



**THE EPIPHANY SCHOOL**

Uncovering Gifts for the Journey

## **Lower School**

### **Handbook**

**2009-2010**

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## **Introduction & Family Agreement**

The Community Handbook is designed to provide all students and parents at The Epiphany School with concrete and practical guidelines that will foster the creation of a school community in which teaching and learning, our fundamental priorities, can flourish. Since this objective demands a high level of awareness from all members of our community, we request that all parents and students carefully review this handbook so that our core values and expectations are clearly understood.

In light of our institutional commitment to the life, message and example of Jesus Christ, The Epiphany School aspires to be a vibrant faith community that cherishes and nurtures the God-given dignity and giftedness of all community members. Consequently, we will not tolerate behaviors or actions that diminish the dignity of either another individual or the community at large. ***The underlying premise of the guidelines contained within this handbook is that all community members are expected to demonstrate the utmost respect for themselves, our students, our families, our faculty and staff, our school facilities, and ultimately, the wider community.*** Together, the administration, faculty, parents and students share the responsibility of maintaining an atmosphere that upholds the highest standards of academic excellence and personal growth. We encourage the cooperation of all parties in fulfilling our noble objectives and welcome your constructive suggestions for continued improvement of our programs and activities.

***Students are reminded that, at all times, they are representatives of The Epiphany School. More than anyone else, students create our school's reputation.*** Their conduct on campus and in public places serves as a reflection of our school community and the core values that we espouse. Each student is expected to be a good community member, mindful of his/her own dignity and the dignity of others. ***When the conduct of a student (whether on or off campus) is detrimental to the reputation of the school and/or the moral good of the student body, the Head of School reserves the right to dismiss any offending student.*** Any infractions that may not be specifically listed in this Handbook will be treated according to the severity of their breach from the conduct that is expected within our school community.

The Administration & Trustees of The Epiphany School may amend this handbook for appropriate cause. Parents and students will be notified in writing in the event that significant changes are made.

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***Please detach and return to the school office within the first week of school.***

By signing below, we indicate that we have carefully reviewed and agree to uphold all expectations of the Community Handbook during the 2009-2010 academic year.

Print Family Name: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Our Mission**

We are a community of faith and scholarship that challenges students to uncover and expand their unique God-given gifts. We send forth men and women who will wisely devote themselves to lifelong learning, faithful discipleship, courageous leadership and compassionate service throughout their life journey.

## **Our Core Values**

- God is the source and summit of our existence. We strive to live in harmony with the example of Jesus Christ and the fullness of the Judeo-Christian Tradition.
- As people of faith, we acknowledge and celebrate the inherent dignity of all human beings who are made in the image & likeness of God.
- As a diverse community of believers that maintains no denominational affiliation, we welcome all believers and celebrate a common faith in our loving God.
- Our educational climate and programs are attentive to the needs of the whole student – intellectual, emotional, physical & spiritual.
- We strive to create students who are enthusiastic about learning and take initiative to maximize their educational opportunities.
- We acknowledge that success in college and in life demands that students are accountable to rigorous standards. We ensure that our students are equipped with the knowledge, habits, and attitudes for continuous growth and achievement.
- Our academic program fosters critical thinking, problem solving and effective communications skills so that our students will become collaborative leaders.
- Through various learning opportunities – particularly in our global travel program - students will develop an appreciation for global interdependence and an aptitude for engaging diverse cultures and perspectives.
- Our students flourish in a nurturing environment where they enjoy personal relationships with dynamic, faith-filled, and attentive teachers who utilize a variety of instructional strategies.
- As a vibrant community of lifelong learners, we seek all available opportunities for collaboration with parents and other community leaders.
- Because learning extends outside of the classroom, our students are encouraged to develop their talents through a wide array of co-curricular activities. Students are afforded multiple opportunities for success in a safe and enriching environment.
- We affirm that maintaining the right relationship with God demands that all members of our community will offer their time and talent to respond compassionately to the needs of others.

## **Our School Prayer**

Day by day, dear Lord,  
for these three things I pray -  
to know you more clearly  
to love you more dearly,  
to follow you more nearly,  
day by day.

# The Epiphany Honor Code

The honor code at The Epiphany School centers on four essential values: **responsibility, respect, service, and integrity**. The value of responsibility challenges students to develop their God-given gifts. They take initiative to maintain and enhance their school environment. Respect reminds students to listen to and value different people and their opinions. They practice “the golden rule”—do unto others as you would have them do unto you. The value of service compels students to utilize their God-given gifts in the service of others. Finally, integrity challenges students to be true to themselves and their beliefs. They do the right thing even when they may be afraid or uncertain. We believe that young people who embrace these four values will advance in their journey toward a faithful and fulfilling adult life.

## Epiphany Honor Code – Guiding Questions

<b>Responsibility</b>	<b>Respect</b>	<b>Service</b>	<b>Integrity</b>
Do you speak and act in a manner that is consistent with the values of The Epiphany School?	Do your comments and/or actions demonstrate respect for someone’s appearance, race, gender and ethnicity?	Do your actions reflect care for the condition of the campus – do you keep your locker neat and the cafeteria clean?	Do you stop and consider the right response when faced with a choice between right and wrong?
Do you arrive where you need to be, when you need to be there, with what you need to bring?	Do your words and/or actions express respect for the adults (parents, coaches, teachers and administration) of our school community?	Do you embrace opportunities to serve the school community through a club, sport or on-stage production?	Do you do the right thing even if no one is watching?
Do you accept responsibility for your words and actions?	Do your words and/or actions reflect well upon you, your parents and the school?	Do you respond to the needs of others in and around the community of New Bern?	Do you stand up for what is right in the presence of your peers?

## ACADEMIC POLICIES

### ACADEMIC HONESTY

Students are expected to be honest and responsible in the completion of their academic work. Parents are encouraged to assist and guide their children, but we discourage parents from taking over the assignment. As noted in our Honor Code, deception and dishonesty of any kind will not be condoned. Students are expected to refrain from:

- Copying another student's homework or assignment
- Cheating on a test
- Plagiarism
- Submitting another's work under one's own name

Students will be **required to “pledge” all submitted work** as an indication of their compliance with the Honor Code. The pledge reads as follows:

“As an honorable Epiphany student, I will not cheat, lie, or steal, nor tolerate others who do.”

On written assignments, students will write, **“I pledge”** to signify their recognition of the Honor Code.

Teachers who suspect that a student may have been academically dishonest will report their concern to the Lower School Director. Consequences for honor code violations include, but are not limited to, the following:

- Verbal warning
- Written warning
- Zero for the assignment
- Resubmission of the assignment for no credit
- Parent/student conference
- Ineligibility from athletics and/or co-curricular activities for a set length of time
- Community service hours
- Special research project on honor for the school administration

- Withdrawal from school

### ACADEMIC HONORS

At the end of each quarter, students who have distinguished themselves academically will be recognized. The various distinctions within our honor roll are:

Headmaster's List	A (94) or better in all subjects
1 <sup>st</sup> Honors	A- (90) or better in all subjects
2 <sup>nd</sup> Honors	B (84) or better in all subjects
Honorable Mention	B- (80) or better in all subjects

Students who earn Headmaster's List, 1<sup>st</sup> Honors, and 2<sup>nd</sup> Honors will earn additional recognition. Honorable Mention receives no privileges.

### ACADEMIC PROBATION

Any student who fails two or more subjects at the end of a semester will be placed on academic probation for a set length of time. This situation will require a conference with the Lower School Director, student and parents. Specific terms of the probation and strategies for improvement will be outlined in the conference.

### ACADEMIC RECORDS

Student records are confidential and will not be released to any person or institution without the written consent of parents. By law, a student is allowed to access his/her record when a request is made to the administration.

### ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES

Epiphany is committed to ensuring that students have opportunities to succeed. In the event that a student has a diagnosed learning disability that has been identified through a recent psycho-educational evaluation by a licensed practitioner, we will make reasonable accommodations for the student. However, **our school neither modifies its academic requirements nor alters its general course of study to meet special educational needs.** A list of the reasonable accommodations that we are equipped to offer is available for review. In some instances, students are entitled to and may benefit from the support services that are provided by the county's school system. For additional information on testing for possible learning disabilities, parents should contact the Lower School Director.

