, Teacher Assistant

Second Grade
Jennifer Buldoc
Sydney Rotondo

Third Grade
Lauren Koezly

Fourth Grade
Steve Shore
Ava Trana

Fifth Grade
Lori Clark
Anna Plankers

Catechesis of the Good Shepherd
Coordinator
Cathy Kleba
Catechists
Michelle Boyum
Theresa Brostrom
Lila Kapoor
MaryAnn Marshall
Alba Misner
AnnaMaria Piccioni
Rhonda Singer
Hazel Ward

E Plus Director
Maria Monson

Middle School Literature and Composition
Amy Hanson

Middle School Theology
Deacon Eric Gunderson

Middle School Math
Ben Blackhawk
Anna Plankers

Middle School Science
Dominic Holmberg

Middle School History
Maria Monson

Latin
Ross Gillespie, Grades 5-8

K-8 Specialists
Art Teacher, Gr. K-3: Evie Schwartzbauer
Art Teacher, Gr. 4-8: Mark Sanislo
Library: Kelly Kriefall & Kirsten Oftedahl
Physical Education: Angela Westbury
6-8 Choir Director: Liz Grefsheim
K-8 Music: Macey Mulheron
Piano: Mary Levendoski
Student Services: Jason Speltz

Lower Elementary Interventionist/SPED Liaison
Nicole Posteuca

Math Interventionist, Grade K-5
Kate Michaelis

Dean of Students & Technology Coordinator
Tony Treml

Athletics Director
Yvonne Schreifels

Admissions, Enrollment & Tuition

Admissions and Enrollment

The first step in enrolling your child at Epiphany Catholic School is to complete the Admissions Application available on the Admissions page of our website, www.epiphanyschoolmn.org. Once an application is received, the Admissions Coordinator will guide families through the remaining steps of the enrollment process.
For questions regarding Kindergarten through Grade 8 admissions, please contact Ann Evans, K-8 Admissions Coordinator, at aevans@epiphanymn.org or 763-862-4346. For Preschool admissions assistance, please contact Erica Murlowski, Preschool Director, at emurlowski@epiphanymn.org or 763-862-4341.
Epiphany Catholic School welcomes students of all faith backgrounds. Families who enroll in the school understand that participation in Catholic religious instruction, prayer, liturgies, and other school religious activities is required, and that the Catholic faith is integrated throughout all aspects of school life.

Enrollment for Current Students

Current students should enroll for the following school year 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 enrollment is granted to returning students and their siblings from families in good standing with Epiphany Catholic School. This includes families enrolled in our preschool program. New students who are registered parishioners of The Church of the Epiphany will be considered for admission in the following order:

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

Applications from non-parishioners will be considered as space permits.
Note: Acceptance is contingent upon receipt of all required transcripts, completion of all admissions documents, and submission of all required signatures acknowledging and supporting the Catholic mission of the school.

Kindergarten Readiness Screening

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 while identifying areas students can strengthen before beginning kindergarten.

Early Entrance to Kindergarten

Children whose fifth birthday falls between September 2 and September 15 may be considered for early kindergarten admission. The process includes a readiness assessment by Epiphany Catholic School kindergarten teachers and a meeting with the Principal. Requests for children whose fifth birthday falls after September 15 will not be considered.

Entrance to First Grade Without Kindergarten

A child may be admitted to first grade without attending kindergarten if all of the following conditions are met:

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

The request must 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 are admitted on an eight-week probationary period. This period allows both the family and the school to determine whether Epiphany Catholic School is an appropriate fit for the student's academic, behavioral, and social needs.
During the probationary period, students are expected to maintain passing grades, demonstrate appropriate behavior, attend school regularly, and comply with all school policies and expectations. If significant concerns arise during this period, the school reserves the right to discontinue enrollment.

Nonpublic Pupil Aid Authorization
Minnesota law allows public school districts to provide certain educational services and materials to students attending nonpublic schools, including Epiphany Catholic School. These services may include textbooks, instructional materials, guidance services, health services, and other student support services.
By signing the Parent-Student Handbook Acknowledgment, parents/guardians authorize Epiphany Catholic School to access available nonpublic pupil aid on behalf of their child.

Tuition & Fees

Epiphany Catholic School values the partnership between home, parish, and school. Through tuition, stewardship, and service, families help sustain and strengthen our mission of providing an exceptional Catholic education rooted in faith and academic excellence.

Parish Support and Stewardship
The actual cost to educate a student at Epiphany Catholic School is approximately **$10,500 per year**. Through the generous support of Epiphany parishioners, approximately **30% to 40% of that cost** is subsidized annually, making Catholic education more accessible to our families.
In gratitude for this support, all school families are encouraged to support the parish according to their means through prayer, participation, and stewardship. Contributions to the parish are tax-deductible, and annual giving statements are provided for tax purposes.

Enrollment Fee
A **non-refundable enrollment fee of $100 per family** is due at the time of enrollment. Parents or legal guardians must also annually agree to the terms of the tuition agreement.

Student Activity Fee
A **non-refundable student activity fee of $100 per student** is charged annually. This fee helps cover a variety of student expenses throughout the school year, including:

- Field trips
- Classroom projects
- Assignment notebooks
- Academic fair boards
- Music recorders
- Earbuds
- Facial tissue
- Paper towels
- Other classroom and school supplies

The Student Activity Fee is not a fundraiser and is used solely to support student programs and classroom needs.

Additional Charges
Financial obligations incurred during the school year will be added to the family's TADS account and billed accordingly. These may include, but are not limited to:

- Extracurricular activity fees
- Athletic fees
- Sacramental program fees
- E Plus charges
- Meal account balances
- Lost or damaged textbooks

Financial Assistance
Epiphany Catholic School is committed to making Catholic education accessible and affordable for parish families. Financial assistance is available to families who are registered members of **The Church of the Epiphany**. The school utilizes **TADS Financial Aid Assessment** to assist the Financial Aid Committee in evaluating each family's demonstrated financial need.

Saints and Citizens Rebate Program
The Saints and Citizens Rebate Program encourages active participation in parish life and recognizes families who support their children's faith formation through regular Mass attendance.
Families will receive 52 Mass Participation Cards to be used between **July 1, 2026, and June 30, 2027**. Registered members of Epiphany Parish who attend at least **30 Saturday evening or Sunday Masses at Epiphany** and submit their completed Mass Participation Cards will receive a rebate equal to their **2026-2027 enrollment fee**.
Families who fulfill these requirements will also receive priority consideration for parish tuition assistance, if needed.

Transfer During the School Year
Students who enroll at Epiphany Catholic School after the start of the academic year will have tuition prorated based on the number of school days enrolled. A payment schedule for the adjusted tuition must be established through TADS before the student's first day of attendance.
All transfer students are admitted on an **eight-week probationary period**. At the conclusion of this period, school administration will determine whether enrollment will be confirmed or discontinued.
If enrollment is discontinued by the school, 50% of tuition paid for the student's period of enrollment will be refunded.

Student Withdrawal
If a student withdraws during the academic year, tuition will be prorated based on the number of school days the student was enrolled.
The Accounting Office will provide a final account statement following withdrawal. Any credit balance will be refunded within 30 days after all outstanding financial obligations have been satisfied. Any remaining balance due to the school is payable upon receipt of the final statement.

Outstanding Financial Obligations
Epiphany Catholic School reserves the right to deny re-enrollment for the following school year or restrict participation in school-sponsored activities when financial obligations remain unpaid at the conclusion of the school year.
In addition, report cards, transcripts, and other official school records may be withheld, as permitted by law, until all financial obligations have been satisfied.

Partnership in Service Requirement
Epiphany Catholic School values the partnership between home and school and encourages families to become actively involved in the life of our community. Through volunteering, families enrich our school community by sharing their time and talents.
All Preschool through Grade 8 families are expected to complete a minimum of **15 service hours** during the school year. Service hours may be completed by parents, guardians, grandparents, or other adults on behalf of the family. Epiphany offers a variety of volunteer opportunities to accommodate different interests, skills, and schedules. Information about available opportunities is shared through the school's volunteer webpage and the weekly

E-Happenings newsletter.
Families who do not complete the required 15 service hours by **May 28, 2027**, will be assessed a **$600 Partnership Fee** through their TADS account.

Volunteer Requirements
All volunteers must be E3-certified before participating in volunteer activities.
E3 certification includes:

- Completion of a background check
- Completion of VIRTUS Safe Environment training
- Agreement to the Archdiocesan Code of Conduct

The required training, *VIRTUS Online: Protecting God's Children 3.0 and Saint Paul and Minneapolis Reporting Suspected Child Abuse*, is an approximately 75-minute online course focused on protecting children and vulnerable adults and understanding reporting requirements within the Archdiocese of Saint Paul and Minneapolis.
To maintain E3 certification, volunteers must complete refresher training every three years using their existing VIRTUS account.
Volunteers may not begin service until all requirements have been completed and clearance has been received from the Volunteer Coordinator.

Jean Mackey
Volunteer Coordinator
763-864-4364
jmackey@epiphanymn.org

Parent-School Partnership

Epiphany Catholic School recognizes parents/guardians as the primary educators of their children. Open communication, mutual respect, and partnership between home and school are essential to the success of our students and the fulfillment of our mission.

Communication with Parents/Guardians
Epiphany Catholic School values strong partnerships with parents/guardians. Regular communication helps foster a shared understanding of the school's mission, programs, and the growth and progress of our students.

Families are informed through a variety of communication methods:

- **E-Happenings:** A weekly email newsletter sent to all school families each Thursday.
- **School Website and Social Media:** Important updates, announcements, and school highlights are shared regularly.
- **Teacher Communication:** Parents/guardians are encouraged to contact teachers and staff by email or voicemail with questions or concerns.
- **OneCallNow:** Families will be notified through the school's emergency notification system regarding school closures, emergencies, and other urgent matters (see also *School Safety and Security*).

Staff email addresses and contact information are available on the school website at **www.epiphanyschoolmn.org**.
Parents may also contact the school office at **763-754-1750** to leave a message for a teacher or staff member.

Parent-Teacher Conferences
Parent-Teacher Conferences are held each fall and spring to provide families and teachers an opportunity to discuss student progress, growth, and academic goals. In addition, parents/guardians are encouraged to communicate with

teachers throughout the year whenever questions or concerns arise. Conference dates are published on the school calendar.

EDUCATE Student Information System

EDUCATE is Epiphany Catholic School's web-based student information system. It provides parents and students with access to attendance records, schedules, assignments, grades, report cards, conduct records, demographic information, emergency contacts, and important health information.
Parents receive individual usernames and passwords at the beginning of each school year. Students in Grades 5-8 also receive individual login credentials to access assignments and grades.

Student Records

Epiphany Catholic School maintains educational records for all students during their enrollment. Records may include:

- Student identification information
- Academic work and assessments
- Grades and academic achievement
- Attendance records
- Standardized test results
- Health information maintained by Health Services

In accordance with applicable state and federal laws, parents/guardians have the right to review their child's educational records. Access to student records is limited to authorized school personnel, parents/guardians, and former students who have reached the age of majority, unless otherwise required by law or authorized in writing by the parent/guardian or eligible student.

Student Records Transfer

Parents or guardians should notify the school office when a student plans to transfer to another school. Student records will be forwarded directly to the receiving school upon receipt of an official records request.
Epiphany Catholic School reserves the right to withhold report cards, transcripts, and other official records, as permitted by law, until all tuition and financial obligations have been satisfied.

Photography and Media Use

Epiphany Catholic School regularly photographs students and school events to celebrate our community and share the many activities and accomplishments of our students. Photographs and recordings may be used in school publications, the yearbook, newsletters, the school website, social media, and other promotional materials.
Epiphany Catholic School is committed to protecting student privacy. A student's full name will not be published alongside a photograph, except in the yearbook or as otherwise authorized by a parent or guardian.
Families who prefer that their child's image not be used in school publications or promotional materials may opt out during annual enrollment through TADS or by notifying the school office.

Questions and Concerns

Epiphany Catholic School values open and respectful communication. Parents/guardians are encouraged to address questions or concerns with the person most directly involved. Most concerns can be resolved through direct and respectful communication with those closest to the situation. When additional support is needed, families are encouraged to follow the process outlined below.

- **Step 1: Teacher or Staff Member**
  If you have a question or concern regarding instruction, classroom activities, student interactions, or another school matter, please contact the teacher or staff member most directly involved. More than one conversation may be necessary to fully address the concern.
- **Step 2: Principal**
  If the concern remains unresolved after meeting with the teacher or staff member, please contact the

Principal. A meeting involving the teacher, student, parent(s)/guardian(s), and Principal may be scheduled if appropriate.

- **Step 3: Parish Administrator**
  If the concern remains unresolved, parents or guardians may request a meeting with the Parish Administrator.
- **Step 4: Pastor**
  If additional review is needed, parents or guardians may request a meeting with the Pastor.

School Operations

Attendance

Regular attendance and punctuality are essential to student success. When students are tardy or absent, learning is disrupted not only for the individual student but also for the classroom community. Attendance is a shared responsibility among students, parents/guardians, teachers, and administrators. Together, we promote habits of responsibility, punctuality, and engagement in learning.

- Parents/guardians are responsible for ensuring that students arrive at school on time each day, reporting absences, and assisting students with missed work when necessary.
- Students are responsible for arriving on time, being prepared for learning, and completing any required make-up work.
- Students absent from school may not participate in extracurricular activities on the day of the absence. To participate in an after-school activity, a student must be present at school for at least four hours unless the absence is excused and the Athletic Director has been notified.

Reporting Absences
Parents/guardians should report student absences by 7:40am each day and provide the reason for the absence.

Absences may be reported by:

- Calling the 24-hour attendance line at 763-862-4322
- Emailing healthoffice@epiphanymn.org

Tardiness and Absences
Students are expected to attend school for the entire school day, from 7:40am to 2:45pm.

- Kindergarten through Grade 8 students are considered tardy after 7:40am.
- Students arriving after 7:40am must enter through Door 5 and obtain a tardy slip before reporting to class.
- Students arriving late, leaving during the school day, or departing before dismissal must report to the school office. A parent or guardian must sign the student in or out.
- A student is considered absent for one-half day when more than three hours of instruction are missed.
- A student is considered absent for a full day when four or more hours of instruction are missed.

On school Mass days, students should report to homeroom by 7:40am for attendance, announcements, and morning routines before attending Mass. Families attending Mass are welcome to meet their students in the church foyer at 7:55am. Students who arrive after the start of the school day, including those attending Mass with family, will be considered tardy unless otherwise excused.
In cases of repeated or extended absences, the Principal or a teacher may contact the family to discuss the situation and develop a plan to support regular attendance.

Habitual Tardiness
Occasional tardiness is understandable; however, repeated tardiness can affect a student's academic progress and disrupt

the learning environment. Students who accumulate excessive tardies may be required to meet with the Principal and parents/guardians to develop a plan for improvement.