### ASSIGNMENTS & LATE WORK

All assignments are to be neatly written/typed and fully completed. Individual teachers may offer specific requirements/rubrics for written assignments. **Assignments that are not turned in at the time they are due must be submitted the next time the class meets.** In an attempt to boost their personal responsibility, students **may not contact parents to secure assignments that may have been left at home.** A maximum of 70% will be awarded for any late work.

### CLASS FEES

Many classes do not incur the cost of textbooks. Supply fees may be assessed to provide students with the necessary materials to facilitate instruction. Art, music, and science classes are some of the potential classes affected.

### CLASS SIZE

Our maximum class size is 20 students. With rare exceptions, classes may exceed this goal. When grade levels are full, applications may be held in reserve (waiting list) for families who desire admission if positions become available at any point during the year.

### CURRICULUM

The curriculum of The Epiphany School meets or exceeds the appropriate state and national standards. We utilize an outcome-based approach that explicitly defines the core knowledge, skills and aptitudes that the student is expected to master as a result of the instruction that is provided. The amount of instructional time devoted to each discipline is in accordance with the norms of child development and other relevant standards.

### FAILURE POLICY

If a student is in danger of failing a course, the teacher will inform the parent/guardian and student as soon as possible to permit a concerted effort by all parties to remedy the situation.

### FIELD TRIPS

Field trips are intended to supplement classroom learning experiences. With administrative approval, teachers may plan organized class field trips during the year. When a trip is planned, a description of the trip will be sent home. Appropriate dress (for example, slacks and collared shirts) will be determined by the sponsoring teacher and the administration.

Required fees for these supplemental activities must be collected prior to departure. Written parental permission is necessary for a student to leave school grounds. Each field trip requires a separate permission slip. **These forms contain necessary health insurance information and must accompany the students on the field trip.** Parent chaperones are asked not to bring along siblings. Additionally, parents who have not been asked by the teacher to assist with chaperoning should refrain from coming to the field trip location. Field trip transportation will be provided by the school bus or van, a chartered bus service or parent chaperones. Refunds will not be given as reservations are made based on the expected number of students.

## GRADE REPORTS

Throughout the school year, the following grade reports will be issued:

### *Interim Grades*

Interim grades are issued in the middle of every quarter as an indicator of the student's performance in each course. Lower School students will receive an interim report in every class during each quarter.

### *Quarter Grades*

The quarter grades are determined by an assessment of the student's performance during the nine week quarter. Completion of homework, major assignments, participation and performance on tests and quizzes account for the grade.

At the conclusion of every quarter when grades are issued, **any student whose tuition account has become delinquent will not receive a report card.** For more details, see the section on Tuition Policies & Procedures.

## GRADING SCALE

A	94-100
A-	90-93
B	84-89
B-	80-83
C	74-79
C-	70-73
D	65-69
F	0-64

## HOMEWORK

Homework serves as a reinforcement and further application of the skills and material taught within the classroom. It is a valuable component of student learning and should be expected on a daily basis in all grades. The time allotted will vary for each student. Teachers will make every attempt (through an assignment board in the Faculty Lounge) to cooperate in monitoring the collective amount of homework that is assigned. Additionally, teachers will strive to minimize assignments during long school breaks. Repeated failure to perform homework assignments will seriously jeopardize the student's overall academic performance. In the Lower School, when a student fails to turn in an assignment, the teacher will notify the parent.

Parents are reminded of the following guideline regarding homework:

*Think positively. Encourage your child to understand the value of homework. Remind him/her that any accomplishment requires work, practice and consistency. Give assistance - but remember: homework is your child's opportunity to learn and strengthen his/her skills as independently as possible.*

## STANDARDIZED TESTS

As required by state law, standardized tests will be administered during each school year. Results of these tests will be shared with families. We request that families avoid student absences during the standardized testing period. These tests include:

Students in Grades 6 take the California Achievement/Terra Nova or equivalent.

## TEST NOTIFICATION

For Lower School students, every test or major project requires a parent signature following the return of the grade, no matter what the grade. If a student does not return with the parent signature, the teacher will phone the parents.

## ATTENDANCE POLICIES & PROCEDURES

### ABSENCE

It is important that students be in attendance regularly to ensure continuity in educational progress. If your child is going to be absent or late, ***please call the main office by 8:30 a.m.*** Do not call the teacher and/or leave a voicemail message as faculty members are often unable to check messages at the beginning of the school day. **If a child is marked absent and we have not received parental notification, the Administration will contact the parents.** We need to account for all the students every day.

Being present at school is such an important life skill. It demonstrates commitment and dedication to a cause or community. Your steady and punctual attendance at Epiphany is a tremendously important characteristic that will support future success in life. Being present at school is such an important life skill. It demonstrates commitment and dedication to a cause or community. Your presence at Epiphany is a tremendously important characteristic that will support future success in life. Because we believe that all classroom instruction is critical for successful learning and mastery of the skills/material in each course, ***students should not be excused from instruction whenever possible.*** Parents are strongly discouraged from scheduling standing appointments or co-curricular activities that will demand regular dismissal from classes throughout the year. Allowances will be made for isolated commitments. Additionally, parents are discouraged from planning travel during the school year that will pull a child from classes. ***While it is certainly the prerogative of our families to make decisions regarding these opportunities, the school does not excuse travel-related absences. Consequently, teachers will not be responsible for providing long-term assignments for a student who is absent due to travel.*** If parents have decided to travel with their child during the school year, this information should be expressed in writing to our Lower School Director at least two weeks prior to the absence. Students will receive all missed work upon their return and should return it in a timely fashion. The school cannot take responsibility for any gaps in the student's learning that may occur due to travel-related absences.

In the event that a student misses more than ***12 days of school (3 days/quarter)***, the school may require remediation for missed instruction and/or recommend that a child not be promoted to the next grade. When a student misses multiple, successive days due to illness, the parents must provide the school with a doctor's notice to confirm the reason for absence.

A student must ***be present for four instructional hours (excluding a planned early release day) in order to participate in any co-curricular activity*** later that day.

### ASSIGNMENTS MISSED DURING ABSENCE DUE TO ILLNESS

To ensure continuity and progress, our faculty members are more than willing to provide assignments to a student who is absent due to illness. ***Please do not request work from a teacher on the first day that a sick student is absent. These requests should be made only if the student misses multiple days. On the second or additional day of absence, please call the Lower School receptionist no later than 10:00 a.m. on the day you wish to pick up the work.*** Parents may pick up student's work at the reception desk by the end of the school day. It is the parent's responsibility to get the homework from the school receptionist. The teacher and/or the volunteer receptionist cannot assume the task of getting work to a sibling or friend during the school day. **Parents should not go to classrooms to get assignments during the school day.**

### DISMISSAL FROM SCHOOL

For safety reasons, no student will be permitted to leave during the school day without a written note from the parent/guardian requesting the child's release. Students will not generally be released by a telephone message. Any parent/guardian coming for a child during the school day must come directly to the reception area in the lower school building. The receptionist will send for the child from the classroom. Teachers will not release a child from class without authorization from the main office.