Excused Absences

The following reasons are considered excused absences:

- Illness (a parent or guardian must notify the school each day of the illness)
- Serious family emergency
- Medical or dental appointments
- Court-required appearances
- Suspensions, during which students are expected to complete make-up work
- Family travel approved in advance by the school office (not to exceed ten school days)

Although these absences are excused, excessive absences of any kind may affect a student's academic progress and may result in a meeting with school administration.

Unexcused Absences

The following are considered unexcused absences:

1. Truancy (an absence not approved by the school)
2. Missing the bus or oversleeping
3. Work or babysitting responsibilities at home
4. Travel that has not been approved by the school office
5. Excessive absences without medical verification, as determined by school administration

Excessive Unexcused Absences

Under Minnesota law, a student who accumulates **three unexcused absences** during a school year is considered a *continuing truant*. A student who accumulates **seven or more unexcused absences** is considered a *habitual truant*. Once a student accrues more than twenty unexcused tardies in a trimester or ten absences, a meeting with the Principal will be required to develop a plan for improved attendance during the remainder of the trimester.
In cases of excessive absenteeism, administration may determine that grade-level promotion or reenrollment is not appropriate.

Vacations During the School Year

Family vacations during the school year are discouraged. If an absence for travel is anticipated, the school office should be notified in writing in advance.
Teachers are not required to provide assignments before the absence. Upon returning to school, students will be responsible for completing missed work within the timeline established by their teachers.

Early Dismissal

Parents or guardians requesting an early dismissal should notify the school office by note or email no later than **1:00pm** on the day of dismissal.
To ensure the safety and efficiency of afternoon dismissal procedures, students must be signed out before **2:15pm** and may not be picked up between **2:15pm and 3:00pm**
The school office will notify teachers, and students will meet their parent or guardian in the school office. Whenever possible, classroom instruction will not be interrupted to call students from class before dismissal. Exceptions may be made in emergency situations.

Transportation

The safety of our students is a shared responsibility and a top priority during arrival and dismissal. Families are expected to follow all transportation procedures and directions given by staff members and carline

attendants to help ensure a safe and efficient flow of traffic.
Epiphany Catholic School provides morning transportation through the Anoka-Hennepin School District for eligible students. At the end of the school day, students are dismissed through parent pick-up, authorized transportation arrangements, or the E Plus after-school program.

Transportation Safety
All drivers must follow posted traffic patterns, staff directions, and school safety procedures while on school property. Failure to follow transportation safety expectations may result in the loss of carline privileges. In such cases, families may be required to park in the southern remote lot and escort students to and from the building or complete pick-up through the school office.

Transportation Changes
A signed parent note or an email to both the homeroom teacher and school office is required whenever a student will not be going home in their usual manner or will be staying after school. Whenever possible, transportation changes should be communicated at least one hour before the end of the school day.

School Drop-Off and Pick-Up Procedures
All Epiphany Catholic School families are expected to understand and follow these procedures beginning on the first day of school.

K-8 Morning Drop-off
- Drop off is from 7:00am to 7:40am daily
- K-5 students arriving after 7:40am are considered 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 Avenue. The Hanson Boulevard entry is closed on school days.
- Parents should use the single-file drop-off lane in front of Door 3, where staff members will be available to assist students.
- Parents are also welcome to park and walk their student(s) to Door 3, where staff will be available to help students get to their classrooms.

Afternoon Carline Procedures
- Please follow the directions of carline attendants wearing yellow safety vests.
- Please have your Carline number on your dashboard prior to arrival.
- Enter and exit the school lot from 111th Avenue. The Hanson Boulevard entry is closed on school days.
- Follow the right curb edge furthest from the school and parallel to Hanson Boulevard.
- Line up in a single file along the curb. An attendant will arrive around 2:20pm.
- 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 students are safely in vehicles, attendants will signal drivers to start their vehicles and proceed in a single file line toward the exit on 111th Avenue.

Students not picked up by 3:00pm will be checked into E Plus. For safety reasons, students may not wait for parents outside the building without adult supervision.

School Safety and Security

Emergency Closings
In the event of a school closing, delayed start, early dismissal, or other emergency, families will be notified through **OneCallNow**, Epiphany Catholic School's emergency notification system.
It is the responsibility of parents/guardians to keep the school informed of any changes to emergency contact information, including phone numbers, email addresses, emergency contacts, and guardianship status.
Updates may also be shared through the school's website, social media platforms, and local media outlets.

Visitors and Volunteers During the School Day
To help maintain a safe and secure environment, all visitors and volunteers must enter through **Door 5**, the school's secured entrance, and check in at the main office upon arrival.
For the safety of students and staff, individuals who are not E3-approved, including parents/guardians, may not proceed beyond the school office unless accompanied by a staff member.

School Security
Epiphany Catholic School is committed to maintaining a safe and secure environment for all students, staff, and visitors.
The school's Crisis Response Plan is reviewed annually, and faculty and staff receive training to respond effectively to emergency situations. Throughout the school year, students and staff participate in regular safety drills, including fire, tornado, lockdown, and evacuation drills.
All exterior school doors remain secured during the school day.

Reporting Child Abuse or Neglect
In accordance with Minnesota law, school staff members are mandated reporters and are required to report suspected incidents of child abuse or neglect to the appropriate law enforcement or social service agency.
A report must be made when a staff member knows or has reason to believe that a child is being neglected or abused, or has been neglected or abused within the previous three years. A written report must be filed within 72 hours of the initial verbal report.
Neglect may include the failure to provide necessary food, clothing, shelter, medical care, or prenatal exposure to controlled substances. Abuse may include physical abuse, sexual abuse, or emotional maltreatment.

Academic Program

Curriculum

Epiphany Catholic School follows a Classical/Liberal Arts curriculum grounded in the Catholic tradition. A complete overview of our curriculum is available on our website at www.epiphanyschoolmn.org.

Religious Education
Religious education is an integral part of the curriculum at Epiphany Catholic School. Students in kindergarten through grade 8 receive daily religious instruction, participate in daily prayer, attend Mass, participate in Eucharistic Adoration, and receive the Sacrament of Reconciliation throughout the school year.

Theology of the Body
The Ruah Woods Institute Theology of the Body curriculum helps students understand their God-given dignity and identity as children of God. Rooted in Catholic teaching, the program fosters respect for self and others while encouraging students to live lives marked by truth, mercy, grace, and love.

Virtues in Practice
Virtues in Practice is a program for children in pre-kindergarten through grade 8 to grow closer to Jesus by imitating His life and virtues. The program is structured so that the entire school studies the same virtue each month, creating a shared focus for students, teachers, and families. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues.

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 and Student Support Services

District #11 Special Education Services

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

Epiphany Catholic School works with parents to support students with identified educational needs within the resources available to the school. When appropriate, school staff, parents, and other professionals may collaborate to develop a support plan that includes accommodations or strategies to assist student learning and success. These plans differ from those offered through public school special education programs. The school may also collaborate with the local public school district to access additional services or supports when available and appropriate.

Academic Expectations

Homework

Homework is assigned to reinforce learning and provide opportunities for practice and review. The amount and frequency of homework may vary based on grade level, subject area, and individual student needs. Parents who have concerns about the amount of homework assigned should contact their child's teacher.

Homework for students in kindergarten through grade 2 is limited. Students in grades 3-5 generally receive homework three to five days each week. Students in grades 6-8 can expect both short-term and long-term assignments on a regular basis.

Academic Integrity

Academic integrity is an important expectation for all students. Students are expected to complete their work honestly and to properly acknowledge the work and ideas of others. Academic dishonesty includes, but is not limited to, cheating, plagiarism, copying another student's work, having another person complete assignments, or misusing AI tools. Violations of this policy may result in academic and/or disciplinary consequences as determined by the teacher and administration.

Academic Probation

Academic probation notifies students and parents that a student's academic performance or effort requires immediate improvement. Students in grades 4-8 may be placed on academic probation if they:

- Earn a failing grade in a core subject (Religion/Theology, Math, ELA/Literature & Composition, Science, History, or Latin) for more than two consecutive weeks; or
- Demonstrate a pattern of inadequate academic effort or responsibility, such as repeated missing assignments or lack of preparation for class.

While on academic probation, the student's progress will be closely monitored by teachers and school administration. Meetings will be held with the student at the beginning of the probation period, after two weeks, and at the conclusion of four weeks to review progress and establish goals for improvement.

If sufficient improvement is not demonstrated, the school may impose additional consequences, including restrictions on extracurricular participation or removal from good standing. Continued academic concerns may affect a student's eligibility for reenrollment.

Assessment and Recognition

Report Cards

Report cards are issued at the close of each trimester through EDUCATE, our student information system.

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 kindergarten through grade 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.

Middle School Honor Roll
The Honor Roll is published each trimester to recognize students in grades 6-8 for their academic achievements. Inclusion on the Honor Roll recognizes students who have demonstrated strong academic performance and commitment to their studies. Grades earned in Theology, Math, Literature/Composition, Science, History, and Latin are averaged to determine Honor Roll eligibility. The following trimester grade point averages (GPA) correspond to the three Honor Roll levels:

- **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 the Honor Roll, students must earn a passing grade in all classes, including those not included in the GPA calculation, and may not receive a detention during the trimester.

National Junior Honor Society (NJHS)
The National Junior Honor Society recognizes middle school students who exemplify excellence in scholarship, leadership, character, service, and citizenship. Membership is both an honor and a responsibility. Students are selected according to chapter requirements and must maintain a cumulative trimester GPA of 3.75 or higher while continuing to demonstrate the values expected of NJHS members.

Classroom Policies

Classroom Size
Epiphany Catholic School strives to provide a learning environment that supports both academic excellence and individual growth. Class sizes typically range from 15 to 28 students, with smaller class sizes prioritized whenever possible in the primary grades.

Classroom Placement and Teacher Requests
Classroom placement is a thoughtful and collaborative process designed to create balanced learning environments where all students can thrive. Staff consider a variety of factors, including academic needs, learning styles, social-emotional development, gender balance, and individual student needs. Final approval of class assignments rests with the Principal.
Because of the care taken in this process, requests for specific teachers cannot be accommodated. Parents or guardians with concerns regarding placement are encouraged to contact their child's current teacher or school administration. Classroom assignments will be communicated before the start of the school year.

Student Textbooks
Textbooks are the property of Epiphany School and are provided for student use. Students are expected to care for their textbooks and return them in good condition at the end of the school year. Students will be charged the replacement cost of any textbook that is lost or damaged beyond normal wear and tear. Charges will be billed through TADS.

Graduation Requirements

8th Grade Graduation
Eighth-grade graduation marks the completion of a student's education at Epiphany Catholic School. To be eligible for graduation, students must earn passing grades in all core subjects and have all tuition and fees paid in full.

Student Life

Virtue Families
Virtue Families are intentional, multi-grade groups that foster belonging, mentorship, and friendship across grade levels. Each Virtue Family is represented by a saint and a Catholic virtue.
Virtue Families attend All School Mass together and meet regularly for activities rooted in the liturgical year. Older student leaders mentor younger students, helping to build a strong and supportive school community.
Virtue Families are also organized into four Houses. Through friendly competition, House activities promote school spirit, engagement, and growth in virtue.

Christmas Concert
Each year, all students participate in the Epiphany Catholic School Christmas Concert. Held after school on the final day before Christmas break, this special tradition brings the school community together for a musical celebration of the Christmas season.
Attendance is required. Families should make every effort to ensure student participation and notify the Music Department of any unavoidable absence. Students who are unable to participate may be assigned an alternative performance-related assignment.

Coffeehouse: Middle School Musical Performance
Each spring, all Middle School students participate in Coffeehouse, Epiphany Catholic School's full-scale musical production. Coffeehouse is a hallmark of the Middle School experience and provides students with opportunities to develop confidence, creativity, teamwork, and performance skills.
Attendance is required. Families should make every effort to ensure student participation and notify the Music Department of any unavoidable absence. Students who are unable to participate may be assigned an alternative performance-related assignment.

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

Birthday and Classroom Treats
Birthdays (or half-birthdays for students with summer birthdays) may be celebrated with classroom treats purchased through the school food service department. Parents should complete the online Classroom Treat Order Form and submit it to the food service department at least one week prior to the desired celebration date.
For Valentine's Day and certain middle school celebrations, students may bring store-bought snacks in their original, unopened packaging.

Yearbook
Yearbooks are available for purchase each year. Information regarding ordering and distribution will be communicated to families.

Lockers
Lockers are provided for student use and remain the property of Epiphany Catholic School. The school reserves the right to inspect lockers at any time.
Lockers in Kindergarten through Grade 4 do not have locks. Students in Grades 5-8 are assigned lockers with school-issued locks.

Lost and Found
Lost and found items are kept near the school office. Families are encouraged to label personal belongings, including water bottles, lunch boxes, sweaters, jackets, and other outerwear, to help ensure items are returned promptly. Epiphany Catholic School is not responsible for lost items. Unclaimed items may be donated or discarded periodically.

School Office Telephone Use
Students may use the school office telephone for urgent or emergency calls only.
Parents who need to relay important information to a student during the school day should contact the school office. School staff will ensure the message is delivered promptly. Whenever possible, changes to end-of-day plans should be communicated at least one hour before dismissal.

Toys, Trading Cards, and Fidgets
To support a focused and respectful learning environment, students should not bring toys, trading cards, trinkets, fidgets, or similar items to school. Exceptions may be made when a teacher has authorized an item for a classroom activity or when its use is documented in a student's support plan or IEP. These items are not permitted in E Plus.

Lunchroom and Food Services

Epiphany Catholic 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 to ensure balanced nutrition, quality ingredients, and proper food preparation standards. **Please note:** For the safety and security of our students, parents who wish to have lunch with their child in the cafeteria must be E3 certified. Parents who are not E3 certified are welcome to have lunch with their child in a designated office space.

Breakfast
Breakfast is served daily from **7:00am to 7:20am** and includes a rotating selection of hot and cold items, fresh fruit, and a choice of milk. Students who do not select a hot breakfast in the cafeteria may choose from a variety of cold options to take to their classroom.
Breakfast is required for all Kindergarten students.

Lunch
Students may choose from three lunch options each day: **hot lunch, salad bar, or sandwich bar**. All meals include protein, fruits, vegetables, grains, and milk. In accordance with USDA guidelines, students must select at least one serving of fruit or vegetables.
Regardless of their meal choice, students are welcome to visit the salad bar to enjoy a variety of fruits and vegetables and may return for seconds of these items.
Students who bring lunch from home may purchase milk. Middle school students may also purchase approved à la carte items for an additional cost. All à la carte items meet USDA Smart Snacks standards.

Lunchroom Expectations
Students are expected to:

- Follow the directions of lunchroom supervisors and kitchen staff.
- Use respectful language and appropriate table manners.
- Speak in conversational voices.
- Welcome others to join their table and refrain from reserving seats.
- Clean their eating area and dispose of trash properly.
- Refrain from bringing soda, energy drinks, or beverages in glass containers.