### EARLY RELEASE FROM SCHOOL

When it is necessary for a student to leave classes early, parents are asked to send a note to the Lower School Director at the beginning of the day. At the time of pick-up, parents must enter the reception area to sign out their child. The receptionist will then call the student to the office. Students will not be allowed to wait in the office for a parent to pick them up. The parent must be present for the receptionist to call the student from class. If the student returns before the end of the school day, his/her parent must physically enter the school reception area to sign back in. ***No child should be dismissed after 2:30 PM, as it is very disruptive for the teachers and our dismissal procedures.***

## TARDINESS TO SCHOOL

A student who arrives after 8:00 a.m. will be considered tardy on Monday, Tuesday and Thursday; 9:00 a.m. on Wednesday; and 8:25 a.m. on Friday. We recognize the importance of students being present for learning to progress. Therefore, we strongly discourage tardiness. The ***school will record an absence after every third tardy to school.*** Families will receive written notice if their child is repeatedly tardy. Continued tardiness to school will result in a parent/student conference with the Lower School Director. ***Students arriving late for school must report to the reception area - accompanied by a parent - for an admittance slip. Please do not drop your child off at the curb and let him/her enter the building alone.***

## TRUANCY

Truancy is defined as any absence from school or class without the awareness and permission of the parent/guardian. A student who is truant from school will be allowed to return to school only after consultation with an administrator and his/her parents. Students will receive no credit for make up work due to truancy. Repeated truantries may result in a student's withdrawal from the school.

## CO-CURRICULAR POLICIES

### ACTIVITY PERIOD

The activity period has been designed to facilitate the involvement of students in a variety of co-curricular clubs and activities. One period per week during the school day has been designated for students to be involved in a co-curricular activity that interests them. We believe some of the most important lessons that our students will learn will occur outside of the classroom. This opportunity is another venue in which they can uncover their personal gifts and develop their aptitude for leadership. In today's competitive college climate, significant opportunities for leadership and service, like those offered through our club program, are essential for our students to distinguish themselves as they continue uncover their personal gifts and develop their aptitude for leadership.

### SPECTATORS AT SCHOOL EVENTS

Students are encouraged to attend athletic and other co-curricular events to support their friends and classmates. Spectators are reminded that they represent the school as much as the players on the field or stage. True to our identity and values, ***we root for our teams and not against our opponents.*** School staff may ask offenders to leave any event if their actions are inconsistent with the values of our school community. Spectators at events must satisfy the same daily attendance requirements as those students who are participating.

## COMPUTER & INTERNET ACCEPTABLE USE POLICIES

A fully networked computer system and internet services are provided to facilitate educational research and enrich student learning. Students are prohibited from accessing material that is not of obvious educational value in the context of the school setting. The school has taken available precautions to restrict student access to controversial materials. However, on a global network, it is impossible to completely control all materials and an industrious user may discover them. We firmly believe that the valuable information available on the internet far outweighs the possibility that users may procure material that is not consistent with the educational goals and values of our school.

Use of the school's computer network & related services requires that students adhere to strict guidelines. If a student violates any of these provisions, his/her access may be suspended or terminated. Your signatures on the *Family Agreement Form* indicate that you have reviewed these terms and conditions and agree to comply with them.

### Terms and Conditions

- a) *Acceptable Use* – Your use of the network must be in support of education and research consistent with the educational objectives of the school.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret. Use for product advertisement, propagation of computer worms and viruses, propagation of material designed to interfere with the normal operation of the network, using the network to make unauthorized entry to any other machine, or political lobbying are prohibited. Illegal activities are strictly prohibited.

- b) *Electronic Devices* - As a member of the Epiphany community, we feel that all members should be present to one another, engaged in conversation and appreciation for the gifts that each of us have. Because of this intentional desire to build community on campus, we have designated the following expectations about personal electronic

devices. **Cell phones, ipods, MP3 players, CD players, digital & video cameras may not be used on campus at any time during the instructional day – from the time of arrival on campus until 3:15.** They should be neither audible nor visible – they should be completely turned off. Inappropriate use of electronic device includes, but is not limited to, texting other students during the day and taking pictures in an inappropriate manner or subject. If they are discovered to be in use or activated, **they will be confiscated and retained for thirty days.** After a second confiscation, the item may be retained for an even longer period. Further, we encourage students to leave these items at home as the school cannot be responsible for lost or damaged items. If a student needs to use a phone, the main office can assist students at any time. **Under no circumstances (including illness) should a student directly call parents during the school day from his/her phone.**

- c) *Internet Etiquette* - You are expected to abide by the generally accepted rules of network etiquette when using the internet. These include (but are not limited to) the following:
- **Electronic mail (e-mail or instant messages), accessing social networks (MySpace & Facebook) and user storage on the network are strictly prohibited.**
  - **Electronic communication should never be used as a means to resolve conflicts. Email should only be used to share information, set up meetings, and make inquiries; it is not a not an appropriate means to lodge complaints or criticism..**
  - Cell phones, Blackberries, etc. should not be used to access the internet during the school day.
  - Be polite and respectful. Do not write, send or post abusive, harassing or degrading messages to others – either within or outside of school. These are considered very serious offenses and may lead to significant consequences, including dismissal from the school.
  - Use appropriate language at all times.
  - Do not reveal your personal address/phone number, the school's information, or the address/phone number of another student or staff person.
  - Administrators have access to all these areas. Messages relating to, or in support of, illegal activities may be reported to civil authorities.
  - Do not use the network in such a way that you would disrupt other users (e.g. downloading extensive files).
- d) *Reliability* – The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer as a result of hardware malfunction, loss of data, delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The school denies any responsibility for the accuracy or quality of information obtained through its Internet services.
- e) *Security* - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify an administrator immediately. Do not demonstrate the problem to other users. Attempts to log in to the network resources as a faculty member or administrator will result in immediate cancellation of user privileges and any other disciplinary action deemed appropriate by the administration.
- f) *Vandalism* - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software or data of another user.

If a student wishes to use his/her personal laptop computer at school, the following requirements are the minimum specifications needed to be compatible with the school's systems:

- CPU: 800 MHz or better Intel Pentium III processor for XP, for newer machines Intel Pentium 4 or Intel Celeron: 1.0 GHz or better, 32 or 64 bit
- Memory: 512 MB RAM for XP, 2GB RAM for Vista
- Operating System: Windows XP w/service pack II installed or Windows Vista
- Speakers: Internal or External
- Microphone
- Updated Antivirus Software
- Microsoft Office 2003 or 2007 must include: Word, Excel, PowerPoint, Publisher, Movie Maker
- Download from Microsoft.com: Photo Story 3 for Windows
- Optional: Adobe Photo Shop Elements. This software has a specific processor requirement of 1.3 GHz dual core

## **DISCIPLINARY POLICIES & EXPECTATIONS**

The Epiphany School aspires to create and maintain an orderly, peaceful, and safe environment for all community members. **Our expectation is that Epiphany students will reflect in their behavior the values of the school and the example of Jesus Christ.** Also, the presence of the school's Honor Code and its guiding questions provide students with parameters to behave honestly and justly. Given the nature of this community, the faculty and administration

acknowledge that our standards of behavior are demanding. However, we remain confident that they are both reasonable and attainable for the students who have been entrusted to our care. ***Our standards of behavior apply to students' conduct both on and away from campus and in all the places where they serve as representatives of our school community and the values that we espouse.*** We expect that students will be honest and forthright when they are held accountable for their behavior. As has been stated previously, students must have respect for each other, for each member of the staff, for each other's property, and for the school. Explicit classroom guidelines are established to clarify acceptable norms and to encourage the development of responsibility and self-discipline among our students. Frequent repetition of the same behavior will generally call for a review of the student's conduct in a parent conference with the Administration.

#### BULLYING

Students and families are reminded that instances of bullying and/or harassment between students are considered serious offenses and will not be tolerated. Bullying is defined as a deliberate attempt by an individual or group to hurt, tease, frighten, embarrass or exclude someone. This may include physical, verbal or psychological acts. These may occur either in person, in writing, or via technological means (text messages, emails, blogs). We are committed to creating a "bully-free" zone and will directly address any situations that tarnish this desired environment. All students are urged neither to participate in nor to tolerate bullying. If a student and/or his parents believe that any harassment has occurred, this concern should be immediately brought to the attention of the administration so that swift and appropriate action can be taken. Further, flagrant cases of bullying in schools have become punishable under North Carolina law.

#### CAUSE FOR WITHDRAWAL

On rare occasions, which are outlined in the "INFRACTIONS AND CONSEQUENCES" portion of this handbook, students may be withdrawn from The Epiphany School. It is our goal to create structures to help in the retention of students who want to constructively contribute to and benefit from our school community.