Students participate in weekly lunchroom clean-up duties, which may include sweeping and wiping tables.

Dietary Needs
Parents or guardians of students with dietary restrictions, allergies, intolerances, or other medical nutrition needs should contact Food Services. A written statement from a licensed medical professional must be on file with the Health Office before meal accommodations can be provided.

Student Lunch Accounts
Epiphany Catholic School uses a computerized meal account system. Each student is assigned a confidential Personal Identification Number (PIN) that remains with the student throughout enrollment.

SchoolCafe is the school's online meal account management system. Parents may use SchoolCafe to:

- Add funds to student meal accounts
- Monitor account balances and receive low-balance alerts
- View their child's purchase history, including second entrées, à la carte items, and milk purchases
- Set purchase restrictions for their child
- View school menus and nutritional information

Families may create or access their SchoolCafe account at: **https://family.schoolcafe.com/ECS**
Families may also make cash or check payments through the school office.

Negative Lunch Account Balances
Parents or guardians will be notified if a student's lunch account balance becomes negative. The school will work with families to establish a payment plan when necessary.
All lunch account balances must be resolved by the end of the school year. Funds may be added through the final day of school.
When a student leaves Epiphany Catholic School, account balances of **$10 or more** will be refunded. Balances under **$10** will be donated to a student assistance fund to help families in need.

Educational Benefits (Free and Reduced-Price Meals)
At the start of each school year, families receive information about eligibility for free and reduced-price meals, along with an **Educational Benefits** application. Completed applications should be returned in a sealed envelope addressed to **Food Services, Attn: Director**.

Wellness Policy
Epiphany Catholic School promotes student health, well-being, and academic success by encouraging healthy eating habits, regular physical activity, and a positive nutrition environment. These efforts reflect our belief that our bodies are gifts from God and should be treated with care and respect.
The complete Wellness Policy is available on the school website at **www.epiphanyschoolmn.org**.

Food and Beverage Marketing
Epiphany Catholic School limits food and beverage marketing to products that meet the USDA Smart Snacks nutrition standards for foods sold in schools.

Health Services

Epiphany Catholic School provides health services during the school day to support student health, safety, and well-being.

Illness, Injury, and Emergency Information
Students who become ill or are injured during the school day will be evaluated in the Health Office.
Parents/guardians or emergency contacts will be notified when a student needs to go home, requires medical attention, or experiences a significant health concern.
Parents/guardians are responsible for maintaining current emergency medical information in TADS. This information is maintained in the Health Office and should be updated whenever there are changes to a student's medical history, health needs, medications, or emergency contacts.

When to Keep Your Child Home
Parents should keep students home when they exhibit symptoms that may interfere with learning or place others at risk of illness, including:

- **Fever:** A temperature of 100°F or higher. Students should remain home until they have been fever-free for at least 24 hours without the use of fever-reducing medication.
- **Vomiting or Diarrhea:** Students should remain home for at least 24 hours after the last episode.
- **Rash:** Students with a rash of unknown origin or one that may be illness-related should be evaluated by a healthcare provider before returning to school.

Immunizations
In accordance with Minnesota law, documentation of required immunizations or a completed exemption form must be submitted before a child begins school.
Information regarding immunization requirements and exemptions is available through the Minnesota Department of Health.

Health Screenings
The Health Office conducts routine screenings to support student wellness.

- Vision screenings are provided for students in Grades 1, 3, 5, and 7.
- Hearing screenings are conducted for Kindergarten students and those in Grades 1, 3, and 5.
- Parents/guardians will be notified if any concerns are identified during a screening.

Allergies and Medical Conditions
Epiphany Catholic School is committed to supporting the safety, well-being, and learning of all students. We recognize that some students have life-threatening allergies and other medical conditions requiring special accommodations.
School staff are trained to recognize signs of allergic reactions and respond appropriately in emergency situations. The school works closely with families to develop plans that minimize exposure to known allergens and support student safety in classrooms, the lunchroom, and other school environments.
Families with questions regarding allergy procedures or medical accommodations should contact the Health Office.

Medication Administration
Only the school nurse, health paraprofessional, or other authorized personnel may administer medication to students.

Non-Prescription Medications
Over-the-counter medications require written parent/guardian permission and must:

- Be provided in the original container.
- Be clearly labeled.
- Not be expired.
- Be stored in the Health Office.

Dietary supplements, herbal remedies, and products not regulated by the FDA will not be administered by school personnel.

Prescription Medications
All prescription medications must remain in the original labeled container and be accompanied by a completed Request to Administer Medication form signed by both the prescribing healthcare provider and parent/guardian. Specific procedures for delivering medications to school are available through the Health Office.

Discontinued medications must be picked up by a parent/guardian. Medications not retrieved will be properly disposed of by the school.

Medications on Field Trips
Health Office staff and classroom teachers work together to ensure students receive regularly scheduled medications and necessary emergency medications while participating in school-sponsored field trips.

Communicable Illnesses
Parents/guardians should notify the Health Office if a student is diagnosed with a communicable illness. The school will follow guidance provided by public health authorities regarding notification, exclusion, and return-to-school procedures.

Uniform Policy

The Uniform Policy reflects the dignity of the human person and the virtue of modesty upheld by our Catholic tradition. The uniform fosters school pride, unity, and a sense of belonging while minimizing distractions and supporting a learning-focused environment. It also provides students with an opportunity to represent the mission of Epiphany Catholic School in the wider community.
Students are expected to be dressed in a neat, clean, modest, and respectful manner and to follow the Uniform Policy as written. School administration reserves the right to determine whether a student is out of uniform or otherwise in violation of the policy.
Students who are out of uniform may receive a conduct slip and, when available, be provided a loaned uniform item from the school's uniform closet. Loaned items should be returned promptly. If a suitable replacement item is unavailable, a parent or guardian may be contacted and asked to bring an acceptable uniform item to school.

Approved 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

Uniform Requirements

Girls' Uniform, Grades K-5

- Plaid skirt or plaid jumper
- Plain white or red polo shirt with Epiphany crest, short or long sleeve, or white blouse with Epiphany crest
- Navy blue pants
- Navy cardigan with Epiphany crest
- Navy performance jacket with Epiphany crest
- Navy leggings (worn under skirt or jumper only)
- Solid navy blue or white knee-high, crew, or ankle socks
- Opaque navy blue or white tights

Boys' Uniform, Grades K-5

- White or red polo shirt with Epiphany crest, short or long sleeve, or white long-sleeve button-down shirt with Epiphany crest
- Navy blue pants
- Navy blue shorts*
- Navy sweater or sweater vest with Epiphany crest
- Navy quarter-zip performance pullover with Epiphany crest

- Navy performance jacket with Epiphany crest
- Navy blue tie
- Solid navy blue, black, or white socks

Girls' Uniform, Grades 6-8

- Navy blue skirt or jumper
- Light blue polo shirt with Epiphany crest, short or long sleeve, or light blue long-sleeve button-down shirt with Epiphany crest
- Navy cardigan with Epiphany crest
- Navy performance jacket with Epiphany crest
- Solid navy leggings (under skirt or jumper only)
- Solid navy blue or white socks
- Opaque navy blue or white tights

Boys' Uniform, Grades 6-8

- Light blue polo shirt with Epiphany crest, short or long sleeve, or light blue long-sleeve button-down shirt with Epiphany crest
- Navy blue pants
- Navy blue shorts*
- Navy performance jacket with Epiphany crest
- Navy blue tie
- Solid navy blue, black, or white socks

*Shorts may be worn August through October 15 and May 1 through the end of the school year. Shorts may not be worn on Mass days.

Mass Attire

Grades 6-8

*Mass attire is required on **All School Mass** days only. It is not required on middle school Mass days.*

Boys

- Light blue long-sleeve button-down shirt with Epiphany crest
- Navy blue pants
- Navy blue tie

Girls

- Light blue long-sleeve button-down shirt with Epiphany crest and navy skirt or jumper
  OR
- Light blue polo shirt with Epiphany crest and navy skirt or jumper

*Donald's full-zip athletic jackets are not Mass attire and should be removed during Mass.

General Uniform and Appearance Guidelines

- All uniform tops, sweaters, quarter-zips, sweater vests, and performance jackets must display the official Epiphany crest.
- Shirts must remain tucked in at all times.
- Only the top button of a polo or button-down shirt may remain unbuttoned.
- Undershirts must be white and may not extend beyond the sleeves of the uniform shirt.
- Socks must be worn at all times.

- Shoes must be primarily black, brown, gray, navy blue, or white.
- Shoes with lights, wheels, glitter, or other distracting features are not permitted.
- Crocs, sandals, flip-flops, clogs, Uggs, fashion boots, and platform or wedge shoes are not permitted.
- Winter boots may only be worn outdoors.
- No tattoos (temporary or permanent) may be visible while at school or while representing the school at school-sponsored events. Writing or coloring on the body is not permitted.

Girls' Appearance Guidelines

- 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 may only be worn underneath a skirt or jumper.
- Belts are not required for students in Grades K-5. If worn, belts should be black or brown with a plain buckle and no lettering or decorative designs.
- Knee-high socks must reach the knee. Anklets should be approximately two inches above the ankle.
- Hairstyles and hair accessories should complement school colors and not draw undue attention. Headbands with athletic logos and bandana-style headbands are not permitted.
- Hair color should be natural. Unnatural colors or streaks (red, pink, green, etc.) are not permitted.
- Makeup is not permitted for students in Grades K-5.
- Natural-looking lip gloss and mascara are permitted for middle school girls.
- Nail polish is permitted in natural or pastel shades. Artificial nails are not permitted.
- Jewelry should be modest and appropriate for school. Stud earrings may be worn. Facial, cartilage, and body piercings are not permitted. Religious necklaces or medals may be worn but may not exceed 1½ inches.

Boys' Appearance Guidelines

- Middle school boys are required to wear a belt with pants or shorts. Belts are not required for students in Grades K-5. Belts should be black or brown with a plain buckle and no lettering or decorative designs.
- Hair should be clean, neatly groomed, and trimmed above the collar, eyebrows, and ears.
- Hairstyles that draw undue attention are not permitted.
- Hair color should be natural. Unnatural colors or streaks (red, pink, green, etc.) are not permitted.
- Boys should be clean-shaven, with sideburns no longer than the bottom of the ear.
- Earrings are not permitted. Facial, cartilage, and body piercings are not permitted. Simple chains or medals must be worn inside the uniform shirt. Religious necklaces or medals may be worn but may not exceed 1½ inches.

Spirit Wear Policy

Epiphany School observes regularly scheduled Spirit Wear Days, typically held on the third Thursday of each month. On these days, students may wear any Epiphany-branded shirt or sweatshirt, including items from school sports teams, clubs, and activities, with their uniform bottoms. All other uniform policies remain in effect. Participation is optional.

Out-of-Uniform Days

- Clothing must be modest, properly fitting, and not skin-tight.
- No shorts or pajamas, unless specifically authorized for a designated out-of-uniform day.
- Shirts must cover the shoulders and have a modest neckline. Spaghetti straps, cut-outs, and crop tops are not permitted. Shirts must cover the midriff, even when arms are raised.
- Clothing may not have rips, tears, or holes.
- Graphics or messages on clothing must be appropriate.
- Hats may not be worn.
- Footwear must be appropriate, secure, and non-distracting; slippers and open-back or open-toe shoes are not permitted.

- **Girls:** Dress and skirt hemlines must be at mid-knee. If the entire kneecap is visible while standing, the garment is too short.
- **Girls:** Leggings may only be worn under shorts, skirts, or dresses (not as pants).
- Policies may be adjusted for specific events (e.g., Field Day).

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

Technology, Internet, and Personal Devices

Technology and internet resources are valuable educational tools that support learning, creativity, communication, and research. At Epiphany Catholic School, these resources are provided to support the school's mission, curriculum, and the formation of students in both intellect and virtue.
Epiphany Catholic School believes that childhood is best supported through healthy relationships, active learning, faith formation, and meaningful engagement with family and community. While technology can provide meaningful educational benefits, excessive use of smartphones, social media, video games, and other screen-based technologies can negatively impact a child's emotional, social, spiritual, and academic development.
For this reason, Epiphany Catholic School discourages student use of smartphones, smartwatches, social media, and screen-based gaming. Families are encouraged to carefully supervise their child's technology use and ensure that all home internet access is appropriately filtered and monitored. For additional information, families may wish to explore resources such as **ScreenStrong**.
The use of school technology resources, including devices, software, networks, and internet access, is a privilege, not a right. All school behavior expectations apply to technology use. Any use that is inconsistent with the mission of Epiphany Catholic School or that interferes with learning, safety, or the well-being of others may result in disciplinary action and/or the loss of technology privileges.
Technology resources and internet access are provided for educational purposes. The school reserves the right to restrict access to content or activities that are inconsistent with its educational goals, Catholic values, or acceptable use expectations.

School Technology Resources

School technology resources are provided to support learning and are subject to school policies and monitoring requirements.

Privacy, Monitoring, and Appropriate Use
Technology resources provided by the school are school property and may be monitored to ensure appropriate use and compliance with school policies. Students should not expect privacy regarding information stored on, transmitted through, or accessed using school technology resources.

Epiphany Catholic School reserves the right to:

- Monitor technology usage and internet activity.
- Inspect and review files, communications, and stored information.
- Investigate activities that may violate school policies or applicable laws.
- Use information obtained through monitoring in connection with disciplinary matters or investigations.

Students are expected to respect the privacy of others and may not:

- Share, post, or distribute another person's private or personal information.
- Forward or redistribute private communications without the permission of the sender and school administration.

Unacceptable Use
The following activities are prohibited:

1. Accessing or attempting to access unauthorized systems, data, or information.
2. Using another person's password, account, or login credentials.
3. Creating, accessing, possessing, distributing, or transmitting material that is fraudulent, harassing, obscene, threatening, discriminatory, violent, vulgar, defamatory, disrespectful, or otherwise inappropriate.
4. Using technology resources for commercial, political, or profit-making purposes without approval.
5. Creating, distributing, downloading, or using unauthorized or illegally copied software.
6. Copying, downloading, or distributing copyrighted material in violation of copyright or fair-use laws.
7. Installing software or applications on school-owned devices without authorization.
8. Creating personal websites or online content using school technology resources without permission.
9. Introducing viruses, malware, worms, Trojan horses, or other harmful software.
10. Encouraging, assisting, or knowingly allowing others to violate these expectations.
11. Failing to report known violations of school technology policies to school administration.
12. Any other misuse of technology resources as determined by school administration.

Cell Phones and Personal Technology Devices
Student cell phones, smartwatches, and other personal internet-connected devices are not permitted on school grounds.
Exceptions may be made for unusual circumstances involving significant health or safety needs. In such cases, a written request from a parent or guardian must be approved by the Principal and kept on file in the school office.