#### CLOSED CAMPUS

All students who are dropped of in the morning are required to enter the school building immediately. All students are required to remain in the school buildings and/or on school grounds during the day unless accompanied by a teacher.

All students must sign out in the Reception Area if they depart prior to dismissal.

#### CODE OF CONDUCT

Adults - Adult members of The Epiphany School are expected to be role models whose actions consistently reflect the Judeo-Christian values of our school. Our goal is to create and maintain a positive, cooperative atmosphere within the school community.

All members are urged to honor the following guidelines:

- Maintain a commitment to the holistic development of all members of our community
- Be cooperative and committed to school goals
- Be respectful and self-disciplined
- Attempt to separate personal desires from what is in the best interest of the common good of our school community
- Treat one another honestly and politely, respecting the diversity of persons and opinions within our community
- Seek peaceful & constructive resolution of disputes when any conflicts arise
- ***Refrain from gossip.*** Address directly the persons who have some responsibility for a given situation.

Students - The student code is a guide for behavior. Its purpose is to create a respectful atmosphere and to ensure a safe learning environment. ***Our discipline policies encourage our students to take responsibility for their actions and to understand that all personal decisions/actions have consequences.*** The following methods may be used for handling inappropriate behavior:

#### **Procedures for Handling Inappropriate Behavior**

1. Individual teacher intervention according to specific teacher classroom management plan- time outs
2. Issuance of detention and phone call to parents
3. Referral to Lower School Director
4. Conference with parent, teacher, student and Lower School Director

## FIGHTING

Verbal or physical fighting between students will not be tolerated and may warrant serious disciplinary consequences.

## GENERAL CLASSROOM GUIDELINES

While the general guidelines of the school must be honored, each teacher will set the specific procedures and regulations that govern his/her classroom. Each teacher will handle any breach of his/her specific classroom norms in an appropriate and reasonable manner.

## INFRACTIONS & CONSEQUENCES

Violations of our community expectations generally fall into four categories. The consequences will match the severity of the offense.

**Type I misconduct** includes, but is not limited to, the following:

- Tardiness to class
- Violations of Dress Code
- Unexcused late arrival to school
- Use of vulgar, degrading or disrespectful language
- Disruptive classroom behavior
- Littering the school property
- Disrespect to school personnel or fellow student
- Pushing or shoving another student
- Running or shouting in the building
- Improper use of personal electronic devices
- Violation of school safety rules
- Eating or drinking outside of designated eating areas (gym or in the plaza)
- Chewing gum in school
- Failure to follow absentee procedures
- Writing on desks or walls
- Failure to report for an after-school disciplinary conference with a teacher

Type I infractions are reported to the Lower School Director. Appropriate consequences will be issued.

**Type II misconduct** includes, but is not limited to, the following:

- Gross disrespect to school personnel
- Misconduct at school-sponsored trip or event
- Skipping a class
- Harassment/mistreatment of another student
- Actions that are harmful to the school's reputation
- Failure to remain within designated boundaries on campus or on off campus school events
- Verbal abuse or attack of another community member

Type II infractions are reported to the Lower School Director & Assistant Head and may require a parental conference. Appropriate consequences that are related to the problematic behavior will be issued. These consequences may include mandatory service and/or suspension. Students may additionally be placed on disciplinary probation.

**Type III misconduct** includes, but is not limited to the following:

- Academic dishonesty (includes forgery, copying another student's assignments, possession of unauthorized materials)
- Insubordination to school personnel
- Involvement in a fight
- Truancy/Leaving the school property
- Possession of use of fireworks and/or other hazardous materials
- Conduct unbecoming of an Epiphany student
- Trespassing

Type III Infractions are reported to the Lower School Director & Assistant Head of School and will require a parental conference. Appropriate consequences, generally an in-school suspension & community service, will be issued. Students may additionally be placed on disciplinary probation.

**Type IV misconduct** includes, but is not limited to, the following:

- Vandalism or destruction of property (personal, school, or neighborhood)
- Gross academic dishonesty (cheating & plagiarism)
- Stealing
- Sexual harassment
- Unauthorized entry or altering of computer system

Type IV infractions are reported directly to the Lower School Director and the Head of School and will require immediate action. The consequences here may include suspension for up to three days. Students will be placed on disciplinary probation.

The following infractions are so egregious within the Epiphany community that the ***student may, at the discretion of the Head of School, be immediately withdrawn from the school:***

- Jeopardizing the safety and/or reputation of the student body and/or the institution
- Assault on another student or school personnel
- Use, abuse, sale or possession of illegal drugs or controlled substances at school or school-related event
- Extortion, coercion or blackmail.
- Arrest by civil authorities for crimes against persons or property
- Possession of a weapon

#### OFFENSES PUNISHABLE UNDER FEDERAL/STATE LAW

Students and parents/guardians are advised that the following infractions are punishable by federal/state laws beyond the disciplinary terms of the school:

Possession of controlled substances, possession of weapons, assault and battery, vandalism, harassment, theft, arson, misuse of fire extinguishers, calling a false alarm, use of firecrackers or other incendiaries, use of materials to disrupt the safe and normal conduct of school activities.

Either the school or any member of the school community can choose to bring these issues to the attention of legal authorities. In accordance with the statutory regulations of North Carolina, possession or use of alcohol or any illicit drug is prohibited in school, on school grounds, or at any school activity whether or not the activity takes place on school premises. In all infractions involving the possession, use, or sale of illicit drugs, the police will be notified by the administration.

NC law prohibits the practice of harassment/hazing. It is now a crime to participate in and/or organize harassment/hazing. It is also a crime for any person at the scene of such a crime to fail to report the incident to the proper authorities. The administration and faculty will comply with these regulations.

#### PUBLIC DISPLAYS OF AFFECTION

In order to preserve our educational environment, students ***should not engage in any public displays of romantic affection*** on campus. Displays of this nature are exclusive, make others feel uncomfortable and are inappropriate in our academic setting.

#### SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for favors, verbal statements or expressive behaviors that are commonly understood to be suggestive toward persons of either the opposite or the same gender. In particular, such conduct is wholly intolerable in an educational environment when:

- 1) submission to such conduct is made either explicitly or implicitly as a term or condition for a student's education or enjoyment of school experiences
- 2) submission to or rejection of these behaviors is used as a basis for decisions or actions that either favor or adversely affect the welfare and educational opportunities of students
- 3) it unreasonably and substantially interferes with an individual's welfare and creates an intimidating, hostile, offensive or demeaning environment

Sexual harassment is ***an extremely serious matter and may result in the dismissal of the offending student.***

## **DRESS CODE GUIDELINES**

The Epiphany School offers a disciplined learning environment for our students. We believe that ambitious learning and living out our mission are extremely noble pursuits. The appearance of all community members should exhibit their respect for the noble and sacred mission, values and culture of our school. Our dress code serves to instill pride, unity and equality within our community. By wearing the name of our school, students show their commitment to our community

and all that we espouse. Finally, we affirm that adhering to a respectable dress code, instead of conforming to the latest whims of fashion, is an effective way for our students to display outwardly the discipline that is required to find success in life. Land's End is our school's primary clothing vendor. While we prefer that families utilize this service, we recognize the importance of allowing families to have choices in clothing purchases. Families may utilize a school authorized embroiderer to place the school's trademarked logo on clothing that complies with the dress code. Please contact the Assistant for Communications with any questions. Rather than adopting an official school uniform, we have established a dress code that is not excessively restrictive. All students/families can make choices within a range of options (styles, colors, patterns, fabrics). Because they represent our school to the outside community, students are expected to maintain a neat appearance at all times. We remind parents of their responsibility to ensure that their children fully respect and uphold these guidelines. Parents will be notified if a student's dress and appearance does not satisfy these expectations. In the event of repeated offense, a student may be required to alter his/her attire.

## **TOPS**

### *Boys*

Wear any solid color polo or oxford shirt that is embroidered with the school logo. All collared shirts may be worn untucked. Any undershirt that is worn with Epiphany attire must be a solid color and should be tucked in to bottoms.