Digital Citizenship and Social Media
Students may not:

- Create, post, or distribute digital photos, videos, or audio recordings of students, employees, or other members of the Epiphany community without their knowledge and consent.
- Share personal or confidential information online in a manner that compromises their own privacy or the privacy of others.
- Use another person's work, ideas, images, or intellectual property without permission or proper attribution.
- Misrepresent themselves by using another person's name, image, or identity.
- Use social media or other digital platforms to harass, intimidate, threaten, demean, or disparage members of the Epiphany community or any individual or group.

Parent Partnership
Parents/guardians play an essential role in helping students develop healthy technology habits. Families are encouraged to:

- Discuss this policy and appropriate online behavior with their children.
- Monitor and supervise their child's technology use.
- Participate in educational opportunities offered by the school regarding technology, social media, and screen use.
- Support school directives regarding the removal of online content that is determined to be harmful to students, families, employees, or the school community.
- Request the removal of personal information or images of their child that may appear online.

Consequences for Misuse
Violations of this policy may result in one or more of the following:

1. Suspension or revocation of technology privileges.
2. School disciplinary action, including detention, suspension, or expulsion.
3. Financial responsibility for loss, damage, or repair costs.

4. Referral for civil action when appropriate.
5. Referral to law enforcement when required by law.

When appropriate and permitted by law, school administration may require a student to surrender a device for investigation of an alleged policy violation. Failure to cooperate with a school investigation may result in additional disciplinary action.
Serious violations may result in additional disciplinary action as determined by school administration.

Student Conduct and Discipline

Epiphany Catholic School seeks to foster a climate in which religious formation and human development are closely connected. Students are encouraged to develop confidence in their social interactions while learning to respect themselves and others, solve problems, accept responsibility, and make choices that serve the common good. Student self-discipline is the ultimate goal, and ongoing communication between school and home is an important part of achieving that goal.

In partnership with parents/guardians, we believe that teaching and learning are most effective when clear expectations for responsible behavior are established and reinforced. Faculty and staff seek to create a positive learning environment through the proactive teaching of grace and courtesy, routines, expectations, and procedures. Positive behaviors that contribute to a safe, respectful, and Christ-centered school environment are acknowledged and reinforced.

Behavior On and Off Campus

The school may impose discipline for misconduct occurring on school grounds, during school-sponsored activities or functions, or while using school transportation.
Discipline may also be imposed for conduct occurring off campus when that conduct interferes with or obstructs the mission or operations of the school; threatens the safety or welfare of students, staff, or others; or materially and substantially disrupts a student's educational opportunities, participation in school activities, or receipt of school programs, services, or privileges.

Conduct Reports and Consequences

At Epiphany Catholic School, students are expected to conduct themselves in a manner that promotes a safe, respectful, and Christ-centered learning environment. Respect for oneself, others, authority, and property is expected at all times.
In partnership with parents, the school seeks to foster the virtues of faith, hope, love, prudence, temperance, justice, and fortitude, as well as habits such as punctuality, diligence, and self-control. When behavior falls short of these expectations, the school works with students and families to encourage growth, accountability, and restoration.

Behavior incidents are documented in EDUCATE through conduct reports ("conduct slips"). Conduct slips are cumulative throughout the school year and do not reset at the end of each trimester.

Minor Infractions

Minor infractions include, but are not limited to:

- Chewing gum
- Tardiness to class
- Uniform violations
- Failure to bring required materials to class
- Disruptive behavior in the classroom, hallways, or other school settings

- Disrespect toward other students
- Use of electronic devices without staff permission
- Remaining on school grounds after dismissal without direct adult supervision (coach, teacher, E Plus, etc.)

Consequences for Minor Infractions

1. A conduct slip is issued and parents are notified through EDUCATE.
2. Upon the third minor infraction, a detention is assigned and parents are notified.

Major Infractions

Major infractions include, but are not limited to:

- Repeated minor infractions or patterns of behavior that interfere with the educational environment
- Physical aggression or assault
- Verbal, physical, or sexual intimidation or harassment
- Racist, sexually explicit, discriminatory, vulgar, or otherwise inappropriate comments or behavior
- Theft, lying, cheating, plagiarism, or tampering with documents
- Willful destruction, vandalism, or defacement of school property, including textbooks
- Possession of matches, lighters, firearms, knives, or other dangerous items without administrative permission
- Blatant disrespect toward school personnel
- Repeated tardiness or truancy
- Smoking, vaping, or possession or use of alcohol, drugs, or other prohibited substances
- Possession of weapons or look-alike weapons
- Threats of violence, self-harm, or harm to others, whether communicated in person, in writing, or electronically

Consequences for Major Infractions

1. Major infractions typically result in detention. Parents and administration will be notified through EDUCATE.
2. After a third detention, or sooner at the discretion of administration, an In-School Suspension (ISS) may be assigned.
3. Serious infractions may result in suspension.
4. Infractions deemed harmful to the physical, social, spiritual, or educational well-being of the school community may result in expulsion.

Restitution for Damaged or Stolen Property

Families may be responsible for the replacement or repair costs associated with vandalized, lost, damaged, or stolen school property. Students may also be required to participate in appropriate restorative actions related to the damage caused.

Bullying, Harassment, and Intimidation

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

This policy applies to conduct occurring on school property, during school activities, on school transportation, and to off-campus conduct, including cyberbullying, that substantially impacts the school environment or a student's sense of safety and well-being.

Bullying is defined as unwanted, aggressive behavior involving a real or perceived imbalance of power that is repeated or has the potential to be repeated over time. Bullying behavior causes or is intended to cause physical, emotional, social, or psychological harm.

Bullying may include:

- **Verbal bullying:** teasing, name-calling, taunting, or threats
- **Social bullying:** exclusion, rumor-spreading, public embarrassment, or damaging relationships
- **Physical bullying:** hitting, kicking, pushing, damaging property, or other physical aggression
- **Cyberbullying:** using electronic communication to harass, threaten, embarrass, exclude, impersonate, or otherwise harm another person

Examples of cyberbullying include:

- **Harassment:** sending offensive, rude, or hurtful messages or images
- **Flaming:** engaging in online arguments or fights through digital communication
- **Exclusion:** intentionally leaving someone out of an online group or activity
- **Outing:** sharing private information, photos, or videos without permission
- **Masquerading:** creating a false identity to harass or harm another person

Reporting and Investigation

Students should report incidents of bullying to a teacher, counselor, or administrator. Staff members who witness bullying or receive a report of bullying are expected to take appropriate action and notify administration.

The school will:

- Promptly investigate all reports of bullying
- Take reasonable steps to protect students involved in an investigation
- Make reasonable efforts to maintain confidentiality
- Notify parents/guardians of students involved
- Implement appropriate interventions and disciplinary consequences when bullying is substantiated

Consequences may include behavioral interventions, detention, suspension, expulsion, loss of privileges, restorative measures, or referral to law enforcement when appropriate.

Sexual Harassment Policy

Epiphany Catholic School is committed to fostering a culture of dignity, respect, and Christian charity. Sexual harassment of any kind is inconsistent with these values and will not be tolerated.

Sexual harassment includes unwelcome words, actions, images, or other conduct of a sexual nature that interferes with a student's education or creates an intimidating, hostile, or offensive environment. Sexual harassment may occur between members of the same or opposite sex.

Examples of sexual harassment may include:

- Inappropriate comments, jokes, gestures, or name-calling of a sexual nature
- Unwelcome physical contact
- Displaying, sharing, or sending inappropriate images, messages, or content
- Spreading rumors or making degrading remarks of a sexual nature
- Any conduct that creates an intimidating, hostile, or offensive environment

Students who experience or witness sexual harassment should report the incident promptly to a teacher or administrator. All reports will be taken seriously and investigated appropriately.