### *Girls*

Wear any solid color polo or oxford shirt that is embroidered with the school logo. All collared shirts may be worn untucked. Girls are always encouraged to wear a solid color undershirt/camisole. These may either be tucked in or pulled down well below the waist. Bare midriffs, exposed at any point during the school day, will be considered a dress code violation.

## **BOTTOMS**

### *Boys*

Wear pants in a variety of fabrics but no denim. They must be a solid color. All items must be in good condition (no rips or frays) and should fit appropriately (no sagging, skin tight, drop waists, or visible boxers). "Dressy" non-denim, solid color shorts may be worn. These should have a 7 inch (or longer) inseam so that they fall approximately two fingers width above the top of the knee cap. Extra long and/or "baggy" cargo shorts, athletic shorts & sweats are not allowed.

### *Girls*

Wear pants in a variety of fabrics but no denim. They must be a solid color. All items must be in good condition (no rips or frays) and should fit appropriately (no sagging, skin tight, drop waists, or hip huggers). "Dressy" non-denim, solid color shorts, skirts, dresses (no spaghetti strap dresses) and capris may be worn. Shorts should have a 7 inch (or longer) inseam so that they fall approximately two fingers width above the top of the knee cap (or longer). Athletic shorts, sweats and rolled "clamdiggers" are not allowed.

## **SHOES**

### *Boys*

Comfortable, casual shoes should be worn at all times. This includes topsiders, loafers and clean, conservative sneakers. It excludes any shoes that have wild colors or patterns, "skater" shoes, open-toed sandals, CROCs, boots & flip flops. Preferably, shoes will have nonscuffing soles.

### *Girls*

Comfortable, casual shoes should be worn at all times. For the safety of all, girls' shoes should not have any significant heel or platform. Appropriate shoes include topsiders, flats, loafers & conservative sneakers. Those that are excluded are shoes that have wild colors or patterns, "skater" shoes, open-toed sandals, CROCs, boots & flip flops. Preferably, shoes will have non-scuffing soles.

## **OUTERWEAR**

### *Boys & Girls*

During cool weather months (generally November-March), embroidered sweatshirts, sweaters & fleece vests may be worn. Epiphany tops should be worn under these in the event that they need to be removed. Outerwear items are available in a variety of colors & styles. Students may wear any other outerwear items (coats, hats, scarves & gloves) to school, but these may not be worn in the buildings once the school day begins. Students are encouraged to keep an appropriate outer layer at school in the event of rain or cooler temperatures. **Please label all items.**

## **P.E. ATTIRE**

### *Boys & Girls*

Students must wear an Epiphany t-shirt or sweatshirt. Sneakers are required for all planned activities. Following PE classes, all students must return to normal attire.

## **SCHOOL TRIP & SPECIAL EVENT ATTIRE**

### *Boys & Girls*

When students leave campus for any school-related trip or participate in special ceremonies, appropriate attire will be designated in advance. In general, this will include collared shirts (polos, oxfords) and non-denim slacks. Some special events (Dedication, Feast of Epiphany, Honors Convocation) will warrant "Sunday best" attire – dresses & skirts for girls, dress shirt & ties for boys. Permission slips will include information about required attire.

## HAIR & GROOMING

### *Boys & Girls*

Natural hair colors and conventional hair styles are required for all students. Hair styles should never impede visibility of the face and/or extend over the eyes. Severe or sloppy styles may be deemed unacceptable as they can distract from our disciplined learning environment. The administration may request reasonable adjustments.

## JEWELRY & ACCESSORIES

### *Boys & Girls*

For health and safety reasons, only modest earrings (not dangling or large hoops) are permitted. Simple necklaces may also be worn around the neck and should be tucked inside the shirt collar. Earcuffs, chokers, anklets, facial body piercings, bandanas, pocket chains or sunglasses are all unacceptable. Baseball caps and/or other hats should never be worn in any building at any time of the day.

## GENERAL POLICIES

### ADMISSIONS

All students will be admitted on a provisional basis based on the compatibility of their needs and abilities with the programs offered by the school. Previous school records, teacher recommendations, interviews and assessment results will all be carefully considered in the admissions process. In the event that an admitted student is experiencing significant academic difficulty, the administration may contact his/her parents to determine discern the appropriateness of the student's placement at the school.

### ASSEMBLIES

Special & routine assemblies (like Community Gathering) are held during the school year. Attendance at all school assemblies is mandatory for students in all grades. Students may not leave early when there is an assembly or special function simply because it does not interest them. These events are carefully planned as an enrichment to our other programs.

### BACKPACKS

Students may use backpacks or bags to transport books and other personal items to campus each school day. Due to the risk of tripping other students on campus, rolling **wheeled backpacks are not allowed**. Soft-sided, frameless backpacks must be placed inside the locker, or cubbie, when emptied in the morning and not in use. During the school day, students may not carry backpacks throughout the building or leave in classrooms or corridors. Students will have adequate time between designated classes to retrieve any necessary items.

### CARE OF MATERIALS

Each student accepts responsibility for the care and proper treatment of all materials used at school. Parents should ensure that students have marked all personal items (especially clothing and books) with the student's name. Lost items can often be returned if they are appropriately marked. Students are encouraged to leave expensive personal items (including electronic devices like ipods) at home. They should also refrain from coming to school with significant amounts of money. If a school-issued book is lost or destroyed, the family will assume financial responsibility for the full replacement cost. If a student marks on or destroys property, books or materials, the family will be responsible for replacement costs of damaged items at the discretion of the school administration.

### CLASSROOM VISITATIONS

During the school day, visitors (including parents) should not disrupt the classroom unnecessarily. However, visitors are welcome if they will be supporting a classroom activity that has been pre-arranged with the teacher. All arrangements are to be made with the teachers in advance to the visit. All visitors to campus must enter and sign in at the reception desk in Founders Hall or the Lower School.

### COPYING

Students are not allowed to make personal copies in the main office, even for class assignments. Students may print in the media center at a cost of \$.10 per page. Additionally, networked printers are available with the assistance of a teacher.

### DINING ON CAMPUS

Students may bring a bag lunch to school daily. Meals will also be available for purchase through an outside catering company. Payments will be made in advance. A la carte items are also available for purchase. **Delivery of meals**

**prepared at any off-campus restaurants will not be permitted during lunches.** Often these fast food meals are unhealthy, and create a sense of elitism and superiority among the students. Parents are expected to honor this policy and to drop off (on occasion) a forgotten home-made lunch only by bringing it to the reception area.

**Due to building maintenance concerns, food and beverages should be consumed only in the designated eating areas (gym & outside) either during school or when on campus for after-school activities. Additionally, open containers should not be brought into the school buildings at any time.**

Behavior in the designated dining areas is expected to conform to the norms of good manners. Some specific expectations are:

- Leave the place you occupied clean – even cleaner than you found it.
- Be polite and grateful to the stewards who are assisting with the meal.
- Seek permission from an appropriate adult to be dismissed.
- Keep voices down.

During the school year, students will be expected to assist with set-up and clean-up of the dining area.

#### ELECTRONIC DEVICES

**Personal electronic devices (cell phones, ipods, MP3 players, CD players, digital & video cameras) may not be used on campus at any time during the instructional day – from the time of arrival on campus until 3:15.** They should be neither audible nor visible – they should be completely turned off. If they are discovered to be in use or activated, **they will be confiscated and retained for thirty days.** After a second confiscation, the item may be retained for an even longer period. Further, we encourage students to leave these items at home as the school cannot be responsible for lost or damaged items. If a student needs to use a phone, they must go to the receptionist desk in the lower school building. **Under no circumstances (including illness) should a student directly call parents during the school day from his/her phone.**

#### EMERGENCY NOTICES

When it is necessary to close school, delay opening, or release early because of weather or hazardous conditions, announcements will be made on the three primary television channels in our region. This information will also be available on the school's website and on the school's automated message. We will not necessarily adhere to the decision of the local school districts.