Students found to have engaged in sexual harassment, whether in person or through electronic communication, may be subject to disciplinary action up to and including suspension, expulsion, and notification of appropriate authorities when required.

Alcohol and Other Drug Use Policy

To promote the well-being of all students and maintain a safe learning environment, students may not possess, use, distribute, or be under the influence of alcohol, illegal drugs, or other prohibited substances on school property or at school-sponsored activities.

Any student found in violation of this policy will be released to the care of a parent or guardian. Violations may result in disciplinary action, up to and including suspension or expulsion, as determined by the administration.

Activities, Athletics & Extended Care

Extracurricular Activities

Extracurricular activities at Epiphany Catholic School provide opportunities for students to develop Christian character, self-confidence, school spirit, and their God-given gifts and talents.
Students participating in extracurricular activities are expected to represent Epiphany Catholic School in a positive manner and comply with the school's Behavior Expectations Policy at all school-sponsored events, whether on or off campus.
Students must bring all necessary belongings with them at the end of the school day, as classrooms may not be reopened after dismissal for forgotten items. Students participating in extracurricular activities must remain under appropriate adult supervision at all times.
Student participation in extracurricular activities is subject to school attendance and behavior policies.

Athletics

Athletics at Epiphany Catholic School are an extension of our educational mission. Through competition and teamwork, students develop athletic skills while growing in virtue.

Athletic Eligibility
Participation in athletics is a privilege. Student-athletes are expected to demonstrate behavior consistent with the values and expectations of Epiphany Catholic School.

1. Students suspended from school may not participate in or attend practices, games, or other athletic events during the suspension period. This includes athletic events occurring on the day of an In-School Suspension (ISS).
2. Students with an unexcused absence may not participate in practices, games, or other school activities that day.
3. School attendance is a priority. Students who arrive after 10:30am or leave school due to illness during the school day may not participate in practices, games, or other school activities that day.
4. Athletes are expected to attend all scheduled practices and games.
5. Inappropriate conduct at athletic events, whether home or away, may result in disciplinary action determined by the Athletic Director or Administration, including removal from the team.
6. Students who receive more than two conduct slips during a season will be suspended from **one game**.

Academic Eligibility

Student-athletes are expected to maintain satisfactory academic performance while participating in school athletics.

1. Students must maintain a minimum grade of **C- (70%)** in all subjects.
2. A student who earns below 70% or receives an **I (Incomplete)** in a core academic class becomes immediately ineligible to participate in practices and games until all missing assignments have been completed and verified by the teacher(s).
3. The student will be placed on an Academic Action Plan with the appropriate teacher(s) and monitored by the Athletic Director for the remainder of the season.
4. If, after ten school days, the student's grade has not improved to a C- or higher, or required assignments remain incomplete, the student will be ineligible for the remainder of the season.

Students placed on **Academic Probation** are ineligible to participate in athletics until probationary status has been removed. See **Academic Program** for Academic Probation guidelines.

Athletic Fees

- The athletic participation fee is **$150 per sport, per student** and will be billed through TADS.
- A fee of **$70** will be charged for uniforms that are not returned or are returned damaged.
- A **$300 volunteer fee** will be charged through TADS if a family does not volunteer for two athletic events hosted by the school. Volunteer service is not required to be connected to the sport in which the student participates.
- Athletic fees will not be refunded if a student is removed from a team.
- Parents who volunteer as a coach will receive one athletic fee waiver for one student participating in one sport.
- Volunteering at athletic events does not waive the athletic participation fee.
- Families in need of financial assistance should contact the Athletic Director.

Transportation
Transportation to and from athletic events is the responsibility of parents or guardians. This includes both home and away competitions.
Students enrolled in E Plus may not dismiss themselves to attend athletic events. Transportation arrangements, including carpools, must be coordinated directly by families and may not involve school personnel.
For liability reasons, coaches may not transport student-athletes other than their own children.

Practices
Students participating in athletics may attend E Plus free of charge prior to practice.
Following practice, parents or guardians should pick up students at Door 5. Coaches will escort athletes to the designated pickup location and remain for approximately ten minutes following practice. Students who have not been picked up within that time will be escorted to E Plus, and regular E Plus charges will apply.

E Plus After-School Care

E Plus is Epiphany Catholic School's after-school care program for Preschool through Grade 8 students. The program provides a safe, supervised environment for students who are waiting to be picked up or attending after-school activities later in the day.
E Plus is available on all school days during the following hours:

- **Preschool:** 2:30pm to 4:30pm
- **Kindergarten through Grade 8:** 3:00pm to 5:30pm

Pre-registration is requested for Preschool students. No pre-registration is required for students in Kindergarten through Grade 8.
Students who remain at school after dismissal and are not participating in tutoring or another supervised school activity will be escorted to E Plus. For safety reasons, students may not wait unsupervised in the hallways, lobby, or outside the school building.
In accordance with school policy, cell phones, smart watches, and other electronic devices may not be used during E

Plus. Toys, trading cards, and similar personal items should not be brought to E Plus. Students needing to contact a parent or guardian may use the office phone.

Hours and Attendance

All Kindergarten through Grade 8 students who have not been picked up by the conclusion of carline at 3:00pm will be escorted to E Plus, and E Plus billing will begin at 3:00pm.
If parents or guardians arrive after carline has ended, they should proceed to Door 5 and wait for an E Plus staff member to assist with student pickup.

Snacks

Students should bring a snack each day for E Plus.
Snacks must be:

- Nut-free
- Non-refrigerated
- Easy to eat and clean up

Students who arrive without a snack will be provided one at no cost. Snack time is generally held from 3:00 to 3:30pm

Student Pick-Up Procedures

Preschool: Parents or guardians should use **Door 4** and must sign their child out of E Plus.
Kindergarten - Grade 8:

1. Go to **Door 5** and press the silver call button.
2. An E Plus staff member will ask whom you are picking up and will unlock the foyer door.
3. An E Plus staff member will sign your child out upon your arrival.
4. For safety reasons, parents/guardians may not proceed beyond the foyer during pickup.

Students may not leave the school unaccompanied. A parent, guardian, or other authorized adult must be physically present for a student to be released.

Discipline Expectations

Students are expected to follow all school rules and behavior expectations while attending E Plus. Behavioral infractions will be addressed in a manner consistent with the school's discipline policies.
E Plus is a privilege offered by Epiphany Catholic School. Serious misconduct may result in a student being removed from the group and supervised separately by the E Plus Director for the remainder of the day.
Repeated misconduct, defined as three similar infractions or three E Plus-related detentions, may result in dismissal from the E Plus program. In such cases, families will be responsible for arranging alternative after-school care.

Fees and Billing

The E Plus fee is **$0.20 per minute per student** ($12.00 per hour). Charges are calculated using each student's recorded sign-in and sign-out times and are added to family TADS accounts on the **20th of each month**.
Students participating in school-sponsored after-school activities that begin after 3:00pm may be exempt from E Plus charges while under the supervision of that activity.
Students remaining in E Plus after **5:30pm** will be assessed a late fee of **$2.00 per minute per student**.

Appendix A

Human Sexuality and Catholic Teaching

Epiphany Catholic School is committed to teaching and living the truths of the Catholic faith, including the Church's teachings regarding human dignity, marriage, family life, and human sexuality. All members of the school community are expected to respect and support the school's Catholic mission.

The complete Human Sexuality Policies document is available here and is incorporated by reference into this handbook.

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