#### FAMILY/CUSTODIAL SITUATIONS

If a child enrolled in the school does not reside with both birth parents due to divorce/separation, it is the responsibility of the parents to provide official documentation of custodial arrangements as expressed in a court decree. So that we are aware of custodial agreements, a copy of the court decree bearing the case number, pages referring to child custody as it relates to the school, and the page bearing the judge's signature are to be submitted to the Lower School Director for the child's file. This information will be retained in the student's confidential file and is essential for maintaining appropriate and expected communication between home and school. Proper ID may be required to pick up a child from school.

#### FIRE DRILLS

Fire and tornado drills will take place on a routine basis. Directions for evacuating the building are posted in each classroom. To ensure a quick and safe exit, students are to proceed quietly to the designated assembly points.

#### GRIEVANCE PROCESS

The Epiphany School is committed to following a model of due process that befits our mission and values as a faith-based school. Every effort will be made to ensure that the dignity of any individual is not compromised. Communication between the school and the families that we serve will be open, honest and forthright. In the event that parents have a concern about a child, a teacher or the norms of culture/procedures within a particular classroom, parents should make initial contact with the teacher. As a professional, he/she is well qualified to hear and respond to any concerns that may arise and is the person best suited to cooperate with parents in ensuring the child's success. Discussions with other parents, other teachers and even students do not generally yield solutions and often become destructive to the individuals involved and to our wider community. Direct and honest dialogue must remain our preferred method for resolving the misunderstandings that occur within any school community. If a parent remains dissatisfied with the outcomes of a dialogue with a teacher, then the following procedure should be used:

- 1) The aggrieved party shall contact the Lower School Director within 5 days from the occurrence on which the grievance is based. While a phone call may be placed, grievances will need to be submitted in writing. No grievance will be accepted for formal consideration unless it has been presented in this way.
- 2) Upon receipt of a written grievance, the Lower School Director (or designee) will arrange for a meeting with all appropriate parties within 3 days.

3) At the scheduled meeting, the Lower School Director (or designee) will allow the parties to express the grievance. Every attempt will be made to resolve the problem.

4) If the aggrieved party remains unsatisfied with the outcome and feels that the seriousness of the issue warrants further action, he/she may then contact – in writing - the Chair of the Board of Trustees who has governing authority of the school. The Chair will then determine an appropriate course of action and contact the aggrieved party.

#### GUM CHEWING

**Students are not generally permitted to chew gum within any buildings at any time.** Further, they are discouraged from chewing gum on the grounds of our campus.

#### INTERNET ACCESS

Students at Epiphany have access to the internet in all instructional areas. Internet use is generally limited to times when the students are supervised. The internet will only be used for educational research or objectives and is governed by our *Acceptable Use Policy*. We contend that responsible use of the internet is an exercise in ethical practice for our students.

#### LANGUAGE

Foul, vulgar or inflammatory language will not be tolerated at any time on campus.

#### LOCKERS

Each student may use the lockers in the corridors or cubbie arrangements in classrooms to store backpacks & other personal affects during the school day. Backpacks and other personal items can not be left on the floor in the corridors or in classrooms at any time. These lockers and cubbies remain the property of the school, and as such, the school reserves the right to search them at any time. **Personal combination or keyed padlocks should not be placed on the lockers at any time – these may be rented from the school.** Students will be held responsible for any damage to the lockers or cubbies. No scotch tape should be placed inside or outside the lockers or cubbies. Small magnets may be used sparingly to affix items (photos) inside. Lockers may be decorated on special occasion with administrative approval. If a locker is not working properly, this error should be reported to the Assistant for Operations. A second locker may be issued to Middle School students who compete on an athletic team for the school.

#### LOST AND FOUND

It is a student's responsibility to retrieve lost articles. There is modest fee (\$1.00) to claim any items from the lost and found. Proceeds will be granted to the student senate for use in student activities. All unclaimed articles will be given to charity at the end of each quarter.

#### MESSAGES & PHONE CALLS

Messages can be left for students during the day, and they will be able to retrieve them in between classes, at lunch, and after school. Additionally, any student may request to use a school telephone when he/she needs to notify a parent about an unexpected change to an athletic schedule or transportation concern. Other valid reasons for phone calls may also apply, for example in the case of a medical need. Calls should never be placed unless permission has been given, particularly with cell phones. Students and parents are expected to honor the school's cell phone policy. Students are expected to come to school prepared. Calling home for homework, lunch, etc. should not become a routine practice.

#### MOVIES FOR CLASSROOM INSTRUCTION

At Epiphany, movies are generally shown only if they enhance the curriculum objectives of the course. Before feature length movies are shown, parents will be notified to grant permission for their child to view the film. If a parent does not wish for his/her child to view a film, the student's placement through the duration of the movie will be at the teacher's discretion.

#### PARENTAL CONCERNS

**If parents have a concern regarding classroom expectations and procedures, they must make initial contact with the teacher to discuss the concern.** If the issue is not able to be resolved with the teacher, then the parent may bring it to the Lower School Director. Parents should expect to be asked if they have raised their concern to the appropriate teacher (as outlined in the grievance process). If the parent does not feel a satisfactory solution has been achieved, then the matter may be brought to the Head of School.

#### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice during the school year. On these occasions, parents have the opportunity to meet with teachers and discuss the progress of their students. Other parent-teacher conferences may be

scheduled as necessary by calling the school and leaving a message for the teacher. Parents who wish to schedule meetings that are not academic-related should contact the administration for consultation.

## PARTIES

There may be times throughout the school year when we need to celebrate. Classroom activities may be held to celebrate special occasions. We will intentionally try to keep these celebrations simple. Under the guidance of teachers, parents & students can plan activities and arrange for the supplies that are needed to support them. The school neither expects nor encourages any parent/student going to incur significant personal expense to fund a celebration. Requests for additional funds to support these gatherings should not be made. Permission must be granted by the teacher's for treats to be brought in for special occasions. Parents should be mindful of food allergies.

## PASSAGE BETWEEN PERIODS

To uphold a disciplined educational setting, running, pushing and excessive noise are not appropriate at any time on campus. This expectation is especially true in hallways and the plaza areas. Students are especially reminded to keep quiet near the main entrance of the school as this is the area where all guests will be greeted and where incoming phone calls to the school are received. Hallways should remain quiet during class periods.

## POSSESSION, USE OR DISTRIBUTION OF WEAPONS

Since the safety of our students is a fundamental priority, any student/parent who possesses, wields or threatens to use a weapon will be automatically withdrawn from the school. If there is reasonable cause that a student(s) may be in possession of a weapon or other dangerous materials and thereby poses a threat to the safety of the school, the Administration reserves the right to search the belongings and personal possessions of the student.

## PUBLICATIONS & DISPLAYS OF PUBLIC INFORMATION

School publications, productions or displays/announcements are always subject to the review and evaluation of the school administration. Parties should seek the permission of the Lower School Director before posting any information on campus. The final decision about the suitability of any material in question rests with the administration. Any non-school publications presented for distribution must comply with this review.

## REGISTRATION

Re-registration for current students will begin in the third quarter. Registration for new families will occur after the re-registration period. **All registration fees, for both current and new families, are payable at the time of registration and are completely non-refundable.**

## RESIDENCY REQUIREMENT

The school recognizes that parents are the primary educators of their children. As a faith-based school, we serve as an extension of the family. In order to maintain enrollment, all students must reside with their parents or an approved guardian. If it comes to the attention of the school that a student is residing outside of the home, the administration will consult with the family about continuation of enrollment.

## SERVICE REQUIREMENTS

We believe that our shared faith compels us to serve our neighbors, to demonstrate our love of God by loving others. As the year progresses, students will have the opportunity to complete community service projects. Expectations regarding service requirements will vary across grades and will be discussed in class meetings. Opportunities include the Crop Walk, Relay for Life, Special Olympics, and RCS Food Drive/Soup Kitchen. Questions about or suggestions for service experiences should be directed to the Lower School Director.

## SCHOOL COMMUNICATION

Our electronic weekly update (*Epiphany Newsletter*) is distributed every Friday. Any group/individual who wishes to include information in this newsletter should contact the Assistant for Communications. Additionally, families are encouraged to consult our website on a regular basis as it is updated almost daily with important school announcements. New features are continually added to enhance usefulness of the website for our families.

## SCHOOL DIRECTORY

The school directory serves as a resource that allows families to communicate with each other regarding approved school activities, functions and programs. We expect all Epiphany community members to respect the rights of each other; many of our families desire to keep their phone numbers and email addresses confidential. Please do not share any information in the directory with anyone. The school will not be liable for the use of the *School Directory* for other than its intended purposes. **Any communication that misuses the *Directory* and information contained within may result in serious consequences, up to and including dismissal of the offending family from the school**

**community. The School directory is not for distribution to non-Epiphany families or used for solicitation purposes.**

#### SCHOOL HOURS

The school opens at 7:45. Families should not drop off students earlier than this time as adequate supervision will not be in place. All parents/guests should enter through the reception area only. Students should be picked up by 3:30 unless they are participating in a scheduled co-curricular activity.

#### SCHOOL MEDIA CENTER

The media center contains books, reference materials, magazines, computer and other resources. Operating policies & procedures will be outlined for students.

#### SCHOOL PRAYER

Gathering for prayer is one of the most important means of growing together as a school community. We expect that all community members will actively and respectfully participate in the spiritual life of the school. Parents and families are strongly encouraged to join us for these gatherings. Extended chapel services, including a reading from and reflection on the scriptures, will occur each Friday morning. Additionally, each class period will begin with prayer.

#### SCHOOL SECURITY

Parents are reminded that the safety and security of our students is a fundamental priority at Epiphany. **Parents and all visitors must check in at the reception area before proceeding anywhere else on campus.** Badges will be given and must be worn. If a parent is picking a child up for an early dismissal, he/she should not go directly to the classroom. Additionally, no child can be dismissed to someone other than his/her parent without written parental consent. Any concerns/suggestions regarding safety should be made directly to the Assistant Head of School and will be given careful consideration.

#### SCHOOL STEWARDS

Volunteers – known at Epiphany as “stewards” - are strongly encouraged to contribute to our school community. We greatly appreciate the services of our dedicated stewards and recognize the invaluable benefits that come to through their investment of time and talent. We encourage mothers, fathers, grandparents and other members of our local community to cooperate in enriching our educational programs.

All stewards are required to sign in at the reception area and receive a Steward's Badge. The tag must be worn during the entire stay on campus. Stewards should sign out and return their tags when departing. All school stewards will be required to submit a *Personal Information Sheet*. Depending on the nature of the activity and the level of supervision, additional background checks may be necessary. All paperwork and verification must be completed prior to any volunteering.

#### SMOKING

The Epiphany School is a completely non-smoking campus. Smoking is not allowed by anyone in the building, or on the grounds at school-related functions. Neither is smoking allowed within the immediate vicinity of the school. As a general rule, if a student can be seen from any area of the building, he/she will be disciplined for violating this smoking prohibition.

#### STAFF AREAS

Students are not permitted in the faculty lounge or administrative offices unless accompanied by a faculty/staff member. Students are reminded that they are not permitted to use office computers, copiers, phones or other equipment without permission.

#### STUDENT ACCESS TO CLASSROOMS

Before and after school, students may gather in designated areas. Students should not enter individual classrooms before or after school hours unless a teacher is present.

#### TRAFFIC

**Parents and other authorized drivers dropping off and picking students up at the school are urged to use extreme caution.** Speeds should never exceed 10 mph. Traffic guidelines have been established to ensure the safety of our community. School personnel will direct these systems and their instructions should be respected and followed.

In the morning, all cars should arrive through the Griffin Avenue entrance to the parking lot. Entering cars will proceed in a single file to the drop off area near the lower school entrance (right side- parallel to the parking lot). Once students have safely exited, cars should depart out the Henderson Avenue entrance.

In the afternoon, please follow the same procedures. If a parent needs to park and enter the buildings following dismissal, he/she should meet the child at the lower school entrance and accompany the student to the desired location and then back to the vehicle. Please note that if students will be walking or biking home, permission must be expressed in writing and submitted to the Main Office.

#### VANDALISM

We expect that students will take responsibility for the physical appearance of the school. Littering, defacing, or damaging buildings and equipment is viewed as vandalism and will be taken as a major offense. Restitution will be required for all incidents of vandalism.

#### VISITORS

***The only entrance open during the school day will be the lower school reception area.*** All persons entering the school will be asked to sign in and will be required to wear a "visitor" sticker while on campus. A "visitor" is defined as anyone on campus who is not an employee or a currently enrolled student. This requirement is to ensure a safe environment for our students and school personnel.

## **GOVERNANCE POLICIES**

#### BOARD OF TRUSTEES

As outlined in our Articles of Incorporation, the Board of Trustees bears ultimate responsibility for the life of our school. The functions of the Board include, but are not limited to, the following:

- 1) Ensure that the mission of the school is thriving
- 2) Ensure the school's compliance with all safety & statutory requirements in the administration of programs for students and personnel
- 3) Develop policies and regulations as needed for the functioning of the school
- 4) Guide the development of long-range plans and securing institutional resources
- 5) Oversee financial operations and determine capital expenditures
- 6) Participate in ongoing assessment of the school's performance

Neither the board nor any single trustee will take action or become involved in issues related to individual personnel or students. Parents or students should not appeal to trustees in this regard. If desired, a complete copy of the by-laws of the Board is available for review.

#### EPIPHANY COMMUNITY ORGANIZATION

E.C.O. exists to create school spirit and raise additional financial support for The Epiphany School. It is a collaborative association that welcomes the involvement of all parents, teachers and other community members. All involved will work to enhance our school community and deepen our commitment to our core values. The Association is not intended to serve as a board of appeals for the concerns of an individual family. These matters should be taken directly to the school administration.

## **STUDENT HEALTH POLICIES**

#### DRUG TESTING

To ensure the moral and physical integrity of our students and our community, the Administration reserves the right to require students to submit to a drug screening at an authorized agency and at the expense of the parents/guardians.

#### EMERGENCIES

In case of an accident or illness suffered by a child during the school day, every attempt to notify the parents/guardians will be made. If the parents can not be reached, one of the parties designated on the *Student & Family Information Form* will be contacted. If a doctor's immediate attention is needed and parents are not available, school personnel will authorize to have the child treated to the extent of emergency care. Parents are urged to inform the school of any changes to the *Student & Family Information Form* which may occur during the school year.

#### FIRST AID & OTHER HEALTH SERVICES

Volunteers are available to treat minor injuries and health ailments. We do not offer a full service drop-in clinic. The volunteer and/or administration will send home any student who has a fever of 99.6 or greater, extreme malaise, headache lasting longer than 1 hour, nausea, vomiting and symptoms of upper respiratory infection (green drainage from nose, eyes and throat). If the parent or emergency contact cannot be reached, the student will remain with the volunteer until contact is made. Parents are urged to come get your child as soon as possible as they will be more comfortable at home and will not be exposing other students to illness.

## HEALTH INSURANCE

Families are expected to secure the minimum coverage of the health and accident policy available through private insurers or governmental agencies.

## ILLNESS OUTSIDE OF SCHOOL

Please notify the school promptly if your child contracts a communicable disease (strep throat, chicken pox, mono). Students should remain at home if he/she has a fever, vomiting, diarrhea, or excessive coughing. Your child must be **fever free and/or vomiting free for 24 hours before returning to school**. Any child diagnosed with Strep Throat needs to be on antibiotics for 24 hours before returning to school. If your child is sent home from school with a fever of 99.6 or greater, they must stay home for at least 24 hours and be fever free before returning to school. This practice minimizes the spread of colds, flu and other viruses. Any special provisions that should be made following illness/injury must be communicated via note from the student's physician.

## IMMUNIZATIONS

All students who enroll at The Epiphany School must be in compliance with North Carolina statutory regulations concerning immunizations. Any discrepancies will be brought to the attention of parents with the expectation of being promptly remedied.

## MEDICATIONS

**Students needing medication during the school hours are to turn all medicines to the Lower School Director upon arrival at school.** They should not remain in the student's possession. Medications are to be clearly identified with the student's name and dosage. A completed *Medication Authorization Form* is to accompany all medicines sent to school that are to be administered during the day. This form must include written instructions from the doctor or parent as to the administering of the medication. We ask that written directions be specific about the dosage and time for medication. Volunteers will record on the *Medication Authorization Form* each time that medication is administered during the school day.

The **school will not stock or supply over the counter medications, with the exception of acetaminophen and ibuprofen**. Please remember to send in any other kind of over-the-counter medications for your child with the medication form and his/her name marked clearly on the bottle. Students should not have these items in their possession to self-administer.

Routine prescription medication must come in the original prescription bottle with the correct name, dosage and time to be given on the bottle. When the medication is completed, the parent or guardian must pick up the medication.

## TUITION & FINANCIAL POLICIES

The tuition fee schedule will be determined by the Board each January. Each family will receive a tuition fee schedule at the time of registration for the upcoming school year. All registration fees are non-refundable. Applications for tuition assistance are made available in the end of February and must be submitted to FACTS Grant & Aid Assessment by mid-April. Award notifications are distributed in May.

## EXPECTATIONS FOR PAYMENT ON TUITION AND FEES

Prompt payment of all tuition and occasional fees are essential to maintaining the financial stability of our school. All families are urged to maintain open and honest communication with the administration regarding any financial matters. In particular, families should be aware of the following general guidelines:

1. If an account becomes delinquent for more than 30 days, students may not be permitted to attend classes until payment arrangements have been made directly with the Head of School.
2. Any payment arrangements must be agreed to in writing between the family and Head of School.
3. A family may not return to The Epiphany School for a new school year unless all tuition from the previous year has been paid in full.
4. If an account is delinquent at the time of semester exams, the student will be held from taking exams under payment in full is made.
5. A family that withdraws from the school with an unpaid balance and who has failed to cooperate in keeping payments current may have their account turned over to a collection agency.

## FINES

In the event that the school receives notification of "Insufficient Funds" on any payment made for tuition or other school expenses, the family will be notified immediately by the administration. A **\$35.00 fine** will be assessed in each instance.

Prompt re-payment by cash or money order will be required and will be paid directly to the school. Written invoices for these outstanding payments and the associated fine will be provided by the school.

#### RESPONSIBILITY FOR PAYMENT IN CASE OF WITHDRAWAL

Once the school year begins, we expect that a student will be enrolled for the entire year of instruction. Tuition is not based on daily or monthly attendance. Budgets and employee contracts are set according to expected enrollment. As such, families who withdraw a student will be responsible for payments as follows:

- 1) ***If written notice of withdrawal for the upcoming school year is submitted prior to July 31<sup>st</sup>, the family will not be responsible for payment.***
- 2) ***If written notice of withdrawal for the upcoming school year is submitted on or after August 1<sup>st</sup>, the family will be responsible for the entire 1<sup>st</sup> semester of tuition.***
- 3) ***If written notice of withdrawal is submitted on or after January 1<sup>st</sup>, the family will be responsible for the entire 2<sup>nd</sup> semester of tuition.***

Formal requests for any exemption to this policy must be submitted in writing to the Head of School and will be reviewed by the Board of Trustees.

All outstanding balances must be paid prior to the release and/or forwarding of student records.

***In the event that the Board of Trustees adjusts these financial policies or implements additional guidelines, these will be provided in writing to all parents with a requested confirmation of their review.***

#### **Handbook Conclusion**

***The administration reserves the right to evaluate the overall record of any student who displays significant difficulty in any facet of school life. Depending upon this evaluation, a student may be asked to leave the school during the school year or at the end of the year. Continued enrollment at The Epiphany School is not automatically granted; it must be earned by honoring and fulfilling the values and expectations of our community on a daily basis. Since it is impossible to establish policies for every scenario, the administration can interpret and apply the underlying principles of this handbook in a consistent fashion. Finally, as the administration takes seriously its legal, professional and moral obligations to protect the safety of the entire school community, other actions not herein outlined may be taken as necessary.***

#### **STATEMENT OF NON-DISCRIMINATION**

The Epiphany School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and school-sponsored programs.



# 2009-2010 SCHOOL YEAR CALENDAR

AUGUST '09						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**13, 14, 17, 18** Teacher Workdays  
**19** First Day of School

SEPTEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**7** Labor Day  
**18** Progress Reports

OCTOBER '09						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**16** End of First Quarter  
**19-23** Fall Break  
**30** Report Cards

NOVEMBER '09						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**1** Daylight Savings Time ends  
**6** Early Release—Parent/Teacher Conferences  
**11** Veterans Day  
**25-27** Thanksgiving Break

DECEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**4** Progress Reports  
**18** Early Release  
**21-31** Christmas Break

JANUARY '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1** New Year's Day  
**6** Feast of Epiphany  
**8** End of Second Quarter  
**11-15** Semester Exams  
**18** M.L. King Jr. Day  
**22** Report Cards

FEBRUARY '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**12-15** Midwinter Break  
**19** Progress Reports  
**26** Early Release—Advisor/Parent Conferences

MARCH '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**14** Daylight Savings Time begins  
**19** End of Third Quarter  
**22-26** Spring Break

APRIL '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**1** Report Cards  
**2-6** Easter Break  
**30** Progress Reports

MAY '10						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**3-7** Senior Exams  
**31** Memorial Day

JUNE '10						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**4** End of Fourth Quarter  
**5** Commencement  
**7-10** Semester Exams  
**11, 14** Teacher Workdays  
**18** Report Cards

JULY '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**5** Independence Day (Observed)

# The Epiphany School

## 2009-2010 School Calendar

Aug. 13-14,17-18	Teacher Workdays
Aug. 19	First Day of School
Sept. 7	Holiday (Labor Day)
Sept. 18	Progress Reports sent home
Oct. 16	End of Quarter
Oct. 19-23	Fall Break
Oct. 30	Report Cards sent home
Nov. 6	Early Release- Parent/Teacher Conferences
Nov. 11	Holiday (Veteran's Day)
Nov. 25-27	Thanksgiving Holiday
Dec. 4	Progress Reports sent home
Dec. 18	Early Release
Dec. 21-31	Christmas Break
Jan. 1	New Year's Day
Jan. 6	Feast of Epiphany
Jan. 8	End of Quarter
Jan. 11-15	Fall Semester Exams; Early Release Days
Jan. 18	Holiday (MLK Holiday)
Jan. 22	Report Cards sent home
Feb. 12-15	Midwinter Break
Feb. 19	Progress Reports sent home
Feb. 26	Early Release (Parent/Advisor Conferences)
Mar. 19	End of Quarter
March 22-26	Spring Break
Apr. 1	Report Cards sent home
April 2-6	Easter Break
April 30	Progress Reports
May 3-7	Senior Exams
May 31	Holiday (Memorial Day)
June 4	End of Quarter
June 5	Commencement
Jun. 7-10	Spring Semester Exams; Early Release Days
Jun. 11,14	Teacher Workdays
Jun. 18	Report Cards sent home

Middle School Daily Schedule 2009-2010

Monday, Tuesday, Thursday			
		Gr. 7	Gr. 8
8:20-8:30		Morning Gathering	
8:35-9:20		1st	1st
9:25-10:10		2nd	2nd
10:15-11:00		3rd	3rd
11:05-11:50		4th	4th
11:55-12:35		Lunch / Activity Period	
12:40-1:25		5th	5th
1:30-2:15		6th	6th
2:20-3:05		7th	7th

Wednesday, Friday			
		Gr. 7	Gr. 8
8:45-9:15		Chapel--Fridays only	
9:20-10:20		1st	1st
10:25-11:25		2nd	2nd
11:30-11:55		Tutorial	
12:00-12:35		Lunch / Activity Period	
12:40-1:40		3rd	3rd
1:45-2:45		4th	4th
2:50-3:05		Advisory	